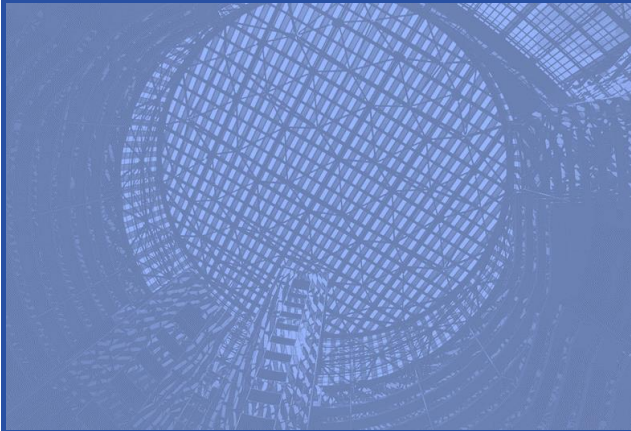


**THE
UNIVERSITY OF
ILLINOIS
AT
CHICAGO**



Graduation Application Processing

**Degree Certification Reports
EDDIE & Mobius View**



Academic and Enrollment Services | Office of Student Systems Services





Degree Certification Reports to Facilitate Graduation Application Processing

Banner Degree Certification Reports have been created in both EDDIE/Web Intelligence and Mobius View. These reports provide College and Departments with lists of students who have applied to graduate. When students apply to graduate they are able to make notes about their academic record that they believe should be reviewed when the colleges and departments are verifying that they have completed all degree work. Once the colleges and departments have reviewed the students' records, they certify the pending degree record and the Office of Records and Registrations awards the degree.

EDDIE Reports

- SAH_Degree_Certification provides a basic list of students who may need to be reviewed for graduation. The list is based on user provided parameters.
- SAH_Degree_Certification_data provides a list of students who may need to be reviewed for graduation. The list provides more information about the student's program including supplemental information provided by students when they submitted their graduation applications.
- SAH_Degree_Certification_Multiple_Degrees provides a list of students who are pursuing multiple degrees.

Mobius View Reports

SH2DGC101B DEGREE CERTIFICATION – MAY	PDF reports by college
SH2DGC501B DEGREE CERTIFICATION – AUGUST	
SH2DGC801B DEGREE CERTIFICATION – DECEMBER	

SH2DGC102B DEGREE CERTIFICATION DATA - MAY	Spreadsheet that includes all colleges
SH2DGC502B DEGREE CERTIFICATION DATA - AUGUST	
SH2DGC802B DEGREE CERTIFICATION DATA - DECEMBER	

SH2DGC103B DEGREE CERTIFICATION MULTIPLE DEGREES - MAY	PDF reports by college. Report provides a list of all students in the college that may be pursuing multiple degrees.
SH2DGC503B DEGREE CERTIFICATION MULTIPLE DEGREES - AUGUST	
SH2DGC803B DEGREE CERTIFICATION MULTIPLE DEGREES - DECEMBER	



Accessing EDDIE Reports

Go to <https://apps.uillinois.edu>. Scroll to the bottom of the page until you see the Data & Analytics section. Click on EDDIE/Web Intelligence.

The screenshot shows a web browser window at <https://apps.uillinois.edu>. The page header includes the University of Illinois System logo and navigation links for SYSTEM STATUS and HELP & ACCESS. The main heading is "Application Directory" with the subtitle "Key student, research, business, and administrative systems used throughout the University of Illinois System". A red callout box points to the URL in the browser's address bar, containing the text "Go to https://apps.uillinois.edu".

Below the main heading, a "Data & Analytics" section is visible, containing a list of links: EDDIE/Web Intelligence, Mobius View, Tableau Server, and University Codebook. A red callout box points to the "EDDIE/Web Intelligence" link, containing the text "Scroll to the bottom of the page until you see the Data & Analytics section. Click on EDDIE/Web Intelligence.".

At the bottom of the page, there are three links: "Questions?", "Getting Access", and "System Status".



Click the Log In to EDDIE button.

Welcome to EDDIE from AITS

The Enterprise Data Delivery Information Environment (EDDIE) system is a Business Objects environment for delivery of query, analysis, and reporting at the University of Illinois. Through EDDIE, you can retrieve, view, and print reports. You can also create custom reports of your own.

Log In to EDDIE



Other Environments: (click name to log in)

[DEV](#) | [QA](#)

Customer Alerts

No Current Alerts

There are no customer alerts at this time. All systems are functioning normally. Please refer to the [Data Availability](#) table to verify processing completion times. Also, please note the current [Data Quality Advisories](#).

Additional Resources

- [AITS - Reports & Data](#)
- [Business Objects 4.1 Resources](#)
- [Contact AITS](#)

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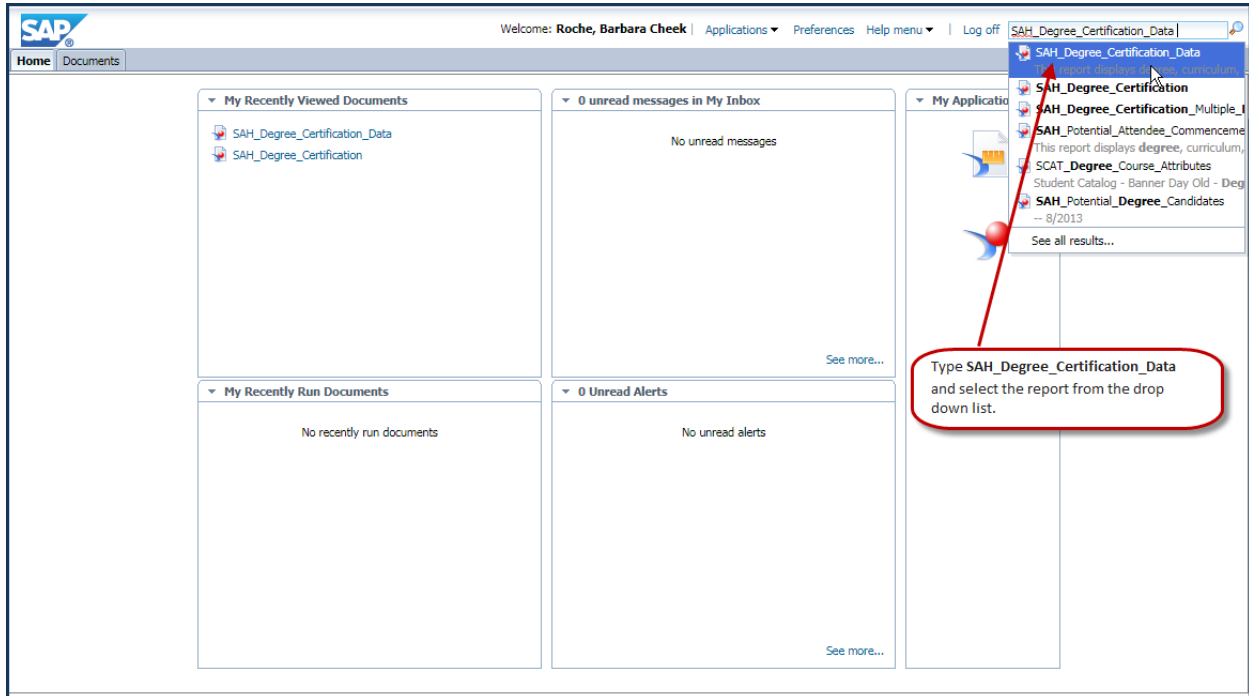
Enter your NetID and Password.

The image shows a login form for the University of Illinois System. The form is centered on a blue background. At the top, it displays the university's name and locations: "UNIVERSITY OF ILLINOIS SYSTEM" and "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD". Below this, there are two input fields: "NetID" with the value "broche" and an information icon, and "Password" with a masked field of dots. A prominent "LOG IN" button is located below the password field. Underneath the button, there is a link for "Forgotten or expired password?". At the bottom of the form, there are two links: "Account options" and "Help logging in". A mouse cursor is visible on the right side of the form area.

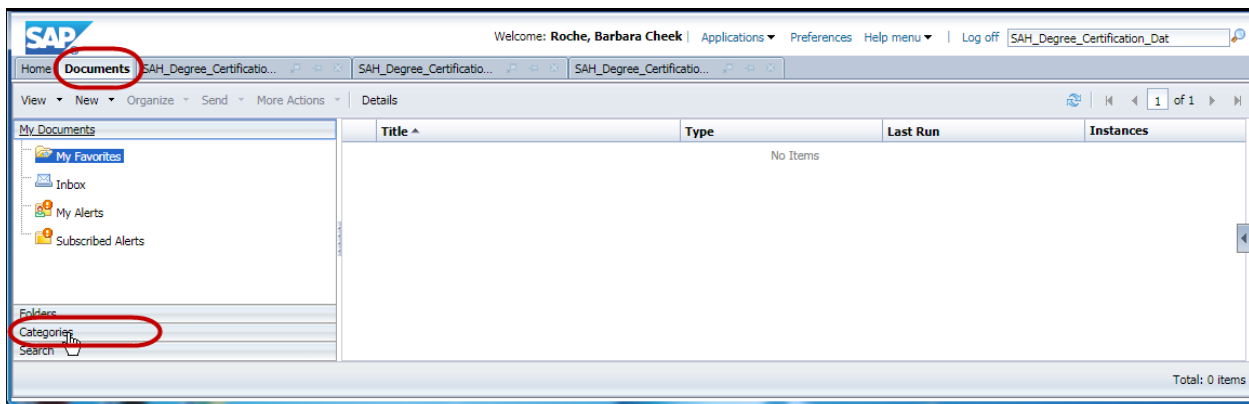


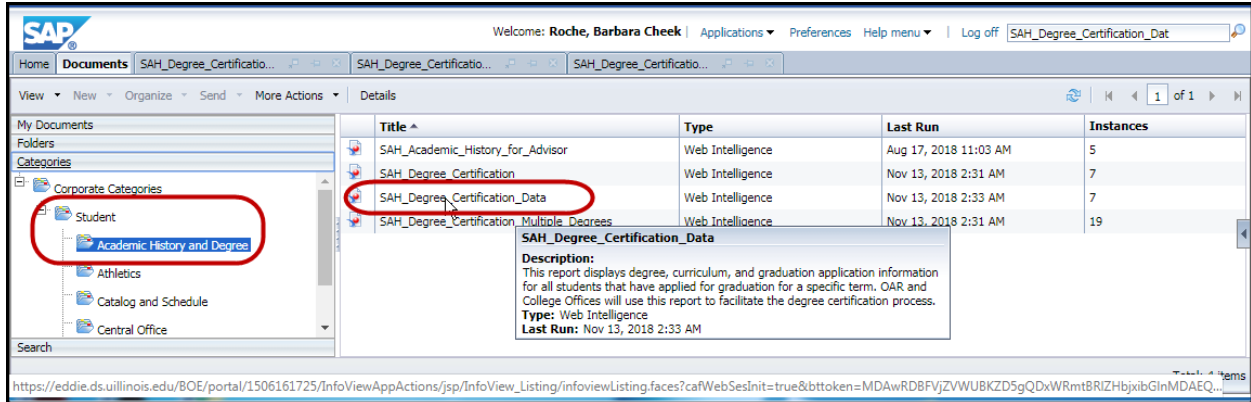
Note: Details are only provided for accessing the SAH_Degree_Certification_Data report. That is the most comprehensive report. All other reports are accessed in the same manner.

Type SAH_Degree_Certification_Data in the search box and select the report from the drop down list.

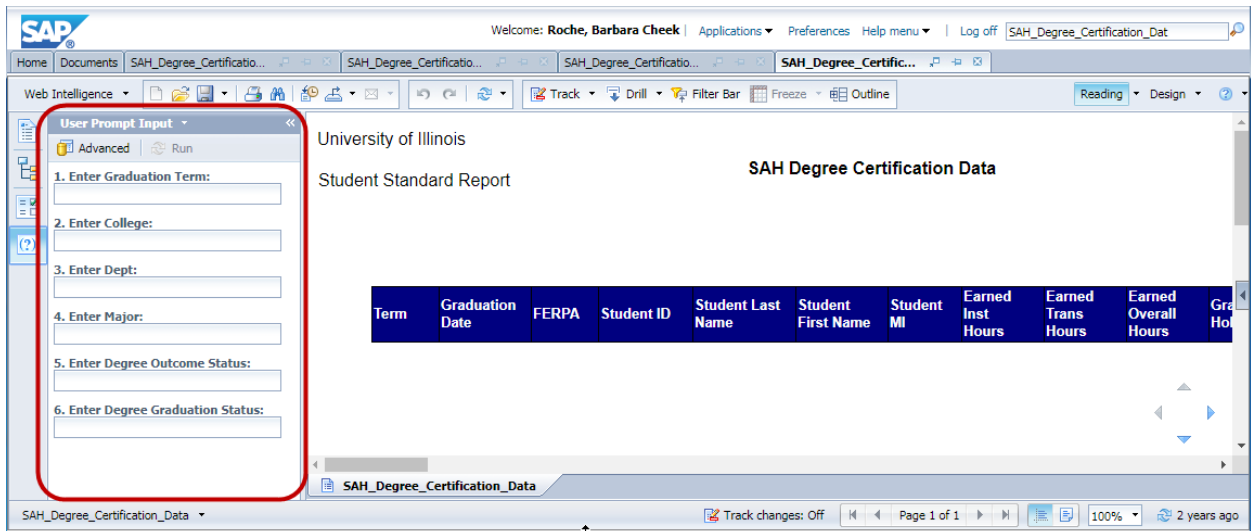
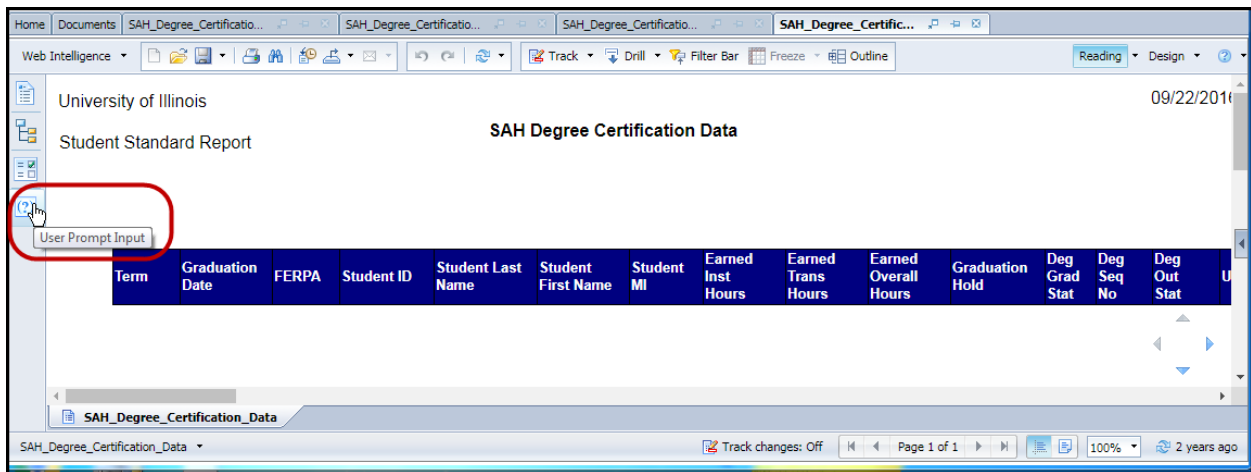


Or, go to the Documents tab, open the Categories folder, open Corporate Categories → Student → Academic History and Degree and select the desired report (SAH_Degree_Certification_Data)





When the report opens, click on the User Prompt Input:





Enter values in the Prompt categories Use a semi-colon when listing multiple values, e.g. – AS; CP; CT. Enter an * to select all possible values for the prompt.

Click Run to generate the report

The screenshot shows the SAP Web Intelligence interface. On the left, a 'User Prompt Input' dialog box is open, containing six prompts for data entry:

1. Enter Graduation Term: 220188
2. Enter College: FS
3. Enter Dept: *
4. Enter Major: M
5. Enter Degree Outcome Status: PN; SO
6. Enter Degree Graduation Status: AS; CT

The 'Run' button in the dialog is highlighted with a red box. The main report area displays 'University of Illinois Student Standard Report' and 'SAH Degree Certification Data'. A table header is visible with columns: Term, Graduation Date, FERPA, Student ID, Student Last Name, Student First Name, Student MI, Earned Inst Hours, Earned Trans Hours, Earned Overall Hours, and Graduation Date.



Or click the Advanced button for a listing of all prompt values.

Enter the following parameters for report using the **Advanced** feature.

Term – Graduation term

College –Your college code

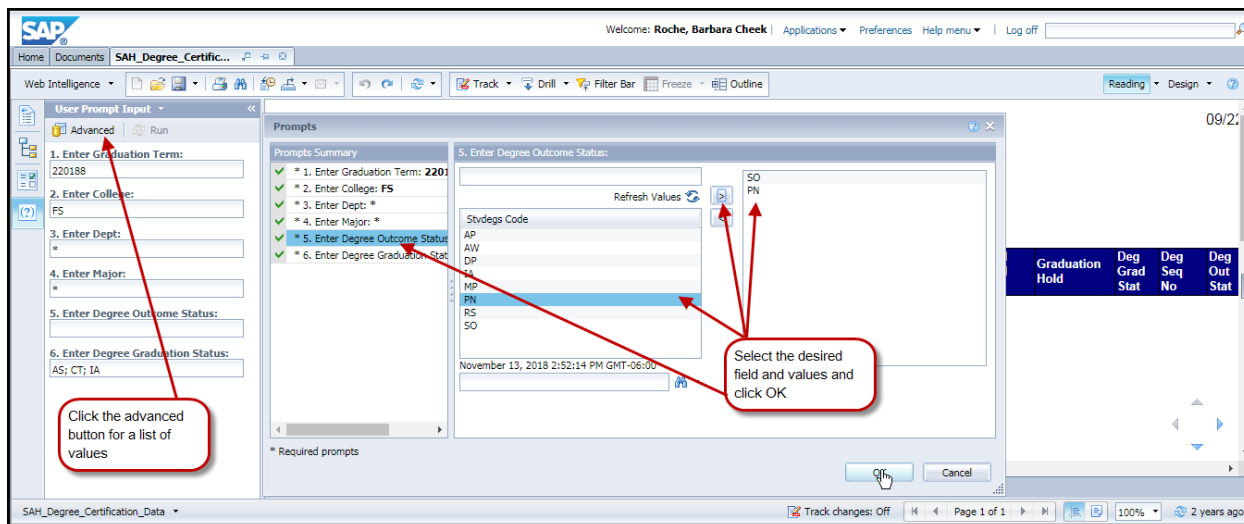
Dept – Type * to include all departments. You can enter or select specific departments if desired.

Major - Type * to include all majors. You can enter or select specific majors if desired.

Degree Outcome Status – Enter or select SO and PN (Sought and Pending)

Degree Graduation Status – Select all in list or specific statuses as desired. (AS, CT, IA)

When all parameters are entered (green check marks next to each), click OK button to generate the report.



Close the info window and view report.

SAP Welcome: Roche, Barbara Cheek | Applications | Preferences | Help menu | Log off

SAH_Degree_Certificatio... SAH_Degree_Certific...

University of Illinois 11/13/2018 03

Student Standard Report SAH Degree Certification Data

User Prompt Input

Advanced Run

1. Enter Graduation Term:
220188

2. Enter College:
FS

3. Enter Dept:
*

4. Enter Major:
*

5. Enter Degree Outcome Status:
PN

6. Enter Degree Graduation Status:
AS; CT; IA

Term	Graduation Date	FERPA	Student ID	Student Last Name	Student First Name	Student MI	Earned Inst Hours	Earned Trans Hours	Earned Overall Hours	Graduation Hold	Deg Grad Stat	Deg Seq No	Deg Out Stat	User
220188	12/16/2018		66100000	ROCHE	BARBARA	C	82.00	0.00	82.00		AS	1	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	95.00	0.00	95.00		AS	2	PN	AAGU S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	120.00	0.00	120.00		AS	1	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	47.00	0.00	47.00		AS	2	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	70.00	0.00	70.00		AS	1	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	70.00	0.00	70.00		AS	1	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	70.00	0.00	70.00		AS	1	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	129.00	0.00	129.00		AS	2	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	70.00	0.00	70.00		AS	2	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	62.00	0.00	62.00		AS	2	PN	WWW S
220188	12/16/2018		66100000	ROCHE	BARBARA	C	131.00	0.00	131.00		AS	2	PN	WWW S

Retrieving Data

No data to retrieve in Inst Honors Dept Honors

OK

Click Ok to close the info window.



Save the report to desired format – click Save as on the Save Menu button. Your parameters will be saved. Select the report from the folder where it was saved the next time you log in.

The screenshot shows the SAP Web Intelligence interface. The report title is "SAH Degree Certification Data" under the "University of Illinois" context. The report is a "Student Standard Report". The left sidebar contains a "User Prompt Input" section with the following fields:

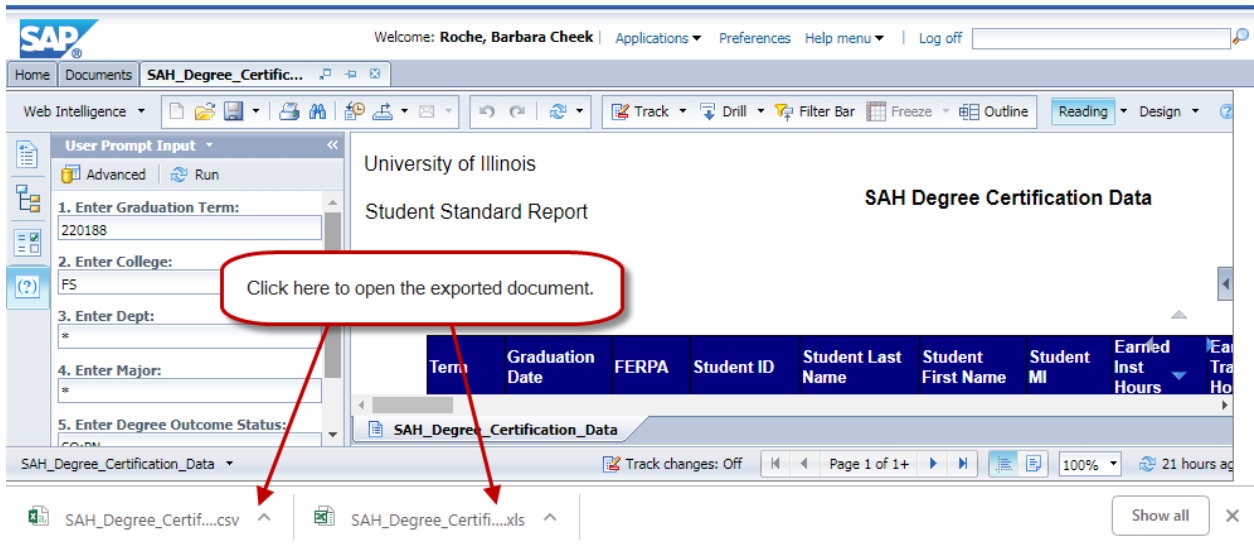
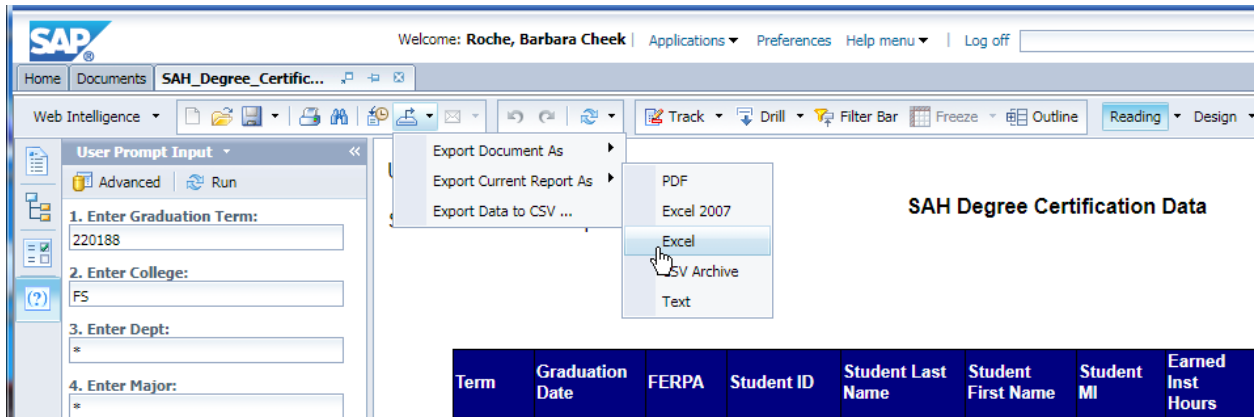
- 1. Enter Graduation Term: 220188
- 2. Enter College: FS
- 3. Enter Dept: *
- 4. Enter Major: *
- 5. Enter Degree Outcome Status: SO;PN
- 6. Enter Degree Graduation Status: AS; CT; IA

The main area displays a table with the following data:

Term	Graduation Date	FERPA	Student ID	Student Last Name	Student First Name	Student MI	Earned Inst Hours	Earned Trans Hours	Earned Overall Hours	Graduation Hold	Deg Grad Stat	Deg Seq No	Deg Out Stat
220188	12/16/2018		*****	*****	*****	*****	82.00	0.00	82.00		AS		1 PN
220188	12/16/2018		*****	*****	*****	*****	95.00	0.00	95.00		AS		2 PN
220188	12/16/2018		*****	*****	*****	*****	120.00	0.00	120.00		AS		1 PN
220188	12/16/2018		*****	*****	*****	*****	17.00	0.00	17.00		AS		1 PN

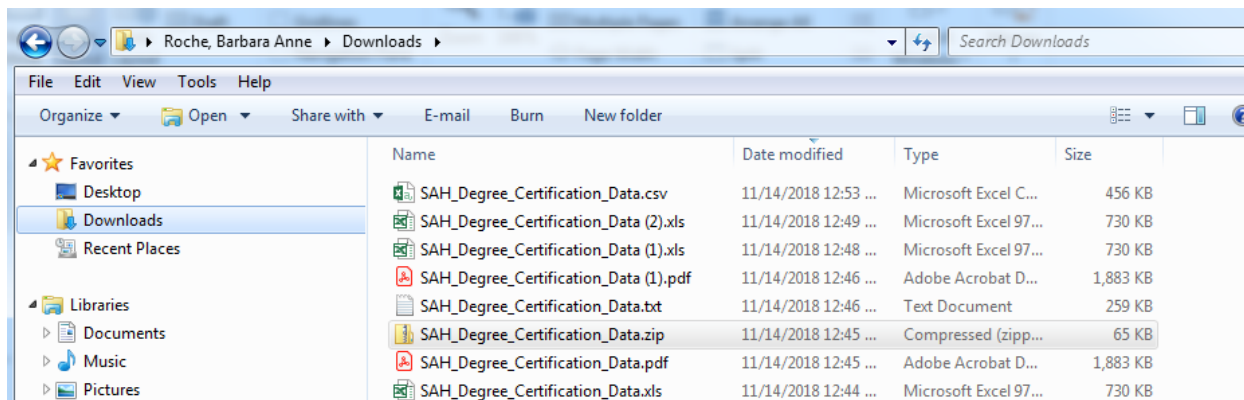
The screenshot shows the "Save As" dialog box. The "Favorites Folder" section contains a "Favorites Folder" icon. The "Public Folders" section is empty. The "File Name" field contains "SAH_Degree_Certification_Data". The "Save As Type" dropdown is set to "Web Intelligence". The "Title" field contains "SAH_Degree_Certification_Data" and a description: "This report displays degree, curriculum, and gradu". The "Last Run Time" field is empty. The "Save" and "Cancel" buttons are visible at the bottom right.

If you want you can export the report. Open the document from the bottom of the page.





Or find it in your Downloads folder.





Accessing Mobius View Reports

Go to <https://apps.uillinois.edu>. Scroll to the bottom of the page until you see the Data & Analytics section. Click on Mobius View.

The screenshot shows a web browser window at <https://apps.uillinois.edu>. The page title is "Application Directory" and it describes key student, research, business, and administrative systems. A red callout box points to the address bar with the text "Go to https://apps.uillinois.edu".

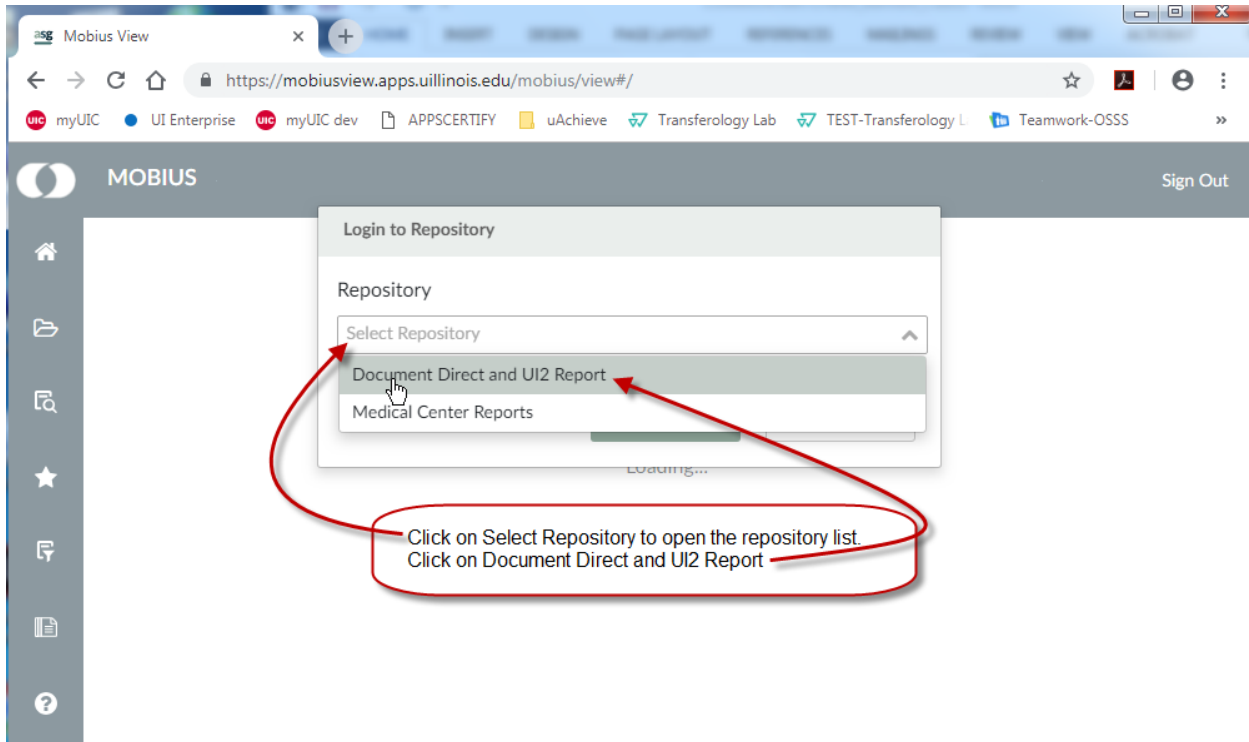
Below the main header, there is a "Data & Analytics" section with a list of links: EDDIE/Web Intelligence, Mobius View, Tableau Server, and University Codebook. A red callout box points to "Mobius View" with the text "Scroll to the bottom of the page until you see the Data & Analytics section. Click on Mobius View."

At the bottom of the page, there are three columns of information:

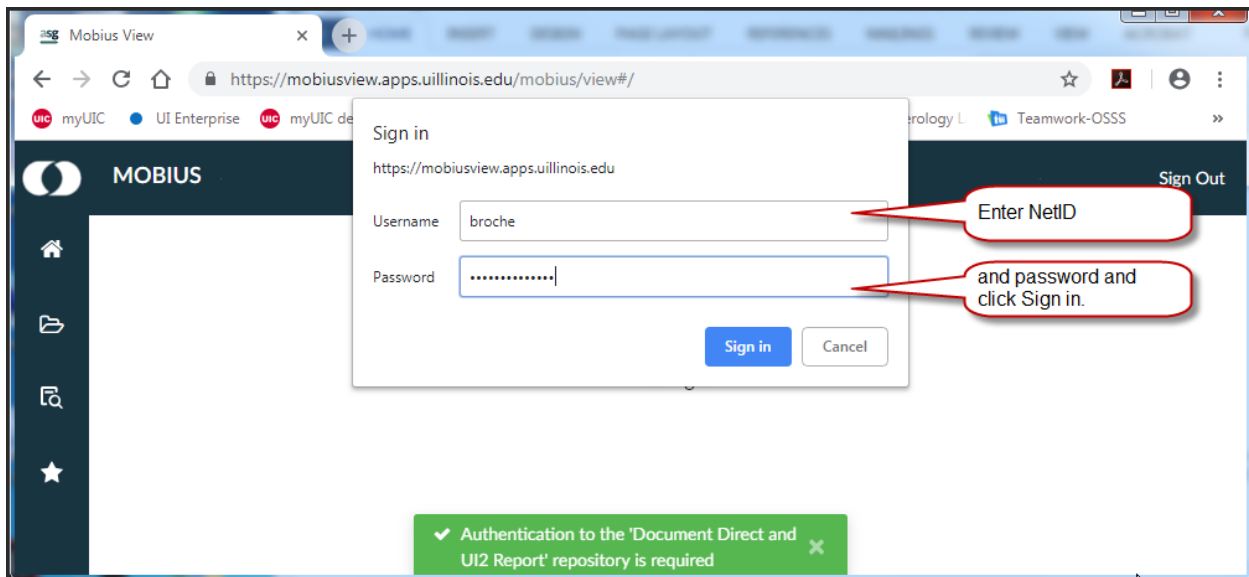
- Questions?** Search the Knowledgebase or contact the AITS Service Desk for technical assistance.
- Getting Access** Need to use one of these applications? You can request access from your Unit Security Contact (USC).
- System Status** Check current system status messages and planned outage notices. [Go to System Status](#)



Select the Document Direct and UI2 Repository.



Enter Sign in information (user your University NetID and password)





Locate your report.

MOBIUS Sign Out

Welcome to Mobius View
Here is how you can get started

Browse Content
View, print, download, and perform other actions with the organization content available to you.
Take me to browse content

My Favorites
Store your frequently used content into Favorites.
Take me to my favorites

My Search
Find the content you want with quick search results with advanced filters.
Take me to my search

MOBIUS Sign Out

Browse
Document Direct and UI2 Report → Reports

Favorite Collect Print Download Extra

sh2d

- SH2DGC104B
DEGREE CERTIFICATION DATA DATE - MAY
- SH2DGC502B
DEGREE CERTIFICATION DATA - AUGUST
- SH2DGC801B
DEGREE CERTIFICATION - DECEMBER
- SH2DGC803B
DEGREE CERTIFICATION MULTIPLE DEGREES - DECEMBER
- SH2DINR02B
DEFERRED/INCOMPLETE/ADMINISTRATIVE GRADES HISTORY DATA
- SH2DGC501B
DEGREE CERTIFICATION - AUGUST
- SH2DGC503B
DEGREE CERTIFICATION MULTIPLE DEGREES - AUGUST
- SH2DGC802B**
DEGREE CERTIFICATION DATA - DECEMBER
- SH2DINR01B
DEFERRED/INCOMPLETE/ADMINISTRATIVE GRADES
- SH2DLST01B

MOBIUS Sign Out

Browse
Document Direct and UI2 Report → Reports → SH2DGC802B

Favorite Collect Print Download Extract

201811 140 items

Nov 13, 2018 2:34:34 AM	Nov 8, 2018 2:17:37 AM
Nov 1, 2018 2:23:13 AM	Oct 25, 2018 2:12:29 AM
Oct 18, 2018 2:12:36 AM	Oct 11, 2018 3:03:30 AM
Oct 4, 2018 3:01:35 AM	Sep 27, 2018 2:18:11 AM
Sep 20, 2018 2:11:01 AM	Sep 14, 2018 3:24:21 AM

Or type in part of a date (using the indicated format) to jump to older reports.

Select the desired report date.

MOBIUS Sign Out

Browse
Document Direct and UI2 Report → Reports → SH2DGC802B → Nov 13, 2018 2:34:34 AM

Favorite Collect Print Download Extract

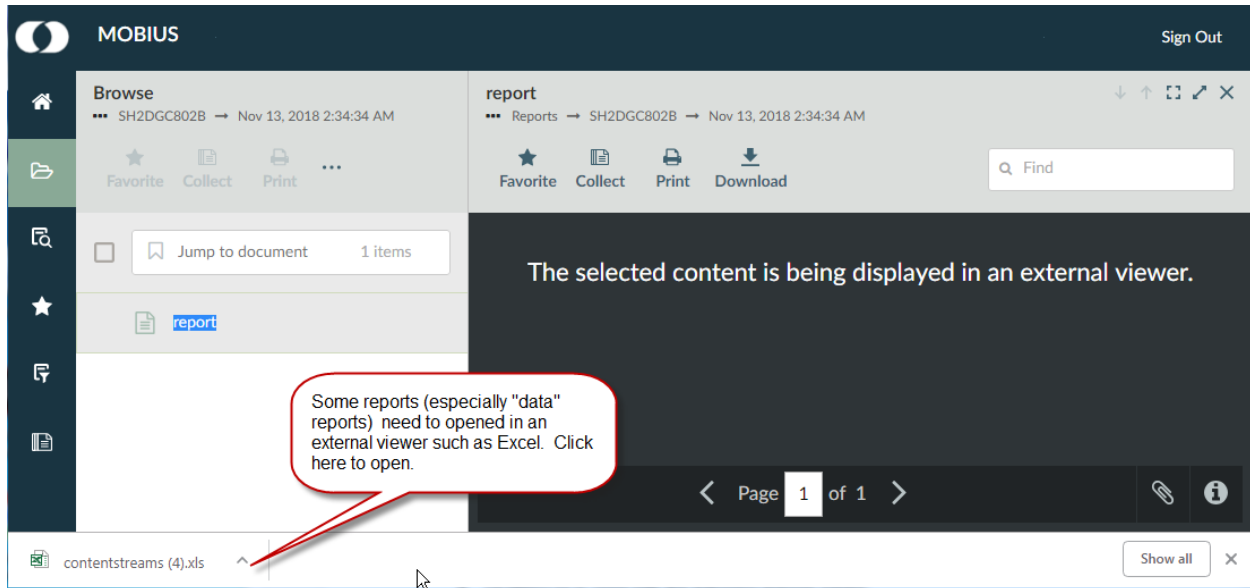
Jump to document 1 items

report

Then click on report.



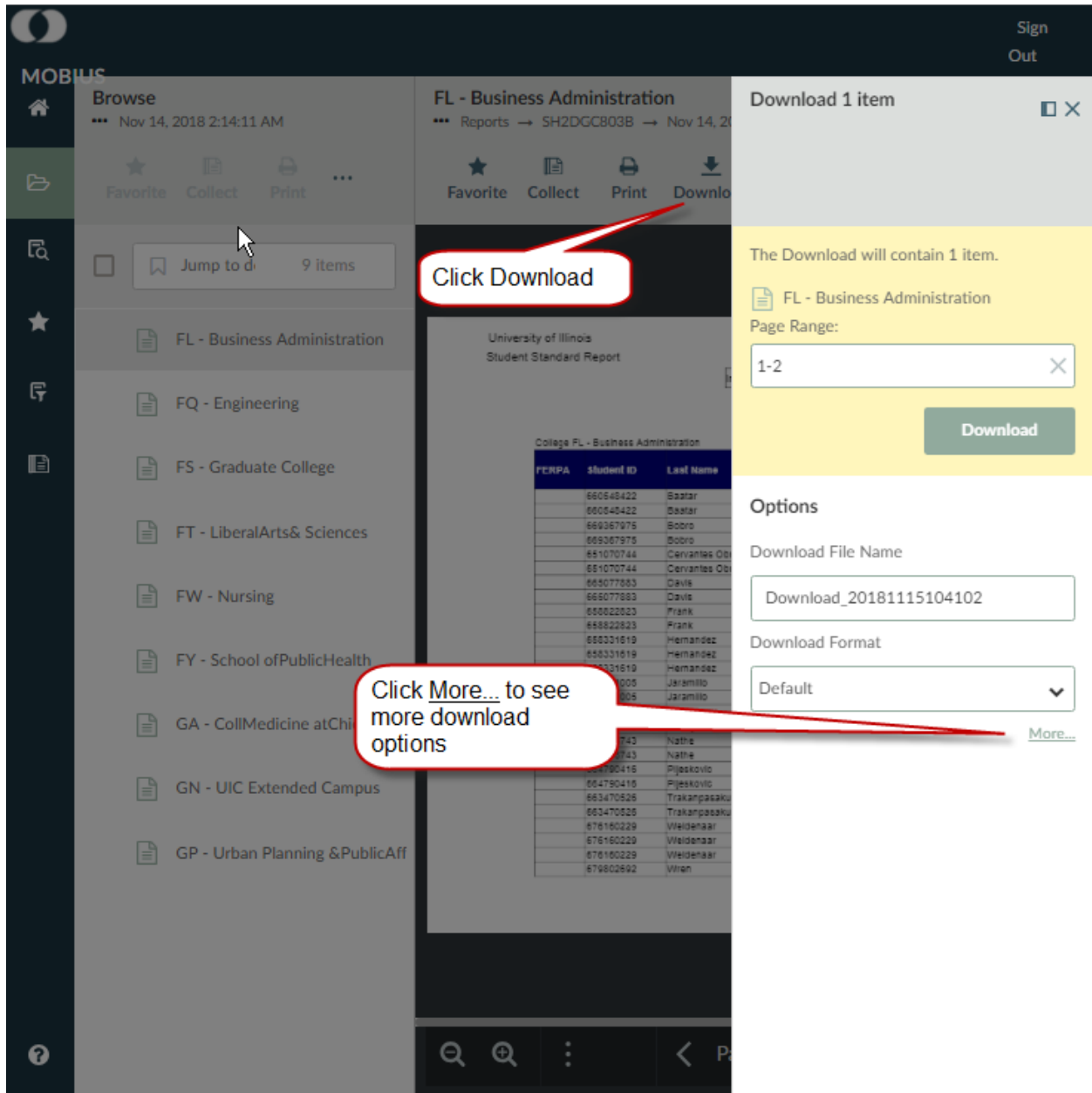
Open the report. Some reports must be opened in an external viewer (Excel, Adobe Reader, etc.)



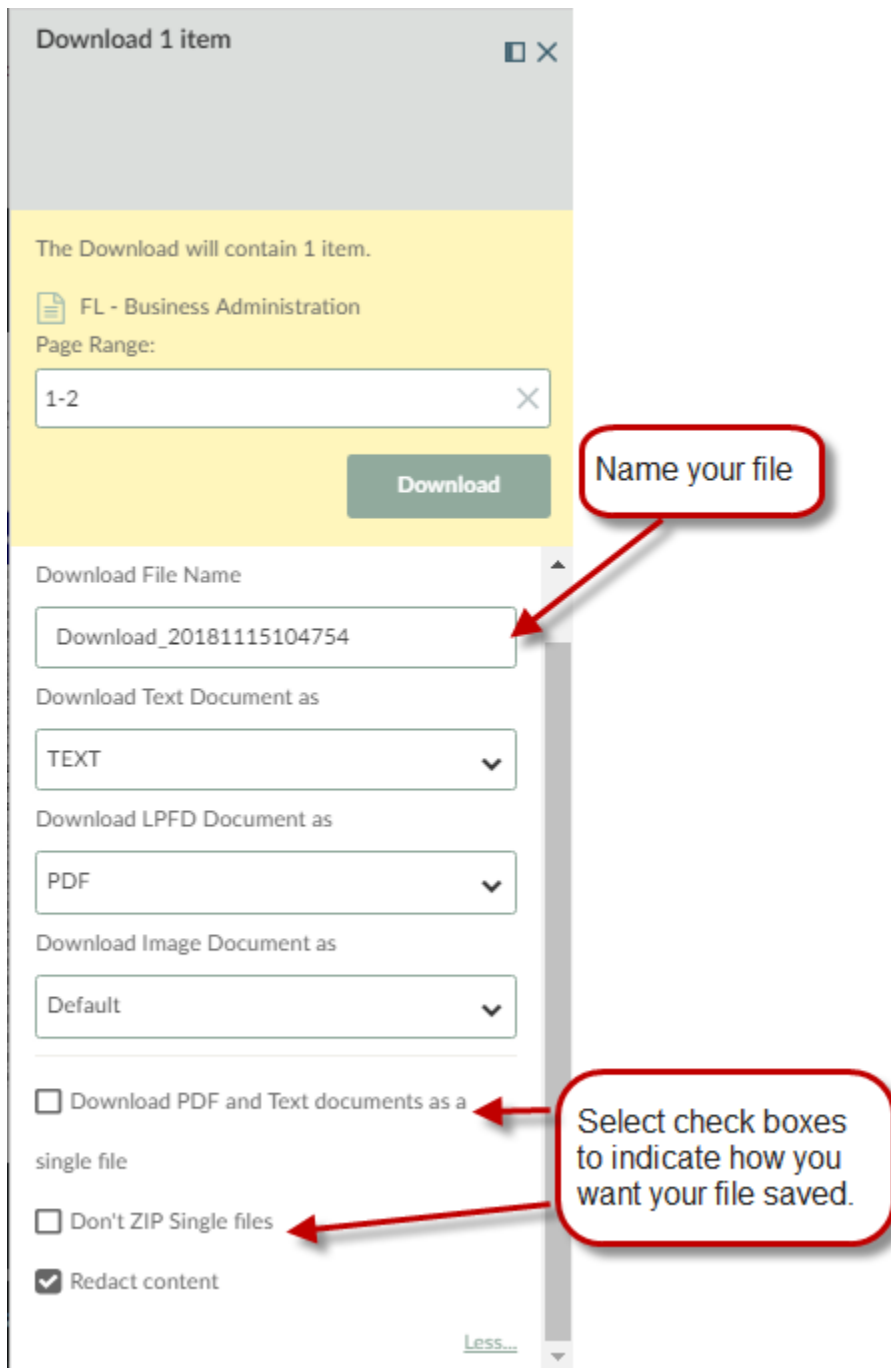
If you get a message that the report is being displayed in an external viewer, but do not see a link at the bottom of the page, check your Downloads folder. Look for a .zip folder or something named contentstream... Review the report.

Term	Graduation Date	FERPA	Student ID	Student Last Name	Student First Name	Student MI	Earned Inst Hours	Earned Trans Hours	Earned Overall Hours	Graduation Hold	Deg Grad Stat	Deg Seq No	Deg Out Stat	User
220188	12/16/2018		0000000	John	John	A	119.00	9.00	128.00		AS	2	PN	WWW
220188	12/16/2018		0000000	Thomas	John	A	106.00	4.00	110.00		AS	1	PN	WWW
220188	12/16/2018		0000000	James	John		52.00	64.00	116.00		AS	1	PN	WWW

You can also download the report directly using the download button. The dow



You can name your downloaded file as desired. Other download options may be available depending on the report that you are downloading.



The screenshot shows a 'Download 1 item' dialog box. At the top, it states 'The Download will contain 1 item.' Below this, the document title 'FL - Business Administration' and 'Page Range: 1-2' are displayed. A 'Download' button is present. The 'Download File Name' field contains 'Download_20181115104754'. Below this are three dropdown menus for document types: 'Download Text Document as' (TEXT), 'Download LPFD Document as' (PDF), and 'Download Image Document as' (Default). At the bottom, there are three checkboxes: 'Download PDF and Text documents as a single file' (unchecked), 'Don't ZIP Single files' (unchecked), and 'Redact content' (checked). Two red callout boxes with arrows point to the file name field and the first two checkboxes, containing the text 'Name your file' and 'Select check boxes to indicate how you want your file saved.' respectively.

Download 1 item

The Download will contain 1 item.

FL - Business Administration

Page Range:

1-2

Download

Name your file

Download File Name

Download_20181115104754

Download Text Document as

TEXT

Download LPFD Document as

PDF

Download Image Document as

Default

Download PDF and Text documents as a single file

Don't ZIP Single files

Redact content

Select check boxes to indicate how you want your file saved.

Less...



Need Help???

Need Access

Need to use one of these applications? You can request access from your Unit Security Contact (USC). You can find your USC at https://www.aits.uillinois.edu/access/find_my_usc.

Questions about the Report Content

Contact the Office of Student Systems Services (osssallemployees@uillinois.edu) or the Registrar's Office – 312-996-4381

Technical Assistance using EDDIE or Mobius View

Search the AITS Knowledgebase (<https://answers.uillinois.edu/systemoffices/>) or contact the AITS Service Desk:

- Online: (<https://answers.uillinois.edu/systemoffices/aits-service-desk>)
- Phone: 312-996-4806
- Email: servicedeskait@uillinois.edu