

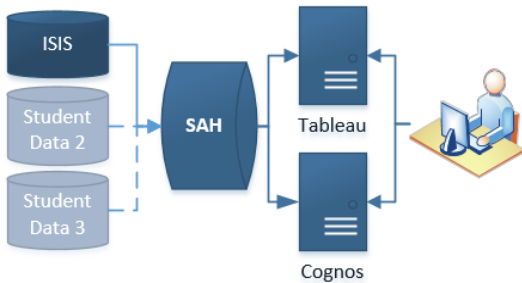
Blink > Student Activity Hub

Access: **FERPA training required**

Request access via AccessLink > Facility Tab > FINANCIAL: WWW – FinancialLink

Approved access will add you to the appropriate Active Directory Group

ITS Security Approved Access



Key Information

- Data is refreshed on a nightly basis
- Definitions are available in Information Governance Catalog (<https://igc.ucsd.edu>)

Tips

- Start small, add more
- Save often
- Right click / Left click anywhere

Filter Early & Often

- Less is more
- Ask others for help or ideas
- Share
- If you can't explain the chart, then don't use that chart

Efficiency

- If you find yourself creating something again and again and again in Excel, move it to a BI tool
- BI tools can automate repetitive analysis

Training and More Available on Blink > Business Intelligence

One Central Location For All Student Related Information

SAH View	Contents	Measures
Demographics	Available in every offering of SAH data As of current term	ACT Scores, SAT Scores, HS GPA, Student Count
Enrollment	Class enrollment at current time or end of current term	Grade Value, Highest Grade, Attempted Units, Completed Units, Passed Units, Student Count
Enrollment Census	Class enrollment at the census date	
Retention	Graduation, Progression, Retention summary at current time or end of current term	Progressed Years, Graduated Years, Retained Years, Student Count
Retention Census	Graduation, Progression, Retention summary at the census date	
Retention Detail	Graduation, Progression, Retention details at current time or end of current term	Student Count
Retention Detail Census	Graduation, Progression, Retention details at the census date	
Majors Minors	Degrees, Majors and Minors per term	Student Count
Majors Minors Detail	Degree, Major and Minor changes per term	

From Blink > SAH > Click on any link to be taken to a SAH template

Cognos: Save As

Save as

Destination: My content

Save as: New report

Save Cancel

Tableau: Save As

File

Save As...

Save Workbook

Name: SAH New Report

Project: SAP_SAH_Testing

Show sheets as tabs

Embed password for data source

Cancel Save

Community of Practice = Blink > Student Activity Hub (SAH)

FAQ	Answer
How do I get access to SAH?	<ol style="list-style-type: none"> 1. Complete FERPA training 2. Go to AccessLink > Facility Tab > FINANCIAL: WWW – FinancialLink set to Yes 3. Approval will automatically add you to the appropriate Active Directory group
Can you add me to an AD group?	No, per security guidelines, BIA cannot add or remove members from AD groups. Open a ticket with your Department Security Administrator (DSA) or with the help desk if you do not know who your DSA is as only a DSA can update AD membership
Can I access SAH from my desktop?	Per ITS Security, all access to SAH is via Cognos or Tableau
How do I start building my own report?	<p>Blink > Student Activity Hub</p> <ol style="list-style-type: none"> 1. Decide on the BI tool you want to use – go to Blink > BI Tools for help deciding 2. Click the link on the topic you want to develop against 3. Drag data from left side to right side display
What if I can't see my team folder/project?	Check the Active Directory group you are in. All access is via Active Directory groups.
How often is the data updated in SAH?	Nightly
What if I find an issue in SAH?	<p>Email details to busintel@ucsd.edu</p> <ul style="list-style-type: none"> • What do you see – screenshots? What are you expecting to see? • Comparison document / screenshot <p>ITS BIA will triage your SNOW ticket and escalate to the appropriate resolution team, including data source SMEs Data Source issue will only be corrected in the data source directly</p>
What if I have a Tableau or Cognos issue?	<p>Email details to busintel@ucsd.edu</p> <ul style="list-style-type: none"> • What browser are you using? What link are you using? • What do you see – screenshots? What do you expect to see?
What if I need SAH training?	<p>Blink > Student Activity Hub</p> <p>Documentation, FAQs, tips and tricks can be found on the SAH Community site</p> <p>For group training email busintel@ucsd.edu</p>
What if I need Tableau or Cognos training?	Online training is available for both tools at Blink > Business Intelligence (BI) > BI Tools
What if I want to add a new data source to SAH?	<p>Blink > Student Activity Hub</p> <p>Add your request for a new data source to be added to SAH and vote on other user suggestions</p>
Can I create a new Folder / Project?	<p>Yes, and you can secure it with new or existing Active Directory groups</p> <p>Email busintel@ucsd.edu with your Active Directory group(s) or AccessLink group(s) for security set up</p>
Is there any oversight on SAH?	<p>There are audits performed by IR and the Registrars office on the content of SAH based reports and on the access provided to SAH based reports. The Data and Analytics Governance Group also provides guidance on policies around data use, ethics, privacy and access</p>