

**Academic Scheduling  
and Data Analytics  
Power BI Dashboard  
Tutorial**



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A map of the Dallas metropolitan area showing various college campuses. A large white box with the Dallas College logo is overlaid in the center. The map includes labels for locations such as Coppell, North Lake College West Campus, Brookhaven College, Richland College Garland Campus, Mountain View College, and El Centro College Bill J. Priest Campus. Major highways like I-30, I-635, and I-190 are also shown.

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## Welcome to ASDA!

This site provides insight into the credit schedule build and related institutional processes that rely on the timely delivery of an accessible and equitable course schedule for students and instructors.

**Academic Scheduling and Data Analytics (ASDA)**, in collaboration with several Dallas College partners, develops scheduling management tools and processes to facilitate positive enrollment experiences for students and deliver relevant and reliable scheduling information to academic leaders and faculty to support their preparations for upcoming semesters. The result is a student-centric schedule that creates better outcomes for all stakeholders.

### Academic Scheduling Partners

• Academic Scheduling/Data Analytics (ASDA)	• Facilities Management
• Academic Leadership (Deans and Chairs)	• Human Resources
• Continuing Education (Workforce Advancement)	• Information Technology
• Curriculum Processing	• Special Programs ( <i>Emeritus, Honors, IncludED, YearUp, etc.</i> )
• Educational Partnerships	• Student Services

Together Academic Scheduling and its partners pursue the continued development and delivery of:

- A student-centric course schedule with the adaptability to pivot toward contingencies and the flexibility to accommodate situational anomalies.
- Forward-looking processes that are cognizant of and adaptable to approaching industry shifts and institutional evolutions.
- An environment of heightened responsiveness to both urgent and commonplace issues that routinely occur within interdependent processes.

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## Objectives

- The audience will learn the different reports and dashboards that the Academic Scheduling & Data Analytics department has created to inform school leadership about enrollment, faculty data, and readiness of the schedule.
- By the end of the presentation, participants will walk away with knowledge of how interactive dashboards can be applied to their own data-related communication objectives.

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- Pg 3. ASDA Dashboard SharePoint Site Overview
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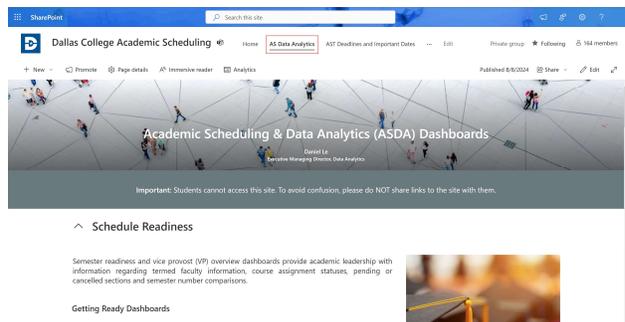
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## Academic Scheduling & Data Analytics (ASDA) Dashboards SharePoint Site

- [Link to the ASDA dashboard SharePoint site.](#)
- Currently houses 30+ dashboards covering the following topics:
  1. Schedule Readiness
  2. Enrollment Data
  3. Faculty Data
  4. Ongoing Projects
  5. Operational Resources
- **Note** that the viewer will have to submit a one-time access request when viewing a dashboard for the first time. Some cases require approval from the requester's supervisor.
- **Important:** Students cannot access this site. To avoid confusion, please do NOT share links to the site with them.



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# Enrollment Data

• Enrollment Data dashboards provide insight into course section numbers, section utilization and enrollment comparisons between semesters.

• **Fall Enrollment Comparison & Monitoring**

- [Fall Semester Enrollment Comparison](#)
- [Fall Enrollment Monitoring Dashboard](#)

• **Fall Rosters by Semester & Daily Enrollment**

- [Section Roster Lookup for Fall 2024](#)
- [Fall Section Daily Enrollment Dashboard](#)

The screenshot shows a dashboard titled 'Enrollment Data'. It features two main sections: 'Spring Enrollment Comparison & Monitoring' and 'Summer Enrollment Comparison & Monitoring'. Each section includes a '2024SP/2024SU Semester Enrollment Comparison' link and a '2024SP/2024SU Enrollment Monitoring Dashboard' link. Additionally, there are links for 'Spring/Summer Rosters by Semester & Daily Enrollment', '2024SP/2024SU Roster Lookup', and '2024SP/2024SU Section Daily Enrollment Dashboard'. A small text box on the left explains that these dashboards provide insight into course section numbers, section utilization, and enrollment comparisons between semesters.

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# Enrollment Comparison

Scheduled Refresh: Monday - Friday, 8:30

• Provides an enrollment comparison between the current semester to the semester last year (ex: Fall-to-Fall comparison).

• Currently, we actively update the data for the fall semester only.

- [Fall Semester Enrollment Comparison](#)
- [Spring Semester Enrollment Comparison](#)
- [Summer Semester Enrollment Comparison](#)

• The top right corner of the dashboard displays the number of days since the current semester start date, which is the key to compare between the two semester.

• The default filter is for the current date. Please use the "# of days away from Start Date" filter to select the comparison date you are interested in.

The screenshot shows a dashboard for 'Enrollment Comparison'. At the top, it says 'Today is -5 Days Since 24FA Start Date'. Below this is a bar chart titled 'Modality and School' showing two bars: a blue bar at 49% and a grey bar at 12%. To the right is a 'Filters' panel with a search bar and several filter options: 'Section Name' (does not contain 'TEST' and does not contain 'TST'), 'Acad Level' (is CR), 'Current Status' (is A), 'Default Day' (is True), and '# of days away from Start ...' (is (All)). A red arrow points from the text 'The top right corner of the dashboard displays the number of days since the current semester start date...' to the '-5' value. Another red arrow points from the text 'Please use the "# of days away from Start Date" filter...' to the filter dropdown.

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# Enrollment Monitoring

Scheduled Refresh: Monday - Friday, 8:00, 11:00, 16:00

- Provides details on section utilization, section enrollment, and empty/low/over-enrolled sections to assist deans/chairs with cancellation and capacity increase processes.
  - Fall Enrollment Monitoring Dashboard
  - Spring Enrollment Monitoring Dashboard
  - Summer Enrollment Monitoring Dashboard

- Pages:
  - SECTION UTILIZATION
    - Gives a general overview of Section utilization (number of sections, number of seats used, and available seats) broken down by Modality (Fig. 1) and School (Table 1, Fig 3).
  - **Section Build Recommendation (More Details In Session E1 at 11:30 tomorrow – 02.27.25)**
    - Gives information on all courses with suggestions on which courses need additional sections built.
  - Low & Empty Enrollment
    - Gives general information on the counts of low and empty enrollment for course sections.
  - Under Enrolled
    - Table that gives information for sections that are under enrolled. Use the filters to find the sections you are interested in.
    - Under Enrollment is defined by # of Used Seats.
  - Over Enrolled
    - Table that gives information for sections that have more used seats than total seats.
  - Empty Sections
    - Table of sections with no seats used.
  - Cross Listed Enrollment
    - Enrollment of cross listed sections.
  - Course Section Enrollment
    - Gives enrollment information for each course. Click on the + next to the course name in Table 9 to break the information down by section.
  - Section Current Status
    - Allows users to see section counts based on Current Status.

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# Section Daily Enrollment

Scheduled Refresh: Monday - Friday, 10:00

- This dashboard offers day by day section enrollment, comparison daily enrollment of current vs. historical semester, as well as forecasting short term (the next 7 days) future student enrollment.
  - [2024FA Section Daily Enrollment](#)
  - [2024SP Section Daily Enrollment](#)
  - [2024SU Section Daily Enrollment](#)

- Pages:
  - 24FA Daily Enrollment
    - Gives enrollment for each section by day. Scroll to the far right for the most recent enrollment.
  - 24FA SEAT USED FORECASTING
    - A line graph of total course seat's used.
  - 24FA SECTION UTILIZATION FORECASTING
    - A line graph of total course utilization %
  - 24FA SEAT USED vs CAPACITY
    - A line graph with two lines, one for Section Capacity and one for Number of Seats Used charted across time.
  - 23FA vs. 24FA SEAT USED
    - A line graph with two lines representing total seats used for the terms 23FA and 24FA.
  - 23FA vs. 24FA UTILIZATION %
    - A line graph with two lines representing Section Utilization % for the terms 23FA and 24FA

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## Contact Info

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- Feel free to send your question/suggestion/discussion to:

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Scan the QR code to complete the session survey.

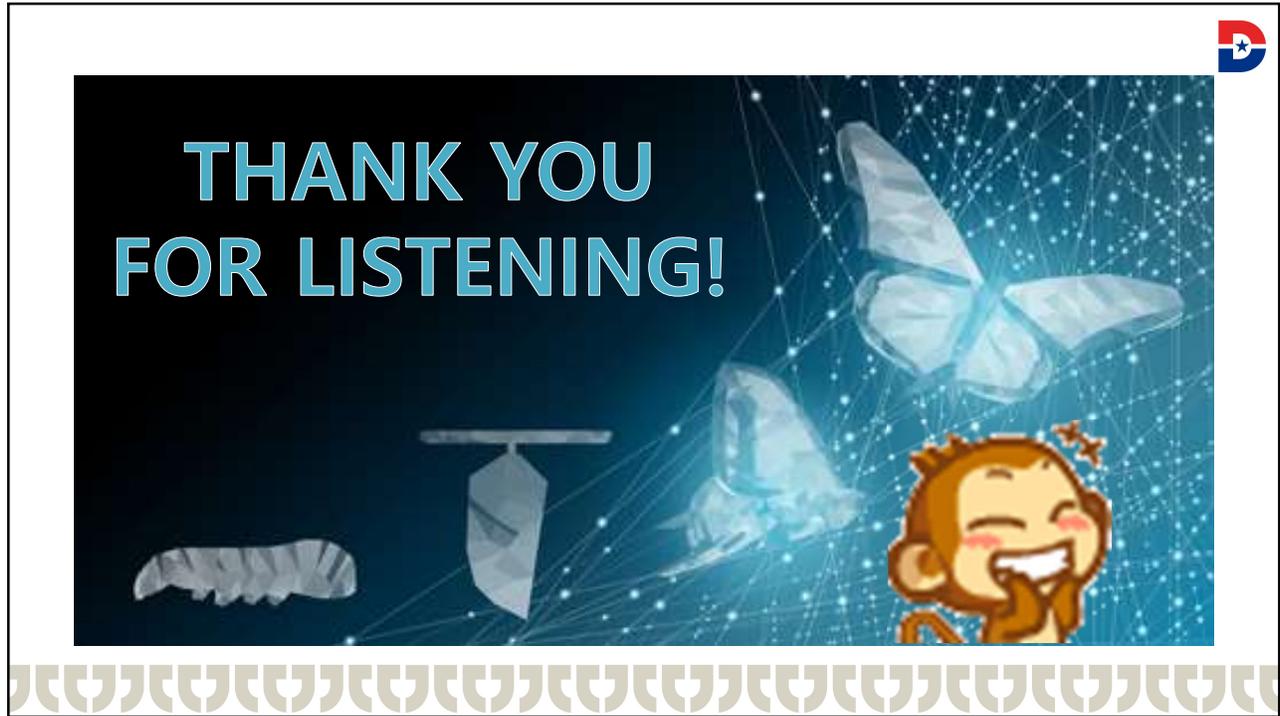


Texas Association for Institutional Research

Annual Conference: February 25-28, 2025  
Omni Hotel in Corpus Christi, TX



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