

Ad Astra User Guide – Monitor (Jan. 2021 Update)

Purpose of this document: To provide a guide to use the Monitor app in Ad Astra to follow class registration. Monitor captures enrollment in courses once in a 24 hour period. Changes in enrollment day to day can be followed in the application. Notifications can be sent out to alert users of changes in enrollment for specific courses.

Technical Note: Chrome is the preferred browser. Not all features are available in Firefox or Safari.

Timeline of Ad Astra Analyses and Building the Schedule

Planning for....	Historical analysis available*	Predict analysis available	Dept access to build schedule	Class Schedule Live	First round of Registration
Fall	January	2 weeks later	Jan - Mar	April	late April, early May
Spring	March	2 weeks later	Apr - Oct	November	late Nov, early Dec

*available once Academic Resources rolls the schedule forward

Terms and Guidelines

Enrollment ratio: seats enrolled/enrollment cap

- Enrollment ratios of 95% or higher are classified as high demand courses. These courses represent potential bottlenecks to student progress towards degree because the number of seats offered has consistently been lower than seats needed by students.
- Enrollment ratios of 50% or less are classified as potentially underutilized courses. Demand or need for these courses appear to be low. Low demand could be caused by too large of a selection of courses that meet the same requirement for students, or too frequent offering of a course.
- Enrollment ratios of 70-95% are classified as balanced courses. Enrollments are high enough for efficiency, but seats are available to allow students to change their schedule as needed.
- Target enrollment ratios: 85% on average for all undergraduate courses, with no more than 10% of courses enrolling at 95% or greater, and no more than 30% of courses enrolling at less than 70%.

Introduction. Ad Astra’s platform is organized around several different applications.

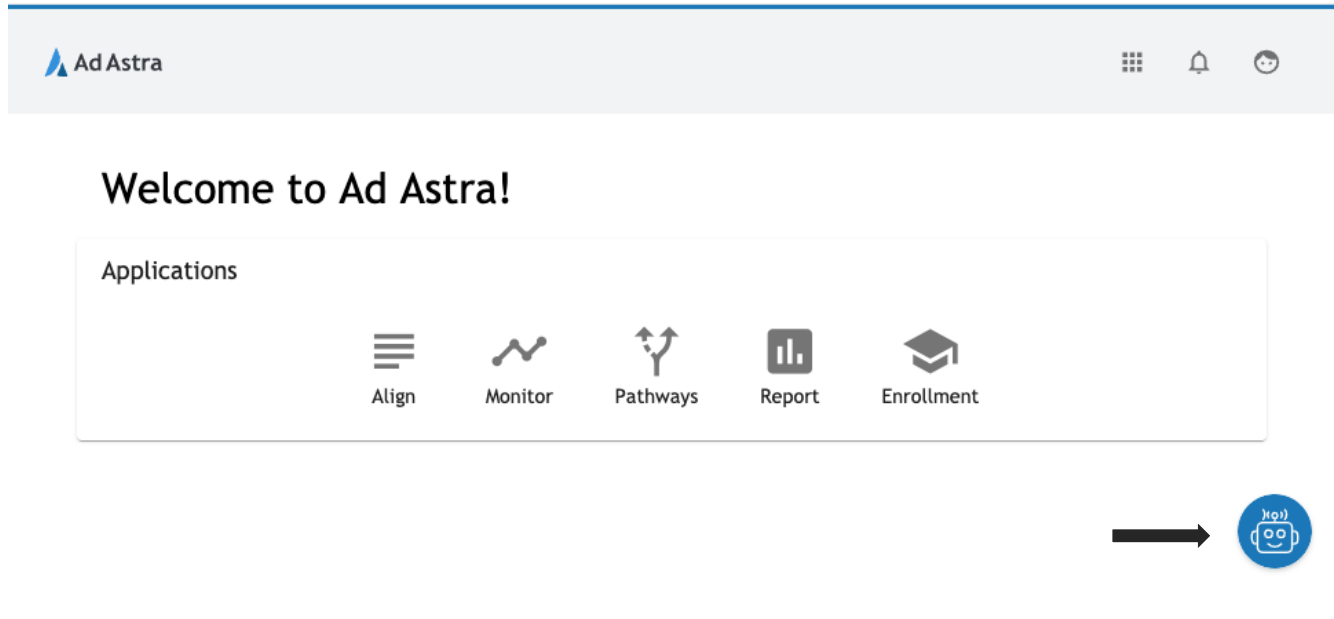
Align - provides a forecast of expected demand in classes based on historical enrollment trends and current student progress towards degree. **The Align User Guide can be found on the Ad Astra page through the DUEAP site (ueap.sfsu.edu/adastra)**

Monitor – information about enrollments in courses during the registration period highlighting high and low enrollment trends. Monitor reports enrollment once in a 24 hour period.

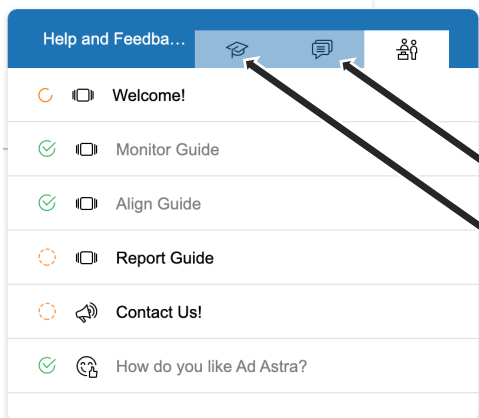
Report – a variety of reports are available through the report site.

Pathways – displays degree roadmaps for undergraduate baccalaureate degrees. When Degree Planner is fully rolled out in CS, this app will import pathway information from that platform.

Enrollment – displays enrollment information for the university or individual undergraduate BA/BS/BM programs.



The blue robot icon is a help center. Within this center, there is a tab with welcome guides, a tab with information about the applications and a tab in which you can submit comments, problems or requests for features to the Ad Astra development team.



Submit comments, request features, notify about issues

Select this tab for access to the support center which provides detailed information about various aspects of the application and platform.

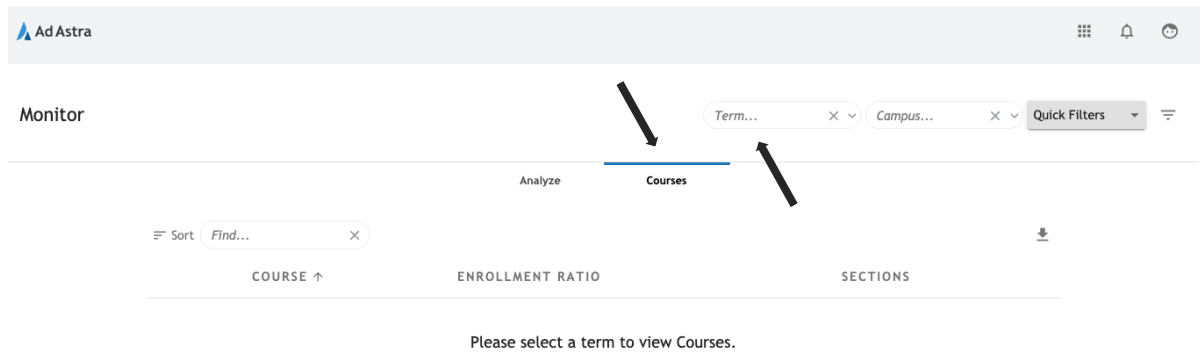
1. **Login.** Go to: <https://app.adastra.live/login>

First time logging in: To log in, click the link above and select “Forgot Password”. Enter your email address and hit “reset code.” You will receive an email from no-reply@verificationemail.com - **make sure to check your junk folder.** You will receive a temporary reset code that will allow you to reset your password. Ensure you are ready to reset your password at this time as the temporary reset code won’t last long.

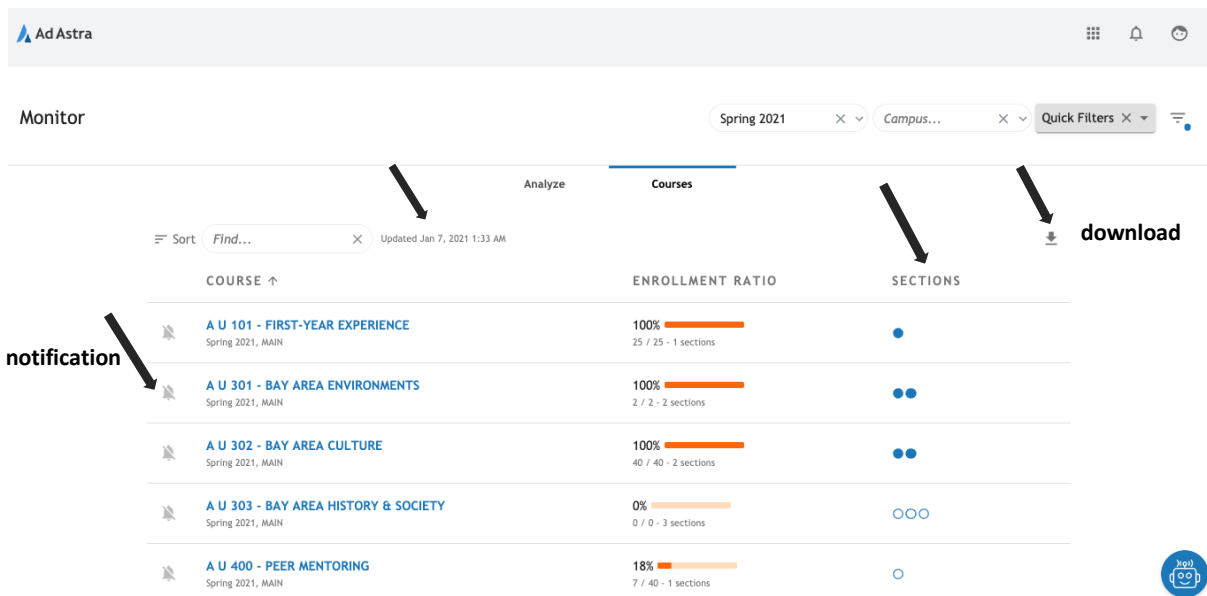
Once you are logged in successfully with your new password, you will be able to navigate to Monitor or Align. Please remember the blue robot icon in the corner is there to help guide your navigation.

2. **Select Monitor on the main screen.** There are two tabs within monitor: Courses and Analyze. The default tab is Courses.

3. **Select the term.** Type in the term and year of interest in the Select a term window. Click on the term in the menu that pops up. *A number of future terms are listed in the menu under Select a term. It is easier to simply start typing Fall, Spring or Summer and the full year than to scroll through decades of terms.*



4. **What am I looking at?** A list of all courses that are **active** in the schedule for the term will be displayed with enrollment information as of the most recent update (occurs once a day). The date of the update is displayed near the find window.



Active courses are courses and sections that are active in the class schedule (CS) with a print setting of Y or N. Courses or sections that are **tentative** are not displayed in Monitor, because students do not have access to those sections or courses.

Only undergraduate courses are displayed. All supervision and graduate courses are excluded from the Monitor and Align lists with the exception of some Graduate College of Education courses.

Sections A graphic display of enrollment by section can be seen on the right. Each dot represents a section, with a solid blue dot indicating a section that is enrolling at more than 85% of capacity, an open dot indicating a section that is enrolling at less than 25% of capacity and partially filled dots indicating a section enrolling between these two values. The color of the dot will change as the enrollment ratio changes.

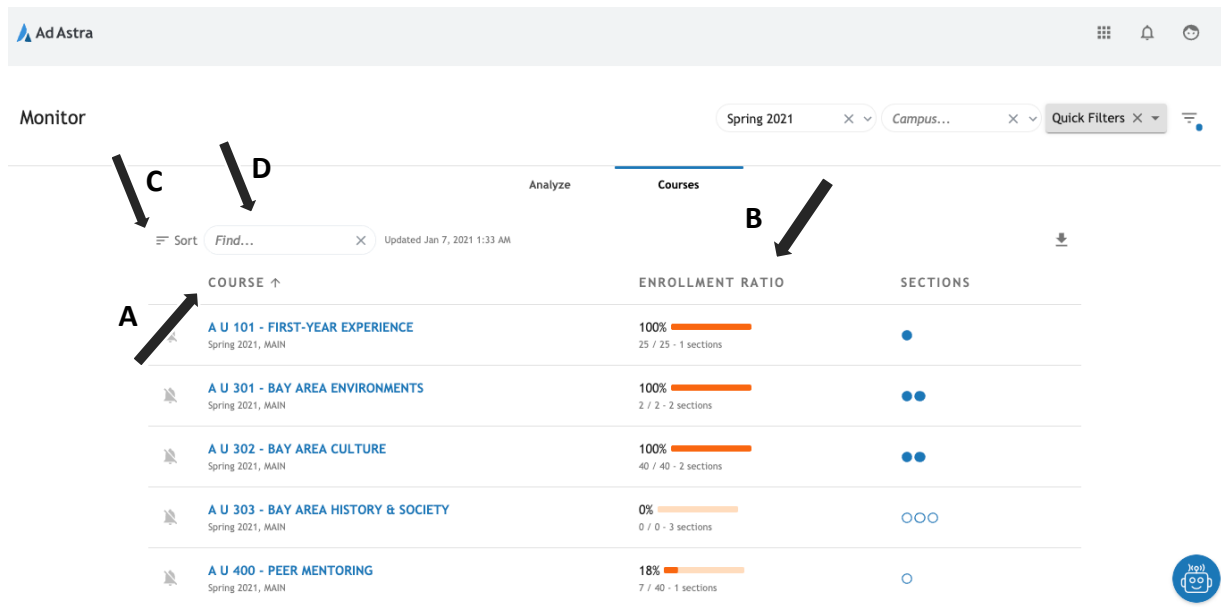
Mouse over an individual dot to see the enrollment in that particular section.

Download data If you wish to view the course enrollment information in an excel spreadsheet, click the download button.

Notifications about the course Click on the bell next to the course to receive notifications about the course. You will receive an email when the enrollment ratio for the course changes between blue and orange or when the number of seats available changes by adding or deleting the course or a section.

5. Sorting and Filtering data.

- A. *Sort by course and number:* Click on the COURSE header to sort the course list by course prefix and number.



- B. *Sort by enrollment ratio:* Click on the ENROLLMENT RATIO header to sort the course list by enrollment ratio.

- Courses with really high enrollment ratios (greater than 85%) or really low enrollment ratios (less than 25%) will display in orange.
- Course with enrollment ratios between these two levels will display in blue.

C. Select the **Sort** button to get a list of other attributes to sort the data.

D. The **find** window can be used to find specific course prefixes, course titles, words in course titles, numbers, etc. It is strictly a text search, so if ENG is entered, it will return any courses with an ENG subject, ENGR subject and any courses with the words English, England, or engineering, penguin, strength, etc in their titles.

5. **Use Quick Filters.** Permanent filters for searches can be created and saved using the filter feature. A filter for your department/school or college has been shared with you. Click on the Quick Filter drop down menu to select that filter.

The screenshot shows the Ad Astra Monitor interface. At the top, there are filters for 'Spring 2021', 'Campus...', and 'Quick Filters'. Below the filters, there is a table with columns for 'COURSE', 'ENROLLMENT RATIO', and 'SECTIONS'. The table lists five courses with their respective enrollment ratios and section counts. A black arrow points to the 'Quick Filters' dropdown menu.

COURSE	ENROLLMENT RATIO	SECTIONS
A U 101 - FIRST-YEAR EXPERIENCE Spring 2021, MAIN	100% 25 / 25 - 1 sections	●
A U 301 - BAY AREA ENVIRONMENTS Spring 2021, MAIN	100% 2 / 2 - 2 sections	●●
A U 302 - BAY AREA CULTURE Spring 2021, MAIN	100% 40 / 40 - 2 sections	●●
A U 303 - BAY AREA HISTORY & SOCIETY Spring 2021, MAIN	0% 0 / 0 - 3 sections	○○○
A U 400 - PEER MENTORING Spring 2021, MAIN	18% 7 / 40 - 1 sections	○

Shown below is the list of courses in Summer 20 using the FINA Department filter:

The screenshot shows the Ad Astra Monitor interface with the 'FINA Dept' filter selected. The table lists three courses with their respective enrollment ratios and section counts. A black arrow points to the 'FINA Dept' dropdown menu.

COURSE	ENROLLMENT RATIO	SECTIONS
ADM 260 - TEXTILES Summer 2020, MAIN	100% 35 / 35 - 1 sections	●
ADM 262 - FASHION ILLUSTRATION Summer 2020, MAIN	77% 27 / 35 - 1 sections	●○
ADM 365 - TEXTILE LABORATORY Summer 2020, MAIN	75% 12 / 16 - 1 sections	●○

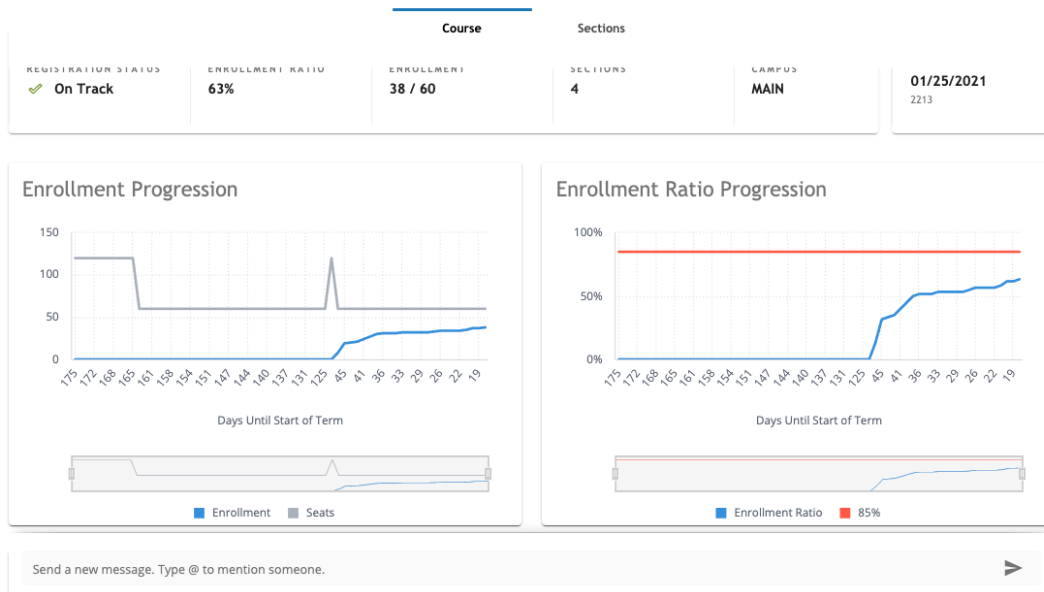
To remove a Quick Filter, click on the X by the filter name (this does not delete the filter). All courses will once again be displayed.

Please see the Quick Filter guide on ueap.sfsu.edu/adastra for information about how to create or modify a filter.

6. **Get more detail about a course.** Click on a course title to get more details about the course. A summary of enrollment will be displayed across the top, followed by a series of charts showing:

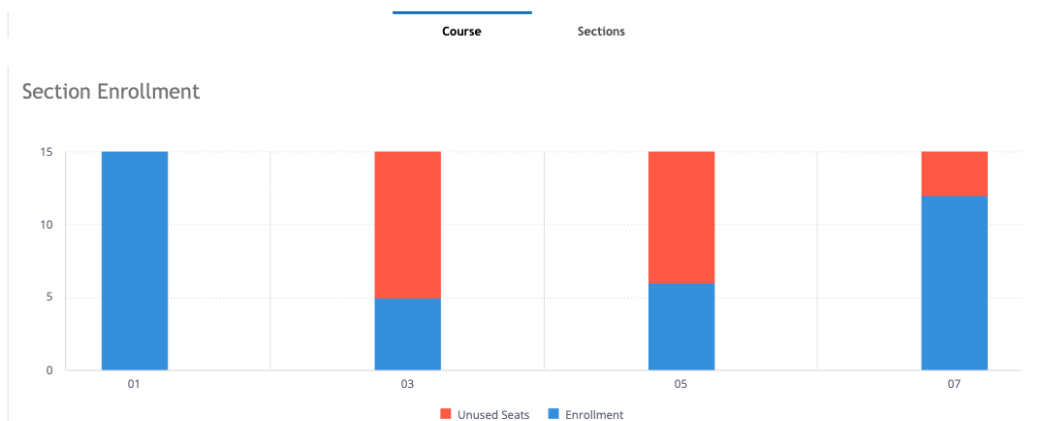
A. Change in enrollment over time counting down to the start of the term:

[Monitor](#) > NUTR 357 - PRINCIPLES OF FOOD PREPARATION



B. A comparison of enrollment in each section of the course:

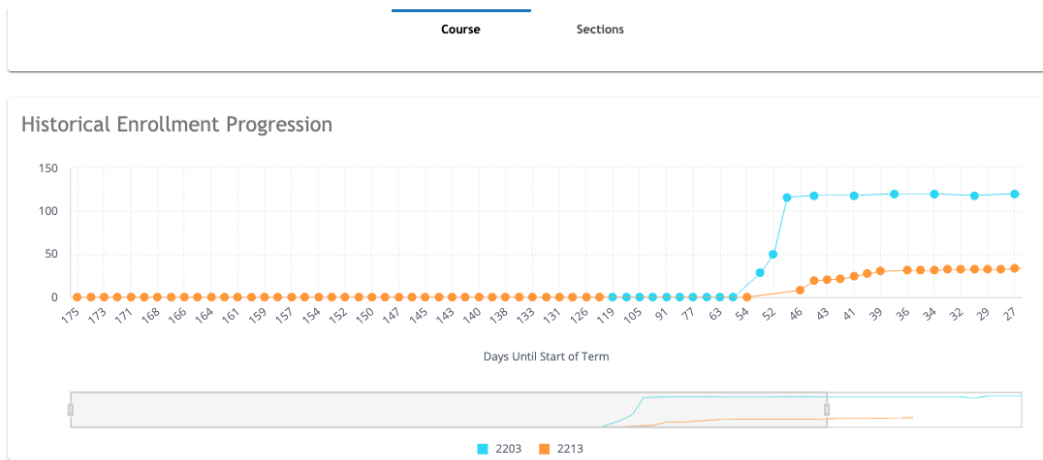
[Monitor](#) > NUTR 357 - PRINCIPLES OF FOOD PREPARATION



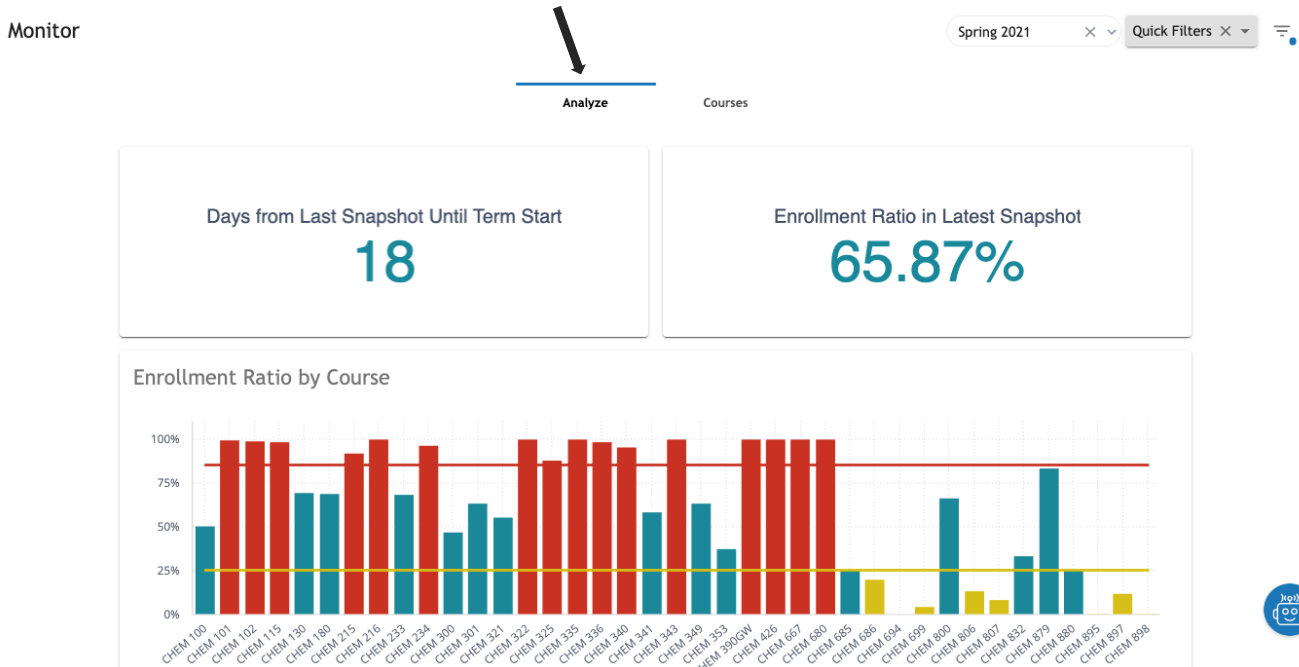
Mouse over the bars for more information.

C. A comparison of enrollment trends in the upcoming and past term:

Monitor > NUTR 357 - PRINCIPLES OF FOOD PREPARATION



7. **Analyze enrollment trends across multiple courses.** With a Quick Filter in place, clicking on the analyze tab will display an analysis of current enrollment trends in all courses (including supervision and graduate courses). The average enrollment ratio in all courses will be displayed along with the enrollment ratio in each individual course.



Scroll down for a list of courses with high enrollment ratios (> 95%) and a chart with courses with low enrollment totals (less than 10 students). Mouse over the dots in the chart for more detail about the course in question.