Accessing Analytics

01 | Log into CUNYfirst with your credentials.

02 | Using the following navigation, go to Student Services Center. Enter the student’s Empl ID in the appropriate field.

03 | Once the Student Center opens, click on the “Launch Schedule Builder” link under the Academics tab.

02 | Select “VSB Analytics”.

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**Schedule Builder**

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**Schedule Builder**

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The dashboard allows administrators to view a live feed of their data based on the term selected. Administrators may also view active users, or users currently active on Schedule Builder within the last 10 minutes.

- Live stats provides summarized information about users’ web sessions, such as the “Average Session Length”, “Average Schedule Results”, and “Average Schedules Viewed”.

- The period of time for each live stat can be changed to meet your needs. This allows administrators to view data ranging from 2 hours to 2 weeks ago.

- Please note that administrators will only have access to their campus data for each term.
Sort & Filter

This report provides information about the preferences of users based on the amount of time they are active on Schedule Builder.

- Select the Term and Institution (if not selected)
- If a value has “None” next to it, it means there are no data samples of users having that value.
Personal Time Report

This report provides insight into the days and times users are blocking out as unavailable in Schedule Builder. This information is displayed in a Heat Map.

- Select the Term and Institution (if not selected)
- Filters such as “Academic Plan” and “Academic Load”, can be applied to limit the amount information displayed on the heat map. This allows administrators to pinpoint the days and times that students would prefer to not have classes.
- If a value has “None” next to it, it means there are no data samples of users having that value.
Course Enrollment Report

This report provides enrollment statistics at the course level, based on class meeting times.

- Select the Term and Institution (if not selected)
- Results can be filtered based on the “Academic Career”, “Academic Group” and the “Academic Organization”.
- The “Enrollment Heat Map” also provides a look at the total seat capacity available for the classes scheduled. Under the “Shade By” drop down, you can opt to view the heat map based on the “Seats Filled”, “Seat Capacity” or “Filled/Capacity Ratio”.

- The “Course Enrollment Detail” chart provides statistics about each class scheduled for the term. Based on this report administrators can see which classes are in high demand.

*Note: The “Enrollment Heat Map” and “Course Enrollment Detail” are connected. When you select a cell on the heat map, the enrollment detail chart will display the information from that cell.
Common Course Conflicts Report

This report allows administrators to identify all student–encountered cases of conflicting course pairs.

- Select the Term and Institution (if not selected)
- Results can be filtered based on “Academic Group”, “Academic Career” and “Academic Organization”.
- Administrators can view all classes that conflict in the schedule and the total number of occurrences is displayed.
**Users Report**

This report provides administrators with information about each users’ activity level.

- Select the Term and Institution (if not selected)
- For each individual user of Schedule Builder, administrators will see students’ time duration, add, drop and swap information, and whether the user is acknowledging recommendations provided by advisors.
- Administrators can search for one specific student or multiple students using the EMPL ID (comma-separated if searching for multiple students).
- Administrators may also filter results to show “Only Show Users with Recommendations”.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Last Visit</th>
<th>Total Duration</th>
<th>Adds</th>
<th>Drops</th>
<th>Swaps</th>
<th>Favorites</th>
<th>Recommendations</th>
<th>Recommendation Graded</th>
<th>Risk</th>
<th>Grade</th>
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<td>2020-01-01</td>
<td>2020-02-28 17:39 (9 days ago)</td>
<td>7:21 (5 hours, 21 minutes)</td>
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<td>0</td>
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<td>0</td>
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<td>1.2 - lesser</td>
<td></td>
</tr>
<tr>
<td>2020-01-02</td>
<td>2020-02-21 08:59 (6 hours ago)</td>
<td>4:04 (4 hours, 4 minutes)</td>
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<td>132</td>
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<tr>
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<td>0</td>
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<td>2.2 - Never Selected Favorites</td>
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<tr>
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<td>2018-12-03</td>
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