Programme Level Information on CIS

This User Guide is specifically for ‘Programme Level Information’ which can be used in the Annual Review process.

1. Log onto the Corporate Information System

The CIS can be accessed by using this web address https://cis.plymouth.ac.uk. It may also be accessed from other devices or from home.

2. Accessing Programme Level Reporting

Once logged into the CIS you will be greeted by the Home Page, to access the Programme Information reports, select the ‘Programme Level Reporting’ heading.

3. Using the Programme Level Reporting Area

Once you have selected ‘Programme Level Reporting’, a very similar style page to the homepage will open. You will need to do the following:

- **Select the programme you want reporting on** - In the top right hand corner of the page there is a dropdown box where you can select the programme you want. The course list is alphabetical. You can currently only select one programme at a time, multiple programme selection is under development.
- **Select the reports you wish to see** - Each coloured box represents a reporting theme with reports available for the theme i.e. Enrolments has three reports which can be accessed; enrolments summary, enrolment detail by academic year and enrolment trend.
- **Click on the reports you wish to see** – click on the underlined report titles, the report will open either in a new window or a new tab (along the top of your webpage) depending on your settings.
4. Using Reports

Blank Reports
Once you have clicked on the report, a new tab will appear, if it contains no information, please ensure you selected a programme from the Programme Level Information page.

Report Pages
In the bottom left hand corner of a report, you will see details on how many pages the report has. You can move between pages by the page number detail area in the bottom right of the page.

We have experienced technical issues which may result in blank pages throughout the report, please ensure you click through to the last page to get all the information available.

Report tabs
Once you are in a report you will see there is often multiple “tabs” along the bottom, these tabs take you to other reports within the reporting theme. For example, once you’re in the enrolment summary, you could click on enrolments by “Academic Year” or “Enrolment Trends” to switch between reports.
Navigation between reports and the Programme Level Reporting homepage

Once you have clicked on a report to open it will open either in a new window or a new tab (along the top of your webpage) depending on your settings. This means you should be able to easily navigate back to the Reporting Level Reporting homepage and any other reports you have open.

Browser opens in new tabs
If your browser opens reports on new tabs, you can navigate between reports and the Programme Level Reporting homepage by clicking on the tabs along the top of the webpage:

Browser opens in new window
If your browser opens reports in new windows, you can navigate between reports and the Programme Level Reporting homepage by going to the taskbar at the bottom of your screen and click on the internet icon, all your windows will then appear, click on the one you wish to see:

Input Controls

- In the very far left of the page, you will see three icons
- Click the bottom icon
- A new panel will appear on the left
- You might need to adjust the panel width
- Do this by hovering the mouse between the panel and the report drag along so you can see the panel clearly
Each report will have different Input Controls depending on its scope or function, but each one works in a similar manner. Once an item has been selected and confirmed, the report will automatically change to display the data.

- The layout of the reports will remain static with charts, graphs and tables updating automatically to reflect the user’s chosen data.
- A user may also select more than one value from the Input Control should they wish to view combinations of data.
- When finished with the report, close the window/tab as with any other webpage. The Input Controls do not need to be reset. A dialogue box will pop up with a warning regarding ‘unsaved modifications’ – click OK.
- An additional dialogue box may appear after this – select ‘Leave this page’.
- The report will close without saving any user selections within the Input Control.
- Please note: Due to the vast amount of data within each report, there will be a short loading time while the report refreshes.

**Changing Programme selection**

To change the programme selected, you will need to:

- Close the reports you no longer wish to see (if applicable)
- Go back to the “Programme Level Reporting” homepage
- Select your chosen programme
- Open the reports you wish to see

**Refreshing Reports**

You will not be required to refresh any reports as they automatically refresh upon opening.

## 5. Report information

The remaining parts of this document provide guidance on each of the Programme Level Information reports.

**Application and Acceptance Trends with Sector Comparison**

This report has four tabs which run along the bottom:

- Summary
- Application and acceptances
- Sector
- RAW DATA
**Summary Page**

The summary page will provide a very brief summary of applications and acceptances in the last year for the programme selected, the page will also have a table and line graph showing a five-year application and acceptance trend.

Please note if the course has changed codes in the past five years, all codes relating to the programme title will be included in the data.

**Application and acceptances**

Will provide a breakdown of applications, acceptances and acceptance rate for the programme by

- All applicants
- Overseas Applicants
- Clearing applicants
- Domicile
- Region
- Demographic
- Disability

**Sector**

Four-year breakdown of application, acceptance and acceptance rates with percentage changes.

**Raw Data**

Information tables and graphs are based on.

**Enrolments**

This report has four tabs which run along the bottom:

- Summary
- Enrolment by academic year
- Enrolment trends
- RAW DATA

**Summary Page**

The summary page will provide a very brief summary of enrolment numbers for the previous entry year, the page will also have a table, line graph and column chart showing enrolments by course stage.

**Enrolments by academic year**

Will provide a breakdown of enrolments for by academic year of the programme by:

- Gender
- Age
- Disability
• Ethnicity
• Highest qualification on entry (HQE)
• Funding

Please note, the report starts with the oldest date up to the most recent i.e. starts with “Academic year: 2012/13” ending with “Academic year: 2016/17”.

**Enrolment Trends**
Illustration of five-year trend based on the information above.

**Raw Data**
Information tables and graphs are based on.

**Student Performance**
There are four tabs for the Student Performance report:

• Summary
• Student Attainment
• Student Progression
• Annual Review 3-year trend

Please note other tabs which run along the bottom relate to module information, see the module information section for information on this.

**Summary Page**
The summary page will provide a very brief summary of how many students completed the course in the most recent academic year, followed by a three-year summary of complication. The page will also have a table illustrating this information.

**Student Attainment**
Will provide a breakdown of student attainment for the most recent academic year of the programme by:

• Enrolments
• Gender
• Age
• Disability
• Ethnicity
• Highest qualification on entry (HQE)
• Funding

**Student Progression**
Illustration progression by course stage based on the information above.
**Annual Review Three Year Trend**

On opening this tab, you will see a table for each stage of the programme followed by a “total” table. You will then need to use “input controls” to select what data trend you which to see i.e. Gender/Mode of study level/ ethnicity/disability/highest qualification on entry. See the section 4 of this document (page 3) for instructions on how to use input controls.

**Withdrawals**

The report has six tabs along the bottom:

- By faculty
- By faculty three-year trend
- By school
- By school three-year trend
- By programme
- By programme three-year trend

Each report details why students have withdrawn.

**Modules**

There are six tabs for the Student Performance report:

- Module pass rates for current year
- Module pass rates three-year trend
- Average Module pass rates three-year trend
- Average/max/min module grade
- Raw data

**Module pass rates for current year**

Will provide a breakdown of module pass rates, for the most recent academic year of the programme for all stages of the course (you will need move between pages to see pass rates for the different stages).

**Module pass rates three-year trend**

Will provide a module pass rates for the past three years for all stages of the course (you will need move between pages to see pass rates for the different stages).

**Average Module pass rates three-year trend**

Will provide a module pass rates for the past three years for all stages of the course (you will need move between pages to see pass rates for the different stages).
**Average/max/min module grade**
Will provide the average, maximum and minimum grades for the past three years course (you will need move between pages to see pass rates for the different stages).

**Raw data**
Information tables and graphs are based on.

**Surveys**
**NSS (Q22)**
This will take you to the Plymouth University NSS Community page. As this is based on the staff intranet, you might be asked to log in with your university login details.

**Destination of Leavers of HE (DLHE)**
This will take you to the latest DLHE report. The report has three tabs.
- Notes
- DLHE activity
- Leaver destinations

**Notes**
This page provides guidance on the document.

**DLHE Activity**
Will provide a three-year history in tables and charts on the programmes response rates and respondents DLHE activity i.e. Employed, Further Study, Unemployed.

**Leaver destinations**
Will provide further details of the “Employment”, “Work and Further Study” and “Further Study” destinations. i.e. For employment details on job title, company and annual pay are provided for each respondent.
The report will go through each destination for all years, stating with start at the oldest year ending at the most recent. Remember you will need to look at multiple pages.

**Decliner Feedback**
The decliner survey was automatically sent to applicants who declined a place at Plymouth University throughout the 2015 application cycle. Respondents were asked to provide the subject of the course they declined and to provide the reason why the selected their chosen university.

The report will have three tabs along the bottom:
- Decliner reasons
- Decliner reasons with chosen university
- About decliner survey
Decliner Reasons
If your programme received responses from the survey, there will be a table and pie chart detailing the reason respondents went elsewhere and for how many applicants.

Decliner Reasons with Chosen University
Will have a table detailing the reason respondents went elsewhere, where they went and for how many applicants.

About the Decliner Survey
Will explain how the survey is sent and how Plymouth University programmes are match to the course selection choices for survey respondents.

6. Printing and Exporting Guidance
(extract from the CIS User Guide – BI LaunchPad)

Printing reports
Reports can be printed directly from the Launchpad viewer window by clicking the print icon

![Print icon](image)

Depending on your browser settings this may invoke a pop-up message requesting you to print/open the file i.e.

![Pop-up message](image)

It is also possible to export reports to other formats for printing.

Exporting reports (e.g. to MS Excel)
It is possible to save the report locally to your client machine using the export feature.

![Export icon](image)

1. **Export Document As**: exports the entire report document (all tabs of the report) to the desired format. Format options are PDF, Excel 2007, Excel (xlsx), CSV Archive, Text

2. **Export Current Report As**: Same options as 1 but will only export the current tab of a multi-tab report.
3. **Export data to CSV:** Exports all the underlying data in the report to a csv file, a wizard prompts for file options.

### Extracting tables or graphs/charts from a PDF

1. To extract tables or graphs from a pdf you may use the ‘take a snapshot’ option which is under ‘edit’ option on the ribbon (see screenshot on next page)

   When you click on this you will get a little ‘cross’ image. Drag this ‘cross’ over the area that you would like to extract and once finished a pop-up box will appear that says ‘the selected area has been copied’

   Click OK and then, within your Word document click ‘paste’

   **Note:** this is a snapshot and the area highlighted is not saved anywhere!

   ![Snapshot Example](image)

2. To extract tables or graphs from an Excel file, highlight the table/chart/graph you require (dragging mouse over area) and then copy and paste (pasting as either as a picture or maintaining formatting)