Admissions & Introduction to Report Editing

IBM Cognos Analytics

Objectives
Upon completion of this module, you will be able to:
• Gain a Basic Understanding of Cognos.
• View a Report.
• Modify a Report.
• View a Dashboard.
• Request Access to Cognos.

Agenda
To enable you to do this, we will:
• Discuss Cognos Basics and Vocabulary
• Guided Practice on Viewing and Editing Reports
• Independent Activity/Break
• Guided Practice View Dashboard
• Participate in “Fun, Games, and Candy”
• Request Access
IBM Cognos Analytics

Data Reporting Enterprise Tool (query data)
- Managed Reports for Daily Use
- Data Analysis for Large Scale Business Decisions

The Information

Current Packages
- Admissions (Admissions/Reports/IDW Reports)
- Census Day (PRPA/Reports/Census Day)
- Records and Enrollment (Student Records/Reports)
- Student Registration (Student Registration/Reports/Department Dashboard)
Levels of Access

Read Access
• View Managed Reports

Ad Hoc
• Edit Managed Reports
• Create Own Reports

What's in Admissions?
• Admission Data since Fall 2015 (Since Campus Solutions was implemented)
• Information Updated Overnight
• Detailed Lists of Student Information and Summary Reports
• Reports Broke Down By:
  • Applied Students
  • Admitted Students
• Ad Hoc Package Access
• Admissions>Reports>IDW Reports

Questions??
Campus Solutions

Terms

Term – Period of time containing one or more sessions; basically, a semester.
  • Fall, Spring, Summer

Academic Structure

Program – The Colleges
  • College of Applied Science and Technology, College of Business, College of Arts and Science, College of Education, College of Fine Arts, Mennonite College of Nursing, Office of Provost

Plan – Majors, minors, and certificates
  • BS, BA, MS, etc.

Sub-plan – Sequences and concentrations

Types of Reports

List – Series of columns listing information
  • Individual Students

Crosstab – Summary or overall look at numbers
  • Total Application for each Department in a College

Dashboard – Compiled group of summary reports commonly with drill downs and drill ups
  • Registration Dashboard
Report Terms
Filters and Prompts narrow down the information in your report.

**Filter** – Info will be narrowed down the same way every time the report is viewed
  - GRE – Graduate Students

**Prompt** – Select from options every time report is viewed
  - Semester
  - Subject

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Report Terms Cont.

**Group** – Grouping puts all identical values in a column together.
  - Program
  - Subject Codes

**Sort** – Sorting organizes information in ascending or descending order.
  - Last Names
  - Class Catalog Numbers

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Supported Browsers

*Known issues with recent versions*

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Let’s Take a Look

Current Packages

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- Student Registration (Student Registration/Reports/Department Dashboard)

What’s in the Packages?
What's in Admissions?

- Admission Data since Fall 2015 (Since Campus Solutions was implemented)
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What's in Census Day (PRPA)?

- Census Data since Fall 2015 (Since Campus Solutions was implemented)
- Updated Once Per Term (Snapshot data)
  - As of 16th day of term – official reporting date
  - Used for internal and external reporting (compliance reporting, accreditation, program review, budget reporting, surveys)
- Ad Hoc Access Not Available
- PRPA>Reports>Census Day

What's in Student Records?

- Student Data since 1987
- Information Updated Overnight
- Number of Reports Consistently Increasing
- Information Includes:
  - Plan Rosters
  - Course Data
  - Class Data and Rosters
  - Detailed Lists of Student Data
  - Role Specific Reports
- Ad Hoc Package Access Available
- Student Records>Reports
What's in Student Registration?

- Current/Upcoming Term Information (No Historical)
- Real Time Registration Information
- Used to Track Students that have Registered for Classes
- Interactive Dashboard Report
  - Department
  - Plan
  - Sub Plan
- Report Drilldowns with Detailed Student Lists
- Ad Hoc Access Not Available
- Student Registration > Reports > Department Dashboard

Reports in the Packages?
https://data.illinoisstate.edu/bireports/

Questions??
Let’s Take a Look

Cognos Access

Request access through the Technology Support Center (TSC) through the web portal at: ITHelp.IllinoisState.edu

Make a Request >Applications >Request or Change Access

Or Request by:
Phone - 438-HELP (4357)
Email - supportcenter@ilstu.edu

You will need:
• ULID
• Department
• Package
• Separate business case for each package
Cognos Access

- Business Need
  - One sentence for each package requested on why you need the reports to perform job duties.
- Records and Enrollment Ad Hoc
  - After 2 weeks of Records and Enrollment access, can request Ad Hoc access
  - Must state why managed reports don’t meet your needs.

Visit Website for:
- Information about packages/reports
- Changes and upcoming releases
- Additional training resources
- URL: [http://data.illinoisstate.edu/](http://data.illinoisstate.edu/)

Attend Additional Training or Open Lab Sessions
- Open Lab:
  - One-on-one assistance
  - Creating/modifying reports
  - General Cognos assistance
- Records & Enrollment Training
- Sign-up [https://data.illinoisstate.edu/training/](https://data.illinoisstate.edu/training/)

Assistance Available
Thank you!

Questions?
eda@ilstu.edu

eda@ilstu.edu