

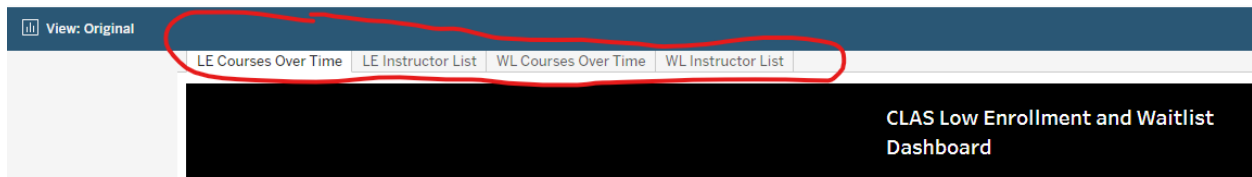
# Low Enrollment and Waitlist Dashboard – How to Use

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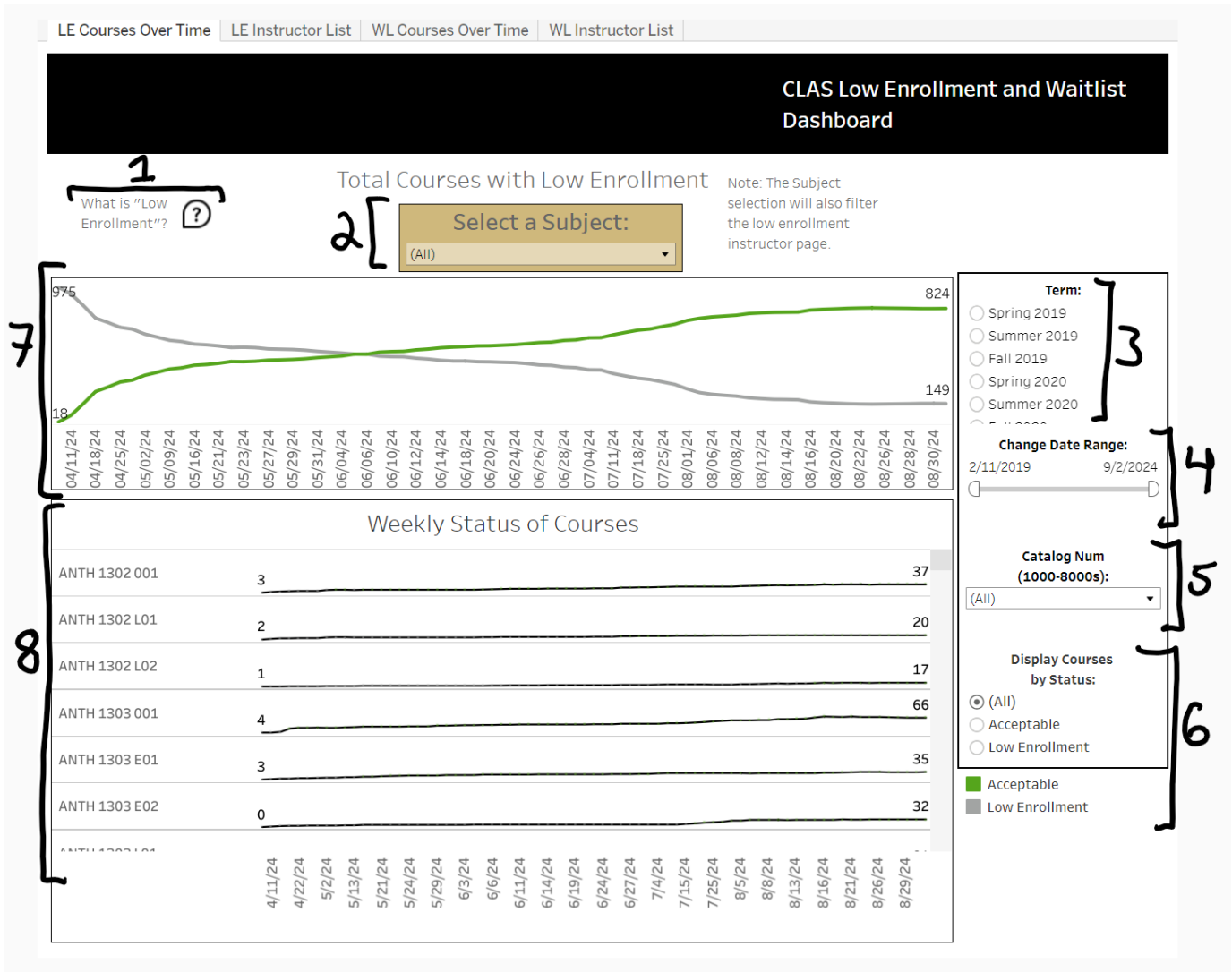
## Finding and Navigating the Dashboard

1. Follow this link:  
[https://viz.cu.edu/#/site/University/views/UpdatedCLASWaitlistandLowEnrollmentManagement/LECoursesOverTime?:display\\_count=n&iid=1&:origin=viz\\_share\\_link&:showAppBanner=false&:showVizHome=n](https://viz.cu.edu/#/site/University/views/UpdatedCLASWaitlistandLowEnrollmentManagement/LECoursesOverTime?:display_count=n&iid=1&:origin=viz_share_link&:showAppBanner=false&:showVizHome=n)
  - a. You will need to be logged into the VPN or on campus Wi-Fi in order to access the dashboard.
  - b. Tableau may ask you to login using your CU Denver credentials.
2. Check that the dashboard is updated.
  - a. Navigate to the right side of the screen and find the upcoming term under “**Term:**”. If you do not see the term you are looking for, please reach out to [clas.courses@ucdenver.edu](mailto:clas.courses@ucdenver.edu)
3. Use the tabs at the top of the page to navigate the different pages/charts within the dashboard:

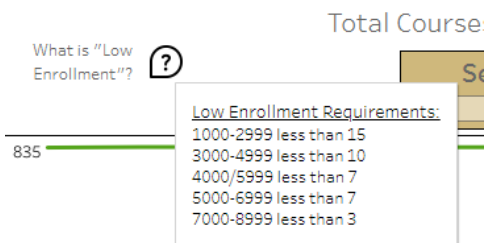


# LE Courses Over Time Tab

This tab is great for viewing a department’s low enrolled courses quickly or tracking basic enrollment trends. See the image below for an outline of each part of this tab, and how it functions:

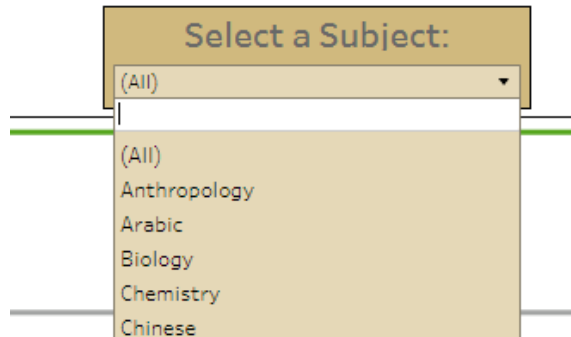


1. The “What is Low Enrollment” icon is an interactive piece that outlines what enrollment numbers determine if a course is “low enrolled” or not. Hovering over this icon will give you the low enrollment requirements”:



- The Select a Subject dropdown menu allows you to filter by a certain subject area:

### Total Courses with Low Enrollment



- Use the Term box to filter for a single term's data. Terms are organized in Spring, Summer, Fall order with older terms at the top and the most recent terms at the bottom of the list.
- Use the Date Range filter to adjust the dates you are looking at on the main graph. The shorter your date range, the easier your graphs will be to read. You can also narrow the date range to a single date (by moving both sides of the scroll bar until they are touching each other). This will make all courses show up as single points on your graph instead of line graphs.



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### Weekly Status of Courses

ANTH 1303 001

75 

- Use the Catalog Num filter to filter down to only certain levels of courses. This is useful if you want to look at specifically graduate or undergraduate courses, or are searching for a few specific course numbers.,

Catalog Num  
(1000-8000s):  
(Multiple values) ▼

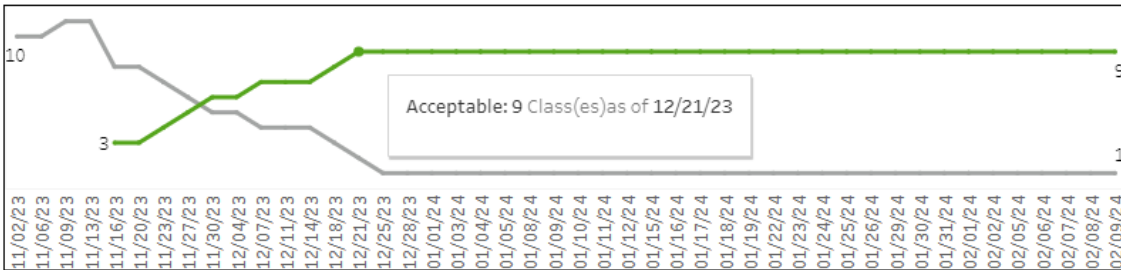
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(All)  
 Null  
 1000  
 2000  
 3000  
 4000

- The Display Courses by Status filter will allow you to browse all courses, or only “low enrolled” courses (or only “acceptable” courses).

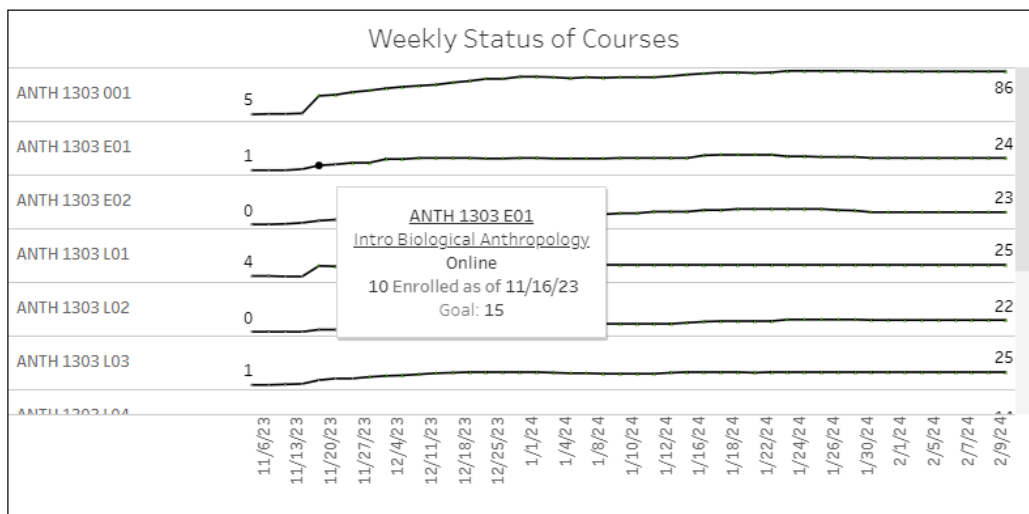
7. The top line graph will show you the number of acceptable courses (the green line) and the number of low enrolled courses (the gray line) across your specified date range. Use this chart to track general enrollment trends, to see when your courses start to fill and when (in general) your courses might be hitting their acceptable numbers.

- a. Hovering over either of the lines on this chart will bring up a text box, which will list the number of acceptable or low enrolled courses as of the date you are hovering over.



8. The bottom line graph breaks down the enrollment status by course. Here is where you'll be able to look for individual courses and sections.

- a. Hovering over this line graph will give you a different pop-up text box which outlines the course number, section, title, and teaching mode.
- b. The pop-up also displays the number of students enrolled as of a certain date, as well as the goal for that course (based on the course level details outlined in #1).



- c. Moving the Change Date Range cursor to a single date turns this line graph into a single point. The green points are courses that are at an acceptable enrollment number and any gray points are courses that are low enrolled. The points will also list the current enrollment number, and hovering over any point will bring up the same pop-up information as above.



## LE Instructor List Tab

This tab is great for quickly determining which instructors have courses that are low enrolled, as well as quickly seeing which times and modalities of courses may be enrolling faster than others. See the image below for an outline of each part of this tab, and how it functions:

CLAS Low Enrollment and Waitlist Dashboard

Courses With Current Low Enrollment by Week  
Current Week Selection: All

| Course Info   | Enrollment Total | Cap Total | Goal: | Instructor/Time   |
|---------------|------------------|-----------|-------|---|
| ANTH 1302 001 | 3                | 40        | 15    | Hodgkins, Jamie Melichar<br>TR 11:00AM - 12:15PM                  |
|               | 6                | 40        | 15    | Hodgkins, Jamie Melichar<br>TR 11:00AM - 12:15PM                  |
|               | 8                | 40        | 15    | Hodgkins, Jamie Melichar<br>TR 11:00AM - 12:15PM                  |
|               | 9                | 40        | 15    | Hodgkins, Jamie Melichar<br>TR 11:00AM - 12:15PM                  |
|               | 10               | 40        | 15    | Hodgkins, Jamie Melichar<br>TR 11:00AM - 12:15PM                  |
|               | 14               | 40        | 15    | Hodgkins, Jamie Melichar<br>TR 11:00AM - 12:15PM                  |
|               | 15               | 40        | 15    | *<br>TR 11:00AM - 12:15PM   |
|               | 16               | 40        | 15    | Hodgkins, Jamie Melichar; Manassee, Sarah<br>TR 11:00AM - 12:15PM |
|               | 17               | 40        | 15    | Hodgkins, Jamie Melichar; Manassee, Sarah                         |

Term:  
 Spring 2023  
 Summer 2023  
 Fall 2023  
 Spring 2024  
 Fall 2024  
 Summer 2024

Pick an Enrollment Week:  
 (All)

Display Courses by Status:  
 (All)  
 Acceptable  
 Low Enrollment

Subject  
 (All)

Acceptable  
 Low Enrollment

1. The term box will again let you pick a specific term to look at. You will need to select this again, even if you selected a term already on the LE Courses Over Time tab.
2. The Enrollment Week picker allows you to narrow down to a more specific date. The dates here will be the dates when the dashboard is updated and may not all be a week apart.

3. The Course by Status selection again allows you to view all courses, or only those that are acceptable or low enrolled. This will also need to be selected again, even if it was selected on a previous tab.
4. The Subject dropdown menu allows you to filter for a specific subject. This dropdown is connected to the dropdown on the LE Courses over Time tab. If you filter for a certain subject on either tab, both tabs will update to display that subject's data.
5. The main chart on the page will show each course, broken down by section. If you select "All" in the Enrollment Week picker, this chart will display each week's data for every course. Selecting a single week will narrow down the data you are viewing. **Note that the courses displayed on this tab are determined by the Catalog Number filter on the LE Courses Over Time tab. To add/remove courses from this view, you'll need to sort using that filter.**
  - a. This chart will show the enrollment total (current number of enrolled students), the cap total (current enrollment cap on a course), and the Goal (the minimum number of enrolled students to make the course "acceptable).
  - b. Any courses that have met or exceeded the Goal will show in green, and any that are low enrolled will show in gray.
  - c. This data lists out each instructor for all course sections, as well as the meeting pattern and time, or meeting modality if Online.
6. The column headers can be adjusted. By default, courses are in alphabetical, then numerical order. Hovering over the header, then clicking the arrow, will change the way the data is displayed.
  - a. Adjusting the course header will reverse the numerical order of the course numbers.
  - b. Adjusting the enrollment total header will sort the data by highest to lowest enrollment numbers (instead of lowest to highest).
  - c. Adjusting the cap total header will sort the data by lowest to highest or highest to lowest enrollment caps.
  - d. Adjusting the goal header will sort the data by lowest to highest or highest to lowest minimum enrollment.

# WL Courses Over Time Tab

This tab is great for viewing courses with waitlists and tracking waitlist enrollments over time. See the image below for an outline of each part of this tab, and how it functions:

**CLAS Low Enrollment and Waitlist Dashboard**

Total Courses with Waitlists

1 [ Select a Subject: Anthropology ] Note: The Subject selection will also filter the waitlist instructor page.

6 [ Line graph showing total courses with waitlists over time. The y-axis is labeled '1' and the x-axis shows dates from 6/10/24 to 8/26/24. The red line starts at 1, rises to 2 around 7/15/24, and peaks at 3 around 7/25/24.

7 [ Weekly Status of Courses table showing enrollment status for various ANTH courses from 6/11/24 to 8/23/24. Courses include ANTH 1302 001, ANTH 1302 L01, ANTH 1303 001, ANTH 1303 E01, ANTH 1303 L01, ANTH 2102 001, and ANTH 2102 E01.

2 [ Term: Fall 2024 ]

3 [ Change Date Range: 2/11/2019 to 8/29/2024 ]

4 [ Catalog Num (1000-8000s): (All) ]

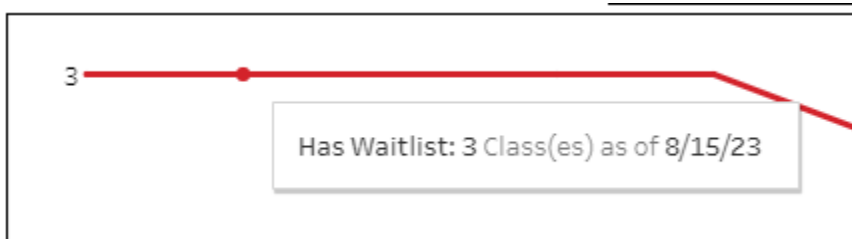
5 [ Display Courses by Status: (All), Has Waitlist, No Waitlist ]

■ Has Waitlist

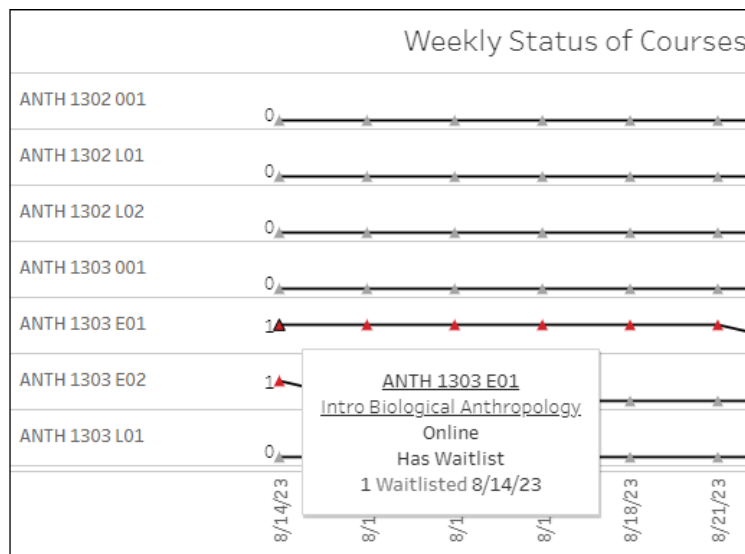
1. Use the Subject filter dropdown to view a singular subject at a time. Please note that this filter will also apply to the WL Instructor List tab.
2. Use the Term filter dropdown to find the term you would like to look at more thoroughly.
3. The Change Date Range slider bar can be used to narrow down the date range you are looking at. Moving the slider bars next to each other (to pick a single day) does **not** turn the graphs into points like it does on the LE Courses Over Time tab.



4. Use the Catalog Number filter to view specific sets of courses (grad/undergrad), etc.
5. The Display Courses by Status filter allows you to see all courses, or just those with (or without) waitlists.
6. The top chart shows a line graph detailing the number of courses in a subject with a waitlist over time. This is great for watching what parts of a semester tend to show increases (or decreases) in waitlisting students.
  - a. Hovering over any spot on the graph highlights the number of classes with a waitlist at that given time.



7. The bottom chart lists out specifically which courses do or do not have waitlists, as well as the number of students on a waitlist for a section. This is great for finding individual courses with waitlists, as well as tracking waitlist trends for specific courses.
  - a. Points in gray are sections that do not have a waitlist, and points in red are sections that do have a waitlist.
  - b. Hovering over points on the graph will display a pop-up that lists the course number, section number, title, modality, and whether or not the course has a waitlist. If the course does have a waitlist, the pop-up will also display the number of students on the waitlist as of a certain date.



## WL Instructor List Tab

This tab is great for seeing waitlist totals for individual sections at a glance, as well as determining which instructors are listed for sections with large waitlists. See the image below for an outline of each part of this tab, and how it functions:

The screenshot shows the 'CLAS Low Enrollment and Waitlist Dashboard' with the following components:

- Navigation Tabs:** LE Courses Over Time | LE Instructor List | WL Courses Over Time | WL Instructor List
- Header:** CLAS Low Enrollment and Waitlist Dashboard
- Section Title:** Courses With Current Waitlists by Week  
Current Week Selection: 8/15/2024
- Table:**

| Course Info   | Waitlist Total | Instructor/Section  |
|---------------|----------------|---|
| ANTH 1302 001 | 1              | Williams, Gregory Emmett; Manassee, Sarah<br>TR 11:00AM - 12:15PM |
| ANTH 1302 L01 | 1              | Manassee, Sarah; Williams, Gregory Emmett<br>T 9:00AM - 10:50AM   |
| ANTH 2102 E01 | 1              | Terneny, Tiffany Tanya<br>Online                                  |
| ANTH 3142 E03 | 1              | Terneny, Tiffany Tanya<br>Online                                  |
- Filter Sidebar (Right):**
  - Term:** Radio buttons for Spring 2019, Summer 2019, Fall 2019, Spring 2020, Summer 2020. (Label 1)
  - Pick an Enrollment Week:** Drop-down menu showing 8/15/2024. (Label 2)
  - Display Courses by Status:** Radio buttons for (All), Has Waitlist (selected), No Waitlist. (Label 3)
  - Legend:** Red square icon for Has Waitlist.
- Table Column Headers:** A large bracket labeled '4' spans the 'Course Info' and 'Waitlist Total' columns.

1. Use the term filter to find the term you are looking for. This filter must be selected again, even if you selected a term on the WL Courses Over Time tab.
2. Use the drop-down menu to look at data from a specific date. The dates are based on when the dashboard is updated and might not all be a week apart.
3. Use the Display Courses by Status filter to look at all courses, or just those with or without a waitlist.
4. The main chart on this tab will show the course number and section number, as well as how many students are on the waitlist. Any courses with a waitlist will show up in red, and any without a waitlist will show up as gray. **Note that the courses displayed on this tab are determined by the Catalog Number filter on the WL Courses Over Time tab. To add/remove courses from this view, you'll need to sort using that filter.**
  - a. You can adjust the Course Info and Waitlist Total columns to display in numerical or reverse order. (So, for the Waitlist column, you can switch between lowest to highest, or highest to lowest view).