Qlik – Pulling **Scheduling** Reports out of Banner

### 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*

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

![Detailed Schedule](image1)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Visibiliti... 1</th>
<th>Visibiliti... 2</th>
<th>Grade Flag</th>
<th>Tuition Waiver</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 150 01 [12683]</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>202010</td>
</tr>
<tr>
<td>ARTH 150 02 [14079]</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>202010</td>
</tr>
<tr>
<td>ARTH 217 01 [14002]</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>202010</td>
</tr>
<tr>
<td>ARTH 217 02 [14003]</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>202010</td>
</tr>
<tr>
<td>ARTH 230 01 [13576]</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>202010</td>
</tr>
<tr>
<td>ARTH 251 01 [10076]</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>202010</td>
</tr>
</tbody>
</table>

![Detailed Schedule](image2)

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**Qlik – Pulling Scheduling Reports out of Banner**

**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 or title includes “Study Abroad”
- **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. **Detailed Schedule Sheet**
   A detailed view of the Course Schedule. A replacement for the Discoverer “Schedule for Departments” report.
   *No excluded courses.*

2. **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.
DIFFERENT “SHEETS” continued:

3. **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.

4. **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.

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

*Students can still register for a course hidden from view. **IN should also be added to ensure no enrollment.**

5. **COLL 100 & 150**
A multi-view of COLL 100s and 150s with missing course information.

**All** – full listing of COLL 100s and 150s

- **Missing Description** - Missing course description (SSATEXT)
- **COLL 100 Attribute Check** – Missing C100 course attribute (SSADETL)
- **COLL 150 Attribute Check** – Missing the C150 course attribute or the FRSM course attribute or both (SSADETL)

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

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

6. **Topics Courses Missing Descriptions**
Lists Topics courses missing a course description (SSATEXT). Includes only those courses with a Topics schedule type.

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

**Using the “Qlik App Request Form” – found at the top of the Help sheet**

**QUESTIONS?**