

Department Chair Reporting

Office of the University Registrar



Chair Reports



Chair Reports

- Webfocus Chair View
- Classes
 - Enrollment by Term
 - Class Roster
 - Missing Correction Rosters
 - Historic Enrollment
 - Unused Electronic Permits
- Majors
 - All Majors/Minors
 - Applicants for Graduation
 - Select Majors/Minors
 - Graduates by Term
- Grades
 - Grade Distribution
 - Missing Grades
 - Expiring Incomplete Grades

- Located in upper right and corner of MyBLUE homepage.
- 10 years of data
- Major information is updated every night at midnight.
- Cannot access off campus unless you use VPN.



Reporting Sections



Three Sections of Reports

- Classes
- Majors
- Grades



Classes Reports



Enrollment by Term

- Provides Course information by term which includes enrollment numbers, course meeting patterns, and instructors.

Class Roster

- Allows user to pull class roster by term for a single or multiple courses. The class roster includes student name, NUID, program, email address.

• Missing Correction Rosters

- Provides a list of courses with instructor name that have not finalized or completed correction rosters.

Historic Enrollment

- Provides a list of all the terms a specified course was offered, number of sections offered, total class enrollment, total capacity, and average class enrollment.

Unused Electronic Permits

- Provides a list of courses and the student's name and NUID that have been issued an electronic permit but have not used it.

Classes

- Enrollment by Term
- Class Roster
- Missing Correction Rosters
- Historic Enrollment
- Unused Electronic Permits



Enrollment by Term

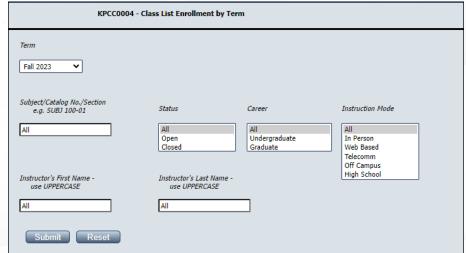


Enrollment by Term

- Provides Course information by term which includes enrollment numbers, course meeting patterns, and instructors.

Fields

- Class Nbr, Subject/Catalog No./Sect, Session, Career, Course Title, Subtitle, Status, Class Status, Type, Enrl Mas, Enrolled, Seat Available, Withdrawn, Start Date, End Date, Days, Start Time, End Time, Cr Hrs, Location, Instructors, Consent, Combined Class Nbr, Combined Subject/Catalog No./Sect.





Class Roster

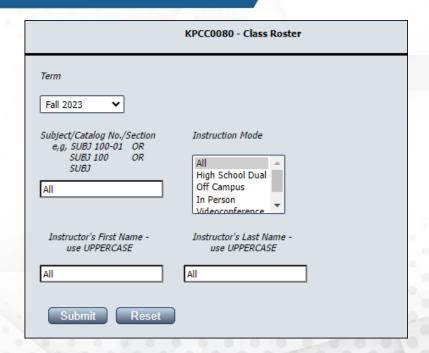


Class Roster

- Allows user to pull class roster by term for a single or multiple courses. Exports in excel and separates each section into different worksheets at bottom of excel

Fields

- Course information, Days and Time, Room, Instructor, Dates, Topic, Name, ID, Grade Basis, Units, Level, Program and Plan, Status, Email

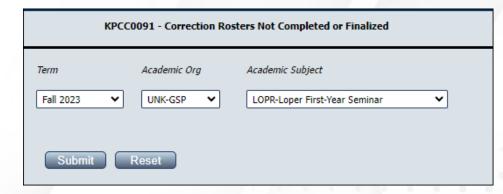




Missing Correction Roster



- Missing Correction Rosters
- Provides a list of courses with instructor name that have not finalized or completed correction rosters.
- Fields
- Class, Instructor





Historic Enrollment

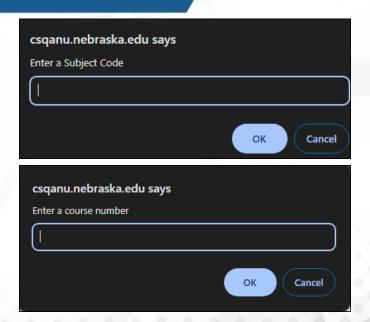


Historic Enrollment

- Provides a list of all the terms a specified course was offered, number of sections offered, total class enrollment, total capacity, and average class enrollment.

Fields

- Course ID, Term, Subject, Catalog, # Sections, Total Enrollment, Total Enrollment Cap, Avg. Class Enrollment





Unused Class Permission



Unused Electronic Permits

- Provides a list of courses and the student's name and NUID that have been issued an electronic permit but have not used it.

Fields

- Class, Name, NUID, UNK Email, Personal Email

	KPCC0092 - Unused Electronic Permits
Term	Academic Org UNK-GSP ✓
Submit Reset	



Majors Reports



All Majors/Minors

- By term provides a list of all currently enrolled student is a specified major/minor.
- Applicants for Graduation
- Provides a list of students that are in applied for graduation for specified term.
- Select Majors/Minors
- By term provides a list of all currently majors/minors in the academic department.
- Graduates by Term
- Provides a list of students that graduated each term. Includes the graduating student gpa, and academic honors.

- Majors
 - All Majors/Minors
 - Applicants for Graduation
 - Select Majors/Minors
 - Graduates by Term



All Majors/Minors

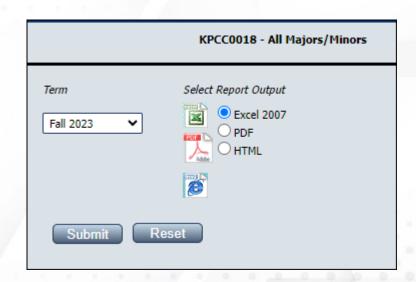


All Majors/Minors

 By term provides a list of all currently enrolled student is a specified major/minor.

Fields

- Student, NUID, FERPA Flag, Class Level, Academic Standing Last Term Enrolled, Cumulative Attempted Hrs., Cumulative Earned Hrs, Email, Cell Phone, Permanent Address, Current/Local Address, Campus Address, Advisor 1, Advisor 2, Advisor 3, Advisor 4, Full/Part Time, Transfer Hours (Y or N), Cumulative GPA, First Gen, Trio, Kearney Bound, KHOP, Honor Program Participant, Thompson Scholar, Undergrad Online Only, Program Information (Major, Minor, Emphasis, etc.)





Applicants for Graduation

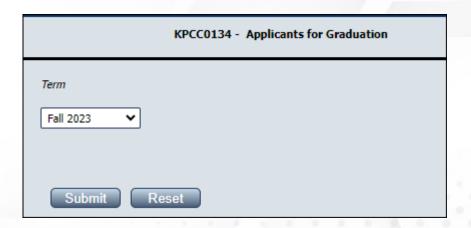


Applicants for Graduation

- Provides a list of students that are in applied for graduation for specified term.

Fields

- Last Name, First Name, Middle Name, NUID, FERPA Flag, Email, Street 1, Street 2, City, State, Country, Zip Code, Phone, Career, Acad Prog, Degree, Degree Honors, GPA, Major 4 columns, Program Information (Major, Minor, Emphasis, etc.)



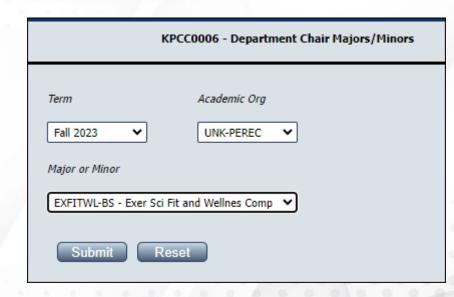


Select Majors/Minors



Select Majors/Minors

- By term provides a list of all currently majors/minors in the academic department.
- Fields
- Student, NUID, FERPA Flag, Email, Cell Phone, Advisor 1, Advisor 2, Advisor 3, Advisor 4, Full Time/Part Time, Transfer Hours, Cumulative GPA, Program Information (Major, Minor, Emphasis, etc.)





Graduates by Term

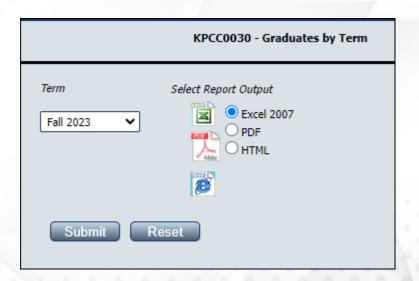


Graduates by Term

- Provides a list of students that graduated each term. Includes the graduating student gpa, and academic honors.

Fields

- Last Name, First Name, Middle Name, NUID, FERPA Flag, Career, Acad Prog, Degree, Degree Honors, GPA, Major 4 columns, Program Information (Major, Minor, Emphasis, etc.)





Grades Reports



Grade Distribution

- By term provides a breakdown of how many A's, B's, C's, D's etc were issues in a specific course. It lists by section and includes posting faculty name.

Missing Grades

- Provides a list of courses that are missing Degree, or Mid-Term, or Final Grades.

• **Expiring Incomplete Grades**

- Provides a list of incomplete grades that are expiring that term.



- Grade Distribution
- Missing Grades
- Expiring Incomplete Grades



Grade Distribution

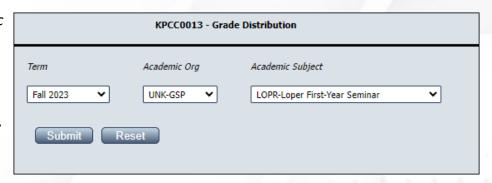


Grade Distribution

- By term provides a breakdown of how many A's, B's, C's, D's etc were issues in a specific course. It lists by section and includes posting faculty name.

Fields

- Instructor Name, Course, Section, Hours, Enrolled, A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, TF, CR, NC, AU, I, NR, W, TW





Missing Grades

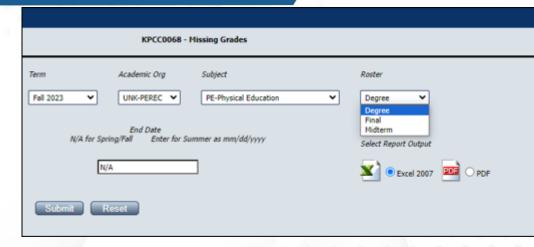


Missing Grades

- Provides a list of courses that are missing Degree, or Mid-Term, or Final Grades.

Fields

- Class, Title, Cr Hrs, Instructor



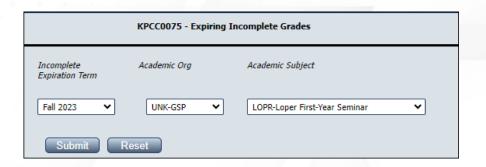


Expiring Incomplete Grades



Expiring Incomplete Grades

- Provides a list of incomplete grades that are expiring that term.
- Fields
- Names, NUID, Course, Term Taken, Grading Basis, Instructor, Lapse Deadline







Questions





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