

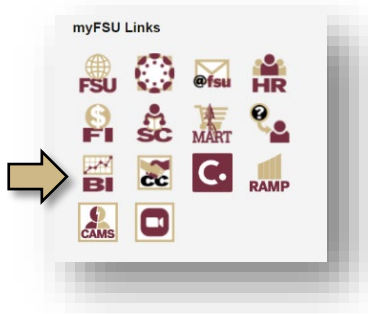
USING THE GRADUATION ANALYSIS OBI DASHBOARD

REFERENCE GUIDE FOR EDUCATIONAL PROGRAMS

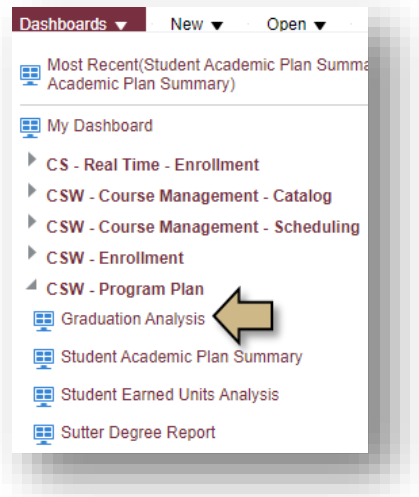
(Contact ipa@fsu.edu with any questions)

Once you have requested access to the necessary OBI roles and receive notification of approval, you can begin using the “Graduation Analysis” dashboard in OBI. Follow the steps below to access, view, and export data for your specific program(s).

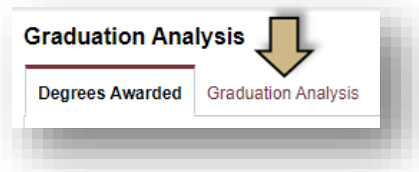
1. After logging in to **my.fsu.edu**, choose **BI** from the collection of links in the top left corner.



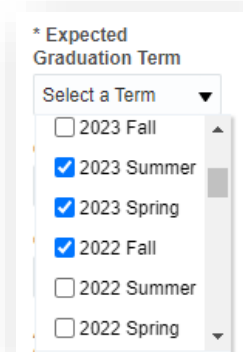
2. In top right corner of the Oracle Business Intelligence home screen, from the **Dashboards** drop-down menu, expand the **CSW – Program Plan** sub-menu and select **Graduation Analysis**.



3. In the dashboard, choose the tab titled **Graduation Analysis**.



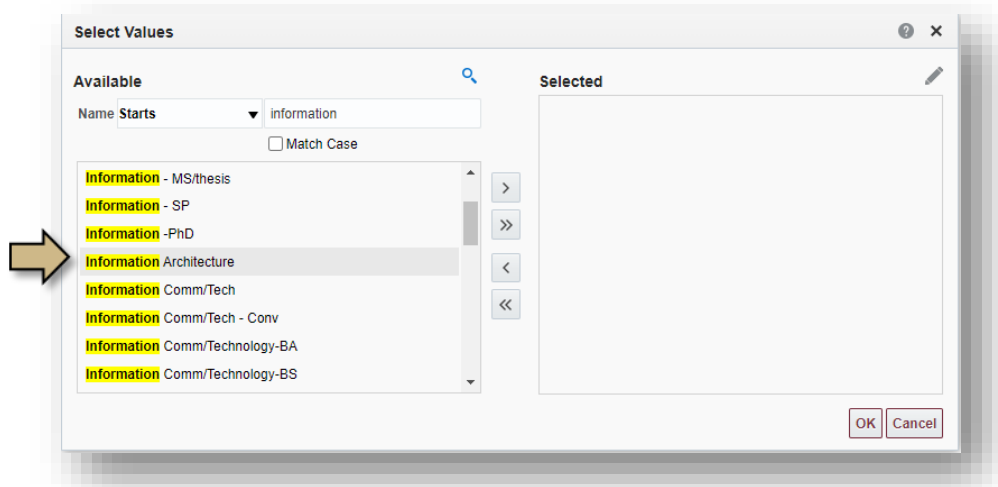
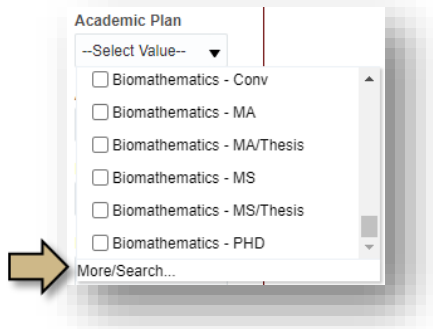
4. In the **Expected Graduation Term** filter, select the appropriate terms for the reporting period. In the example below, Fall 2022, Spring 2023, and Summer 2023 are selected to obtain the count of program graduates for the 2022-2023 academic year.



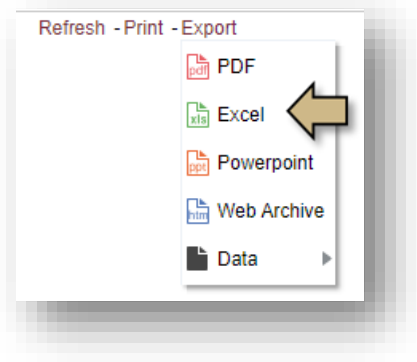
5. Use the dashboard filters (e.g., **Academic Plan**, **Academic Program**) to further customize your data query.

For example, select "Information Architecture" in the **Academic Plan** filter and "Graduate Certificate" in the **Academic Program** filter to obtain the list of students completing graduate certificate in Information Architecture in the 2022-2023 year.

Note: The **Academic Plan** filter drop-down list is short, and you will need to use the **More/Search** option to find the desired academic plan.



6. Click **Apply** at the bottom of the filters list to run the query.
7. The dashboard will display the number of students awarded the credential matching your filters selection as of the date the query is run.
8. To export the data, click **Export** at the bottom of the table and select the desired file format.



9. Count the number of students in the list. One method of easily counting the number of non-blank cells in a column is using the "[COUNTA](#)" function.