# Event Distribution Report

The **Event Distribution** report presents the snapshot's events in a bar chart that can be grouped, sorted, and shaded in a variety of meaningful ways without considering room placement.

This report may be a logical place to start to get the big picture of demand, including room capacity requirements, organization sponsorship, and recurrence patterns.

Questions that the Event Distribution report can help answer include:

- Are there trends in the sizes of your classes?
- What do enrollment sizes reveal about your current space needs?
- Which departments/organizations sponsor the highest percentages of classes?
- For your largest organizations, which class size puts the greatest demand on rooms?
- Does distribution of classes vary significantly by day or time of day?
- How well are organizations complying with standard meeting patterns?

Image: Event Distribution report using basic controls.
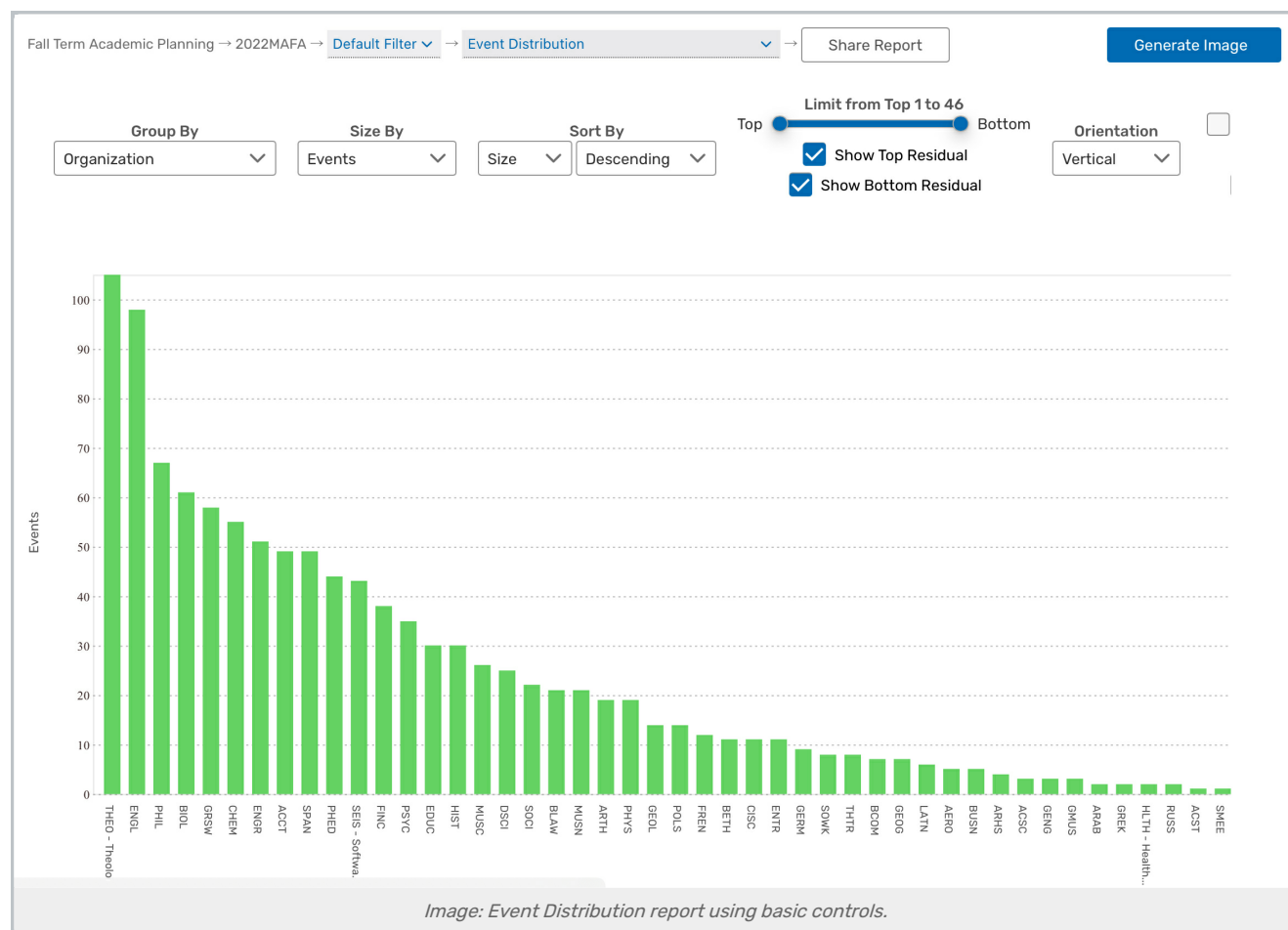
Report Settings

The values displayed in the bar chart are influenced by several settings:

- **Group By:** Determines what group of events each bar of the chart represents
    - **Event Type:** The event type on the event
    - **Organization:** The primary organization on the event
    - **College**: The college that the event belongs to
    - **Headcount:** The headcount for the event (either registered or expected, based on filter options)
    - **Duration:** The length (in minutes) of the event
    - **Day Combination:** The weekdays when the event has occurrences (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday)
    - **Day and Duration:** Combines Day Combination and Duration options above
    - **Start Time** and **End Time:** The event's start or time
    - **Meeting Time**: The event's meeting time
    - **Meeting Pattern:** Adheres to the traditional definition of meeting pattern (e.g., MWF 10 – 10:50 a..m.)
    - **Breakpoints:** Determined by predefined breakpoint lists
- **Size By:** Sets what the size of each bar on the chart measures. The chart's axis automatically scales appropriately
    - **Events:** The total number of events
    - **Meetings:** The number of individual occurrences
    - **Meeting Hours:** The sum of all occurrence durations
    - **Contact Hours:** Headcount multiplied by Meeting Hours
    - **Headcount:** The total headcount of all events
- **Sort By:** Orders the bars are according to the names of each group or their total size

> ✓ **Tip: Viewing More Report Settings**
>
> Use the "more >" and "< back" text links at the end of the settings lines to view more settings or to return to the previous settings.

- **Limit:** Determines how many groups of events appear as bars in the report.
    - Selecting **Show Top Residual** or **Show Bottom Residual** will display the top/bottom remaining groups, combined into a single bar
- **Orientation:** Arranges the bars from top to bottom or left to right
- **Shading:** Use these settings to shady by critical time, revealing classes that are scheduled, fully or partially, during critical hours, compliant or non compliant

Image: Example of report using Shading options.
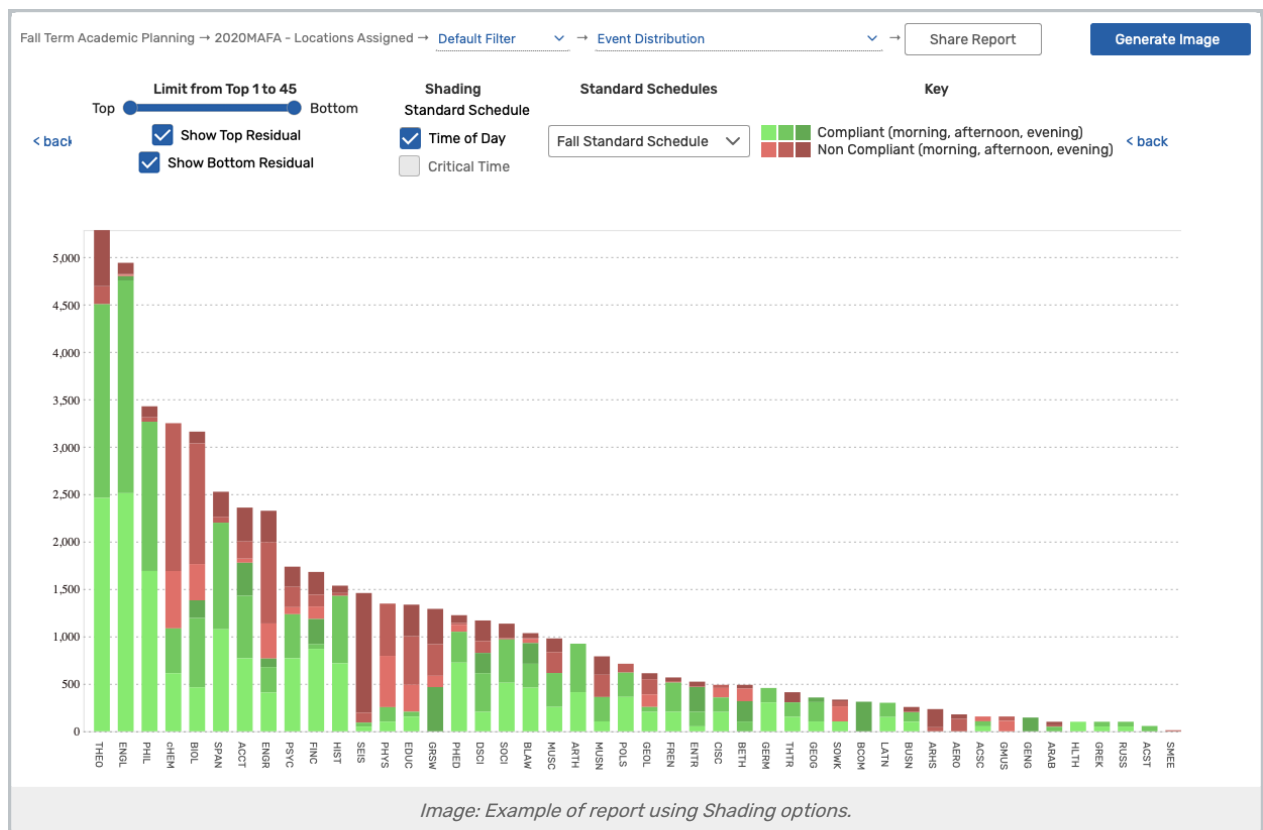
- **Standard Schedules:** Choose from available schedules to display

- *Color and Shading options, see below*

- **Mode:** Can be toggled between **Default** and **Zoom**. Zoom mode allows users to use a mouse wheel or trackpad to zoom into the chart

- **Chart Size**: Can be toggled between **Full Size** and **Fit to Page**. Fit to Page allows users to see the full body of reports without scrolling.

- **Show Values**: Checkbox option to display values on top of bar chart sections at all times

Colors and Shading

The report's colors are controlled by several options visible by clicking on the "more" link or scrolling to the right. The events which make up a particular group can be colored based on their meeting patterns. **Focus** then allows you the option of narrowing down the data even further.

- Shading by **Standard Schedule** divides the bars into red and green portions based on whether an event's meeting pattern is found in the selected standard schedule
  - **Focus**: Compliant, Non Compliant

- Shading by **Time of Day** shades red and green portions into lighter and darker versions based on whether a meeting pattern starts in the morning, afternoon, or evening. (Morning is anything before 12pm and evening is anything after 6pm.)
  - **Focus**: Morning, Afternoon, Evening

- Shading by **Critical Time** shows courses overlapping the critical period

- ○ **Focus**: **In Critical Time Period**, **Not in Critical Time Period**

Use the **Fill** dropdown to switch the bar background between **Color**, **Pattern**, and **Grayscale**.

Reading the Report

Report data is displayed in bar chart format:

- One axis shows the total demand. This can measure several different values such as the total number of events or total durations of all occurrences

- The other axis shows the events in the snapshot. They can be grouped in several different ways, described above

- The color/pattern of each bar is determined by the shading options described above. A single bar may contain events with many different start times or meeting patterns, so each bar is likely to be shaded with multiple colors/patterns

Assessing the Report Results

- What's the report showing you about classes?

- Does your class distribution match your expectations?

- Are most of your classes compliant with your schedule standards/goals?