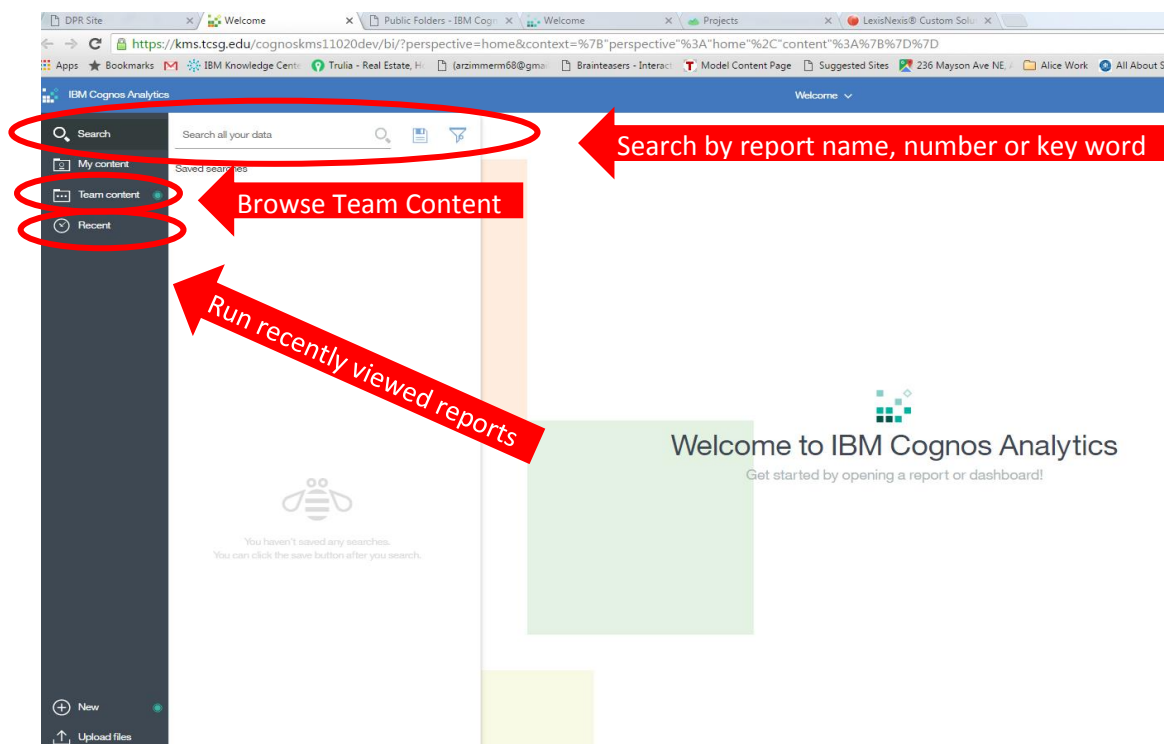


How to Run a Report in Cognos Analytics v11

Launching Cognos Analytics v11

1. Log on to KMS
2. Click the "Report Portal" link at the upper right hand corner of the KMS home page to launch the Cognos Analytics Welcome Portal.
3. Locate and run an existing reports using one of three methods:
 - a) **Search:** Type a report name, report number or key word in the "Search" field in the upper left corner of the screen. Press Enter to find one or more report or folder with your search term.OR
 - b) **Browse:** Click "Team Content" or "My Content", in the upper left part of page, to access the folders containing the Cognos reports. Browse folders and select the report that you would like to open. The standard KMS reports (system and college level) prepared by DPR are saved in the "Team Content, Technical Education" folder. At this time, only a portion of all KMS reports are available through Cognos. The "My Content" folder is reserved for your personalized reports and dashboards.OR
 - c) **Recent:** You may also access and recently viewed reports by clicking "Recent".



4. If required, select the Report Year, Reporting Period, College and/or other criteria for your report values.
5. Press "Submit" or "Finish" to run the report.

Modifying a Cognos Analytics v11 Report

Pre-Designed Options

Cognos Analytics offers expanded self-service options. Some reports were designed to allow the user to filter the data from within the report view.

1. Select values (e.g. educational levels).
2. Press "Submit" to re-run the report.

Technical College System of Georgia

Albany Technical College
Education Level of Students by Home Campus
Academic Year 2016

Each student is assigned to exactly one Home Campus for a term. If the report is for one term (one quarter or one semester) students will appear year, students can appear under more than one campus and major if those changed during the year.

Selected Education Levels:

- ☐ Greater than Bachelor
- ☒ GED
- ☐ 1 - 3 Years Postsecondary
- ☐ Bachelor Degree
- ☐ High School
- ☐ Less Than 12

[Select all](#) [Deselect all](#)

Submit

Education Level	Enrollment	Percent
Less Than 12	548	11.8%
GED	701	15.1%
High School	3,313	71.4%
1 - 3 Years Postsecondary	30	0.6%
Bachelor Degree	39	0.8%
Greater than Bachelor	10	0.2%
Unduplicated Total	4,641	

Home Campus	Total Enrollment	Less Than 12	GED	High School	1 - 3 Years Postsecondary
Main Campus	4,641	548	701	3,313	30
Overall - Summary	4,641	548	701	3,313	30

Student ID	Last Name	First Name	Ed Level Code	Ed Level Detail	Education Level	Major Code
900212810	Abel	Kim	16	Completed Bachelors	Bachelor Degree	RT23 Radiologic

User-Designed Options

Reports may also be modified by the user and customized to include additional data or dimensions.

1. Click the pencil in the upper left margin to view report in design editing mode.

Technical College System of Georgia

Albany Technical College
Education Level of Students by Home Campus
Academic Year 2015

2. Click the file cabinet icon in the left corner to access available report tables.
3. Select the desired package and dimension.
4. Drag field into report to add an additional level of detail to the data. (e.g., by gender).
5. Click the "Run Options" button on the top menu bar. You may run as HTML, PDF, Excel, Excel data and CSV.

Technical College System of Georgia

Technical Education TCSG Data Warehouse Report #C3123

<College Name>

Demographics of Students by Home Campus

<Reporting Period Title Description>

Each student is assigned to exactly one Home Campus for a term. If the report is for one term (one quarter or one semester) students will appear in exactly one campus and major. However if the report is for a year, students may appear in more than one campus and major if those changed during the year.

Home Campus	Gender Description	Total Enrollment	Total Credit Hours	FTE
<Home Campus>	<Gender Description>	<Total Enrollment>	<Total Credit Hours>	<FTE>
<Home Campus>	<Gender Description>	<Total Enrollment>	<Total Credit Hours>	<FTE>
<Home Campus>	<Gender Description>	<Total Enrollment>	<Total Credit Hours>	<FTE>
Overall - Summary	<Summary(Total Enrollment)>	<Summary(Total Credit Hours)>	<Summary(FTE)>	

Student ID	Last Name	First Name	Gender Description	Race Description	Major Code	Major Description	Credit Hours	Home Campus
<Student ID>	<Last Name>	<First Name>	<Gender Description>	<Race Description>	<Major Code>	<Major Description>	<Actual Credit Hours Count>	<Home Campus>
<Student ID>	<Last Name>	<First Name>	<Gender Description>	<Race Description>	<Major Code>	<Major Description>	<Actual Credit Hours Count>	<Home Campus>
<Student ID>	<Last Name>	<First Name>	<Gender Description>	<Race Description>	<Major Code>	<Major Description>	<Actual Credit Hours Count>	<Home Campus>

- Click appropriate prompts.
- Press "Submit" to re-run the modified data.

Technical College System of Georgia

Albany Technical College

Demographics of Students by Home Campus

Academic Year 2015

Each student is assigned to exactly one Home Campus for a term. If the report is for one term (one quarter or one semester) students will appear in exactly one campus and major. However if the report is for a year, students may appear in more than one campus and major if those changed during the year.

Home Campus	Gender Description	Total Enrollment	Total Credit Hours	FTE
Main Campus	Male	1,916	38,467.0	1,282
Main Campus	Female	3,215	62,641.0	2,088
Overall - Summary		5,131	101,108.0	3,370

Student ID	Last Name	First Name	Gender Description	Race Description	Major Code	Major Description
<Student ID>	<Last Name>	<First Name>	<Gender Description>	<Race Description>	<Major Code>	<Major Description>

Locked-Reports

TCSG has locked some reports to ensure that the data accessed by users is consumed in a standard format. These reports may be run and consumed but not modified by the user. The user will know that the report is locked by the absence of a pencil icon in the upper left corner.

Apps Bookmarks IBM Knowledge Trulia - Real Estate (arzimmerm68@) Brainteasers - Intro Model Content Page Suggested Sites

Enrollment By Campus CR111

Term

College Name

Show Unduplicated Summary?

Show Home Campus Summary?

Show Course Campus Summary?

Show Student Details List?

Cancel Submit

About this Report

Report Description:
Student ID, student name, student type, admit type, major. Students are reported by their Home Campus, which is based on more courses.

Source:
MIS Package

Replaces:
DC119, DC126

Access:
Level 2

Scope:
Technical Education