

Quick Steps - Using UM Reports – for AHC Coordinators

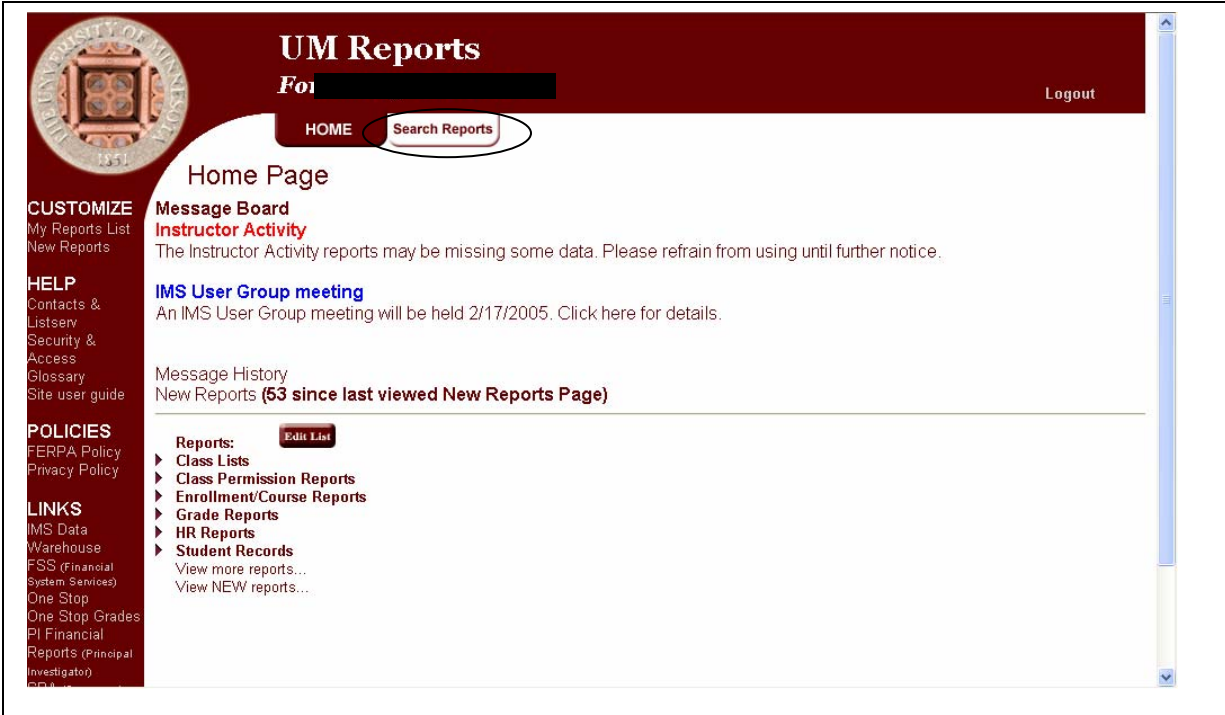
Web address: www.umreports.umn.edu

OR

Access from One Stop/Staff or Faculty/Reporting/Management Reports

Reports will not appear automatically on your Home page, but all reports can be found through the Search Reports feature. You then decide which to include on your Home page.

1. Click on Search Reports:



2. Enter “major/minor roster” in the first empty field, and click “Search”.

The screenshot shows the UM Reports website interface. At the top, there is a navigation bar with 'HOME' and 'Search Reports' buttons. Below this is a 'Report Search' section with a search input field containing 'major/minor roster' and a 'Search' button. To the right of the search field is a checkbox labeled 'Show Report Descriptions' which is checked. Below the search section are filter options for 'Category' and 'SubCategory', both set to '<All Categories>' and '<All SubCategories>' respectively. A table of search results is displayed below the filters. The table has columns for 'Report Name and Description', 'Category', and 'Sub-Category'. The first row is for 'Academic Record', the second for 'Account and Object Level Budget Variances by Department/Area and Fund', and the third for 'Account Detail'. The 'Include on my Home page' checkbox for the 'Academic Record' is checked, while the others are unchecked.

Include on my Home page	Report Name and Description	Category	Sub-Category
<input checked="" type="checkbox"/>	Academic Record Search for a student by name or student ID number. The Academic Record Report provides a complete registration history for active students. Information includes demographics, service indicators, student groups, transfer credits, and U of M degree awarded. Functionality is available to sort the Academic Record by class or grade. Only staff and advisors with access to private data about students are allowed access to this report.	Student & Instruction	Student Records
<input type="checkbox"/>	Account and Object Level Budget Variances by Department/Area and Fund	Finances	Budget UM Reports
<input type="checkbox"/>	Account Detail This report provides the most detailed information about the classification of revenues and expenditures and includes information on actual year to date expenditures and encumbrances.	Finances	Non-Sponsored Reports

3. If you'd like to move this report to your Home page (so you don't need to Search for it every time you want to run it), place a check in the box to the left of the name of the report, and click Include. (To run the report without placing it on your Home page, simply click on the report name.)

This screenshot shows the same UM Reports website interface as the previous one, but with the search results for 'Major/Minor Roster'. The search input field is now empty. The 'Major/Minor Roster' report is highlighted in the table, and its 'Include on my Home page' checkbox is checked. An 'Include' button is visible below the checkbox. The 'Academic Record' report is no longer visible in the table.

Include on my Home page	Report Name and Description	Category	Sub-Category
<input checked="" type="checkbox"/>	Major/Minor Roster Lists all students who are active in the selected plans (major, minor, certificate) for the specified term regardless of whether the students registered for the term and regardless of students' primary program or primary plan (provided the students have registered at least once Fall 1999 or later). Report includes student photos and links to address and demographic information.	Student & Instruction	Student Records

4. Scroll back to the top of the page and click Home.
5. On your Home page, click Student Records, and you will see the report.

- Click on the title of the report you wish to run. Note that clicking on the title opens a **new** window. Follow the prompts as you click Submit.

Select a value for **Major/Minor Roster** report ...

Current path is: Major/Minor Roster →

Select an academic year and term...

Year: 2004-2005 Term: Spring Semester 2005

Submit Reset

Fall Semester 2004
Spring Semester 2005
Summer Semester 2005

Select a value for **Major/Minor Roster** report ...

Current path is: Major/Minor Roster → Spring Semester 2005

[UMNCR - Univ of Minnesota, Crookston](#)
[UMNDL - Univ of Minnesota, Duluth](#)
[UMNMO - Univ of Minnesota, Morris](#)
[UMNTC - Univ of Minnesota, Twin Cities](#)

Select a value for **Major/Minor Roster** report ...

Current path is: Major/Minor Roster → Spring Semester 2005 → University of Minnesota, Twin Cities

Search for a academic plan...

OR Select Certificates
Use shift click or control click for selecting multiple values...

Please type in a full or partial plan name:
If the full name returns no data, try a partial name. E.g., try hlt instead of Health Education.

Search





Select All Certificates

Med - MED 8002Z0211 - Anes Cardiovascular Fellowship (CRT)
 Med - MED 8003Z0311 - Anes Crit Care Med Fellowship (CRT)
 Med - MED 8005Z0511 - Anes Transplantation Fellowshi (CRT)
 Med - MED 8004Z0411 - Anesthesiology Residency (CRT)
 Med - MED 8066Z6611 - Child Adol PSYCH Fellowship (CRT)
 Med - MED 8031Z3111 - Child Neuro Fellowship (CRT)
 Med - MED 8032Z3211 - CI Neurophysiology Fellowship (CRT)
 Med - MED 8006Z0611 - Dermatology Residency (CRT)
 Med - MED 8072Z7211 - Diagnostic Radiology Residency (CRT)
 Med - MED 8008Z0811 - FMED Methodist Fellowship (CRT)
 Med - MED 8009Z0911 - FMED No Memorial Fellowship (CRT)
 Med - MED 8010Z1011 - FMED Research Fellowship (CRT)
 Med - MED 8007Z0711 - FMED Residency (CRT)
 Med - MED 8011Z1111 - FMED St. John Residency (CRT)
 Med - MED 8012Z1211 - FMED St. Joseph Residency (CRT)

Submit Reset

Student Records

• [Student Records Index](#)

[learn how](#) [learn how](#)

Major/Minor Roster Report Run Date: Tuesday, 2/8/2005

Spring Semester 2005
University of Minnesota, Twin Cities

Data As of: 2/7/2005
[Major/Minor Roster Addresses](#)
[Major/Minor Roster Demographics](#)

Academic Plans: Dermatology Residency

Click on the individual ID to view the Academic Record
OR use check box to view/print up to 25 records. Click Academic Record Button at end of Page.

ID	Name	Acad Level	Enrl Stat	Progrss In Unt Taken	Term GPA	Tot Earned Unt	Cum GPA	Acad Prog	Declare Dt	Plan	Type	Email	FERPA	
<input type="checkbox"/> 1811382	Alexander, Jessica Lynn	Fellow		11	11	0.000	0	0.000	Med	01/03/05	8006Z0611 - Dermatology Residency	CRT	alex0096@umn.edu	
<input type="checkbox"/> 1619281	Baldwin, Jennifer Purrington	Fellow		11	11	0.000	233.01	4.000	Med	01/03/05	8006Z0611 - Dermatology Residency	CRT	purr0001@umn.edu	
<input type="checkbox"/> 3086513	Wang, Steven Qing	Fellow		11	11	0.000	11	3.385	Med	01/03/05	8006Z0611 - Dermatology Residency	CRT	wangx316@umn.edu	
<input type="checkbox"/> 3281682	Wiley, Andrea	Fellow		11	11	0.000	0	0.000	Med	01/03/05	8006Z0611 - Dermatology Residency	CRT	wille057@umn.edu	

Unduplicated Students: 16
Enrolled: 16
Cancelled after 2nd Week: 0
Cancelled by 2nd Week: 0
Not Enrolled: 0

[Email All Students](#)
[Email All Enrolled Students](#)

What can you do with this report?

1. Using your browser print button, print out the report.
2. Click the camera icon at the left to see a picture of the student.
3. Click the ID link to see the student's Academic Record (similar to a transcript).
4. Email individual students by clicking the e-mail address link on each line.
5. Email all students by clicking the 'Email All Students' link at the lower right. (Please respect FERPA regulations – emails to all students should be sent using a 'blind copy', so student email addresses are not visible to other students.)
6. Re-sort the report using the ▲ (ascending) and ▼ (descending) arrows in each column.
7. Using the "Save to Excel" button at the upper right, take the data into Excel for further manipulation.

To run a different report, first close the report window that is open, then return to the original window (your Home page) and click the title of the next report, which then opens another new window.

Other Reports that may be of interest:

Class Lists:

This report will show registration in classes. Also available is the ability to e-mail all students.

Class Lists											
										Add to Bookmarks	
										Save to Excel	
										Save to CSV	
										Help	
										learn how	
										learn how	
Class List UMNTC, Spring Semester 2005 DERM 8225 - Clinical Dermatology, sec 001 Class Nbr: 55961 Regular Academic Session TCEASTBANK										Report Run Date: Tuesday, 2/8/2005 Data as of 2/7/2005 View: Associated Sections	
										Primary Instructor(s):	
ID	Name	Sec	Unts Tkn	Grd Basis	Grade	Academic Level	Primary Program	Primary Plan	Email	FERPA	
1811382	Alexander, Jessica Lynn	001	7	A-F		Fellow	Med	Dermatology Residency	alex0096@umn.edu		
1619281	Baldwin, Jennifer Purrington	001	7	A-F		Fellow	Med	Dermatology Residency	purr0001@umn.edu		
3086482	Bhardwaj, Sachin S	001	7	A-F		Fellow	Med	Dermatology Residency	bhar0030@umn.edu		
3277007	Cashman, Allison Leigh	001	7	A-F		Fellow	Med	Dermatology Residency	cash0049@umn.edu		
3423215	Dakin, Cari Gibbs	001	7	A-F		Fellow	Med	Dermatology Residency	dakin002@umn.edu		
1869476	Dick, Jennifer E	001	7	A-F		Fellow	Med	Dermatology Residency	jdick@umn.edu	Yes	
1695474	Farrell, April Lee	001	7	A-F		Fellow	Med	Dermatology Residency	hurd0012@umn.edu	Yes	
3086490	Foster, Heidi L	001	7	A-F		Fellow	Med	Dermatology Residency	foste078@umn.edu		




Discontinued Students

This report shows students who have been discontinued in Program/Plan.

Discontinued Students											
Prompt Path: Term → Institution → Academic Program → Academic Plan										Report Run Date: Tuesday, 2/8/2005 Data as of 2/7/2005 Student Addresses	
UMNTC, Spring 2005 Report Start Date: 08/12/04 Report End Date: 01/03/05 Academic Program: Medical School Academic Plan: Medical Fellow Specialist(NDG)											
Click on the individual ID to view the Academic Record OR use the check boxes to select multiple records and choose the desired action from the drop down menu at the bottom of the report. Keep in mind that trying to run more than 25 Academic Records at once will impact performance.											
ID	Name	Admt Term	Int1 Stdnt	Discontinue Reason	Stdnt car nbr	Eff Date	Major	Email	FERPA		
<input type="checkbox"/> 180466Z	Aagaard-Tillery, Kjersti M	Sum 2000		No Reason Listed	1	01/02/05	Medical Fellow Specialist	aaga0003@umn.edu			
<input type="checkbox"/> 290303Z	Abrishami, Payam	Sum 2001		No Reason Listed	0	01/02/05	Medical Fellow Specialist	abris001@umn.edu	Yes		
<input type="checkbox"/> 327748Z	Akbari, Robert P	Sum 2003		No Reason Listed	0	01/02/05	Medical Fellow Specialist	akba0013@umn.edu			
<input type="checkbox"/> 1722271	Alexander, Mark R	Sum 2001		No Reason Listed	1	01/02/05	Medical Fellow Specialist	alex0061@umn.edu			
<input type="checkbox"/> 3063215	Allen, Thomas J	Sum 2002		No Reason Listed	0	01/02/05	Medical Fellow Specialist	allen171@umn.edu	Yes		

Class Schedule Summary

This report provides comprehensive class information, and can be used by schedulers to verify the submission of scheduling information.

 Save to Excel
  Save to CSV
  Help

Prompt Path: [Term](#) → [Institution](#) → [College/Academic Group](#) → [Subject](#) → [Course](#)

Class Schedule Summary

UMNTC, Fall 2004
 Liberal Arts, College of
 Subject(s): AFRO
 Course(s): All

Report Run Date: Tuesday, 9/21/2004
 Data as of 9/20/2004

Choose a value to go to subsection of report
 Descending

Subject: AFRO - Afro-American Studies

Class Status Count:
 Active: 51 Cancelled: 5
 Tentative: 0 Stop Enroll: 1

AFRO 1021 Title: Intro to Africa Status: A Enrl Cap: 60 Auto Enrl 1: 0
 Section: 001 Component Type: LEC Acad Org: 451 Enrl Total: 12 Auto Enrl 2: 0
 Session: 001 Class Type: E Schedule Print: Y Location: TCWESTBANK Comb Sec ID:

Mtg Pattern	Start Date	End date	Start Time	End Time	Days	Facility	Instr ID	Name	Role	Contact Min
1	09/07/2004	12/15/2004	9:05AM	9:55AM	MWF	BLEGH00110	2102645	Coifman,Victoria Bomba	PI	150

Combined Sections: None **RSRV Group:** None **RSRV Enrl Cap:**

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AFRO 1904 Title: Caribbean Literature:A Survey Status: A Enrl Cap: 20 Auto Enrl 1: 0
 Section: 001 Component Type: LEC Acad Org: 451 Enrl Total: 7 Auto Enrl 2: 0
 Session: 001 Class Type: E Schedule Print: Y Location: TCWESTBANK Comb Sec ID:

Mtg Pattern	Start Date	End date	Start Time	End Time	Days	Facility	Instr ID	Name	Role	Contact Min
1	09/07/2004	12/15/2004	3:15PM	4:30PM	TTh	BLEGH00425	1589276	Malika,Agnes Amanuel	PRXY	0
1	09/07/2004	12/15/2004	3:15PM	4:30PM	TTh	BLEGH00425	3447674	Githire,Njeri R	PI	0

Combined Sections: None **RSRV Group:** None **RSRV Enrl Cap:**

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AFRO 3006 Title: African Migrations to Atlantic Status: A Enrl Cap: 55 Auto Enrl 1: 0