Overview
Academic Advising reports can be accessed through Decision Support.

Steps
Accessing the Academic Advising Report Center in Decision Support via One.IU

1. Navigate to One.IU (one.iu.edu).
2. In the Search bar, type “Decision Support” and press ENTER.
3. Click on the Decision Support: Reports tile. (You can also go directly to Decision Support using the URL: ds.iu.edu.)
4. From the Decision Support site, in the Search bar, type “Academic Advising.”
5. Click on the Academic Advising tile under the Report Centers section.

Alternatively, this report center is also available by clicking on the AA BI Reports link within AdRx.

The Academic Advising Report Center in Decision Support is now displayed. From here you can add this report center as a favorite for quick access to these academic advising reports.

Available Reports
The Academic Advising Report Center contains the following reports.

- Student Contact Report – Advisors Dashboard: This report allows academic advisors to view how many and which students assigned to specific academic advisors have not been seen by an academic advisor within a given date range. Student details associated with these contacts are viewable. Users can further narrow results to view contacts with students within particular sub-groups.
• **Student Contact Report – Administrators Dashboard**: This report allows administrators and supervisors to view counts of students contacts made by individual academic advisors, by contact type, within a given date range. Student details associated with these contacts are viewable. Users can further narrow results to view contacts with students within particular sub-groups.

• **Student Contact Report – Campus Dashboard**: This report allows users to view total academic advising contacts, by contact type, within given date ranges by campus. Users can further narrow results to view contacts with students within particular sub-groups. No individual student details are included in this report.

• **Student Contact Purpose Report**: This report allows users to view how many student contacts were made associated with each academic advising purpose, within a given date range. Users can further narrow results to view contacts with students within particular sub-groups. No individual student details are included in this report.

• **Student Engagement Report**: This view contains an aggregate report of the Student Engagement Report (SER) tool. This report also includes other student and course information.

• **Advising Appointments**: This report shows advisor appointment schedule for available time, scheduled appointments, and cancelled appointments.

These reports are created using Tableau. Tableau is data visualization software that allows you to view, understand and analyze your data. There is no special software necessary to view the reports, but you must be authorized to access the reports.

### Accessing an AdRx Report

1. Click on a report tile.

2. If you are not currently authenticated through CAS, enter your username and passphrase, and then your method of Two-Step Login (Duo) authentication.

   If you are authorized to view the report, it is displayed.

   If you do not have access to a report, an “Unauthorized” page is displayed with a form to request access.