How to: Use CPO to Monitor Course Registration During a Registration Window

Use the Registration Status tab to monitor registration daily and identify opportunities to make proactive course adjustments to best accommodate student demand. We recommend you leverage this tab during peak registration period, likely daily early in the registration window then weekly or bi-weekly.

Get Started: Set Your Filters

Located at the top of each tab, filters allow you to achieve more granular analyses.

Required Filters

Future Term, College, Department

Optional Filters

Course Level, Course Prefix, Instructional Mode, Section Type, Student Level, Student Classification

Tip: View Metric Definitions

Throughout the CPO module, you can view metric definitions.

- Hover over any key performance indicator or report, such as a table or chart, until "…" appears

- Click on the "…" to view a report description and metric definition(s)

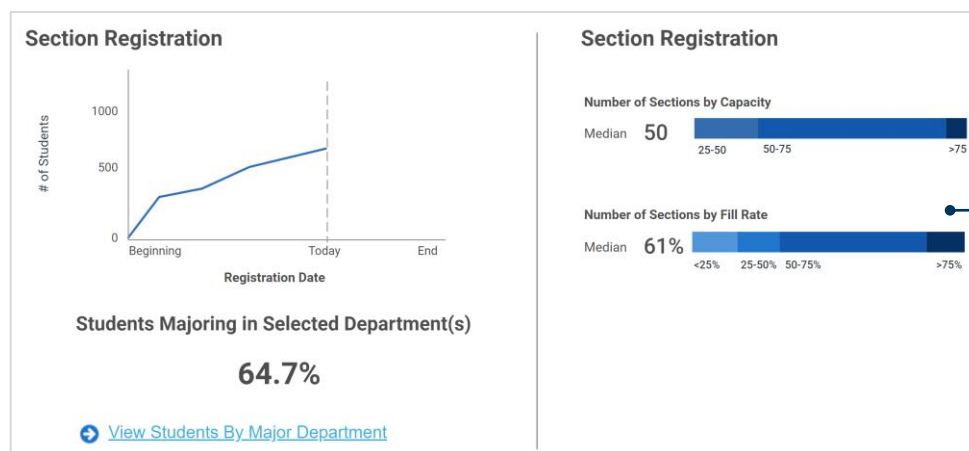- In the same menu that appears, you can download the data in a document such as an Excel

Registration Status Tab

1 **Perform a Quick Check**

Located just below the filters, use the **Unique Students Registered**, **Total # Sections**, **Section Registration**, and **Section Capacity** key performance indicators (KPIs) next to the Registration Progress header to obtain a high-level overview of how registration is progressing in the selected college or department(s)

Registration Progress	Registration Status	Unique Students Registered	Total # Sections	Section Registration	Section Capacity
	OPEN	151	22	353	484

Just below the Registration Progress header and KPIs, use the **Section Registration**, **Students Majoring in Selected Department(s)**, **View Students by Major Department**, **Number of Sections by Capacity**, and **Number of Sections by Fill Rate** reports to obtain a more in-depth overview of registration's progression.

Section Registration

Students Majoring in Selected Department(s)

64.7%

→ View Students By Major Department

Section Registration

Number of Sections by Capacity

Median **50** 25-50 50-75 >75

Number of Sections by Fill Rate

Median **61%** <25% 25-50% 50-75% >75%

Section Registration report
- Hover over each point in the chart to view # of Students and Registration Date

View Students by Major Department
- View a breakdown of registered students by major department

Number of Sections by Capacity and Number of Sections by Fill Rate reports
- Hover over each bar to view in each which bucket of values the number of sections represent

Source: Academic Performance Solutions.

eab.com

② Use the Dynamic Filters to Customize Your Analysis

Scroll down to the How Full Are Courses Currently? header. Use the **Past Term filter** to select the past term for which you wish to compare current registration data.

Use the **Current Course Fill Rate filter** to view all courses or courses that are either Low fill rate courses (<=80%), High fill rate courses (>=90% or more), Recommended fill rate courses (80-90%), or Low enrollment courses (<10 students). Select *Low fill rate courses*.

How Full Are Courses Currently?

4 Low Fill Rate Courses
Courses with fill rates of 80% or less

2 High Fill Rate Courses
Courses with fill rates of 90% or more

Which Past Term Do You Want to Use For Comparison?

Do You Want to View Courses with a Particular Fill Rate?

PAST TERM	CURRENT COURSE FILL RATE
SPRING 2020 ⌄	Low Fill Rate Courses (<=80%) ⌄

③ View and Compare Course Demand for 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. With the Current Course Fill Rate – *Low fill rate courses (<=80%)* filter applied, identify:

- Courses with low fill rates where you may want to consider offering fewer sections
- Courses that have either unexpectedly lower or higher registration, capacity, or fill rate than the course did in the past term

	Registered Students			Course Capacity			Fill Rate		
Course Code	Currently	Past Term	Change [%]	Currently	Past Term	Change [%]	Currently	Past Term	Change [%]
ENT101	80	104	-33.3%	120	160	-33.3%	66%	65%	-1.0%
ENT204	30	43	-43.3%	40	60	-33.3%	75%	72%	+3.0%
ENT111	20	40	-50.0%	40	60	-33.3%	50%	66%	-16.0%

④ View and Compare Course Demand for High Fill Rate Courses

Use the Course Registration Risks filter to select *High fill rate courses (>=90%)*. With the filter applied, identify:

- Courses with fill rates of 90% or more where you may want to consider increasing set course capacity to accommodate student demand
- Courses that have either unexpectedly lower or higher registration, capacity, or fill rate than the course did in the past term

	Registered Students			Course Capacity			Fill Rate		
Course Code	Currently	Past Term	Change [%]	Currently	Past Term	Change [%]	Currently	Past Term	Change [%]
ENT203	101	92	+9.0%	115	90	+27.7%	88%	102%	-14.0%
ENT208	40	29	+37.9%	50	30	+66.6%	80%	96%	-16.0%
ENT111	20	40	-50.0%	40	60	-33.3%	50%	66%	-16.0%
ENT109	88	88	+0.0%	100	90	+10.5%	98%	98%	+0.0%
ENT130	30	21	+42.8%	30	20	+50.0%	100%	104%	-4.0%

The Course Code column contains a drill-in report. Click on a course code to view section-level data.

Source: Academic Performance Solutions.

eab.com

5 Download the Data

Click Download Excel to download the data as an Excel spreadsheet to perform additional analyses on your own.

	Registered Students			Course Capacity			Fill Rate		
Course Code	Currently	Past Term	Change [%]	Currently	Past Term	Change [%]	Currently	Past Term	Change [%]
ENT203	101	92	+9.0%	115	90	+27.7%	88%	102%	-14.0%
ENT208	40	29	+37.9%	50	30	+66.6%	80%	96%	-16.0%
ENT111	20	40	-50.0%	40	60	-33.3%	50%	66%	-16.0%
ENT109	88	88	+0.0%	100	90	+10.5%	98%	98%	+0.0%
ENT130	30	21	+42.8%	30	20	+50.0%	100%	104%	-4.0%

➡ Download Excel

6 Use the Next Dynamic Filter to Customize Your Analysis

Scroll down to the How Full Are Sections Currently? header. Use the **Section Registration Risks filter** to view all sections or sections that are either Low fill rate sections (<=80%), Recommended fill rate sections (80-90%), or High fill rate sections (>=90%). Select *Low fill rate sections (<=80%)*.

How Full Are Sections Currently?

4 **Low Fill Rate Sections**
Sections with fill rates of 80% or less

3 **High Fill Rate Sections**
Sections with fill rates of 90% or more

Do You Want to View Only Sections With a Particular Fill Rate?

SECTION REGISTRATION RISKS

Low Fill Rate Sections (<=80%) ⌄

7 View Demand for Sections at Risk of Underfilling

Use the table to view each section's day/time, type, current registration, capacity, available capacity, and current fill rate. With the Section Registration Risks – *Low fill rate sections (<=80%)* filter applied, identify courses with low-fill sections where you may want to consider reducing the number of section offerings.

Section Information				Registration Information			
Course Code and Na	Course Ref No	Day/Time	Section Type	Currently Registered	Capacity	Available Capacity	Current Fill Rate [%]
ENT101	001	Mon, Wed, Fri 1:00 pm	Lecture	40	60	20	66%
ENT101	005	Tue, Thu, 2:15 pm	Lecture	40	60	20	66%
ENT111	001	Mon, Wed, Fri 3:00 pm	Lecture	20	40	20	50%
ENT119	001	Tue, Thu, 10:15 am	Online	15	30	15	50%

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8 **View Demand for Sections at Risk of Overfilling**

Use the Section Registration Risks filter to select *High fill rate sections (>=90%)*. With the filter applied, identify high fill sections where you may want to consider increasing the number of section offerings to better accommodate student demand.

Section Information				Registration Information			
Course Code and Na ⬍	Course Ref No	Day/Time	Section Type	Currently Registered	Capacity	Available Capacity	Current Fill Rate [%]
ENT130	001	Mon, Wed, Fri 11:00 am	Lecture	30	30	0	100%
ENT109	005	Tue, Thu, 2:15 pm	Lecture	44	50	6	90%
ENT111	001	Mon, Wed, Fri 3:00 pm	Online	44	50	6	90%

9 **Download the Data**

For all analyses with filter selections applied, click Download Excel to download the data as an Excel spreadsheet to perform additional analyses on your own.

Section Information				Registration Information			
Course Code and Na ⬍	Course Ref No	Day/Time	Section Type	Currently Registered	Capacity	Available Capacity	Current Fill Rate [%]
ENT130	001	Mon, Wed, Fri 11:00 am	Lecture	30	30	0	100%
ENT109	005	Tue, Thu, 2:15 pm	Lecture	44	50	6	90%
ENT111	001	Mon, Wed, Fri 3:00 pm	Online	44	50	6	90%

➡ **Download Excel**

Document Your Recommendations on the Next Page! ▶

Source: Academic Performance Solutions.

 eab.com

10 **Document Your Findings and Recommendations**

Acting on the data is just as important as analyzing the data. Record your observations and recommendations in the table and discuss with relevant colleagues.

Question	Your Recommendations	Important Context Specific to Your Institution to Consider
In which courses are you considering increasing the course capacity to accommodate student demand?	•	
Which course(s) have higher or lower registration, capacity, and/or fill rate than the course(s) did in the past term that you find surprising? Is the change in capacity due to a change in the number of students permitted in each section? Are these changed justified?	•	
For which courses are you considering reducing the number of sections offerings? Consider removing or adding one section at a time.	•	
For which courses are you considering increasing the number of section offerings? How many sections will you add?	•	