

## FAU Graduate College

### Instructions on How to Access Graduate Applicant Reports through Leap Ahead

Applicant report templates are available through Leap Ahead. In order to gain access to Leap Ahead, FAU employees need to submit a ticket to OIT utilizing the OIT ticketing system available at: <http://fau.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=1391>

In addition to gaining access, employees may also attend training sessions offered by OIT. For information on training sessions please contact Patricia Espada at 297-2007 or [pespada@fau.edu](mailto:pespada@fau.edu).

#### Accessing Leap Ahead:

1. Go to <http://www.fau.edu/banner/>
2. Select <Leap Ahead> from the selection menu
3. A WebFcus sign in will prompt. Enter your username and password, click <sign in>

4. Signing in will take you to a page containing all Leap Ahead Templates  
[https://ibiweb4.fau.edu/ibi\\_apps/bip/portal/AAccessLeapAhead](https://ibiweb4.fau.edu/ibi_apps/bip/portal/AAccessLeapAhead)

#### Report Selection:

For question regarding Graduate applicant data reported through Leap Ahead please contact Nora Barragan at [nbarragan@fau.edu](mailto:nbarragan@fau.edu)

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1. Scroll down to locate the Admissions Application section
2. Once on that section, select Graduate College (ODS PROD)

|                        |                     |  |          |        |
|------------------------|---------------------|--|----------|--------|
| Student                | Active Registration | <a href="#">Class Rolls with Grades(ODS PROD)</a>              | dashbits | clsrog |
|                        |                     | <a href="#">Student Course Registration Audit (ODS PROD)</a>   | dashbits | regaud |
|                        |                     | <a href="#">Student Schedule (ODS PROD)</a>                    | dashbits | stucrs |
| Admissions Application |                     | <a href="#">Admissions Applications -UG (Banner Snapshot)</a>  | dashuass | admapp |
|                        |                     | <a href="#">Admissions Requirements (ODS PROD)</a>             | dashuass | admreq |
|                        |                     | <a href="#">Graduate Admissions Labels (ODS PROD)</a>          | dashgapr | gralbl |
|                        |                     | <a href="#">Graduate Admissions (ODS PROD)</a>                 | dashgapr | gradad |
|                        |                     | <a href="#">Graduate College (Banner)</a>                      | dashgapr | grcoba |
|                        |                     | <a href="#">Graduate College (ODS PROD)</a>                    | dashgapr | gradco |
|                        |                     | <a href="#">Graduate College Application (BANNER FAUP)</a>     | dashgapr | grcoap |
|                        |                     | <a href="#">Graduate College with Freeform Filter (Banner)</a> | dashgapr | grcobe |
|                        |                     | <a href="#">Post Secondary Transcript Changes (Banner)</a>     | dashbits | ostran |

Once you select the Graduate College (ODS PROD), the following will appear:

The screenshot shows the 'BI Reports Self-Service Key Lists Collage' interface for 'Graduate College ODS PROD'. The 'Select Filters' section includes:

- PERSON\_UID Key Lists (Count: 003)**: A dropdown menu.
- Academic Period**: A list of academic periods from Fall 2016 (201608) to Medicine Year 5 2013-2014 (201330).
- Latest Decision Date Ts >=**: A date picker.
- Latest Decision**: A list of decision codes including Denied\_Judicial Review, Graduate Fully Approved, Graduate Pick a major, Graduate Tentatively Approved, Graduate\_Conditional, Graduate\_Denied Application, Ref to Dept Missing Conduct, Referred to Department, and Referred to GARB.
- Latest Decision Date Ts <=**: A date picker.
- College**: A list of colleges including ALL, No College Designated (00), D.F. Schmidt Col Arts Letters (AL), College of Business (BA), C.E. Schmidt Coll. Med (BI), College of Education (ED), Coll Engineering Computer Sci (EG), College of Medicine (MD), and C.E. Lynn Coll of Nursing (NU).
- Residency**: A list of residency statuses including ALL, Undeclared (U), Alien (A), Non-Florida Resident Alien (E), Florida Resident (F), Non-Florida Resident (N), Resident Alien (R), and Temporary (T).
- Admissions Population**: A list of population types including ALL, Doctoral Degree GD, Former Doctoral FD, Former Master's FM, Former Specialist FS, Master's Degree GM, and Specialist Degree GS.

The **Select Dimensions** section on the right includes a list of dimensions and a 'Specify Group Across column' dropdown. A 'SUBMIT' button is at the bottom right.

### Select Report Data:

1. Enter your selections under this section:
  - a. Academic Period: Applicant's entry term
  - b. Latest Decision: (can be specify FROM and TO date/ or by decision code)  
If you select Referred to Department, those are the applications that are ready for you to act on (that is, to review by the acceptance committee)
  - c. College: D.F. Schmidt Col Arts & Letters
  - d. Residency: Applicant's residency status
  - e. Admissions Population: Program level selected on the application
  - f. On the right hand side, under Select Dimensions, specify Group and place in the right box:

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- College
- Degree
- Major
- Name
- ID
- Academic Period , or any other combination of groups

g. Select the report's format including but not limited to excel, PDF or HTML

### Generate and Save the Report:

1. Generate report by clicking the **“Submit”** button in green and to the right of the screen
2. The entire report will generate:

| COLLEGE                      | DEGREE_DESC                    | FIRST_CONCENTRATION  | MAJOR | APPLICATION_STATUS             | Admissions Applications  |
|------------------------------|--------------------------------|----------------------|-------|--------------------------------|--|
| AL                           | D. F. Schmidt Col Arts Letters | Doctor of Philosophy | CMST  | Comparative Studies            | Complete ready for review<br>Decision Made<br>Incomplete items outstanding |
| ***TOTAL MAJOR CMST          |                                |                      |       |                                | 13   |
| ***TOTAL FIRST CONCENTRATION |                                |                      |       |                                | 13   |
|                              | Master of Arts                 | MA                   | ANTH  | Anthropology                   | Decision Made<br>Incomplete items outstanding                              |
| ***TOTAL MAJOR ANTH          |                                |                      |       |                                | 3  |
|                              |                                |                      | COMC  | Communication                  | Complete ready for review<br>Incomplete items outstanding                  |
| ***TOTAL MAJOR COMC          |                                |                      |       |                                | 6  |
|                              |                                |                      | ENGL  | English                        | Complete ready for review<br>Incomplete items outstanding                  |
| ***TOTAL MAJOR ENGL          |                                |                      |       |                                | 18   |
|                              |                                |                      | FREN  | French                         | Complete ready for review  |
|                              |                                |                      | HIST  | History                        | Complete ready for review<br>Decision Made<br>Incomplete items outstanding |
| ***TOTAL MAJOR HIST          |                                |                      |       |                                | 5  |
|                              |                                |                      | LLCL  | Lang and Ling: Comparative Lit | Complete ready for review<br>Incomplete items outstanding<br>Withdrawn     |
| ***TOTAL MAJOR LLCL          |                                |                      |       |                                | 5  |
|                              |                                |                      | LLLI  | Lang and Ling: Linguistics     | Decision Made<br>Incomplete items outstanding<br>Withdrawn                 |
| ***TOTAL MAJOR LLLI          |                                |                      |       |                                | 10   |
|                              |                                |                      | POSC  | Political Science              | Complete ready for review<br>Incomplete items outstanding                  |
| ***TOTAL MAJOR POSC          |                                |                      |       |                                | 1  |

3. Click on the number in blue to the right of the report in order to access the applicant's information
4. Once the list of applicant's is available save it as an excel document for sorting and future access