Enrolments & Applications

Help Documentation

Updated: October 2020

OCAS

COMP003 – Enrolments & Applications Report

What's in this report?

This two-page report features a wide variety of filters that allow you to drill down on enrolment or application program choices data for the purposes of creating an extremely focused data export for further analysis outside of the Power BI.

Both report pages (*Enrolment* and *Application*) can be customized via the filters to display valuable information about college programs and the demographics of applicants and enrolled students.

College Enrolments Page

College Applications Page

Why is this report useful?

This report is extremely useful for exporting enrolment or application data at an extremely specific level of granularity. It can provide answers to important questions on an ad hoc basis:

- How well is the college doing at attracting applicants of a certain age, gender, etc.?
- How many applications is the college receiving from a specific area/high school?
- Should we market more to applicants who are applying to certain programs or branch out?
- Should we open more spots for a specific program?
- What is the market demand for programs that are popular?

How to use this report

Both pages of this report feature static columns of data that are affected by filters. Many filters have been provided to slice the dataset to the desired level of granularity based on programs, demographics, regional data, and more.

Report Filters

This report has multiple filters available in a collapsible side panel (right side of the report). If filters are not visible, click *Filters* or the arrow icon (right side of the report).
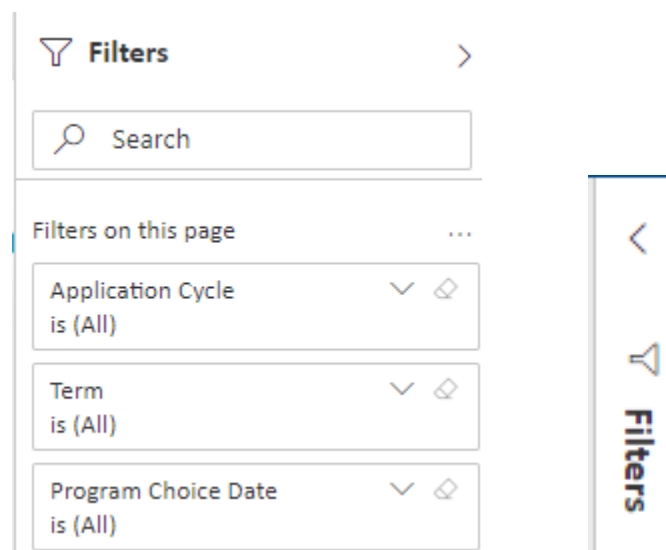
Filter changes/updates will only be applied to the page the user is currently viewing. If a filter is selected, it is highlighted gray. The available filters differ slightly between pages:

Cycle/Date/Term Filters

Report Application Cycle (*Enrolments* page only)

Application Cycle (*Applications* page only)

Report Month (*Enrolments* page only)

Term (*Applications* page only)

Program Choice Date (*Applications* page only)

College Filters

College

Campus Name

GTA College

College Size

Study Area

Program Credential

Program Level

Program Type

Oversubscribed Program

Occupational Title

MTCU Title

Applicant/Student Demographic Filters

Country

Province

City

Economic Region

English College Catchment

High School

School Board

Fee Category

Study Year

Applicant Type

Attendance Type

Age Group

Gender

First Generation

Indigenous Status

Status in Canada

Report Pages*

College Enrolments Page

This page of the report displays enrolment counts by college and program based on the set application cycles, terms and/or dates. The data in the report can be filtered on several criteria and exported to an Excel file.

Explore student demographics per college, program, etc. by setting filters such as High School, City, Gender, Status in Canada and more.

College Applications Page

The second page of the report displays the application counts by college and program based on the number of program choices (as determined by the set applications cycles, terms and/or dates). Program choices are based on active choices—those that are active on the *as of* date (if the cycle has not yet ended) or at the end of cycle date. This page also allows you to drill down to investigate application counts based on specific colleges, programs and applicant demographics.

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Tips and Suggestions

- Use the filters to explore data on a highly specific level. To reset filters, click the *Reset to default* button (top right of the screen):
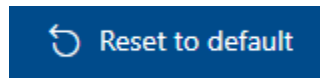
- Hover over the report to display this menu (top right):

- Click the first icon (paper) to copy the report as a visual.

- Click the second icon (filter) to see which filters have been selected for/applied to the report.

- Click the third icon (focus) to only see the report on the screen.

- Click the fourth icon for more options:

- Chat in Teams

- Export data

- Show as a table

- Spotlight (use the cursor to highlight a specific row)

- Sort by descending, ascending, application cycle, month, program, etc.

*Notes

- Since 2013, the collection methodology for the data used in this report has evolved. Prior to 2013, data was collected in a different format. New fields may exist for these earlier years where the data appears with unknown or null values.