





NAVIGATION:

itlinks.wm.edu > Reporting > Qlik Sense (use Duo) > Student “Stream” > Course Schedule

*Course data in Qlik is pulled from Banner PROD every 15 minutes at :00, :15, :30 and :45



App Overview

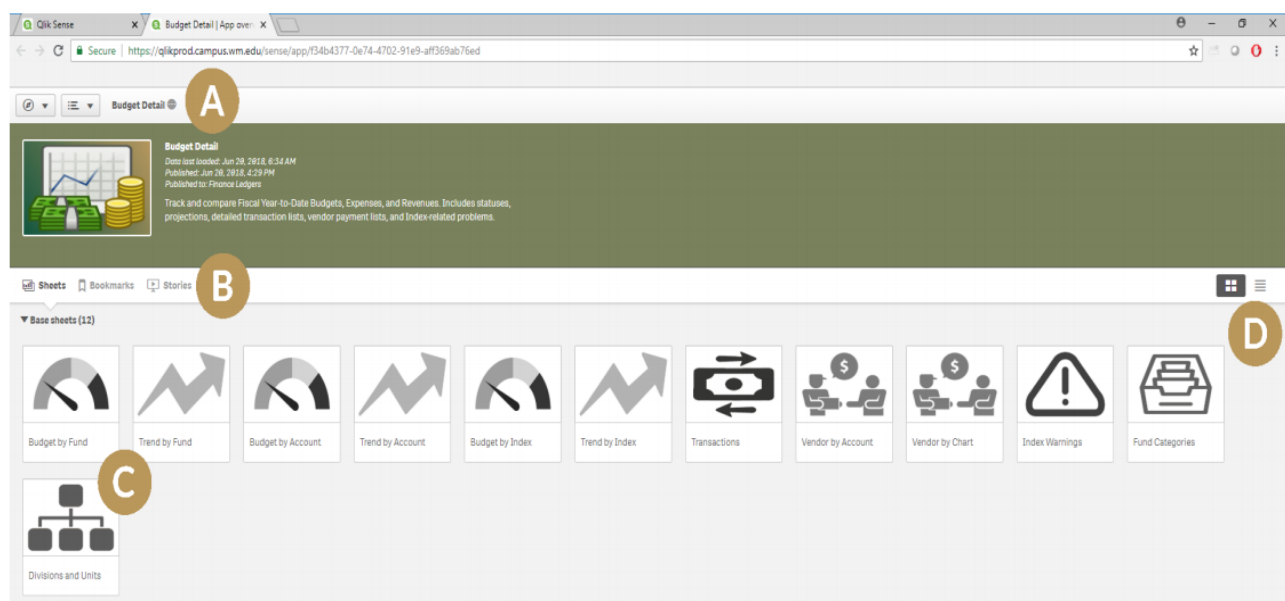
When you open an app from the Hub, you arrive at the App Overview in a new browser tab. This is where you see all the content within the App. The content of the main area depends on what category you have selected: Sheets, Bookmarks, or Stories. By default, the Sheets are displayed.

A. The Qlik Sense toolbar contains the Navigation Menu button {  }, the Global Menu button {  }, and the App name. To return to the Hub, click the Navigation Menu and select Open Hub. To get Help with Qlik Sense, click the Global Menu and select Help, which will open a page at help.qlik.com. In both of these menus, there is the option to open the links in a new browser tab by clicking the {  } icon next to the menu option. You can hide or show the App Details by clicking the {  } icon next to the App name.

B. The Main Area toolbar lets you choose whether to display Sheets, Bookmarks, or Stories. This introductory training will focus on Sheets and Bookmarks. Stories will be covered in advanced training at a later date.

C. The Main Area of the page defaults to displaying a list of Sheets. Clicking on a Sheet title will show or hide Details about the Sheet. Clicking on the thumbnail image of a Sheet will open it.

D. Similar to the Hub, you can choose whether to display Sheets as a Grid or a List. Qlik Sense will default to the Grid View. If you select the List View by clicking the {  } icon, the Details for a given App will be displayed alongside the thumbnail image. To switch back to the Grid View, click the {  } icon.



Qlik – Pulling Scheduling Reports out of Banner


USING FILTERS (1) At top of a Sheet (2) In a column:

Term Code

202010

Subject Code

ARTH

Detailed Schedule

Term

College

Department

Subject


CRN

Part of Term

Course ID	Visibili... 1	Visibili... 2	Grade Flag	Tuition Waiver	Term
ARTH 150 01 { 12683 }	Y	Y	Y	-	202010
ARTH 150 02 { 14079 }	Y	Y	Y	-	202010
ARTH 217 01 { 14002 }	Y	Y	Y	-	202010
ARTH 217 02 { 14003 }	Y	Y	Y	-	202010
ARTH 230 01 { 13576 }	Y	Y	Y	-	202010
ARTH 251 01 { 10076 }	Y	Y	Y	-	202010

ADDING A BOOKMARK:

Bookmarking Selections

- Bookmarks let you save specific Selection states to prevent having to make the same Selections each time you open an App. Bookmarked Selections are available in both the App Overview and the Sheet View.
- To create a Bookmark, make the Selections on the Sheet that you want to save as a Bookmark, click the Bookmarks {  } button on the right side of the Qlik Sense toolbar, then click the Create New bookmark button in the upper right corner. The Bookmark is now created, so there is no need to save it. You can give the Bookmark a Title and Description that makes it easier to identify in the future. Click anywhere outside the Bookmark drop-down window to close it.
- To apply the Selections associated with a Bookmark, simply click on it and you will be taken to the Sheet where the Bookmark was originally created.
- To delete a Bookmark, right-click it and click Delete.

DIFFERENT “SHEETS”:

Course Exclusion Definitions:

Non-credit = Courses with 91 schedule type

Study Abroad = Reves Program; AB campus code or ABRD course attribute

DC = Washington DC Program; DC campus code or WMDC course attribute

Honors = 495 and 496 course numbers with HN schedule type

Internships = 398, 498 and 499 course numbers with IS schedule type

1. Schedule Quick View

A subset of the information included in the Detailed Schedule. (Most requested report by A&S Schedulers!)

Excludes Non-credit, Study Abroad, DC, Honors and Internship courses.

2. Detailed Schedule

A detailed view of the Course Schedule. A replacement for the Discoverer “Schedule for Departments” report.
No excluded courses.

3. Basic Schedule

A subset of the information included in the Detailed Schedule. A basic view of courses with limited data fields.
Excludes Non-credit, Study Abroad, DC, Honors and Internship courses.

“SHEETS” continued:

4. Missing Instructors

Lists courses without a primary instructor. Courses highlighted in gold also have instructor permission.

REMEMBER: courses with instructor permission but without a primary instructor will be hidden prior to student registration.

Excludes Non-credit, Study Abroad, DC, Honors, Internships and Cross Listed sibling courses.

5. Hidden Courses

Lists courses hidden from student view. Checks for courses where at least one Visibility box (“Print” or “Voice Response and Self-service Available”) is unchecked. **REMEMBER: courses hidden from student view are still available for student registration IF the student knows the CRN.**

Excludes Non-credit, Study Abroad, DC, Honors, Internships and Cross Listed sibling courses.

6. COLL 100 & 150

A multi-view of COLL 100s and 150s.

All – full listing of COLL 100s and 150s

Missing Description - Missing course description (SSATEXT)

Title Check – Verify that any non-EPC approved titles are indicated as “TBD” and hidden from student view (“Print” or “Voice Response and Self-service Available” boxes unchecked).

Excludes Non-credit and Cross Listed sibling courses.

**Recommended that Banner A&S Schedulers use this when completing Banner Quality Control Checklist.*

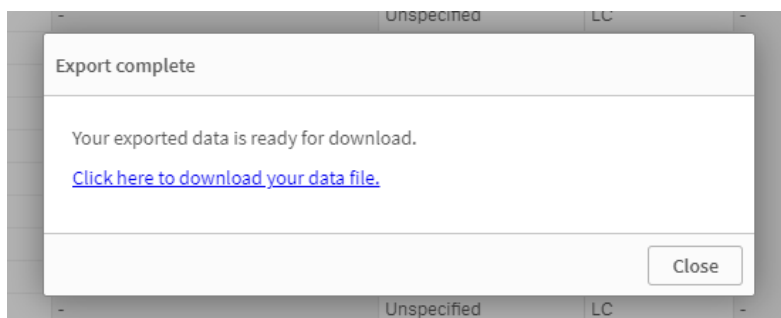
7. Topics Courses Missing Descriptions

Lists Topics courses missing a course description (SSATEXT). Includes only those courses with a Topics schedule type (T0, T1, T10, etc.).

Excludes Non-credit, Study Abroad, DC, Honors, Internships and Cross Listed sibling courses.

PULLING AN EXCEL REPORT:

1. With your mouse, right click anywhere in the sheet (report) you would like to pull out of Qlik.
2. A menu will pop up. Click “Download as...” then click “Data”
3. A popup will say that your data is being exported. Once complete, there will be a link for you to click to download your data file. Click that link. You will now be able to save your Qlik report as an Excel spreadsheet.



TROUBLESHOOTING / FYI:

- If you are having trouble viewing recently entered Banner data- please try using the Subject filter instead of the Department filter.
- Filters will “travel” with you so if you add a filter to the “Basic Schedule” sheet and then move to the “Missing Instructors” sheet—those filters will still be in place. You can view the filters you have in place at the top of the page.