Reporting Tools for APSS

Using Cognos and CRA
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

IR has made some helpful guides!

https://www.csuchico.edu/ir/cognos-analytics.shtml
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:
  - 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

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 tab

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

- Minimize the Quick launch window at the top and ignore the Upload and Present data options for now

- View either in List or Tiles view
Cognos: Administrative Support folder

- Class: You'll use this folder quite a lot
- Course: Find your course inventory here
- In Person Course Offerings: COVID stuff here
- Instructor: Schedules, individual workload stuff
- Student: Still building this one out
- Workload: AWTU reports are HERE
- Enrollment FTES: This is a Dashboard
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

1* 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

A. Run for different parameters

New! 1000 result rows now displayed in the browser, meaning you can scan more easily without having to download!
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:

- Open Download
- Insert > Table
- 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

- Use only for job-related purposes, since your access is based on your job role
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: 1356, 1363, 1369, 1498

- CRA jobs run by departments = you should run this entire list at least a couple times between schedule building and registration
  - 1353, 1354, 1358, 1364, 1367, 1368, 1379, 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 – 1353, 1354, 1358, 1364, 1367, 1447
  - Semester start – 1368, 1379, 1447

Also useful but not APSS: 532, 533, 654, 1388, 1456
CRA: other things you can do

Communication

- 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](https://insight-int.csuchico.edu/reports)

- Course-Class Data folder has been decommissioned

- APSS has no working knowledge of any other areas of Insight, beyond general navigation
Insight: general navigation and download tips

Generally speaking...

1. Choose from parameters on the left
2. View Report (way over on the right)
3. Save = download

I generally export to CSV (if I want just the data), or Excel (if I want the headers as you see them in the browser); or sometimes PDF.

Play with it!
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:**

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  - 2021-2022-APSS-due-dates-for-Departments.xlsx
  - 3.APSS-Reporting-Tools-workshop.pdf
  - Cognos Tutorial 11-6-20.mp4
  - Remote connection tips.docx
FAR update from CRA 1388—is anybody still doing this, now that we have those Cognos costing reports??

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

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

http://www.csuchico.edu/apss

These reporting systems are NOT managed by APSS.
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 March 18, 2022