UNIVERSITY OF CENTRAL ARKANSAS

ACADEMIC AFFAIRS
INSTITUTIONAL RESEARCH

Course Offerings Guide

The following guide provides assistance in running and understanding the information returned by the Course Offerings dashboard in Argos. The dashboard is located through the Argos reporting tool which can be accessed here: https://it.uca.edu/banner/.

Contents

I. Locating and Accessing the Dashboard 2

II. Running the Dashboard 4

III. Interpreting the Dashboard 5

A. Course Offerings by Time Period 5

B. Course Offerings by Course Section 8

IV. Manipulating OLAP Cubes 9

A. Sorting 10

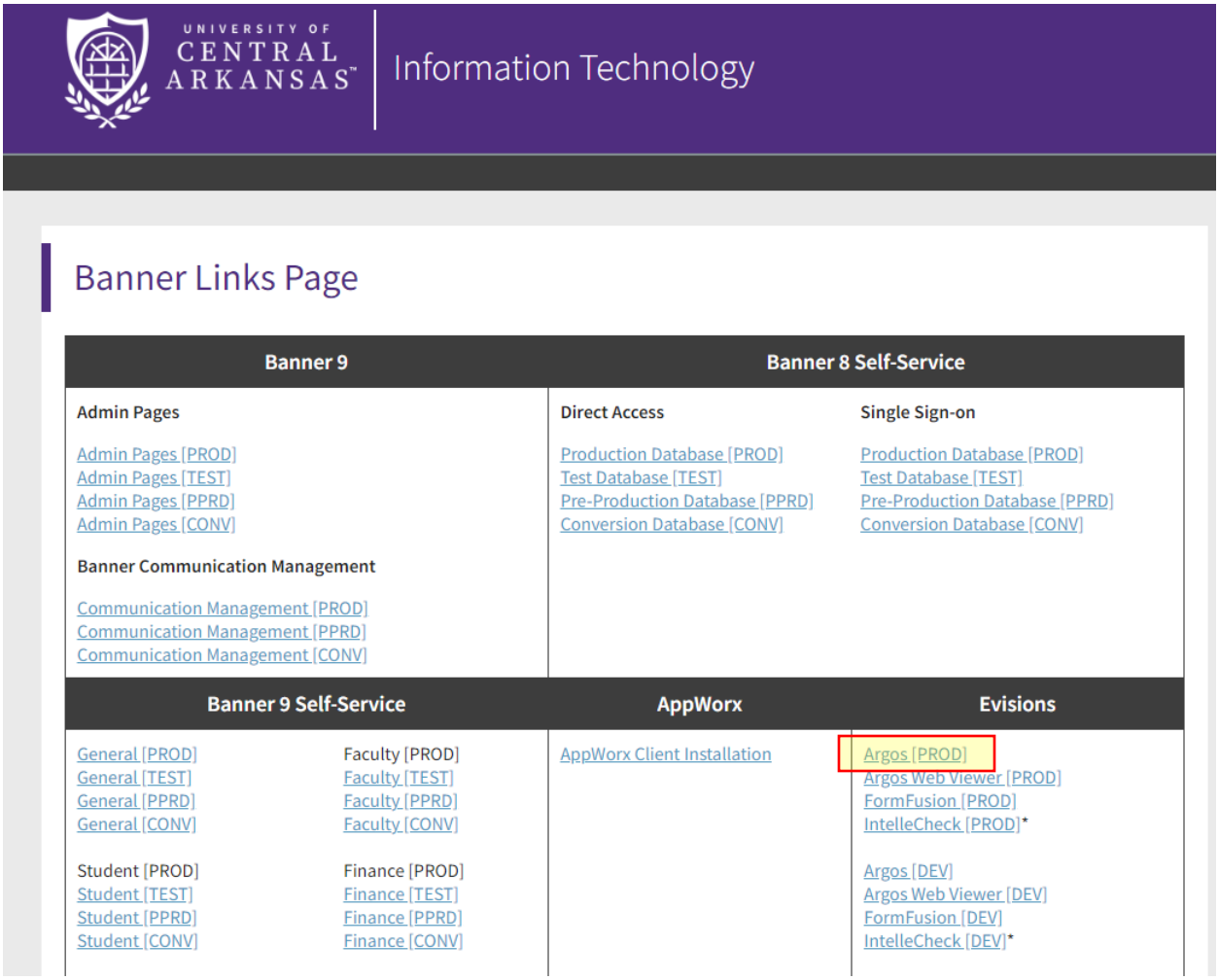
B. Adding/Removing Dimensions 11

C. Filtering 12

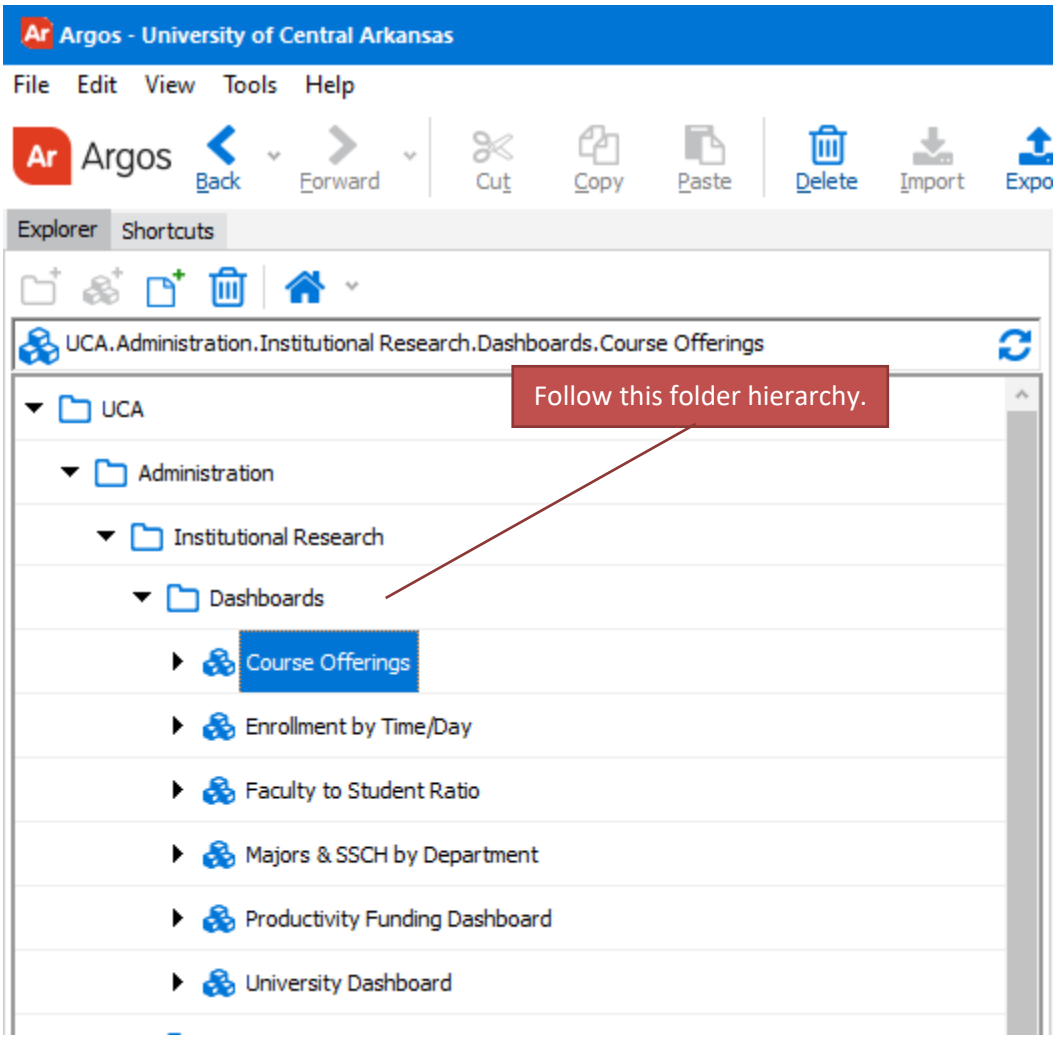
D. Exporting to Excel 13

I. Locating and Accessing the Dashboard

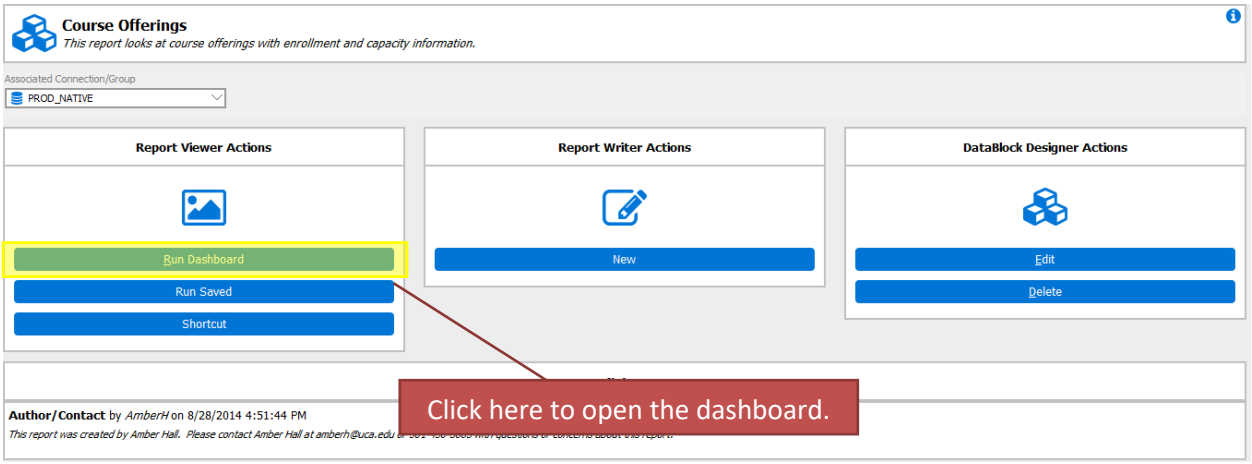
To locate the dashboard, navigate to https://it.uca.edu/banner/. Click the "Argos (PROD)" hyperlink as highlighted below and then log in.



The dashboard is located at *UCA.Administration.Institutional Research.Dashboards.Course Offerings.* Navigate through the folder hierarchy to find the dashboard.

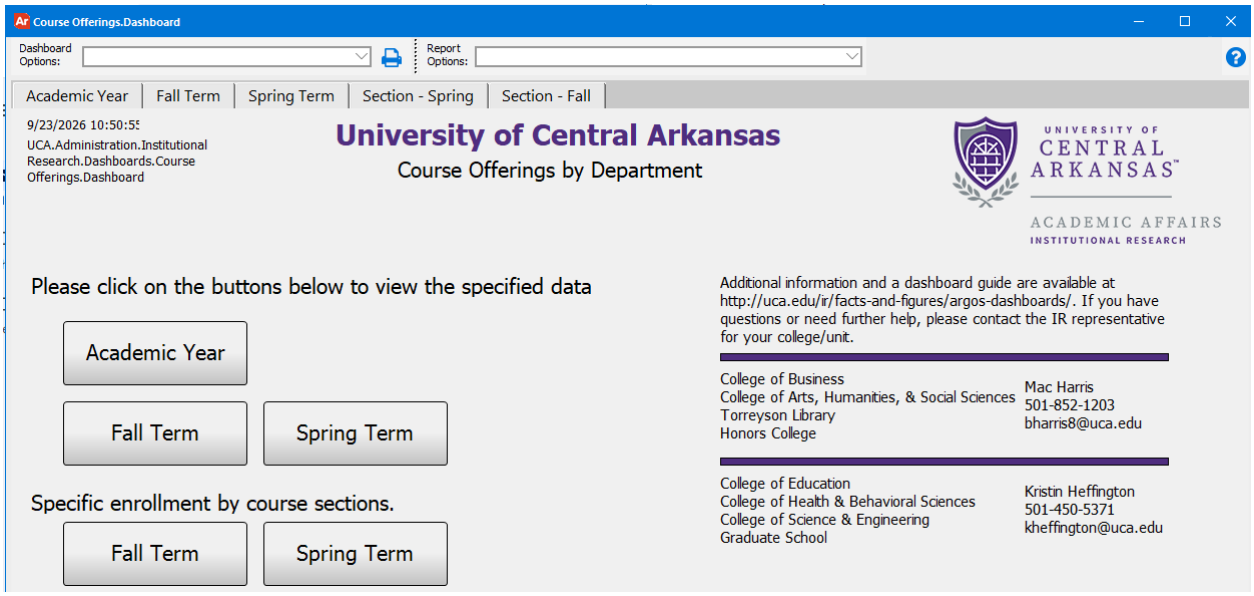


The following screen will appear to the right of the navigation tree. Click the "Run Dashboard" button to view the dashboard.

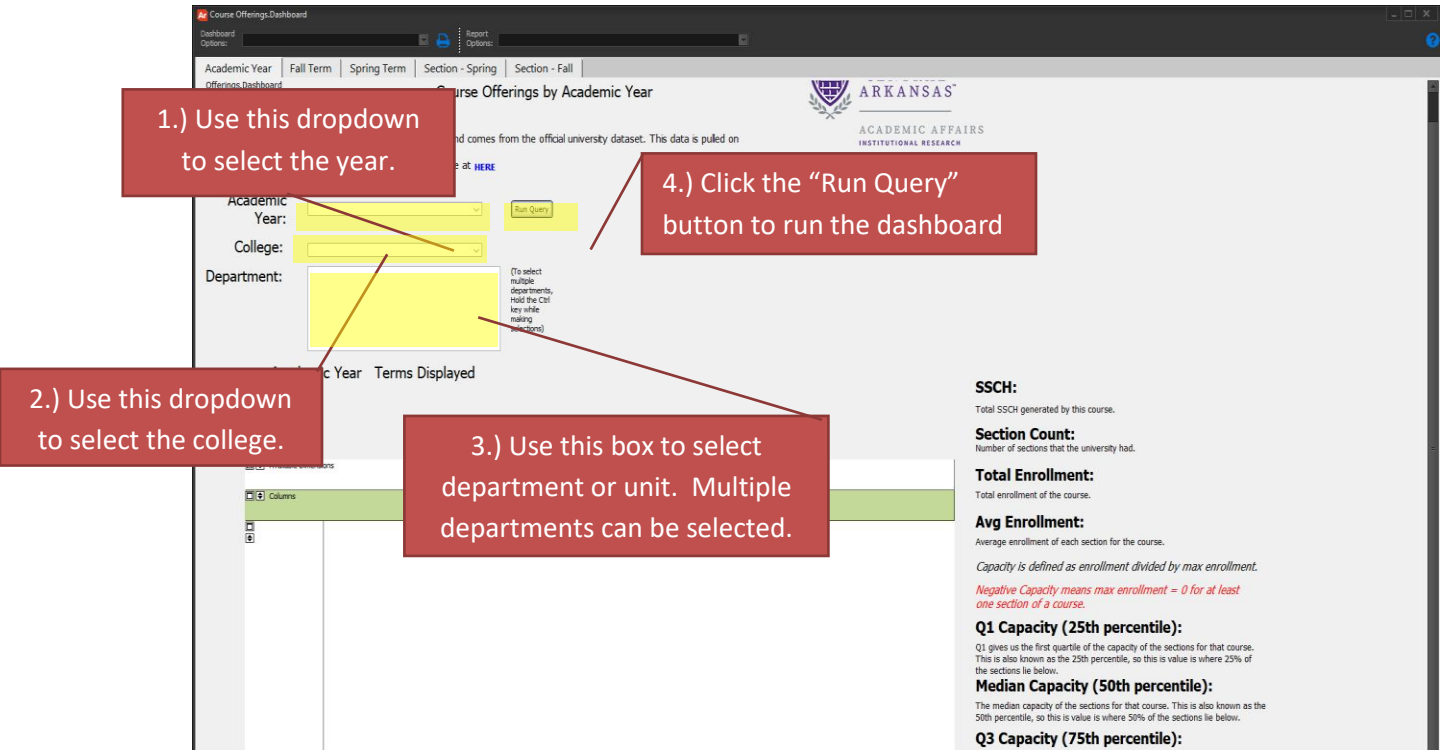


II. Running the Dashboard

After clicking the "Run Dashboard" button, the dashboard's main page will appear.

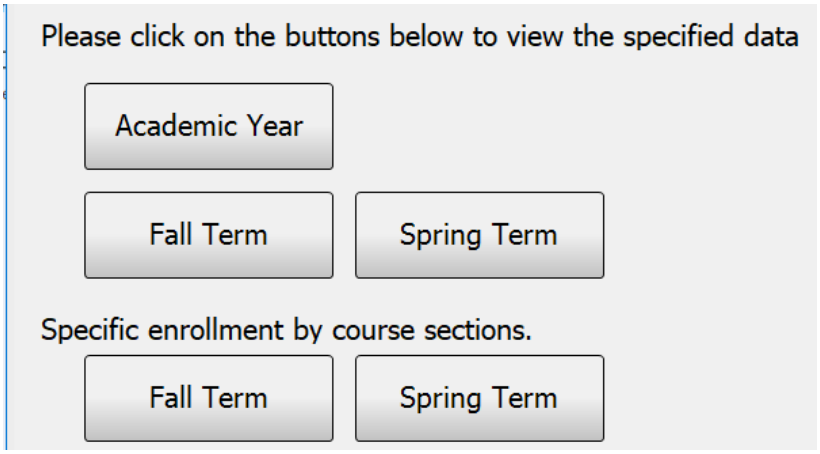


Clicking on a button will take you to the specific page. You can also click on the tabs at the top of the page. The page will show course offerings by academic year: fall to summer semesters.

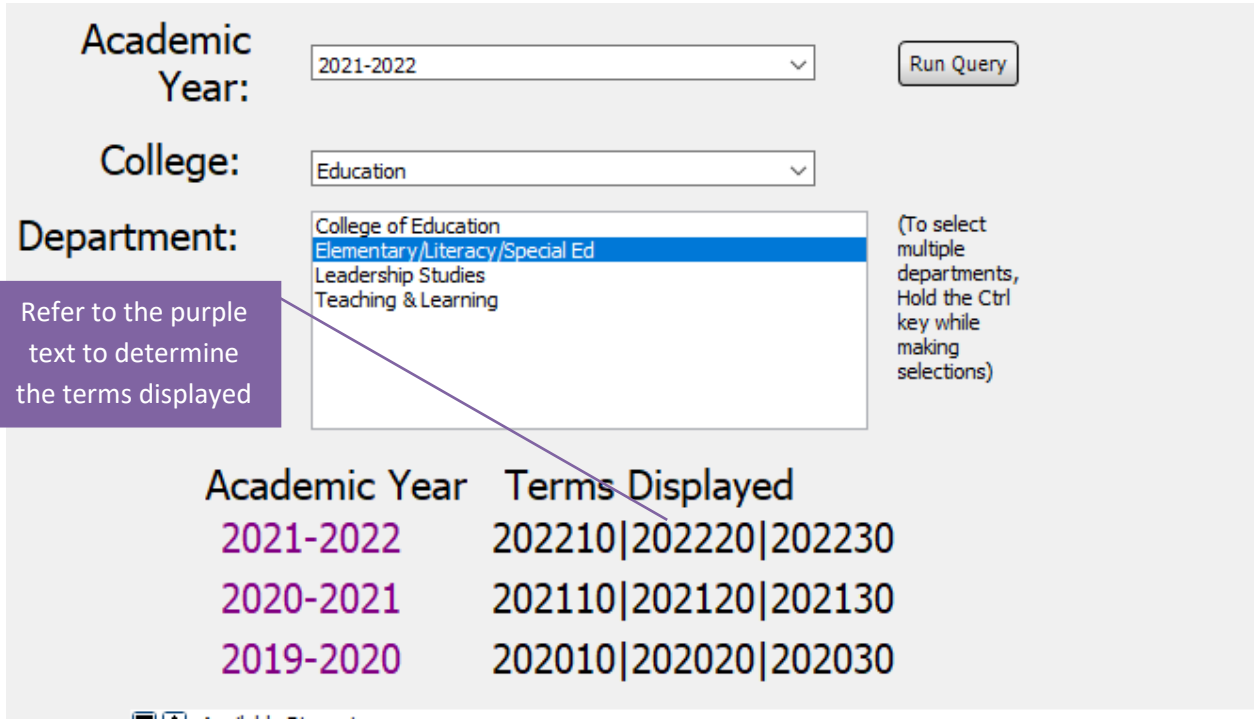


III. Interpreting the Dashboard

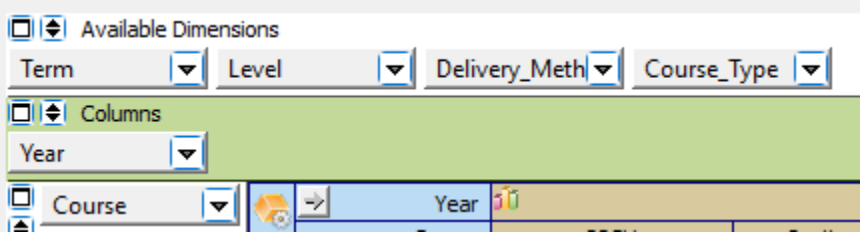
Each of the dashboard tabs show 3 years of information. The top three tabs will show you the information for the time period selected for by going to that specific tab: academic year, fall term, or spring term. The bottom 'Fall Term' button will show the information by course section.



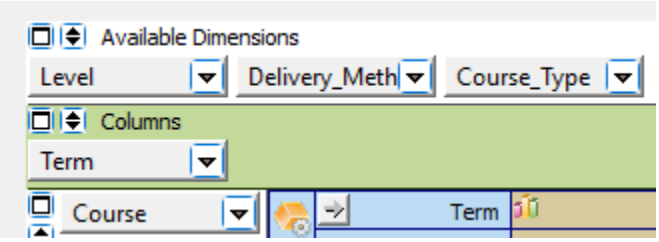
A. Course Offerings by Time Period



The academic year dashboard has the following dimensions which you can use to manipulate the OLAP cube.



The term dashboards have the following dimensions which you can use to manipulate the OLAP cube.



Below is guidance on the delivery method and course type dimensions in the OLAP cube.

Delivery Method (This information is stored on SSASECT in Banner under the Instructional Method field.)		
Type	**Code(s)**	**Definition**
Traditional	TRAD	Meets face-to-face on a synchronous schedule, with little to no planned instruction occurring online, less than 25%.
Online Asynchronous	DEAS,DEEV	100% of the total instruction occurs online asynchronously.
Hybrid	HYBR,HYEV	Incorporates both traditional (face-to-face) and online instructional settings distributed over the course of the term, with the online portion ranging from approximately 25% to 75% of the total instruction.
Online Synchronous	DESY	100% of the total instruction occurs online synchronously.
Other	OTHER	Courses do not fit the instructional methods above may include internship, practicum, fieldwork, clinical rotations, independent study, thesis work, and dissertation work.

Course type is broken into three groups based on schedule type in SSASECT. *These groups are the same groupings that are on the Department and Program Health report.*

Course Type (This information is stored on SSASECT in Banner under the Schedule Type field.)		
Group	**Code / Description**	**Explanation**
Group 1	01 – Lecture	Traditional course. This is a "default" if no other more specialized "schedule type" is in play.
	02 – Lecture/Laboratory	A Lecture course with regularly scheduled, related laboratory work.
	10 – Special Topics	A traditional course wherein the topic may change from term to term.
	18 – Activity Course	Traditionally used in the context of physical education activities, but more recently extended to other contexts (e.g., ACAD, THEA).
	19 - Seminar	Usual definition: "a group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions" (Merriam-Webster).
Group 2	13 - Applied instruction	Frequently used in music programs for group instruction (ensembles), but used in other programmatic contexts as well.
	15 – Clinical Rotation	Used in programs related to the health professions: supervised experiential learning in various environments.
	16 – Studio Course	Typically used in Art and Design context, but some other arts disciplines use it as well. Practice in a "studio" setting.
Other	The course is not any of the specific groupings looked at for the Department and Program Health report.	

For each course, the following variables are shown:

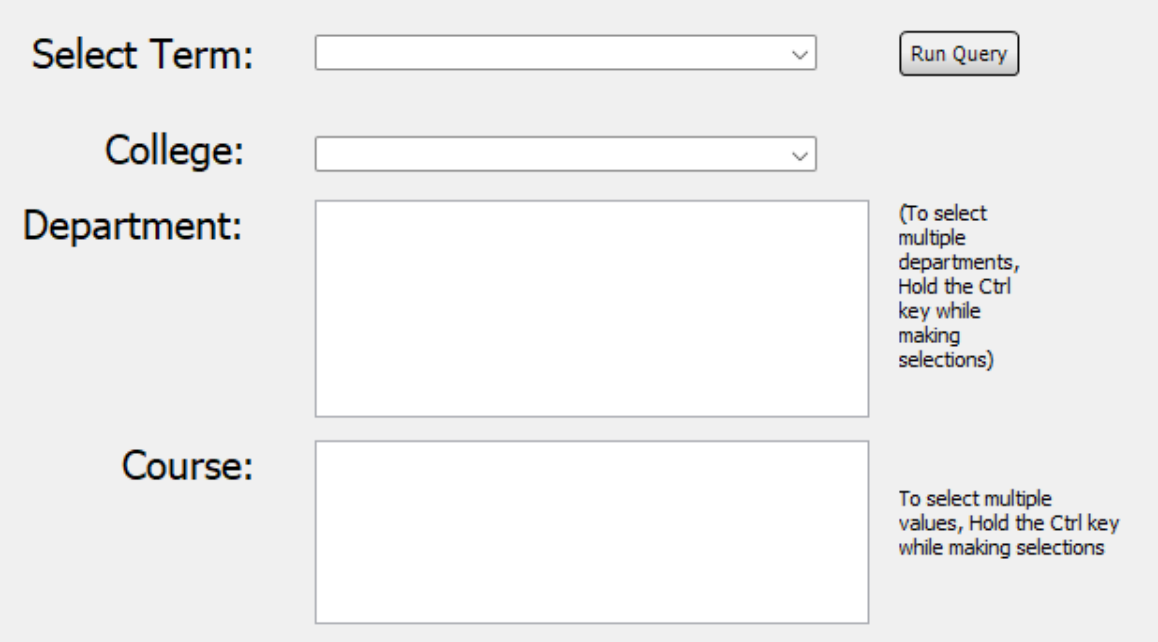
Variable	Description
SSCH	Total SSCH generated by this course.
FTE	For undergraduate courses, you take the total SSCH and divide by 15. For graduate courses, you take the total SSCH and divide by 12. *(This variable is only available in the Fall Term and Spring Term tabs.)*
Section Count	Number of sections that the university had.
Total Enrollment	Total enrollment of the course.
Avg Enrollment	Average enrollment of each section for the course.
Capacity is defined as enrollment divided by max enrollment. *Negative Capacity means max enrollment = 0 for at least one section of the course.*	
Q1 Capacity (25th percentile)	Q1 gives us the first quartile of the capacity of the sections for that course. This is also known as the 25th percentile, so this value is where 25% of the sections lie below.
Median Capacity (50th percentile)	The median capacity of the sections for that course. This is also known as the 50th percentile, so this value is where 50% of the sections lie below.
Q3 Capacity (75th percentile)	Q3 gives us the third quartile of the capacity of the sections for that course. This is also known as the 75th percentile, so this value is where 75% of the sections lie below.

For capacity, we use the enrollment of a course on the census day, as well as the max enrollment recorded in Banner on the census day. If capacity is a negative number, the max enrollment set was zero for at least one section of the course.

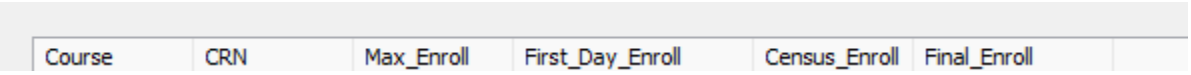
Example: Enrollment on the census day is 10 and max enrollment is 12, so capacity if 10/12 = 83%.

B. Course Offerings by Course Section

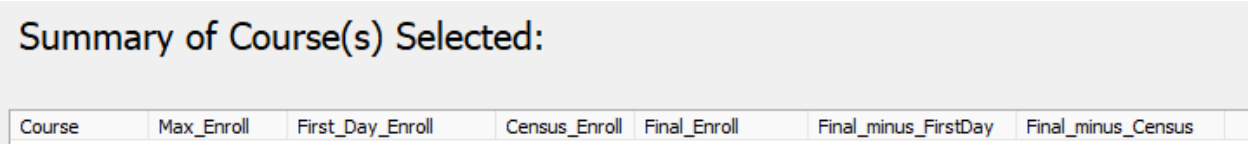
The section enrollment dashboard has the following selection before the report will run: Term, College, Department and Course. The rest of the report has two tables, but not OLAP cubes.



The top table has max enrollment, first day enrollment, census day enrollment (11th day of classes) and final day enrollment



The second table has max enrollment, first day enrollment, census day enrollment (11th day of classes), final day enrollment, final day enrollment minus first day enrollment, final day enrollment minus census enrollment

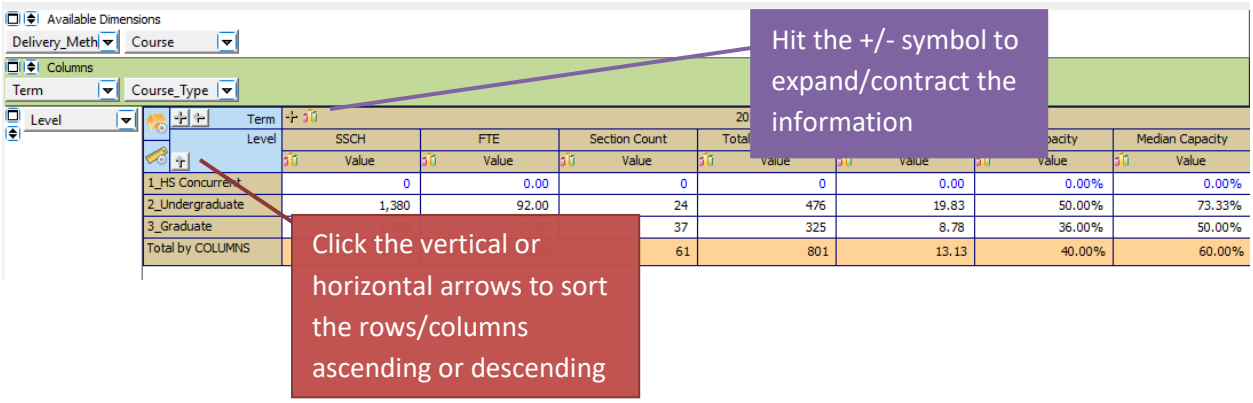


IV. Manipulating OLAP Cubes

OLAP stands for Online Analytical Processing. OLAP cubes are data structures that allow the end user to configure ("slice and dice") the same data into many different views. They are designed to aid in decision-making and better understanding of information. Similar to pivot tables within Excel, the end user can add/remove variables (dimensions) as well as filter and sort the data to drill down into the details or generalize to see the big picture.

Note:
For a more comprehensive explanation of OLAP Cubes please refer to the Argos In-Product Help Guide:
http://webhelp.evisions.com/HelpFiles/Argos/5.3/en/Default.htm#Report%20Viewer%20Guide/OLAP.htm%3FTocPath%3DUser%2520Guides%7CReport%2520Viewer%2520Guide%7COLAP%2520Data%2520Cubes%7C_____0

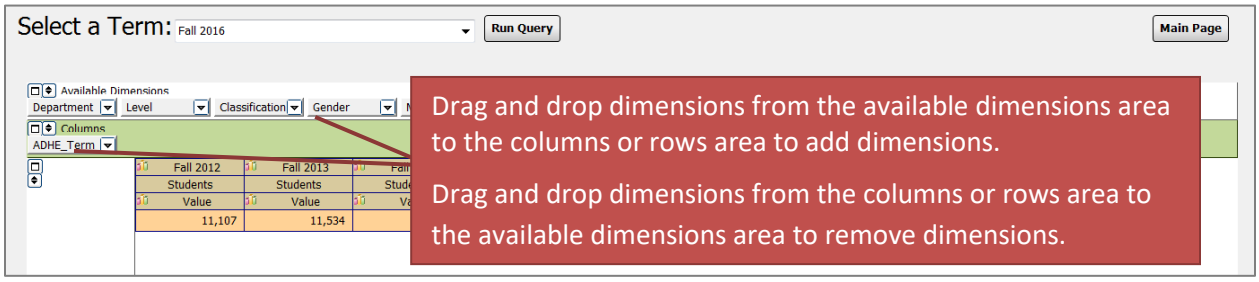
A. Sorting



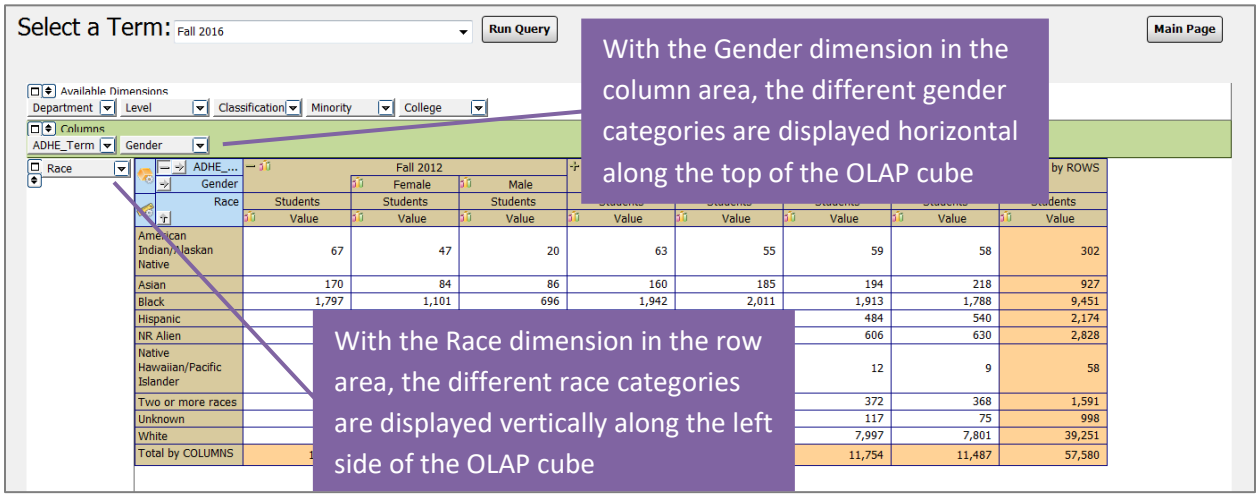
Term / Level	SSCH Value	FTE Value	Section Count Value	Total Value	Value	Capacity Value	Median Capacity Value
1_HS Concurrent	0	0.00	0	0	0.00	0.00%	0.00%
2_Undergraduate	1,380	92.00	24	476	19.83	50.00%	73.33%
3_Graduate			37	325	8.78	36.00%	50.00%
Total by COLUMNS			61	801	13.13	40.00%	60.00%

B. Adding/Removing Dimensions

Editing the dimensions of the OLAP cube allows the user to view the data grouped in different ways. In the following example, the OLAP cube first displays enrollment data by Fall term. Dragging and dropping the necessary dimensions edits the OLAP cube to display the enrollment data split out by race/ethnicity and gender for each Fall term.



This is what the OLAP cube looks like after moving the gender and race dimensions:

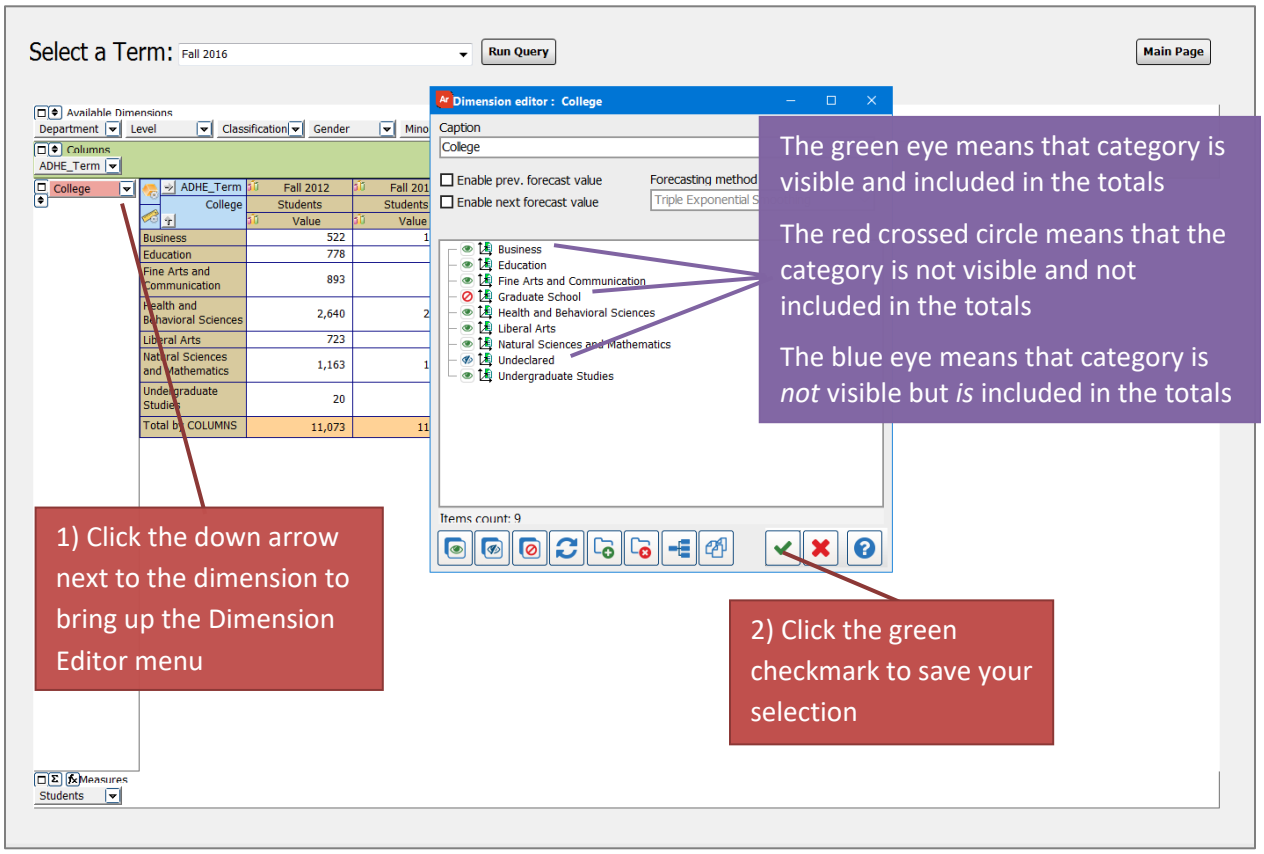


C. Filtering

Dimensions can be filtered to show only the user's chosen categories. A dimension **does not** need to be in the column and row areas to be filtered; it can be filtered from the available dimension area as well. For example, the user can click on the department dimension in the available dimensions area and filter it to show only enrollment for their department.

In the following example, the College dimension is being filtered (the dimension has changed from a gray box to a red box). Within the dimension editor:

- The Graduate School category has been removed (red crossed circle to the left of the category).
  - This category will not be visible in the OLAP cube nor will it be displayed in the totals.
- The Undeclared category has been changed to invisible (blue eye to the left of the category) in the dimension editor.
  - This category will not be visible in the OLAP cube but it *will* be displayed in the totals.
- All other categories were left with the default visible option (green eye to the left of the category) in the dimension editor.
  - These categories will be visible in the OLAP cube and will be displayed in the totals.

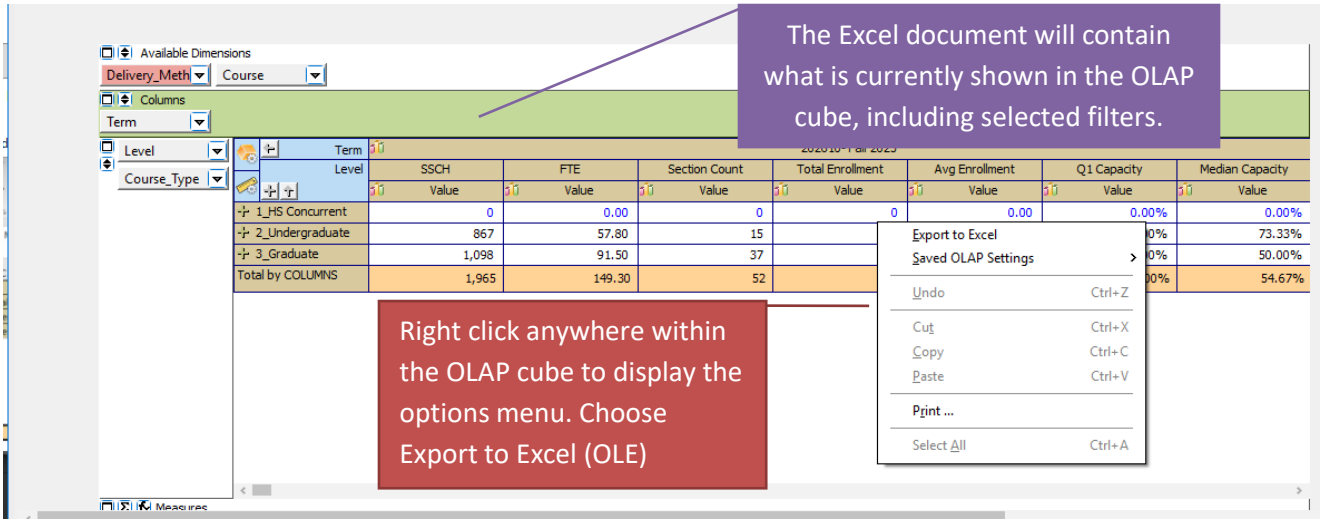


To see examples of filtering an OLAP refer to Argos YouTube videos:

https://youtu.be/kYwXgRRcAuM
https://youtu.be/ALmaNsYLk7M (starting at minute 1:30)

D. Exporting to Excel

After manipulating an OLAP cube, the data can be extracted to an Excel file for further manipulation or for adding into a report.



The OLAP cube data will display in Excel exactly as it was displayed in the OLAP cube within Argos. The OLAP cube does not import as an image but as a general data format so that it can be manipulated further in Excel as needed.

Term	202610- Fall 2025							
	SSCH	FTE	Section Count	Total Enrollment	Avg Enrollment	Q1 Capacity	Median Capacity	Q3 Capacity
Level	Value	Value	Value	Value	Value	Value	Value	Value
1_HS Concurrent	0	0.00	0	0	0.00	0.00%	0.00%	0.00%
2_Undergraduate	867	57.80	15	283	18.87	50.00%	73.33%	100.00%
3_Graduate	1,098	91.50	37	325	8.78	36.00%	50.00%	100.00%
Total by COLUMNS	1,965	149.30	52	608	11.69	40.00%	54.67%	100.00%