Reporting Tools for APSS

Using CRA and Insight with Schedule Building and Workload

http://www.csuchico.edu/apss

NOTE: THE WEBSITE IS UNDER CONSTRUCTION, AND THE URLs MAY NOT BE CORRECT. IF YOU’RE SEEING THIS NOTE AND ARE HAVING A PROBLEM ACCESSING THE LINKS CONTAINED IN THIS PDF, PLEASE EMAIL JENNIFER FOR HELP.
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)
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 depend 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://emsint.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
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, 1366, 1369, 1370, 1371, 1372, 1373, 1498

  - Jobs we DO push, that you cannot run yourselves: 1356, 1374, 1376

- 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, 1447

Also useful but not APSS: 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

For Jennifer’s roles (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

![Diagram of Course-Class Data report options from Insight interface]
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:

- Academic Program Review
- Campus Measures
- Department Chairs
- Graduated
- Information Technology Support Services
- Instruction
- Students
- Academic Publications and Scheduling
- Course-Class Data
- Financials
- Human Resources
- Institutional Research
- Property Management
- Insight_Report_AllReports
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-Faculty-Workload”
Resources

Jennifer L. Aceves, Coordinator of Academic Scheduling and Workload Reporting

- 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 July 23, 2018