one.bellarmine.edu

Low-Enrolled Sections Report

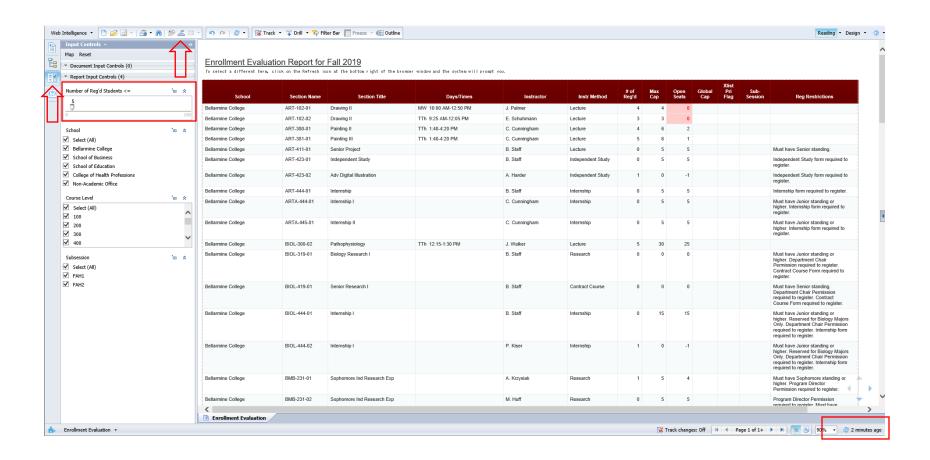
This Colleague CROA report allows you to run the course listing for a given semester to quickly identify low-enrolled sections.

This report can only be run by Bellarmine faculty or staff members and only from an on-campus (or VPN) location. Using Internet Explorer is recommended.

- 1. From a Bellarmine network computer (on campus or over VPN), go to **one.bellarmine.edu**, click the "**One Login**" button in the upper right hand corner of the page and login using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard** page.
- 2. In the far upper left corner on your Dashboard page is the **Menu** (aka the hamburger menu). Hover over it to reveal the list of *Info Sites*. Click Academics > Registrar > Restricted to get to the reports listing.
- 3. Once on the Restricted Page, choose the Low Enrolled Sections (CROA) report by clicking it. If prompted for your credentials, enter your network username and password.
- 4. When the report launches you will be prompted for a term. You can choose the pre-populated term or you can enter a different term using the format YYYY followed by either FA (fall), SP (spring) or SU (Summer). For example, to see fall 2019, you would enter 2019FA. Enter your desired term and click ok.
- 5. The results will display on your screen. Below is a screenshot showing an example of the report. Note these items highlighted in red in the screenshot:
 - a. The input controls box in the top left allows you to filter the results. Use the slide bar at the top of the input controls to define the minimum enrollment you desire (the default is set to 5 registered students). The report results will only show you sections with that number or less enrolled. If the input controls box is not expanded simply click the icon on the far left that looks like this:
 - b. To export the report click the export icon pulldown found on the toolbar near the top left. It looks like this.



c. To select a different term, click the refresh icon in the lower right corner (each time you refresh you will be prompted to enter a term). The refresh icon looks like this:



Questions? Contact the Registrar's Office at registrar@bellarmine.edu