

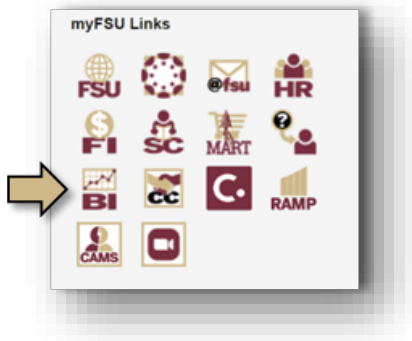
# USING THE STUDENT ACADEMIC PLAN SUMMARY OBI DASHBOARD

## REFERENCE GUIDE FOR EDUCATIONAL PROGRAMS

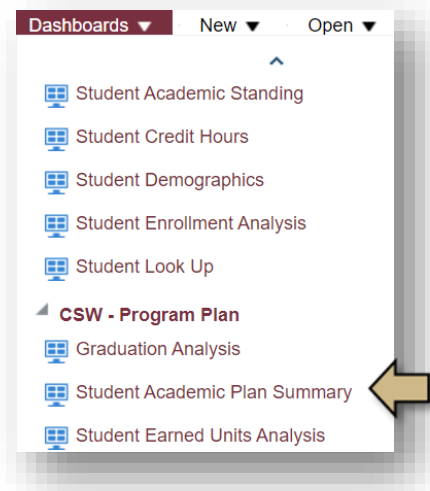
(Contact [ipa@fsu.edu](mailto:ipa@fsu.edu) with any questions)

Once you have requested access to the necessary OBI roles and receive notification of approval, you can begin using the “Student Academic Plan Summary” dashboard in OBI. Because this dashboard displays data for the current term only, the data must be pulled each semester of the reporting period. For example, in order to obtain the list of students enrolled in a particular certificate or degree program in a given year, the dashboard must be accessed about half-way through the Summer term, then Fall term, and Spring term. Each time, a “snapshot” of enrollment should be pulled and saved for annual aggregation at the end of the reporting period. Follow the steps below to access, view, and export data for your specific program(s).

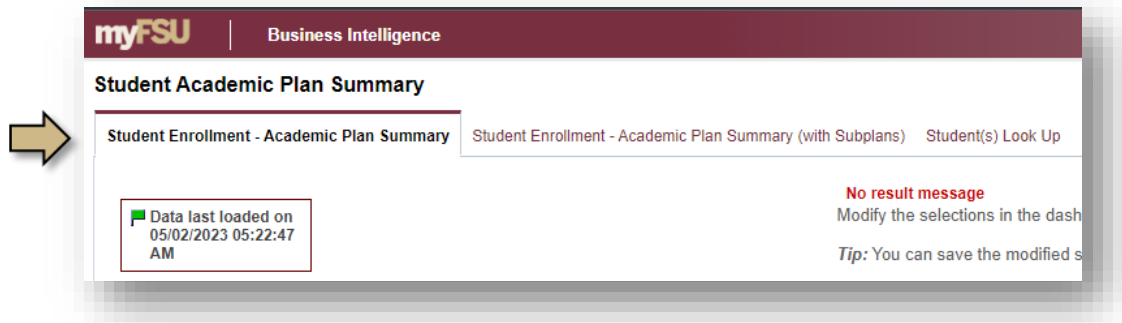
1. After logging in to **my.fsu.edu**, choose **BI** from the collection of links in the top left corner.



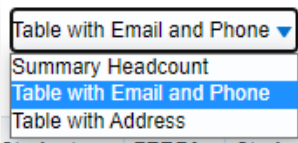
2. In top right corner of the Oracle Business Intelligence home screen, from the **Dashboards** drop-down menu, expand the **CSW - Program Plan** sub-menu and select **Student Academic Plan Summary**.



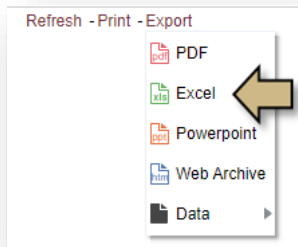
3. In the dashboard, choose the tab titled **Student Enrollment - Academic Plan Summary**.



5. In the **Current Term Only** filter, select the current term.
6. In the **Academic Plan** filter, select the academic plans you track for outcomes assessment.  
Note: You may also filter down to a specific college (the **College** filter) and/or specific department/program (the **Academic Organization** filter). If you only need certificate enrollment information, select "Certificate" in the 'Academic Plan Type" filter.
7. Click **Apply** at the bottom of the filters list to run the query.
8. The dashboard will display the number of students enrolled the academic plans matching your filters selection. In the drop-down menu above the table, select **Table with Email and Phone**.  
Note: In order to be able to un-duplicate student enrollment across multiple terms in a year, this option must be selected from the drop-down so that the results in the table will be at a student-level rather than a summary-level.



9. To export the data, click **Export** at the bottom of the table and select the desired file format.



10. Save the export for later aggregation with remaining terms in the reporting period.
11. Repeat these steps during each of the remaining terms in the reporting period, and then either sum the total enrollment or sum the unique student enrollment (for unduplicated headcount) to report in the IE Portal.