The steps outlined below will detail how to log in and read the registration data in Monitor.

1. [https://app.adastra.live](https://app.adastra.live)
   a. You can also enter your email address and select reset password. It will send you an email with a code and you can enter it on the site and you will be able to log in.
   b. You should have received an email from AWS ([no-reply@verificationemail.com](mailto:no-reply@verificationemail.com)) with your temporary password. Once you have the email, you can navigate to [https://app.adastra.live](https://app.adastra.live) to login.

2. Once you are successfully log in you will see the “monitor” app.
3. Enter the following information:
   a. Term: Enter term in which you are monitoring registration
   b. Campus: this is the modality of how the course is being offered
   c. Quick filter: find filter for department

4. Analyze tab: Allows you to see a high-level dashboard view of registration metrics.
   a. Overview of all department courses and reports.

5. Course Tab: will take a deeper dive into specific courses so you can keep an eye on registration for key courses before the start of the term. There are high and low enrollment ratios that may require action.
   a. Sort by course or enrollment ratio. You can also search for specific courses in the “find...”. Click on the course to drill down
   b. How fresh is the data?
      i. You can always see the last updated date on the right side of the screen above the course list. This date and time are based on the last data snapshot taken. Once a you have selected a course, additional course-level information and dashboards are displayed.
6. Once you have chosen a particular course, you can drill down into the details and review the important information regarding that course. If desired, click the notify button to let the system know you’d like to receive a notification when the registration status changes on a specific course.

Monitor > ACCT 2301 - FINANCIAL ACCOUNTING

<table>
<thead>
<tr>
<th>Enrollment Ratio</th>
<th>Enrollment</th>
<th>Sections</th>
<th>Campus</th>
<th>Term Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>53 / 55</td>
<td>1</td>
<td>Online</td>
<td>08/22/2022</td>
</tr>
</tbody>
</table>

**Definitions**

**Enrollment Ratio:** Average enrollment divided by average course enrollment cap

**Registration Status:** This is a designation assigned to a course based on its Enrollment Ratio.

**High:** Courses are “high” if the Enrollment Ratio is greater than 85%.

**Low:** Courses are “low” if the Enrollment Ratio is less than 25%.

**On Track:** Courses are “on track” if the Enrollment Ratio is 25-85%

**Seats Filled:** This field shows the seats filled compared to the seats available. For example of 87/100, 87 out of the 100 seats offered are already filled.