

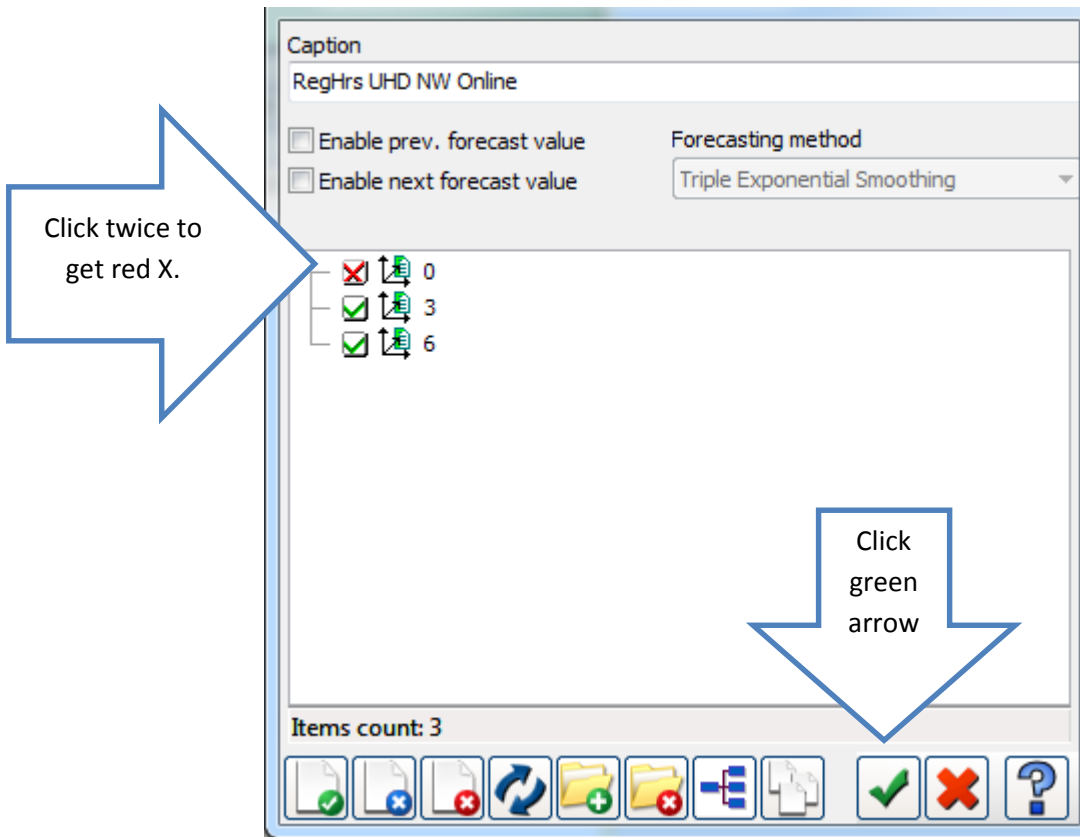
Creating a Report Detailing NW Students and Where They Take Courses

- 1) Open **Enrollment Information** module
- 2) On the **Input Parameters** tab, make these selections:

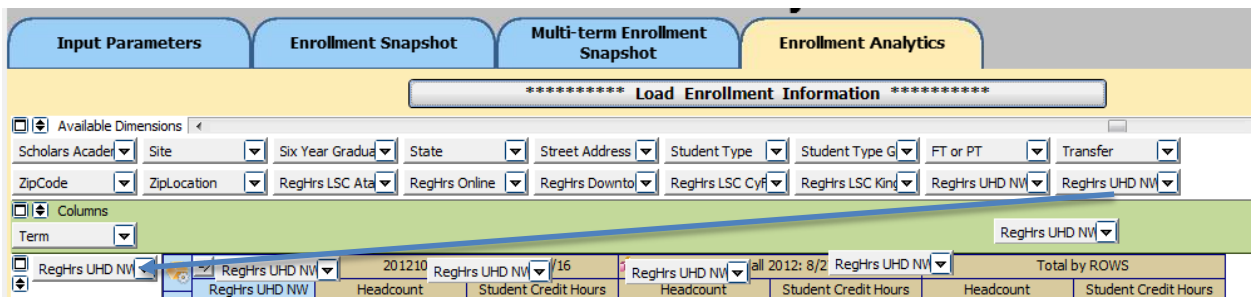
Record Set: Official

Term(s): choose terms you are interested in

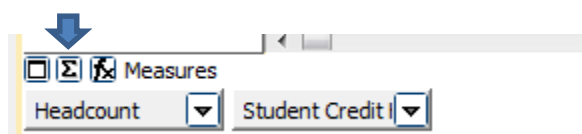
- 3) Click on the **Enrollment Analytics** tab
- 4) Click the **Load Enrollment Information** button
- 5) Once the data loads, locate dimension **RegHrs UHD NW including NW Online** and filter out 0 (to get only those with hours at UHD NW (including UHD NW online)). Click the right arrow to scroll over to find the dimension.

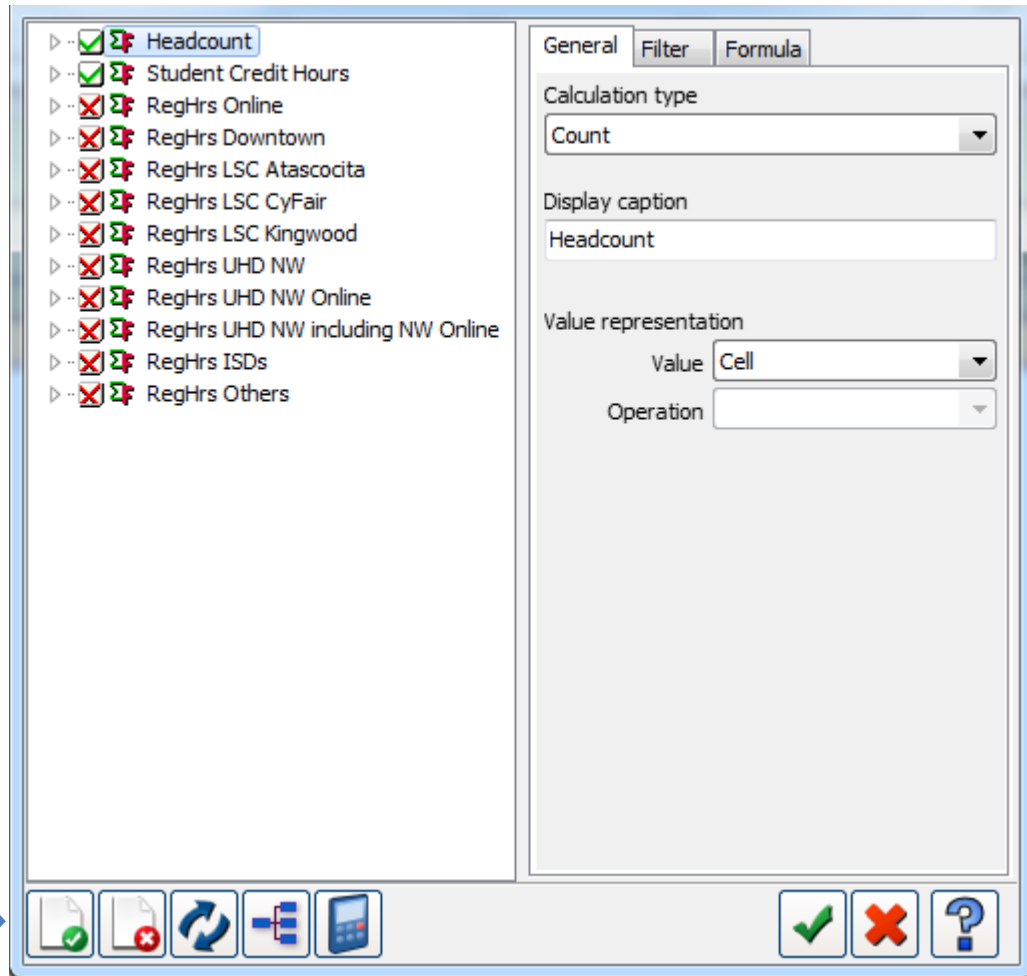


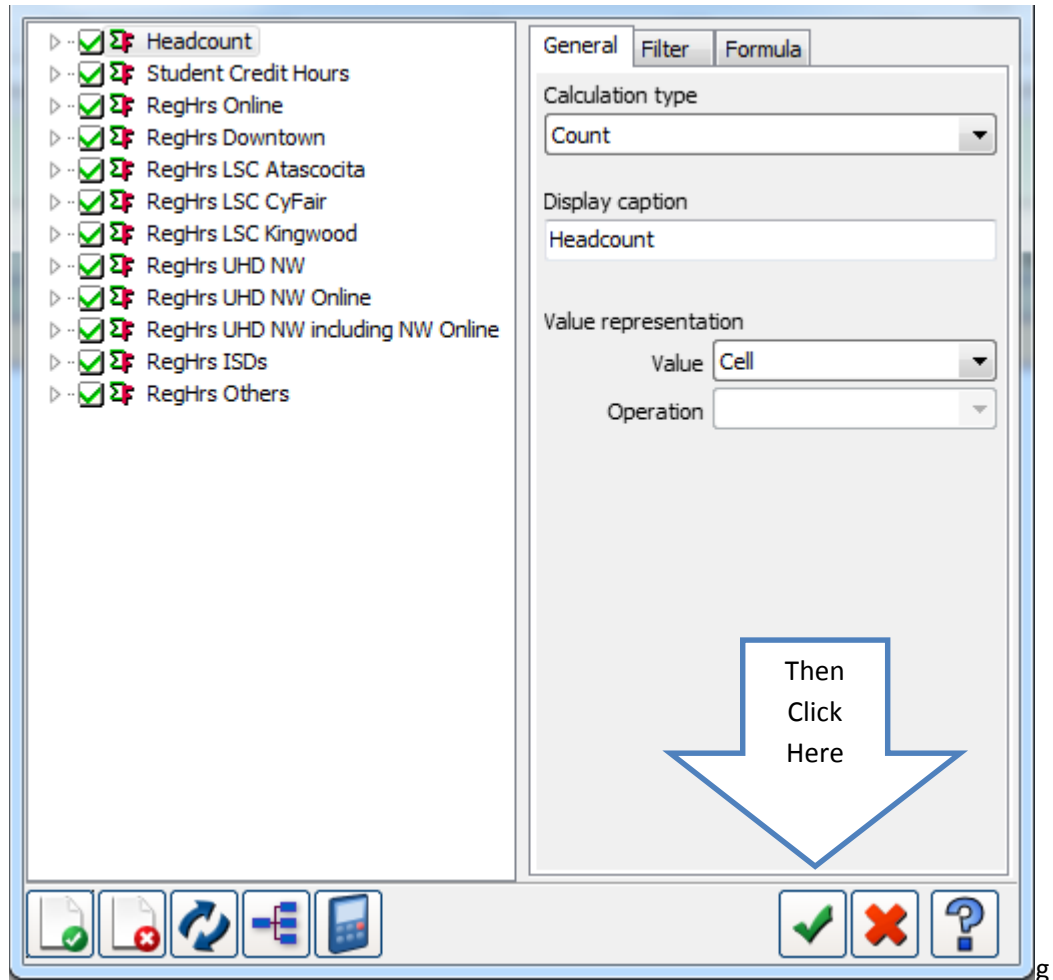
6) Drag the term dimension to the rows area



7) At the bottom left, open **Measures Manager** and turn all on (to see the Hours by campus)







8) Export to Excel. Right click and select Export to Excel.

Please note that it may be necessary to remove a few fields to avoid duplicating the SCH.