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|  | 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 APS platform](https://reports.eabanalytics.com/), 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.

1. Under the **Registration Progress** header at the top of the tab, use the **Section Registration** chartto identify how registration has progressed over the last few days.

Click or tap here to enter text.

1. 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.
	1. What is the percentage of students majoring in selected department(s)? Click or tap here to enter text.
2. Click on the **View Students by Major Department** to open a drill-in report.
	1. Which majors are contributing the most students enrolled in coursework? Click or tap here to enter text.
	2. 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.
3. Locate the **What Courses Are Overfilled or Underfilled During Current Registration?** header to identify courses that may experience capacity constraints or excess capacity.
	1. How many courses are at risk of underfilling? Click or tap here to enter text.
	2. How many courses are at risk of overfilling? Click or tap here to enter text.
4. Use the **Past Term** **filter** select a past term as a comparison. Use the **Course Registration Risks 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.
	1. Which courses are at risk of underfilling? Click or tap here to enter text.
	2. Which courses have significant enrollment changes compared to the selected past term? Click or tap here to enter text.
5. Now, use the **Course Registration Risks filter** above the table to select **Bottleneck courses**.
	1. Which courses are at risk of overfilling? Click or tap here to enter text.
	2. Which courses have significant enrollment changes compared to the selected past term? Click or tap here to enter text.
6. Scroll down to the **What Sections Are at Risk of Overfilling or Underfilling?** header.
	1. How many sections are at risk of underfilling? Click or tap here to enter text.
	2. How many sections are at risk of overfilling? Click or tap here to enter text.
7. Like the table above, use the **Section** **Registration Risks filter** to select **Risk of underfilling**.
	1. Which sections are at risk of underfilling? Click or tap here to enter text.
8. Now, use the **Section** **Registration Risks filter** to select **Risk of overfilling**.
	1. Which sections are at risk of overfilling? Click or tap here to enter text.
9. Considering your findings and knowledge of your academic unit, answer the following questions.
	1. For which courses are you considering reducing the number of section offerings? Click or tap here to enter text.
	2. For which courses are you considering increasing the number of section offerings? By how many sections? Click or tap here to enter text.
	3. In which courses are you considering increasing the set course capacity to accommodate student demand? Click or tap here to enter text.