Quick Steps for running BI Reports
Log-in

- Go to bi.stanford.edu (webauth)
- Use Firefox/IE/Chrome on PC.
- Use Safari on Mac.
- For Mac no need to use Citrix Connect.
You will land on the Home page.
Click on Catalog to see Folders and Reports.
Expand Shared Folders by clicking on the Triangle.
- Expand Student Administration or another top level folder.
- Folder structure is similar to ReportMart1.
- Same access as in ReportMart1.
Navigate to and click on any folder to see reports.

Click on Open to run a report.
For University Business Use Only

Stanford University Reporting: Student Study Lists

CONFIDENTIALITY AGREEMENT:

I understand and accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants; and I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

Description: (Rpt PS_SR037)

The Study List shows all the courses in which a student is enrolled for a term, grades received (if any) and basic academic information (e.g. Academic Class and all current Academic Plans). Advisor information is included for the plan(s) and role(s) selected when Processing the report.

Note: by default, the Study List report does not include courses in which a student is waitlisted and it lists only students who are currently active or on leave.

Instructions for Processing:

Step 1. Select ‘Process By’ option.

Step 2. Select values(s) from the drop down list or enter value(s), separated by a comma without space.

Step 3. Click the ‘Apply’ button.

Step 4. Click on the tab to view the report.

To run the report again with different parameter values, change the values and click ‘Apply’ button. Then click the ‘Refresh’ (blue button on top right) in each tab.

Statement on Stanford Reporting Data

Information in the Reporting Database is updated at the end of each day. Reports produced today will reflect data changes made yesterday in the Production Database, excluding batch processing.

Follow instructions for processing. Note that all prompts are at the top.
-Pick the process by Prompt.
-Fill in the prompts that you would like to run the report for.
-Default ‘All’ will be equivalent to ‘Ignore’ in ReportMart1.
-Click on Apply button.
- Click on the relevant tab to see results.
- A clock icon 🕒 will appear in the middle to indicate report is running.
- If you don’t see it, please scroll to the middle of the report tab.
- Please note that unlike in ReportMart1 each tab is independent.
- Apply button does not refresh all tabs.
Tab Navigation

- Click on another tab to see results on that tab.
- You will see the clock icon again before results are displayed.

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- Click on Actions Button to Print and Export.
- For printing export to PDF and use PDF print functionality.
- Export to Excel or CSV for downloading data.
Click on Catalog for other folders and reports.
Adding Favorites to access frequently used reports

Click on More.

Click on Add to Favorites.

Click on Favorites at anytime to see the list of reports added as Favorites.

Click on report name to open report.
Getting Help

Please open a HelpSU ticket using the link
https://remedyweb.stanford.edu/helpsu/auth/helpsu?pcat=obiee