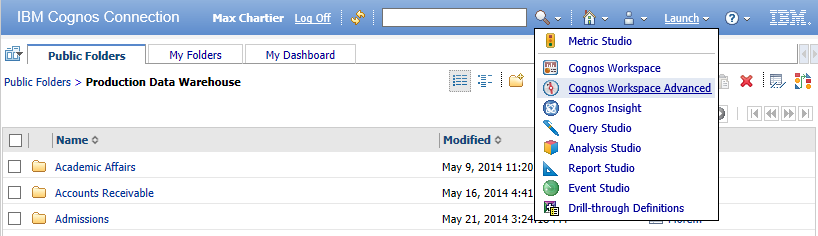
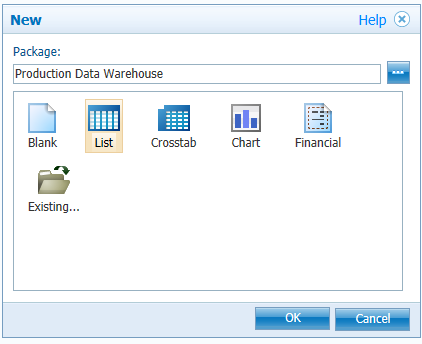
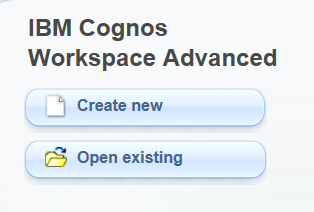
**Cognos Workspace Advanced**

**Basic Student Report**

1. Login to Cognos and navigate to the Production Data Warehouse
2. In the upper right-hand corner of the page, click the Launch dropdown menu
3. Select Cognos Workspace Advanced

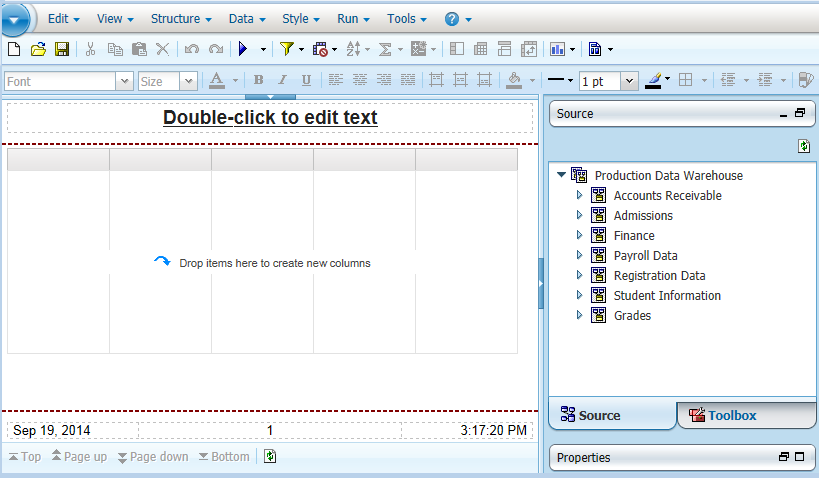


1. Select Create new
2. Select List
3. Click OK



1. Note the Work Area, Content pane, Menu Bar and Toolbar

Menu Bar

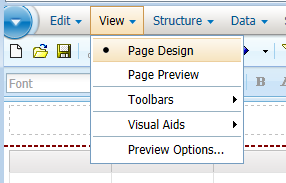


Work Area

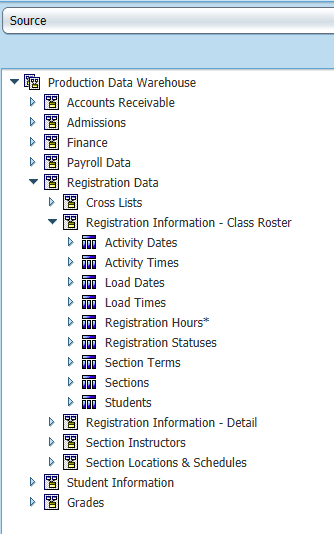
Content

Toolbar

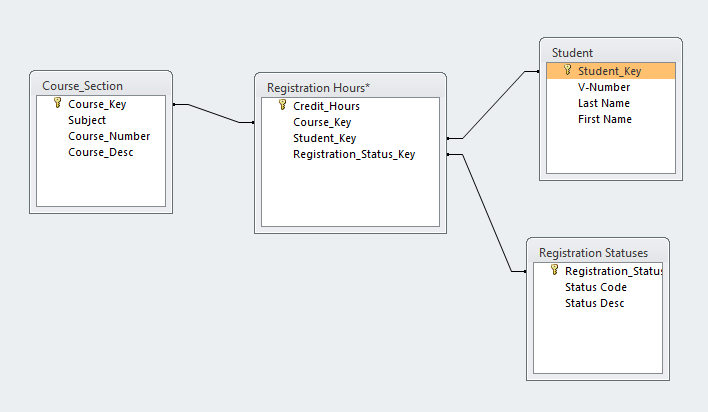
1. By default, the report is in Page Preview mode. This means that every time you add a new field, the report will run while adding that field. To speed up report development, we can turn that off.

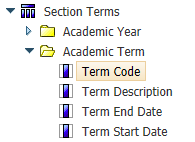
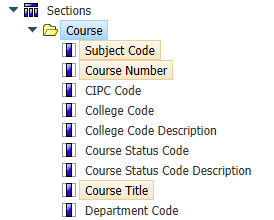


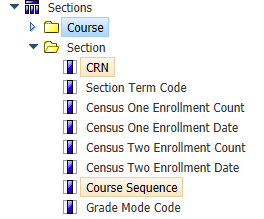
* 1. Click on the View dropdown menu
  2. Select Page Design



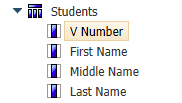
1. In the Content pane, expand the folder for Registration Data
2. Expand the folder for Registration Information – Class Roster
3. Facts and Dimensions
   1. Fact Table\* - contains the data corresponding to a particular business process, typically numeric
   2. Dimension - contain details about each instance of an object



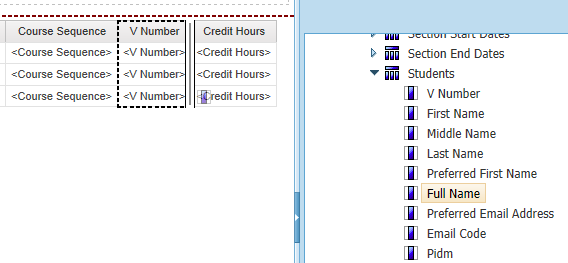
1. Expand the folder for Section Terms
2. Expand the folder for Academic Term
3. Double click Term Code to add it to the report
4. Expand the folder for Sections
5. Expand the folder for Course
6. Double click Subject Code to add it to the report
7. Double click Course Number to add it to the report
8. Double click Course Title to add it to the report

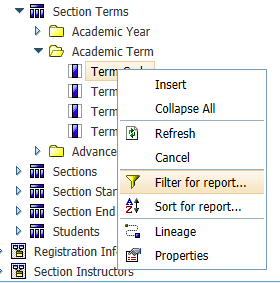


1. Expand the folder for Section
2. Double click CRN to add it to the report
3. Double click Course Sequence to add it to the report

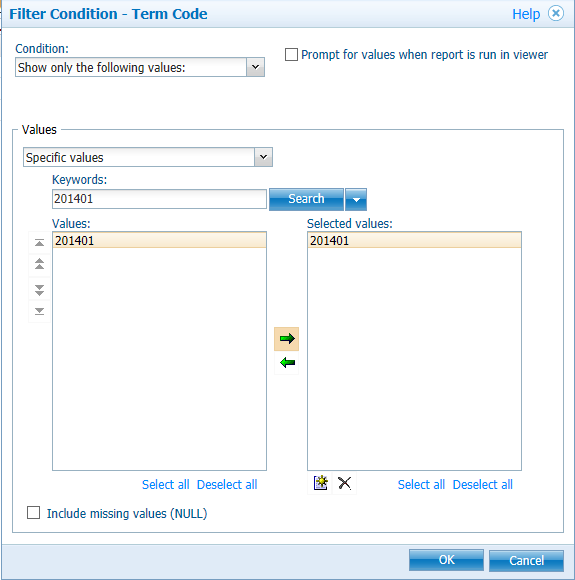


1. Expand the folder for Students
2. Double click V Number to add it to the report
3. Expand the folder for Registration Hours
4. Double click Credit Hours to add it to the report
5. Go back to the Students folder from earlier
6. Click and drag Full Name to the report between V Number and Credit Hours

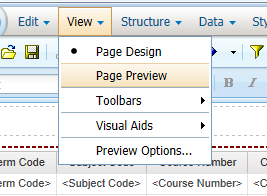




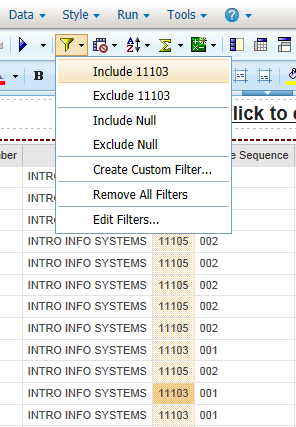
1. Under Section Terms >> Academic Term right click on Term Code
2. Select Filter for report
3. Under Values, in the dropdown, select Specific values
4. Type in the Keyword 201401 and click Search
5. Single click the value 201401 then click the right arrow to add it to the Selected values pane
6. Click OK



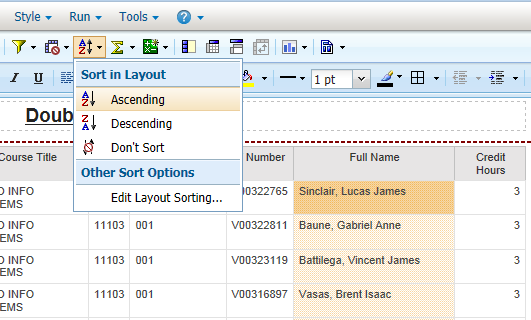
1. Under Sections >> Course, right click on Subject Code
2. Select Filter for report
3. Type in the Keyword CS and click Search
4. Single click the value CS then click the right arrow to add it to the Selected values pane
5. Click OK
6. Under Sections >> Course, right click on Course Number
7. Select Filter for report
8. Type in the Keyword 123 and click Search
9. Double click the value 123 to add it to the Selected values pane
10. Click OK



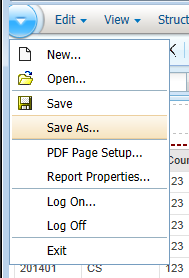
1. Click on the View dropdown menu
2. Select Page Preview

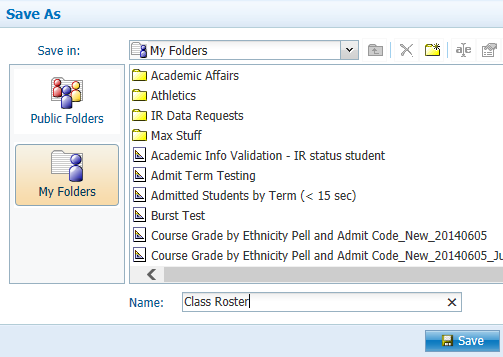


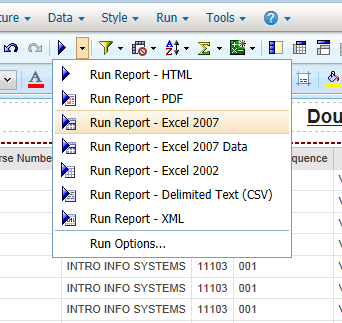
1. Single click on the CRN 11103 to highlight it
2. In the Toolbar, click the Filters button
3. Click Include 11103
4. Single click on the first Full Name in the list of names
5. In the Toolbar, click the Sort button



1. Click Ascending



1. In the Menu Bar, click the Action Button (blue circle with a down arrow)
2. Click Save As
3. Select My Folders
4. In the Name field, type Class Roster
5. Click Save



1. In the Toolbar, click the dropdown next to the Play button
2. Select Run Report – Excel 2007
3. Click Open

