

Shows cumulative and total weekly student credit hour registrations and drops by college, department, and student type for the past few terms. This report can view all courses or only those courses included in the Bronco Budget.

## Accessing the Report

MyInsights reports can be accessed from the campus reporting page:

<https://reporting.boisestate.edu>

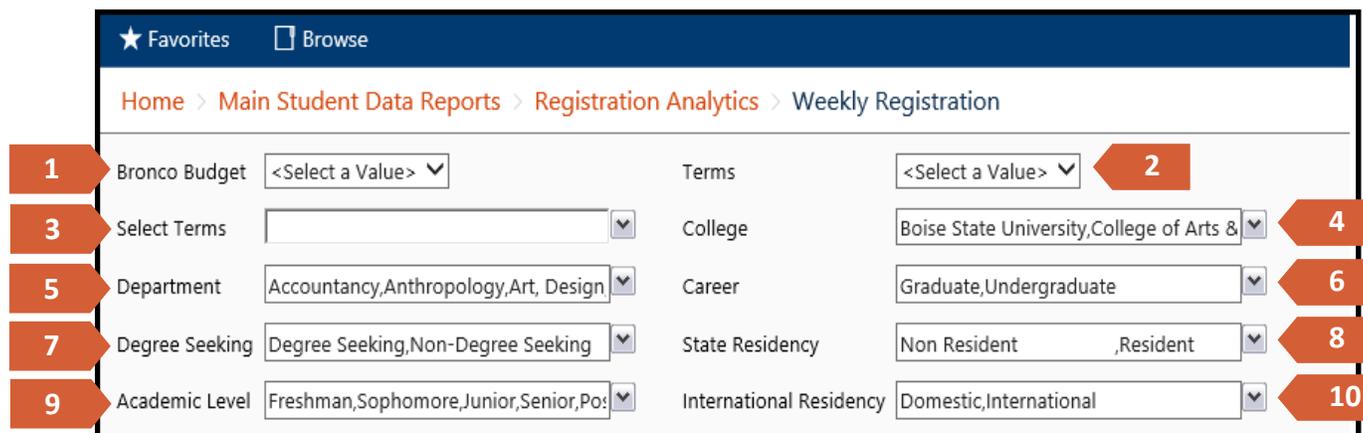
Select “MyInsights Reporting” from the Reporting Resources section at the bottom of the page

Enter your Boise State username and password

The path to the reports from the main page is Home > Main Student Data Reports > Registration Analytics

*Note: the Weekly Registration Course report found in the same folder is similar to the Weekly Registration report but includes slightly different slicer options that allow users to look at registration by the specific course.*

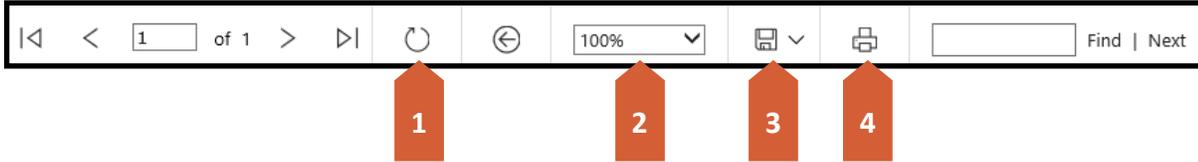
## Report Options



- Bronco Budget** — Use this slicer to select between all courses and only those included in the Bronco Budget (BB).  
*Note: unlike bronco budget methodology, the student credit hours in this report are assigned based on the course subject and not the pay source of the instructor. Final BB credit assignment will differ from this report.*
- Terms** — Choose between fall and spring terms. This is required for the report to run.
- Select Terms** — Choose among the last six years of data to include. This is required for the report to run.  
*Note: If you selected “Included In BB” from the BB slicer above then only terms after Fall 2018 will be available.*
- College** — Select among colleges or university owned courses. Selecting an option from this slicer will help narrow down the department slicer options.
- Department** — Select among academic departments. If you selected a college then only the departments associated with the college will be available.
- Career**— Select graduate and/or undergraduate students.
- Degree Seeking** — Select degree and/or non-degree Seeking students.
- State Residency** — Select among in-state (resident) and out-of-state (non-resident) students.
- Academic Level** — Select among academic levels (e.g. freshmen, senior, and/or graduate).
- International Residency** — Select among domestic and international students.

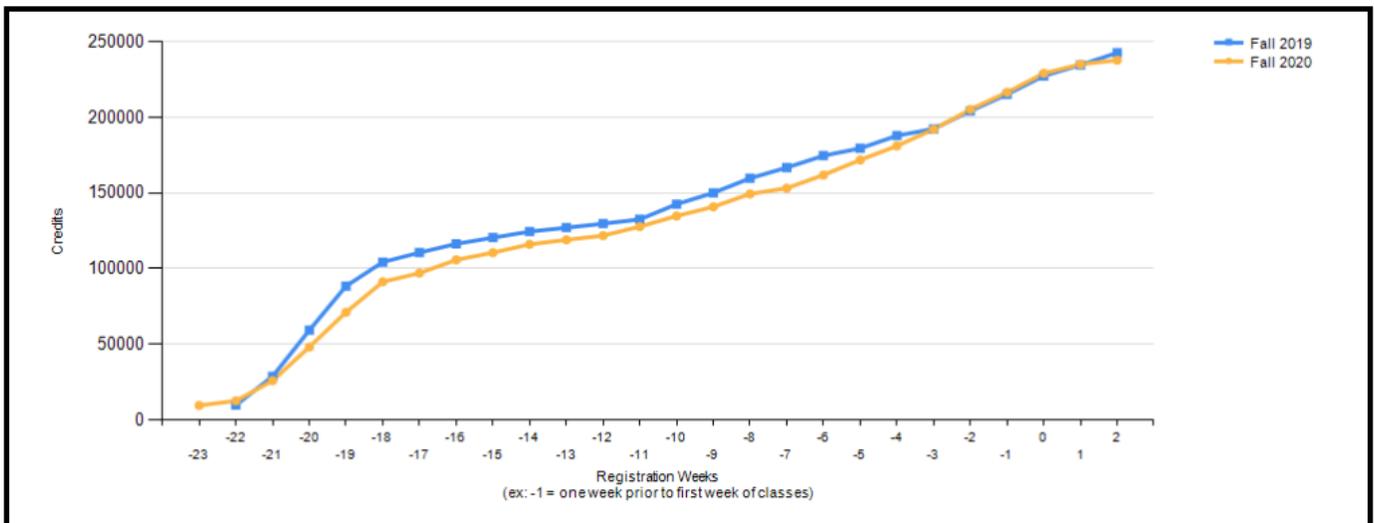
# MyInsights Weekly Registration Report

## Report Menu



1. **Refresh** — Select this option to reset the data. If you change the options in the report options menu, you can select the “View Report” button or the Refresh button from the report menu to refresh the report’s data.
2. **Zoom** — This option increases or decreases the size of the text and graphs.
3. **Export Menu** — Use this option to export the graphs in various formats including Word, Excel, PowerPoint, PDF, TIFF, or select CSV for the data only.
4. **Print**— Select this menu option to open a print menu. The menu allows you to choose page including size and orientation and view a preview or save to PDF before printing.

## Weekly Cumulative Credits Registered



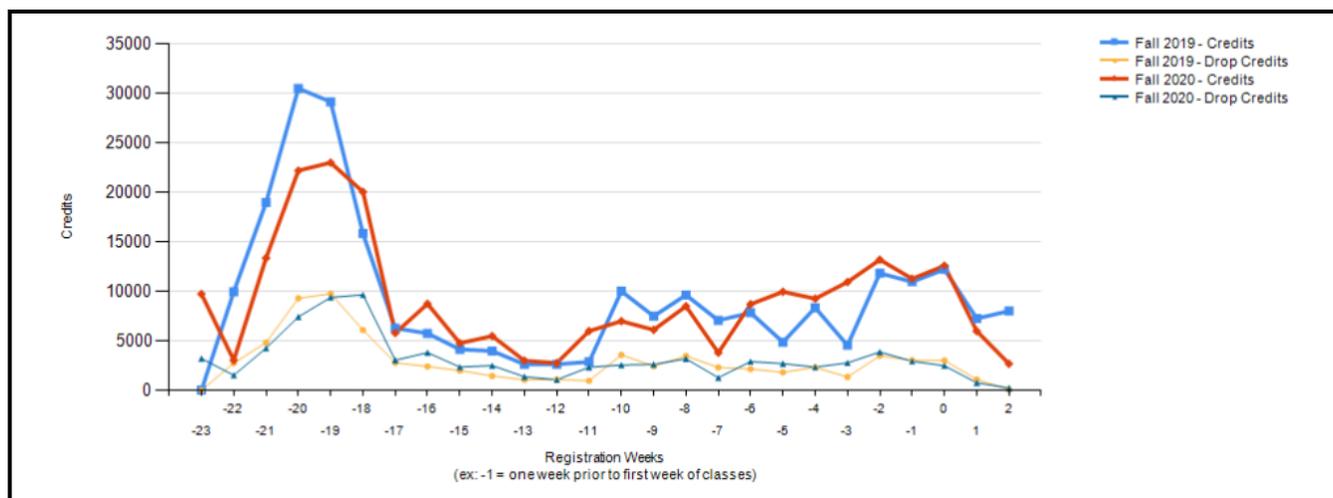
This graph provides the total cumulative student credit hours that were registered in a given week compared to similar weeks in prior terms, **it excludes any credits that are later dropped**. Past weeks of the report can change in subsequent runs if a student later changes or drops a class or is moved into a different section.

The key at the top right defines the terms included. The week numbers correspond to the weeks in the registration period, with week 0 being the beginning of the first week of classes. Users can hover over a data point to see the number of registrations at any given week. If the report is run before the registration period has ended then all of the data point from the most recent week will be repeated to the end of the graph.

*Note: This report does not use Enrollment Service's date comparison calendar. The comparability of weeks depends on many factors including registration start dates for various types of students, student orientation and advising events, holiday dates, and the total number of weeks in the registration cycle.*

# MyInsights Weekly Registration Report

## Total Credits Registered in Given Week



This graph compares the total number of SCH that students registered for in a given week to similar weeks in prior terms. Unlike the cumulative SCH graph, prior weeks in this graph's credit lines will not change in subsequent data runs if a student later drops a course or changes their credit load. Instead, any SCH that is dropped is added to the thinner drop credit lines for the week in which was initially registered. This is important context for understanding how much SCH in the cumulative registration graph above is likely to be dropped in a registration cycle based on prior years.

The key at the top right defines the terms included and line data type. The week numbers correspond to the weeks in the registration period, with week 0 being the beginning of the first week of classes. Users can hover over a data point to see the exact number of registrations for that data point.

*Note: If the report is run before the registration period has ended there will be no data point on the graph.*

## Interpreting the Data in This Report

- Prior weeks of the weekly cumulative registered report can change if students drop classes or if administrators move students from one section into another. Users may see this as a sudden spike of enrollments on a single week, which can occur when a second section of a course was added and a block of students were moved into what the report sees as a different class. This is most noticeable when the slicers are set to show a small subset of students.
- In the most recent version of this report, the time series depicted on the x-axis was re-calibrated. The report previously was built to start with the first registrations that were picked up in the system and then count forward for subsequent weeks. Now, instead, the report ends on the 10th day (shown as week 2) and all dates prior are calibrated to it (with point 0 being the start of the term). This ensures the same end point regardless of changes in the calendar or to registration periods.

# MyInsights Weekly Registration Report

## Setting up a subscription

- Users can set the report to be automatically delivered to their email inbox by selecting the option menu before they open the report and then selecting subscribe.

