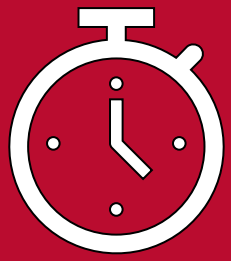
Welcome to the Art & Science of Data

This session will begin shortly!



Session Reminders:

- Remain muted
- Share video
- Use chat for questions during the presentation (if applicable)
- Complete the survey

Grant Writing: Finding the Student Data you Need

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Objectives:

In this session, you will:

- Learn how to gain access to MyReports
- Find applicant, offers, and accepts numbers for your programs
- Understand Admissions Data and how to use it for your business needs.

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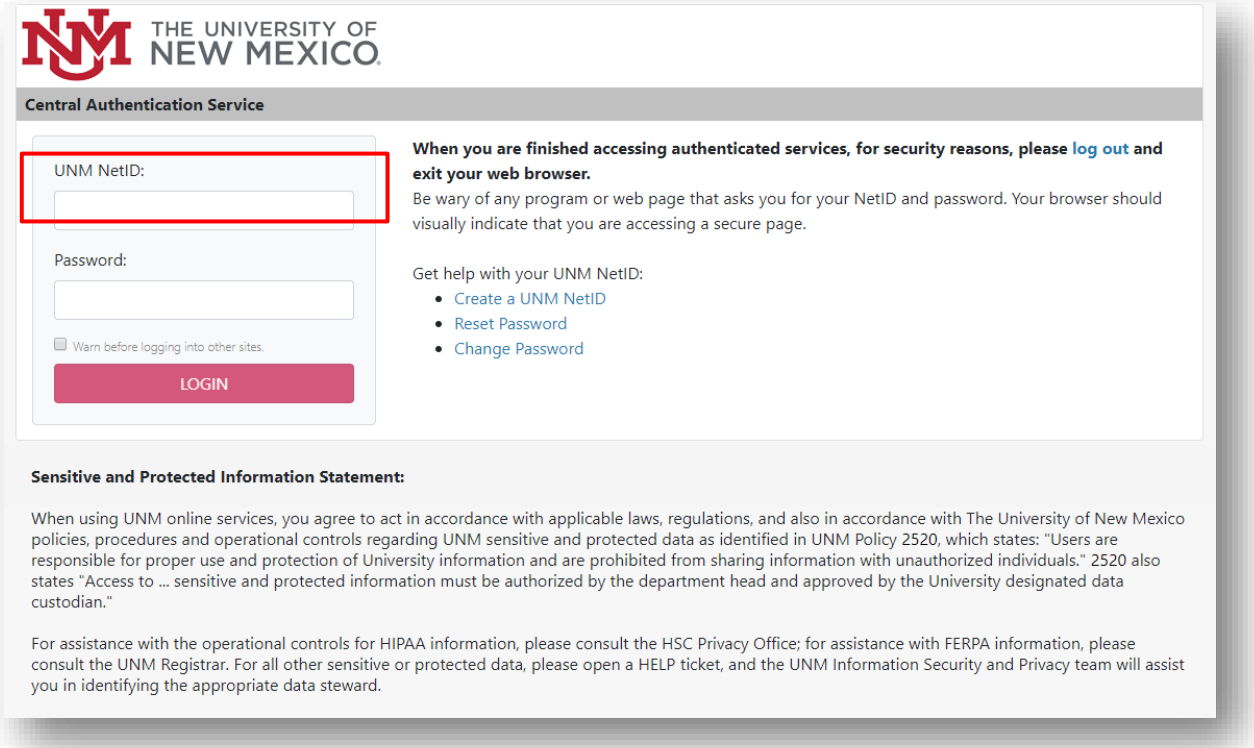
How to get access to MyReports?

- Go to: http://my.unm.edu and log in with your NetID



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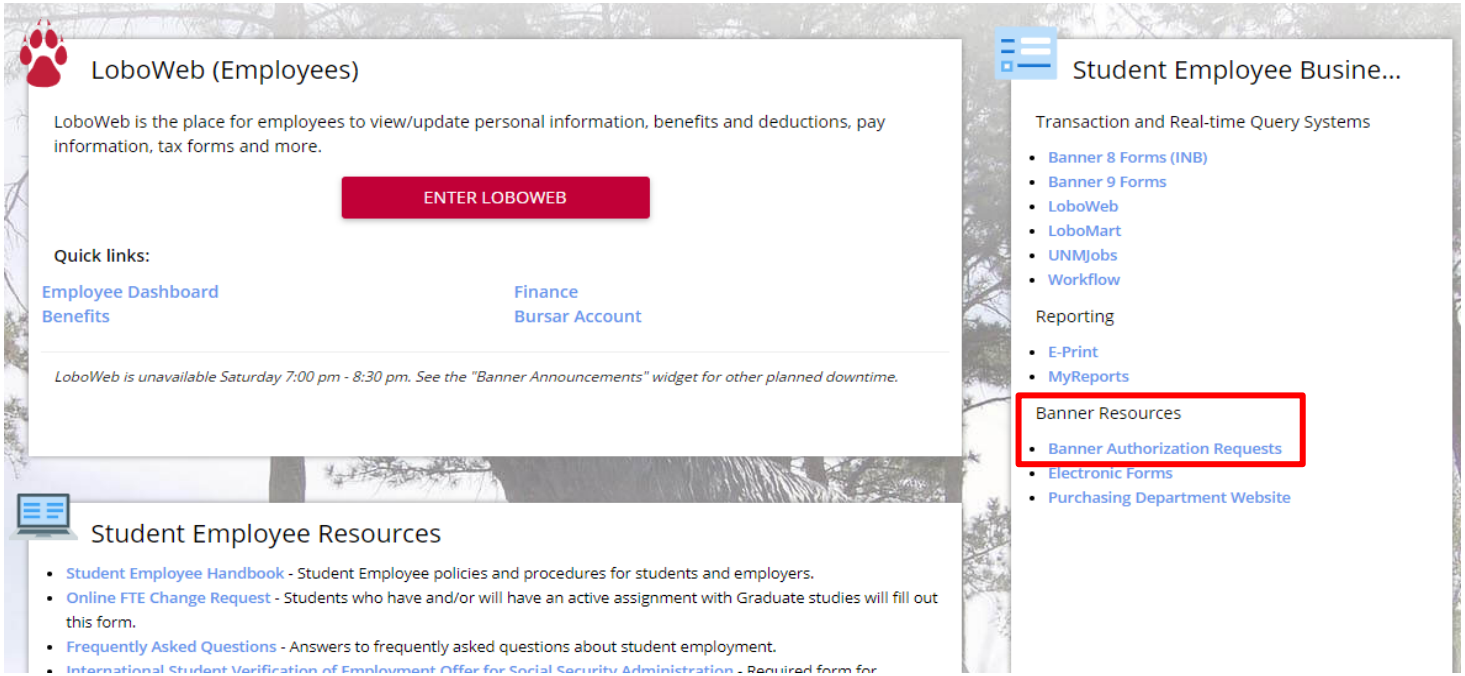
MyReports Request in Banner:

- In Employee tab under Banner Resources select Banner Authorization Request



- Banner Authorization Request is often referred to as the BAR

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BAR Roles for MyReports Users:

- MyReports Viewers (MyReports User) – Can only view and run the reports available in the folder given permission to. The majority of users request one of these roles.

- Power Users (MyReports Writer) – Can create and modify custom reports in the folder given access to. You do not need viewer access if you are approved for power user. These roles are normally requested by technical staff that will be writing custom reports for their college.

- For more information visit https://myreportsinfo.unm.edu

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VPN Access (only necessary from non-UNM network) :

- When an employee needs external UNM network access VPN through http://unmvpn.unm.edu/

- This website can be used for requesting BAR access and MyReports when working from home or attending conferences.

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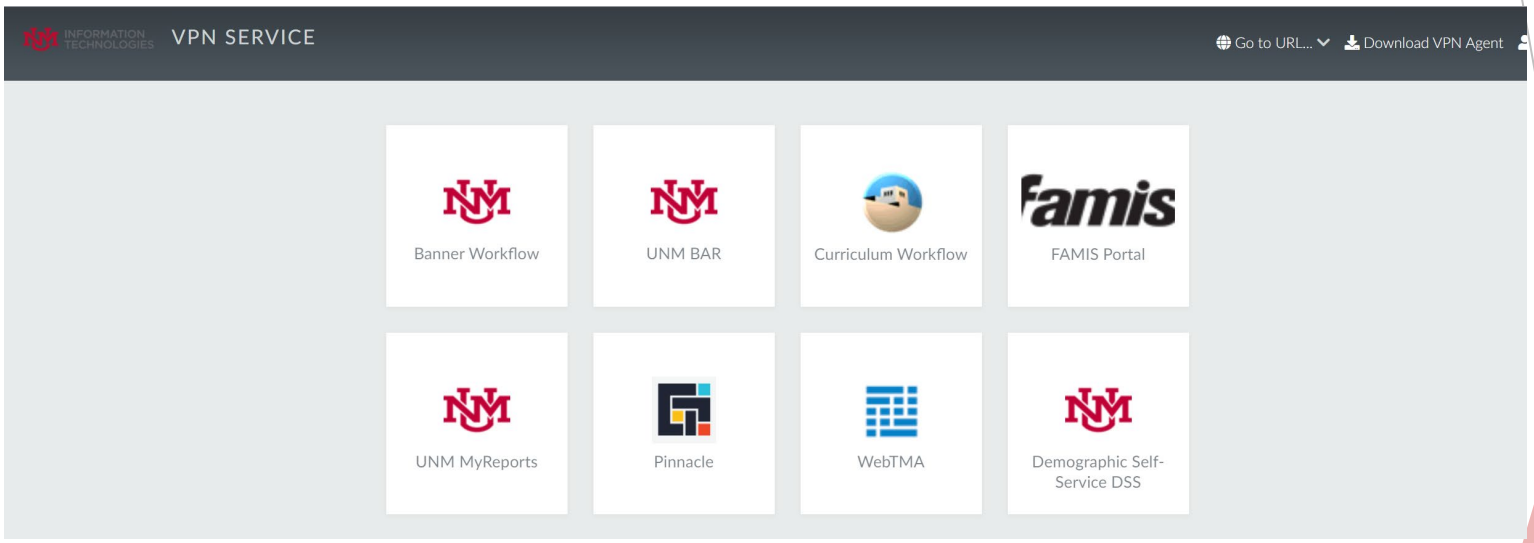
VPN Access or Wireless Network

(only necessary from non-Ethernet network) :

- When signing into the VPN you should see the images below.



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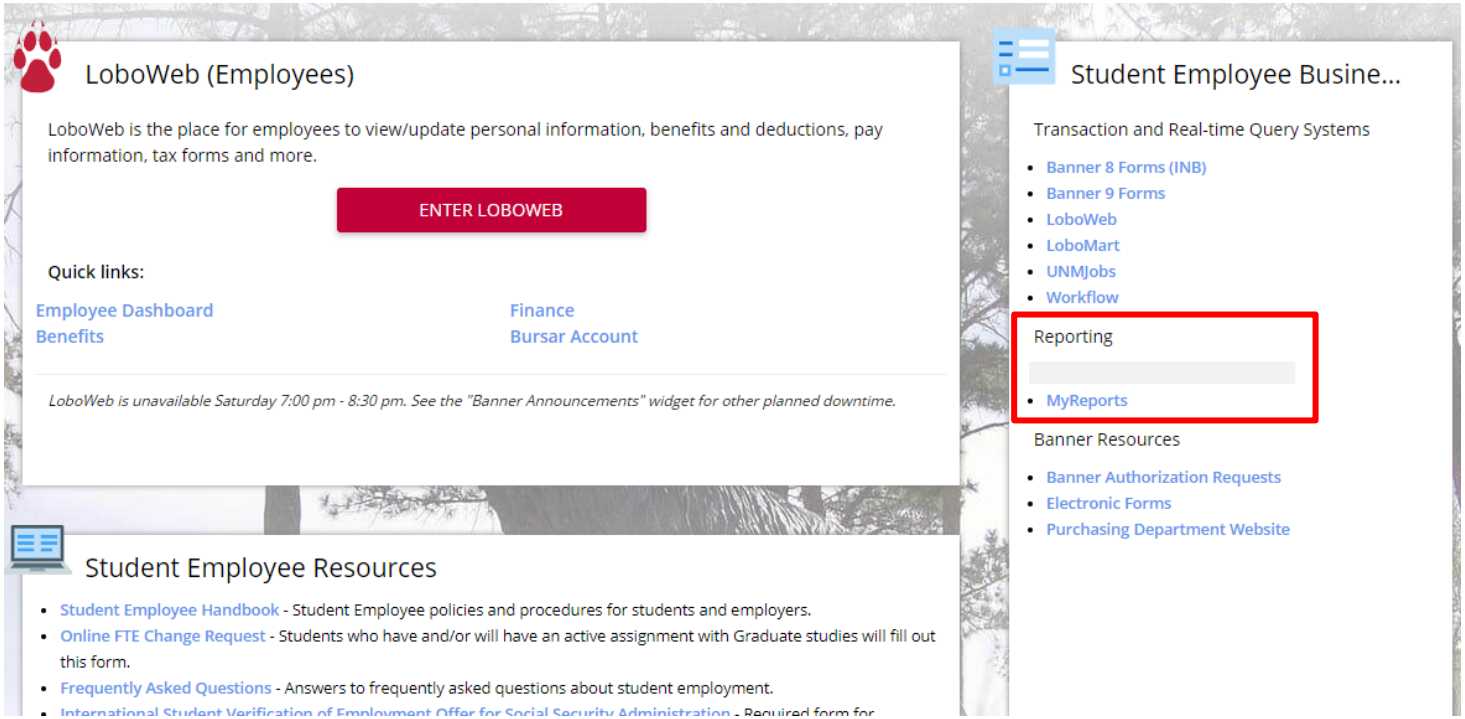
MyReports Portal:

- After your BAR request has been approved login to MyReports by clicking the link under Reporting at http://my.unm.edu or if off campus use http://unmvpn.unm.edu/ .



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MyReports Portal:

- Log in with your NetID

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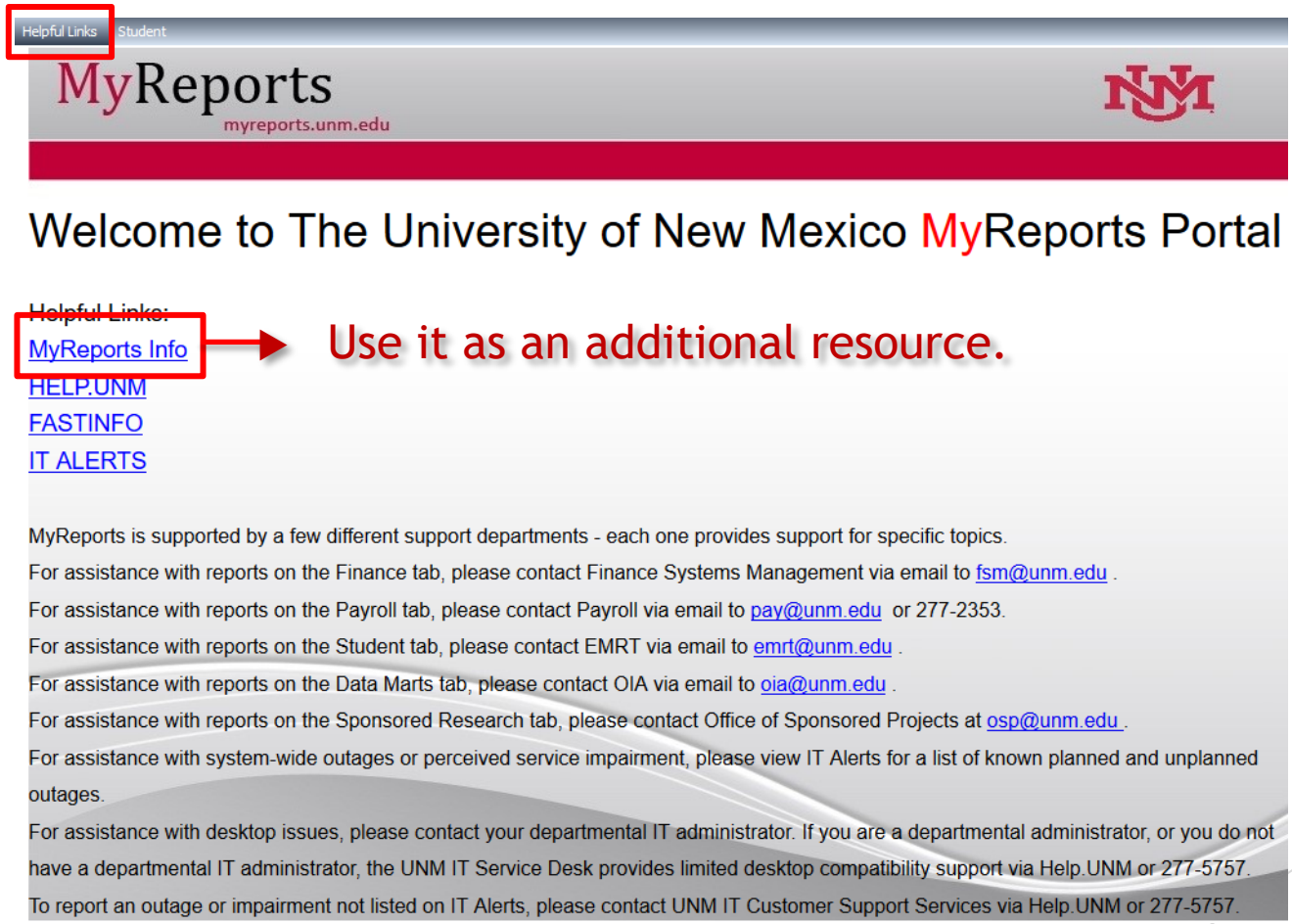
MyReports Portal:

- Click on Helpful Links to get support.



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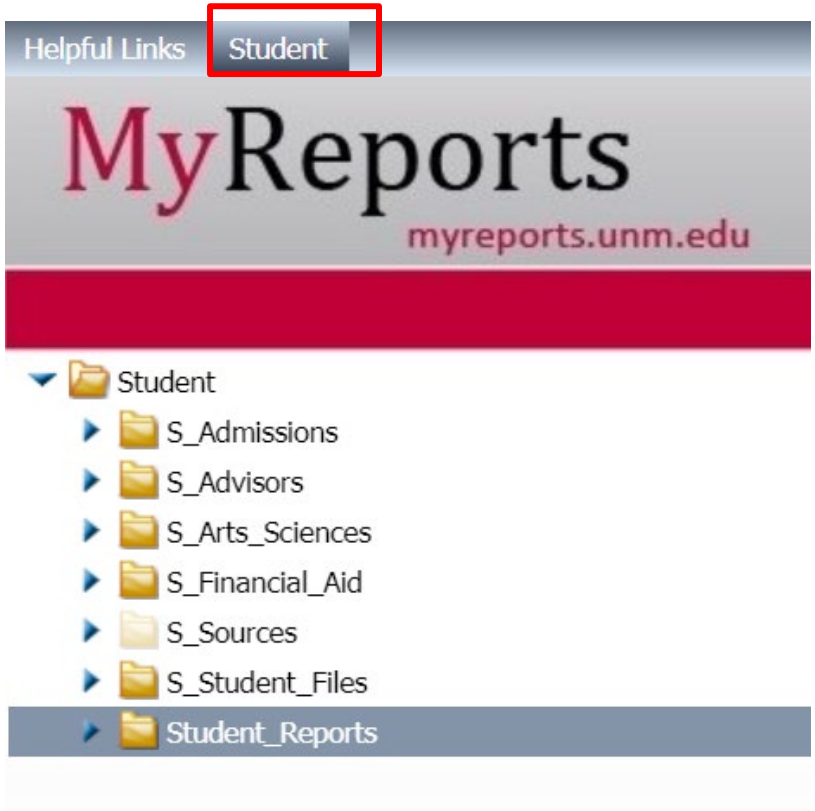
MyReports Portal:



- After Logging in click the Student tab as shown in the figure.
- Under Student you can see all the folders and its contents you have access as per your Bar Role.

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Admissions Data:

- To Run a report select the report and double click on the file.
- You can also run the file by Right clicking on the report and selecting "*View*".

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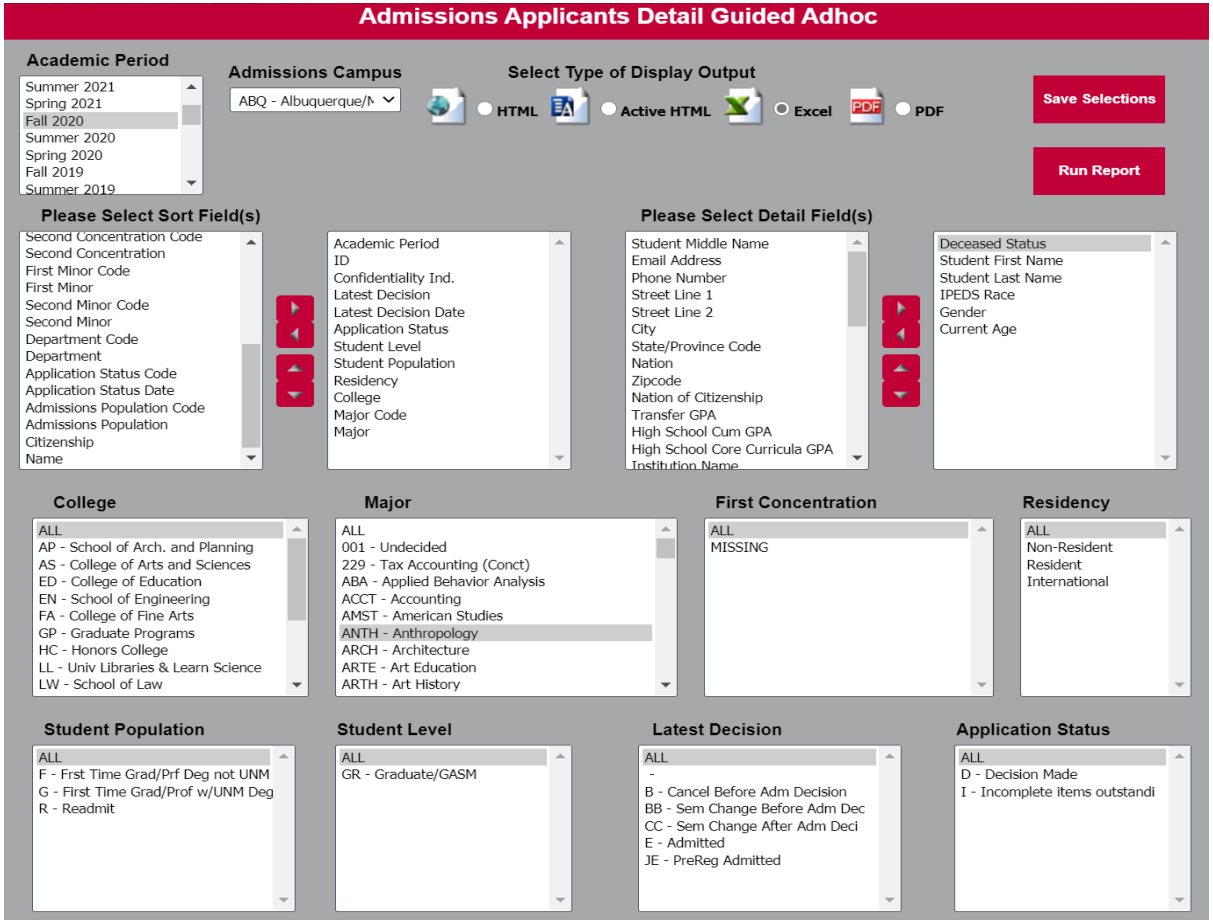
Admissions Data:

- Select the Academic Period, Campus, any fields you want to see on the report, and output format of the report.



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Possible Issues:

- If you want a full academic year make sure to select 3 semesters for your report including a fall, spring, and summer academic period.
- If you select a Major do NOT forget to select the corresponding Pre-Major.
- If you select a College do NOT forget that most graduate programs are in the GP - Graduate Programs college.
- If a value does not show up on the dashboard for your selection then there is no associated data with that value.

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The Data:

- Latest Decision Code Meanings:

Category	Admit Code	Definition
In Progress	FR - Final/Dept Review	Graduate application is complete and has been submitted to graduate unit for decision
Incomplete	- Blank or Null	Application is incomplete and requires student to submit additional information
Refused	GW - Gateway	Not admissible resident of NM, but can join Gateway Program
Refused	R - Refusal	Admission denied
Cancel	B - Cancel Before Admission Decision	Admission application is cancelled prior to admission decision
Cancel	BB - Cancel Before Decision Semester Change	Admission application semester is changed prior to admission decision
Cancelled /Admitted	C - Cancel After Decision Made	Admission Application is cancelled after admission decision
Cancelled /Admitted	CC - Cancel After Decision Semester Change	Admission application semester is changed after admission decision

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The Data:

- Latest Decision Code Meanings Continued:

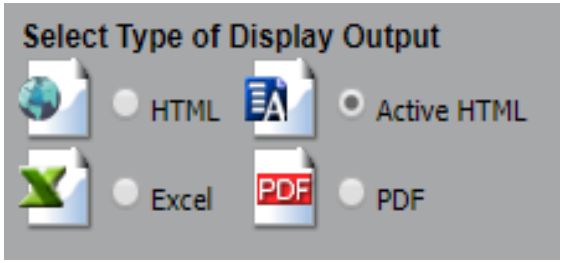
Category	Admit Code	Definition
Admission Offered	AO - Admission Offered Graduate	Graduate admission is being offered to the student by a graduate unit but still awaiting student's acceptance or decline of the offer
Admission Offered	ES - Early Start Program Offered	Offer to Early Start Program, but not admissible as regular admit due to low GPA/Test score
Admission Offered	N - International Admission Offer	Received acceptance of admissions offer from student by email and I-20 process can begin
Admitted	E - Admitted	Regular admit not requiring additional documents/credentials
Admitted	ED - Dual Enrollment Graduate	Graduate student admitted to a dual degree program
Admitted	F - Freshman Formula Admit	Regular freshman admit based on gpa and/or test scores
Admitted	JE - Pre-registered Admit	Regular admit based on gpa and/or test scores that is already registered
Admitted	JF - Pre-registered Formula Admit	Regular freshman admit based on gpa and/or test scores that is already registered
Admitted	LE - Pre-registered Provisional Admit	Provisional admit based on gpa and/or test scores that is already registered
Admitted	LF - Pre-registered Provisional Formula Admit	Freshman provisional admit based on gpa and/or test scores that is already registered

The Data:

- Latest Decision Code Meanings Continued:

Category	Admit Code	Definition
Admitted	PE - Provisional Residency to Regular Admit	Regular admit based on gpa and/or test scores but residency is not determined.
Admitted	PF - Provisional Residency to Formula Admit	Regular freshman admit based on gpa and/or test scores but residency is not determined.
Admitted	QE - Pre-registered Admit from Provisional	Finalizing a provisional Admit
Admitted	QF - Pre-registered Admit from Provisional	Finalizing a provisional freshman Admit
Admitted	QX - Pre-registered Admit from Provisional	Finalizing a provisional Special Admissions
Admitted	S - Provisional Admit	Provisional admit pending missing credentials
Admitted	SE - Provisional to Regular Admit	Provisional admit based on gpa and/or test scores that is missing some documents.
Admitted	SF - Provisional to Formula Admit	Provisional freshman admit based on gpa and/or test scores that is missing some documents.
Admitted	SX - Provisional to Special Admit	Provisional admit by Special Admissions Committee
Admitted	X - Special Admission	Admitted by Special Admissions Committee

Pivot Tables



- Select Active HTML if you want to do further analysis like highlighting, creating graphs, pivot, filter, calculations etc.

ID BY Degree, Latest Decision

Count

ID BY Degree, Latest Decision

Latest Decision \ Degree	Bachelor of Arts	Bachelor of Science	Doctor of Philosophy	Master of Arts	Total
		19	4	2	25
Admitted		29	5	3	37
Cancel After Adm Decision		12			12
Cancel Before Adm Decision		6	20	16	42
Gateway		1			1
PreReg Admit From Provisional	1	21	1		23
Provisional to Formula Admit		3			3
Provisional to Regular Admit		17			17
Refusal		2	1	1	4
Sem Change After Adm Decision		2			2
Total	1	112	31	22	166

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Saving a Report:

- To use the report future reference with customized selection click ‘Save Selections’.
- This will NOT overwrite the main report, but will create a copy in your My Content folder located in your College folder.

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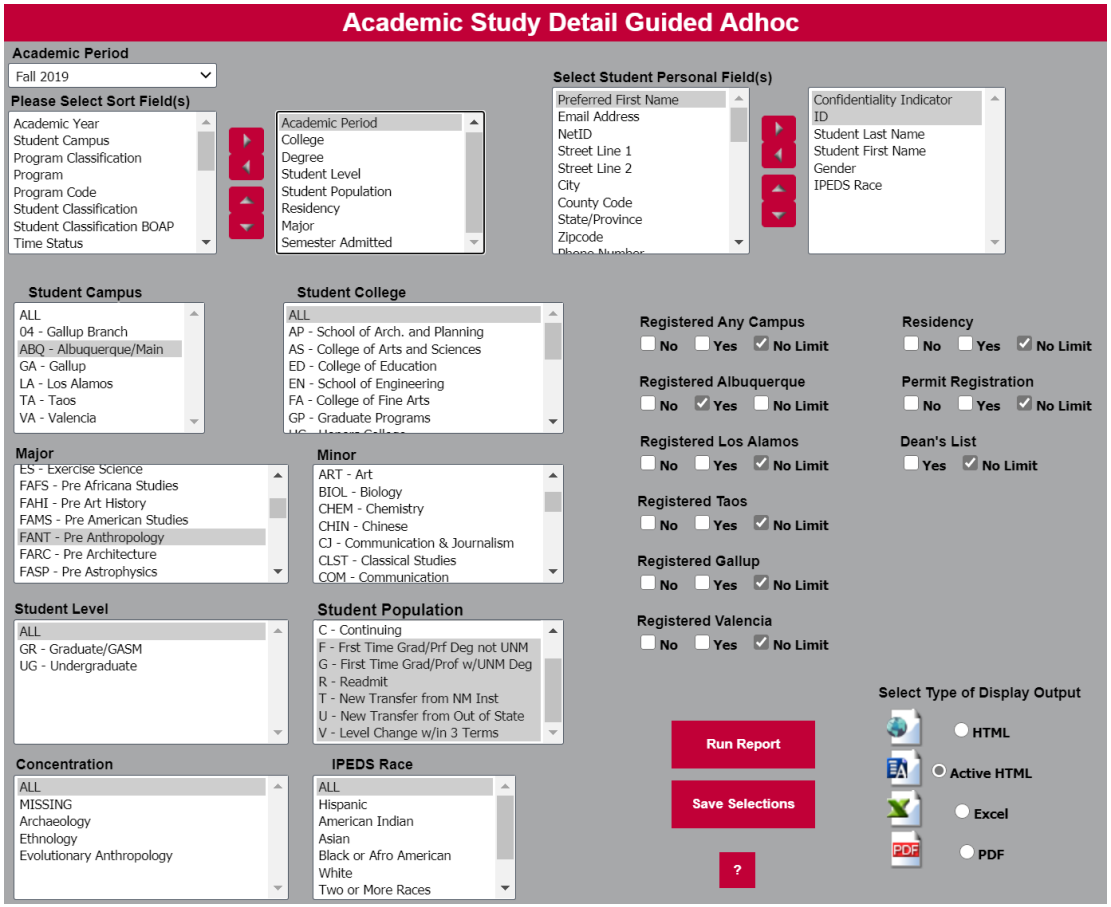
Enrollment Data:

- Select the Academic Period, any fields you want to see on the report, and output format of the report.



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Possible Issues:

- If you want a full academic year you will have to run each semester separately. The student population will change to C- Continuing after their first semester so you will no longer be able to tell who is a new student.
- If a student was admitted to main campus, but only registers for Branch campus courses then this person will not show up on this report with the parameters selected.
- This report is running LIVE data and can change depending when the report is ran. If you want frozen data then use the Academic Study Census Guided Adhoc.
- MyReports data is NOT official data and may not match the number on the Office of Institutional Analytic(OIA) website.

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Questions?

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Thank you for attending this session!

- Please remember to **complete the survey!**
- If you have **questions for the presenter**, please email the Enrollment Management Reporting Team at emrt@unm.edu
- If you have questions about the **Art & Science of Data event**, please email assess@unm.edu or oia@unm.edu

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