

# STRATEGIC INFORMATION AND BUSINESS INTELLIGENCE DASHBOARD AND REPORT PORTAL TRAINING

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- 1.0 IE Settings for Cognos Access
- 2.0 Cognos Login
- 3.0 Strategic Information and Business  
Intelligence Dashboard and Report Portal
- 4.0 Basic Excel functions
- 5.0 Helpful Information

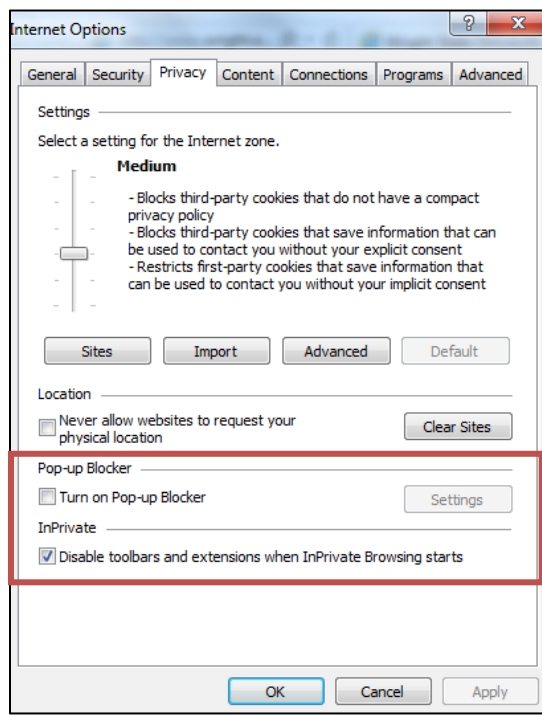
STRATEGIC INFORMATION AND BUSINESS INTELLIGENCE  
WRIGHT STATE UNIVERSITY

## 1.0 IE Settings for Cognos Access

### 1) Popup Blocker Settings

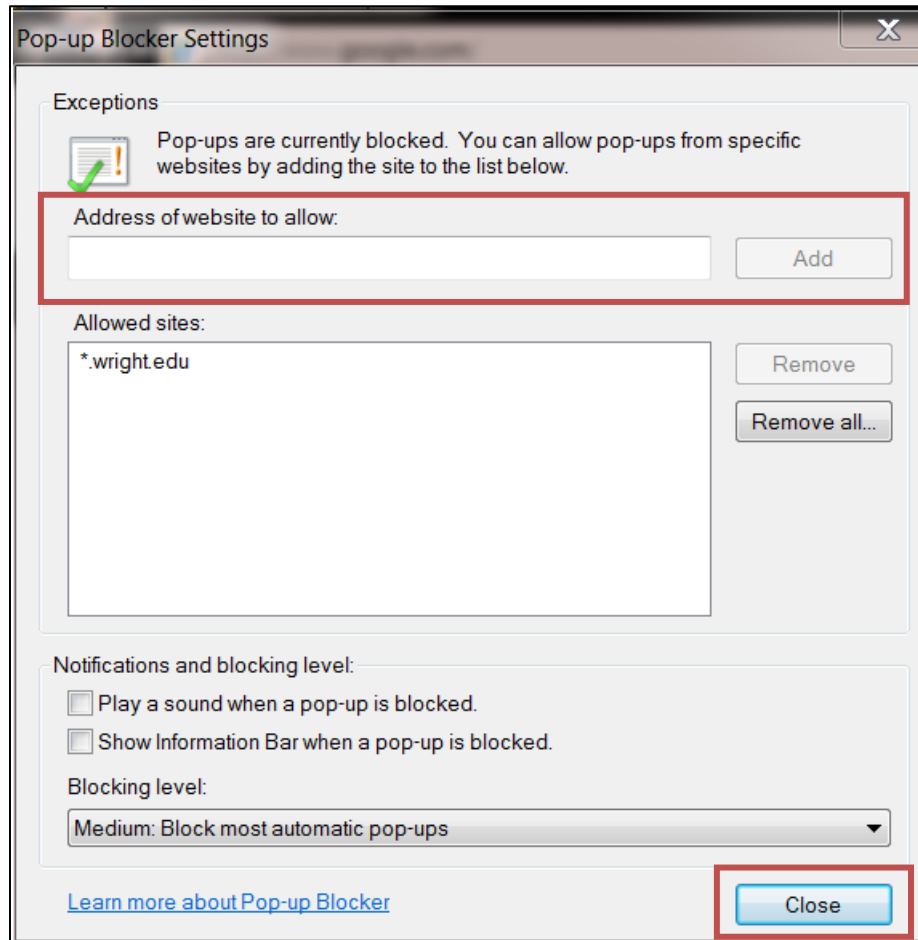
Tools > Internet Options > Privacy

- a. Check the box “Turn on Pop-up Blocker” and click on “Settings”



*Note: Cognos also supports Firefox Web Browser to execute and view the reports. However, Chrome Web Browser support is limited in functionality*

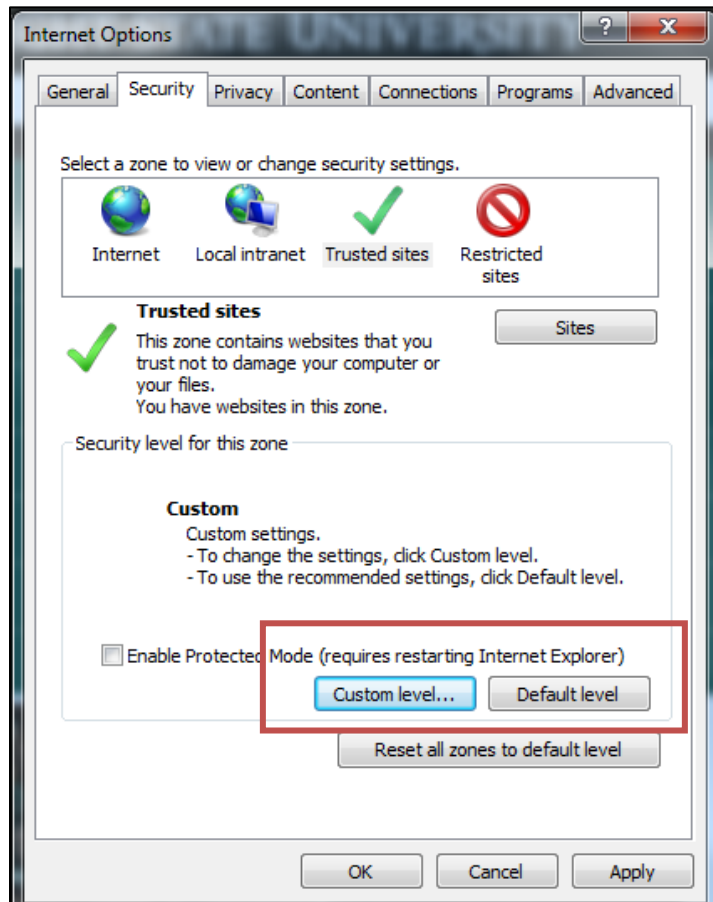
- b. Type \*.wright.edu in the “Address of websites to allow:” text box and click on “Add” button
- c. Click on “Close” button
- d. Click on “Apply” and “OK” button



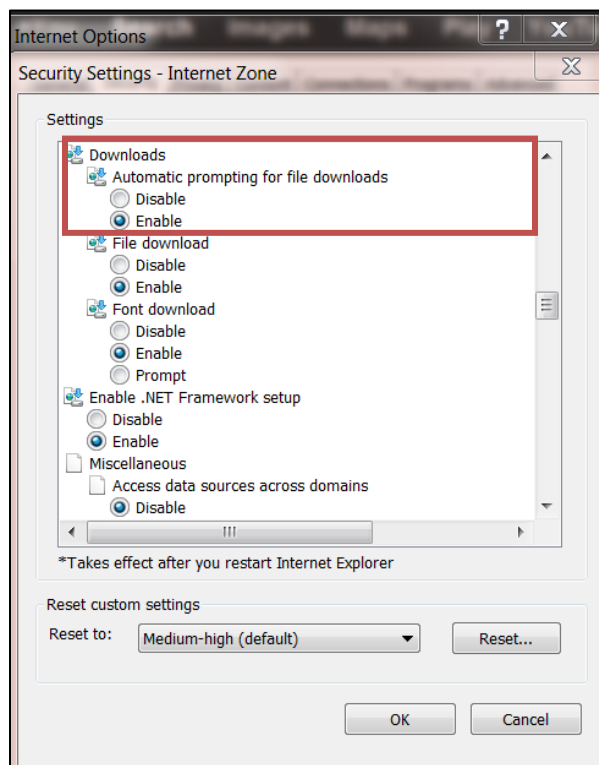
## 2) Security settings

### Tools > Internet Options > Security

- a. Click “Custom Level” button



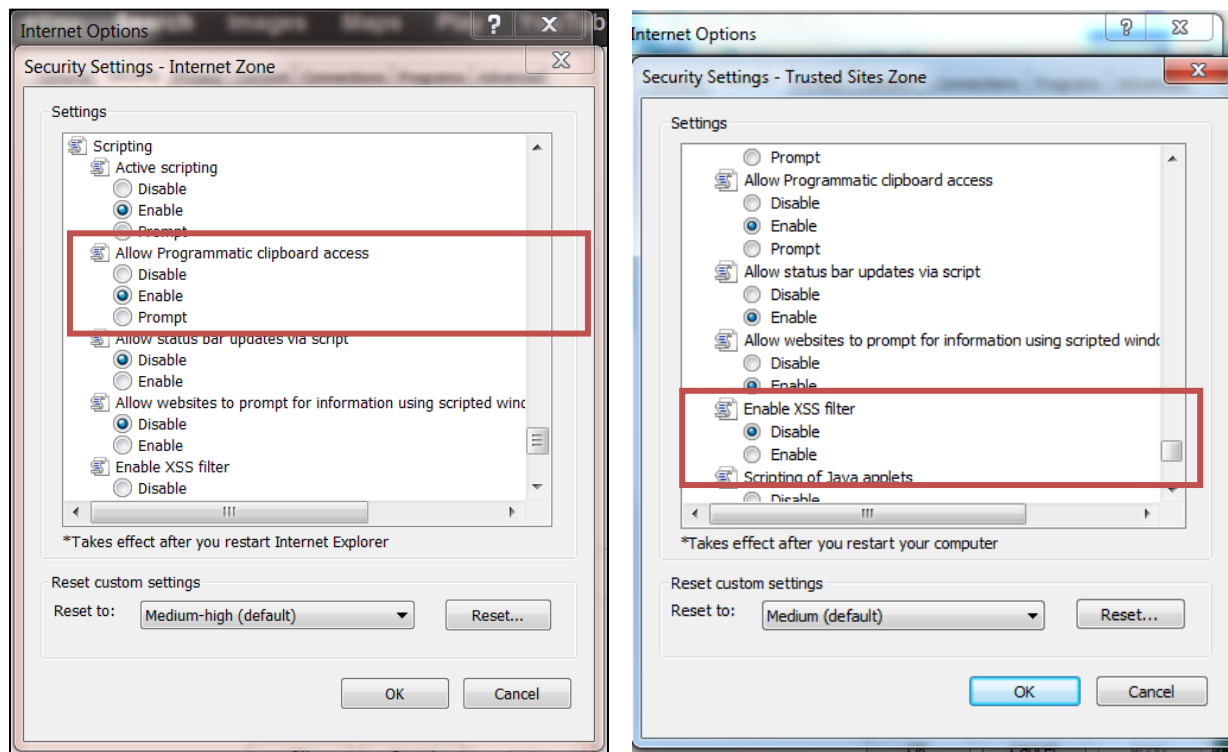
- b. Scroll down till you reach the Downloads section
- c. Set “Automatic prompting for file downloads” to Enable.
- d. Click on “OK” button
- e. Click on “OK” button
- f. If IE version 9 or higher, you do not see “Automatic prompting for file downloads” option (to check IE version, go to “Help” and select “About Internet Explorer”)



### 3) Scripting settings

#### Tools > Internet Options > Security > Custom Level

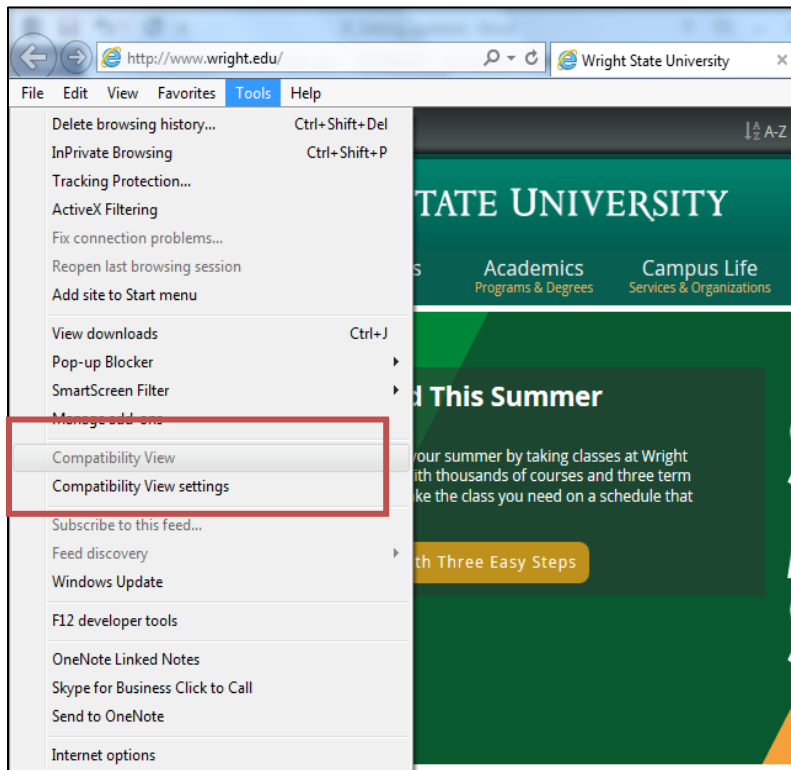
- Continue to scroll down till you reach the Scripting section
- Set “Allow Programmatic clipboard access” to Enable
- Continue to scroll down a little and set “Enable XSS filter” to Disable
- Click on “OK” button
- Click on “OK” button



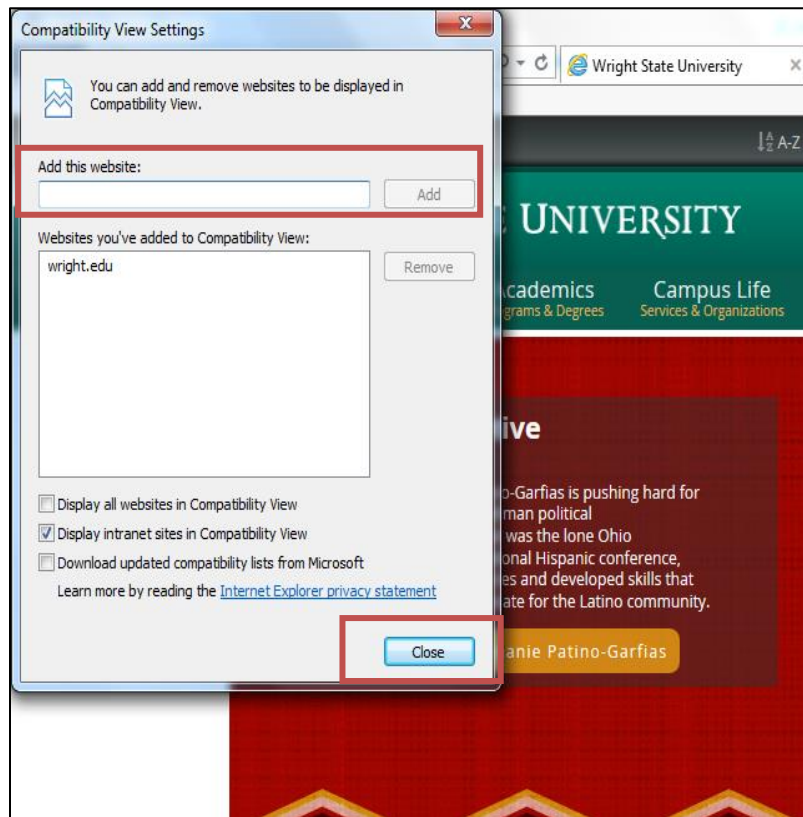
#### 4) Compatibility settings

##### Tools > compatibility view

- a. For IE version 9 and higher, select “Compatibility View” and make sure the check mark is on
- b. For IE version < 9, select “Compatibility View Settings”



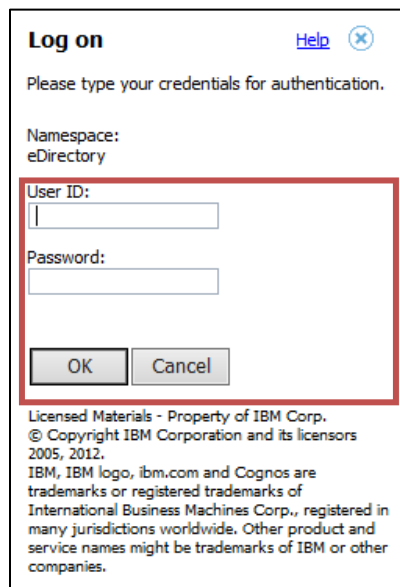
- c. Type wright.edu in the “Add this website:” and click on “Add” button”
- d. Click on “Close” button




## 2.0 Cognos Login

### 1) Log into Cognos

- a. Open Internet Explorer (IE) browser and type in “cognos.wright.edu” in the address bar or click on “COGNOS” link under the “Employee” tab in Wings
- b. Type in your User ID (WID) and Password and click on “OK”



The image shows a 'Log on' dialog box from IBM Cognos. It has a title bar with 'Log on', a 'Help' link, and a close button. The main text says 'Please type your credentials for authentication.' Below this, it shows 'Namespace: eDirectory'. There are two input fields: 'User ID:' and 'Password:'. Below these are 'OK' and 'Cancel' buttons. A red rectangle highlights the 'User ID' and 'Password' fields. At the bottom, there is a copyright notice: 'Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and its licensors 2005, 2012. IBM, IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide. Other product and service names might be trademarks of IBM or other companies.'

**Log on** [Help](#) 

Please type your credentials for authentication.

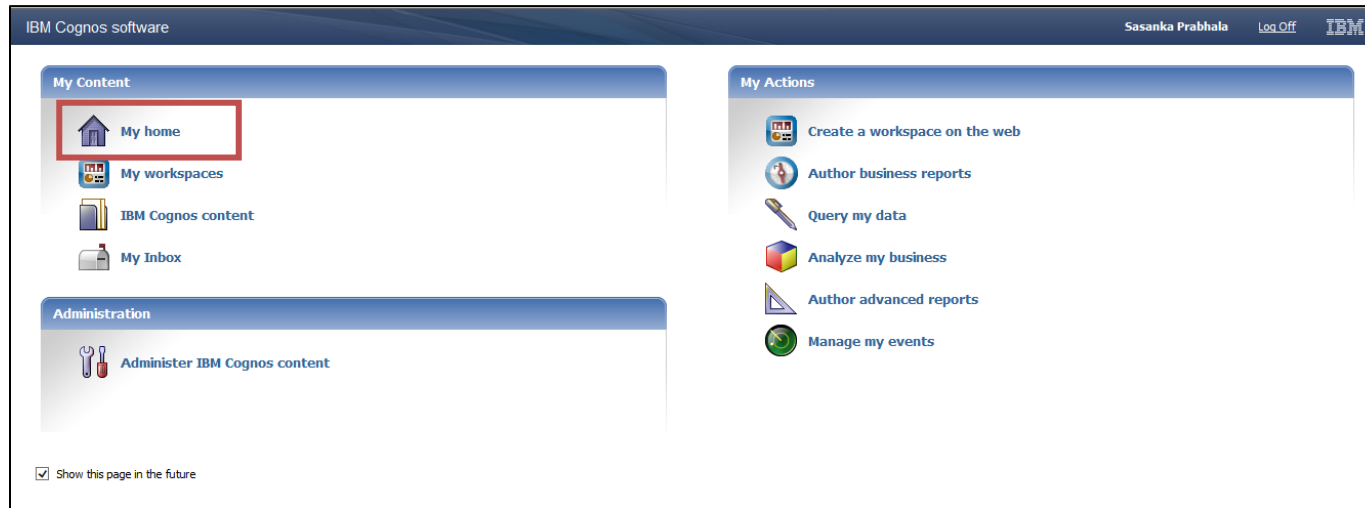
Namespace:  
eDirectory

User ID:

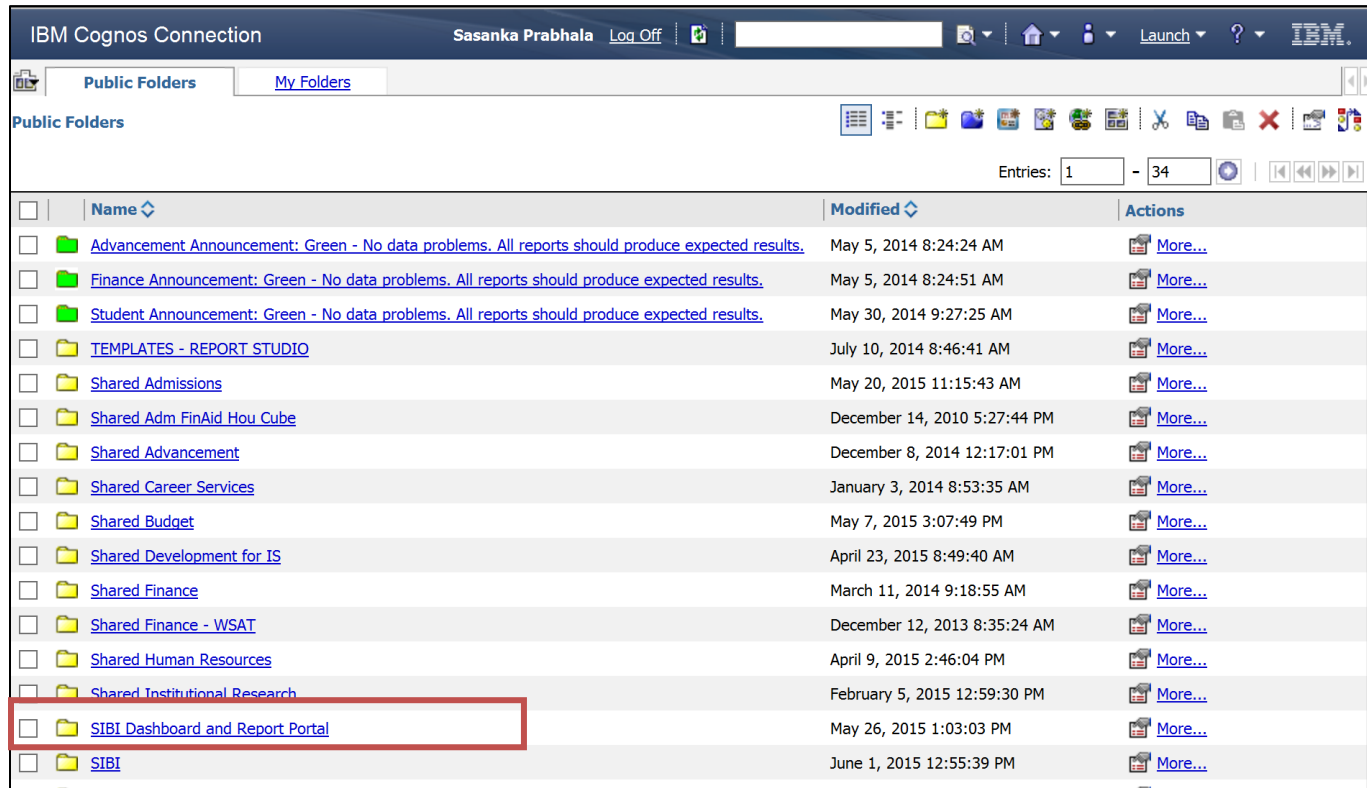
Password:

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International Business Machines Corp., registered in  
many jurisdictions worldwide. Other product and  
service names might be trademarks of IBM or other  
companies.




c. Click on “My Home”

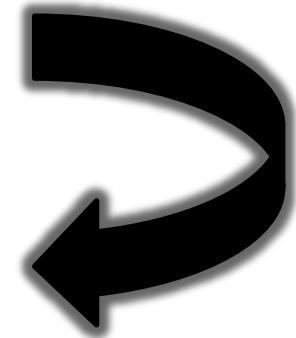


d. Click on “Strategic Information and Business Intelligence Dashboard and Report Portal”



### Proposed Layout (Thoughts?)

	Strategic Information and Business Intelligence Dashboard and Report Portal
	SIBI
	All other folders



### 3.0 Strategic Information and Business Intelligence Dashboard and Report Portal

The screenshot displays the SIBI Dashboard and Report Portal. The header includes the title "Strategic Information and Business Intelligence (SIBI) Dashboard and Report Portal" and a navigation bar with "STUDENT", "FINANCE", and "HUMAN RESOURCES". A "Glossary of Terms" link is also present. The main content area is divided into four sections: "Application", "Enrollment", "Retention (General and Cohort)", and "Graduation (General and Cohort)". Each section contains "Current Reports" and "Compare Reports" lists. The footer provides contact information for SIBI.

Annotations on the right side of the image point to various elements:

- Home (points to the home icon in the navigation bar)
- Glossary (points to the "Glossary of Terms" link)
- Focus Areas (points to the "Application" and "Enrollment" sections)
- Key Performance Indicators (KPI) (points to the "Current Reports" and "Compare Reports" lists)
- Current Reports (points to the "Current Reports" list in the "Enrollment" section)
- Compare Reports (points to the "Compare Reports" list in the "Enrollment" section)
- Contact Information (points to the footer contact details)

**Application**

**Current Reports**

- University Level
- College Level
- Department Level

**Compare Reports**

- Application
- Application GPA
- Gender/Status
- Age Group
- Ethnicity
- Region
- Details
- Cube

**Enrollment**

**Current Reports**

- University Level
- College Level
- Department Level

**Compare Reports**

- Registered/Eligible
- Credit Hours/Overall GPA
- Gender/Status
- Age Group
- Ethnicity
- Region
- Details
- Cube

**Retention (General and Cohort)**

**Current Reports**

- University Level (General)
- College Level (General)
- Department Level (General)

**Compare Reports**

- Retention (General)
- Credit Hours/Overall GPA (General)
- Gender/Status (General)
- Age Group (General)
- Ethnicity (General)
- Region (General)
- Details (General)
- Cube (General)
- Retention by College (Cohort)
- Cube (Cohort)

**Graduation (General and Cohort)**

**Current Reports**

- University Level (General)
- College Level (General)
- Department Level (General)

**Compare Reports**

- Degree Awarded (General)
- Credit Hours/Overall GPA (General)
- Gender/Status (General)
- Age Group (General)
- Ethnicity (General)
- Region (General)
- Details (General)
- Cube (General)
- Degree Awarded by College (Cohort)
- Cube (Cohort)

Strategic Information and Business Intelligence  
Location: 327 University Hall  
Phone: (937) 775-3292  
Fax: (937) 775-2834  
Website: <http://www.wright.edu/sibi>

## **Strategic Information and Business Intelligence Dashboard and Report Portal (Best Known Practices)**

### **1. Open Current Reports**

- Right mouse click and select “Open in New Tab”
- Opens up the Active Report in a new tab. An additional tab will be opened. A click on the additional tab shows a dialog box asking “Do you want to close the tab”. Click on “Yes” and close the tab.

### **2. Open Compare Reports**

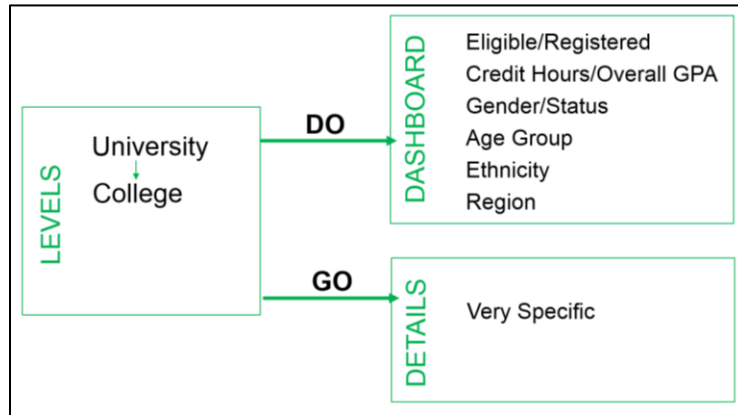
- Right mouse click and select “Open in New Tab”
- Select the required prompts from the prompt page and click on “Finish”
- A dialog box opens with options “Open”, “Save”, and “Save As”. You can choose any options but it is recommended to choose “Save As” option to save the report. An additional tab will be opened. Click on the additional tab shows a dialog box asking “Do you want to close the tab”. Click on “Yes” and close the tab

### **3. Open Cube**

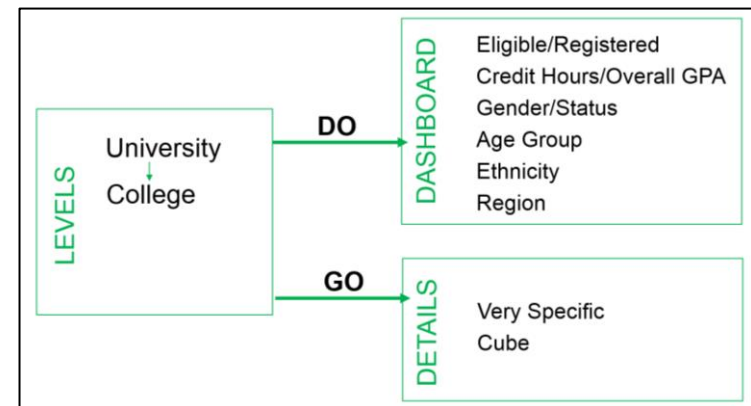
- Right mouse click and select “Open in New Tab”
- The Cube as a separate window. (Note: need additional license to access Cube). An additional Window “IBM Cognos Software” will be opened. Click on “X” and close the tab

## Strategic Information and Business Intelligence Dashboard and Report Portal (Navigation)

### Current Reports



### Compare Reports



## 1) Current Reports – Enrollment

**Student > Enrollment > Current Reports > University Level**

a. Click on “Registered” link to open Enrollment University Registered/Eligible Detail Report

Enrollment Active Report

University Enrollment

Filter by:

Academic Period

201540

Campus Type

All

Registered/Eligible

Credit Hours/GPA

Gender/Status

Age Group

Ethnicity

Region

Counts

College of Ed & Human Services

College of Eng & Computer Sci

College of Liberal Arts

College of Nursing & Health

College of Science & Health

Continuing Education

Raj Soia College of Business

School of Graduate Studies

School of Medicine

School of Prof Psychology

		College of Ed & Human Services	College of Eng & Computer Sci	College of Liberal Arts	College of Nursing & Health	College of Science & Health	Continuing Education	Raj Soia College of Business	School of Graduate Studies	School of Medicine	School of Prof Psychology	Total	Domestic	Student Type International (F1-11)	International (non F1-11)	
Enrolled	Graduate	Continuing	400	620	127	162	238	1	259	32	65	98	2,012	1,396	614	12
	Grad New	131	28	26	75	13		26	26	15		360	331	28	1	
	Grad Readmit	22	5	2	8	1	5	11				54	54			
	Grad Special							1				1	1			
	Grad Transient							2				3	2			
	Medical									5		5	5			
	New Special Grad								5	5		5	5			
	Readmit	1										1	1			
	Transfer							5				5	5			
	Total	554	652	165	245	252	1	291	104	84	98	2,446	1,791	642	13	
Undergraduate	Continuing	516	952	288	249	559	20	552				4,205	3,226	472	2	
	HS Post Secondary											1	1			
	LEP Non Degree						52					59	5	54	1	
	New First Time Direct from HS		5		1	1		2				20	20			
	Other 1st Time Out HS More 1Yr		5									23	19	5		
	Readmit	12	2	2	2	12	1	5				88	82	1		
	Transfer	21	22	11	10	26	122	11				317	215	2		
	Undergrad Transient						15					15	15			
	Total	554	981	791	269	599	322	572	104	84	98	4,728	4,187	538	3	
	Total	1,108	1,633	956	514	851	323	863				7,174	5,978	1,180	16	
Eligible	Graduate	Continuing	66	144	52	15	42		51	48	22	1	456	302	148	6
	Grad New	4	10	2		1		4	4		1	23	18	5		
	Grad Readmit	1	1				1					3	3			
	Grad Special								12			12	12			
	Grad Transient								4			4	4			
	Medical									23		23	23			
	New Special Grad							4				4	4			
	Total	71	155	59	15	48		53	72	51	1	525	366	153	6	
	Undergraduate	Continuing	191	401	322	81	203	110	282				2,291	2,088	203	
		Gateway											6	6		
Grad New				1								1	1			
HS Post Secondary												1	1			
LEP Non Degree							54					54	1	53	2	
New First Time Direct from HS			1		1			1				2	2			
Other 1st Time Out HS More 1Yr			1									1	1			
Readmit			1	2		1		1				5	5			
Transfer						1	1					2	2			
Total		194	403	375	82	205	165	294	72	51	1	2,363	2,106	255	2	
Total	265	558	434	97	253	165	347				2,888	2,472	408	8		
Total	1,373	2,191	1,390	611	1,104	488	1,210	176	135	99	10,062	8,450	1,588	24		

May 10, 2015

9:26:09 AM

Filters

Tabbed pane


Drill-through

Date & time

CANNOT save the report

## 2) Current Reports – Enrollment

**Student > Enrollment > Current Reports > University Level > Registered**



WRIGHT STATE

UNIVERSITY

WRIGHT STATE UNIVERSITY

Enrollment University Registered/Eligible Detail Report

For Academic Period: 201540 For Campus Type: All

Counts				College							Total	Student Type				
Registered/ Graduate	Degree	Credential Seeking		College of Ed & Human	College of Egr & Con	College of Liberal & Science	Raj Soin College of Bu	School of Graduate	University College	Wright State Lak		Domestic	International	(F1-J1)	International (non F1-J1)	
		Continuing		66	1			1				73	72	1		
			Grad New	18	1						45	45				
			Grad Readmit	7							7	7				
			Total	91	2			1			125	124	1			
		Doctoral	Continuing	10	98			89			197	127	69		1	
			Grad New	3	4			1			8	6	2			
			Grad Readmit	3				1			4	4				
			Readmit	1							1	1				
		Masters	Total	17	102			91			210	138	71		1	
			Continuing	325	522	136		150	258		1602	1059	534		9	
			Grad New	111	23	16		12	26		244	233	11			
			Grad Readmit	13	4	2		6			31	31				
		Professional	Total	449	549	154		162	290		1877	1323	545		9	
			Continuing								111	105	6			
			Grad New								7	7				
			Grad Readmit								2	2				
		Non-Degree	Non-Degree	Medical								5	5			
				Total								125	119	6		
				Total	557	653	154		254	290		2337	1704	623		10
				Continuing			1			32		33	28	3		2
				Grad New					10		48	42	15		1	
				Grad Readmit						11		11	11			
				Grad Special						1		1	1			
				Grad Transient						3		3	3			
	New Special Grad								5		5	5				
	Transfer							5		5	5					
	Total			11			105		116	95	18		3			
	Total			11			105		116	95	18		3			
	Total		557	653	165		254	290	105	2453	1799	641		13		

Selected values

Additional details

Date & time

CAN save the report

### 3) Current Reports – Enrollment

**Student > Enrollment > Current Reports > University Level > Graduate**

a. Click on “Graduate” link to open Enrollment Detail Report

WRIGHT STATE UNIVERSITY														
Enrollment Student Detail Report														
For Acad_Period: 201540 For Enroll Type: Registered For Campus: All For College: For Department: For Student Type: For Student Level: Graduate For Student Popula														
For Major: For Credit Hours: For GPA: For Gender: For Status: For Age Group: For Ethnicity: For Region:														
Domestic/International	Visa Type	Nation of Citizenship	Current Age	Current Age Group	Gender	Ethnicity	County	Region	SAT/ACT/WSU Math/WSU Writing Test Scores					
Domestic			31	31-35	M	Black or African-American	OH-Montgomery	Raider Country	No Data Available					
Domestic			38	36-40	F	Unknown	CO-Broomfield	Out of State	No Data Available					
Domestic			30	26-30	M	Black or African-American	MO-Clay	Out of State	No Data Available					
Domestic			25	21-25	F	White	OH-Miami	Raider Country	ACT-M: 17	ACT-Composite: 18	ACT-Test Date: 01-SEP-07	WMTH: 02	WMTH-Test Date: 16-JUN-08	WWRT: 80
International (F1-J1)	F1	Libya	32	31-35	F	Foreign, Non-Resident Alien	International	International	No Data Available					
Domestic			46	46-50	M	Unknown	OH-Montgomery	Raider Country	No Data Available					
Domestic			26	26-30	M	White	OH-Montgomery	Raider Country	SAT-M: 640	SAT-V: 580	SAT-Total: 1220	SAT-Test Date: 01-JAN-07	WMTH: 04	WMTH-Test Date: 04-AUG-08
International (F1-J1)	F1	India	30	26-30	M	Foreign, Non-Resident Alien	International	International	No Data Available					
Domestic			26	26-30	F	Black or African-American	OH-Greene	Raider Country	No Data Available					
Domestic			23	21-25	F	White	OH-Greene	Raider Country	ACT-M: 26	ACT-Composite: 21	ACT-Test Date: 01-APR-09	WMTH: 07	WMTH-Test Date: 17-APR-10	WWRT: 40
Domestic			42	41-45	F	White	OH-Clark	Raider Country	SAT-M: 360	SAT-V: 430	SAT-Total: 0790	SAT-Test Date: 11-NOV-11	ACT-M: 17	ACT-Composite: 17
Domestic			27	26-30	F	White	OH-Montgomery	Raider Country	No Data Available					
Domestic			38	36-40	F	Hispanic	OH-Montgomery	Raider Country	ACT-M: 14	ACT-Composite: 15	ACT-Test Date: 11-NOV-11	WMTH: 03	WMTH-Test Date: 28-AUG-08	
International (F1-J1)	F1	India	23	21-25	M	Foreign, Non-Resident Alien	International	International	No Data Available					

Selected values

Additional details

Date & time

CAN save the report

#### 4) Compare Reports – Enrollment

**Student > Enrollment > Compare Reports > Registered/Eligible (Prompt Page)**

- a. After selection, click on “Finish” button to open Enrollment Comparison Registered/Eligible Report

IBM Cognos Viewer - Enrollment Comparison Registered/Eligible

Sasanka Prabhala Log Off About IBM

Keep this version add this report

### Enrollment Comparison Registered/Eligible Prompt Page

**Select Academic Period(s):**

- ☐ 201020
- ☐ 201030
- ☐ 201040
- ☐ 201080
- ☐ 201120
- ☐ 201130
- ☐ 201140
- ☐ 201180
- ☐ 201220
- ☐ 201230

Select all Deselect all

**Select Event:**

- ☐ DAY1
- ☐ DAY14
- ☐ DAY7
- ☐ ENDOFTERM
- ☐ ENDOFTERM+30
- ☐ PRIORTERM10WK
- ☐ PRIORTERM11WK
- ☐ PRIORTERM12WK
- ☐ PRIORTERM13WK
- ☐ PRIORTERM14WK

**Select Campus (Optional):**

☐ Main ☐ Lake

Deselect

**Select Student Type (Optional):**

☐ Domestic ☐ International (F1-J1) ☐ International (non F1-J1)

Deselect

**Select College (Optional):**

- ☐ Raj Soin College of Business
- ☐ Continuing Education
- ☐ College of Ed & Human Services
- ☐ College of Ed & Computer Sci
- ☐ School of Graduate Studies
- ☐ College of Liberal Arts
- ☐ Wright State Lake Campus
- ☐ School of Medicine
- ☐ College of Nursing & Health
- ☐ School of Prof Psychology

Deselect


Cancel Finish

Required prompts

Optional prompts

## 5) Compare Reports – Enrollment

Student > Enrollment > **Compare Reports > Registered/Eligible**



WRIGHT STATE

UNIVERSITY

WRIGHT STATE UNIVERSITY

Enrollment Comparison Registered/Eligible Report

Academic Period(s): 201380, 201480

Event: ENDOFTERM

Campus:

Student Type:

College:

Department(s):

Major:

				Count	201380	201480	
Registered	Graduate	Degree	Credential Seeking	Continuing	111	105	
				Grad New	24	42	
				Grad Readmit	16	22	
				Total	151	169	
		Doctoral	Continuing	Continuing	249	245	
				Grad New	22	19	
				Grad Readmit	20	17	
				Total	291	281	
		Masters	Continuing	Continuing	1703	2042	
				Grad New	908	800	
				Grad Readmit	95	56	
				Readmit		1	
				Total	2706	2899	
		Professional	Continuing	Continuing	107	94	
				Grad New	28	26	
				Grad Readmit	1	2	
				Medical	3	4	
				Total	139	126	
		Total			3287	3475	
	Non-Degree	Non-Degree	Continuing	42	42		
			Grad New	77	77		
			Grad Readmit	8	21		
			Grad Special	35	28		
			Grad Transient	10	14		
			LEAP Non Degree		1		
			New Special Grad	11	19		
			Readmit		1		
			Transfer		2		
			Undergrad Transient		1		
			Total	183	206		
			Total			183	206
			Total			3470	3681
	Undergraduate	Degree	FR	Continuing	951	933	
				Grad Readmit		1	
				New First Time Direct from HS	2069	2347	
				Other 1st Time Out HS More 1Yr	203	155	
				Readmit	38	29	
				Transfer	272	266	

Selected values

Comparison

Date & time

CAN save the report

## 6) Compare Reports – Graduation (General)

**Student > Graduation (General and Cohort) > Compare Reports > Cube (General)**

The screenshot displays a business intelligence tool interface. On the left, a list of 'Insertable Objects' includes categories like College, Academic Period, Student Level, and Gender. The main area shows a report titled 'TEST\_GRADUATION\_COMPARE\_CUBE'. Above the data table, there are filters for 'College', 'Student Level', and 'Gender', along with a 'Context filter' set to '201480'. The data table below shows graduation statistics for various colleges, categorized by Undergraduate and Graduate levels, with columns for Males (M), Females (F), and Gender totals.

ID	Undergraduate			Graduate		
	M	F	Gender	M	F	Gender
College of Ed & Human Services	48	83	131	22	48	70
College of Egr. & Computer Sci	49	3	52	98	51	149
College of Liberal Arts	75	101	176	9	8	17
College of Nursing & Health	12	94	106	1	28	29
College of Science & Math	35	62	97	13	22	35
Raj Soin College of Business	74	44	118	29	29	58
School of Medicine	0	0	0	13	8	21
School of Prof Psychology	0	0	0	3	14	17
Wright State Lake Campus	6	5	11	0	0	0
<b>College</b>	<b>299</b>	<b>391</b>	<b>690</b>	<b>188</b>	<b>208</b>	<b>396</b>

Can download the report

Filters

User generated report

Drill through

CAN save the report

Note: need advanced user license to access

## 7) Compare Reports – Graduation by College (Cohort)

**Student > Graduation (General and Cohort) > Compare Reports > Graduation by College (Cohort) (Prompt Page)**

IBM Cognos Viewer - Graduation (Cohorts) by College Report

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Keep this version Add this report

### Graduation (Cohorts) - Degrees Awarded by College - Prompt Page

**Select First Enrolled Academic Period:**

- ☐ 200820
- ☐ 200830
- ☐ 200840
- ☐ 200880
- ☐ 200920
- ☐ 200930
- ☐ 200940
- ☐ 200980
- ☐ 201020
- ☐ 201030

**Event:**  
End of Term

**Graduation Status:**  
Degree Awarded

**Select Student Level (Optional):**

☐ Graduate

☐ Undergraduate

[Deselect](#)

**Select Campus (Optional):**

☐ Main Campus

☐ Lake Campus

[Deselect](#)

**Select Student Type (Optional)**

☐ Domestic

☐ International (F1-J1)

☐ International (non F1-J1)

[Deselect](#)

**Select First Enrolled College (Optional)**

- ☐ Raj Soin College of Business
- ☐ Continuing Education
- ☐ College of Ed & Human Services
- ☐ College of Egr & Computer Sci
- ☐ School of Graduate Studies
- ☐ College of Liberal Arts
- ☐ Wright State Lake Campus
- ☐ School of Medicine
- ☐ College of Nursing & Health
- ☐ School of Prof Psychology

[Deselect](#)

[Cancel](#) [Finish](#)

Required prompts

Optional prompts

## 8) Compare Reports – Graduation by College (Cohort)

**Student > Graduation (General and Cohort) > Compare Reports > Graduation by College (Cohort)**

IBM Cognos Viewer

Sasanka Prabhala About IBM

**WRIGHT STATE UNIVERSITY**  
**Graduation (Cohorts) by College Report**  
 For First Enrolled Academic Period: **201080** Event: **End of Term**  
 Graduation Status: **Degree Awarded** For Student Level: For Campus:  
 For Student Type: For First Enrolled College: **College of Ed & Human Services**

Count		Raj Soin College of Business	College of Ed & Human Services	College of Egr & Computer Sci	College of Liberal Arts	College of Science & Math	No Degree Awarded	Total
Degree Awarded	Graduate	2	93		1		69	165
	Grad New							
	Total	2	93		1		69	165
	Undergraduate							
	New First Time Direct from HS	1	22		1	1	53	78
	Transfer	4	45	1	1	2	76	129
	Total	5	67	1	2	3	129	207
	Total	7	160	1	3	3	198	372

Selected values

Student movement

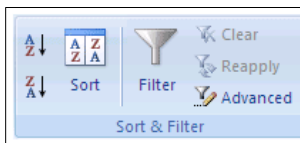
Date & time

CAN save the report

## 4.0 Basic Excel Functions

### 1) Filter Data

- Right mouse click and highlight the header row
- On the Data tab, in the Sort & Filter group, click on the “Filter” icon. (Note drop down arrows appear in each column header and the “Filter” icon is highlighted)
- Selecting one or more variables from one or more column headers can filter your list to a select list of records that meet your filtering criteria
- To stop filtering, click the “Filter” icon. (Note the drop down arrows in each column header will disappear and the “Filter” icon will no longer be highlighted)

The image shows an Excel spreadsheet with a data table. The table has columns labeled F through L. Column F is 'Student Level', G is 'First Academic Period by Student Level', H is 'First Academic Period by Program', I is 'Graduation Status', J is 'Domestic/International', K is 'Award Category', and L is 'Years to Graduate from Program'. The data rows show various student records with their respective academic periods, graduation statuses, and award categories. A red box highlights the 'Filter' icon in the Excel ribbon's 'Data' tab, 'Sort & Filter' group.

## 2) Sort data

### A. Remove Cognos report header and footers

- Select all of the rows that appear above the row the contains the column headers
- Right mouse click and click “Delete”
- Scroll to the bottom of your data file and select and delete any rows that appear below your data
- Right mouse click and click “Delete”

#### Remove header

Graduation (General) Compare Detail Report - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

R1 Wright State University

WRIGHT STATE  
Graduation (General) Comp  
For Acad\_Period: 201230, 201240, 201280, 201290  
Event: End of Term Select Graduation Status: De  
For Major:

County	Region	SAT/ACT/WSU Math/WSU Wri
OH-Montgomery	Raider Country	No Data Available

#### Remove footer

Graduation (General) Compare Detail Report - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

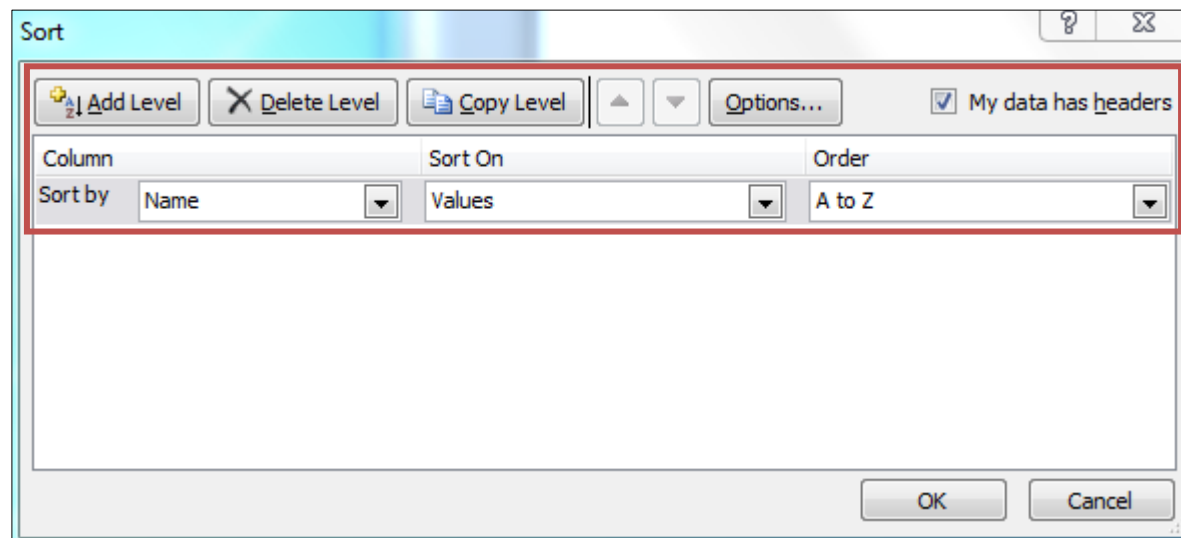
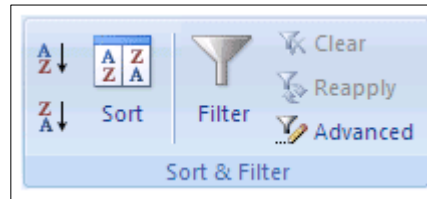
A7129

F	G	H	I	J	K
7117	Graduate	201340	201340	Degree Awarded	Domestic Masters Degree
7118					
7119					
7120	Undergraduate	200980	200980	Degree Awarded	Domestic Baccalaureate Degree
7121					
7122					
7123	Undergraduate	201040	201120	Degree Awarded	Domestic Baccalaureate Degree
7124					
7125					
7126	Graduate	201340	201340	Degree Awarded	Domestic Masters Degree
7127					
7128					
7129	Report Package: WSU Academic Outcome				
7130					
7131					
7132					
7133					
7134					

Page 1

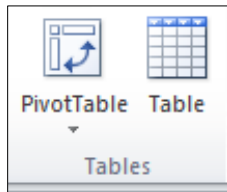
Average: 1 Count: 3 Sum: 1 100%

- e. On the Data tab, in the Sort & Filter group, click on the “Sort” icon. (Note a Sort dialogue box will open)
- f. In the Sort dialogue box select the column header you would like to sort by from the “Sort by” drop down box
- g. For the column you’ve chosen, select the order you would like to sort the data from the “Order” drop down box
- h. Click “OK”

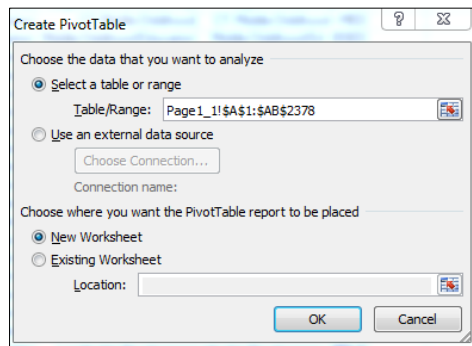


### 3) Create PivotTable

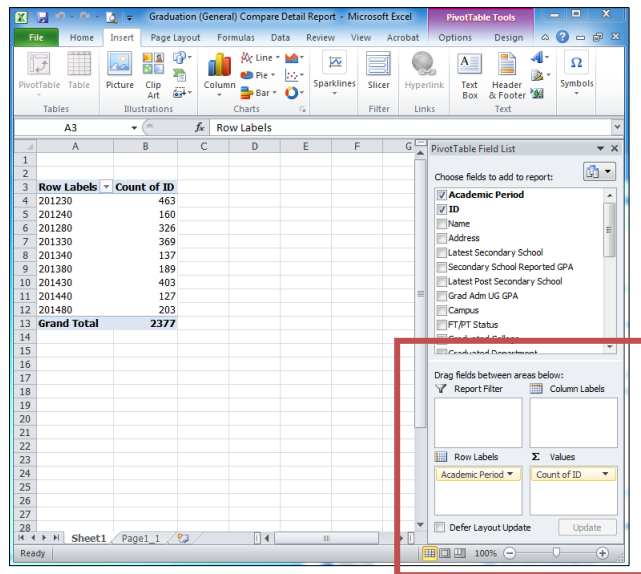
- a. On the Insert tab, in the Tables group, click on the “PivotTable” icon to open PivotTable dialogue box



- b. In the Create PivotTable dialogue box, click “OK.” (Note a new worksheet will be created)



- d. In the new worksheet you can drag and drop your column headers in either “Report Filter, Column Labels, Row Labels, or Values” to view your data file in different ways



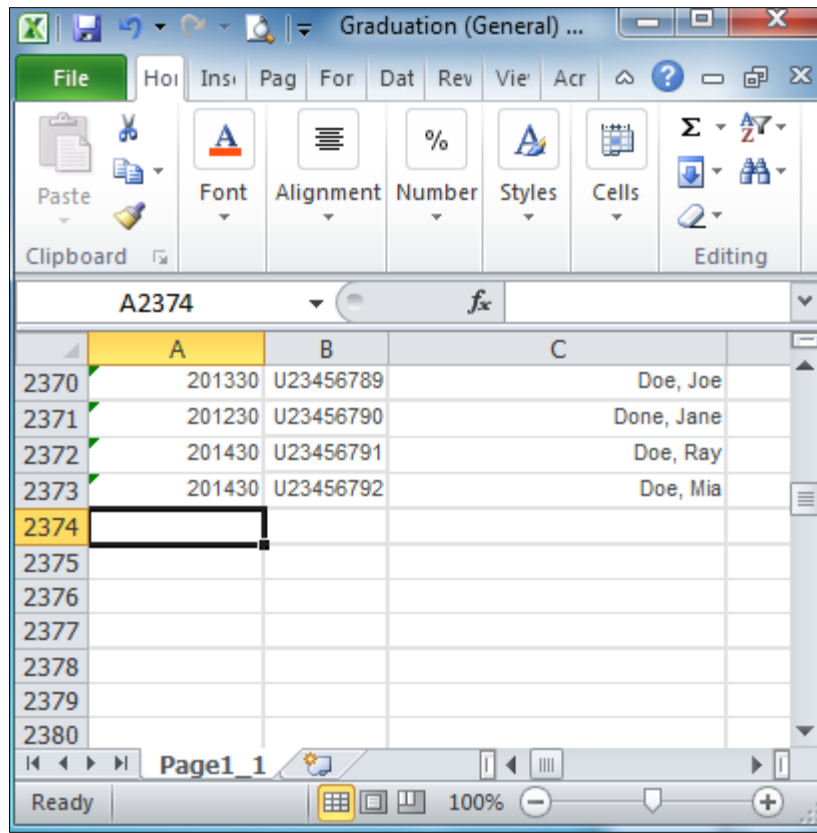
#### 4) Merge reports into one report

- Users can run the same report multiple times using different parameters. Each time the report is run, a new Excel file is created. These files can be combined into one Excel file.
- First, screen each data file (see pp. 22-25 above)
- Find a data file you want add to another file. In the “Name Box,” enter the range of cells that include all of the data, **excluding the header row**, and then hit the “Enter” key. Note all of the data in your first file, excluding the header row will be highlighted.



	H	I	J	K	L	M	
	Grad Adm UG GPA	Campus	FT/PT Status	Graduated College	Graduated Department	Graduated Major	Grad
2	2.687	Main	Full Time	College of Ed & Human Services	Teacher Education	CT: Adolescent Young Adult	CT: Adoles
3		Main	Not Enrolled	College of Ed & Human Services	Educational Leadership	Organizational Leadership	Org
4		Main	Full Time	College of Ed & Human Services	Educational Leadership	Organizational Leadership	Org
5	2.695	Main	Part Time	College of Ed & Human Services	Teacher Education	Classroom Teacher	Class
6		Lake	Full Time	College of Ed & Human Services	Teacher Education	Early Childhood Education	Early
7		Main	Full Time	College of Ed & Human Services	Teacher Education	Early Childhood Education	Early
8		Main	Full Time	College of Ed & Human Services	Educational Leadership	Organizational Leadership	Org
9	3.097	Main	Part Time	College of Ed & Human Services	Educational Leadership	Education Leadership	Educational Leadership
10		Lake	Part Time	College of Ed & Human Services	Educational Leadership	Organizational Leadership	Org
11	3.188	Main	Full Time	College of Ed & Human Services	Teacher Education	CT: Middle Childhood	CT: M
12	3.188	Main	Full Time	College of Ed & Human Services	Teacher Education	Middle Childhood Education	Middle
13		Lake	Full Time	College of Ed & Human Services	Teacher Education	Early Childhood Education	Early
14		Main	Part Time	College of Ed & Human Services	Teacher Education	Intervention Specialist	Intervention Specialist
15		Dayton	Full Time	College of Ed & Human Services	Educational Leadership	Instructional Design Online Learning	Instructional Design
16		Main	Full Time	College of Ed & Human Services	Teacher Education	Classroom Teacher	Classroom Teacher
17	3.947	Main	Part Time	College of Ed & Human Services	Teacher Education	Classroom Teacher	Classroom Teacher

- d. Right click and select “Copy”
- e. In the second data file (i.e., the one you want to add the data to), scroll down to the last row of data and select the next empty cell in column A
- f. Right click and select “Paste”



## 5.0 Helpful Information

- [Cognos Access Request Form](#)
- [Cognos Support and Project Request Form](#)
- [Security Best Practices](#)

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Phone: 937-775-4827  
Toll-free Number: 1-888-775-4827