



# Department Dashboard

## How to Use the Dashboard

The dashboard was created to be responsive to the selections you make. The following diagram outlines those interactive features.

**Registration Dashboard**  
Select Term

Fall Semester 2017 | Spring Semester 2018

1. Choose term

All underlined numbers are hyperlinked to a separate detailed report

Total Enrolled All Careers: **18,483**

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**Student Career Totals**

Undergraduate				Graduate			
All Eligible to Enroll		Enrolled		All Eligible to Enroll		Enrolled	
<b><u>18,545</u></b>		<b><u>16,564</u></b>		<b><u>3,181</u></b>		<b><u>1,919</u></b>	

Not all plans have a Sub-Plan

2. Use the drop-downs to select inputs

Select Department: Vice President and Provost

Select Plan: Undeclared Student

Select Sub-Plan: Undeclared (P)

All Eligible to Enroll: **1,982**

These two rows of numbers displays total # eligible within Department, Plan, & Sub-Plan

Graduate		Undergraduate		Graduate		Undergraduate	
<b><u>659</u></b>		<b><u>1,323</u></b>		<b><u>1,171</u></b>		<b><u>256</u></b>	
				<b><u>1,171</u></b>		<b><u>256</u></b>	

**Enrollment Totals**

Enrolled		Not Enrolled		Enrolled		Not Enrolled		Enrolled		Not Enrolled	
<b><u>120</u></b>		<b><u>539</u></b>		<b><u>978</u></b>		<b><u>345</u></b>		<b><u>887</u></b>		<b><u>284</u></b>	
								<b><u>177</u></b>		<b><u>79</u></b>	

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## How to Navigate

To access the Dashboard, open a new browser session. Enter the following URL - <https://insight.illinoisstate.edu/>. Once logged into Cognos, navigate to Student Registration > Reports > Department Dashboard > Department Registration Dashboard.

### Common Issues Encountered:

- Another window is open – Please close all windows, and start a new one.
- Pop Up Blocker is enabled – Under Internet Options > Privacy – uncheck the Pop Up blocker disable
- Cognos URL is not a trusted website, please use the following document to add the URL to trusted sites. ([Add Trusted Intranet Sites](#))

## Questions?

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Website <http://data.illinoisstate.edu>