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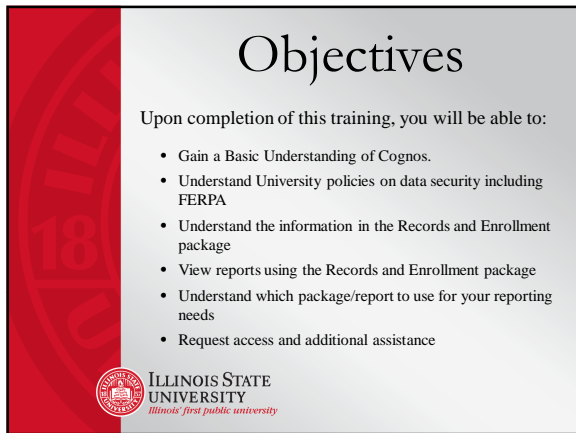
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## Objectives

Upon completion of this training, you will be able to:

- Gain a Basic Understanding of Cognos.
- Understand University policies on data security including FERPA
- Understand the information in the Records and Enrollment package
- View reports using the Records and Enrollment package
- Understand which package/report to use for your reporting needs
- Request access and additional assistance



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*Data security means protecting data, such as a database, from destructive forces and from the unwanted actions of unauthorized users*



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## Data Security

9.8 Policy – Security of Information Technology Resources and Systems

*“purpose of this policy is to establish a University-wide framework for the protection of Illinois State University’s information technology resources, computers, networking systems, and data”*

<http://policy.illinoisstate.edu/technology/>



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## Data Security

**Confidentiality:** Safeguards information from being accessed by individuals without the proper clearance, access level, and need to know.

**Integrity:** Results from the protection of unauthorized modification or destruction of information.

**Availability:** Information services are accessible when they are needed.

**Authentication:** A security measure that establishes the validity of a transmission, message, or originator, or a means of verifying an individual's authorization to receive specific categories of information.



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## Data Security

Data classifications

-  Unrestricted Data
  - Examples include: name, major, class level, home address, enrollment status
-  Restricted Data
  - Examples include: grades, student schedules
-  Highly Restricted Data
  - Examples include: Social Security Number, financial information, medical information
  - Not included in Records & Enrollment package



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## Data Security Best Practices

- Store information on a secure ISU computer
- Do not share information with others
- Options for transferring information:
  - OneDrive
  - SharePoint
  - Encrypted Device



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## Data Security State and Federal Laws

- Illinois Personal Information Protection Act (PIPA)
- The Federal Information Security Management Act (FISMA)
- Gramm-Leach-Bliley Act (GLBA)
- Health Insurance Portability and Accountability Act (HIPPA)
- Payment Card Industry Data Security Standard (PCI DSS)
- General Data Protection Regulation (GDPR)



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*The FERPA act of 1974, is a federal law governing the privacy of education records.*

University policy 2.1.1 - <http://policy.illinoisstate.edu/students/2-1-1.shtml>



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## What is FERPA?

- Grants specific rights to students and sets restrictions on how schools may handle education records.
- FERPA protects the education records of any currently or formerly enrolled student regardless of their age or parental dependency status.



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## What does FERPA protect?

Student's name	Grade level (freshman, sophomore, etc.)
Address (local and home)	Enrollment status (full-time, undergraduate, etc.)
Telephone listing (local and home)	Participation in officially recognized sports and/or activities
Electronic email address	Weight and height of athletic team members
Date and place of birth	Target graduation date
Major field of study	Degrees, honors, and awards received
Dates of attendance	Most recent educational agency or institution attended



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## How does FERPA apply to me?

- Need to determine why the data are needed and who it may be shared with
- FERPA/Data restriction - applies if student selects option to protect directory information

<http://registrar.illinoisstate.edu/ferpa/>



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**IBM Cognos Analytics**

**Data Reporting Enterprise Tool** (query data)

- Managed Reports for Daily Use
- Data Analysis for Large Scale Business Decisions

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IBM COGNOS

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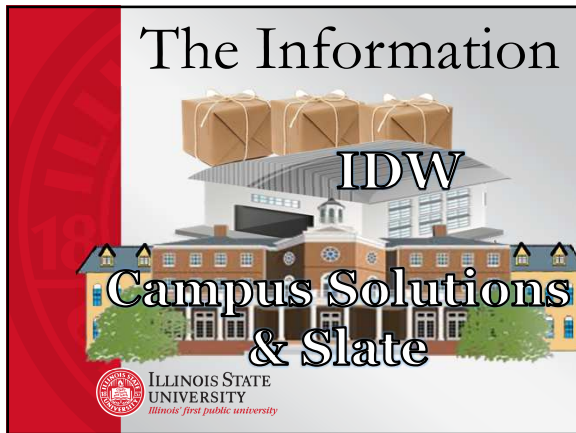
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**The Information**

**IDW**

**Campus Solutions & Slate**

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**Current Packages**

- Admissions
- Census Day (PRPA)
- Records and Enrollment (Student Records)
- Student Registration

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## Levels of Access

Read Access

- View Managed Reports

Ad Hoc

- Edit Managed Reports
- Create Own Reports



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## Records & Enrollment Data



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## What's in R&E?

- 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



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## What's in R&E?

<b>Student bio/demo details</b> <ul style="list-style-type: none"><li>• Emplid/UID/ULID</li><li>• FERPA indicator</li><li>• Full name</li><li>• Addresses (mail and electronic)</li></ul>	<b>Student cumulative statistics</b> <ul style="list-style-type: none"><li>• GPA (term and cumulative)</li><li>• Enrollment status</li><li>• Total earned hours</li><li>• Transfer credit</li><li>• Academic load</li><li>• Academic standing</li><li>• Academic level (beginning of term)</li></ul>
<b>Student group details</b> <ul style="list-style-type: none"><li>• ACTIVE students only</li></ul>	



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## What else is in R&E?

<b>Course/Class details</b> <ul style="list-style-type: none"><li>• Title</li><li>• Instructor details</li><li>• Units</li><li>• Owning group/organization</li><li>• Subject/catalog number</li><li>• Class number</li><li>• Units</li><li>• Contact meeting minutes*</li></ul>	<b>Student program/plan details</b> <ul style="list-style-type: none"><li>• Current plan/sub plan information</li><li>• Primary plan logic</li><li>• Multiple program details (if exist)</li></ul>
	<b>Graduation data</b> <ul style="list-style-type: none"><li>• Application Info (ie. Expected Grad Term)</li><li>• Degree Awarded</li><li>• Degree Honors (departmental &amp; university)</li></ul>



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## Reports in the Packages?

<https://at.ilstu.edu/>



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## What's in the Packages?




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## 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




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## What Reports are in the Admissions Package?

	Undergrad Detailed Student Information	Graduate Detailed Student Information	Summary information
Applied	Applied Undergraduate Students by College	Applied Graduate Students by College	Summary of Applied Students by College and Student Type
Admitted	Admitted Undergraduate Students by College	Admitted Graduate Students by College	Summary of Admitted Students by College and Student Type
Other	New Transfer Student Details	Graduate Admission Test Score Detail Report	
		Unsubmitted Graduate Application Details	

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### 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



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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 10th 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



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### Census Day VS. Records & Enrollment



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## Census Day VS. Records & Enrollment

**Census Day**

- Snapshot data
- As of 10th day of term
- Trend analyses
- Used for internal and external reporting
  - compliance reporting
  - accreditation
  - program review
  - budget reporting
  - surveys

**Records & Enrollment**

- Current data (as of midnight the night before)
- Dynamic data



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## Class Enrollment Totals by Subject

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Class Enrollment Totals by Subject

Classing Number	Class Section Number	Associated Class	Class Component	Course Description	First Name	Last Name	Enrollment	Capacity
101	001	1	Lecture	Fundamental Concepts In Biology	AMANDA	CARTER	296	300
101	002	1	Laboratory	Fundamental Concepts In Biology	CODY	SCHOLTENS	25	25
101	003	1	Laboratory	Fundamental Concepts In Biology	BETH	WEBER	25	25
101	004	1	Laboratory	Fundamental Concepts In Biology	KARA	HODGES	25	25
101	005	1	Laboratory	Fundamental Concepts In Biology	KARA	HODGES	24	25
101	006	1	Laboratory	Fundamental Concepts In Biology	CASEY	GWIRE	25	25
101	007	1	Laboratory	Fundamental Concepts In Biology	KATHERINE	EVANS	25	25
101	008	1	Laboratory	Fundamental Concepts In Biology	NICOLE	CAMPBELL	23	25
101	009	1	Laboratory	Fundamental Concepts In Biology	TIMOTHY	MARTIN	25	25
101	010	1	Laboratory	Fundamental Concepts In Biology	STEPHANIE	SCHNEIDER	25	25
101	011	1	Laboratory	Fundamental Concepts In Biology	ANNA	SCHNEIDER	25	25
101	013	1	Laboratory	Fundamental Concepts In Biology	ANNE	DELLA	23	25
101	014	1	Laboratory	Fundamental Concepts In Biology	ROBERT	PHILIPS	25	25
101	015	15	Lecture	Fundamental Concepts In Biology	JEFFREY	HELMES	297	300
101	016	15	Laboratory	Fundamental Concepts In Biology	ROBERT	PHILIPS	25	25
101	017	15	Laboratory	Fundamental Concepts In Biology	BETH	WEBER	25	25
101	018	15	Laboratory	Fundamental Concepts In Biology	ANNA	SCHNEIDER	25	25
101	019	15	Laboratory	Fundamental Concepts In Biology	POOJA	KADABA RANGANATH	25	25
101	020	15	Laboratory	Fundamental Concepts In Biology	MEYU	ZHANG	25	25

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## Class Enrollment Totals by Subject **with Attribute**

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Classing Number	Class Section Number	Last Name	Enrollment	Capacity	Class Attribute Long Description
101	001	CARTER	296	300	All
101	002	CARTER	296	300	Majors Only
101	003	CARTER	296	300	IAI L1 906: Heredity and Society
101	004	SCHOLTENS	25	25	IAI L1 904 Human Biology
101	005	SCHOLTENS	25	25	IAI L1 900L General Biology for Non-Majors
101	006	SCHOLTENS	25	25	Minors Course
101	007	SCHOLTENS	25	25	GE14 Science Mathematics and Technology
101	008	SCHOLTENS	25	25	GE14 Natural Science Biology
101	009	SCHOLTENS	25	25	GE14 Natural Science Alternatives Biology
101	010	WEBER	25	25	GE OC Science Mathematics and Technology
101	011	WEBER	25	25	GE IC Natural Science Biology
101	012	WEBER	25	25	GE IC Natural Science Alternatives Biology
101	013	WEBER	25	25	Clinical Experience
101	014	WEBER	25	25	Bachelor of So-Science/Math/Technology Degree Req
101	015	HODGES	25	25	IAI L1 904
101	016	HODGES	25	25	GE IC Natural Science Biology
101	017	HODGES	25	25	GE14 Natural Science Biology
101	018	HODGES	25	25	IAI L1 900L General Biology for Non-Majors
101	019	HODGES	24	25	GE IC Natural Science Biology
101	020	HODGES	24	25	GE14 Natural Science Biology

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## Package Access

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## Cognos Access

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

Make a Request >Applications >Request or Change Access

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

You will need:

- ULID
- Department
- Package
- Separate business case for each package

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## 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.

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**Assistance Available**

Visit Website for:

- Information about packages/reports
- Changes and upcoming releases
- Additional training resources
- URL: <http://AT.illinoisstate.edu/>

Attend Additional Training or Open Lab Sessions

- Open Lab:
  - One-on-one assistance
  - Creating/modifying reports
  - General Cognos assistance
- Admissions and Intro to Report Editing
  - View reports and dashboard in the Admissions package
  - Modify managed reports in the Admissions package

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**Assistance Available**

Contact the Technology Support Center (TSC)

- To report issues using Cognos
- Phone at 438-HELP (4357)
- Email at [supportcenter@ilstu.edu](mailto:supportcenter@ilstu.edu)

Request Data or Reports

- Requests for data or reports to be created
- Complete form at:  
[http://prpa.illinoisstate.edu/request\\_info/](http://prpa.illinoisstate.edu/request_info/)

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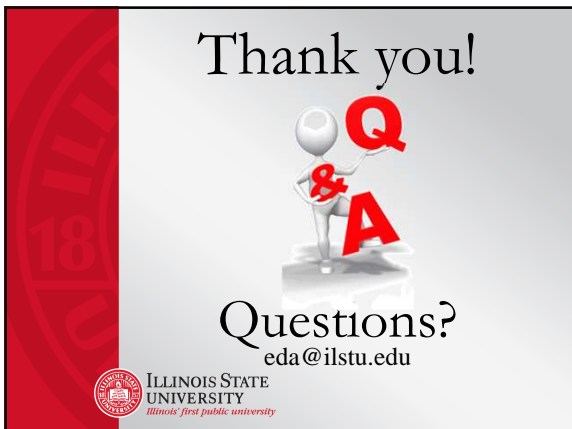
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**Thank you!**



**Questions?**  
eda@ilstu.edu

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