OBIEE Dashboard:

Graduation Tracking Status for students in "Applied" status

Summary of Steps:

1. my.WSU
2. Main Menu → OBIEE Reporting
3. Dashboards → Undergraduate Advisor Management
4. Select “Graduation Processing”

Detailed Instructions:

1. **Sign-in to my.WSU, select “Main Menu”, and select “OBIEE Reporting”**
   You may need to disable your browser’s pop-up blocker.

   ![Main Menu](image)

my.WSU: https://my.wsu.edu

Questions?
wsu.graduations@wsu.edu
2. Select “Dashboards” and “Undergraduate Advisor Management”

3. Select the “Apply for Graduation by Term” tab
4. Overview of Dashboard

A. Select "Graduation Processing" to view report

B. Input sort parameters from drop downs
   i. To "Select All", click "search" at the bottom of the drop down. This will open the below box which allows users to select all, or pick and choose items. This is especially useful for the Grad tracking status field, as there are many and it is often desired to view all at one time.
   ii. The "Advisor Name" sort field is not currently working as expected in OBIEE, but we find that exporting to Excel allows for better presentation and sorting of OBIEE returns anyway.
C. Export to Excel
   i. The export function is accessed at the bottom of the OBIEE report page.
   ii. Once exported, normal Excel data organization and analysis features are available.