Academic Advising
FLAGS BIRT Instructor Dashboard

Overview

The FLAGS – Instructor Dashboard can be used by faculty and instructors who have taught since the implementation of flags to view current and previous classes taught and 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 [ ]

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
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.

Note: While the Instructor Dashboard is visible to all user, data will only be displayed if the user is currently or has in the past been an instructor and submitted flags.

Parameters

There are three parameters that show up on the Instructor Dashboard. The first is Student Campus. This will default to “All”, so that all students in your classes will show; however, an instructor may select individual campuses. The Instructor Name parameter will always default to your name and cannot be changed. Finally, an instructor can select in the Term parameter, from all of the semesters he/she taught and submitted flags.
Dashboard Components

At the top of the page, instructors can see the list of classes taught in the selected term(s) with counts for the number of Action, Attendance Issues, Progress Issues and Trends that were submitted. This provides a quick view without any student detail.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Class Number</th>
<th>Instructor Name</th>
<th>Action</th>
<th>Attendance</th>
<th>Progress</th>
<th>Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVERSITY IN A PLURALISTIC SOC</td>
<td>27602</td>
<td>Doe, Instructor</td>
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<tr>
<td></td>
<td>34120</td>
<td>Doe, Instructor</td>
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<tr>
<td>HUMAN GROWTH &amp; DEV IN SOC ENV</td>
<td>20746</td>
<td>Doe, Instructor</td>
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<tr>
<td>TOPICS IN BUSINESS</td>
<td>33320</td>
<td>Doe, Instructor</td>
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</tbody>
</table>

Below this view instructors can see the list of students who have been flagged for each class, as well as the type of flag(s) assigned.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Instructor Re..Class Re..</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Student Email</th>
<th>Action</th>
<th>Attended</th>
<th>Progress</th>
<th>Trend</th>
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Finally, detailed information about the student(s) and flag(s) is available in the view at the bottom of the page.
Exporting Underlying Student Data

Instructors can export the detailed underlying data into an Excel spreadsheet by first clicking on the StudentFlagsDetail tab at the top of the page.

Once this page loads, scroll to the bottom of the page and click on the icon and select **Crosstab**.

Then click **Download** at the prompt.