

Useful WINGS Queries & Data for ADAs

Created Spring 2024

Students & Instructors

Name of report/query/dashboard: Plan Report by Selected Plans

How you might use it: Review current enrollment in majors, minors, and certificates, pull email lists, save the 10th day report, etc.

How to find it: Main Menu > UW-La Crosse > Records and Enrollment > Reporting > Plan Reports > Plan Reporting

Name of report/query/dashboard: Student Services Ctr (Student)

How you might use it: Review individual student information such as currently enrolled courses, course history, advisors, academic plans, etc.

How to find it: Main Menu > Campus Community > Student Services Ctr (Student)

Name of report/query/dashboard: Class Roster

How you might use it: Pull email lists, review current standing/progression of enrolled students, view wait lists, etc.

How to find it: Main Menu > Curriculum Management > Class Roster > Class Roster

Name of report/query/dashboard: Class Permissions

How you might use it: Enter current permissions to add/drop students, view current and past permissions to add/drop students, etc.

How to find it: Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Name of report/query/dashboard: Instructor Schedule

How you might use it: Quick reference point to view an instructor's schedule for a current or previous semester – includes course info and days/times/locations

How to find it: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule

Name of report/query/dashboard: Student Advisor

How you might use it: View current and previous advisor(s) for a student, assign advisor(s) for a student, etc.

How to find it: Main Menu > Records and Enrollment > Student Background Information > Student Advisor

Name of report/query/dashboard: Advisee Count by Advisor

How you might use it: Pull advisee lists to send faculty advising sheets, view current totals of advisees and their progressions to make sure advisees are distributed to advisors equitably

How to find it: Main Menu > UW-La Crosse > My Reports > Student Records Queries > Advisee Count by Advisor

Courses & Books

Name of report/query/dashboard: Display Classes by Subject

How you might use it: Track current enrollments, view full course lists and all info from prior semesters, etc.

How to find it: Main Menu > UW-La Crosse > My Reports > Student Records Queries > Display Classes by Subject

Name of report/query/dashboard: Maintain Schedule of Classes

How you might use it: Enter information for courses in the Meetings tab, such as Facility ID, Pat, Mtg Start/End, and Instructor. Enter information for courses in the Enrollment Control tab including all capacities

How to find it: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Name of report/query/dashboard: Schedule Class Meetings

How you might use it: Enter information for combined courses in the Meetings tab, such as Facility ID, Pat, Mtg Start/End, and Instructor

How to find it: Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Name of report/query/dashboard: Course Offerings History

How you might use it: Review all data relating to a course, such as when it was offered, enrollment numbers, who taught it, and any special topics (May help inform future offerings, establish rotations, determine topics, etc.)

How to find it: Main Menu > UW-La Crosse > Curriculum Management > Course Offerings History*

**Find the Course ID by searching the Course Catalog: Main Menu > Curriculum Management > Course Catalog > Course Catalog*

Name of report/query/dashboard: Required Book Entry

How you might use it: Enter in required books for Textbook Rental and the UWL Bookstore

How to find it: Main Menu > UW-La Crosse > Textbook Rental > Required Book Entry

Name of report/query/dashboard: Book Use by Term

How you might use it: Review book use via searches by Term, Textbook ISBN, Author, and/or Textbook Title (May assist with tracking down when a book was used, who used a particular book, etc.)

How to find it: Main Menu > UW-La Crosse > Textbook Rental > Book Use by Term

Name of report/query/dashboard: View Previous Book Use by Instr

How you might use it: Quick reference point to view all books utilized by a particular instructor (May be searched by just instructor and narrowed down by Term, Subject, and Catalog)

How to find it: Main Menu > UW-La Crosse > My Reports > Textbook Rental Dept > View previous book use by