


Blue Reports

Blue Reports can be accessed via the ISU home page A-Z menu or from the Institutional Research home page. Dashboards have been created for various institutional roles but all Blue Reports users can access any of the dashboards.

Home / Blue Reports



WELCOME TO THE BLUE REPORTS PORTAL! Blue Reports is an information gateway intended to provide each user with the data they need for their role in the organization and the capabilities to drill into the details to help them do their job more effectively. With custom views for Chairs, Deans, Administrators, and Student Success Champions, the portal provides a self-service view of both historical trend data and dynamic-data updated nightly to show us where we stand in a given term. Blue Reports allows for thorough investigation with functions for drilling down, dicing, filtering, and exporting data.

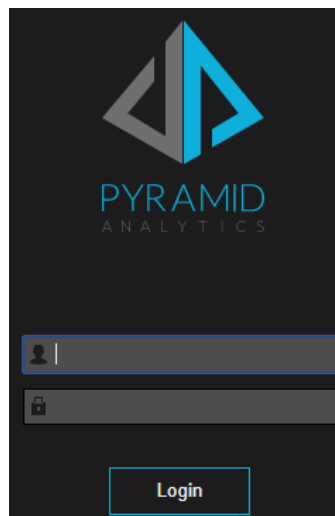
We need your feedback so we can continually be improving this tool. Please share your feedback via our [feedback form](#).

*** [Click Here to Request a Blue Reports Account](#) ***

**** [Click Here for Blue Reports Training Dates](#) ****

- EXECUTIVE
- ACADEMIC DEAN
- ACADEMIC CHAIR
- STUDENT SUCCESS
- ENROLLMENT MANAGEMENT

Select the appropriate dashboard for your role at the University. When you select a dashboard button, the dashboard will begin to launch by prompting you for your login information. You must have a Blue Reports account. Blue Reports user names/passwords are the same as your Sycamore login.



To request a Blue Reports account, please email Ray Buechler: Ray.Buechler@indstate.edu

Dashboards are organized into sections. The section in context is bolded. Click on the section name to move from section to section. Within each section there are multiple tabs or pages. Click on the page label to move from page to page. Each dashboard page has one or more panels and may have Slicers to allow for filtering.

BLUEREPORTS
INDIANA STATE UNIVERSITY

EXECUTIVE

Key Metrics Trends Point-in-Time Comparatives Success Rates (First-time Full-time Bachelors Degree Seekers)

Current Enrollment Enrollment by Origin Degrees Admissions Withdrawals End of Term Performance Course Completion Ratios Faculty FTE SCH & S/F Ratio

Term: Fall 2018

Distance/Non-Distance: All Distance Program Indicators

Current Enrollment Grid
Fall 2018, All Distance Program Indicators

	All Student Levels		Undergraduate		Graduate	
	Distinct Students	FTE	Distinct Students	FTE	Distinct Students	FTE
All FTPT Indicators	24,356	10,275.56	21,665	9,019.93	2,690	1,255.62
Full Time	9,203	8,882.52	8,316	8,089.93	887	792.58
Part Time	3,562	1,393.04	2,345	930.00	1,217	463.04

Current Enrollment by Class
Fall 2018, All Distance Program Indicators

All Classes	All Residency Statuses		In State	Out of State
All Classes	24,356	18,016	6,340	
Freshman	12,228	9,216	3,012	
Sophomore	2,894	2,217	677	
Junior	2,870	2,071	799	
Senior	3,674	2,560	1,114	
Graduate	2,690	1,952	738	

Current Enrollment by College
All Distance Program Indicators, Fall 2018

All Major Colleges	All Student Levels	Undergraduate	Graduate
All Major Colleges	24,356	21,665	2,690
Bayh College of Education	2,018	1,219	799
College of Arts & Sciences	7,539	6,990	541
College of Grad & Prof Studies	109		109
College of Hlth and Human Serv	5,964	5,127	837
College of Technology	3,773	3,460	305
Non-degree	1,169	1,168	
Scott College of Business	2,540	2,439	101
Univ College Nondesignated	1,355	1,355	

In most cases, a slicer selection will carry through to other pages in the dashboard. When it doesn't, it is because while the filter may have the same name as one on another page, the selection options differ.

Blue Reports Navigation – Key Concepts:

The screenshot shows the Blue Reports interface for Indiana State University. The top navigation bar includes 'Key Metrics', 'Trends', 'Point-in-Time Comparatives', 'Success Rates (First-time Full-time Bachelors Degree Seekers)', and 'EXECUTIVE'. The main content area is divided into several panels: 'Current Enrollment', 'Enrollment by Origin', 'Degrees', 'Admissions', 'Withdrawals', 'End of Term Performance', 'Course Completion Ratios', and 'Faculty FTE SCH & S/F Ratio'. The 'Current Enrollment' panel is active, showing a grid of data for 'All Distance Program Indicators, Enrolled, Fall 2019, Primary'. The grid has columns for 'All Student Levels', 'Undergraduate', and 'Graduate', each with sub-columns for 'Distinct Students' and 'FTE'. A 'Right click on row or column label for Report' callout points to the 'All Student Levels' header. A 'Right click on page header for Page Actions' callout points to the 'EXECUTIVE' header. A 'Right click in panel's gray space (not on report or graph) for Panel Actions' callout points to the gray space between the 'Current Enrollment' and 'Current Enrollment by Class' panels. A 'Right click in cell for Action list choices' callout points to a cell in the 'All Student Levels' grid. The 'Current Enrollment by Class' panel shows a table with columns for 'All Residency Statuses', 'In State', and 'Out of State'. The 'Current Enrollment by College' panel shows a table with columns for 'All Student Levels', 'Undergraduate', and 'Graduate'. The 'All Major Colleges' table is as follows:

All Major Colleges	All Student Levels	Undergraduate	Graduate
Bayh College of Education	11,867	9,924	1,943
College of Arts & Sciences	1,214	607	607
College of Grad & Prof Studies	3,402	3,058	344
College of Grad & Prof Studies	40		40
College of Hlth and Human Serv	3,011	2,335	676
College of Technology	2,230	2,025	205
Non-degree	629	629	
Scott College of Business	1,184	1,113	71
Univ College Nondesignated	219	219	

Key Panel Actions - right click on the gray space in a panel, not on the report or graph

- Pivot (swaps rows and columns)
- Totals (when dicing/drilling, your row or column totals may be removed. Use the Totals action to add totals to your results. Select Totals, Normal Totals, Grid Grand Totals)
- Copy Content (select **Copy Raw Data**, then open an Excel worksheet and paste)

Page Actions – right click on the page header or panel header

- Undo (Go back to the previous data view)
- Redo
- Reset (Resets the dashboard page to its default view)
- Print (Brings up options to print the current slide, entire presentation, and selected slides.) You will see options on the left to print to a PDF or Export Content (to Excel, Word or Powerpoint, HTML, PNG, JSON or XML). There are options to select only the current slide (each report on the slide will be on a separate tab if exporting to Excel), the entire book (all pages in the dashboard) or selected slides (allows you to choose multiple slides).

Key Report Actions - to further investigate the data presented, right click on a report column or row label (or a bar on a graph)

- Drill to Level (choose the level to drill to if there are multiple levels in this dimension; for example, College/Department/Major)
- Dice (for the dataset represented by the column or row label diced from, you can choose a different dimension to categorize results; some dimensions have multiple hierarchy levels so you must select the hierarchy level you wish to use)
- Add (allows for the selection of an additional dimension nested within the one in context)
- Expand Down (shows the current element and the next level in its hierarchy)
- Collapse (hides the elements at the next level in the hierarchy)
- Member Selection (can select a particular row or column to focus on or eliminate; can multi-select rows/columns to focus on or eliminate; or can select Focus & Descendants to select the current element and its descendants at all levels in the hierarchy. For example, Focus and Descendants from a particular Major College will provide the college total and the distribution by department by major for that college)

Actions provide detail lists of individuals represented by the count in a report cell - right click on an individual data cell to determine if there are any available Action Lists for that measure. If so, select a list option. You can click on the Export button at the bottom right of the list to save the list to as a CSV file.

Training and Assistance

- **Training** – Monthly “Intro to Blue Reports” sessions for new users are offered during the Fall and Spring semesters. Please consult the training calendar on the Blue Reports website for session meeting information.
- **Assistance** – Call Linda Ferguson (237-8316) or Ray Buechler (237-8256) in the Office of Institutional Research (main number 237-2305)