

**DIVISION OF STRATEGIC ENROLLMENT
& STUDENT AFFAIRS**
Power BI AOP Enrollment Reports Guide

UNIVERSITY OF TEXAS RIO GRANDE VALLEY
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Power BI AOP Enrollment Reports Guide

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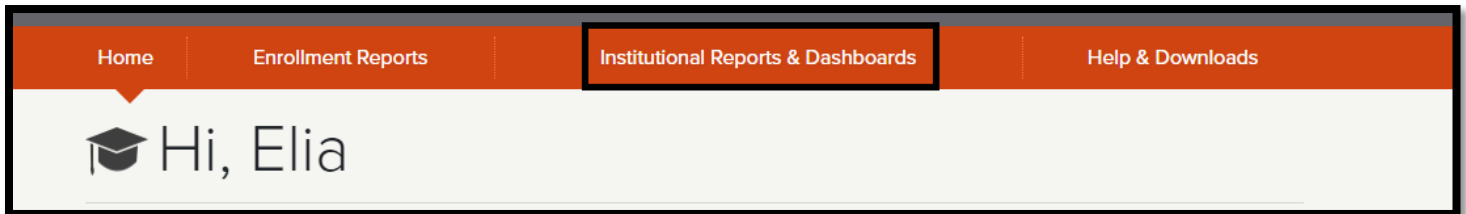
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Contact Information

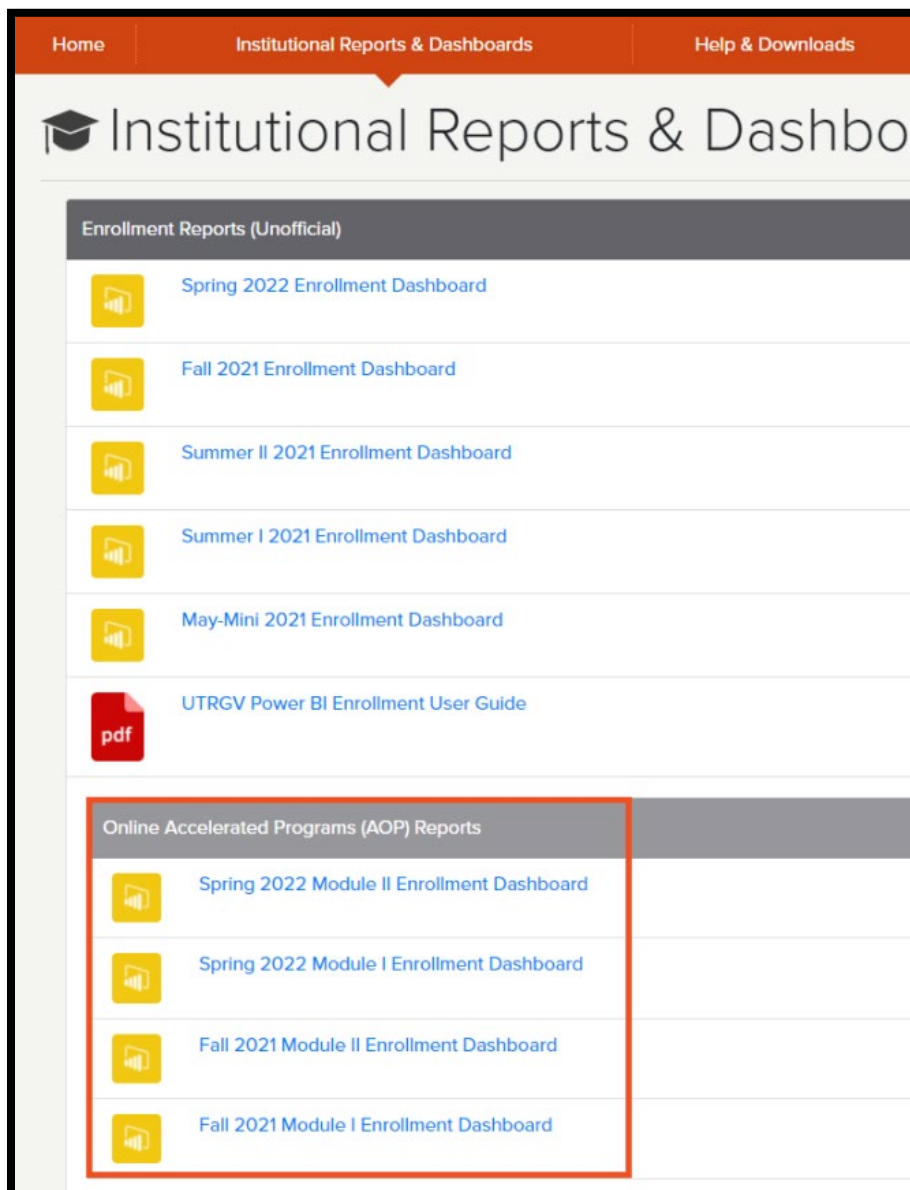
If you are experiencing any issues, notice any errors, or have any questions, please contact Enrollment Systems and Analysis @ enrollmentsystems@utrgv.edu

Navigating to Power BI AOP Enrollment Reports

1. Login to the my.utrgv.edu portal with your UTRGV Credentials.
2. Click on Institutional Reports & Dashboards.



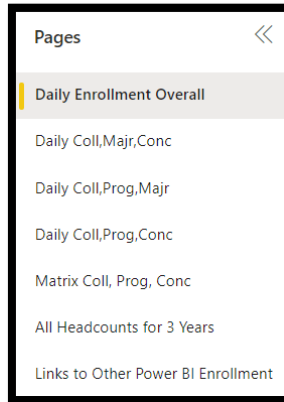
3. Under the Enrollment Reports (Unofficial) tab, you will see a section called Online Accelerated Programs (AOP) reports that have been created for Spring 2022 Module I and Module II and Fall 2021 Module I and Module II. Click on any one of the links to be taken to the Enrollment Report for that semester.



Power BI AOP Enrollment Pages

There are 7 pages in the Power BI Enrollment Reports. The following sections will explain each different tab.

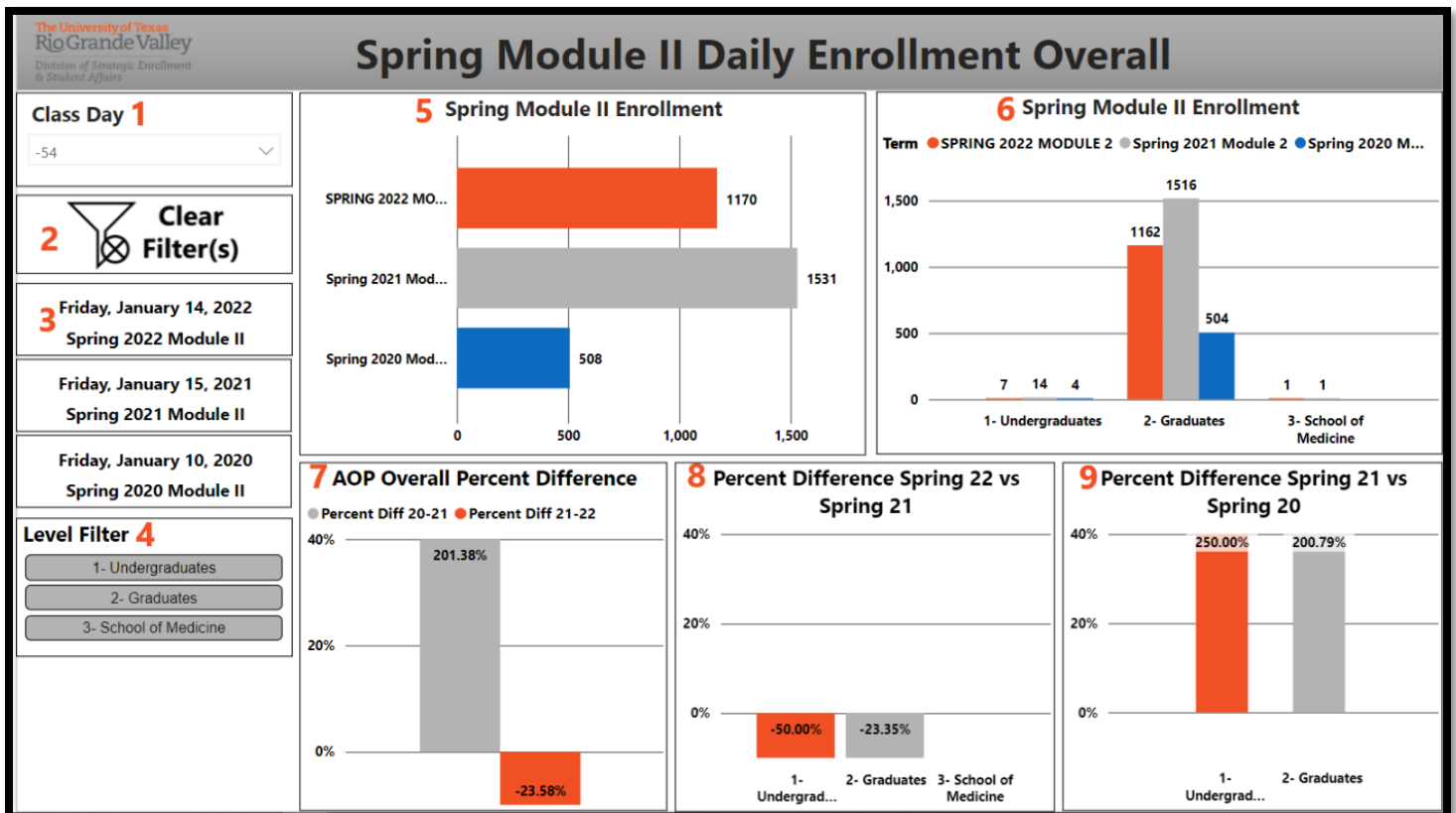
1. Daily Enrollment Overview
2. Daily Coll, Majr, Conc
3. Daily Coll, Prog, Majr
4. Daily Coll, Prog, Conc
5. Matrix Coll, Prog, Conc
6. All Headcounts for 3 Years
7. Links to Other Power BI Enrollment



Daily Enrollment Overview Page

1. **Class Day Slicer:** Select class day to view stats for that day. *Note: Class Day is # of class days prior to first day of class (when registration starts) or after first day of class.*
2. **Clear Filter:** used to clear selected filters. Press CTRL + mouse click to clear filter.
3. **Dates:** Date of Class Day selected for past three years.
4. **Level Filter:** Select Level to filter data.
5. **Semester Target:** Display of whether the headcount for

5. **AOP Enrollment:** Headcounts for last 3 years.
6. **AOP Enrollment By Level:** shows count by level (UG, GR, SOM)
7. **Overall percentage difference:** View % difference between two years: 2020/2021 and 2019/2020.
8. **Percentage difference by Level:** for 2021/2022.
9. **Percentage difference by Level:** for 2020/2021.

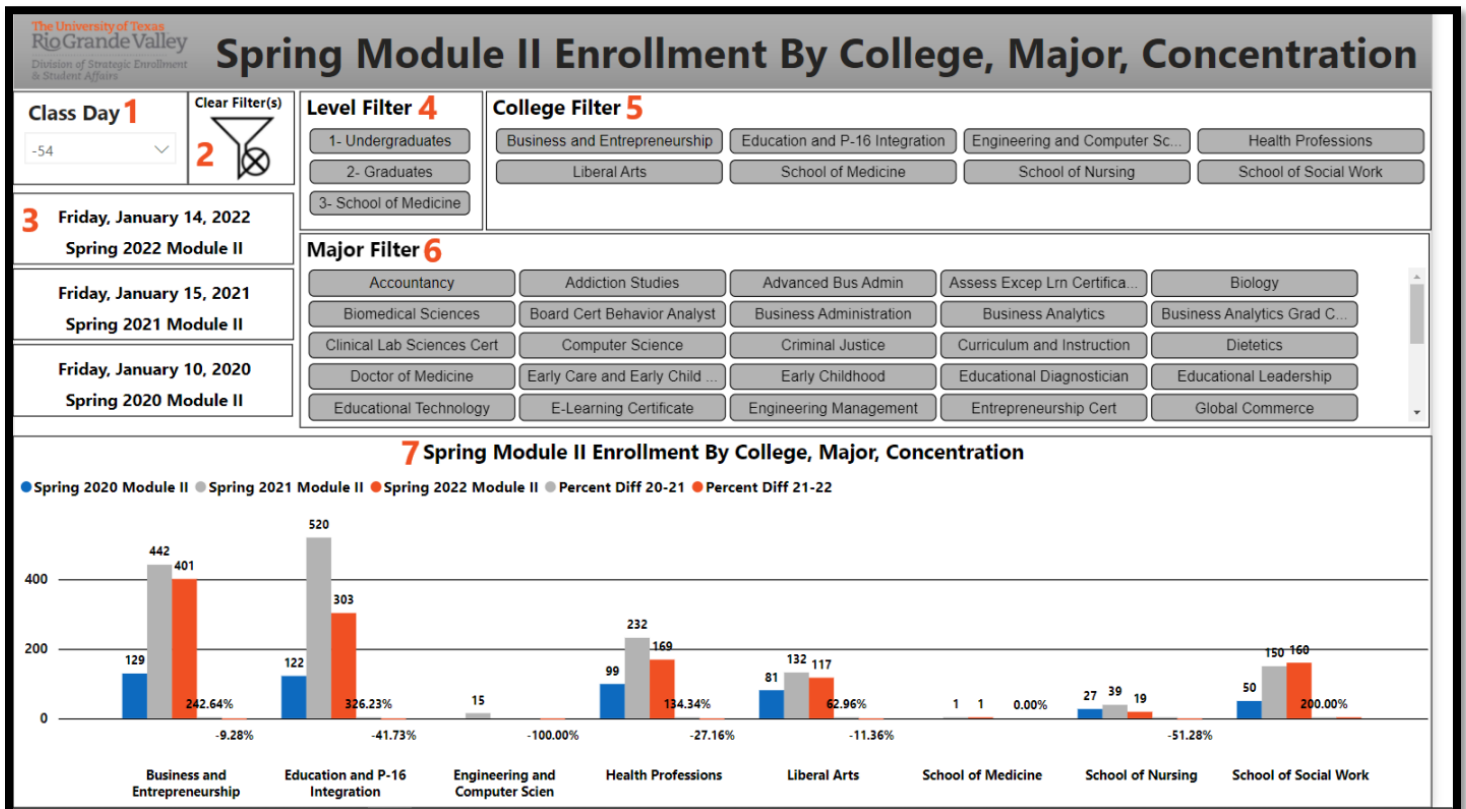


Daily Coll, Majr, Conc

This page drills down to College(default), then drills down to Major, then drills down to Concentration. Shows Headcounts for 3 years and percent differences.

- 1. Class Day Slicer:** Select class day to view stats for that day. *Note: Class Day is # of class days prior to first day of class (when registration starts) or after first day of class.*
- 2. Clear Filter:** used to clear selected filters. Press CTRL + mouse click to clear filter.
- 3. Dates:** Date of Class Day selected for past three years.
- 4. Level Filter:** Select Level to filter data.

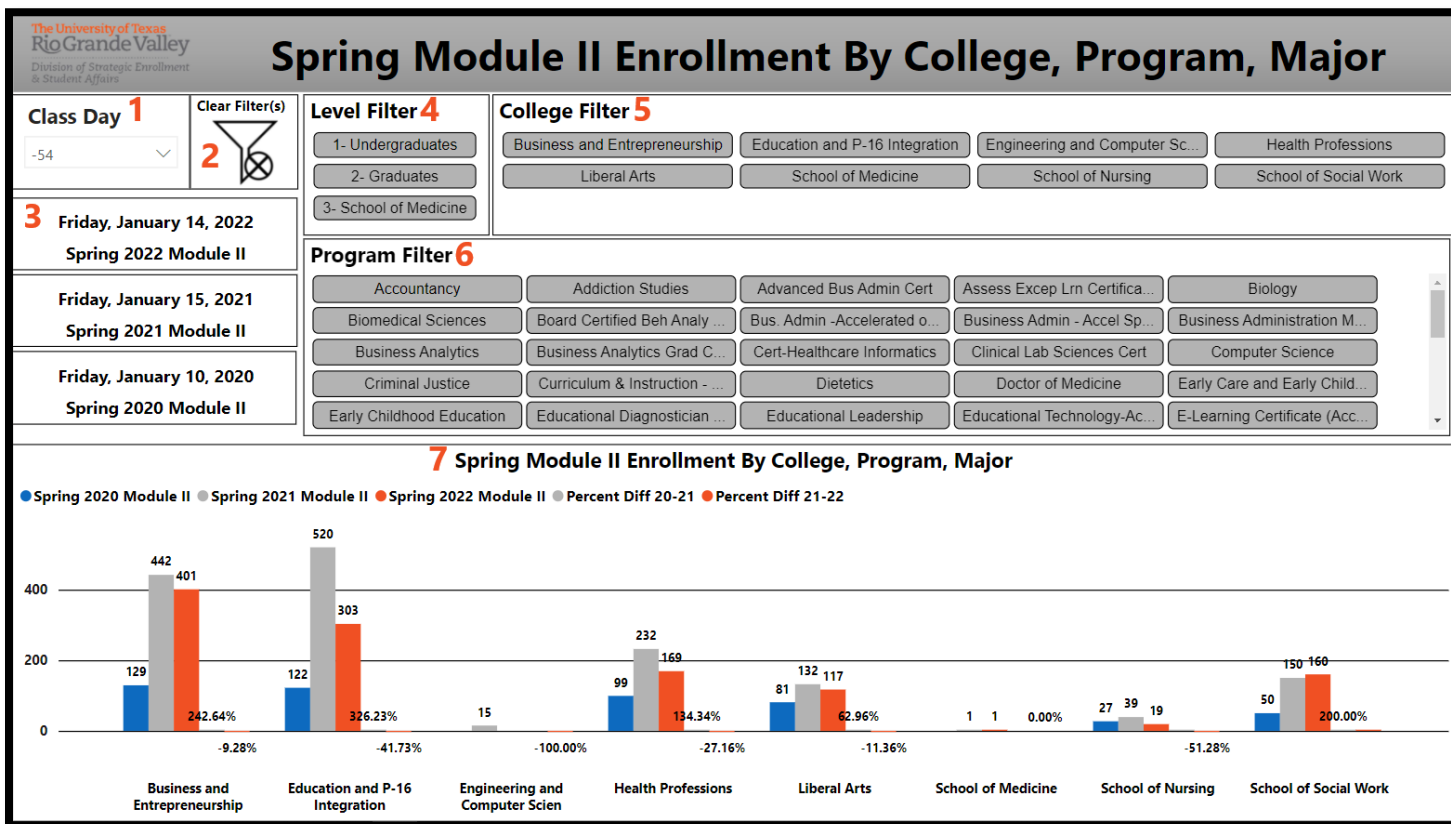
- 5. College Filter:** Select College to filter data.
- 6. Major Filter:** Select Major to filter data.
- 7. AOP Enrollment By College, Major & Concentration:** Drilldown to see counts and percent differences by College, Major and Concentration. [See Drilldown section for instructions on drilling down.](#)



Daily Coll, Prog, Major

This page drills down to College (default), then drills down to Program, then drills down to Major. Shows Headcounts for 3 years and percent differences.

- | | |
|--|--|
| <ol style="list-style-type: none"> Class Day Slicer: Select class day to view stats for that day. <i>Note: Class Day is # of class days prior to first day of class (when registration starts) or after first day of class.</i> Clear Filter: used to clear selected filters. Press CTRL + mouse click to clear filter. Dates: Date of Class Day selected for past three years. Level Filter: Select Level to filter data. | <ol style="list-style-type: none"> College Filter: Select College to filter data. Program Filter: Select Program to filter data. AOP Enrollment By College, Program & Major: Drilldown to see counts and percent differences by College, Program and Concentration. See Drilldown section for instructions on drilling down. |
|--|--|

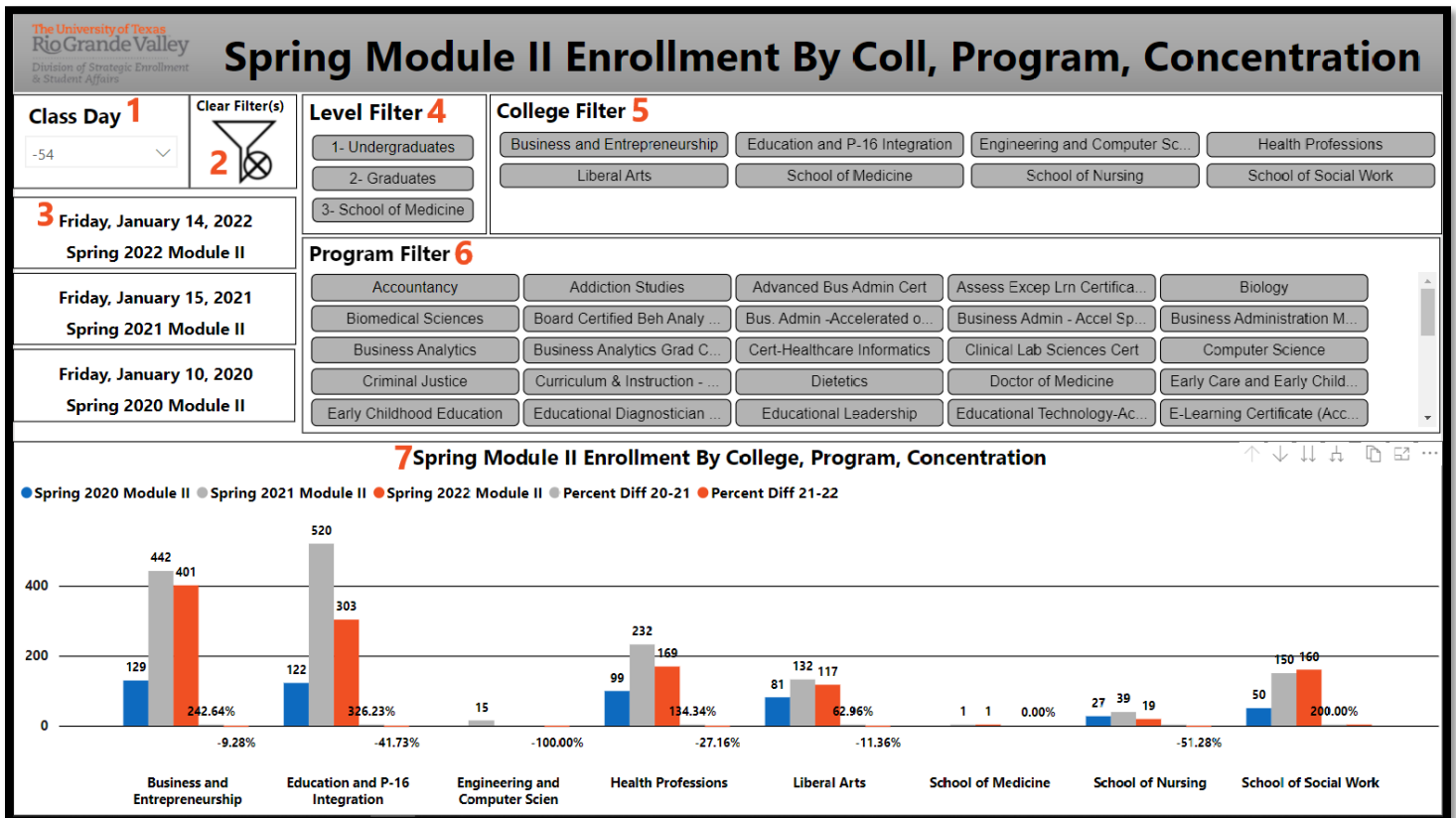


Daily Coll, Prog, Conc

This page drills down to College (default), then drills down to Program, then drills down to Concentration. Shows Headcounts for 3 years and percent differences.

- 1. Class Day Slicer:** Select class day to view stats for that day. *Note: Class Day is # of class days prior to first day of class (when registration starts) or after first day of class.*
- 2. Clear Filter:** used to clear selected filters. Press CTRL + mouse click to clear filter.
- 3. Dates:** Date of Class Day selected for past three years.
- 4. Level Filter:** Select Level to filter data.

- 5. College Filter:** Select College to filter data.
- 6. Major Filter:** Select Major to filter data.
- 7. AOP Enrollment By College, Program & Concentration:** Drilldown to see counts and percent differences by College, Program and Concentration. [See Drilldown section for instructions on drilling down.](#)



Matrix Coll, Prog, Conc

This page shows a Matrix visual that allows drill down to College (default), then drills down to Program, then drills down to Concentration. Shows Headcounts for 3 years, count differences, and percent differences.

- 1. Class Day Slicer:** Select class day to view stats for that day. *Note: Class Day is # of class days prior to first day of class (when registration starts) or after first day of class.*
- 2. Clear Filter:** used to clear selected filters. Press CTRL + mouse click to clear filter.
- 3. Level Filter:** Select Level to filter data.
- 4. College Filter:** Select College to filter data.

- 5. Dates:** Date of Class Day selected for past three years.
- 6. AOP Daily Comparison Matrix By College, Program & Concentration:** Matrix visual displaying counts, number differences, and percentage differences. Drilldown to see counts for 3 years, count differences, and percent differences by College, Program and Concentration. [See Drilldown section for instructions on drilling down.](#)

The University of Texas
Rio Grande Valley
Division of Strategic Enrollment & Student Affairs

Spring Module II Matrix By College, Program & Concentration

Class Day 1

-54

Friday, January 14, 2022 5
Spring 2022 Module II

Friday, January 15, 2021
Spring 2021 Module II

Friday, January 10, 2020
Spring 2020 Module II

2 **Clear Filter(s)**

Level Filter 3

1- Undergraduates

2- Graduates

3- School of Medicine

College 4

Business and Entrepreneurship

Education and P-16 Integration

Engineering and Computer Scien

Health Professions

Liberal Arts

School of Medicine

School of Nursing


School of Social Work

6 Spring Module II Daily Comparison Matrix By College, Program, Concentratio

College Name	Spring 2020 Module II	Spring 2021 Module II	Spring 2022 Module II	Diff 20-21	Percent Diff 20-21	Diff 21-22	Percent Diff 21-22
<input type="checkbox"/> Business and Entrepreneurship	129	442	401	313	242.64 %	-41	-9.28 %
<input type="checkbox"/> Education and P-16 Integration	122	520	303	398	326.23 %	-217	-41.73 %
<input type="checkbox"/> Engineering and Computer Scien		15		15		-15	-100.00 %
<input type="checkbox"/> Health Professions	99	232	169	133	134.34 %	-63	-27.16 %
<input type="checkbox"/> Liberal Arts	81	132	117	51	62.96 %	-15	-11.36 %
<input type="checkbox"/> School of Medicine		1	1	1		0	0.00 %
<input type="checkbox"/> School of Nursing	27	39	19	12	44.44 %	-20	-51.28 %
<input type="checkbox"/> School of Social Work	50	150	160	100	200.00 %	10	6.67 %
Total	508	1531	1170	1023	201.38 %	-361	-23.58 %

All Headcounts for 3 Years

This page shows the dates and headcounts for AOP modules for the last 3 years in table format.

 Spring Module II Headcounts By Class Day						
Spring Module II Headcounts						
Class Day	Spring 2022 Module II	Spring 2022 Module II HC	Spring 2021 Module II	Spring 2021 Module II HC	Spring 2020 Module II	Spring 2020 Module II HC
-138	Friday, October 22, 2021	210	Friday, October 23, 2020	203		
-137	Saturday, October 23, 2021	382	Saturday, October 24, 2020			
-136	Sunday, October 24, 2021	413	Sunday, October 25, 2020			
-135	Monday, October 25, 2021	451	Monday, October 26, 2020	658		
-134	Tuesday, October 26, 2021	498	Tuesday, October 27, 2020	715		
-133	Wednesday, October 27, 2021	534	Wednesday, October 28, 2020	760		
-132	Thursday, October 28, 2021	569	Thursday, October 29, 2020	785		
-131	Friday, October 29, 2021	582	Friday, October 30, 2020	803	Friday, October 25, 2019	15
-130	Saturday, October 30, 2021	599	Saturday, October 31, 2020		Saturday, October 26, 2019	
-129	Sunday, October 31, 2021	605	Sunday, November 1, 2020		Sunday, October 27, 2019	
-128	Monday, November 1, 2021	608	Monday, November 2, 2020	853	Monday, October 28, 2019	83
-127	Tuesday, November 2, 2021	627	Tuesday, November 3, 2020	866	Tuesday, October 29, 2019	111
-126	Wednesday, November 3, 2021	637	Wednesday, November 4, 2020	878	Wednesday, October 30, 2019	130
-125	Thursday, November 4, 2021	659	Thursday, November 5, 2020	893	Thursday, October 31, 2019	145
-124	Friday, November 5, 2021	678	Friday, November 6, 2020	906	Friday, November 1, 2019	156
-123	Saturday, November 6, 2021	692	Saturday, November 7, 2020		Saturday, November 2, 2019	
-122	Sunday, November 7, 2021	696	Sunday, November 8, 2020		Sunday, November 3, 2019	
-121	Monday, November 8, 2021	702	Monday, November 9, 2020	929	Monday, November 4, 2019	186
-120	Tuesday, November 9, 2021	712	Tuesday, November 10, 2020	939	Tuesday, November 5, 2019	202
-119	Wednesday, November 10, 2021	718	Wednesday, November 11, 2020	948	Wednesday, November 6, 2019	212
-118	Thursday, November 11, 2021	729	Thursday, November 12, 2020	963	Thursday, November 7, 2019	223
-117	Friday, November 12, 2021	736	Friday, November 13, 2020	970	Friday, November 8, 2019	226
-116	Saturday, November 13, 2021	742	Saturday, November 14, 2020		Saturday, November 9, 2019	
-115	Sunday, November 14, 2021	746	Sunday, November 15, 2020		Sunday, November 10, 2019	
-114	Monday, November 15, 2021	750	Monday, November 16, 2020	989	Monday, November 11, 2019	237
-113	Tuesday, November 16, 2021	757	Tuesday, November 17, 2020	993	Tuesday, November 12, 2019	241
-112	Wednesday, November 17, 2021	776	Wednesday, November 18, 2020	1006	Wednesday, November 13, 2019	252
-111	Thursday, November 18, 2021	789	Thursday, November 19, 2020	1015	Thursday, November 14, 2019	259
-110	Friday, November 19, 2021	792	Friday, November 20, 2020	1025	Friday, November 15, 2019	268
-109	Saturday, November 20, 2021	803	Saturday, November 21, 2020		Saturday, November 16, 2019	
-108	Sunday, November 21, 2021	806	Sunday, November 22, 2020		Sunday, November 17, 2019	
-107	Monday, November 22, 2021	811	Monday, November 23, 2020	1049	Monday, November 18, 2019	278
-106	Tuesday, November 23, 2021	816	Tuesday, November 24, 2020	1067	Tuesday, November 19, 2019	281

Links to Other Power BI Enrollment

This page has links to quickly navigate to other Power BI AOP Enrollment Reports.

[Fall Module I](#)

[Fall Module II](#)

[Spring Module I](#)

Summer Module I (Coming Soon)

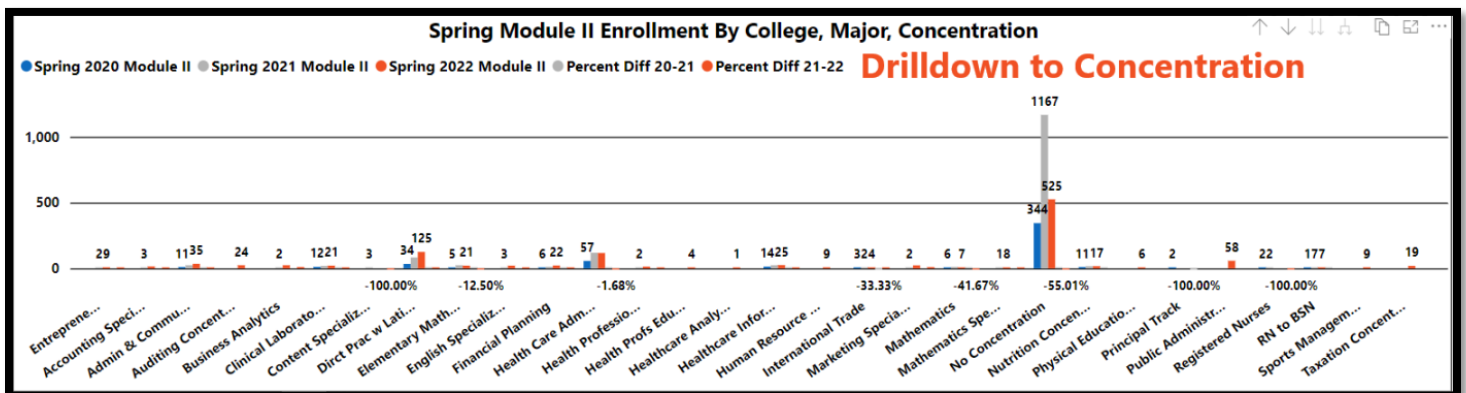
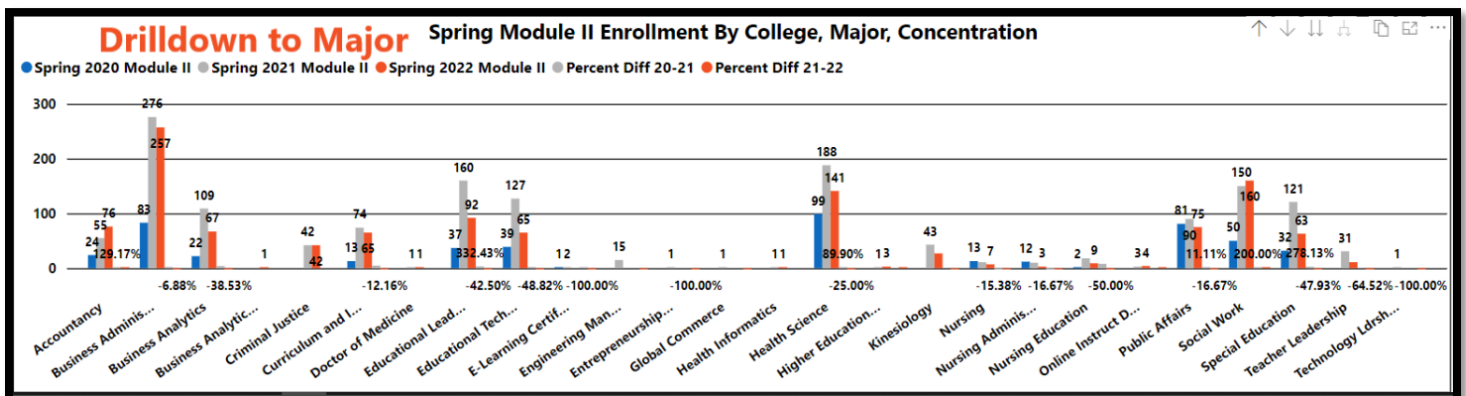
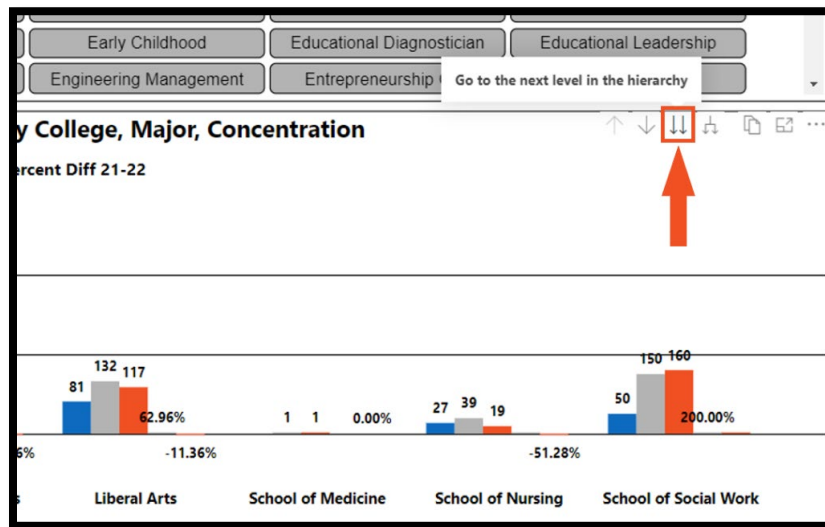
Summer Module II (Coming Soon)

Drilldown

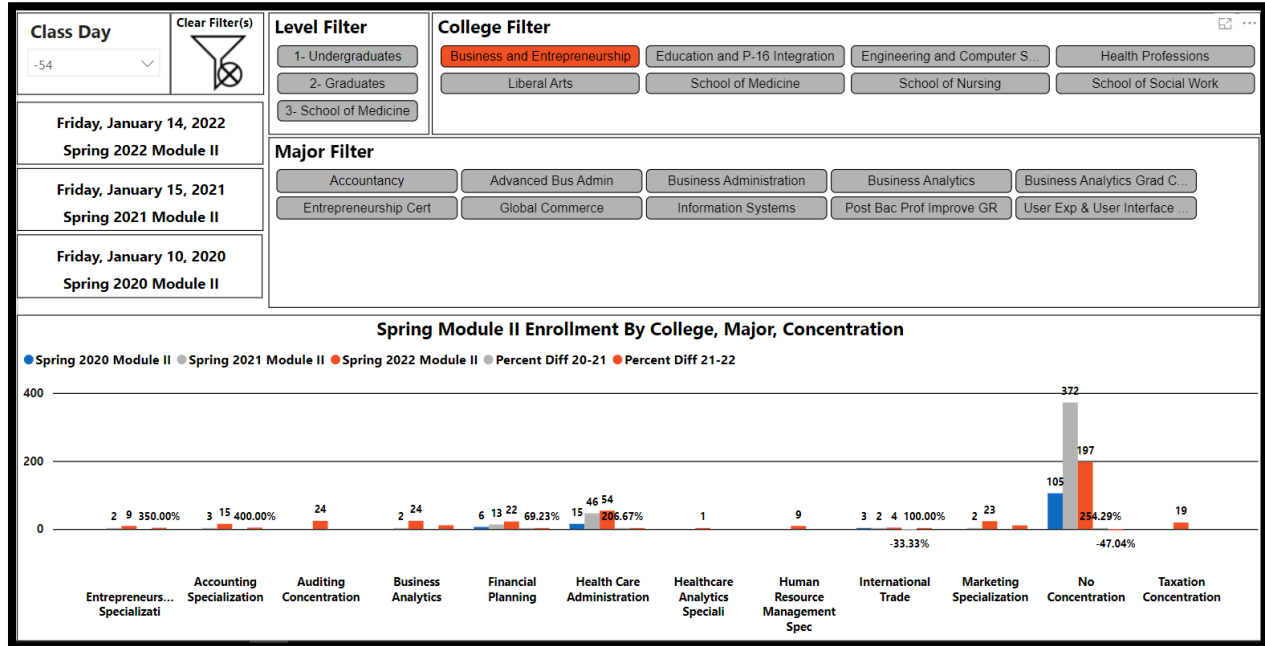
The following pages allow drilldown:

- **Daily Coll, Majr, Conc:** Drill down to College, then Major, then Concentration
- **Daily Coll, Prog, Majr:** Drill down to College, then Program, then Major
- **Daily Coll, Prog, Conc:** Drill down to College, then Program, then Concentration
- **Matrix Coll, Prog, Conc:** same as Daily Coll, Prog, Conc but in a Matrix view

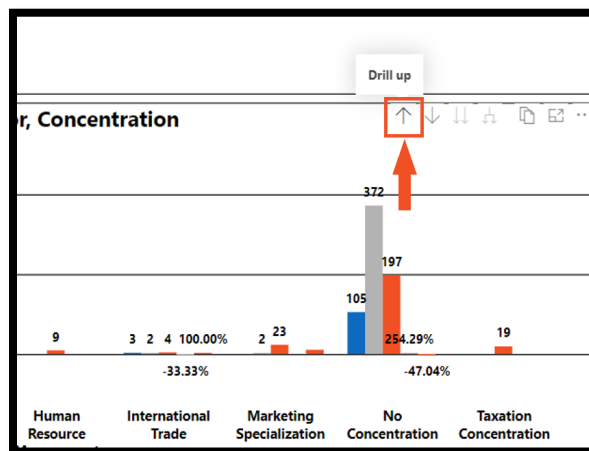
To Drill Down on any of the above pages (screenshots below will show Daily Coll, Majr, Conc page), on the top right-hand corner of visual, click on the two down arrows (will say “Go to the next level in the hierarchy” when hovering over two down arrows).



As it can become cluttered, it is strongly recommended that filters (College, Major, Program depending on page you are on) are used.



To Drill back up, click the Up arrow button (will say "Drill up" when hovering over).



You can also click on Clear Filter to clear all filters and return to the default.

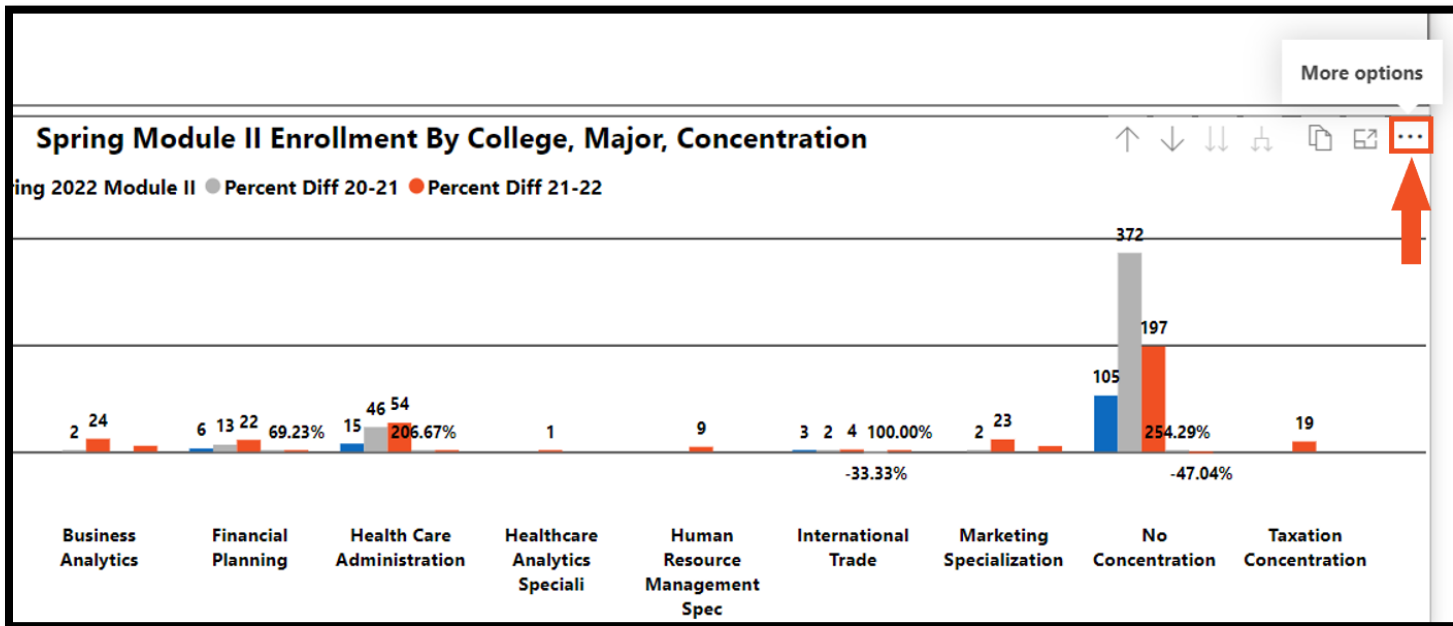
For the Matrix, Coll, Prog, Conc page, you can also drilldown by specific college by clicking the + icon next to the college.

College Name	Spring 2020 Module II	Spring 2021 Module II	Spring 2022 Module II	Diff 20-21	Percent Diff 20-21	Diff 21-22	Percent Diff 21-22
Business and Entrepreneurship	129	442	401	313	242.64 %	-41	-9.28 %
Education and P-16 Integration	122	520	303	398	326.23 %	-217	-41.73 %
Engineering and Computer Science		15		15		-15	-100.00 %
Health Professions	99	232	169	133	134.34 %	-63	-27.16 %
Liberal Arts	81	132	117	51	62.96 %	-15	-11.36 %
School of Medicine		1	1	1		0	0.00 %
School of Nursing	27	39	19	12	44.44 %	-20	-51.28 %
School of Social Work	50	150	160	100	200.00 %	10	6.67 %
Total	508	1531	1170	1023	201.38 %	-361	-23.58 %

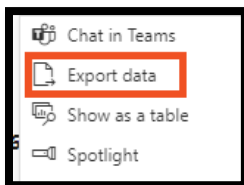
Exporting Data from Chart or Graphs to Excel

You can also export data from charts or graphs to Excel. For this example, I will be exporting the Daily Coll, Majr, Conc page, I will filtering by College: Business and Entrepreneurship and will have drilled down all the way to Concentration.

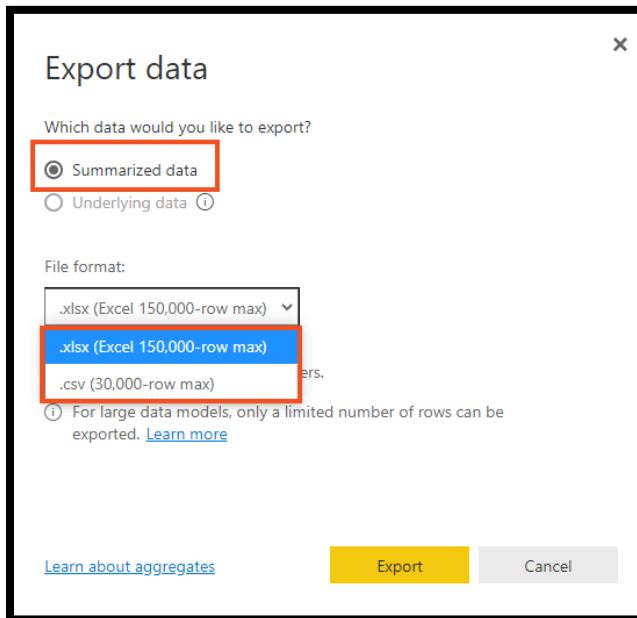
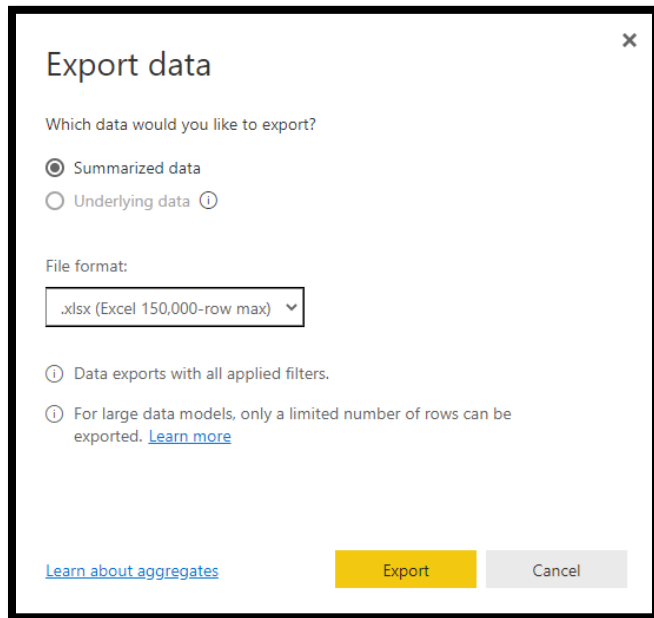
1. Go to the top right-hand corner of visual to be export and click on ... (when hovering over, you will see "More Options")



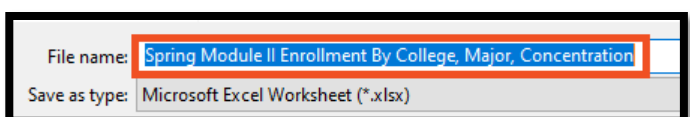
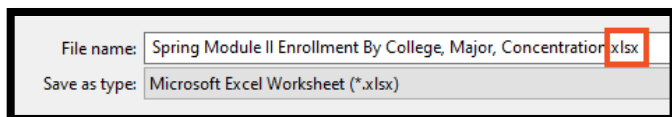
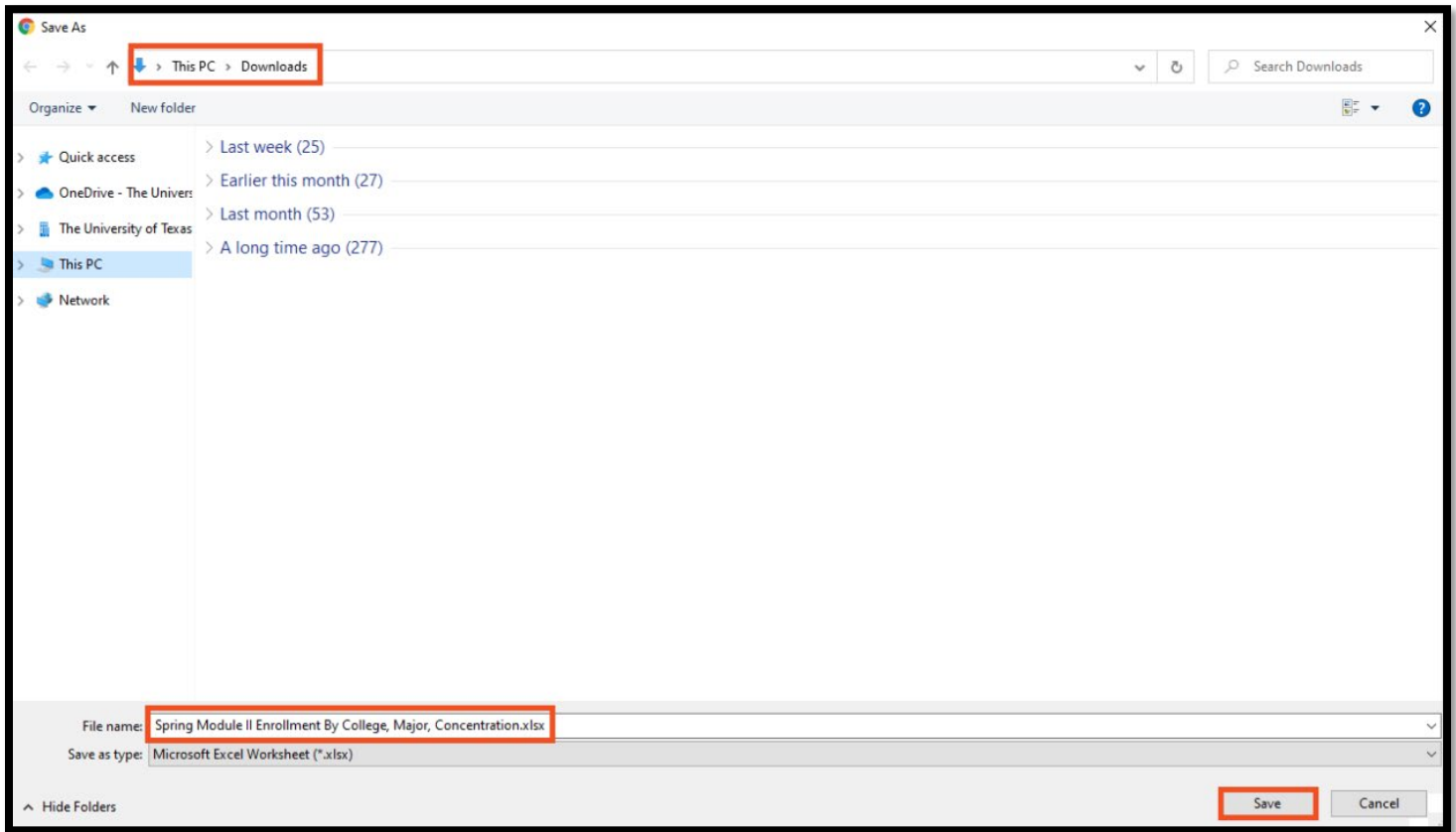
2. Then click on **Export data**.



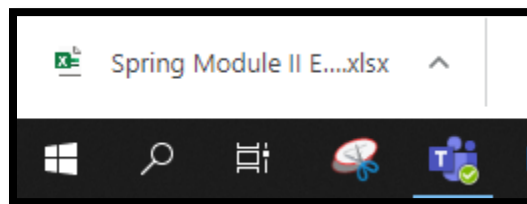
3. **Export data** window will open. You can only export data as **Summarized Data**. Available **File Format** options are .XLSX or .CSV. *It is highly recommended that you export only as XLSX as CSV leaves out filters, such as which Class Day.*



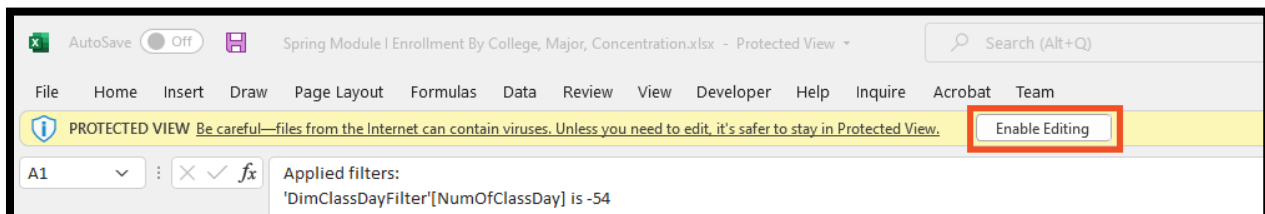
- Choose **.XLSX** and click **Export**.
- The **Save As** dialog box will open, and you will be asked where you would like to save file. For this example, I will pick my PC's **Downloads** folder. I will also change the file name to one that reflects what I filtered by. **Important NOTE: Please remove .xlsx extension from the File Name when changing the file name, as that can cause issues when trying to open Excel file.**



- After clicking **Save**, your file will be saved and will appear at the bottom left corner of your screen. Double clicking the file will open it up in Excel.



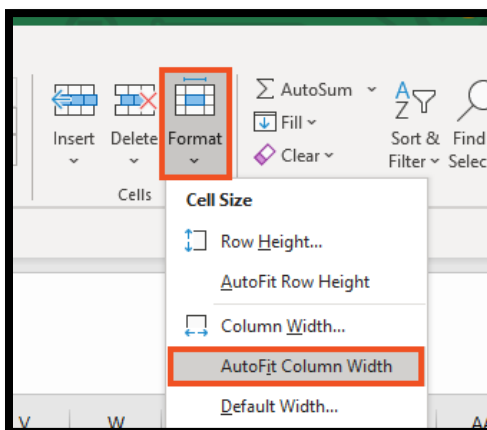
- When opened in Excel, it will be in **Protected View**. Click **Enable Editing** to begin formatting/making changes.



8. To format, I will select the columns I want to adjust the column width.

College	Major Name	Concentration	Spring 20	Spring 2021	Spring 2022	Percent	Percent
Business and Entrepreneurship	Accountancy	Auditing Concentration		24			
Business and Entrepreneurship	Accountancy	No Concentration	24	55	33	1.29166667	-0.4
Business and Entrepreneurship	Accountancy	Taxation Concentration			19		
Business and Entrepreneurship	Business Administration	Entrepreneurship Specialization	2		9		3.5
Business and Entrepreneurship	Business Administration	Accounting Specialization	3		15		4
Business and Entrepreneurship	Business Administration	Business Analytics	2		24		11
Business and Entrepreneurship	Business Administration	Financial Planning	6	13	22	1.16666667	0.6923077
Business and Entrepreneurship	Business Administration	Health Care Administration	15	46	54	2.06666667	0.173913
Business and Entrepreneurship	Business Administration	Human Resource Management Specialization			9		
Business and Entrepreneurship	Business Administration	International Trade	3	2	4	-0.33333333	1
Business and Entrepreneurship	Business Administration	Marketing Specialization	2		23		10.5
Business and Entrepreneurship	Business Administration	No Concentration	59	206	97	2.4915254	-0.529126
Business and Entrepreneurship	Business Analytics	Healthcare Analytics Specialization			1		
Business and Entrepreneurship	Business Analytics	No Concentration	22	109	66	3.9545455	-0.394495
Business and Entrepreneurship	Business Analytics Grad Certificate	No Concentration			1		
Business and Entrepreneurship	Entrepreneurship Certificate	No Concentration			1		
Business and Entrepreneurship	Global Commerce	No Concentration			1		

9. Then in the top Ribbon, I will go to Format, then AutoFit Column Width.



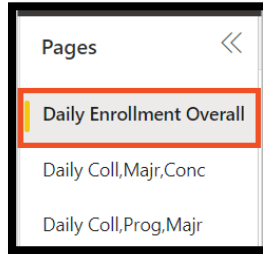
Row 1 has filters that have been Applied.

College Name	Major Name	Concentration	Spring 2020 Module II	Spring 2021 Module II	Spring 2022 Module II	Percent Diff 20-21	Percent Diff 21-22
Business and Entrepreneurship	Accountancy	Auditing Concentration		24			
Business and Entrepreneurship	Accountancy	No Concentration	24	55	33	1.29166667	-0.4
Business and Entrepreneurship	Accountancy	Taxation Concentration			19		
Business and Entrepreneurship	Business Administration	Entrepreneurship Specialization	2		9		3.5
Business and Entrepreneurship	Business Administration	Accounting Specialization	3		15		4
Business and Entrepreneurship	Business Administration	Business Analytics	2		24		11
Business and Entrepreneurship	Business Administration	Financial Planning	6	13	22	1.16666667	0.692307692
Business and Entrepreneurship	Business Administration	Health Care Administration	15	46	54	2.06666667	0.173913043
Business and Entrepreneurship	Business Administration	Human Resource Management Specialization			9		
Business and Entrepreneurship	Business Administration	International Trade	3	2	4	-0.333333333	1
Business and Entrepreneurship	Business Administration	Marketing Specialization	2		23		10.5
Business and Entrepreneurship	Business Administration	No Concentration	59	206	97	2.491525424	-0.529126214
Business and Entrepreneurship	Business Analytics	Healthcare Analytics Specialization			1		
Business and Entrepreneurship	Business Analytics	No Concentration	22	109	66	3.954545455	-0.394495413
Business and Entrepreneurship	Business Analytics Grad Certificate	No Concentration			1		
Business and Entrepreneurship	Entrepreneurship Certificate	No Concentration			1		
Business and Entrepreneurship	Global Commerce	No Concentration			1		

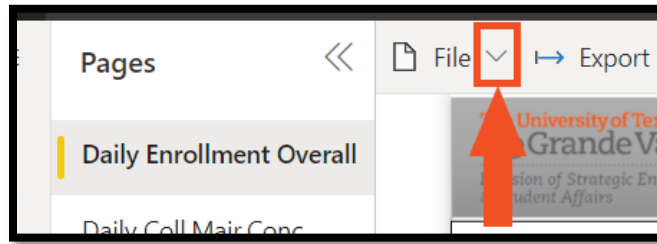
Exporting a Specific Page to PDF

You have an option of exporting an Enrollment AOP Power BI page to PDF.

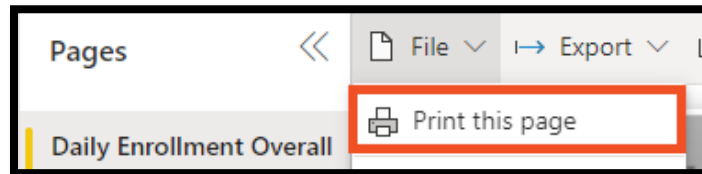
1. Be sure you are on the page you want to export.



2. Click on the down arrow next to **File**.



3. Then click **Print this page**.

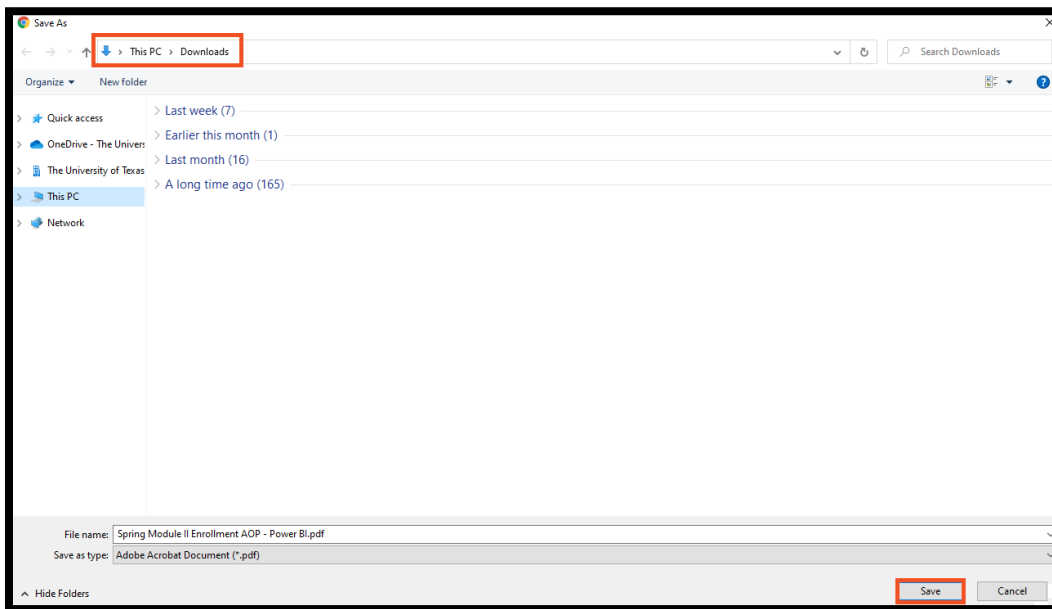


4. Print Manager window will open where you can then save a page as a PDF. Click **Save**.

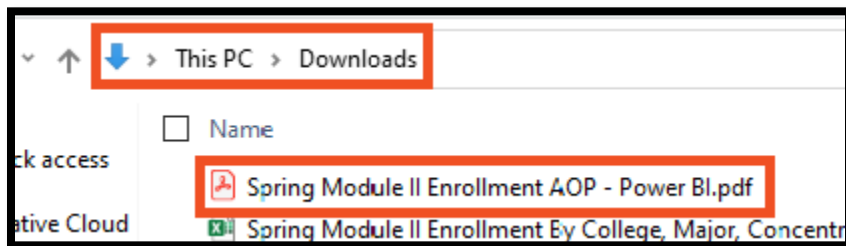
A screenshot of the Print Manager window. The window is titled 'Print' and shows '1 page'. The 'Destination' is set to 'Save as PDF'. The 'Pages' are set to 'All' and the 'Layout' is 'Landscape'. There are 'Save' and 'Cancel' buttons at the bottom right.

The main content area shows a Power BI report titled 'Spring Module II Daily Enrollment Overall'. The report includes several charts and filters. The 'Class Day' filter is set to '-54'. The 'Level Filter' is set to '1- Undergraduates', '2- Graduates', and '3- School of Medicine'. The report shows enrollment data for Spring 2022, Spring 2021, and Spring 2020. The 'AOP Overall Percent Difference' chart shows a 201.38% increase for Undergraduates and a -23.58% decrease for Graduates. The 'Percent Difference Spring 22 vs Spring 21' chart shows a -58.00% decrease for Undergraduates and a -23.35% decrease for Graduates. The 'Percent Difference Spring 21 vs Spring 20' chart shows a 258.00% increase for Undergraduates and a 200.79% increase for Graduates.

5. The **Save As** window will open where you can save the file in a specific location on your computer. For example, I will save mine on my PC's **Downloads** folder.



6. After clicking **Save**, I will navigate to where I saved the file (**Download's folder** in my case), where I can then open the file by double clicking the file.

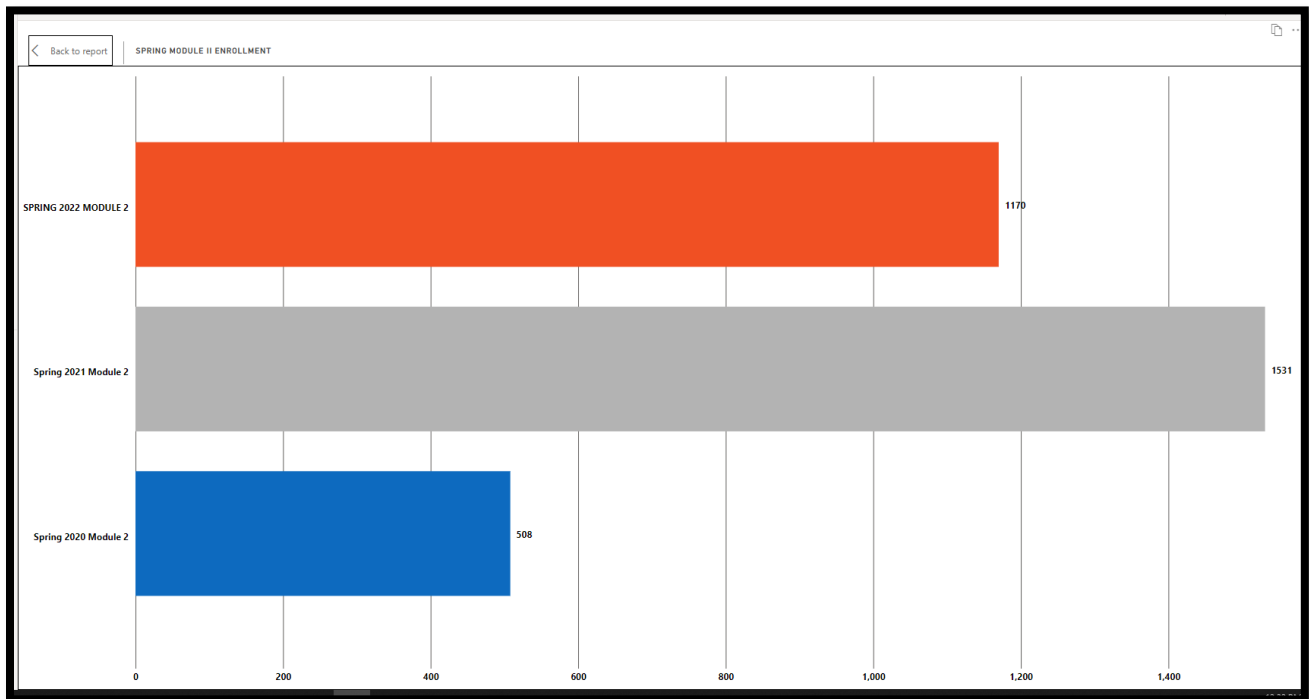
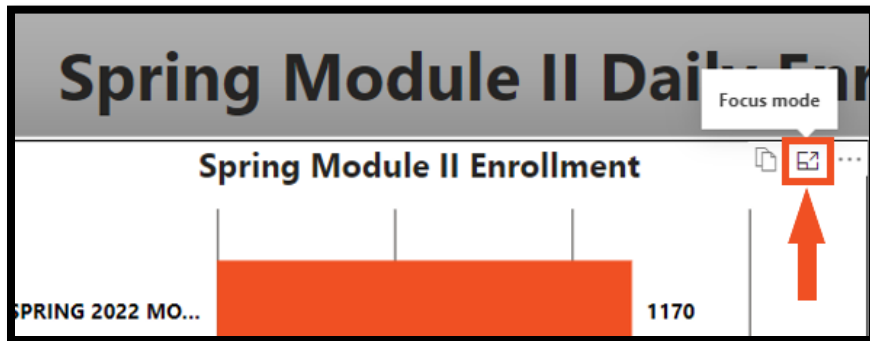


Focus Mode:

If a chart or graph is too small, you have the option of making it bigger by using Focus Mode.

To open focus mode:

1. Click on the **Focus Mode** icon located on the top right corner of the graph or chart. Hovering over the icons will display what each means.



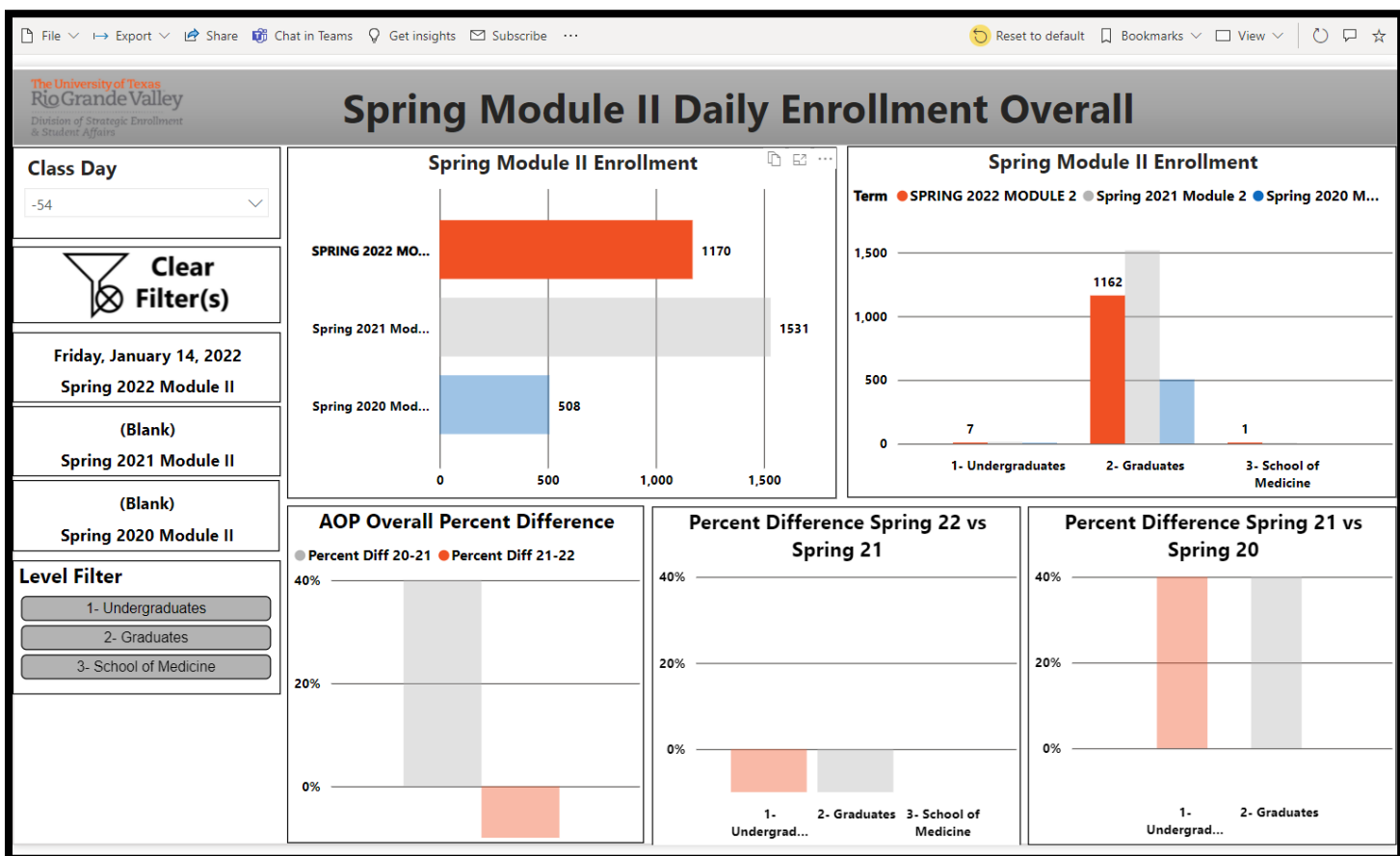
2. To exit **Focus mode**, click on **Back To Report** located on Top Left corner of visual.



Important things to take into consideration

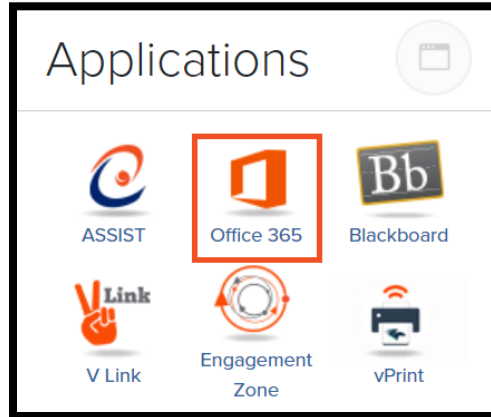
The following items are important things to take into consideration:

- This is not official data. For official/certified data, please reach out to Office of Strategic Analysis and Institutional Reporting (SAIR) sair@utrgv.edu
 - Because this is not official data, stats in Power BI Enrollment Reports will differ from Certified/Official Data
- Data is pulled directly from Banner every morning and is dynamic from day to day. Updates may occur if data happens to be cleaned up in Banner later in the day, which will be reflected the next day when the new report runs.
- Class Day Slicer: Class Days are populated in descending order and are days in which the current term has had a report run.
 - *NOTE: Power BI reports do not automatically go to the latest class day for a term. Therefore, you may need to filter by Class Day to see the current day. Be sure to view the Events Tab to find a specific class day.*
- Be aware when clicking inside of visuals/charts, such as clicking on the Spring 2022 MOD bar on the Spring Module II Enrollment graph. Graphs are interactive which means that by clicking on it, this visual acts like a filter and affects the rest of the graphs and charts on the page. As you can see below the Spring 2022 MOD bar is in focus while the other years appear dimmed out. Click on Spring 2020 MOD to remove focus.

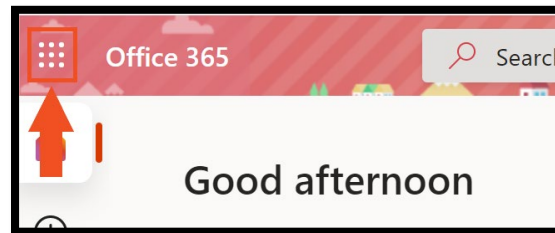


Reaching Enrollment Power BI Reports from Office 365

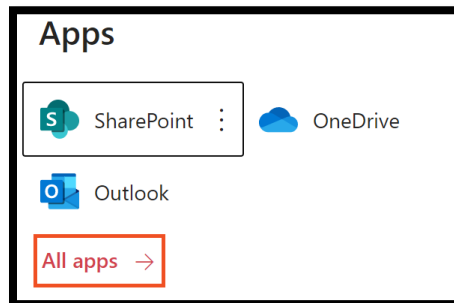
1. Login to <https://my.utrgv.edu/home> .
2. Under **Applications**, click on **Office 365**.



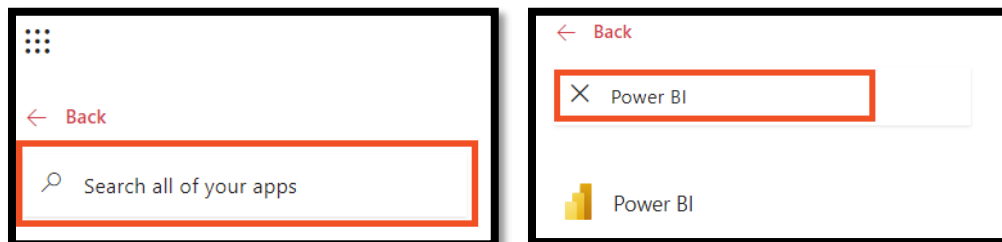
3. Once in Office 365, Click on the **App Launcher** icon located at the top left corner of the screen.



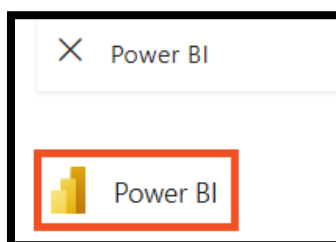
4. Click **All Apps**.



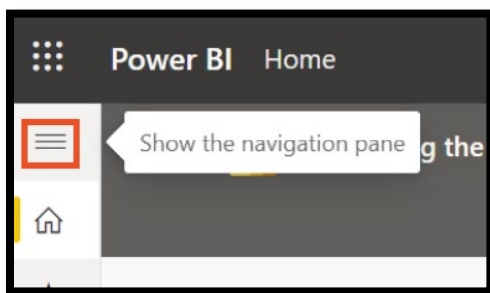
5. In the **Search all of your apps** box, type in Power BI to easily find Power BI bring up apps including Power BI.



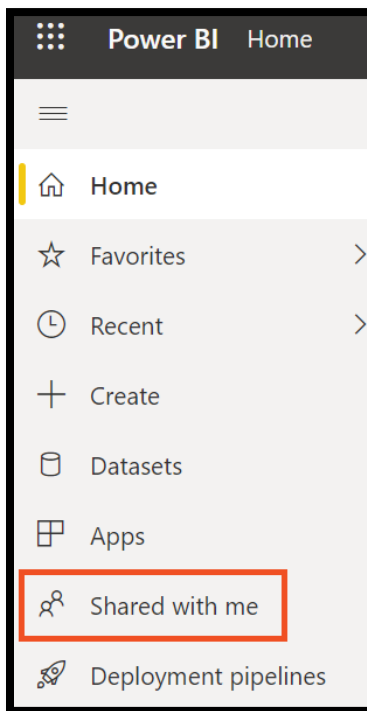
6. Click on **Power BI** to be taken to the app.



- Once in **Power BI**, click on the **Navigation Pane** (icon is 3 horizontal lines) to expand it.



- Then click on **Shared with me**.



- You will then see all the Power BI reports that have been shared with you including the various enrollment Power BI reports shown below.

