


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.




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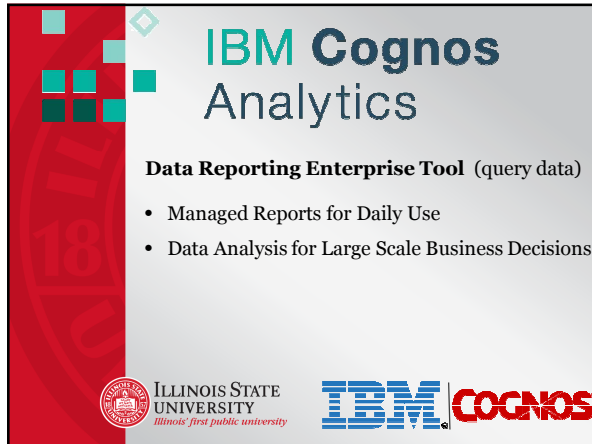
Agenda

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



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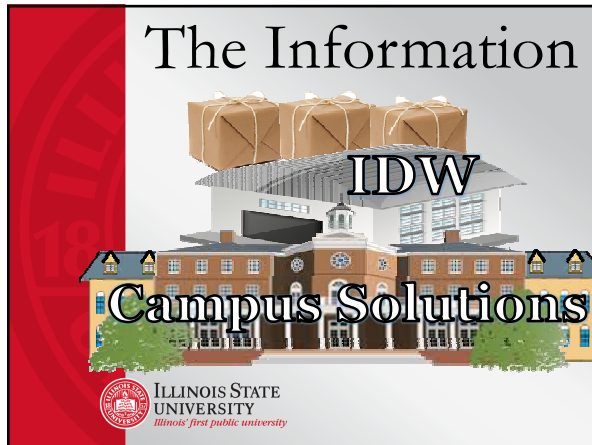
IBM Cognos Analytics

Data Reporting Enterprise Tool (query data)

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

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IBM COGNOS

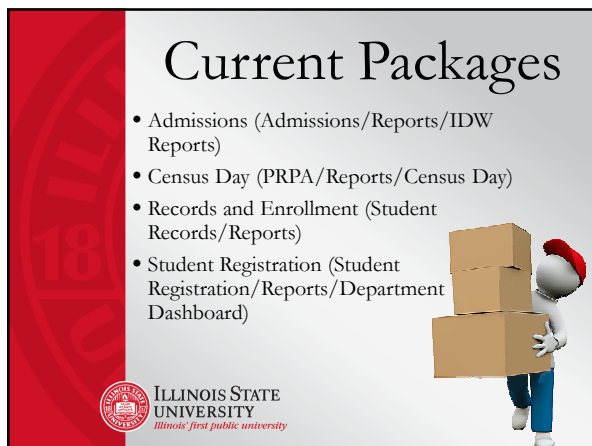


The Information

IDW


Campus Solutions

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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)



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Levels of Access

Read Access

- View Managed Reports

Ad Hoc

- Edit Managed Reports
- Create Own Reports



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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
- Admissions>Reports>IDW Reports



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Questions??





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Campus Solutions Terms

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

- Fall, Spring, Summer

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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


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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



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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

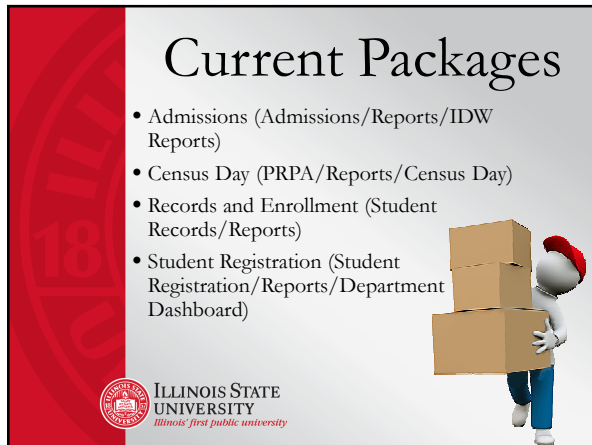


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Let's Take a Look

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What's in the Packages?

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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
- PRPA>Reports>Census Day



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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



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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
- Student Registration > Reports > Department Dashboard



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Reports in the Packages?

<https://data.illinoisstate.edu/bireports/>



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Cognos Access

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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

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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://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/>



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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

Request Data or Reports

- Requests for data or reports to be created
- Complete form at: http://prpa.illinoisstate.edu/request_info/



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