

Instructions for online reporting tool for programme management

Purpose of the tool

The online reporting tool for programme management can be used in programme self-assessment and monitoring students' study progress. The tool offers programme specific information about students of the programme, completed credits, degrees and theses. In addition to statistical information, the tool also enables the viewing of student-specific information. Student feedback data (course feedback, Bachelor's Graduate Survey) is currently available through links to external reports.

Quick guide

- Try it! – you cannot break anything!
- Open: <https://myreports.aalto.fi/Reports/powerbi/programme/report>
- Choose explicitly the programme and programme code from subpage *Main*
- There are basic statistics and diagrams on number of students, theses, degrees and credits.
- You can filter the information e.g. by major, student year group, enrolment status, student nationality and gender.

You can get access to the tool if, on behalf of your job, you have the right to see student personal data (e.g. programme directors, heads of majors, and programme planning officers and coordinators).

To access the Power BI tool sign in with your Aalto username and password to <https://myreports.aalto.fi/Reports/powerbi/programme/report>. Make sure you are in the Aalto network or use vpn. Supported browsers at the moment are ie, chrome, edge and firefox. If there are any problems, or if you need user rights, please contact mis@aalto.fi.

Data privacy issues

PLEASE NOTE: All the data concerning individuals are confidential and for INTERNAL USE ONLY. You are responsible for handling them with due diligence. By keeping the checkbox "Hide or unhide students' personal data" chosen, letters of students' names are replaced by "**".

Personal information includes data that can be used indirectly to infer details about an individual's personal attributes, employment status or performance. For example, course feedback by course is personal information that relates to teachers.

What's in the tool

Data contains study register information of bachelor and master level students at Aalto University from 2005 on. Note that changes in programmes and degree regulations during the years may have caused anomalies in data. There are subpages:

Main: dashboard with counts of students in total, theses and degrees of current year, and percentage of 55 cr students of current study year. Left menu contains slicers which filter data in all subpages.

Students: count of students in programme stacked by classes in the bar chart; divisions based on the citizenship category or gender; a table with students, credits and exchange information, which can be exported to CSV. The upper slicer Academic year affects only this page. If it is not chosen, the count date is current date, otherwise the count date is September 20th of the chosen academic year.

Degrees: count of degrees in programme using calendar years; count of degrees with respect to duration; divisions based on the citizenship category or gender; median duration of studies; a table with students, average grade and duration of studies, which can be exported to CSV. The upper slicer Calendar year affects only this page.

Theses: count of theses in the programme using calendar years; count of theses with respect to grade; divisions based on the citizenship category or gender; a table with students, grade and thesis title, which can be exported to CSV; a table with supervisors showing the average grade and number of instructed theses. The upper slicer Calendar year affects only this page.

Credits: count and percentage of students with 55 cr (with bank) in chosen academic year; percentage of students with 55 cr (with bank) and average of credits; credit accrual (without bank) categorized; credit accrual (without bank) by classes; a table with students, credits, credits with bank and graduation flag.

Other reports: Links to other reports (Course Feedback, Bachelor's Graduate Survey, AllWell? Study Well-being Survey, TEK and SEFE Master's Graduate Surveys, Programme reports in SSRS service, Aalto Annual Statistics)

Instructions: Some online instructions which are covered more deeply in this document. In addition, Into contains information on programme description.

Visibility to data: Here you can see which programmes you have access to.

Definitions

Bachelor Proceeder: A master's student who has a bachelor's degree from Aalto and who has continued to master's studies without a new admission

Class: year when the current study right period has started. Note that for Bachelor Proceeders the year is the beginning of BSc studies, not that of MSc studies. Likewise, the duration of studies in this tool is counted for Bachelor Proceeders from the start of bachelor studies.

Credits with bank: related to the national 55 cr computation. If a student has completed more than 55 credits earlier, the extra is restored in bank which can be used in the following study years

ECTS Accrual: students' actual study progress without credit bank. Note that the "Percentage of 55 cr" typically differs from "ECTS Accrual 55-" because the accrual is the actual number without bank.

Duration of studies: The duration from the beginning of studies to the graduation day excluding the absences. In case of master's programmes and Bachelor Proceeder students (having Aalto BSc/BA degree), the beginning of studies is that of bachelor studies. The duration is categorized in the visuals in the following way:

- 1 year or less: up to 1 year 364 days
- 2 years: from 2 years to 2 years 364 days
- 3 years: from 3 years to 3 years 364 days etc.

Technical hints and instructions for using the tool

- To increase the canvas size, append the URL address by "?rs:embed=true", e.g., <https://myreports.aalto.fi/Reports/powerbi/Programme/report?rs:embed=true>
- Lists and dropdown menus (slicers): clear the selection with the rubber icon; use search box (the magnifier) to find your value from a long list; choose multiple options by holding the CTRL button.
- Any selection or visual can be enlarged to a focus mode (the focus mode icon). Hover on any visual, and a tooltip appears with numbers. Click any part of the visual, and the connected visuals are filtered by that selection in the subpage
- Data from any visual can be exported to a CSV file from top-right corner menu. Use the tool Data -> Text to Columns in Excel.

Known defects and features in the tool

There are some known defects in the tool. The motor of the tool will be changed later in Spring 2020, and therefore no modifications have been made. If there are some other issues not mentioned here, you can contact mis@aalto.fi.

- The count of master's theses in School of Business is incorrect. The tool does not recognize any new "10+10+10 credit" theses.
- If the grading scale is not from 0, ..., 5 the grades can be computed incorrectly. This is the case with some bachelor's seminars.
- ECTS Accrual does not contain a category for 0 credits.
- For master's programmes and Aalto Bachelor Proceeders, there is no information of the duration of studies in the plain master's programme only. The duration is counted from the start of bachelor's programme.
- Typical misinterpretations can be based on wrong selections (illogical); artefacts in the data; the defects in the data model behind the report.
- You can check your current selections in Main page or Visibility of data page. You can reset all selections either by reloading the report page in the browser or by pressing Reset button in the bottom of the page.