Overview

This job aid introduces you to the FLAGS (Fostering Learning, Achievement and Graduation Success) reports available on the IUIE. This includes basic terminology, how to find reports in the IUIE, and how to use features of the Business Intelligence Reporting Tool (BIRT).

Steps

Terminology

Cascading Parameters - the list of values for one parameter depends on the value chosen in preceding parameters. For most of the FLAGS reports, once the Campus has been chosen the Term and other parameters (Class School, Class Department, etc.) are limited to that Campus.

Multi-select Parameters - a listing of values for a parameter whereby one or several values may be chosen.

Wildcards - a character that can be used as a substitute for additional values. For example, to display information for all of the programs associated with University College, an appropriate wildcard would be ‘UC%’ or ‘UC*’. The quote characters should not be entered. Additional wildcard substitutions may be found by clicking the Wildcards Allowed link adjacent to the parameter.
Finding the FLAGS reports in IUIE

Left hand Tree Navigation

1. Click on the **Student** folder and then click the Records folder. You should now see the **FLAGS** folder.

2. Click on the **FLAGS** folder to view a listing of the available FLAGS reports.

Master Catalog Search

1. Enter `sr_flag` into the search box and click **Search**.
Academic Advising
FLAGS IUIE Reporting - Introduction

Search Master Catalog Results

Your search for "sr_flag" found 15 matches.
Click on the report object name to access it. Or to search again, enter a new word or phrase and click

**sr_flag** Search Advanced Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Technical Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLAGS Attendance List, v1</td>
<td>IF_SS_SR_FLAG_RSTR_ATTEND_LIST</td>
</tr>
<tr>
<td>FLAGS Campus Dashboard, v1</td>
<td>IF_SS_SR_FLAG_RSTR_CAMPUS_CSHRD</td>
</tr>
<tr>
<td>FLAGS Institution Dashboard, v1</td>
<td>IF_SS_SR_FLAG_RSTR_OSHRD</td>
</tr>
<tr>
<td>FLAGS Performance Roster Activity Statistics, v1</td>
<td>IF_SS_SR_FLAG_RSTR_STATS</td>
</tr>
<tr>
<td>FLAGS Roster Current Student Actions, v1</td>
<td>IF_SS_SR_FLAG_SFF_RSTR_CURR_STDTN_ACTNS</td>
</tr>
</tbody>
</table>

Business Intelligence Reporting Tool (BIRT)

Many reports created for the FLAGS project will use BIRT which is a tool that resides within IUIE. BIRT allows users to access a dashboard for multiple reports related to a particular business process. The information presented below is a guide on navigating the BIRT tool.

As with any IUIE report, BIRT can be accessed via a link set up on your desktop or from an established site that allows web navigation. Once the desired report has been selected, a user will be taken to a report parameter page, so that more specific information may be entered. Below is an example of an IUIE parameter page.
## FLAGS Roster Report for Administrative Users

### Instructions

- **Run**
- **Run Against Test**
- **Save Settings**

### Specify Parameter Values to Restrict Output

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>IUKOA - Kokomo</td>
</tr>
<tr>
<td>Term</td>
<td>4118 - Fall 2011</td>
</tr>
<tr>
<td>Class School</td>
<td>BUS - Kelley School of Business</td>
</tr>
<tr>
<td>Class Department</td>
<td>KO-ECON - Economics</td>
</tr>
<tr>
<td>Career Code</td>
<td>DENT - Dentistry, GRAD - Graduate, GRAD1 - Graduate1, LAW - Law, MED - Medicine, CPT - Optometry, UGRD - Undergraduate</td>
</tr>
</tbody>
</table>

### Once the desired parameters have been input, and Run has been clicked, the user will be taken to the executed BIRT report.

![Image of BIRT report output]

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Left hand Navigation

Icons in the upper left-hand corner of the page allow advanced options for locating specific records, re-entering parameters, downloading data, capturing the page, and printing.

1. TOC – Table of Contents – Allows you to select the data that you want. Once you click the icon, a listing will appear.

   | Ratings by Student and School |
   | Ratings by Class and Student |
   | Ratings by Rating Type, Rating Description |

2. Click on the desired row.

3. To close the TOC, click it again.

   Note: Not all BIRT reports will have a TOC.

4. Parameters – Allows you to re-select your data without being taken back to the IUIE. Once you click the parameter icon you will see choices similar to the example below.
5. After you update the desired parameters, click [OK] and a new BIRT report will be generated. You may use this as often as you like.

6. ![Export Data] - Export Data – Clicking this icon will allow you to export data into an Excel spreadsheet. The dialogue box you are presented with will be similar to the one below.

7. In the **Available result sets** drop down box, you will be able to select the section of the report for
which you want to export columns. Usually, to choose any of the available columns, you will need to select the last value or “all columns”. This may vary in different BIRT reports. Once the Available result sets is selected, the columns available for export show up under Available Columns. Use the arrows to move the columns into the Selected Columns.

- Select all columns
- Select highlighted column
- Remove highlighted column
- Remove all columns

8. It is recommended that you leave the default parameters for the other criteria on the page. Once columns are selected for export selecting will export the data into an Excel spreadsheet.

9. Export Report – Clicking this icon allow you to export a “picture” of the report. Data cannot be manipulated using this option. Once you have chosen this icon the following dialogue box will be displayed.

10. Several export formats are available. After you have selected the desired export format, and any additional parameters, click and the document will be presented to you and you may save it to the desired directory for future reference.

11. Print Report - Selecting the print button will create a html or pdf file of the report.

12. Once the file is created it is opened in your default viewer. Once in the viewer you may:
   - Save to your disk drive or desktop
   - Copy & paste into other documents
   - Print
Right hand Navigation

Page Control – Used if more than one report page exists.

Standard Report Features

Used to drill down to additional reports, navigate, and include or exclude data Standard Report Features.
IUIE FLAGS Datagroup Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Technical Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLAGS Attendance and Trend by Org</td>
<td>SR_STU_PERF_RSTR_BYORG_GT</td>
<td>Datagroup listing the current Student Performance Roster values for Attendance and Trend by Organization</td>
</tr>
<tr>
<td>FLAGS Attendance and Trend by Stack</td>
<td>SR_STU_PERF_RSTR_BYSTK_GT</td>
<td>Datagroup listing the current Student Performance Roster values for Attendance, Trend by Program Plan Stack</td>
</tr>
<tr>
<td>FLAGS Student Performance Roster -Current</td>
<td>SR_STU_PERF_RSTR_CUR_GT</td>
<td>Datagroup listing the current Student Performance Roster values including indicators for each value of Attendance, Trend, Progress, and Action values</td>
</tr>
</tbody>
</table>

Report Parameters

Class School - the school for which the class has been designated. For example, BUS – Kelley School of Business.

Class Department – the department for which the class has been designated as related to the Class School. For example, KO-ECON – Economics would be a department associated with the Kelly School of Business on the Kokomo Campus.

Class start Date range from – the first start date of class from which you would like data. For example, if the classes that you are interested in started on October 19, 2011 then you would enter 10/19/11. Any class that began on that date or later would appear on the report.
Class start Date range to – the last start date of a class from which you would like data. This should be used in conjunction with Class start Date range from parameter to limit the output on the report. If you only wanted classes that started between October 19, 2011 and November 1, 2011, then the example above should be used, plus, you would need to enter 11/01/11 for the start date.

Class end date range from – the first end date of class from which you would like data. For example, if the classes that you are interested ends on November 1, 2011 then you would enter 11/01/11. Any class that ends on that date or later would appear on the report.

Class end date range to – the last end date of class from which you would like data. For example, if the classes that you are interested ends on November 30, 2011 then you would enter 11/30/11. Any class that ends on that date or earlier would appear on the report.

Roster Submit Date – the date the instructor submitted the roster. Each time the roster is submitted by the instructor, a new effective-dated row is added only for students whose records were changed.

Student Enrollment Status – the enrollment status of the student.

Student Level – the class level of the student, for example, Freshman, Sophomore, etc.

Primary Program – the primary program code (school) associated with the student’s career. For example BUS1 is Business Undergraduate.

Primary Plan – the plan code (major) associated with the student’s primary program.

Advisor User Name – the ADS user id of the advisor.

Date Range Start Date (mm/dd/yy) – the beginning date of the update to the Student Performance roster after an instructor has submitted (formerly saved) it.

Date Range End Date (mm/dd/yy) – the ending date of the update to the Student Performance roster after an instructor has submitted (formerly saved) it.

Include Reviewed or Non Reviewed Rosters – by choosing the “Just Reviewed Rosters” option, only rosters that have been updated will display. Likewise, choosing the “Just Non Reviewed Roster option, only rosters that have not been reviewed will displayed.

Include Rosters With No Issues – by choosing the “Include Rosters With no Issues” (displayed above) all rosters will display. If choosing the “Exclude Rosters With no Issues” options, only roster with issues will display on your report.

Display help content – this options allows you to “turn-off or on” the help information for the report.

Email Subject Text – for reports that include e-mails, this parameter allows you to specify a generic
e-mail subject text that will be sent to the chosen e-mail addresses. Please refer to the example below:

<table>
<thead>
<tr>
<th>Email Subject Text</th>
<th>Class Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have been reported by your instructor as not attending one or more of your classes. Attendance is crucial for your success in classes. Please start attending your classes or consequences will ensue.</td>
<td></td>
</tr>
</tbody>
</table>

**Email Body Text** - for reports that include e-mails, this parameter allows you to specify a generic e-mail “body” text that will be sent to the chosen e-mail addresses. Please refer to the example above.