



Guide to Navigating the Courses Completed Dashboard

Compiled by the Planning, Research, and Institutional Effectiveness (PRIE) Office

Dear SCC Instructional Deans and Department Chairs,

This navigation guide was developed to help you locate information about and identify students who may benefit from direct outreach and/ or notification from your area.

This dashboard allows you to identify students who have completed courses offered by the department using the following selection criteria:

- the course catalog number(s) associated with all the course(s) offered by the department for which you are interested
- the chosen academic year(s) in which the course(s) selected were completed by the student within the academic years shown in the dashboard

Based on your defined selection criteria, the dashboard generates the following information:

- the number of students who meet your search criteria
- a list of students' contact information (e.g., names, e-mail address, phone numbers)
- a list of all awards (degrees and certificates)—in any discipline—that were earned by the students for the academic years selected

For *quick* navigation through this guide, please click on the links embedded in the menu below (in the areas underlined) to go to a specific section of this guide.

MENU

To get started with the Courses Completed dashboard, go to...

[Step 1: Learn how to locate the dashboard](#) (page 2).

[Step 2: Learn how to log into the dashboard](#) (page 3).

[Step 3: Learn how to establish selection criteria in the dashboard](#) (page 4).

[Step 4: Learn how to interpret and examine results in the dashboard](#) (page 5).

[Step 5: Learn how to further filter results in the dashboard](#) (page 6).

[Step 6: Explore handy features of the dashboard](#) (page 9).

Please use the “click here to return to the menu (page 1)” link included in the lower right-hand corner on each page of this guide to return to the menu above.

For questions and assistance, please contact the PRIE Office.

Step 1. Locate the Courses Completed Dashboard

You may access the Courses Completed Dashboard by visiting the PRIE website starting from the SCC homepage at <https://inside.scc.losrios.edu/>. Hover over the “Planning/ Research” tab, then click on “Data and Research” in the drop-down menu.

The screenshot shows the Sacramento City College website header with the logo and tagline "INSIDE: RESOURCES FOR EMPLOYEES". Navigation links include "EMPLOYEE LOGIN", "DIRECTORY", "SCC HOME", and a search icon. A main navigation bar contains categories: "Collegewide", "Faculty", "Governance", "Planning|Research", "Prof. Development", and "District Resources". The "Planning|Research" dropdown menu is open, showing options like "Planning", "Data and Research" (circled in blue), "Institutional Effectiveness", "Grant-Writing Support", "Student Learning Outcomes", and "Program Review". Below the navigation is a banner for "Employees" with a "VIEW TOOLS & RESOURCES" button.

You will be directed to the page below. Under “I Want To...,” look for the “Access SCC Data Dashboards” tile, and click on the “+” symbol to expand the view. (Once the view is expanded, the “+” symbol will turn into a “-” symbol.) Click on “SCC Data Dashboards.”

The screenshot shows the "Data and Research" page. The breadcrumb trail is "Home > Planning|Research > Data and Research". A left sidebar lists various dashboards, including "SCC Data Dashboards". The main content area has a heading "Data and Research" and a sub-heading "I Want To...". Under "I Want To...", there are three tiles: "Access SCC Data Dashboards" (with a minus sign and circled in blue), "Look at Other Sources of Student Data" (with a plus sign), and "Find an SCC Survey or Research" (with a plus sign). A "PRIE Contact" section on the right provides contact information for the Dean, Administrative Assistant, Senior IT Specialist, and Research Analyst.

[Click here to return to the menu \(page 1\)](#)

You will be directed to a new page. Scroll down the page until you get to the “Enrollment Management Dashboards” area. Click on “Courses Completed.”

SACRAMENTO CITY COLLEGE
INSIDE RESOURCES FOR EMPLOYEES

EMPLOYEE LOGIN ▾ DIRECTORY SCC HOME 🏠 🔍

Collegewide Faculty Governance Planning|Research Prof. Development District Resources

Enrollment Management Dashboards

Daily Enrollment

This dashboard tracks daily enrollments and allows users to compare data from the prior year. Users can view enrollment data for the entire college and drill down to the location, division, department, course, and section level.

Dashboard is accessible to administrators and requires login.

[DAILY ENROLLMENT >](#)

Weekly Drop Rate

This dashboard tracks dropped enrollments and is updated weekly. It also allows users to compare current drop rates from those of the previous three years, and identify the reasons students dropped their courses.

Dashboard is accessible to administrators and requires login.

[WEEKLY DROP RATE >](#)

Term Contact for Majors

This dashboard provides department chairs and instructional deans with contact information for students who have declared a major in their area.

Dashboard is accessible to department chairs and division deans only and requires login.

[TERM CONTACT FOR MAJORS >](#)

Courses Completed

This dashboard allows department chairs and instructional deans to identify which courses students have completed in their program. It also contains student contact information, so chairs and deans can encourage students to enroll in courses they still need to complete.

Dashboard is accessible to department chairs and division deans only and requires login.

[COURSES COMPLETED >](#)

Step 2. Log into the Courses Completed Dashboard

You will be prompted to access the Courses Completed Dashboard with a pop-up dialog box to sign in.

Sign in

https://scc-powerbi.scc.losrios.edu

Username

Password

[Sign in](#) [Cancel](#)

Enter the following information to log in:

- username (enter “w” followed by your seven-digit employee identification number, e.g., w2109241) and
- password (enter the one that you use to log into your Los Rios accounts)

[Click here to return to the menu \(page 1\)](#)

Step 3. Establish selection criteria for Courses Completed Dashboard

This dashboard shows all information, on one page, with both your selection criteria (see areas labeled “input”) and information generated (see areas labeled “output”). The areas labeled “input” (i.e., the department selection, course(s) offered within the department selection, and the academic years selection) require you to define your selection criterion/ criteria in order for the information to be shown in the areas labeled “output.” The information on this page will automatically update with your selection(s).

To filter for the information you want, it is important to begin defining your selection criteria in the “input” areas. *Please filter your data in the order explained below to ensure that the information of your interest will be properly generated.*

Step A. Use the drop-down menu to select the department for which you are interested in seeing information about. If you are a department chair, the department for which you oversee will already be shown to you by default.

Select Dept:

INPUT Step A

Select Academic Years to Include:

INPUT Step C

Count of Students who have completed selected courses

OUTPUT 1

Select Courses(optional):

INPUT Step B

Students with completed courses in selected Dept (click on an ID to see awards and contact info for that ID):

OUTPUT 2

Awards Completed by selected students

OUTPUT 3

Currently Enrolled

OUTPUT 4

Step C. Select the academic year(s) for which you would like to view the courses. (The academic year selected is the year in which you would like to see course(s), identified in step B, that students have completed.) You may select multiple academic years.

Note: A solid shaded box indicates that a selection was made. To select multiple academic years, hold the “ctrl” key (if using a personal computer) or “command” key (if using an Apple computer) on your keyboard, then click on the academic year box of choice. To de-select an academic year, click on the shaded box until it turns back to an un-shaded box.

Example: Both 2019-2020 and 2020-2021 academic years are selected.

Select Academic Years to Include:

2015-2016	2017-2018	2019-2020
2016-2017	2018-2019	2020-2021

Step B. Select the course(s) for which you are interested in seeing information. If you make no selections from this list, then all of the courses associated with the department will automatically be included in your selection by default.

Note: A solid shaded box indicates that a selection was made. To select multiple courses, hold the “ctrl” key (if using a personal computer) or “command” key (if using an Apple computer) on your keyboard, then click on the un-shaded box next to the course(s) of your choice. To de-select a box, click on the solid shaded box until it turns back to an un-shaded box.

[Click here to return to the menu \(page 1\)](#)

Step 4. Interpret and examine results for Courses Completed Dashboard

After you have defined your selection criterion/ criteria in steps A, B, and C ([see previous page](#)), the dashboard will have automatically generated results. The areas labeled “output” (i.e., count of students who completed the selected courses, the students who completed courses in the selected department, awards completed by students, and contact information of the students) provide the results based on your selection(s).

The dashboard interface includes the following sections:

- INPUT Step A:** Select Dept.
- INPUT Step B:** Select Courses(optional):
- INPUT Step C:** Select Academic Years to Include:
- OUTPUT 1:** Count of Students who have completed selected courses
- OUTPUT 2:** Students with completed courses in selected Dept (click on an ID to see awards and contact info for that ID):
- OUTPUT 3:** Awards Completed by selected students
- OUTPUT 4:** Currently Enrolled

Output 1. This area shows you the number of students who have *successfully* completed the course(s) selected in steps A and B during the academic year(s) selected in step C. Successful completion is achieved with an A, B, C, pass, or credit notation earned.

Output 2. The information shown in this area gives more information about the number of students generated in output 1 (above). This is a list of all students, indicated by their “EMPLID” shown in the far left column, with a record of the courses successfully completed in the selection made in step B. A “1” shown beneath each of the course catalog numbers indicates the student has previously taken the course. The “Total” column indicates the total number of courses—in the course selection defined in step B—each student successfully completed.

Use the scroll bar to see a complete list of students.

Example: Student xxxx1 completed courses 302 and 303 (a total of two courses), student xxxx7 completed courses 302 and 303 (a total of two courses), and student xxxx9 completed course 309 (a total of one course).

EMPLID	302	303	309	Total
xxxx1	1	1		2
.	1	1		2
.	1	1		2
.	1	1		2
.	1	1		2
xxxx7	1	1		2
.	1		1	2
xxxx9			1	1
			1	1

Output 3. This area shows you the name and list of awards and degree types (e.g., AA, AS, and CERT) earned to date by all the students included in your selection(s) from steps A, B, and C.

Use the scroll bar to see a complete list of awards and degrees conferred.

Output 4. This area shows you the students who are still currently enrolled at the college. This list provides the student’s ID number, full name, day time and evening phone numbers, and preferred e-mail address. This list may be used to contact students directly.

Use the scroll bar to see a complete list of all students.

[Click here to return to the menu \(page 1\)](#)

Step 5 (1 of 3). Further filter results of Courses Completed Dashboard

Although the results generated in [step 4](#) may be enough for you to get started, you have the option of further filtering the information for a specific student *after* you have established your selection criterion/ criteria in steps A, B, and C. (Please review [step 3](#) to see how you may establish your selection criterion/ criteria.)

To further filter information about students shown in output 2, interact with the information in output 2, and then information in output 3 and output 4 will automatically update to reflect your interaction.

Output 3. This area shows you the name and list of awards and degree types (e.g., AA, AS, and CERT) earned to date by the student(s) selected in output 2. If no information is shown here for the student(s) selected in output 2, then this means the student(s) has/ have not earned an award/ degree to date.

Output 4. This area shows you students' ID numbers, full names, day time and evening phone numbers, and preferred e-mail addresses. If no information is shown here for the student(s) selected in output 2, then this means the student(s) is/ are not currently enrolled at the college.

Interacting with Output 2. The information shown in this area gives more information about the number of students generated in output 1. This is a list of all students, indicated by their “EMPLID” shown in the far left column, with a record of the courses successfully completed in the selection made in step B. A “1” shown beneath each of the course catalog numbers indicates the student has previously taken the course. The “Total” column indicates the total number of courses—in the course selection defined in step B—each student successfully completed. (Successful completion is achieved with an A, B, C, pass, or credit notation earned.)

Example: Student xxxx1 completed courses 337 and 370 (a total of two courses), student xxxx7 completed course 380 (a total of one course), and student xxxx9 completed course 337 (a total of one course).

EMPLID	337	370	380	Total
xxxx1	1	1		2
.		1	1	2
.	1	1		2
.	1	1		2
.	1	1		2
.			1	1
xxxx7			1	1
.			1	1
xxxx9	1			1
.	1			1

If the table displays a specific student by EMPLID that you would like more information about, click on the student’s EMPLID, and information about the student will automatically update in output 3 and output 4. To select multiple students, hold the “ctrl” key (if using a personal computer) or “command” key (if using an Apple computer) on your keyboard, then click on each EMPLID of your interest.

Example: The EMPLID for student xxxx7 was selected. (Notice that other rows showing information for other students are shaded in gray while the information for student xxxx7 remains prominent. To de-select the student, click anywhere outside of the table and the view will return to normal.)

EMPLID	337	370	380	Total
xxxx1	1	1		2
.		1	1	2
.	1	1		2
.	1	1		2
.	1	1		2
.			1	1
xxxx7			1	1
.			1	1
xxxx9	1			1
.	1			1

[Click here to return to the menu \(page 1\)](#)

Step 5 (2 of 3). Further filter results of Courses Completed Dashboard

Although the results generated in [step 4](#) may be enough for you to get started, you have the option of further filtering the information for a specific student *after* you have established your selection criterion/ criteria in steps A, B, and C. (Please review [step 3](#) to see how you may establish your selection criterion/ criteria.)

To further filter information about students shown in output 4, interact with the information in output 4, and then information in output 2 and output 3 will automatically update to reflect your interaction.

The screenshot shows the dashboard interface with the following components:

- INPUT Step A:** Select Dept.
- INPUT Step B:** Select Courses(optional)
- INPUT Step C:** Select Academic Years to Include:
- OUTPUT 1:** Count of Students who have completed selected courses
- OUTPUT 2:** Students with completed courses in selected Dept (click on an ID to see awards and contact info for that ID)
- OUTPUT 3:** Awards Completed by selected students
- OUTPUT 4:** Currently Enrolled

Interacting with Output 4. This area shows you students' ID numbers, full names, day time and evening phone numbers, and preferred e-mail addresses given the selection criteria defined in step 3. (See example below.)

EMPLID	FIRST	LAST	MIDDLE	DAY_PHONE	EVE_PHONE	EMAIL
xxxx1	John	Doe	B.	xxx/xxx-xxxx	xxx/xxx-xxxx	
xxxx2	Jane	Doh	H.	xxx/xxx-xxxx	xxx/xxx-xxxx	
xxxx3	Jannie	Doan	C.	xxx/xxx-xxxx	xxx/xxx-xxxx	

If the table displays a specific student you would like more information about, click on the row showing the student's information, and information about the student will automatically update in output 2 and output 3. To select multiple rows, hold the "ctrl" key (if using a personal computer) or "command" key (if using an Apple computer) on your keyboard, then click on each row of your interest.

Example: The row for student xxxx2 was selected. (Notice that other rows showing information for other students are shaded in gray while the information for student xxxx2 remains prominent. To de-select the student, click anywhere outside of the table and the view will return to normal.)

EMPLID	FIRST	LAST	MIDDLE	DAY_PHONE	EVE_PHONE	EMAIL
xxxx1	John	Doe	B.	xxx/xxx-xxxx	xxx/xxx-xxxx	
xxxx2	Jane	Doh	H.	xxx/xxx-xxxx	xxx/xxx-xxxx	
xxxx3	Jannie	Doan	C.	xxx/xxx-xxxx	xxx/xxx-xxxx	

Output 3. This area shows you the name and list of awards and degree types (e.g., AA, AS, and CERT) earned to date by the student(s) selected in output 4. If no information is shown here for the student(s) selected in output 4, then this means the student(s) has/ have not earned an award/ degree to date.

Output 2. This is a list of all students, indicated by their "EMPLID" shown in the far left column, with a record of the courses successfully completed in the selection made in step B.

[Click here to return to the menu \(page 1\)](#)

Step 5 (3 of 3). Further filter results of Courses Completed Dashboard

Although the results generated in [step 4](#) may be enough for you to get started, you have the option of further filtering the information to see students who earned an award/ degree *after* you have established your selection criterion/ criteria in steps A, B, and C. (Please review [step 3](#) to see how you may establish your selection criterion/ criteria.)

To further filter information about students shown in output 3, interact with the information in output 3, and then information in output 2 and output 4 will automatically update to reflect your interaction.

Interacting with Output 3. This area shows you the name and list of awards and degree types (e.g., AA, AS, and CERT) earned to date by the student(s) who successfully completed the courses in the selection made in step B. (See example below.)

ACAD_PLAN_DESCR	DEGREE_TYPE
Anthropology-Transfer (CSU GE)	AA
Art	AA
Business - General	AA
Child Development with ECE Em	AA
Comm Music Audio Production	AA

If the table displays a specific award or degree you would like more information on, click on the row showing the award or degree, and information about students who earned the selected award or degree will automatically update in output 2 and output 4. To select multiple rows, hold the “ctrl” key (if using a personal computer) or “command” key (if using an Apple computer) on your keyboard, then click on each row of your interest.

Example: Both Art and Business – General majors are selected below. (Notice that other rows showing information for other majors are shaded in gray. To de-select the rows, click anywhere outside of the table and the view will return to normal.)

ACAD_PLAN_DESCR	DEGREE_TYPE
Anthropology-Transfer (CSU GE)	AA
Art	AA
Business - General	AA
Child Development with ECE Em	AA
Comm Music Audio Production	AA

Output 2. This is a list of all students, indicated with their “EMPLID” shown in the far left column, with a record of the courses successfully completed in the selection made in step B and also earned the award or degree selected in output 3.

Output 4. This area shows you students’ ID number, full name, day time and evening phone numbers, and preferred e-mail address. If no information is shown here for the majors(s) selected in output 3, then this means the student(s) who earned the majors are not currently enrolled at the college.

[Click here to return to the menu \(page 1\)](#)

Step 6. Explore handy features of Courses Completed Dashboard

For the input areas, you may select your desired department (in step A) or course(s) (in step B). See example below.

INPUT Step A (“Select Dept(s)” drop-down menu)

- Click on the drop-down menu to see all choices. Click to shade each box next to the department(s) of your choice. If no department is selected, “All” appears by default, indicating that all departments for which you oversee are included.
- Use the scroll bar to see all options.
- To select multiple departments, press the “ctrl” key on your keyboard (if using a personal computer) or “command” key on your keyboard (if using an Apple computer), and then click on all selections of your choice by clicking on the box next to each option (e.g., PHYS, POLS, and PSYC are selected).
- An unshaded box indicates a selection was not made (e.g., PACT, PHIL, PHOTO, PNJABI, PTA, RE, RECR, and RUSS are not selected). To de-select a shaded box, click on the shaded box to un-shade it.
- After you have finished making your selection(s), click anywhere outside of the drop-down menu to refresh the tab.

Select Dept(s):

All

Select Dept(s):

Multiple selections

PACT

PHIL

PHOTO

PHYS

PNJABI

POLS

PSYC

PTA

RE

RECR

RUSS

Select Courses(optional):

ACCT 101

ACCT 103

ACCT 104

ACCT 107

ACCT 111

ACCT 121

ACCT 123

ACCT 301

ACCT 311

ACCT 341

ACCT 343

ACCT 361

ADMJ 300

ADMJ 301

ADMJ 302

ADMJ 303

ADMJ 304

ADMJ 311

ADMJ 321

INPUT Step B (“Select Courses (optional)” area)

- If no department was selected in the “Select Dept(s)” drop-down menu, then all courses offered through the department(s) for which you oversee will be shown in the “Select Courses (optional)” area.
- Go to the “Select Courses (optional)” menu.
- Use the scroll bar to see all options presented given your selection in step A.
- To select multiple courses, press the “ctrl” key on your keyboard (if using a personal computer) or “command” key on your keyboard (if using an Apple computer), and then click on all selections of your choice by clicking on the box next to each option (e.g., ENGRD 110, ENGRD 310, and ENGRD 315 are selected).
- An unshaded box indicates a selection was not made. To de-select a shaded box, click on the shaded box to un-shade it.
- After you have finished making your selection(s), click anywhere outside of the drop-down menu to refresh the tab.

Select Courses(optional):

ENGRD 10

ENGRD 11

ENGRD 110

ENGRD 310

ENGRD 315

ENGRD 316

ENGRD 317

ENGRD 318

ENGRD 319

ENGRD 320

ENGRD 321

ENGRD 322

ENGRD 323

ENGRD 324

ENGRD 325

ENGRD 326

ENGRD 327

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[Click here to return to the menu \(page 1\)](#)

For results generated in output 2, output 3, and output 4, the information can be downloaded from the dashboard for your use. See example below.

The screenshot shows a dashboard titled "Awards Completed by selected students". The table has columns "ACAD_PLAN_DESCR" and "DEGREE_TYPE". The first row is "Anthropology-Transfer (CSU GE)" with degree type "AA". A menu is open over the table, with "Export data" selected. A secondary "Export data" dialog box is shown, with "Summarized data" selected and ".xlsx (Excel 150,000-row max)" chosen as the file format. The "Export" button is highlighted in yellow.

To download the information from the table shown in output 2, output 3, or output 4...

- Hover your mouse over the upper right-hand corner of the table of your choice until you see ● ● ●.
- Click on ● ● ● and a pop-up box will appear.
- Click on "Export Data."
- A new box will appear.
 - Use the drop-down menu to select your desired file format (.xlsx or .csv).
 - Click on "Export."
 - You will be prompted to save the file on your computer.

[Click here to return to the menu \(page 1\)](#)