

Using the Student Services Managers Facility Report

Purpose of This Report

The Student Services Managers Facility Report shows class information such as the:

- Room the class is scheduled to meet in, if applicable
- Type of instruction
 - Face to Face / Hybrid-mixed
 - Hyflex - in person and online
 - Remote - online only
- Instructor assigned to the class
- Meeting pattern
- Type of class (lecture, lab, or recitation)

Who Uses This Report

Primarily, Student Services Managers use this report to see what classes still need to be assigned to a classroom or to see where all the classes in a department are scheduled.

Where the Information Comes From

Information on this report comes from ConnectCarolina and is always one day behind. For example, if you enter information in ConnectCarolina today, you can see that information on the report tomorrow.

Where to Find This Report

You can find the Student Services Managers Facility Report by going to tableau.unc.edu and signing in with your Onyen and password.

If you have access to multiple sites in Tableau, you may be directed to the Select a Site page. From this page, choose **ITS Enterprise Reporting & Departmental Systems**.

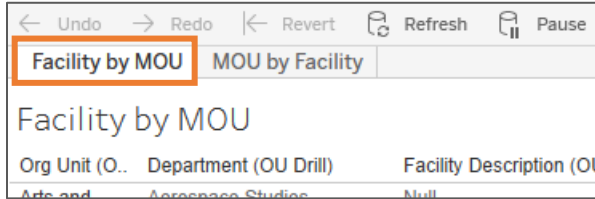
From the Home page in Tableau, click the **Facility by MOU** report under recommendations.

The screenshot shows a Tableau report titled "Facility by MOU" under the "Recommendations" section. The report displays a data table with columns including Department, Course ID, Section ID, Meeting Time, and Meeting Pattern. The bottom of the report shows the title "Facility by MOU" and "Facility Report" along with view and favorite icons.

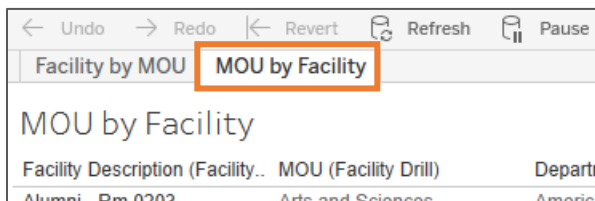
Tips for Running This Report

Using Tabs

Once you are in the Facility report, you can choose how to see the information. If you want to see the information by department, use the **Facility by MOU** tab.



If you want to see information by room (facility), use the **MOU by Facility** tab.



Expanding Columns

If you want to see more information, hover over the column heading and click the **plus** icon - this shows additional columns of information. It's like a drill-down feature you may use in other reporting tools.

Facility Description (Facility..	MOU (Facility Drill)	Meeting Patt..	Hour of Mee..	Room Capacity	Covid Capacity	Enroll Capacity	Enroll Total
Alumni - Rm 0203	Arts and Sciences	F	9 AM	28	12	12	9
		M	4 PM	28	12	12	7
		Th	1 PM	56	24	12	8

Likewise, if you want to collapse a column, hover over the column heading and click the **minus** icon.

Using the Filters

You can set filters by using the dropdown boxes on the right.

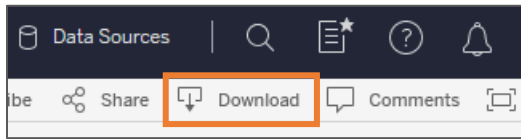
The report is dynamic and updates as you set filters. Each tab has its own set of filters. The main difference is the MOU by Facility tab also has a Facility Description filter.

A vertical list of dropdown filters on the right side of the report. From top to bottom: "Facility Description" with "(Multiple values)" selected; "MOU" with "(All)" selected; "Department" with "(All)" selected; "Instruction Mode" with "(All)" selected; "Monday" with "(All)" selected; "Tuesday" with "(All)" selected; "Wednesday" with "(All)" selected; "Thursday" with "(All)" selected; "Friday" with "(All)" selected; "Saturday" with "(All)" selected; and "Sunday" with "(All)" selected.

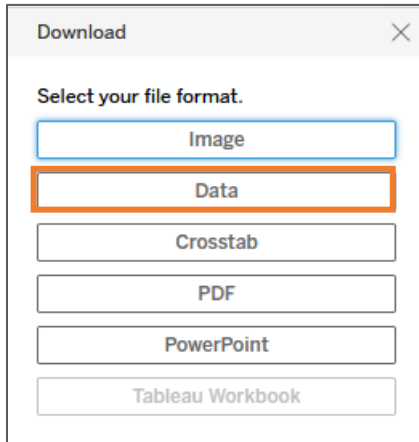
Downloading to Excel

You can download the information from the report to Excel so you can filter, and sort as needed.

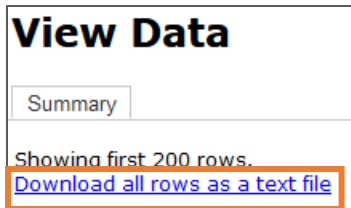
1. On the upper right corner, click **Download**.



2. Click **Data**.



3. Click the **Download all rows as a text file** link.



What to Do if Information Doesn't Look Accurate

As a reminder, the information on this report comes from ConnectCarolina. If you notice that a change needs to be made, contact the Office of the University Registrar.