Academic Advising
FLAGS BIRT Administrator Dashboard

Overview

The FLAGS – Administrator Dashboard can be used by departments to identify students with flags in their classes or can be used by other administrators to identify students with flags who are assigned to a particular advisor, as well as seeing the flags assigned.

Reports

FLAGS reports can be accessed through the Consolidated Business Intelligence (CBI) website.

CBI Access

1. Navigate to bi.iu.edu.

2. Click on CBI.

3. Enter your username and passphrase.

4. On the left side of the page you will see the Report Catalog.

5. Select Student > Academic Advising. You will see a list of reports that are available.

![Report Catalog]

Reports whose names are gray are reports that you do not currently have access to. You can see an example of this with the Flags Advisor Dashboard, which is only available to advisors. If you feel you should have access to a report, you can click on that report and submit a request for access or you can email IU-UITS-AA@exchange.iu.edu
Report Views

When you click on the report name, the report will open within the CBI page. To view the report in its own window, right click on the name of the report and select Open in Browser.

Admin Dashboard

The FLAGS – Administrator Dashboard allows users to view student flag information organized in two different ways

**List of Students with number of Flags:** in this table students with flags are organized based upon their Advisor Assignment>Course Description (title of course)>Student Name. Students without a specific assigned advisor are in their own group, with “Null” listed under Advisor Name. A benefit of this view is that users can see a list of all students who have received a flag in a specific class all together

**Students with Flags by Student ID:** in this table students with flags are organized based upon Student ID>Course Description. A benefit of this view is that one can view all flags that an individual student has across all enrolled courses. Users can also view the flag description and any recommended action for each flag.
Parameters

The easiest way to quickly access the specific information you are looking for is to make use of the parameters available.

This report contains what are called cascading parameters. This means that as you begin to selecting parameters, the others will adjust to only show those that are applicable based upon your selections. For example, if you select Bloomington for Student Campus when you want to select a specific Class School, you will only see those schools that are on the Bloomington campus.
Using the combination of **Flag Dates** and **Term** users can access data from a very specific period of time within a term or across terms. For example, if a user only wants to look at flags reported in the last 2 weeks and the current term is 4142, these parameters should be set as seen below. The intersection of these two parameters will be displayed.

![Flag Dates and Term parameters](image)

Note that the terms that appear in the drop down will only be the terms that fall within the Flags Dates you have selected. If the dates are set to include years, up to 8 terms can be accessed at any given time. **New terms will only show up as an option once flags have been submitted for that term**.

If you would like to access same parameters each time you run the report, once you have selected your desired parameters, click on **Remember my changes** at the bottom of the report. You will be asked to name the view you have created and click **Remember**. You can save more than one view for the same report. You can then return to these in the future or return to the Original Default View.
Choosing Your View

If you would like to focus in on just one of the two tables provided, once you have entered your chosen parameters, you can change your view from the dashboard view, seen below, to a view of just one of the tables.
Accessing Underlying Data

Some users may want to engage in further analysis. The underlying data for report results are available by clicking on the at the bottom of the page and select Data. Users can then click on “Download all rows as a text file” to download the data into an Excel spreadsheet.