



Reporting Tools for APSS

Using CRA and Insight with Schedule Building and Workload

<http://www.csuchico.edu/apss>

Two primary data sources

CRA

<https://emsint.csuchico.edu/cra/>

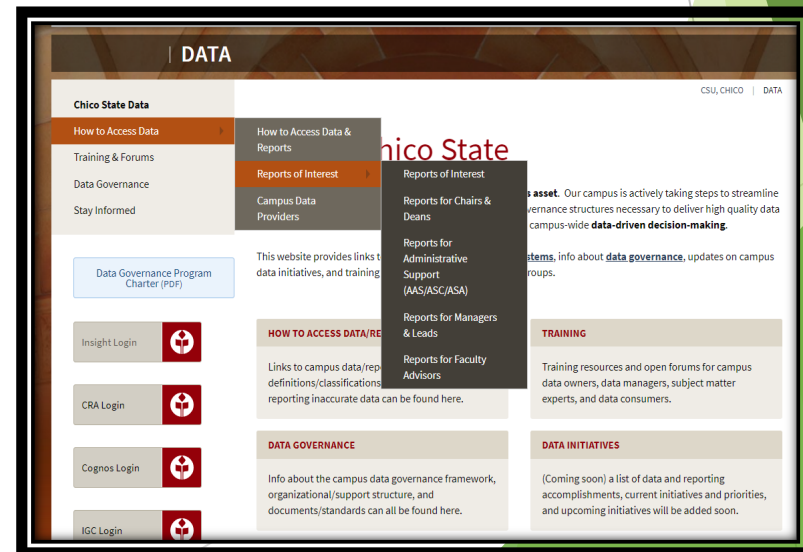
- ▶ Schedule audits
- ▶ Workload audits
- ▶ Direct communication with report-specific population (emails to students!)
- ▶ Student data

Insight

<https://insight-int.csuchico.edu/Reports/Pages/Folder.aspx>

- ▶ Schedule data
- ▶ Chair Dashboard reports
- ▶ Program Review data
- ▶ Property data
- ▶ Etc.

www.csuchico.edu/data >>
*See the left navigation blocks
for Insight Login and CRA Login*



Other tools used by APSS

- ▶ Room Request Application:

<https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest>

- ▶ Workload Report:

https://emsint.csuchico.edu/APSS/FacultyWorkload/Workload/Workload_Listing.aspx

- ▶ AWTU Reports:

- ▶ AWTU List: https://emsint.csuchico.edu/APSS/FacultyWorkload/AWTU/AWTU_Listing.aspx

- ▶ AWTU Long Form Listing: https://emsint.csuchico.edu/APSS/FacultyWorkload/AWTU/Long_Form.aspx

- ▶ FTES Trades Report:

<https://emsint.csuchico.edu/APSS/FacultyWorkload/FTESTrades/Default.aspx>

- ▶ FAR (aka COI, FUR, FUS)

Security Access Requests

<https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=26211>

CRA, Insight

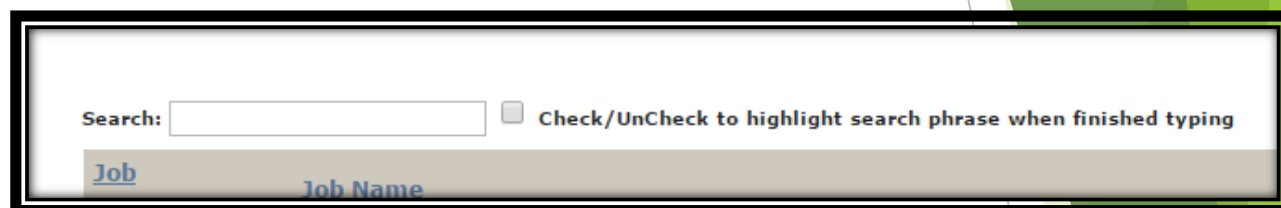
- ▶ Submit a ticket to ITSS; you can request access to one or both on the same ticket.
- ▶ Access to CRA must be approved by the user's supervisor. The jobs that you will have access to depends on your job title and department.
- ▶ Please provide your justification for access to the reporting system(s), including your job role or any appropriate circumstances or supplementary information that may aid in provisioning access. If you are requesting access that mimics the access of another user, please put that other person's name here and describe the circumstance (this is helpful if you perform the same role as another person in your department or if you are replacing an outgoing person, etc.).
- ▶ After we receive the request we will send one more notification of the CRA jobs and roles that are going to be granted.
- ▶ Once the access has been approved by your supervisor it will be forwarded to the appropriate data owners for final sign-off. We will then create your CRA access and you will receive a follow up email with the information you need to use CRA.

CRA :

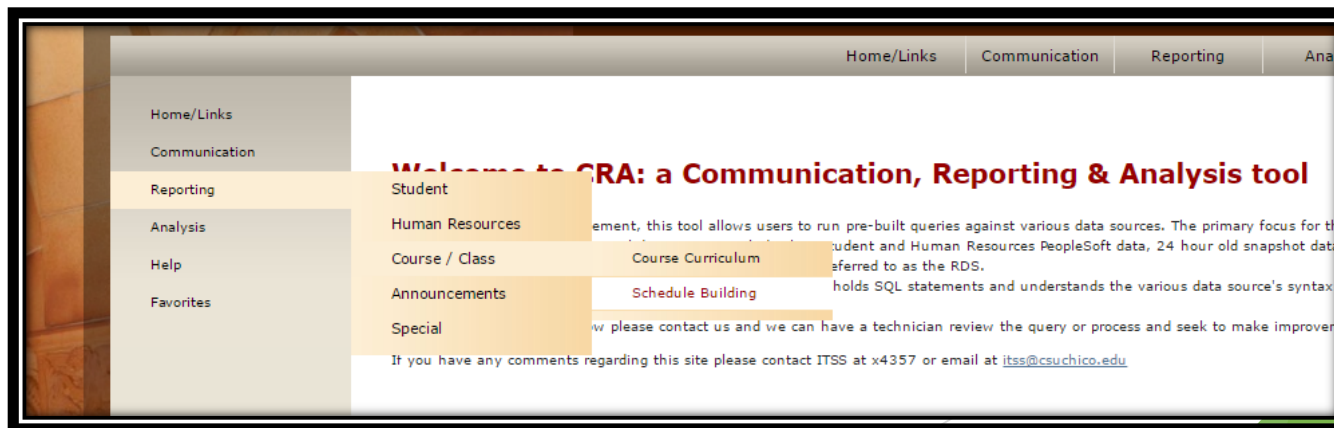
<https://cra.csuchico.edu/cra/jobs/joblistinguserall.aspx>

Reporting

- ▶ Bookmark that link!
- ▶ Search
 - ▶ Run a single job as needed, **or**
- ▶ Run all jobs as part of the schedule build audit process



A screenshot of the CRA search interface. It features a search box with the label "Search:" and a checkbox labeled "Check/UnCheck to highlight search phrase when finished typing". Below the search box is a table with two columns: "Job" and "Job Name".



A screenshot of the CRA main page. The page has a navigation menu on the left with items: Home/Links, Communication, Reporting, Analysis, Help, and Favorites. The main content area displays a welcome message: "Welcome to CRA: a Communication, Reporting & Analysis tool". Below the welcome message, there is a list of links: Student, Human Resources, Course / Class, Announcements, and Special. The page also includes a footer with contact information for ITSS at x4357 or email at its@csuchico.edu.

CRA: Schedule Building jobs

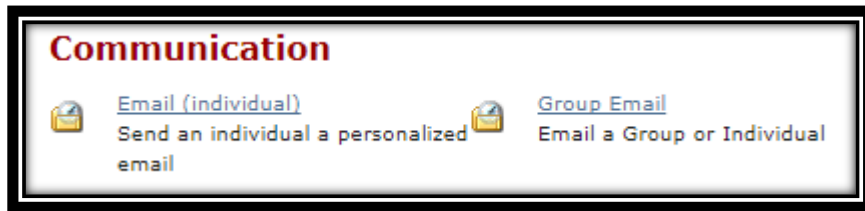
Priorities

- ▶ We push many audit findings your way. If you haven't already been auditing your schedule and we include you on a group email related to a CRA audit, those should be acted on ASAP.
 - ▶ Jobs we do NOT push to you to fix, but we clean up with your input: 1245, 1351, 1357, 1359, 1360, 1362, 1363, 1366, 1369, 1370, 1371, 1372, 1373, 1498
 - ▶ Jobs we DO push, that you cannot run yourselves: 1356 (component time conflicts), 1374 (TBAs no room)
- ▶ CRA jobs run by departments = you should run this entire list at least a couple times between schedule building and registration!
 - ▶ 1352, 1353, 1354, 1358, 1361, 1364, 1367, 1368, 1375, 1378, 1379, 1415, 1418, 1447
- ▶ During schedule building, you should be running audits and doing clean-up yourselves. But, it's a long list! Start with these, and run them until you have no results (or until census):
 - ▶ **Round I – 1353, 1354, 1358, 1367**
 - ▶ **Round II – 1353, 1354, 1358, 1364, 1367**
 - ▶ **Round III – 1352, 1361, 1375, 1418, 1447**
 - ▶ **Semester start – 1368, 1378, 1379, 1415, 1418, 1447**

Also useful but not APSS: 532, 654, 1388, 1456

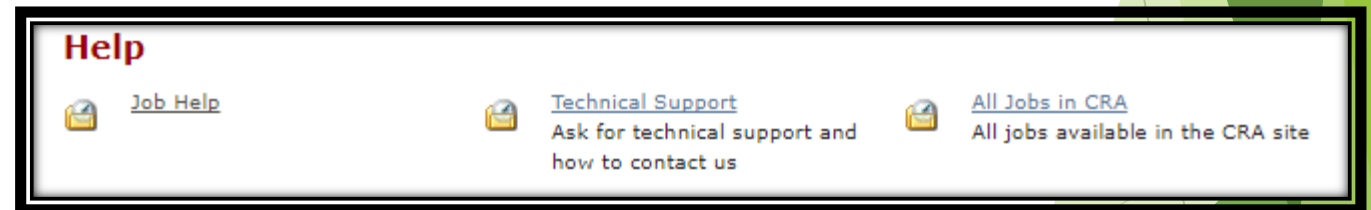
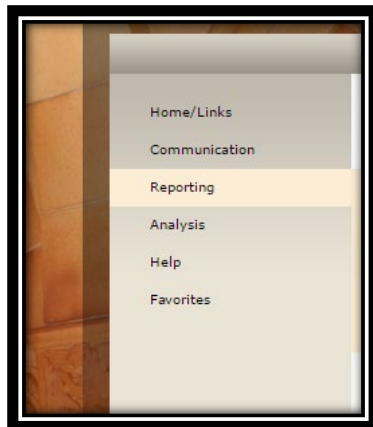
CRA : other things you can do

Communication



Help > Job Help

- ▶ Find out behind the scenes info about a job, including:
 - ▶ Which Entity (job group) the job is a member of
 - ▶ Query logic
 - ▶ Roles containing the job
 - ▶ Individual users who have access to the job
 - ▶ Owner of the job



Jennifer's view (you may not see these):

- ▶ Analysis isn't useful
- ▶ Favorites is misleading

Insight : <https://insight-int.csuchico.edu/Reports/Pages/Folder.aspx>

Schedule data = Course-Class Data

The screenshot displays the 'California State University Chico INSIGHT - Internal Campus Reporting Services' interface. The main heading is 'Course-Class Data'. Below the heading, there are two tabs: 'Report Builder' and 'Folder Settings'. The main content area lists several reports, each with a document icon and a brief description:

- By Day and Hour Class Sections and St...**
- Class Enrollment Report**
Updated from Peoplesoft every 60 minu...
- Class Inventory Report**
- Class Schedule Report**
Provides a listing of section Enrollments...
- Course Inventory**
- Enrollment History Detail**
Listing of course enrollment by census,...
- Faculty Teaching Schedule**
Select a Term and Department to gener...
- GE Census Enrollment with Class Level**
Select a GE Area to see all the courses ...
- GE Courses Enrollment History by Coll...**
A summary of enrollment by course by t...
- GE Term Summary Data Charts**
Shows total enrollment, enrollment cap...
- Summer Enrollment Fill**
Moved from 'APSS/Enrollment Reports/...

An orange arrow points from the right side of the screen to the 'Class Schedule Report' entry.

Insight : Course-Class Data

Schedule Building tools:

- ▶ **Class Schedule Report**
 - ▶ Doesn't show meeting pattern start/end **dates!**
- ▶ Course Inventory
- ▶ Enrollment History Detail
 - ▶ But only through Fall 2015
- ▶ Class Inventory Report
 - ▶ Layout similar to the "old" web schedule download

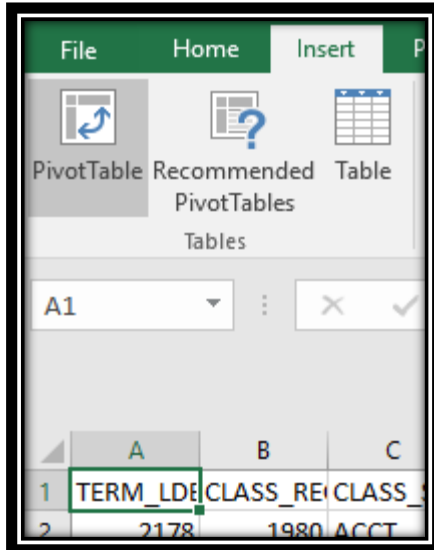
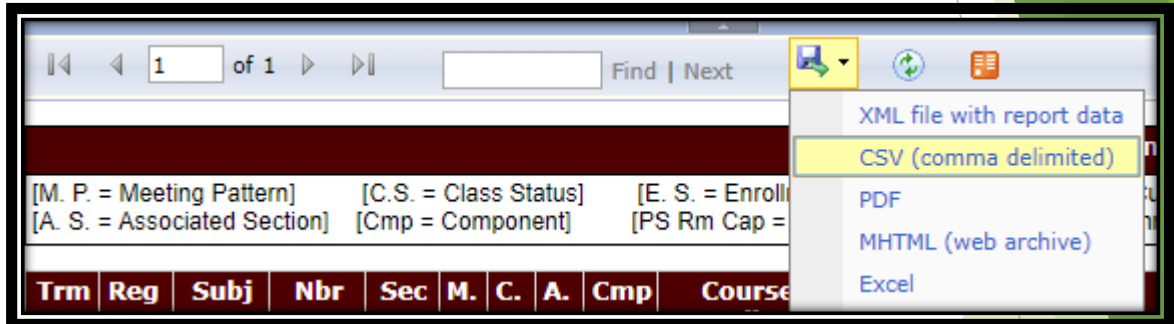
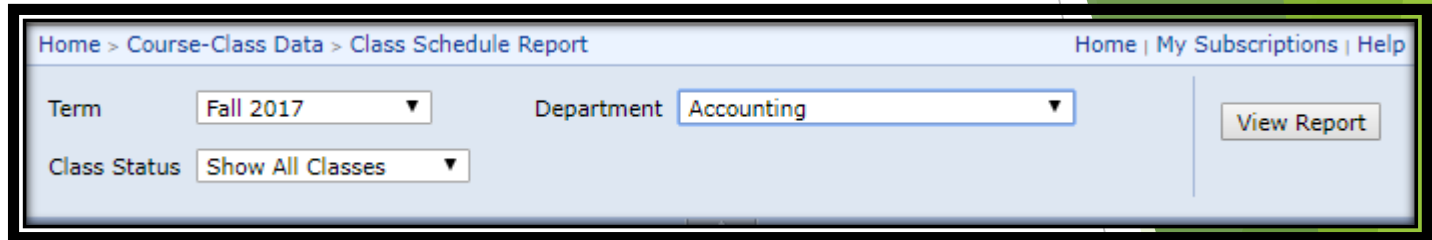
Registration tools:

- ▶ **Class Enrollment Report**
 - ▶ Shows waitlist numbers!
 - ▶ Shows Combined Sections!
- ▶ Class Schedule Report
- ▶ Faculty Teaching Schedule
 - ▶ Great for finding a faculty member in ALL departments

Insight : general navigation and download tips

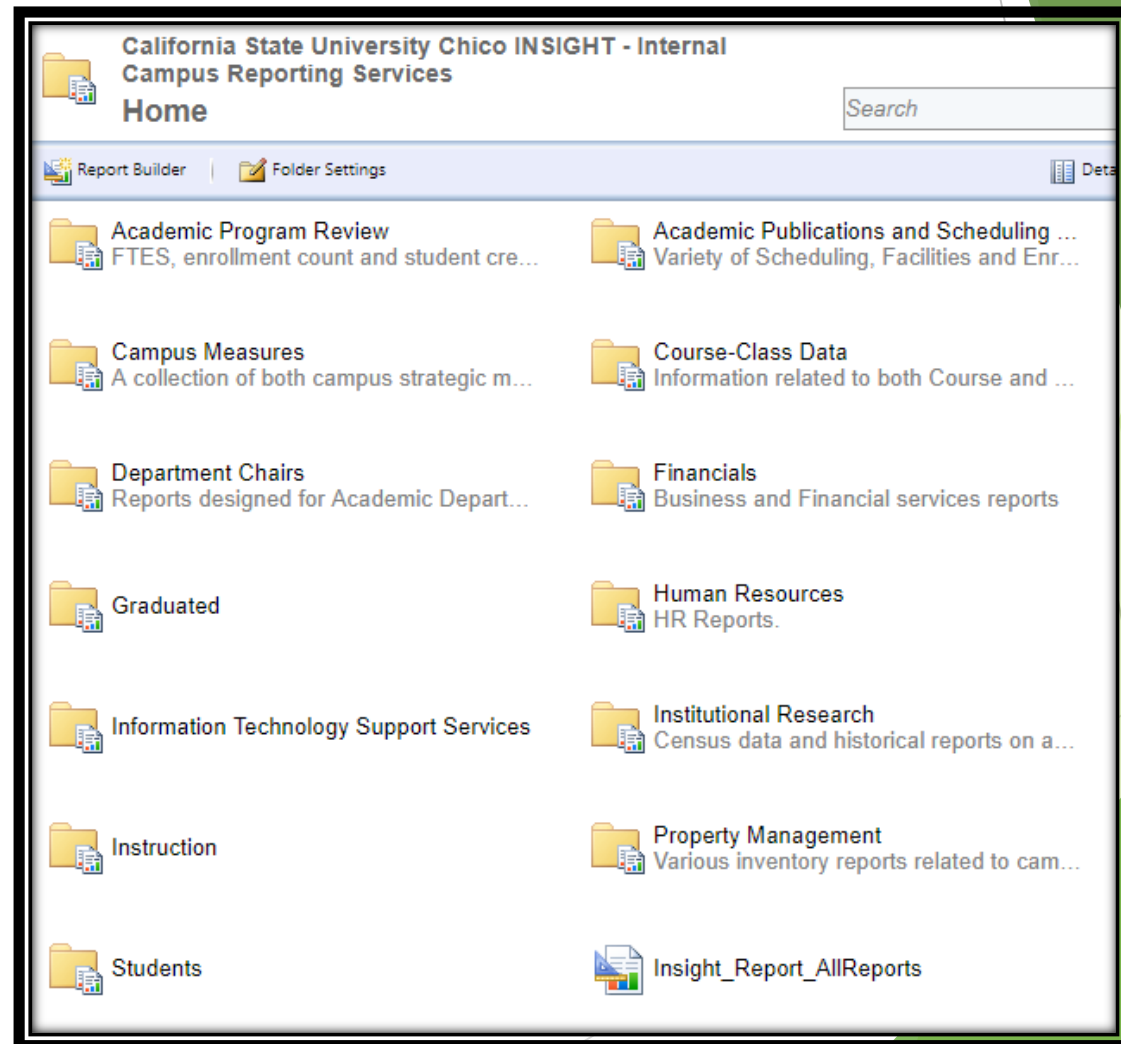
Class Schedule Report

- ▶ Filter only what is absolutely necessary
- ▶ View Report
- ▶ “Save” (download)
 - ▶ CSV = table
 - ▶ PDF = screenshot
 - ▶ Excel = preserve headers



Insight : other things you can do

Your Home screen may contain different or additional items:



FAR update from CRA 1388

Process:

1. Run CRA 1388

Download results and open

Find first data cell used in FAR
(ignore column A)

click CTRL-SHIFT-END to
select all data

click CTRL-C to copy

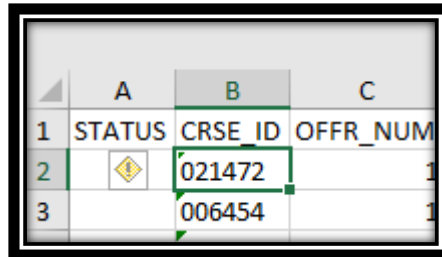
2. Sort FAR AWTU rows to the top

Right-click and Paste CRA 1388
copied data into the first CRSE_ID
cell -->

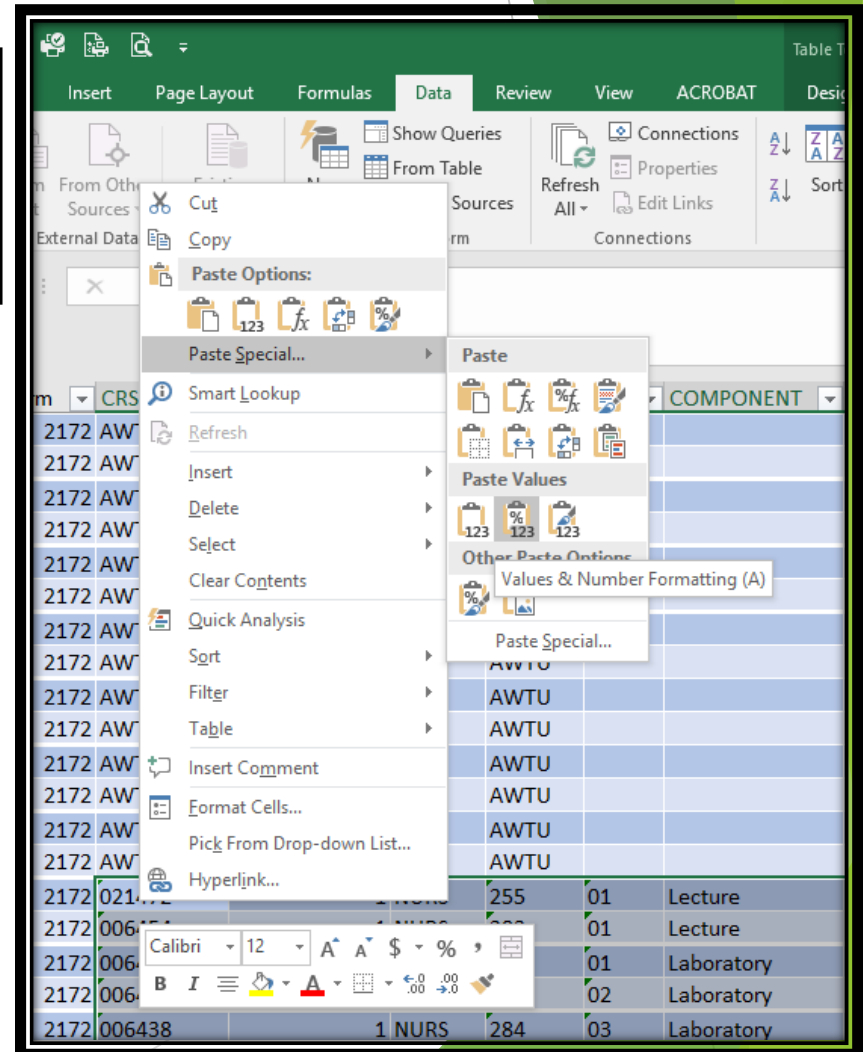
Paste Special > Paste Values > Values
& Number Formatting

Add "AWTU" rows for: cross-listed
classes, FTES trades

**FAQ document: Box > APSS-Shared >
FAR FAQs and examples**



	A	B	C
1	STATUS	CRSE_ID	OFFR_NUM
2		021472	1
3		006454	1



CRSE_ID	OFFR_NUM	COMPONENT
2172	AW	
2172	AW	
2172	AW	
2172	AW	
2172	AW	
2172	AW	
2172	AW	
2172	AW	
2172	AW	
2172	AW	
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2172	AW	
2172	AW	
2172	021	
2172	006	
2172	006	
2172	006	
2172	006	
2172	006438	

Resources

Jennifer L. Aceves, Academic Scheduling and APDB Specialist

- ▶ apss@csuchico.edu
- ▶ **898-4688 (but email is best)**

<http://www.csuchico.edu/apss>

Click or hover on the left navigation bar links to find:

- ❖ Timelines for Class Schedule and Faculty Workload
- ❖ Room Information: Smart Classroom listing, Classroom Set up & Photos
- ❖ Helpful guides (in progress – ask if you don't see what you're looking for!)

This training revised February 3, 2020