

SharePoint Resources and Reports

February 20, 2012

There are a variety of reports that are run on a weekly, quarterly and annual basis to assist Deans, Chairs, Directors, Faculty and Staff on their strategic objectives and with data integrity. Please note that some of these reports are only available to Academic Leadership, while others are available to the entire UST community. See pages two and three of this document for details on the reports. Are you interested in a report that displays the grades given by an instructor by course? If so, see pages three and four for more details.

To access SharePoint:

- 1) Go to <http://www.stthomas.edu/ie/>
- 2) Under the Resources box to the right, click on SharePoint.

Office of Institutional Effectiveness

Academic Information Center

Academic Reporting Center

Institutional Research & Analysis

Registrar

Staff Directory

Related Links

- Academic Affairs
- Academic Counseling
- Center for Faculty Development
- Institutional Review Board
- Service Learning
- Study Abroad

Resources

- Academic Directory
- College Numbers
- IE Calendar
- Request Forms
- Sharepoint

The mission of the Office of Institutional Effectiveness (IE) is to provide leadership in academic planning by developing, integrating, and disseminating information to be used in evidence-based decision making processes at the University of St. Thomas. In addition, IE assists university committees, academic programs and administrative services with information for assessment and quality improvement initiatives.

Groups comprising the Office of Institutional

- 3) If this is your first visit to the Institutional Effectiveness SharePoint site, you will need to authenticate. Make sure to enter your entire UST email address (including @stthomas.edu) and your network password. This validation is good for UST network computers. Off-campus, you will be asked to validate each time you attempt to access the SharePoint site.
- 4) Look at the "Documents menu" on the left side of the SharePoint screen and select Academic_Department_Reporting. (Or, you will also see the Academic_Department_Reporting menu to the right of the Document's menu.

Institutional Effectiveness

Academic & Administrative Reports

Accountability

Commencement

View All Site Content

Accountability

Commencement

Discussions

- Team Discussion

Documents

- Academic Directory
- Academic Measures
- Academic_Department_Reporting

Collaboration Space for Institutional Effectiveness

Academic_Department_Reporting

Name

Annual

Weekly

Add new document

IDEA Master Spreadsheets

Type Name

5) Select **Annual** or **Weekly** to view the report that is of interest to you.

a. Annual: There are reports broken down by Departmental and Institutional

- **Departmental**: Click on your department
 - View Faculty Load Report
 - View Grade detail by term reports
- **Institutional**: Click on the term of interest to see an overview of many statistics such as:
 - Average section size by department
 - Sections with less than 10 enrollments
 - Credits generated by department
 - Degrees Awarded
 - Minors Awarded
 - Full-time and Part-time faculty statistics
 - Class efficiencies

b. Weekly:

- The **Data Integrity subfolder** contains a series of reports that point out potential data integrity issues. Currently it contains:
 - Section Data Integrity Reports (From J Term 2012 through Summer 2013). These reports point out potential errors/omissions in schedule information.
 - Section Prerequisite Data Integrity Reports (from Jterm 2012 through Summer 2013). These reports focus specifically on differences between the prerequisites listed on SCAPREQ and SSAPREQ. The Section Data Integrity report notes when prerequisite mismatches exist and these mismatches are detailed in this report.
- The **Grades subfolder** contains:
 - Reports on missing grades (where we have not yet entered grades for courses that are completed) and the NR Grades reports identifies all the sections where NR grades have been inserted.
- **Graduated_Students subfolder**
 - The List of Students report contains a detailed list of students (all by department - tabs for each department are included in the Excel file) who graduated with a major/minor/field of study from an academic department in the academic year indicated on the report. *Please note: Contact information (email or address/phone numbers) cannot be provided by the Academic Reporting Center. Once a student graduates the 'ownership' of the contact information moves to the Development Office. If you need contact information for your graduated students, please contact the Development Office directly.*
 - The Summary Report provides an over view of the graduated students in a trend comparison to previous years. Again this is also a by-department report.
- **The Registration Subfolder**
 - The Registration Subfolder contains a series of reports related to registration. Reports include Class Room Efficiencies, Faculty Efficiencies, Graduation Admissions, PReliminary Enrollment, Prereq Overrides (both a detail and a summary report), and an advising

report. We currently have reports for Jterm 2012 and Spring 2012 published for the registration subfolder.

Reports will continue to be added to the SharePoint site as we convert old reports.

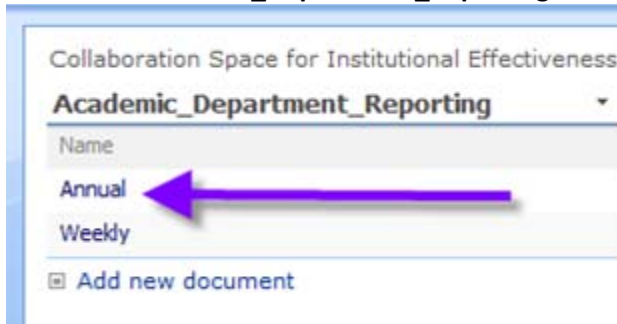
In addition to these we have also set up a 'Commencement' tab in SharePoint to centrally locate all reports related to graduation and commencement. Several reports and other information will be included in this collection. Please note, depending upon your role at the university you may see more or less reports than other staff members.

At this point all reports publish to SharePoint on Monday mornings. As time passes (or special deadlines approach) you may find that we publish reports on an increased schedule.

Grades by Instructor Report

Please follow the instructions below to view a report by term that displays the grades given by instructor, by class.

- 1) Go to SharePoint
 - a. Go to www.stthomas.edu/ie
 - b. Click on the SharePoint link under “Resources” on the right side of the page
- 2) Under the **Academic_Department_Reporting** heading, click on the “**Annual**” link



- 3) Click on the **Departmental** link
- 4) Click on the name of the department
- 5) Click on the **Grades** link



- 6) Click on the **Grade_Detail_by_Term** (and not the academic year links – see next page for screen shot)

Academic_Department_Reporting ▼

Name

Grade_Detail_by_Term

2008-09

2009-10

2010-11

☐ [Add new document](#)

- 7) Click on the term of interest. You will see an Excel spreadsheet with the courses, instructors, and a breakdown of the grades