

BLISS 300: ODS/Cognos Workshop

User Guide

February 2008



Operational Data Store Reporting

View Meta Data Reports

- Go to:

http://admissions.sandiego.edu/ods_metadata/ODS_index.html

- [Accounts Receivable](#)
[Advancement](#)
[Common](#)
[Finance](#)
[Financial Aid](#)
[Human Resources](#)
[Student](#)



Select your department from this list

Student Reporting View Meta Data Reports

- Target Reports:

<u>Reporting View</u>	<u>Description</u>	<u>Key & Frequency</u>	<u>Recommended Search Columns</u>
<u>ACADEMIC OUTCOME</u>	Contains data about all awards sought and/or earned by a student. Details include program of academic study, majors, degree GPA, total credits earned, institutional and departmental honors, etc. The GOVERNMENT_ACADEMIC_OUTCOME reporting view may be used to report on only those outcomes that were awarded.	One row per person per outcome number.	PERSON_UID,OUTCOME_NUMBER STATUS,STUDENT_LEVEL ACADEMIC_PERIOD_GRADUATION PROGRAM,MAJOR, DEPARTMENT,PERSON_UID
<u>ACADEMIC OUTCOME SLOT</u>	Uses data from the ACADEMIC_OUTCOME reporting view. Displays up to 3 sets of values based on the student level. Currently, there are no associated display rules so the three most recent academic outcomes will be displayed.	One row per person per student level.	PERSON_UID,STUDENT_LEVEL ACTIVITY_DATE

Click on any of the Reporting Views above to see the details

SGHE Operational Data Store

- Reporting View Target: `ACADEMIC_OUTCOME`

Description

Contains data about all awards sought and/or earned by a student. Details includes program of academic study, majors, degree GPA, total credits earned, institutional and departmental honors, etc. The `GOVERNMENT_ACADEMIC_OUTCOME` reporting view may be used to report on only those outcomes that were awarded.

Key &
Frequency

One row per person per outcome number.

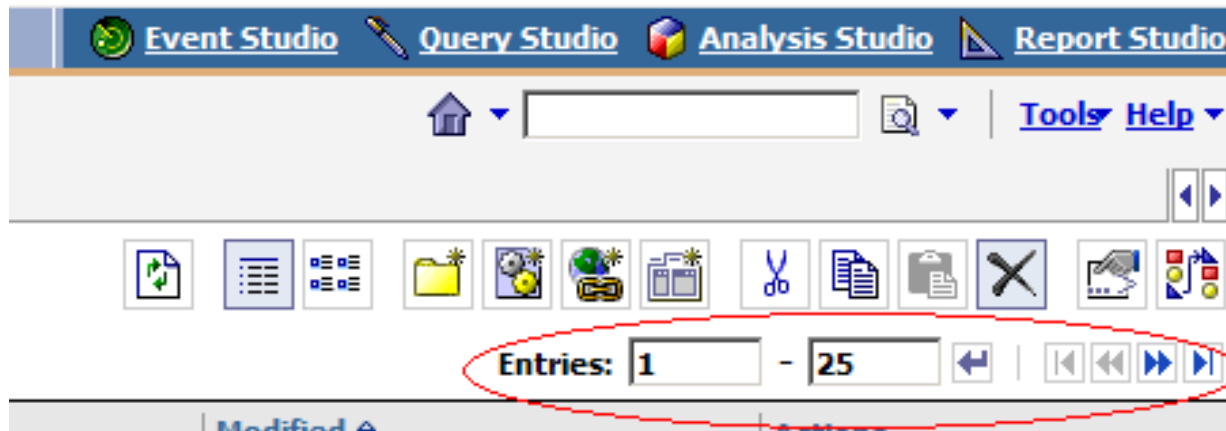
Recommended
Search Columns

`PERSON_UID,OUTCOME_NUMBER`
`STATUS,STUDENT_LEVEL`
`ACADEMIC_PERIOD_GRADUATION`
`PROGRAM,MAJOR,`
`,DEPARTMENT,PERSON_UID`



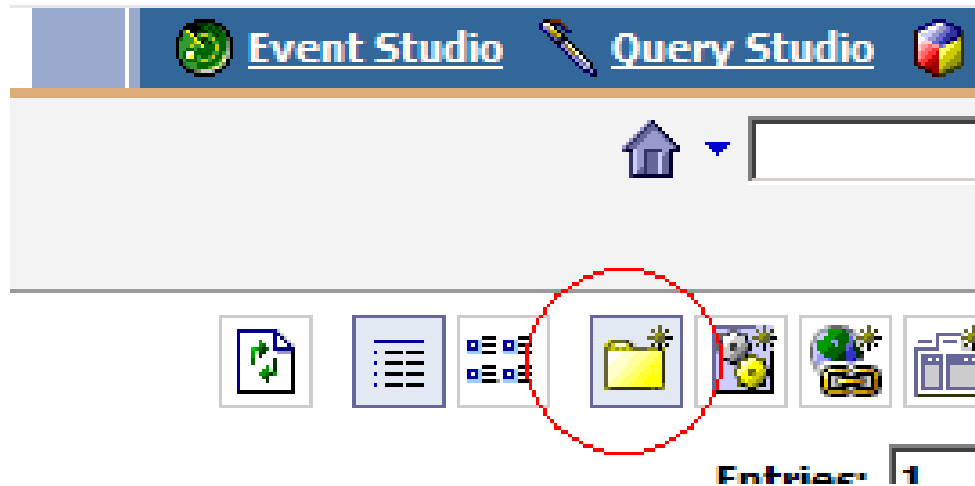
Cognos Connection

- Go to Cognos
<http://cognosprod.sandiego.edu/cognos8>
- Find your department's folder and click on it:



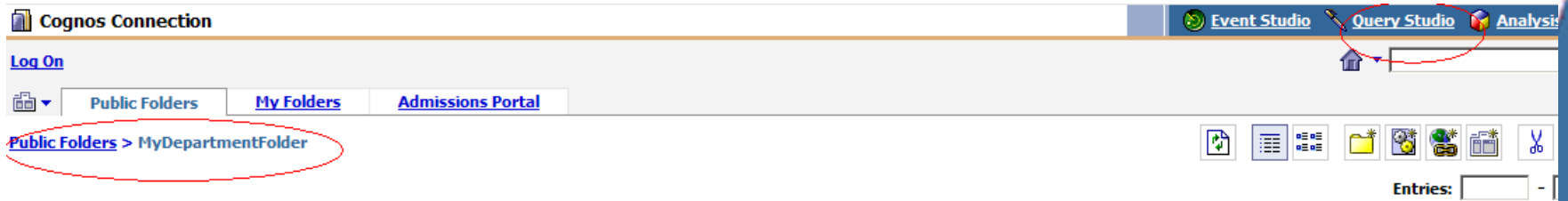
Cognos Connection

- If your department doesn't have a folder yet, create one by clicking on the Create Folder icon in the toolbar:



Cognos Connection

- Once in your folder, click on Query Studio at the top right hand corner



Cognos Connection


- Click on a desired package

Select a package

Select which package to use.

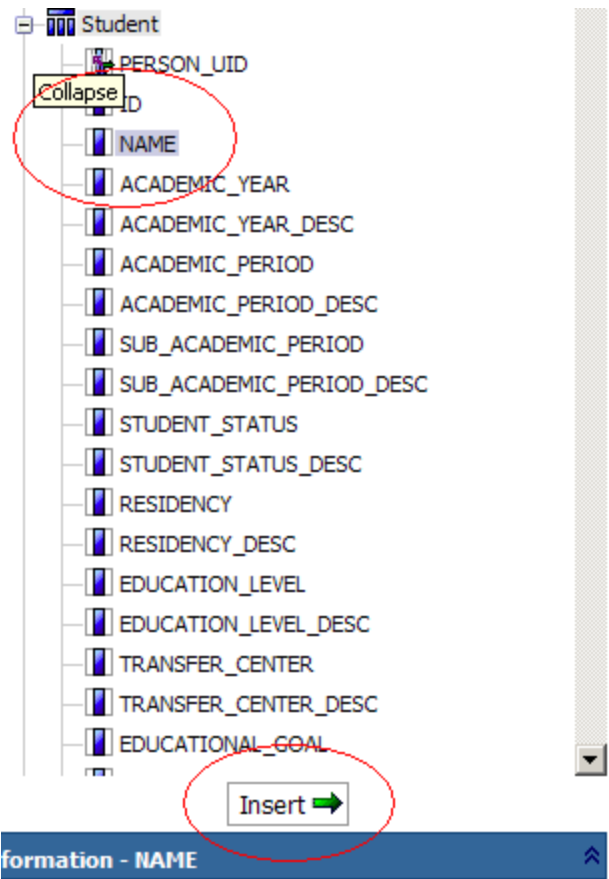
Recently used packages:

<Select a package> ▼

Name ⇅
 Law Financial Aid
 HR Locations All
 Active Registration
 Admissions Application

- Expand the nodes on the left to expose the data choices

Cognos Connection

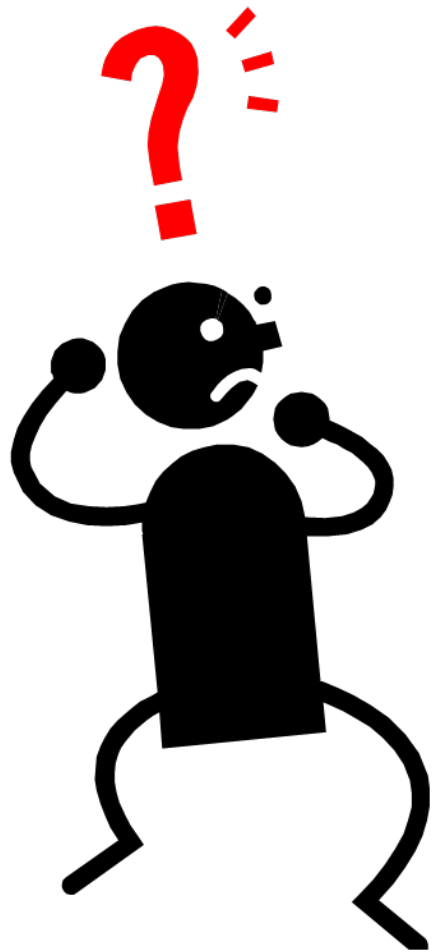


- Select the desired and click on Insert to move it into your report
- Repeat for other data choices. You can select multiple at the same time by holding down your Shift (range) or Ctrl (individual selections) key and then pressing Insert

Cognos Connection

- Double-click on Title and give your report a title in the area that pops up
- Click on Run Report
- Save your report
- Enter a name and description. → Optionally enter a screen tip. → Press OK.
- Click Return at the upper right hand corner to return to your folder's contents.
- Your report should now show among the reports.





Questions?