

Peralta Community College District



Oracle BI Interactive Dashboards

July 2015

How to log into BI from anywhere

For best results use Firefox or IE

Step 1:

Go to www.peralta.edu

In the Faculty & Staff tab, chose Network Access



Step 4:

Choose the BI link



Step 2:

Select the WebVPN link

Faculty and Staff Home

Click here for Peralta IT Help Desk- Information on login accounts, email, and more



Step 5:

Log-in same as Step 3



Step 3:

Log-in with your Peralta username and password

Access to this portal is restricted to Peralta Community College District employees.

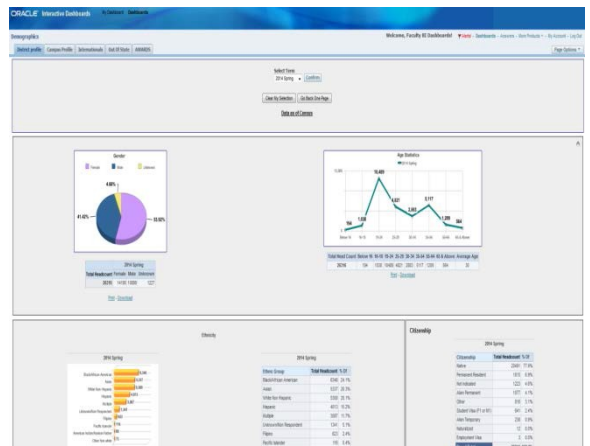
Continue to login ONLY if you are an active employee.

Login

Name:

Password:

If you see a screen similar to below, then you have successfully logged in!



Oracle BI Interactive Dashboards

1. Introduction

The BI tool is the reporting environment for Peralta's Institutional Research Department. It currently uses Oracle Business Intelligence Enterprise Edition (BIEE or BI) software. The tool is a powerful ad-hoc query and analysis tool that extracts PeopleSoft data to a data warehouse and displays it in user-friendly reports posted on dashboards in a web-based environment. To insure accurate information, reports are then updated automatically daily.

2. What are BI Dashboards

Data is categorized by Dashboards with corresponding reports listed by Dashboard Pages.

Current Dashboards with corresponding pages:

- Demographics
 - District
 - District profile
 - Campus Profile
 - Internationals
 - Out Of State
 - AWARDS
- Distance Education
 - Online Classes
 - Dist Ed Rosters
- Enrollment
 - Campus Summary
 - Watchlist
 - Open Classes
 - All Subjects
 - Subject Details
 - All Courses
 - All Master Sections
 - Course History Browser
 - Department Instructors
 - FTES
 - FTEF
 - Unstaffed Classes
 - Master section Distribution
 - Enrollment Pattern
- Enrollment report
 - Summer 2015
 - Fall 2015
 - Spring 2015
- Enrollment Trends
 - Summer
 - Fall
- Instructor
 - INSTR_ALL
 - INSTR_TERM
 - INSTR_COURSE
 - INSTR_ASSIG
 - INSTR_TEMP
- Instructor PayRate
 - Instr Cost
 - Drilldown
 - Cost by Fund Type
- Student Programs
 - DSPS
 - EOPS
 - CARE
 - Veterans
 - Foster Youth
- ZZ's (special assignments)
 - FTEF & Cost by Subj
 - FTEF & Cost w Instructor

Dashboard Pages:

- Under Dashboards you see one or more tabs, which are called Dashboard Pages

Oracle BI Interactive Dashboards

- Dashboard pages contain sets of related reports



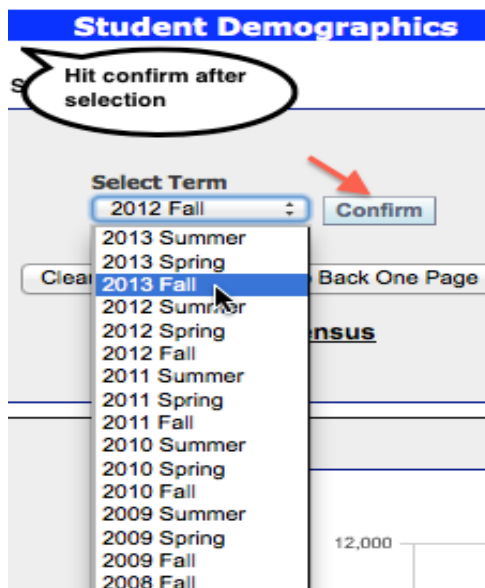
- The above demographics dashboard contains four dashboard pages
 - District Profile
 - Campus Profile
 - International Students
 - Degrees & Awards
- To navigate between dashboard pages click on the tab/dashboard page you would like to see.

3. How to access Dashboards:



- To access Dashboards, click on the dashboards menu at the top the screen
- The default dashboard for your BI tool is Demographics dashboard and the default page shows District profile demographic dashboard page.
- Click to select the dashboard

Dashboard prompts (filters):



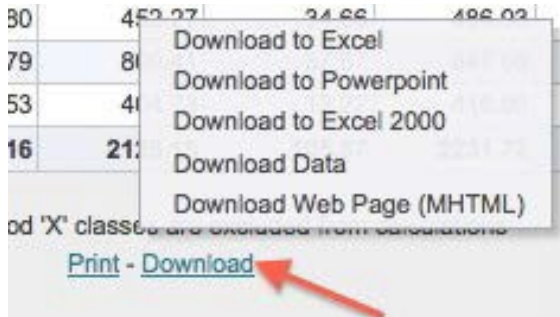
- Dashboard Prompt is a special filter that filters dashboards based on the user selection
- Make your selection and click confirm button to apply your selection to the dashboard.
- If you want to go back, click the **go back one page** button.
Or
• If you click **Clear My Selection**, you will be taken to a default selection Fall 2012.

4. How to download/print dashboards or Reports:



- To download dashboard, click the printer icon at bottom of the dashboard page
- When we click on the link it will pop a select download type; you can select either PDF or HTML to print.

- To download individual reports, click on the download link under the report in the dashboard page.



- Select your download type, based on your selection a pop up window will ask you to save the file as '*your selection type*'.
- To print, click on the Print link under the report in the dashboard page.

To report any problems with the BI Tool, Reports, or Dashboards:

Send an e-mail to members of Institutional Research team:

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