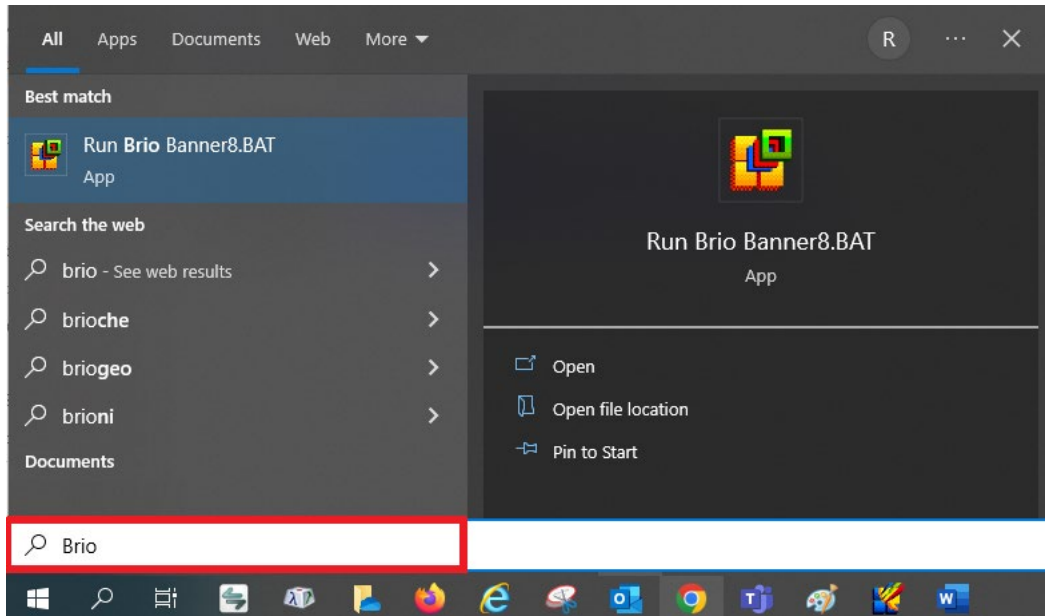


# Academic Department Reporting

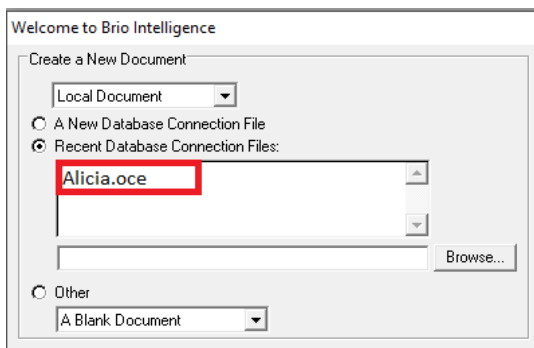
## Overview

Brio is the university reporting software connected directly to Banner data. There are several reports made available to academic departments to run on demand.

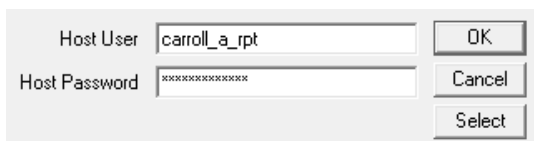
## Open Brio



- Select your Database Connection>OK



- Enter your Brio username and password>OK



# Academic Department Reporting

## Open Report

- File>Open
- Navigate to O:\Dashboard-Reports\AcademicDepts
- Open the report to run

**Click on any report below to jump to that section for remaining instructions:**

- |                                                    |
|----------------------------------------------------|
| • <a href="#">Advisor Assignments and Pin List</a> |
| • <a href="#">Class Roster</a>                     |
| • <a href="#">Graduation List</a>                  |
| • <a href="#">Honors GPA and Pin List</a>          |
| • <a href="#">Incomplete Grades</a>                |
| • <a href="#">Majors List</a>                      |
| • <a href="#">Master Schedule</a>                  |
| • <a href="#">Minors List</a>                      |
| • <a href="#">Permissions</a>                      |
| • <a href="#">Waitlist</a>                         |

# Academic Department Reporting

## Advisor Assignments and Pin List

This report provides a list of students in the major, their assigned advisor, and pin. This can be used to see which students need an advisor assigned, to review advisee workload by advisor, or to issue pins.



### Advisor Assignment and Pin List

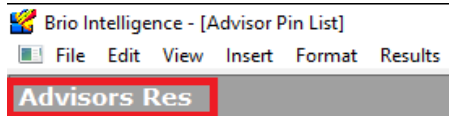
Username:   
Password:   
Select Term:  Report will include students registered for selected term.  
PIN Term:   
Major:

Process

This report may take 3-4 minutes to run.

- Enter your Brio username and password
- Select Term
- Select Pin Term
- Select Major
- Process
- To export to .xls, go to file>export>section

To view totals by advisor, switch 'Advisors Res' to 'Pivot'. To export to .xls, go to file>export>section.



# Academic Department Reporting

## Class Roster

This report provides a list of registered students in the class, along with major, contact information, and any midterm or final grades originally issued by the instructor.



### Class Roster

Username:

Password:

Term:

- Enter your Brio username and password
- Select Term

A screenshot of a Brio dialog box titled "Limit: Enter CRN(s)". The dialog has a "Name:" field containing "Enter CRN(s)", an "Include Nulls" checkbox, a "Not" checkbox, and a dropdown menu set to "= Equal". Below these is a text input field containing "12330", which is highlighted with a red border. To the left of this field are two small icons: a red 'X' and a green checkmark. On the right side of the dialog are buttons for "OK", "Cancel", "Ignore", and "Help". At the bottom left are buttons for "Show Values", "Custom Values", "Custom SQL", "Select All", and "Remove". At the bottom right is an "Advanced" button.

- Enter CRN and click
- Repeat for multiple CRN's
- Select All
- OK
- To export to .xls, go to file>export>section

# Academic Department Reporting

## Graduation List

This report provides a list of graduates by program including GPA, email, and mailing addresses.



### Graduation List

Username:

Password:

Term:

Program:

- Enter your Brio username and password
- Select Term
- Select Program
- Process
- To export to .xls, go to file>export>section

Process

# Academic Department Reporting

## Honors GPA and Pin List

This report provides a list of Honors students, their major, and GPA.



### Honors GPA

Username:

Password:

GPA Term:

- Enter your Brio username and password
- Select GPA Term
- Process
- To export to .xls, go to file>export>section

Process Report

This report provides a list of Honors students, their major, and pin.



### HONORS PIN LIST

Username:

Password:

Select Term of PIN:

- Enter your Brio username and password
- Select Pin Term
- Process
- To export to .xls, go to file>export>section

List will be limited to students who are registered for the current Fall/Spring term (prior to the pin term selected above).

Process

# Academic Department Reporting

## Incomplete Grades

This report generates a list of students by subject with Incomplete(I) or Incomplete Extension (I+) grades. This allows a department to verify that an [Incomplete contract](#) has been received from each instructor. The contract has additional details for reference if a student reaches out to the department.



### Incomplete Grades

Username:

Password:

- Enter your Brio username and password
- Process

A dialog box titled "Limit: Select Subject(s)". It has a "Name:" field containing "Select Subject(s)". There are "Include Nulls" and "Not" checkboxes, both unchecked. A dropdown menu is set to "= Equal". On the left, there are buttons for "Show Values", "Custom Values", "Custom SQL", "Select All", and "Transfer". A list of subject codes is shown: HBR, HLS, HMS, HON, HSC, IDS, ILS, INQ, and ITA. The "HLS" entry is highlighted in blue. On the right, there are "OK", "Cancel", "Ignore", and "Help" buttons. An "Advanced" button is at the bottom right.

- Select Subject(s)
- OK
- To export to .xls, go to file>export>section

# Academic Department Reporting

## Majors List

This report provides a list of all students in the major and by concentration who registered at any point in the selected term. There is a Graduate and Undergraduate version of this report. This can be pulled for current or historical terms for enrollment purposes but will always list the students current CGPA.



### Majors List Graduate

Username:   
Password:   
Select Term:   
Program:

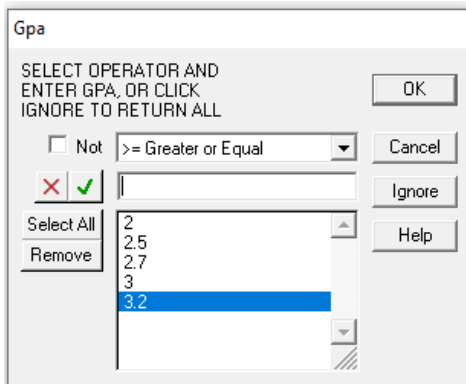
NOTE: GPA is the most current overall GPA regardless of term so Students with a GPA of zero (0) may be new students who have

Process

- Enter your Brio username and password
- Select Term
- Select Program

*Note: If you see your program name listed more than once, it may be the historical program v. the current program based on program name or code change, or if there is an online program and on-ground program. You may have students in both or only one, you will have to run each program to verify.*

- Process



- Click 'Ignore' to return all GPAs OR
- Select Operator (ex. >=Greater or Equal)
- Enter GPA click
- To export to .xls, go to file>export>section



# Academic Department Reporting

## Master Schedule

This report provides a list of all scheduled courses for the semester by subject/department.



### Master Schedule

Username:

Password:

Term:

- Enter your Brio username and password
- Select Term
- Process

Limit: Enter Subject(s)

Name:

Include Nulls

Not = Equal

Show Values  
Custom Values  
Custom SQL  
Select All  
Transfer

ACC
ANT
ART
ATH
BIO
BIS
CHE
CMD
CDE
CDM

OK  
Cancel  
Ignore  
Help  
Advanced

- Select Subject(s), use Ctrl to select multiple
- OK
- To export to .xls, go to file>export>section

# Academic Department Reporting

## Minors List

This report provides a list of active students in a minor by term.



### Minors List

Username:

Password:

Select Term:

Select Minor:

*Not all minors listed are offered at this time. In addition, LBS/IDS student concentrations are not counted as minors.*

- Enter your Brio username and password
- Select Term
- Select Minor
- Process
- To export to .xls, go to file>export>section

# Academic Department Reporting

## Permissions

This report provides a list of registration overrides (i.e. permissions) granted to students for a given subject/course, including the date of the permission granted, and the user who enter the permission.



### Permissions

Username:

Password:

Select Term:

Process

- Enter your Brio username and password
- Select Term
- Process

SUBJECT

SELECT SUBJECT(S): Use the Ctrl key to select multiple subjects.

Select All   
JST  
LAT  
LIT  
MAR  
MAT  
MBA  
MDS

OK  
Cancel  
Help

- Enter Subject(s)
- OK

COURSE NUMBER(S):

SELECT COURSE NUMBER(S): Use the Ctrl key to select multiple numbers.

Select All   
100  
100P  
103  
104  
105  
107  
108

OK  
Cancel  
Help

- Enter Course Number (s)
- OK
- To export to .xls, go to file>export>section

# Academic Department Reporting

## Waitlist

This report provides a list of waitlisted students and overall counts by subject/department/class.



### Waitlist

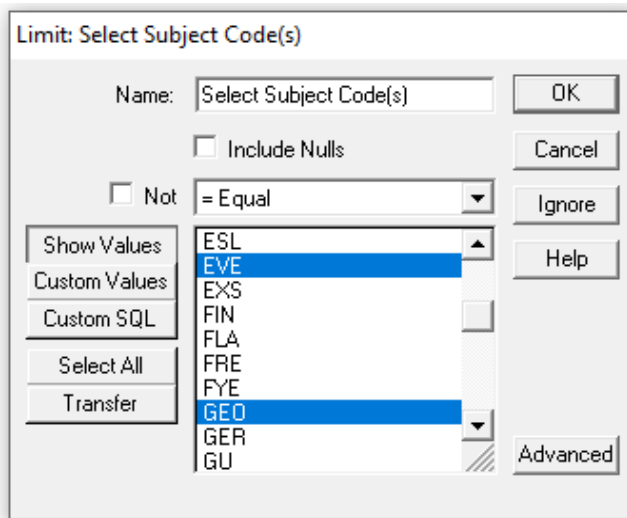
Username:

Password:

Term:

Process

- Enter your Brio username and password
- Select Term
- Process



- Select the Subject code(s), use Ctrl to select multiple
- OK
- To export to .xls, go to file>export>section

*Note: Courses with lab will show duplicated student on the list for lecture schedule/lab schedule.*

Switch to from 'Student List' to 'Summary by Course' to see the unduplicated headcount of students on a waitlist for each course in your subject/department.

