



University Registration Dashboard

How to Use the Dashboard

The dashboard was created to be responsive to the selections you make. The following diagram outlines those interactive features.

Registration Dashboard - University View

Select Dashboard View: University, Department, Registration Blocks

Select On Campus Status: Current Student, Future Student, All Eligible to Register

Select Career and Term: Graduate Fall Semester 2017, Undergraduate Fall Semester 2017

Registration Summary by Career and Term

Enrolled Indicator: N (Grey), Y (Red)

Registration by College

Select the Registration Status: Not Registered Student

Click the College to view the Plan Breakdown

Registration Summary by Level

Enrolled Indicator: N (Grey), Y (Red)

Registration Summary by Plan

Program	Department	Plan	Registration Status	Student Count
Office of the Provost	Vice President and Provost	Qual Proffed Ugh	N	6
Office of the Provost	Vice President and Provost	Interfac Studies BS	N	5
Office of the Provost	Vice President and Provost	Interfac Studies	N	21
Office of the Provost	Vice President and Provost	Undergrad Student	N	280
Office of the Provost	Vice President and Provost	University Studies BS	N	12
Office of the Provost	Vice President and Provost	Univ Undergrad Student	N	13
Overall - Count		Overall - Count		337

Block Details by Service Indicator

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Choose the Dashboard view

Choose the Career and Term

Use the help "?" for more info

Choose the Campus Status

Hover over to get more information

Select a section of the University chart to see student details

Click the College to view the Summary by Plan

Click the hyperlink to see student details by plan

Click this button to launch a report of students with a registration block



How to Navigate

To access the Registration Dashboard open a new Internet Explorer session. Enter the following URL - <https://insight.illinoisstate.edu> . Once logged in to the Cognos application, navigate to *Student Registration > Reports > University Registration Dashboard*

Common Issues Encountered:

- Another IE window is open – Please close all IE windows, and start a new one.
- Pop Up Blocker is enabled – Under Internet Options > Privacy – uncheck the Pop Up blocker disable
- Cognos URL is not a trusted website, please use the following document to add the URL to trusted sites. [Add Trusted Intranet Sites](#)

Important Definitions

Several expressions have been created to allow for users to examine the data in a common manner. The following are a list of those.

University: Summary and detail information for all students eligible to register for the semester.

Department: Summary and detail information for students within a department.

Registration Blocks: Summary and detail information about registration blocks across the University.

Eligible to Register: An active student who has been term activated and can enroll in ISU courses.

Current Students: Students who attended classes during the current term. If during the summer, it references the spring attendance.

Future Students: Students who are not currently attending classes, but who are eligible to register in the available terms.

Career: Graduate or Undergraduate student.

Service Indicator: Another name for a Registration Block.

Questions?

Contact eda@ilstu.edu

Website <http://data.illinoisstate.edu>