Reporting Tools for APSS

Using Cognos, CRA and Insight with Schedule Building and Workload
Data Reporting Systems

www.csuchico.edu/data

Cognos

https://bi.csuchico.edu/ibmcognos/bi/

Security access is granted through membership in either an academic department OR the “acadunitsupport” security group managed by APSS

No special action is needed to request access to the Administrative Support folder
Data Reporting Systems

CRA

https://emsint.csuchico.edu/cra/
- Schedule audits
- Workload audits
- Direct communication with report-specific population (emails to students!)
- Student data

Insight

https://insight-int.csuchico.edu/reports

Slowly being discontinued

- Still used for:
  - Course Inventory Report
  - Financials
  - Program Review data (I think)
  - Property Management

- What does your Insight homepage look like?
Security Access Requests
https://support.csuchico.edu/TDClient/Requests/ServiceDet?ID=26211

CRA, Insight

- Submit a ticket to ITSS; you can request access to one or both on the same ticket.

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Request Access to Data/Reporting

cra • insight

Access to reporting systems must be approved by your supervisor and the appropriate data owner(s) (i.e. your request will be routed to your supervisor and the data owner(s) for approval before access is granted).

The reports that you can access will depend on your job title and department. Your supervisor will also have the opportunity to list any specific reports/jobs that they want you to have.

Once access has been approved/granted, you will receive a follow up email with instructions to access/use the reporting system.
Cognos: Administrative Support folder

Team content folder

Still developing the folder structure

Administrative Support is the one you want (your Team content may not look like this)

Explore Class, Course, and Workload

<table>
<thead>
<tr>
<th>Team content</th>
<th>Administrative Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Departments</td>
<td>4/2/2021 2:30 PM</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>11/2/2020 12:50 PM</td>
</tr>
<tr>
<td>Deans and Associate Deans</td>
<td>4/2/2021 11:53 AM</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>11/2/2020 12:51 PM</td>
</tr>
<tr>
<td>Enrollment FTES</td>
<td>2/12/2021 12:16 PM</td>
</tr>
<tr>
<td>Instructor</td>
<td>8/27/2020 10:40 AM</td>
</tr>
<tr>
<td>Workload</td>
<td>11/3/2020 3:13 PM</td>
</tr>
<tr>
<td>In Person Course Offerings</td>
<td>3/17/2021 1:15 PM</td>
</tr>
<tr>
<td>Class</td>
<td>2/27/2020 3:39 PM</td>
</tr>
<tr>
<td>Course</td>
<td>2/5/2020 6:05 PM</td>
</tr>
</tbody>
</table>
Cognos: general navigation and download tips

Class Schedule-Build

1. College Year
2. Term
3. College
4. Department
5. Finish;
6. Small arrow = export
7. Large triangle = start over

* report you’ll use ALL. YEAR. LONG.
Cognos: general navigation and download tips

B. Download

- Generate a file for yourself
- "Excel data" gives you a format you can make into a table, for ease in sorting, filtering, pivoting
Cognos: general navigation and download tips

AWTU reports

- AWTU by Term
  - Run to check entries
  - Run once Workload review is final

- AWTU Certification
  - Only for codes 15, 22, 23, 33, 35
  - Run once Workload review is final
  - Enter remarks from faculty
Excel formatting:

Here’s how I format an Excel download into a table:
1. Open Download
2. Insert > Table
3. OK

Excel starts from the correct cell (A1), knows where the data is, recognizes that you have headers, and almost always selects correctly.

And then you can make your table whatever color scheme you wish, resize your columns, CHANGE YOUR FONT...you decide!
- Someday...MACROS
CRA:
https://cra.csuchico.edu/cra/jobs/joblistinguserall.aspx

Reporting
- Bookmark that link

- Search
  - Run a single job as needed, **or**

- Run all jobs as part of the schedule build audit process
CRA: Schedule Building jobs
see the cheatsheet in Box; also, if you’re looking at your Cognos report, these are less necessary

We push many audit findings your way. Whether we email you directly or include you on a group email related to an audit, those findings should be acted on ASAP.

- Jobs we clean up with your input: 1351, 1357, 1359, 1360, 1362, 1363, 1366, 1369, 1370, 1371, 1372, 1373, 1498
- Jobs we push to you for cleanup, that you cannot run yourselves: 1356 (component time conflicts), 1374 (TBAs no room)

► CRA jobs run by departments = you should run this entire list at least a couple times between schedule building and registration
  ► 1352, 1353, 1354, 1358, 1361, 1364, 1367, 1368, 1375, 1378, 1379, 1415, 1418, 1447

► Part of schedule building is checking your work, or, auditing for corrections. The list in CRA is a long list! Start with these, and run them until you have no results (or until census):
  ► Round I – 1353, 1354, 1358, 1367
  ► Round II – 1353, 1354, 1358, 1364, 1367
  ► Round III – 1352, 1361, 1375, 1418, 1447
  ► Semester start – 1368, 1378, 1379, 1415, 1418, 1447

Also useful but not APSS: 532, 654, 1388, 1456
CRA: other things you can do

Communication

Help > Job Help

- Find out behind the scenes info about a job, including:
  - Which Entity (job group) the job is a member of
  - Query logic
  - Roles containing the job
  - Individual users who have access to the job
  - Owner of the job

Jennifer’s view (you may not see these):

- Analysis isn’t useful
- Favorites is misleading
Insight: https://insight-int.csuchico.edu/reports

- Course-Class Data folder has mostly been deleted.
- Reports are not pulling the correct Facility information.
- COGNOS now holds improved versions of the Insight reports we used to use.
- Please do not dig reports out of the Deleted folder.

- Still useful for COURSE INVENTORY
Insight: general navigation and download tips

Course Inventory report

1. Pick the upcoming Fall semester
2. Choose your Department
3. View Report (way over on the right)
4. Save = download

   PDF = works best with this report
Other tools

- **Room Request Application:** [https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest](https://emsint.csuchico.edu/APSS/RoomRequest/RoomRequest)
  - Please check out the instructions first:
    [https://www.csuchico.edu/apss/scheduling/schedule-building/room-request.shtml](https://www.csuchico.edu/apss/scheduling/schedule-building/room-request.shtml)

- **Box**
  - **APSS-Shared:**
    - CLASS-depts
    - FAR FAQs and examples
    - FINAL EXAMS-depts
    - WORKLOAD-depts
    - **2020-2021-APSS-due-dates-for-Departments**
FAR update from CRA 1388

Process:
1. Run CRA 1388
   Download results and open
   Find first data cell used in FAR (ignore column A)
   click CTRL-SHIFT-END to select all data
   click CTRL-C to copy
2. Sort FAR AWTU rows to the top
   Right-click and Paste CRA 1388 copied data into the first CRSE_ID cell
   Paste Special > Paste Values > Values & Number Formatting
   Add “AWTU” rows for: cross-listed classes, FTES trades

FAQ document: Box > APSS-Shared > FAR FAQs and examples
Resources

Jennifer L. Aceves, Academic Scheduling and APDB Specialist

- apss@csuchico.edu
- 898-4688 (but email is best)

http://www.csuchico.edu/apss

These reporting systems are NOT managed by APSS. However, we are happy to help you troubleshoot, or, get you to the right people when you have reporting needs or questions.

And, currently, nobody else is offering training.

This training revised April 18, 2021