

# MyReports Training With Student Data



DIVISION OF  
ENROLLMENT  
MANAGEMENT

# Objectives:

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- ▶ Different Types of Frozen Data
- ▶ How often Data is Frozen
- ▶ Reports that are available in MyReports with Frozen Data.

# Frozen Data :

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- ▶ What is frozen data?
  - ❖ Snapshot of data at a point in time that is no longer updated or changed.
- ▶ Why would we want to freeze data?
  - ❖ To comply with federal and state data collection requirements.
  - ❖ Valuable for reporting trends, point in time comparisons, and measure changes over time.

# Census Data:

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- ▶ Census data is the most common and widely used frozen data.
- ▶ Data is frozen for Census once per semester.
- ▶ Fall and Spring Census happens after the close of business on the 3<sup>rd</sup> Friday of the main campus semester.
- ▶ Summer Census happens after the close of business on the last Friday of the semester.
- ▶ Central IT is responsible for this process and the data is validated by Enrollment Management Reporting(EMRT) and the Office of Institutional Analytics(OIA).
- ▶ There is 1 report in MyReports that uses this data. It is called the Academic Study Census Guided Adhoc.

# Census Data:

- ▶ The Academic Study Census Guided Adhoc provides information regarding students registered in the selected areas from the dashboard.
- ▶ The report can provide data down to the student detail level and can be filtered based on who is or is not registered.
- ▶ The report defaults to registered student data.

**Academic Study Census Guided Adhoc**

**Academic Period**  
Spring 2020

**Student Campus**  
Albuquerque/Main  
Gallup  
Los Alamos  
Taos  
Valencia

**Registered**  
 No  Yes  No Limit

**Please Select Sort Field(s)**  
Student Classification Code  
Student Classification  
Expected Graduation Date  
Catalog Academic Period  
Academic Standing End  
Academic Standing  
Confidentiality Indicator  
Current Age  
Ethnicity  
Gender  
Street Line 1

**College**  
ALL  
AP - School of Arch. and Planning  
AS - College of Arts and Sciences  
ED - College of Education  
EN - School of Engineering  
FA - College of Fine Arts  
GP - Graduate Programs  
HC - Honors College  
LL - Univ Libraries & Learn Science  
LW - School of Law  
ME - School of Medicine

**Major**  
ALL  
ABA - Applied Behavior Analysis  
ACCT - Accounting  
AFST - Africana Studies  
AMST - American Studies  
ANTH - Anthropology  
ARCH - Architecture  
ARCT - Architecture  
ARTE - Art Education  
ARTH - Art History  
ARTS - Art Studio

**Minor**  
ALL  
-  
AFST - Africana Studies  
ALB - Arts Leadership & Business  
AM - Arts Management  
AMST - American Studies  
ANIM - Animation  
ANTH - Anthropology  
ARAB - Arabic  
ARCH - Architecture  
ART - Art  
ASIN - Asian Studies

**Concentration**  
ALL  
MISSING  
ACNP Adult/Gerontology  
Accounting  
Acute Care Nurse Practitioner  
Advanced Accounting  
Adult Ed and Prof Development  
American Indian Education  
Anthropology

**Student Level**  
ALL  
Graduate/GASM  
Law School  
Doctor of Medicine  
Non Degree Graduate  
Non Degree Undergraduate  
PharmD  
Undergraduate

**Select Type of Display Output**  
 HTML  Active HTML  
 Excel  PDF

**Save Selections**

**Run Report**

# Frozen Daily:

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- ▶ Student and Course data are frozen daily for all semesters with open enrollment.
- ▶ Enrollment Management Reporting is responsible for maintaining and validating this data.
- ▶ The daily data is used for point in time comparisons of enrollment trends, fill rates, and registration statistics.
- ▶ There are 3 reports available for campus use in MyReports:
  - ▶ Fill Rate Frozen Guided Adhoc
  - ▶ Regstats 2 Day Comparison
  - ▶ Regstats Day of Semester
- ▶ There are also several SAS reports that are run from this data and shared with the Senior Leadership team and Enrollment Management Staff on a regular basis.

# Frozen Daily:

- ▶ The Fill Rate Frozen Guided Adhoc: details how full a course is on a particular date during the semester.
- ▶ The frozen data is available by course or by section.
- ▶ If the data is pulled by course, a drill down file is available to further break out the data by section.
- ▶ Clicking on an underlined data point pulls up the drill down information.
- ▶ Other information includes: course instruction details, course status, and total course credits generated by a particular course or section.

**Frozen Fill Rate Data by Date**

Academic Period: Spring 2020

Frozen Date: 01/14/2020

Campus: Albuquerque/Main

College: ALL

Subject: ALL

Status: ALL

Please Select Type of Display Output

HTML (selected) | Active HTML

Excel | PDF

Save Selections

Summary by Section

Summary by Course

# Frozen Daily:

- ▶ The Regstats Day of Semester provides registration statistics organized by Student Population, Course Level, Student Class, Residency, and/or Branch Campus Head Count and Student Course Hours.
- ▶ Each type of report provides the registration statistics for the date selected and for one year prior. The difference and percent difference between the two are also calculated.

**Registration Statistics - Day of Semester**

**Academic Period** **Day Number** **Select Type of Display Output**

Spring 2020 01/14/2020 
 HTML  Active HTML  Excel  PDF

Semester	Date	Day Number
Spring 2019	01/08/2019	-4
Spring 2020	01/14/2020	-4

Student Pop

Course Level

Student Class

Residency

Campuses

Head Count By Student Population

Stu_Pop	Spring 2019	Spring 2020	Difference	Percent_Diff
Returning	19,202	18,481	-721	-3.75%
Re-Admit	332	394	62	18.67%
New Beginning Freshman	27	41	14	51.85%
New Beginning Other	10	11	1	10.00%
UG NM Transfers	217	274	57	26.27%
UG Non-NM Transfers	72	86	14	19.44%
New Non-Degree	85	106	21	24.71%
New Graduate	210	224	14	6.67%
New 1st Professional	1	0	-1	-100.00%
<b>TOTAL</b>	<b>20,156</b>	<b>19,617</b>	<b>-539</b>	<b>-2.67%</b>

Student Population

Course Level

Student Classification

Residency

Branch Campuses

# Frozen Daily:

- ▶ The Regstats 2 Day Comparison provides registration statistics categorized by Student Population, Course Level, Student Classification, Residency, and/or Branch Campus Head Count and Student Course Hours.
- ▶ Each type of report provides the registration statistics for the two dates selected. The difference and percent difference between the two are also calculated.

**Registration Statistics - 2 Day Comparison**

Academic Period: Spring 2020 | Day Number: 01/14/2020

Academic Period: Spring 2019 | Day Number: 01/14/2019

Select Type of Display Output:  HTML  Active HTML  Excel  PDF

Semester	Date	Day Number
Spring 2019	01/14/2019	1
Spring 2020	01/14/2020	-4

**Head Count By Student Population**

Stu_Pop	Spring 2020 Day Number -4	Spring 2019 Day Number 1	Difference	Percent_Diff
Returning	18,481	20,186	1,705	9.23%
Re-Admit	394	409	15	3.81%
New Beginning Freshman	41	60	19	46.34%
New Beginning Other	11	14	3	27.27%
UG NM Transfers	274	334	60	21.90%
UG Non-NM Transfers	86	147	61	70.93%
New Non-Degree	106	106	0	.00%
New Graduate	224	248	24	10.71%
New 1st Professional	0	1	1	.00%
<b>TOTAL</b>	<b>19,617</b>	<b>21,505</b>	<b>1,888</b>	<b>9.62%</b>

Student Population

Course Level

Student Class

Residency

Branch Campuses

Programs

# Frozen Weekly:

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- ▶ Admissions application data is frozen weekly on Friday mornings for future 3 semesters. Currently Spring 2020, Summer 2020, and Fall 2020 are being frozen.
- ▶ Enrollment Management Reporting is responsible for maintaining and validating this data.
- ▶ There are several Admission Funnel reports that are run on Fridays then distributed to the Senior Leadership group and Admissions/Recruitment staff.
- ▶ This data is not currently available in MyReports, but there are plans for it to be available by this upcoming Fall 2020 semester.

# Frozen Weekly:

Unduplicated Admissions Application Comparison for Freshmen shows the funnel of how many applicants and where they are in the admissions process.

UNM ABQ Campus Unduplicated Admissions Applications Comparison (as of 01/09/20)									
Description	Fall Term			Spring Term			Summer Term		
	YTD 2019	YTD 2020	% YTD Change	YTD 2019	YTD 2020	% YTD Change	YTD 2019	YTD 2020	% YTD Change
<b>Freshman</b>									
Applied	9384	10719	14%	281	455	62%	99	76	-23%
Resident	6243	5699	-9%	168	230	37%	52	35	-33%
Non-Resident	3021	4892	62%	68	186	174%	44	40	-9%
International	103	114	11%	45	39	-13%	2	1	-50%
Unknown	17	14	-18%	0	0	N/A	1	0	-100%
Incomplete	4471	5062	13%	130	137	5%	65	48	-26%
Resident	2684	2086	-22%	82	82	0%	31	19	-39%
Non-Resident	1705	2874	69%	35	40	14%	31	28	-10%
International	65	88	35%	13	15	15%	2	1	-50%
Unknown	17	14	-18%	0	0	N/A	1	0	-100%
In Progress	122	153	25%	4	1	-75%	1	0	-100%
Resident	67	79	18%	1	1	0%	1	0	-100%
Non-Resident	54	72	33%	0	0	N/A	0	0	N/A
International	1	2	100%	3	0	-100%	0	0	N/A
Unknown	0	0	N/A	0	0	N/A	0	0	N/A
Cancelled Before	21	42	100%	35	195	457%	4	6	50%
Resident	11	19	73%	22	72	227%	3	4	33%
Non-Resident	9	20	122%	11	120	991%	1	2	100%
International	1	3	200%	2	3	50%	0	0	N/A
Unknown	0	0	N/A	0	0	N/A	0	0	N/A
Admitted	4767	5413	14%	103	112	9%	28	21	-25%
Resident	3479	3479	0%	59	70	19%	16	12	-25%
Non-Resident	1253	1913	53%	21	24	14%	12	9	-25%
International	35	21	-40%	23	18	-22%	0	0	N/A
Unknown	0	0	N/A	0	0	N/A	0	0	N/A
Cancelled After	22	23	5%	5	7	40%	2	0	-100%
Resident	16	16	0%	2	4	100%	0	0	N/A
Non-Resident	6	7	17%	1	2	100%	2	0	-100%
International	0	0	N/A	2	1	-50%	0	0	N/A
Unknown	0	0	N/A	0	0	N/A	0	0	N/A
Denied	3	36	1100%	9	10	11%	1	0	-100%
Resident	2	26	1200%	4	5	25%	1	0	-100%
Non-Resident	0	10	N/A	1	2	100%	0	0	N/A
International	1	0	-100%	4	3	-25%	0	0	N/A
Unknown	0	0	N/A	0	0	N/A	0	0	N/A
Enrolled	0	0	N/A	51	37	-27%	0	0	N/A
Resident	0	0	N/A	36	26	-28%	0	0	N/A
Non-Resident	0	0	N/A	7	10	43%	0	0	N/A
International	0	0	N/A	8	1	-88%	0	0	N/A
Unknown	0	0	N/A	0	0	N/A	0	0	N/A

# Freshman Cohort:

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- ▶ The Freshman Cohort file is created from the frozen census tables in the FALL ONLY. A student must be enrolled for courses at main campus as a degree seeking undergraduate for the first time. Students that have concurrent enrollment credits are counted in the Freshman Cohort even if their classification shows Sophomore or Junior.
- ▶ Updates to the Freshman Cohort are made at the end of each semester to update progress of these students.
- ▶ This data is updated and validated by Enrollment Management Reporting in collaboration with the Office of Institutional Analytics. Both offices must reconcile this data each semester.
- ▶ There are 2 reports in MyReports that use a combination of the frozen freshman cohort combined with live data:
  - ▶ Freshman Cohort Guided Adhoc
  - ▶ Freshman Cohort Demographics Major Degree

# Freshman Cohort:

- ▶ **Freshman Cohort Guided Adhoc:** provides student personal information, limited academic information, high school GPA and standardized testing results.
- ▶ Can also be filtered based on whether a student has dual credit coursework and/or AP credits.
- ▶ The cohort and academic period fields are not specifically linked, so it will be possible to select a combination of fields that will yield no data.
- ▶ Separate fields are provided for the SAT tests and for the New SAT (after March 2016).

The screenshot shows the 'Freshman Cohort Guided Adhoc' report generation interface. It features several filter and selection options:

- Cohort:** A dropdown menu set to '201980'.
- Academic Period:** A dropdown menu set to 'Summer 2020'.
- Dual Credit:** Radio buttons for 'No', 'Yes', and 'No Limit' (checked).
- AP Credit:** Radio buttons for 'No', 'Yes', and 'No Limit' (checked).
- Please Sort Field(s):** A list of fields with a central selection area. Selected fields include 'Registered ID', 'Last Name', 'First Name', and 'Cohort'.
- Please Select Detail Field(s):** A list of fields with a central selection area. Selected fields include 'Confidentiality Ind.' and 'Deceased Status'.
- College:** A dropdown menu set to 'ALL'. Other options include AD, AP, AS, CP, ED, EN, FA, GP, LL, and LW.
- Major:** A dropdown menu set to 'ALL'. Other options include ACCT, ANTH, APTE, ARCH, ARCT, ARTE, ASNU, ASPE, AUTT, and BADM.
- Select Type of Display Output:** Radio buttons for 'HTML' (selected), 'Active HTML', 'Excel', and 'PDF'.
- Run Report** and **Save Selections** buttons are located at the bottom right.

# Freshman Cohort:

- ▶ Freshman Cohort Demographics Major Degree provides 3 separate reports based on selection of a freshman Cohort.
- ▶ **Demographics**: provides IPEDS ethnicity, gender, average semester GPA, average high school GPA and average ACT score information for the cohort.
- ▶ **Majors**: provides the count of undergraduate students registered by major in each semester beginning with the cohort semester and going forward. Subtotals are by college.
- ▶ **Degrees Awarded**: provides the number of undergraduate degrees awarded to students in the cohort by major, by semester. Subtotals are by college.

**Information by Freshman Cohort**

Cohort  
201980 ▼

Select Type of Display Output

  Active HTML   Excel   PDF

**Demographics** **Majors** **Degrees Awarded**

# IPEDS and HED:

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- ▶ IPEDS and HED datasets are created from a combination of the frozen census tables and data cleansing by the Office of Institutional Analytics(OIA).
- ▶ IPEDS is a series of surveys conducted by the National Center for Education Statistics.
- ▶ HED is the New Mexico Higher Education Department that collects data from all public New Mexico Colleges and provides reports for public use.
- ▶ These datasets are used for official numbers and compliance reporting and are NOT available in MyReports.

# BAR Roles for MyReports Users:

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- ▶ **MyReports Viewers (MyReports User)** - Can only view and run the reports available in the folder given permission to.
- ▶ **Power Users (MyReports Writer)** - Can create and modify reports as per requirement in the folder given access to. You do not need viewer access if you are approved for power user.

# Additional Resources:

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- ▶ For More information visit <https://myreportsinfo.unm.edu>
  - ❖ This website gives additional information about required training, a list of all student BAR roles for MyReports, and a brief description of each Guided Adhoc report.
  - ❖ There is a list of frequently asked questions and answers under the Training Documents section.
- ▶ If you need additional help or have recommendations to enhance any of our current reports please email [EMRT@UNM.EDU](mailto:EMRT@UNM.EDU) .

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# Any Questions?