Accessing Lists of Admissions Applicant Data via Blue Reports

1. Log in to the Academic Chair or Academic Dean dashboard
2. Click on Point in Time Comparatives on the main menu bar, then Undergraduate (or Graduate) Admissions

BLUEREPORTS — INDIANA STATE UNIVERSITY — ACADEMIC CHAIR

Key Metrics | Trends | **Point-in-Time Comparatives** | Retention & Graduation | Department Summary

Graduate Admissions | **Undergraduate Admissions** | Registration Comparatives

Adm Reporting Season: Fall | UG Student Type: New Freshman | Residency Status: All Residency Statuses | Distance: All Distance Program Indicators

UG Admissions Comparison by College
All Distance Program Indicators, New Freshman, All Type of Admission Indicators, Fall, All Residency Statuses

	Application Count ~~			Complete Count ~~			Admit Count ~~			Denied Count ~~		
	Current	1 year prior	2 Years Ago	Current	1 year prior	2 Years Ago	Current	1 year prior	2 Years Ago	Current	1 year prior	2 Years Ago
All Major Colleges	16,205	13,657	16,505	13,489	10,074	12,732	12,456	8,987	11,451	848	860	1,079
Bayh College of Education	901	777	960	806	638	798	754	586	742	44	46	44
College of Arts & Sciences	6,552	5,339	6,453	5,542	3,985	4,875	5,158	3,601	4,379	323	309	418
College of Hlth and Human Serv	3,700	3,110	3,687	3,166	2,390	2,825	2,921	2,115	2,502	214	233	272
College of Technology	2,140	1,671	1,957	1,703	1,219	1,402	1,568	1,085	1,220	114	93	155
Scott College of Business	1,971	1,718	2,040	1,622	1,278	1,521	1,487	1,109	1,325	112	137	164
Univ College Nondesignated	941	1,040	1,408	650	564	1,311	568	491	1,283	41	42	26
Unknown		2			0			0			0	

3. At the top, select the Adm Reporting Season (Fall or Spring) and Student Type (New Freshman, New Transfer or Readmit or Returning) and a particular Residency Status and Distance Program Indicator if needed. In the report, double-click on the College of your department so that all departments in that college will display. For example, if College of Arts and Sciences is selected, you will see:

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All Distance Program Indicators, New Freshman, All Type of Admission Indicators, Fall, All Residency Statuses

	Application Count ~~			Complete Count ~~			Admit Count ~~			Denied Count ~~		
	Current	1 year prior	2 Years Ago	Current	1 year prior	2 Years Ago	Current	1 year prior	2 Years Ago	Current	1 year prior	2 Years Ago
Art & Design	300	268	311	235	191	225	225	171	192	7	17	29
Arts & Sciences	1,487	1,181	1,526	1,261	870	1,166	1,200	798	1,076	47	57	72
Biology	675	491	660	603	386	529	580	360	492	15	21	26
Chemistry & Physics	155	117	131	137	85	95	131	81	90	6	2	4
Communication	246	243	301	215	187	239	189	163	212	25	22	26
Criminology & Criminal Justice	1,067	883	1,009	869	624	722	772	544	611	83	69	96
Earth & Environmental Sys	121	77	109	109	63	79	103	62	75	6	0	4
Economics	40	22	35	33	20	26	31	20	22	2	0	3
English	139	162	176	122	132	136	117	123	131	4	8	5
History	125	122	147	100	87	101	90	73	85	9	10	14
Languages, Literatures&Linguis	59	44	65	54	34	46	53	33	42	1	1	4
Math Computer Science	450	367	432	374	284	324	345	254	298	25	18	21
Multidisciplinary Studies	21	16	24	17	13	16	15	12	14	2	1	2
Music	330	278	323	288	210	251	254	187	221	30	22	28
Political Science	186	121	172	165	96	133	159	88	120	6	4	11
Psychology	955	756	801	796	560	608	748	504	540	39	43	55
Science Education	19	32	31	16	22	22	15	22	21	1	0	0
Social Science Education	81	82	92	70	67	69	69	64	65	1	2	4

4. From the cell that displays the Current Application Count for your department, right click and select Actions, then Application History Drill

		Application Count ~~			Complete Count ~~			Admit Count ~~			Denied Count ~~	
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Earth & Environmental Sys	12		109	109	63	79	103	62	75	6	0	4
Economics	4		35	33	20	26	31	20	22	2	0	3
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Multidisciplinary Studies	2		24	17	13	16	15	12	14	2	1	2
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Context menu items shown over the table:
- Interact
- Focus Data Point
- Eliminate Data Point
- Selected Members ▸
- Actions ▸ → Application History Drill
- Change Visual ▸
- Information

5. The list of your department's applicants (including their mailing address, personal email address and ISU email address) will display. Click on the Export button on the bottom right. You will be able to open the exported Excel csv file by clicking on [Application History....csv] which will display on the bottom left of your screen.