



CPO Intensive: Track Fall 2021 Course Registration at Your Institution

Introducing Course Planning Optimization Module in APS

March 25, 2021

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

Today's Host



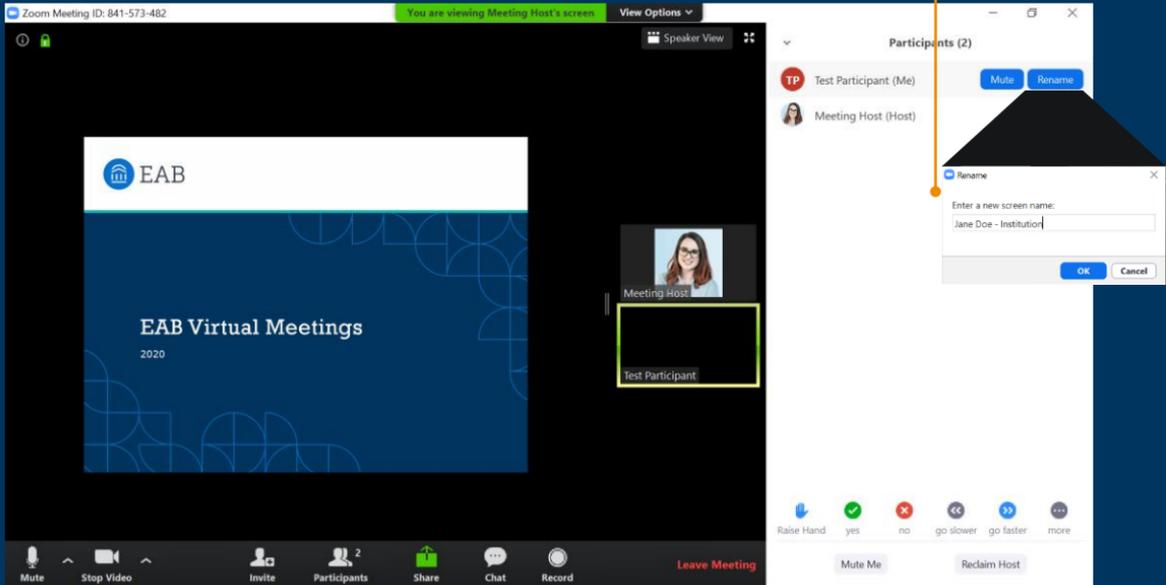
Kurtis Hagans

APS Strategic Leader

KHagans@eab.com

Update Your Name

Update your name and add your institution



Open Participants menu

Audio Mute/Unmute and Video Stop/Start

- In the main session together, please remain on **mute** and have your **video off**
- In breakouts, feel free to unmute and turn on your video

The image shows a Zoom meeting interface with a white header containing the EAB logo and the text "EAB". Below the header is a blue background with the text "EAB Virtual Session" and "2020". At the bottom, there is a black control bar with several icons: a microphone with a red slash, an up arrow, a camera with a red slash, and another up arrow. Below these icons are the labels "Unmute" and "Start Video". At the very bottom of the screen is a black bar with icons for Mute, Stop Video, Invite, Participants, Share, Chat, Record, and a red "Leave Meeting" button. Two yellow callout boxes with orange borders provide instructions: one on the left points to the microphone icon with a slash, stating "Red slashes mean your microphone is muted and your camera is off"; one on the right points to the up arrow next to the camera icon, stating "Access audio and video options by clicking the up arrow next to the Mic and Camera icon".

EAB

EAB
Virtual Session
2020

Unmute Start Video

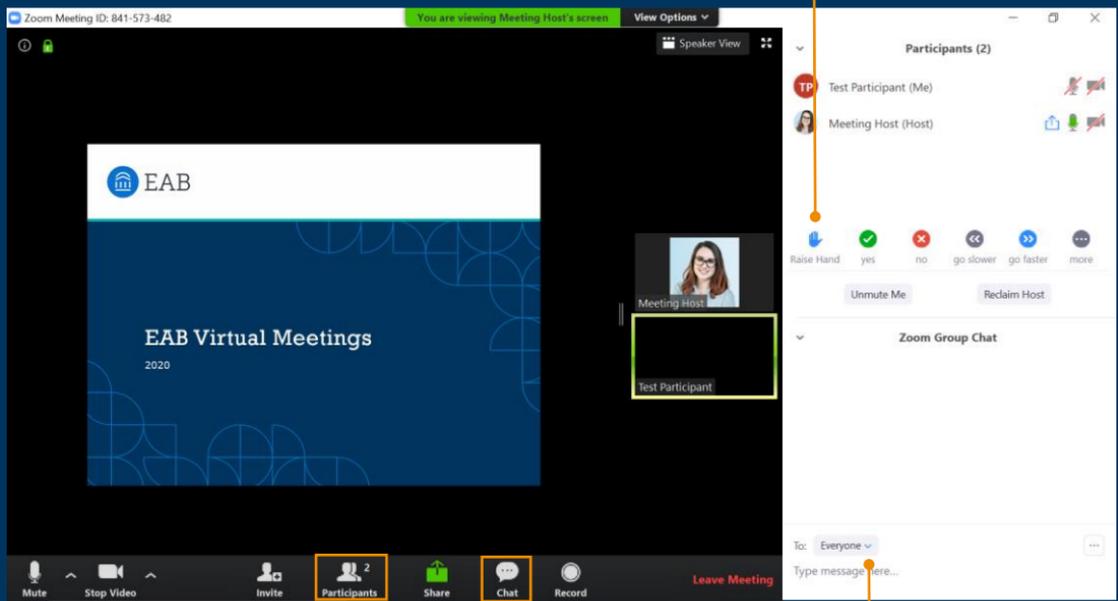
Mute Stop Video Invite Participants Share Chat Record Leave Meeting

Red slashes mean your microphone is muted and your camera is off

Access audio and video options by clicking the up arrow next to the Mic and Camera icon

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 Activity: Worksheet
- 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. Other: Please enter your response in the Chat if you're comfortable!

Quick Poll

What is your role in your institution's course planning and registration process regarding how many sections to offer?

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

Quick Poll

What is your role in your institution's course planning and registration process regarding how large or small sections are?

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

Quick Poll

What is your role in your institution's course planning and registration process regarding if a section can proceed as scheduled (e.g., canceled if has <10 students enrolled)?

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

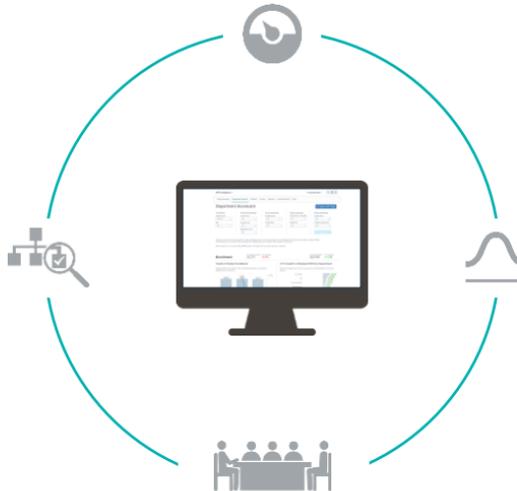
- 1 Quick Polls
- 2 **Introduction to Course Planning Optimization (CPO)**
- 3 Platform Demonstration
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Academic Performance Solutions

Decision-Support Platform and Wraparound Services

APS Platform

Desktop access to key performance metrics that give visibility across your institution's student, HR, and finance data



Department-Level Peer Benchmarks

Apples-to-apples comparisons to peers and aspirational peers' performance

Structured Analytics

Analyses to support planning conversations and decisions related to ongoing academic activities

National Collaborative

Summit, webinars, and other opportunities for networking and learning

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.



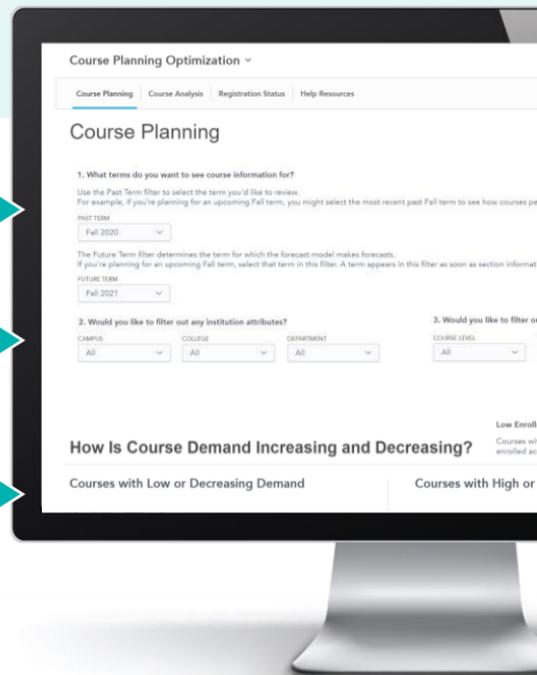
A **user-friendly interface** lets deans, chairs, and others involved in course planning easily investigate important contextual details



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

Course Analysis Tab

Registration

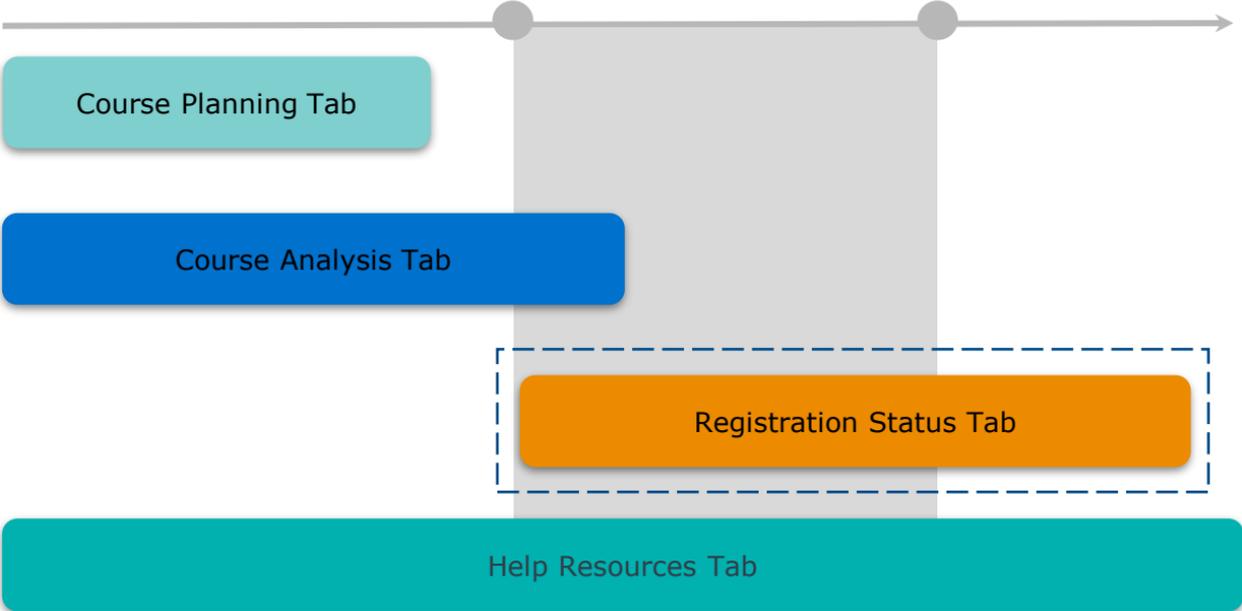
Begins 3 to 6 months before term

Registration Status Tab

Clean-Up and Adjustments

"Just in time"

Help Resources Tab



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Platform Demonstration: Registration Status Tab

Log In

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

Login - EAB Analytics

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

 **EAB**

Login to EAB Analytics

E-mail
EABert@eabuniversity.com

Password
.....

Remember me

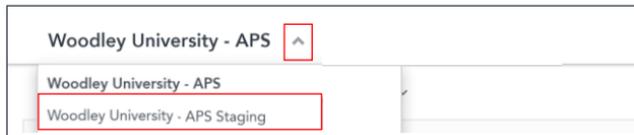
[Forgot password?](#)

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

Navigate to the CPO Dashboard

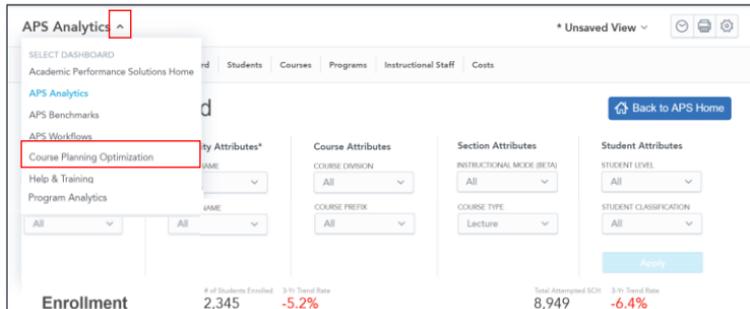
If CPO is in production and has been pushed to your institution's site, skip Step 1.

- 1 Once logged in, click the carrot (v) next to Institution Name – APS in the top left. In the dropdown menu, select Institution Name – Staging.



- 2 Click the carrot (^) next to the dashboard's name (e.g., APS Analytics) to open the dashboard drop-down menu

- 3 Click on Course Planning Optimization



A screenshot of the APS Analytics dashboard. The top left corner shows "APS Analytics" with a red box around the upward-pointing caret icon next to it. A dropdown menu is open, listing several options: "Academic Performance Solutions Home", "APS Analytics", "APS Benchmarks", "APS Workflows", "Help & Training", and "Program Analytics". The "Course Planning Optimization" option under "APS Workflows" is highlighted with a red rectangular box. The dashboard background shows various filters and data points. At the bottom, there are two summary cards: "Enrollment" with 2,345 students and a -5.2% trend rate, and "Total Attempted SCR" with 8,949 and a -6.4% trend rate.

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Worksheet Activity

 **EAB**
Academic Performance Solutions

Monitor Fall 2021 Course Registration

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

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 AFS 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 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 **What Courses Are Overfilled or Underfilled During Current Registration?** header to identify courses that may experience capacity constraints or excess capacity.
 - How many courses are at risk of overfilling? **Click or tap here to enter text.**
 - How many courses are at risk of underfilling? **Click or tap here to enter text.**
- Use the **Past Term Filter** select a past term as a comparison. Use the **Course Registration Risk** filters to select **Low Fill rate courses**. 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.**

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▶ **Download** the worksheet in the Chat

▶ Complete the worksheet using the data in your institution's CPO site.

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

We are currently in breakout rooms. You can rejoin your session by clicking **Breakout Rooms** in your Zoom menu bar. If you have any questions or need assistance, please send a private chat to the Meeting Host.



- ❑ Connect with your institution's APS Leadership team to understand their expectations for your CPO use
- ❑ Encourage colleagues who missed this session who would benefit to register for an [upcoming CPO Intensive on April 7 or April 21](#)

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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