

REGISTRATION TOOLS FOR DEPARTMENT CHAIRS

These dashboards will help you understand how registration is going for your department and/or college, and how it compares to past years.

CSUN Counts dashboards: Registration Reports - Daily Reports

The Daily Registration Reports dashboards are good for viewing current data on registration (when students are actively registering) and comparing to the FTES target for the department and/or college.

DAILY REGISTRATION FOR COLLEGE

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Registration Reports" --> choose "Daily Reports" --> choose "Fall/Spring Daily Registration" from the pull down menu

What is the current enrollment (FTES) for Fall 2023 in your college? How does this compare to the target for the college?

What was the total enrollment (FTES) for Fall 2022 in your college? How did this compare to the target for the college? [Hint: choose "Fall 2022" under the "Choose term (Rebench FTES Only)" filter. NOTE that this only changes the data in the bottom table]

DAILY REGISTRATION FOR DEPARTMENT

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Registration Reports" --> choose "Daily Reports" --> choose "Fall/Spring FTES by Department" from the pull down menu

What day of registration do the most recent data represent? [NOTE: data are refreshed every night, so the "Current day" refers to the previous day's registration]

What is the current enrollment (FTES) for Fall 2023 in your department? How does this compare to the target for the department? [Hint: rather than scrolling over in the table, you can choose the current day under the "Day" filter and your department in the "Department" filter on the left]

What was the enrollment (FTES) in Fall 2022 in your department at the same time in the registration period? How does this compare to registration for Fall 2023 so far? [Hint: keep the "Day" and "Department" filters from the question above, and choose "2022" in the "Year" filter]

CSUN Counts dashboards: Registration Reports - Multi-Year Report

The Multi-Year Registration Reports are good for comparing registration data across multiple years, at the college, department, or course level, or by student level.

MULTI-YEAR FTES BY COURSE

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Registration Reports" --> choose "Multi-Year Report" --> "FTES by Course"

Which course in your department generated the most FTES in Fall 2022? How many FTES? How does this compare to the FTES generated by the same course in Fall 2019? [Hint: filter to your department in the "Dept Name" filter on the left and use the Year filter to add 2018]

Which course in your department generated the most FTES in SPRING 2023? How many FTES? How does this compare to the FTES generated by the same course in SPRING 2019? [Hint: switch to "Spring" in the "Semester" menu on the left]

ALL STUDENT HEADCOUNTS BY MAJOR

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Registration Reports" --> choose "Multi-Year Report" --> "All Student Headcount by Major"

How many seniors were majoring in your department in Fall 2022? How does this compare to seniors in Fall 2019? [Hint: filter to your department in the "Department" filter on the left]

NEW STUDENT HEADCOUNTS BY MAJOR

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Registration Reports" --> choose "Multi-Year Report" --> "New Student Headcount by Major"

How many new juniors (i.e., FTT) were majoring in your department in Fall 2022? How does this compare to new juniors in your department in Fall 2019? [Hint: filter to your department in the "Department" filter on the left]

Reflection:

What is one surprising thing you have learned from these dashboards?

What is another question you would want to address using the data in these dashboards?

A large, light blue rectangular area that occupies the right two-thirds of the page, intended for students to write their reflections and questions.

SCHEDULING TOOLS FOR DEPARTMENT CHAIRS

These dashboards will help you to understand student demand for your courses to help you with scheduling with students in mind.

CSUN Counts dashboards: Registration Reports - Course Capacity

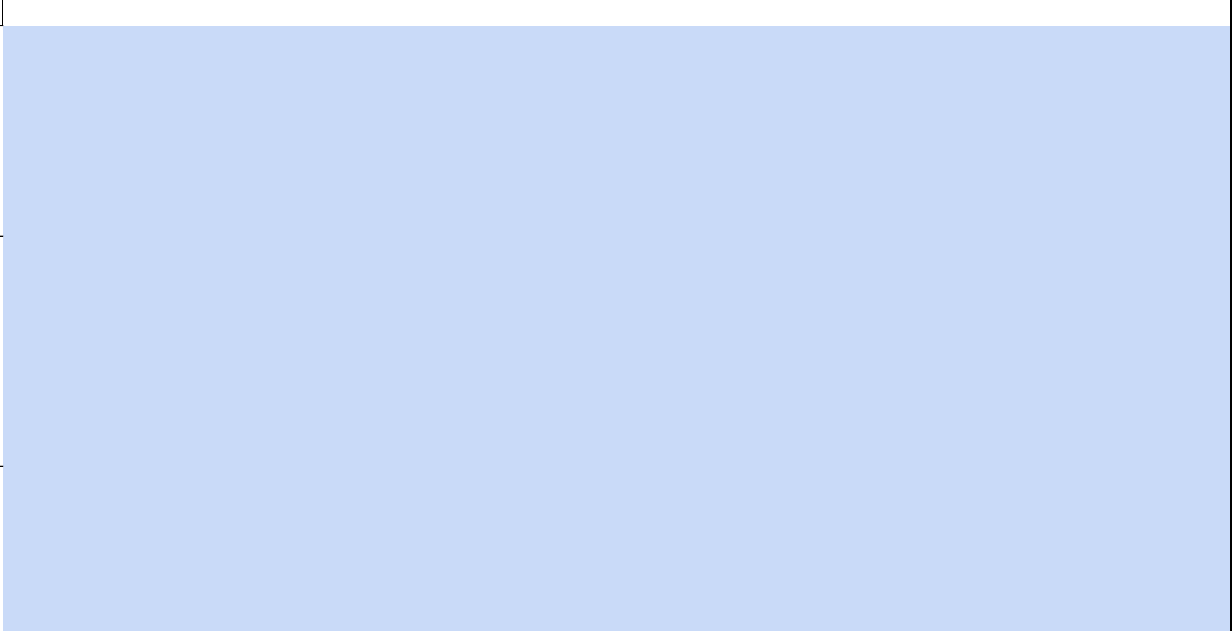
The Course Capacity dashboard will help you to understand student demand for your courses by time and day of offering.

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Registration Reports" --> choose "Demand Estimation" --> "Course Capacity"

Which course in your department has the most seats open for Fall 2023? How does this compare to Fall 2022? [Note: in this dashboard, enrollment for past terms reflects final enrollment at Census for that term / Hint: choose your department in the "Department" filter on the left]

Choose a high enrollment lower-division course for which you offer multiple sections in the filters on the left (under "Course Abbrev" and "Course Number"). The table at the bottom of the dashboard shows enrollments by time/day of course offering. Do you see any variability in enrollment for Fall 2023 by day/time of sections for this course?

How does this compare to Fall 2022?



CSUN Counts Server dashboards: Department Chair Tools - Requirements Not Met

The Requirements Not Met dashboard will help you to identify how many of your majors have yet to complete specific major requirements so that you can plan your course offerings effectively.

Navigation: from CSUN Counts (www.csun.edu/counts) --> click on "Login to Additional Dashboards on COUNTS server" --> login with CSUN credentials --> Choose "COUNTS" from the menu --> Choose the "Department Chair Tools" folder (you might need to choose "Explore" on the left to see the folder) --> Choose "Requirements Not Met Dashboard" --> "Requirements Dash"

Choose a major in your department in the "Primary Major" filter on the left and choose "Upper Division" in the Requirement Categories box on the bottom left. Then choose a specific requirement in your major (under "Requirement" and "Sub-requirement") that is taught by by your department (e.g., Upper Division Core). How many of your majors have not completed this requirement?

Keep your major in the "Primary Major" filter and clear the options you chose under Requirement Categories, Requirement, and Sub-requirement. Then choose "04 Senior" under the "Academic Level" filter. Review the requirements remaining for the seniors in your major. What is the most common requirement remaining (other than unit requirements)?

Reflection:

What is one surprising thing you have learned from these dashboards?

What is another question you would want to address using the data in these dashboards?