Academic Advising
FLAGS BIRT Institution Dashboard

Overview

The FLAGS – Institution Dashboard provides campus specific flags summaries. Allows you to view summary information about Flags submitted by class, students and day. Also provides an overview of attendance, trends and actions for all campuses.

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.

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
Academic Advising
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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.

Notes for Understanding the Institution Dashboard

- An ‘attendance’ issue is any Attendance value other than ‘Attending’ and ‘Has Started Attending’.
- Students with rosters on multiple campuses are counted in each campus. ’Flags’ refers to any value in the Flags column on the Student Performance Roster.
- An ‘Action’ is any value in the Recommended Actions column other than ‘No Recommendation at this Time’.
- A ‘Trend Issue’ is ‘Some Improvement’ or ‘Increased Level of Risk’.
- ‘Students with Issues’ refers to students with attendance issues, negative trends and/or flags.

[For Submissions Pages]

‘# Submissions’ refers to the total number of individual roster submissions. 
‘# Students Submitted’ refers to the total number of distinct students with submitted rosters. 
‘# Ratings’ includes the number of students with Flags; does not identify distinct students. 
‘# Students Rated’ refers to the total number of distinct students flagged.
Report Navigation

This report is organized within 6 tabs across the top of the page. Each tab contains different sets of information.

Student Analysis

There are two sets of information available on this page. The first set allows you to compare the number and percentage of students who have been submitted as a part of the student performance roster on each campus, in the selected term. Below this information, the percentage and number of students with issues based on these submissions is provided.
Class Analysis

Similar to the Student Analysis page, the class analysis provides two sets of information that allow you to see the number and percentage of classes on each campus, in the selected term that have submitted student performance rosters, as well as the percentage and number of classes that show issues based on these submissions.

Attendance & Trends and Flags & Actions

These two pages provide you with the information collected directly from these sections of the student performance roster and represent the cumulative counts for all campuses. Raw counts and percentages are provided for each value in the categories listed.
Academic Advising
FLAGS BIRT Institution Dashboard

Submissions by Day

You can track the number of student performance roster submissions, students submitted, students rated and number of ratings by day within a particular term and date range for all campuses.
Cumulative Submissions by Day

This page allows you to track number of submissions by day, in addition to showing how many cumulative submissions have been made to that point on all campuses. You can also look at the number of ratings per day and cumulatively.

![Cumulative Submissions by Day](image)

Report Parameters

There two different sets of parameters used in this report. The Student Analysis, Class Analysis, Attendance & Trends, and Flags & Actions pages allow you to select Term and whether you would like to see only data associated with enrolled students or all students.

<table>
<thead>
<tr>
<th>Term</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

The Submissions by Day and Cumulative Submissions by day pages have the addition of a date slider. This allows you to limit the time period within a term that is being viewed.

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</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>9/17/2014</td>
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Academic Advising
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Downloading Report as Picture or PDF

At the bottom of each report page, there is an export icon 🔄. Clicking on this icon will provide the option to download the page as a picture or PDF, which can then be saved.