



University at Buffalo

State University of New York

Strategic Information Reporting Initiative (SIRI)

User Guide for Student Dashboard

Strategic Information Reporting Initiative (SIRI)

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I. Signing into SIRI

A. Logging on

The URL address for SIRI is:

<https://siri.buffalo.edu>

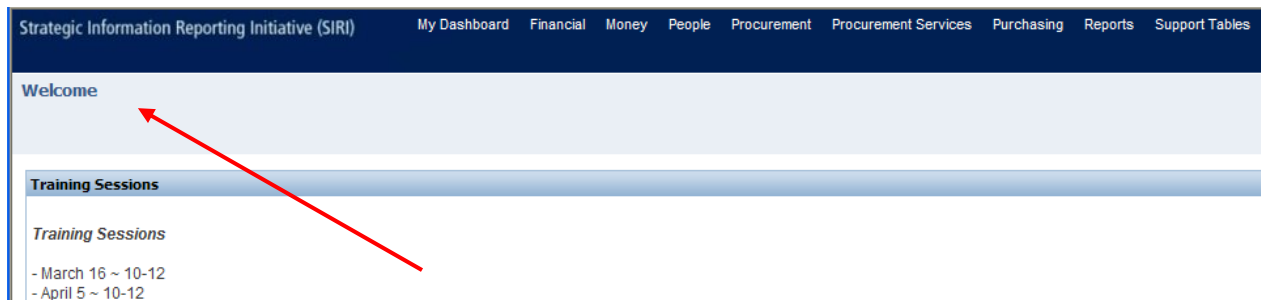
Please note that you must use “https”, a secured site. Type this URL into the address field of your browser. You can also add the URL to your list of favorites or bookmarks. Important information, news and updates are found on this page.

If accessing SIRI from off-campus, you must use the UB VPN – see page 4.

Click on the link under “*Sign onto SIRI*”. The following logon screen is displayed.



Enter your UBIT username and password, and click on the Log In button. After your user ID and password have been verified, the default **Welcome** page is displayed with information about training, what’s new and data update frequency. On the top of the screen in the dark blue area are listed the dashboards and reports that you have been given permission to access.



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B. Accessing SIRI off campus

Off campus access to SIRI requires the use of UB VPN software, or some other departmental VPN solution, in order to secure and encrypt data communication with SIRI. Please contact your technology support staff for assistance. VPN information can be found at <http://ubit.buffalo.edu/vpn/>.

C. Questions

If you have any comments or inquiries about SIRI, please use the following email address – SIRI@business.buffalo.edu.

II. Reports Page Contents

A. Links and Buttons in Heading

On the upper right side of all screens the following links and button are displayed:



1 – clicking on this link will activate the dashboards at the top of the screen if they are not there already. It accesses the Interactive Dashboard page from which you can view the dashboards to which you have access. You will then find the Student dashboard choice.

2 – clicking on this link will display the My Account screen where you can see your account information, such as, your default dashboard preference, security groups and your display name. This page also contains other functions that are not being used at this time, such as, setting up delivery options.

3 – clicking on the Log Out link will close this SIRI session. Always use this link to log out of SIRI.

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B. Other Symbols

These are found on the dashboard pages.



- This symbol represents **Refresh**. When clicked the dashboard contents will be re-displayed. For example, if you click this button on a dashboard tab the report will be re-run to show the results of the process again. When you are working with results in SIRI, such as, table views, you can refresh the results of the current request. Refreshing results is useful if you make a change such as adding a prompt that limits results and you want to see the effects of your change.



- This symbol represents **Printing** screen contents. You can display printer-friendly versions of existing SIRI screens and requests. You can print using HTML or Adobe PDF. Adobe Reader 6.0 or greater is required to print using Adobe PDF. These two options are displayed when you click on the button. For HTML, a new window shows the selected item – to print choose File → Print on the browser menu. For PDF, an Adobe PDF window shows the selected item – use Adobe options to print the file. Note that the HTML method of printing relies on the print handling capabilities of your browser. If you do not get the results you want, choose PDF to open and then print the dashboard or request.



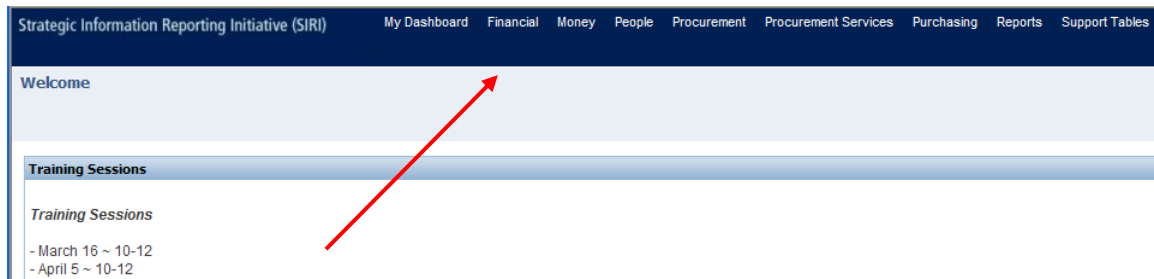
- This symbol is located on the right-hand side of the dashboard page sections and, when clicked, will **collapse** sections of the dashboard report display.



- This symbol will replace the above symbol on the right-hand side of the screen and, when clicked, will **re-open** the section of the dashboard report display that had been collapsed.

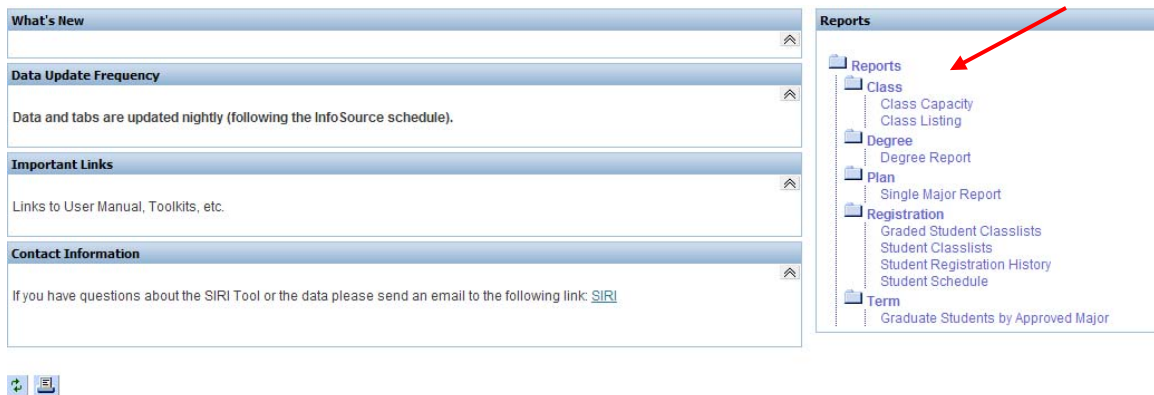
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C. Page Layout



SIRI Interactive *dashboards* provide points of access for analytics information. When an end user accesses SIRI, the user can see the reports that contain content specific to the needs of individual users or groups. The Student dashboard will be found in this “blue bar”.

When you click on the Student Dashboard, you will receive the following screen:



The reports that are part of the Student dashboard are listed on this page.

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III. Reports Processing

A. Layout

SIRI Student dashboard provides results, also called reports, which is the output returned that matches the request criteria specified in the prompts. An example of a report follows and you can examine and analyze results, save or print them, or download them into Excel, Powerpoint or a .csv file.

UB Class Capacity Listing

Term is equal to Fall 2010
and Academic Organization is equal to Accounting & Law
and Career is equal to Undergraduate

Class #	Class Number	Course Number	Class Title	Enrollment Capacity	Room Capacity Request	Enrollment	Seats Available	Requirement Group	Requirement Group Description	Sequence #	Reserved Seats	Reserved Enrollment	Reserved Seats Available
MGA 201LR A	10134	002032	Intro to Accounting I			415	5				0	0.00	0.00
MGA 201LR A1	21603	002032	Intro to Accounting I			32	8				0	0.00	0.00
MGA 201LR A10	17951	002032	Intro to Accounting I			35	5				0	0.00	0.00
MGA 201LR A2	21511	002032	Intro to Accounting I			42	3				0	0.00	0.00
MGA 201LR A3	21533	002032	Intro to Accounting I			39	4				0	0.00	0.00
MGA 201LR A4	21549	002032	Intro to Accounting I			43	2				0	0.00	0.00
MGA 201LR A5	21585	002032	Intro to Accounting I			40	5				0	0.00	0.00
MGA 201LR A6	21440	002032	Intro to Accounting I			39	3				0	0.00	0.00
MGA 201LR A7	21449	002032	Intro to Accounting I			39	10				0	0.00	0.00
MGA 201LR A8	21453	002032	Intro to Accounting I			39	1				0	0.00	0.00
MGA 201LR A9	21481	002032	Intro to Accounting I			43	2				0	0.00	0.00
MGA 201LR B	10079	002032	Intro to Accounting I			309	59				0	0.00	0.00
MGA 201LR B1	21428	002032	Intro to Accounting I			10	30				0	0.00	0.00
MGA 201LR B10	17546	002032	Intro to Accounting I			21	14				0	0.00	0.00
MGA 201LR B2	21334	002032	Intro to Accounting I			23	17				0	0.00	0.00
MGA 201LR B3	21352	002032	Intro to Accounting I			42	3				0	0.00	0.00
MGA 201LR B4	21359	002032	Intro to Accounting I			36	4				0	0.00	0.00
MGA 201LR B5	21387	002032	Intro to Accounting I			41	4				0	0.00	0.00
MGA 201LR B6	21369	002032	Intro to Accounting I			40	5				0	0.00	0.00
MGA 201LR B7	21373	002032	Intro to Accounting I			30	10				0	0.00	0.00
MGA 201LR B8	21378	002032	Intro to Accounting I			33	7				0	0.00	0.00
MGA 201LR B9	21380	002032	Intro to Accounting I			17	23				0	0.00	0.00
MGA 202LR A	10020	002033	Intro to Accounting II			185	55				0	0.00	0.00
MGA 202LR A1	10250	002033	Intro to Accounting II			29	11				0	0.00	0.00
MGA 202LR A2	10296	002033	Intro to Accounting II			27	13				0	0.00	0.00

Return - Refresh - Print - Download - Create Bookmark Link

Records 1 - 25

The above diagram is an example of a Student report that contains prompts in the header area (1), the results that contain tables (2), buttons to display parts of the report (3), and actions that can be taken (4).

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1 - Selections

A report prompt filters the results of embedded requests to show only results that match the prompt criteria. An example of one of the Student reports follows:

Term is equal to Fall 2010
and Academic Organization is equal to Accounting & Law
and Career is equal to Undergraduate

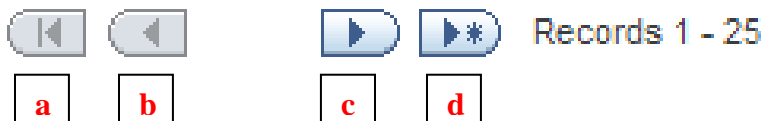
You select the data fields to determine the content of the reports resulting in the page output. Some fields are **dropdowns**, such as, Term, and **edit boxes**, such as, Registration Number. In some cases, the fields being used as prompts specify the operation that underlies that particular filter. An example of the operations that may be used include “**is equal to/is in**” – include only records where the data in the column matches the value in the filter. If no operation is specified this is the default value.

2 - Tables

This type of result shows data in columnar form. Users can navigate and drill down in the output. These tables may contain totals, customized headings, special formatting. There is a built-in default column sort for the table.

3 – Buttons to Display Parts of the Report

The results will be displayed after the **GO** button is clicked. Typically a maximum of 25 records will be displayed in table output. If there are more than 25 records in the result, at the end of the report, the following symbols are displayed:



a – this will re-display the **beginning** 25 records if you are further down in the listing. It is grayed out here since we are looking at the first 25 records.

b – this will re-display the **previous** 25 records. For example if you are viewing records 51-75, clicking on this button will display records 26-50. Again it is grayed out here since we are looking at the first 25 records.

c – this will display the **next** 25 records, in this case records 26-50 will be shown.

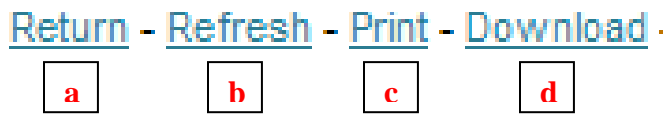
d – this will display **all** of the records of the resulting page report. The screen will then include the actual number of records that are the result of this report. If you are printing in PDF or downloading the report, you do not need to click on this button first in order to

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obtain the entire file. However, if you print using HTML, you will need to click on this button to print the entire file.

4 – Actions To Be Taken

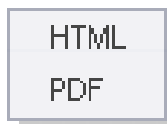
Next, at the bottom of the report, these four words or links are displayed.



a – RETURN – when you click on this link, SIRI will return you to the list of reports.

b – REFRESH – when you are working with views of dashboard page reports, such as, a table, you can refresh the results of the current request by re-running the report.

c – PRINT – you can display printer-friendly versions of existing reports and requests. A printer-friendly version does not contain any extraneous links or other hypertext items. To print a request or report, click on this **Print** link, and the following 2 options will be displayed:



You can print using **HTML** or Adobe **PDF**. Adobe Reader 6.0 or greater is required to print using Adobe PDF. Note: the HTML method of printing relies on the print handling capabilities of your browser. If you do not get the results you want, choose PDF to open and then print the dashboard report or request.

For **HTML**, a new window shows the selected item without extraneous links. Choosing this option will print what is on the screen. To print the entire report in HTML Click on



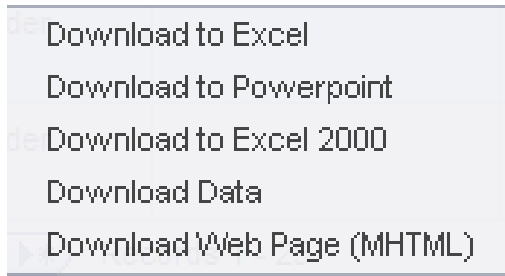
, if necessary, to display all of the records. Choose the browser's printing method to print the report/request.

For **PDF**, an Adobe PDF window shows the selected item. Use the options available in the Adobe PDF window to save or print the file. Choosing PDF will print the entire report in PDF format.

When printing a report, page settings, headers and footers will be included in the PDF and HTML outputs. Note: that if you print the PDF on a local or network printer, the print selections specified in your browser are in effect, such as, the selection for paper size.

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d – DOWNLOAD – SIRI provides options for downloading report pages results. When you click on this link, the following options are displayed.



Download to Excel and ***Download to Excel 2000*** – this option makes the request results available to Microsoft Excel or Microsoft Excel 2000 in HTML format, including tables that appear with the results. It also includes any other views included in the report, as well as, headers, displayed filters and totals. Excel controls the positioning of the HTML. Save the file, once downloaded, in the desired location. If desired, use Excel to refine the formatted results. Note that if changes are made to the downloaded report that will affect totals, the downloaded totals will not be updated. Because they are hard numbers, you will have to add formulas to the spreadsheet so that the totals are accurate.

Download to Powerpoint – this option will allow you to download the report results into a Microsoft Powerpoint presentation. The system will prompt you to save or open the file. It is recommended that you save the file using Powerpoint. Each page of the report will be displayed on a Powerpoint slide and will contain standard SIRI headers and footers.

Download Data – this option downloads results as a tab-separated list of values. The file will have a .csv extension to facilitate opening it in Excel, Access or other applications that support .csv. After downloading a request in tab-delimited format, you can use a third-party application to display the data. After the download, save the file.

Download Web Page (MHTML) – this option downloads the results as a Webpage. This allows you to download the underlying data for an existing request as a Web page (MHTML) file. When you choose this option, the File Download dialog box appears. Save the file.

B. No Results

If there are no records retrieved using the report prompts, the following is displayed.

No results

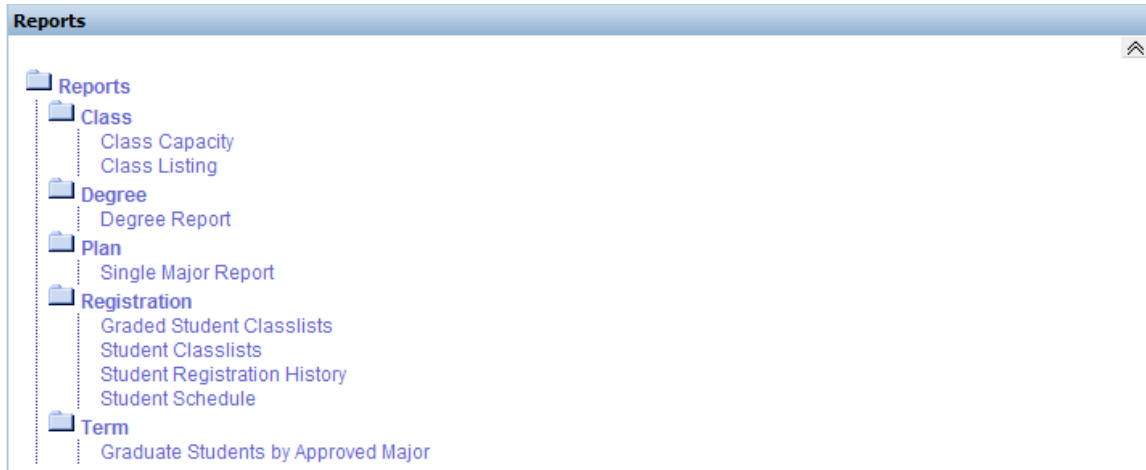
There was no data returned.

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IV. Student Reports

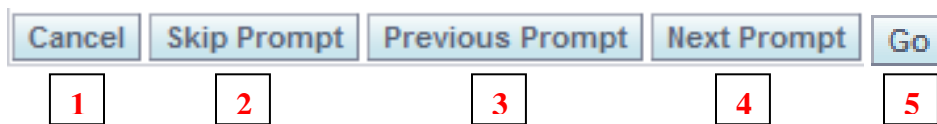
A. Actions

SIRI provides standalone reports. These have prompts where you can filter the report's results. They are displayed in a specialized sequential manner. An example of reports for the Student dashboard follows:



Each report could have prompts of various fields that are displayed in a specified order. These prompts have the following types – *dropdowns* and *edit boxes*. As with all filters, there is a field or column being prompted, an operation (such as equal to) and an entered value or values.

There are buttons associated with each prompt that allow you to select the proper entries to be made for the type of results that you are seeking. While each and every button may not be included on each field prompt, these buttons include:



1 – Cancel – this option will end the processing of this report request and return you to the list of reports.

2 – Skip Prompt – this option will allow you to omit entering anything for this particular field. In effect it is selecting “*all choices*” value for this particular column of information. It will go to the next field that is being prompted or if this is the last field prompt, SIRI will run the report to produce the requested results.

3 – Previous Prompt – this option will return you to the previous field prompt which will no longer have the value in it that you had entered before. Therefore, you have the opportunity to re-enter the value of this previous column prompt.

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4 – Next Prompt – this option will be used to move you to the next field to be prompted for. However, a value must be entered for the current field before you can click on this button, else you will receive an error message telling you that a value is required. This button will not appear on the last field prompt.

5 – GO – this option is displayed only on the last field being prompted for. It will cause SIRI to run the report using the entered prompt information to produce the requested results.

B. Types of Prompts

These are found as part of the prompt selection definitions.

The image shows two screenshots of a 'Term' dropdown menu. The top screenshot shows the menu closed with 'Fall 1993' selected. A red arrow points to the dropdown arrow. The bottom screenshot shows the menu open, displaying a list of terms from 'Fall 1993' to 'Fall 1998'. A red arrow points to the 'Fall 1994' option.

This is an example of a **dropdown** filter, where you will click on the arrow which will list all of the options you can select from. Click on the selection you want to use to return the results you are looking for.


The image shows a 'Registration Number' prompt. It features a text input field, a red 'X' button, and four action buttons: 'Cancel', 'Skip Prompt', 'Previous Prompt', and 'Go'. A red arrow points to the red 'X' button.

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This is an example of an *edit box*, where you enter a value for the field being prompted for. The red “x” will allow you to delete the value that was entered so that you can enter a new one.

C. Navigation


In certain dashboard pages users have the capability to click on a particular field to delve into another level or type of information regarding the output results. In this case the report screen will be replaced with new results.

 **Class Listing**

Term is equal to Fall 1993
and Academic Organization is equal to Chemistry
and Career is equal to Undergraduate

Class	Class Type	Class Title	Class Number ^	Faculty	Section Capacity	Enrollment	Seats Available	Room	Meeting Pattern	Meeting Time	Final Exam
CHE 9CRR CNV1	Conversion from Transcript	Special Studies Chemistry	1012	Unknown	9999	8	9991	Unknown	Unknown	Unknown - Unknown	
CHE 9CRR CNV2	Conversion from Transcript	Special Studies Chemistry	1013	Unknown	9999	6	9993	Unknown	Unknown	Unknown - Unknown	
CHE 101LLR CNV1	Lecture	General Chemistry Lecture	1042	Unknown	9999	22	9977	Unknown	Unknown	Unknown - Unknown	
CHE 102LLR CNV1	Lecture	General Chemistry Lecture	1043	Unknown	9999	21	9978	Unknown	Unknown	Unknown - Unknown	
CHE 111LEC CNV2	Lecture	General Chemistry Lecture	1095	Unknown	9999	2	9997	Unknown	Unknown	Unknown - Unknown	
CHE 111REC CNV1	Recitation	General Chemistry Rec	1096	Unknown	9999	1	9998	Unknown	Unknown	Unknown - Unknown	
CHE 301LLB B1	Laboratory	Intermed Organic Chem	10083	Dinn, Sean Richard	999	7	992	ACHESN ARR	Monday-Wednesday	1:00PM - 4:50PM	
CHE 201LLR F1	Recitation	Organic Chemistry Lecture	10094	Dunn, Derek D	20	19	1	Ach_A 17	Monday	1:00PM - 1:50PM	
CHE 101LLR F2	Recitation	General Chemistry Lecture	10095	Krajciowski, Lynn M	30	24	6	Ach_A 01	Monday	1:00PM - 2:50PM	
CHE 201LLR H1	Recitation	Organic Chemistry Lecture	10139	Ashun, Mary	24	21	3	Ach_A 07	Tuesday	8:00AM - 8:50AM	
CHE 201LLR H8	Laboratory	Organic Chemistry Lecture	10140	Ashun, Mary	58	48	10	ACHESN ARR	Tuesday	9:00AM - 11:50AM	
CHE 251LLR K8	Laboratory	Contemp Organic Chemistry	10189	McCull, Deborah Ann	18	8	10	ACHESN ARR	Wednesday	9:00AM - 11:50AM	

In this report example, you would click on the icon to see final exam information, such as, start and end time, type, location and room capacity.

 **Graded Student Classlist**

Term is equal to Fall 2010
and Academic Organization is equal to Chemistry
and Career is equal to Undergraduate

Class ^	Class Title ^	Meeting Time	Start Date	End Date	Room	Class Number	Career	Faculty
CHE 100LR A	Intro to Chemistry	9:00AM - 9:50AM	8/30/2010	12/10/2010	Nsc 218	10128	Undergraduate	Mc Iver Jr, James W
CHE 100LR B	Intro to Chemistry	11:00AM - 12:20PM	8/30/2010	12/10/2010	Nsc 228	10198	Undergraduate	Mc Iver Jr, James W
CHE 100LR F1	Intro to Chemistry	3:00PM - 4:50PM	8/30/2010	12/10/2010	Cooke 127A	10492	Undergraduate	Santiago capeles, Lisandra
CHE 100LR F2	Intro to Chemistry	3:00PM - 4:50PM	8/30/2010	12/10/2010	Bell 325	10499	Undergraduate	Ebert, Sean Philip
CHE 100LR I1	Intro to Chemistry	2:00PM - 3:50PM	8/30/2010	12/10/2010	Baldy 109	10709	Undergraduate	Nitsch Velasquez, Lucia
CHE 100LR I2	Intro to Chemistry	2:00PM - 3:50PM	8/30/2010	12/10/2010	Baldy 121	10713	Undergraduate	Manning, Kathryn A
CHE 100LR L1	Intro to Chemistry	3:00PM - 4:50PM	8/30/2010	12/10/2010	Cooke 127A	10781	Undergraduate	Ebert, Sean Philip
CHE 100LR L2	Intro to Chemistry	3:00PM - 4:50PM	8/30/2010	12/10/2010	Bell 325	10659	Undergraduate	Manning, Kathryn A
CHE 100LR P1	Intro to Chemistry	2:00PM - 3:50PM	8/30/2010	12/10/2010	Baldy 126	10734	Undergraduate	Santiago capeles, Lisandra
CHE 100LR P2	Intro to Chemistry	2:00PM - 3:50PM	8/30/2010	12/10/2010	Baldy 109	10738	Undergraduate	Nitsch Velasquez, Lucia
CHE 101LLR A	General Chemistry Lecture	9:00AM - 9:50AM	8/30/2010	12/10/2010	Nsc 225	10136	Undergraduate	Atwood, Jim D
CHE 101LLR B	General Chemistry Lecture	11:00AM - 12:20PM	8/30/2010	12/10/2010	Nsc 225	10068	Undergraduate	Frerichs, Valerie A
CHE 101LLR C	General Chemistry Lecture	6:30PM - 7:50PM	8/30/2010	12/10/2010	Nsc 225	10092	Undergraduate	Marasco, Canio J

In this report example the class number field is blue indicating that you can click on this field to drill down or navigate to a different screen that shows a Graded Class List report which contains such fields as student name, career and grade.