



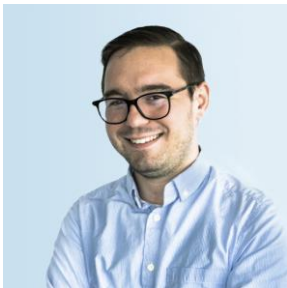
Monitoring Spring 2022 Course Registration

CPO Intensive

November 12, 2021

We will begin at 1:02 p.m. Eastern
Time once everyone has joined!

Today's Hosts



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Update Your Name

The screenshot displays a Zoom meeting window. The main content area shows a presentation slide with the EAB logo and the text "EAB Virtual Meetings 2020". On the right, a "Participants (2)" panel lists "Test Participant (Me)" and "Meeting Host (Host)". The "Test Participant (Me)" entry has "Mute" and "Rename" buttons. A yellow box highlights the "Participants" icon in the bottom toolbar. An orange callout box with the text "Update your name and add your institution" points to the "Rename" button. A "Rename" dialog box is open, showing the input field "Enter a new screen name:" with the text "Jane Doe - Institution" entered. The dialog has "OK" and "Cancel" buttons.

Zoom Meeting ID: 841-573-482 You are viewing Meeting Host's screen View Options

Speaker View

Participants (2)

Test Participant (Me) Mute Rename

Meeting Host (Host)

Rename

Enter a new screen name:

Jane Doe - Institution

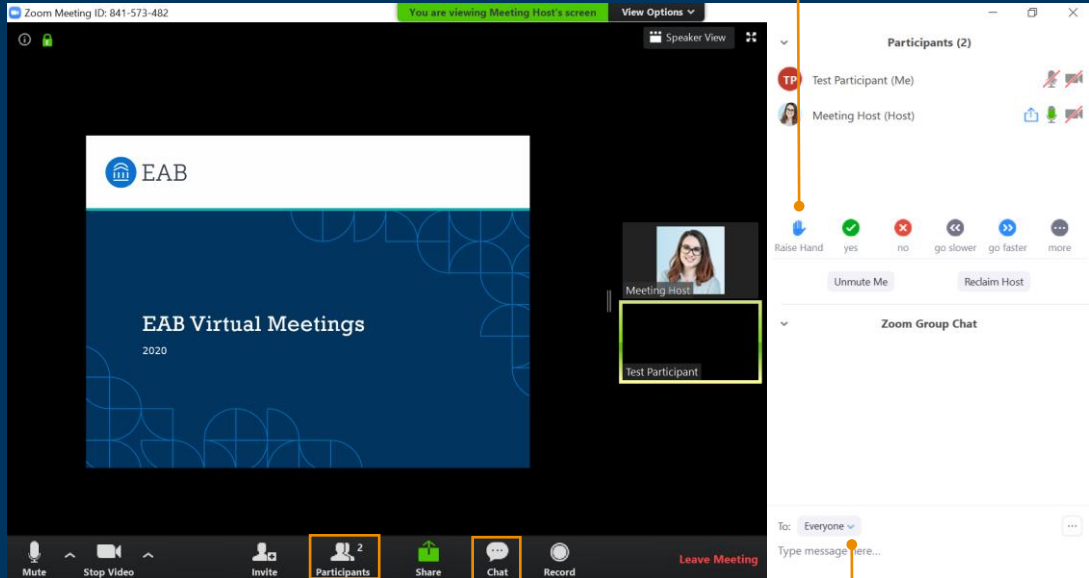
OK Cancel

Mute Stop Video Invite Participants Share Chat Record Leave Meeting

Open Participants menu

Chat and Nonverbal Feedback

Use icons to communicate answers and signals to presenter



Open Participants and Chat

Select whether you want to chat with everyone or a specific person

- 1 Quick Polls
- 2 Introduction to Course Planning Optimization (CPO)
- 3 Platform Demonstration
- 4 Worksheet Activity
- 5 Closing and Next Steps

Quick Poll

Have you received an introduction to the Course Planning Optimization (CPO) module at your institution?

A. Yes

B. No

Quick Poll

What is your role in your institution's course planning and registration process regarding what courses to offer?

- A. I make recommendations.
- B. I make decisions.
- C. I implement changes in our source system.
- D. All of the above
- E. Other: Please enter your response in the Chat if you're comfortable!

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Quick Polls

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Introduction to Course Planning
Optimization (CPO)

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Platform Demonstration

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Worksheet Activity

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Closing and Next Steps

Course Planning Optimization (CPO)

Match Course Capacity and Student Demand Using APS's Newest Module

Course Planning Optimization, a new module in APS, helps you proactively create the right course schedule for your students.



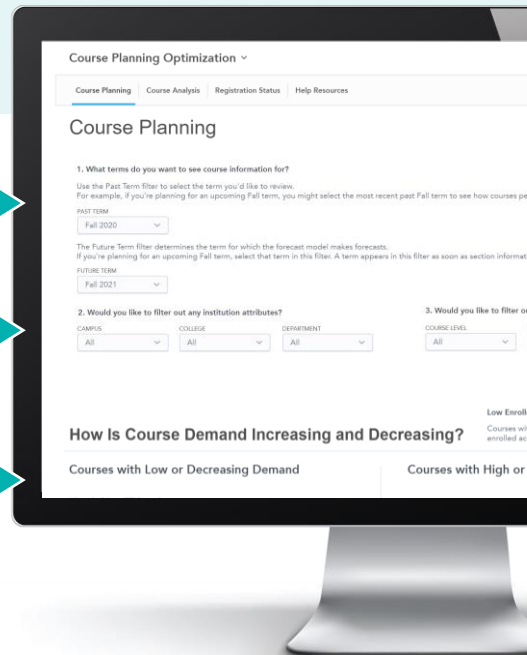
A **user-friendly interface** lets deans, chairs, and others involved in course planning easily investigate important contextual details



The **forecast model** helps you align instructional resources with student demand



The **Registration Status tab** refreshes regularly, allowing users to make timely adjustments to course offerings



Tab-by-Tab Analyses to Support Your Work



Planning

Occurs 6 to 12 months before term

Course Planning Tab

Registration

Begins 3 to 6 months before term

Course Analysis Tab

Registration Status Tab

Clean-Up and Adjustments

"Just in time"

Help Resources Tab

1

Quick Polls

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Closing and Next Steps

Platform Demonstration: Registration Status Tab

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Log In

- 1 <https://reports.eabanalytics.com/>
- 2 Trouble logging in? Please reach out to APSSupport@eab.com for help!

Login - EAB Analytics

reports.eabanalytics.com/account.html?lastUrl=%252F#/login

 **EAB**

Login to EAB Analytics

E-mail
EABert@eabuniversity.com

Password
.....

☐ Remember me

[Forgot password?](#)

[Sign in](#)

- Enter your institutional email address
- Click "Forgot password?" to receive a password reset email

Navigate to the CPO Dashboard

Option 1 – Using the APS Home Page

On the Academic Performance Solutions Home page, there are two ways to get to the Course Planning Optimization dashboard.

- 1 Click on the “Course Planning Optimization” quick link at the top of the page.
- 2 Scroll to the Course Planning Optimization section. Click on the “Registration Status” link.

The screenshot displays the APS Home page interface. At the top, a dark blue navigation bar contains several links: [APS Home](#), [Course Planning Optimization](#), [Department & College Analytics](#), [Instructional Staff Capacity Planning](#), [Partner Benchmarks](#), [Program Analytics](#), and [Resource Center Help & Training](#). A red box highlights the [Course Planning Optimization](#) link, with a circled '1' next to it. Below this bar, the main content area features a section titled 'Course Planning Optimization' with a computer icon. Under this title, there are four links: [Course Planning](#), [Course Analysis](#), [Registration Status](#), and [Help Resources](#). A red box highlights the [Registration Status](#) link, with a circled '2' next to it. Below the links, the text reads: 'Historical analyses and course forecasts to inform the upcoming term's course/section offerings and adjustments.' and 'Make Proactive Course Planning Decisions to Support Student Demand'.

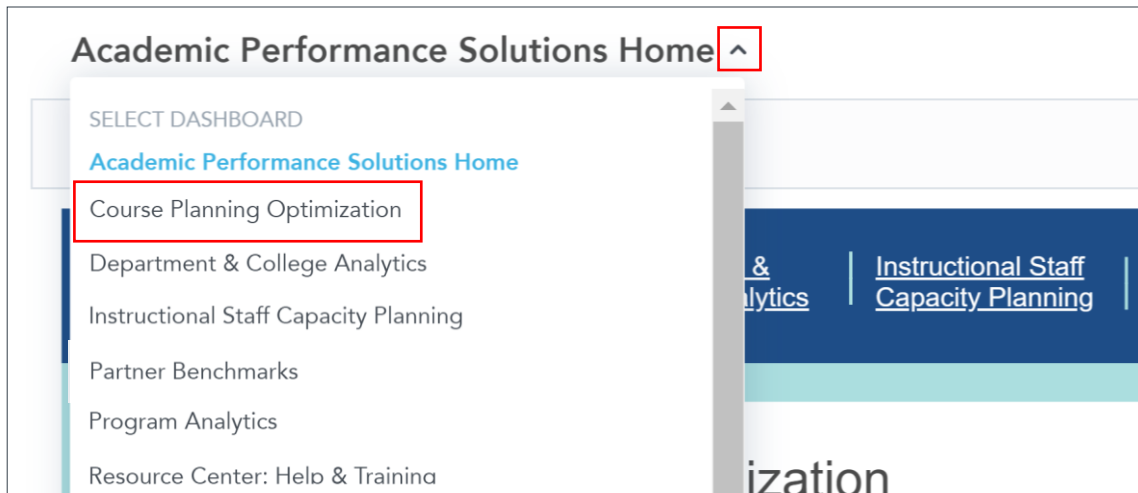
Navigate to the CPO Dashboard continued



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Option 2 – Using the Dashboard Drop-Down Menu

- 1 Click the carrot (^) next to the dashboard's name (e.g., Academic Performance Solutions Home) to open the dashboard drop-down menu
- 2 Click on Course Planning Optimization



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Closing and Next Steps

Worksheet Activity



Academic Performance Solutions

Monitor Spring 2022 Course Registration

Registration Status Tab in the Course Planning Optimization (CPO) Dashboard

The Course Planning Optimization (CPO) module consists of historical analyses and course forecasts to help you make smarter, data-informed decisions about course and section offerings for the upcoming term. CPO consists of three tabs, which house various reports and metrics. The data are intended to inform, not determine, your decisions. Context is important; always pair the data with your own knowledge to decide how to best serve your students and faculty.

Log into your institution's APS platform, navigate to the Course Planning Optimization dashboard, and click on the Registration Status tab. Set your filters at the top of the page. Complete the worksheet with your responses.

- Under the **Registration Progress** header at the top of the tab, use the **Section Registration** chart on the left-hand side to identify how registration has progressed over the last few days.
[Click or tap here to enter text.](#)
- Use **Students Majoring in Selected Department(s)** Key Performance Indicator (KPI) to understand the proportion of students who are enrolled and taking the selected college and department's coursework against the total number of students enrolled for the selected future academic year and term.
 - What is the percentage of students majoring in selected department(s)? [Click or tap here to enter text.](#)
- Click on the **View Students by Major Department** to open a drill-in report.
 - Which majors are contributing the most students enrolled in coursework? [Click or tap here to enter text.](#)
 - Given this information, as well as the Students Majoring in Selected Department(s) KPI, what is your interpretation and how will this affect your course and section planning? [Click or tap here to enter text.](#)
- Locate the **How Full Are Courses Currently?** header to identify courses that may experience capacity constraints or excess capacity.
 - How many courses are at risk of underfilling? [Click or tap here to enter text.](#)
 - How many courses are at risk of overfilling? [Click or tap here to enter text.](#)
- Use the **Past Term filter** to select a past term as a comparison. Use the **Current Course Fill Rate filter** to select **Low fill rate courses (<=80%)**. Use the table to compare the course's current registration, capacity, and fill rate to those of the course in the selected past term.
 - Which courses are at risk of underfilling? [Click or tap here to enter text.](#)
 - Which courses have significant enrollment changes compared to the selected past term? [Click or tap here to enter text.](#)

► **Download** the worksheet in the Chat

► Feel free to ask questions by taking yourself off mute or using the Chat!

Next Steps and Closing



- ☐ Continue exploring the CPO dashboard! Refer to the Help Resources tab next to the Registration Status tab.
- ☐ Connect with your institution's APS Leadership team to understand their expectations for your CPO use.
- ☐ Encourage colleagues to register for and attend the upcoming [December 9 CPO Intensive session!](#)

Reach out to your APS Strategic Leader or APS@eab.com with any questions

We Value Your Feedback!

Please take a few minutes to answer the final poll question to provide your feedback on today's experience.

We will also share a link to a short online evaluation in the Chat.



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