

# WORKING WITH COURSE STUDENT ALLOCATION REPORTS

## (MODERN VIEW)

A number of Course Student Allocation reports are available to run via the BI Suite (SAP BusinessObjects).

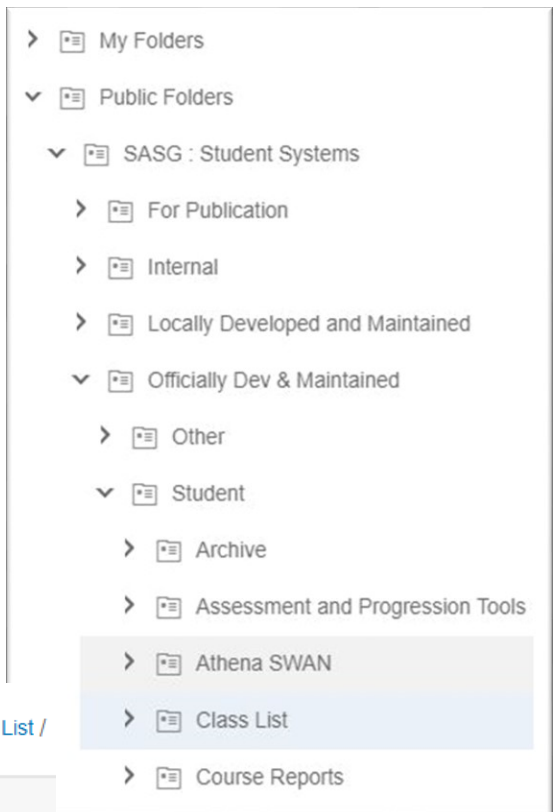
These reports can be generated for courses which have their group allocation executed via Enterprise timetabling system. The reports can be useful for providing an off-EUCLID class list for attendance recording or provide group allocation information for staff members.

### How to access Course Student Allocation reports

The report can be accessed via **BI Suite**, through the following pathway: Folders >> Public Folders >> SASG: Student Systems >> Officially Dev & Maintained >> Student >> Class List.

There are two types of student allocation reports available for use:

- Course Student Allocation
- Course Student Allocation with Student Programme (please note it can take around 5 min to load)



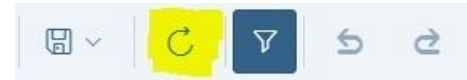
[Public Folders](#) / [SASG : Student Systems](#) / [Officially Dev & Maintained](#) / [Student](#) / [Class List](#) /

<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	[BIO] Allocation List	Web Intelligence
<input type="checkbox"/>	[EdMed] Attendance Sheet (by Course Code & Activity)	Web Intelligence
<input type="checkbox"/>	Archive	Folder
<input type="checkbox"/>	Course Student Allocation	Web Intelligence
<input type="checkbox"/>	Course Student Allocation with Student Programme	Web Intelligence
<input type="checkbox"/>	SCH: Students Double Booked with 2nd activity	Web Intelligence
<input type="checkbox"/>	SCH: Travel Constraint	Web Intelligence
<input type="checkbox"/>	Student Timetable by UUN as a List	Web Intelligence

## How to run Course Student Allocation reports

Course Student Allocation reports return data on students allocated to activities on a specified course. Depending on the prompts used, the reports would return either all allocations to all activities on the course, or for specified activities only.

**Refresh** the report to open the most up to date version. The Refresh button can be found in the left side of the screen, in the top tools ribbon.



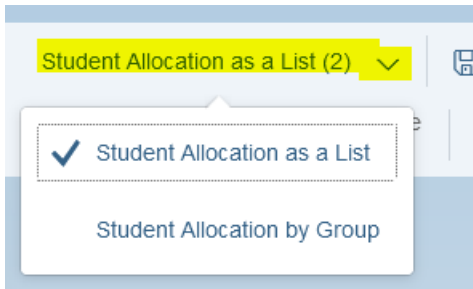
After you hit refresh, you will be invited to **fill in prompts**.

Enter value(s) for Course Code' is required.

You can type in the full course code (including instance and semester) or use the **search function** to find the relevant course. Using only this prompt would return data for all activities associated with the course that have students allocated to them (both whole class and groups).

You can also use the **optional prompt** Activity Name to narrow your search down to specific activities only.

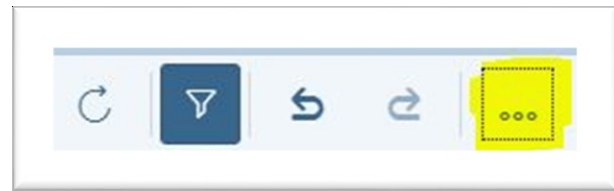
Click **OK**, and either complete the other prompt, or click **Run** to run the report based on your selections.



The returned data can be viewed as a list of all activities and allocations associated/selected for the course, or a breakdown per group/activity.

To switch between the views, use the drop down in the left top corner of the report.

You can either work with the report in the BI Suite environment, or download it in a different format, e.g. **Excel**. Click the three dots in the top ribbon and choose Export >> Export to Excel.



You can use the filtering and/or search options in Excel, or other functionalities to facilitate your interaction with the report.

If you have any further questions on the contents of these reports or how to use them, please get in touch with [student.analytics@ed.ac.uk](mailto:student.analytics@ed.ac.uk)