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A slide with a red vertical bar on the left and a light gray background. The title "Objectives" is in large black serif font. Below it, the text "Upon completion of this training, you will be able to:" is followed by a bulleted list. The Illinois State University logo is in the bottom left corner.

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 Student Records package
- View reports using the Student Records package
- Understand which package/report to use for your reporting needs
- Request access and additional assistance

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A slide with a red vertical bar on the left and a light gray background. The title "Agenda" is in large black serif font. To the left of the title is an icon of a notepad with "agenda" written on it. Below the title, the text "To enable you to do this, we will:" is followed by a bulleted list. The Illinois State University logo is in the bottom left corner.

Agenda

To enable you to do this, we will:

- Discuss Cognos Basics:
 - Vocabulary
 - Available Packages & Reports
 - Student Records Data
 - Data Security
- Guided Practice on Viewing Reports
- Independent Activity/Break
- Guided Practice View Dashboard
- Participate in "Fun, Games, and Candy"
- Request Access

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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 Student Records 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
 - SendTo.IllinoisState.edu
 - Secure Network Shares


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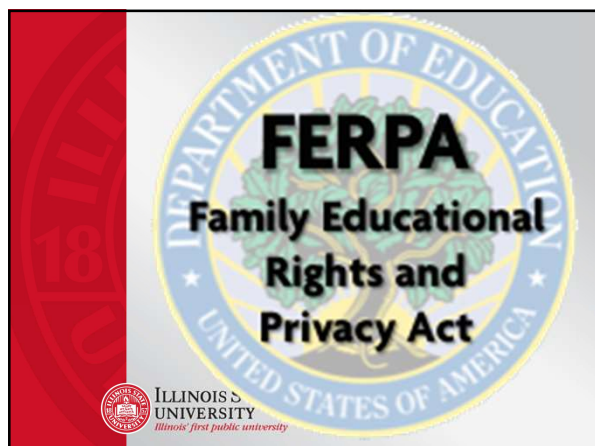
Data Security State and Federal Laws

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

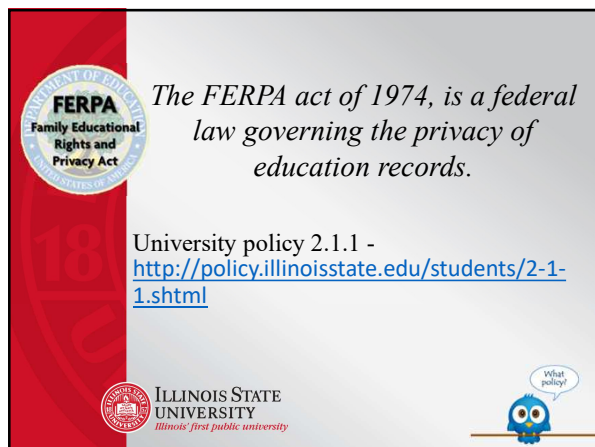
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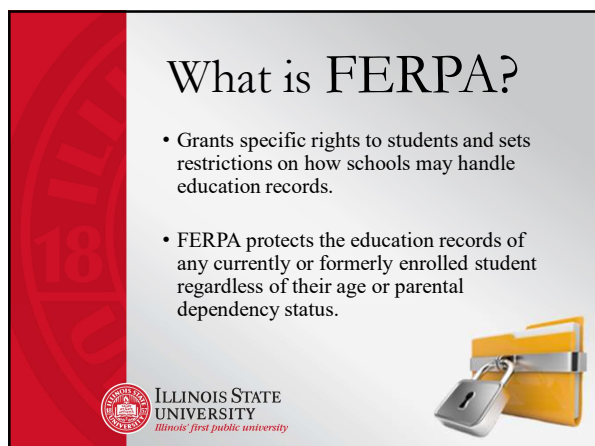
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What does FERPA protect?

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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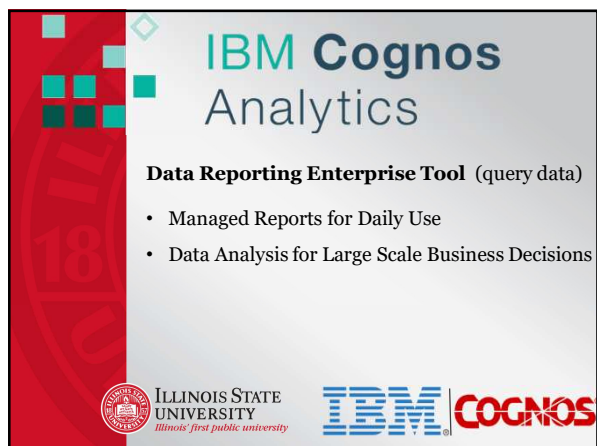
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Questions??




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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 Student Records?


- Student Data since 1987 (Some reports only include current terms)
- Information Updated Overnight
- 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 SR?



Student bio/demo details

- Emplid/UID/ULID
- FERPA indicator
- Full name
- Addresses (mail and electronic)

Student group details

- ACTIVE students only

Student cumulative statistics

- GPA (term and cumulative)
- Enrollment status
- Total earned hours
- Transfer credit
- Academic load
- Academic standing
- Academic level (beginning of term)


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What else is in SR?

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




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Supported Browsers



Check the **News and Alerts** tab on the navigation pane for up to date browser information.



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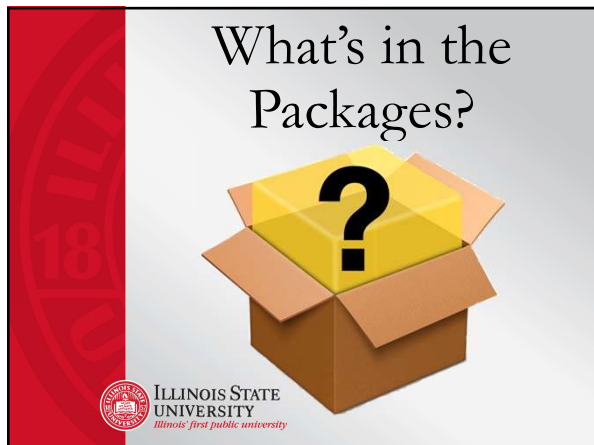
Let's Take a Look

Today's Training
Insight-Test.IllinoisState.edu


At your desk - Insight.IllinoisState.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. Student Records

Census Day <ul style="list-style-type: none"> • Snapshot data • As of 10th day of term • Trend analyses • Used for internal and external reporting <ul style="list-style-type: none"> • compliance reporting • accreditation • program review • budget reporting • surveys 	Student Records <ul style="list-style-type: none"> • Current data (as of midnight the night before) • Dynamic data
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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

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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Assistance Available

Visit Website for:


- Information about packages/reports
- Changes and upcoming releases
- Additional training resources
- URL: TechSolutions.IllinoisState.edu/EDA

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

Request Data

- Requests for data
- Complete form at: http://prpa.illinoisstate.edu/request_info/

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Thank you!

Questions?
eda@ilstu.edu

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