



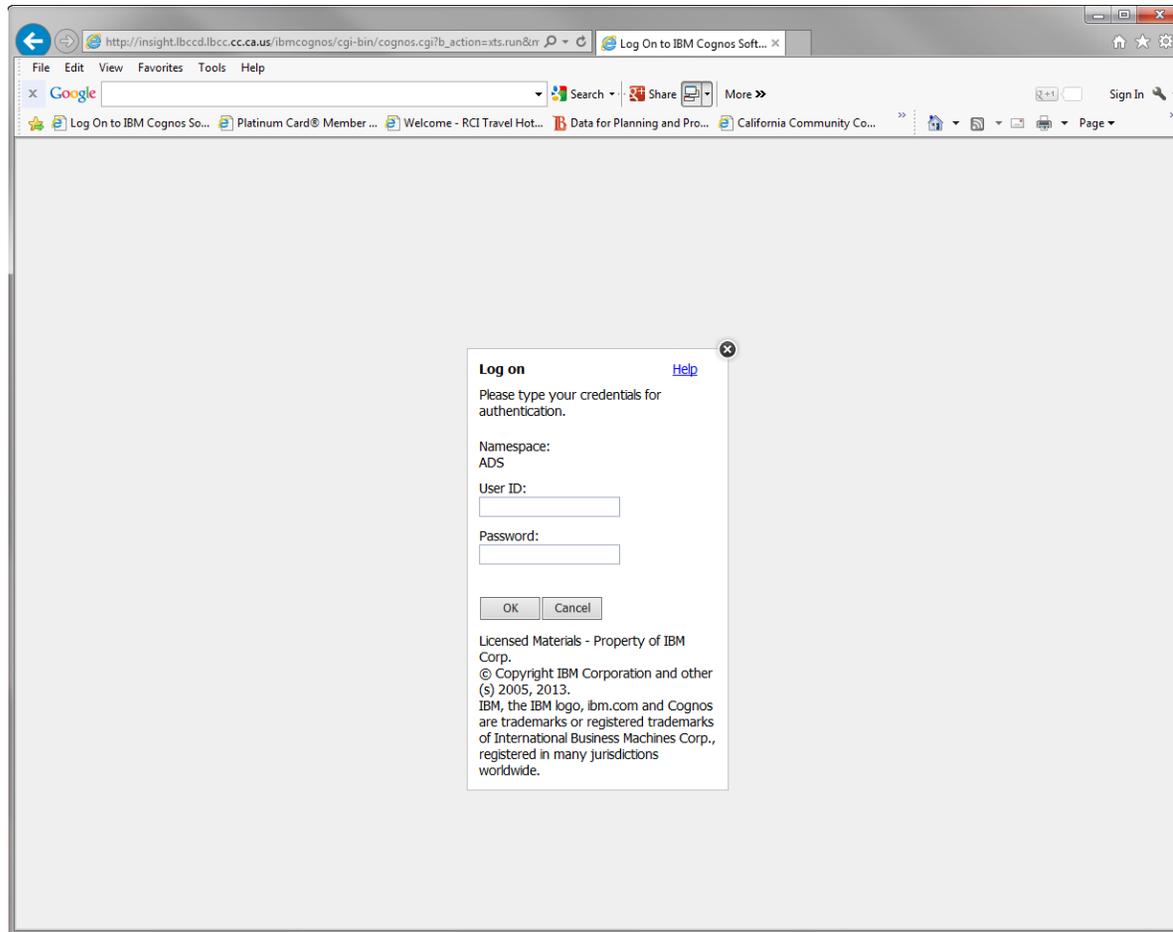
COGNOS 10

IBM Cognos Software

1. Log On

Type in the following URL in your web browser

<http://insight.lbccd.lbcc.cc.ca.us/>

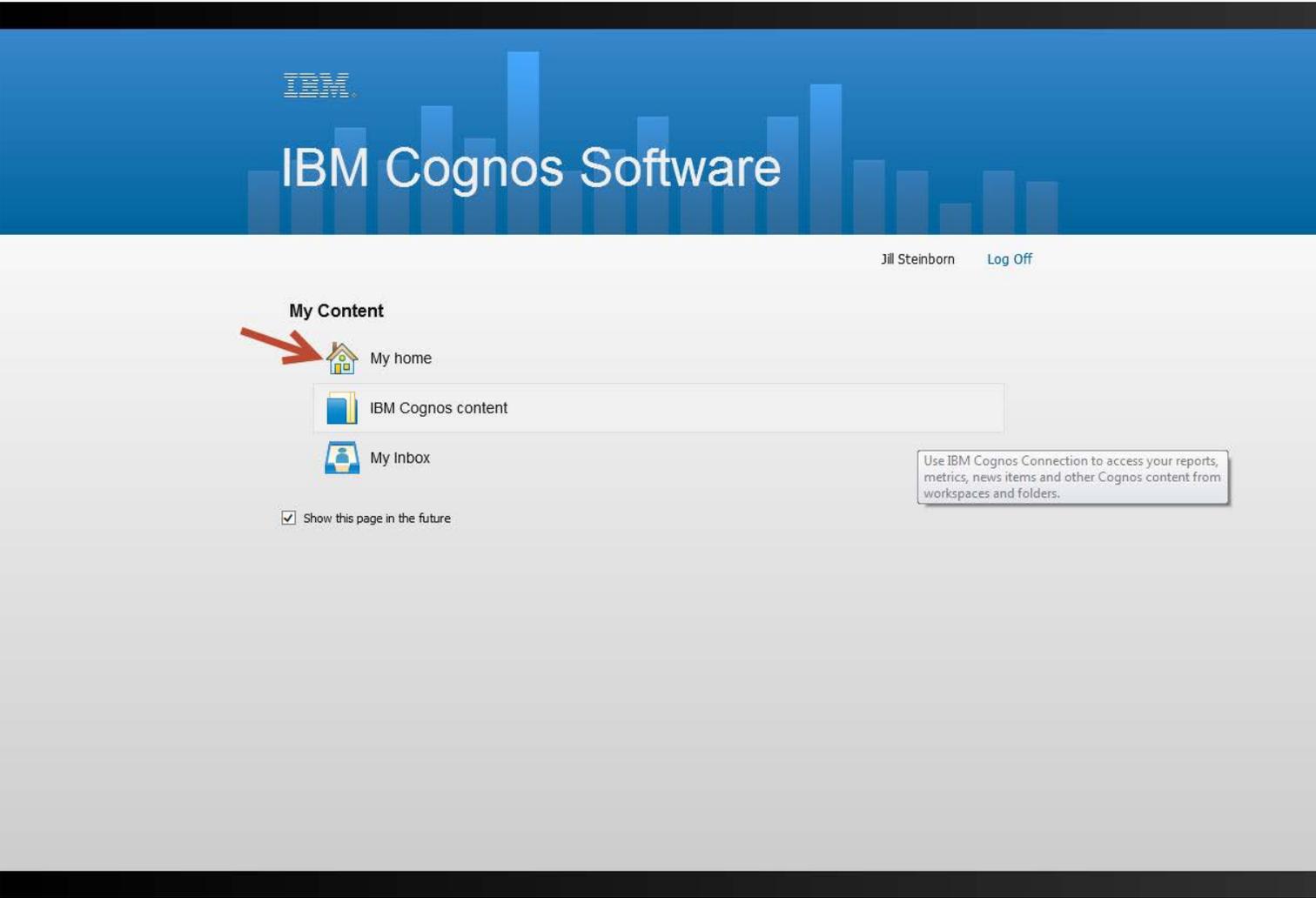


Type in your Network User ID and Password

(This is the same user name and password that you use to log in to your email)

2. Welcome Screen

Click on My Home



Path to Deans Dash Board –

Public Folder>Academic Services>Dashboards>Deans New Dash Board>Academic Services - Deans Dashboard

Public Folders > Academic Services > Dashboards > **Deans New Dash Board**

<input type="checkbox"/>	Name ↕
<input type="checkbox"/>	 Academic Services - Deans Dashboard

Path to Department Head Dash Board –

Public Folder>Academic Services>Dashboards> Department Head Dashboard > Academic Services – Department Head Dashboard

 **Public Folders** | My Folders | Academic Services - Deans Dashboard | Nancy's Personal Dashl

Public Folders > Academic Services > Dashboards > **Department Head Dashboard**

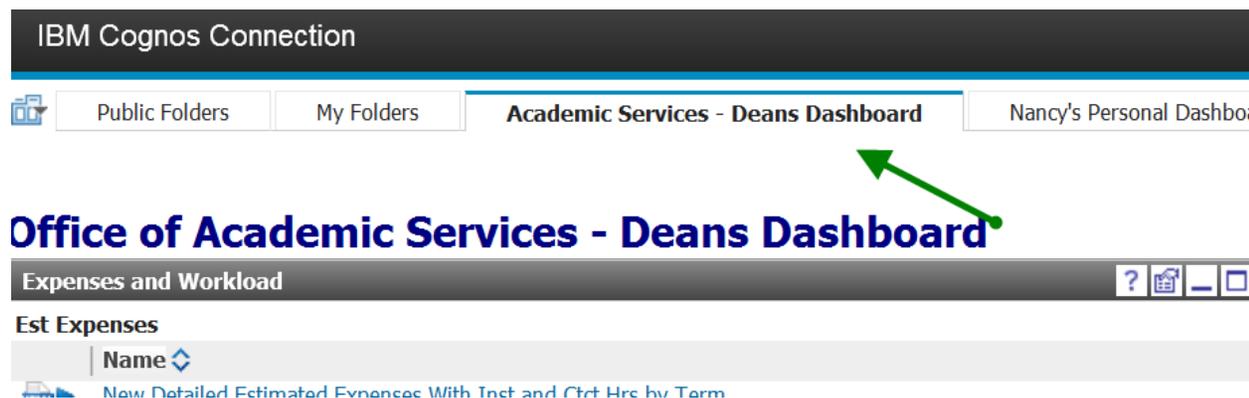
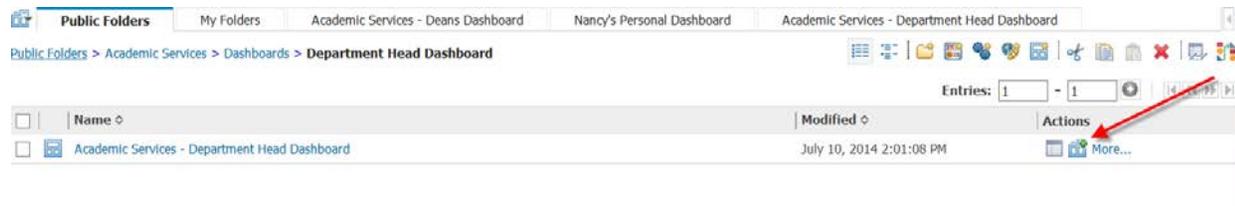
<input type="checkbox"/>	Name ↕
<input type="checkbox"/>	 Academic Services - Department Head Dashboard

Add Dashboard to your menu tab -

You can add the Deans Dashboard or department head dashboard to your menu tab by clicking the green box under the 'Action'.

(You only need to do this once. The dashboard will stay at your menu tab.

The Dashboard will be on your menu tab when you log next time.



3. Academic Services – Deans Dashboard

You will see that your first tab is the Academic Services – Deans Dashboard

On the left hand side of the Dashboard, you will see some reports that have been created by the Business Analysts. (for example Est Expenses, Waitlist Reports etc) (The type of reports and number of reports can be modified at any time by your Business Analyst)

On the upper right hand side you have a few hyperlinks that take you directly to your most frequently visited websites under the heading Bookmarks Viewers

On the lower right hand side, under the heading IBM Cognos Viewer, you have a report that has been placed directly on to your dashboard. (The type of report and data can be changed based on your needs and requirements)

Office of Academic Services - Deans Dashboard

Expenses and Workload

Est Expenses

- New Detailed Estimated Expenses No Instructors
- New Detailed Estimated Expenses With Inst and Ctct Hrs by Term
- New Detailed Estimated Expenses With Inst and Ctct Hrs Term - School

Classes and Enrollments

Reports - Deans Dashboard - Classes & Enrollments

- Basic Class Listing by Term
- Basic Class Listing by Term and School
- Class Enrollment and Summary
- Class Enrollment and Summary by Academic Org
- Waitcount Report Listing
- Waitcount Report Listing - by Term and School

Classes & Enrollments - PCC

Reports - Deans Dashboard - Classes & Enrollments - PCC

- Basic Class Listing by Term - PCC
- Basic Class Listing by Term - PCC - Credit
- Basic Class Listing by Term - PCC - Non Credit
- Class Enrollment and Summary - PCC
- Waitcount Report Listing - PCC

Waitlist Reports

Bookmarks Viewer

- Academic Services Home
- 16 Week Home

IBM Cognos Viewer

Total number of classes per term (enroll-only)

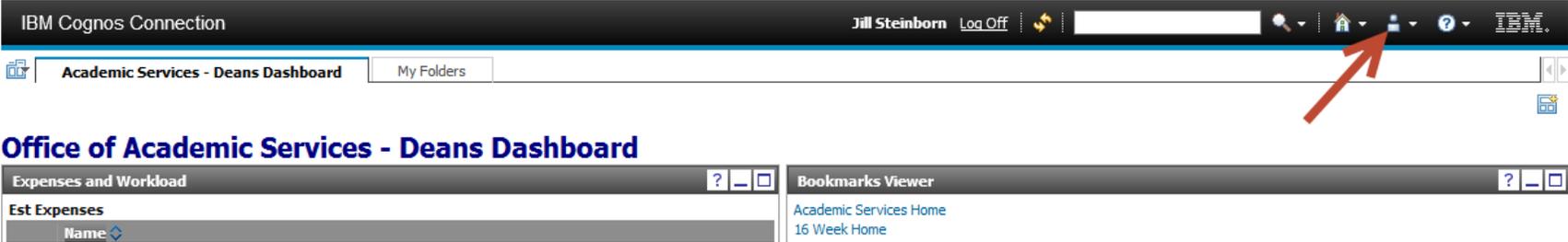
Term	Term ID	Class Count
2008 Summer	1420	784
2008 Fall	1425	2,970
2009 Spring	1430	3,027
2009 Summer	1435	758
2009 Fall	1440	2,603
2010 Spring	1445	2,573
2010 Summer	1450	367
2010 Fall	1455	2,312
2011 Spring	1460	2,491
2011 Summer	1465	355
2011 Fall	1470	2,257
2012 Spring	1475	2,336
2012 Summer	1480	165
2012 Fall	1485	2,193
2013 Spring	1495	2,224
2013 Summer	1500	248
2013 Fall	1505	2,210
2014 Winter	1510	48

4. Navigating in My Home Page

The icon with the Home picture is your home button. If at any point you are lost while navigating through reports, you can always click on this icon to come back to your home page which as of now has been set to the Academic Services – Deans Dashboard



The icon with the little Person picture is your Personal button. You can set your preferences by navigating in this icon. (For now, your preferences have been preset so you really would not need to use this icon)



5. How to run a Report from the Dashboard

Click on the Waitlist Report called 'Class Waitlist_Spring 2014 with Course Key prompt' as shown below

The screenshot shows the 'Academic Services - Deans Dashboard' with several report categories. A red arrow points to the 'Class Waitlist_Spring 2014 with Course Key prompt' report in the 'Waitlist Reports' section.

Expenses and Workload

- Est Expenses
 - New Detailed Estimated Expenses With Inst and Ctct Hrs by Term
 - New Detailed Estimated Expenses With Inst and Ctct Hrs Term/School

Classes and Enrollments

- Reports - Deans Dashboard - Classes & Enrollments
 - Basic Class Listing by Term
 - Basic Class Listing by Term and School
 - Class Enrollment and Summary
 - Class Enrollment and Summary by Academic Org
 - Waitcount Report Listing
 - Waitcount Report Listing - by Term and School
- Classes & Enrollments - PCC
 - Reports - Deans Dashboard - Classes & Enrollments - PCC
 - Basic Class Listing by Term - PCC
 - Basic Class Listing by Term - PCC - Credit
 - Basic Class Listing by Term - PCC - Non Credit
 - Class Enrollment and Summary - PCC
 - Waitcount Report Listing - PCC

Waitlist Reports

- Class Waitlist_Spring 2014 with Course Key prompt

Bookmarks Viewer

- Academic Services Home
- 16 Week Home

IBM Cognos Viewer

Total number of classes

Term	Term ID	Class Count
2008 Summer	1420	784
2008 Fall	1425	2,970
2009 Spring	1430	3,027
2009 Summer	1435	758
2009 Fall	1440	2,603
2010 Spring	1445	2,573
2010 Summer	1450	367
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2011 Spring	1460	2,491
2011 Summer	1465	355
2011 Fall	1470	2,257
2012 Spring	1475	2,336
2012 Summer	1480	165
2012 Fall	1485	2,193
2013 Spring	1495	2,224
2013 Summer	1500	248
2013 Fall	1505	2,210
2014 Winter	1510	48
2014 Spring	1515	2,397
2014 Summer	1520	197

You will see a menu popup where you can Select a Course key or Multiple Course Keys (use Shift key for multiple courses) or if you know the Course Key Name, click in the blank area on the top and type it in and it will find it for you

The screenshot shows a search dropdown menu for 'COURSE_KEY'. The menu is open, showing a list of course keys. A red arrow points to the search input area at the top of the dropdown.

COURSE_KEY

- ABODY211
- ABODY212
- ABODY213
- ABODY214
- ABODY240
- ABODY315
- ABODY319A1
- ABODY319AD
- ABODY419
- ABODY419AD

Select all Deselect all

You will see the following output of the report

IBM Cognos Viewer - Class Waitlist_Spring 2014 with Course Key prompt

Jan 28, 2014
6:19:40 PM

Class Waitlist Spring 2014

TERM	TERM_LDESCR	LOCATION	COURSE_KEY	No of Class Sections	ENROLLMENT_CAP	ENROLLMENT_TOTAL	WAITLIST_TOTAL
1515	2014 Spring	ZZAC	LEARN11	28	840	518	20
1515	2014 Spring	ZZPCC	LEARN11	12	360	246	12
1515	2014 Spring	ZZWEB	LEARN11	4	120	120	14

TERM	TERM_LDESCR	COURSE_KEY	CLASS_NUMBER	Class Section	Class Status Description	Instructor Name	ENROLLMENT_CAP	ENROLLMENT_TOTAL	WAITLIST_TOTAL	LOCATION	FACILITY_ID	MEETING_PATTERN_LONG	MEETING_TIME_START	MEETING_TIME_END	Distance Learning Mode	Instruction Mode	Instruction Mode Description	Class Type Description	Class Enrollment Status Description	MEETING_START_DATE	MEETING_END_DATE	SESSION_CODE
1515	2014 Spring	LEARN11	30612	01	Active	Douglas,Oscar L.	30	29	1	ZZAC	LAC-L249	Fri	8:40 AM	11:50 AM		02	Lecture and/or discussion	Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	30625	03	Active	Brueckner,Scott H	30	30	6	ZZAC	LAC-L249	TueThu	8:50 AM	10:15 AM		02	Lecture and/or discussion	Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	30626	04	Active	Brueckner,Scott H	30	30	6	ZZPCC	PCC-L1212	Fri	8:40 AM	11:50 AM		02	Lecture and/or discussion	Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	30627	05	Active	Brueckner,Scott H	30	28	2	ZZAC	LAC-L249	MonWed	8:00 AM	9:25 AM		02	Lecture and/or discussion	Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	30628	10	Active	Anderson,Kimberly B.	30	27	0	ZZAC	LAC-L250	TueThu	10:25 AM	11:50 AM		02	Lecture and/or discussion	Enrollment Section	Open	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	30629	13	Cancelled Section		30	0	0	ZZAC						02	Lecture and/or discussion	Enrollment Section	Closed			1
1515	2014 Spring	LEARN11	30863	23	Active	Douglas,Oscar L.	30	30	0	ZZAC	LAC-L249	MonWed	11:10 AM	12:35 PM		02	Lecture and/or discussion	Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	30944	15	Active	Anderson,Kimberly B.	30	24	0	ZZAC	LAC-L249	TueThu	1:00 PM	2:25 PM		02	Lecture and/or discussion	Enrollment Section	Open	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	31060	27	Active	Douglas,Oscar L.	30	30	5	ZZWEB	WEB	TBA			INTERNET	72	World Wide Web	Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	31255	08	Active	Brueckner,Scott H	30	27	0	ZZPCC	PCC-L1212	TueThu	1:00 PM	2:25 PM		02	Lecture and/or discussion	Enrollment Section	Open	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	31578	015	Active	Douglas,Oscar L.	30	29	1	ZZAC	LAC-L212	TBA				05	Supplemental Learning	Non-Enrollment Section	Closed	February 3, 2014	June 4, 2014	1
1515	2014 Spring	LEARN11	31579	035	Active	Brueckner,Scott H	30	30	6	ZZAC	LAC-L212	TBA				05	Supplemental Learning	Non-Enrollment Section	Closed	February 3, 2014	June 4, 2014	1

You can download the report into an Excel Spreadsheet as shown below

Click on the downward arrow besides the HTML icon

IBM Cognos Viewer - Class Waitlist_Spring 2014 with Course Key prompt

Jan 28, 2014
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Class Waitlist Spring 2014

TERM	TERM_LDESCR	LOCATION	COURSE_KEY	No of Class Sections	ENROLLMENT_CAP	ENROLLMENT_TOTAL	WAITLIST_TOTAL
1515	2014 Spring	ZZAC	LEARN11	28	840	518	20
1515	2014 Spring	ZZPCC	LEARN11	12	360	246	12
1515	2014 Spring	ZZWEB	LEARN11	4	120	120	14



You will see an option to 'View in Excel Option'
 Click on that and you will see the option to
 View in Excel 2007 Data
 Or
 View in Excel 2007 Format

IBM Cognos Viewer - Class Waitlist_Spring 2014 with Course Key prompt Jill Steinborn Log Off

Jan 28, 2014
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Class Waitlist Spring 2014

TERM	TERM_LDESCR	LOCATION	COURSE_KEY	No of Class Sections	ENROLLMENT_CAP	ENROLLMENT_TOTAL	WAITLIST
1515	2014 Spring	ZZLAC	LEARN11	28	840	518	20
1515	2014 Spring	ZZPCC	LEARN11	12	360	246	12
1515	2014 Spring	ZZWEB	LEARN11	4	120	120	14

Keep this version

View in HTML Format
 View in PDF Format
 View in XML Format
View in Excel 2007 Data
 View in Excel Options
 View in Excel 2007 Format
 View in Excel 2002 Format
 View in CSV Format

TERM	TERM_LDESCR	COURSE_KEY	CLASS_NUMBER	Class Section	Class Status Description	Instructor Name	ENROLLMENT_CAP	ENROLLMENT_TOTAL	WAITLIST_TOTAL	LOCATION	FACILITY_ID	MEETING_PATTERN_LO
1515	2014 Spring	LEARN11	30612	01	Active	Douglas,Oscar L.	30	29	1	ZZLAC	LAC-L249	Fri
1515	2014 Spring	LEARN11	30625	03	Active	Brueckner,Scott H	30	30	6	ZZLAC	LAC-L249	TueThu
1515	2014 Spring	LEARN11	30626	04	Active	Brueckner,Scott H	30	30	6	ZZPCC	PCC-LL212	Fri

Click on View in Excel 2007 Data (You will see a window popup with an Open button. Click on that and

1515	2014 Spring	LEARN11	30627	05	Active	Brueckner,Scott H	30	28	2	ZZLAC	LAC-L249	MonWed
1515	2014 Spring	LEARN11	30628	10	Active	Anderson,Kimberly B.	30	27	0	ZZLAC	LAC-L250	TueThu
1515	2014 Spring	LEARN11	30629	13	Cancelled Section		30	0	0	ZZLAC		
1515	2014 Spring	LEARN11	30863	23	Active	Douglas,Oscar L.	30	30	0	ZZLAC	LAC-L249	MonWed
1515	2014 Spring	LEARN11	30944	15	Active	Anderson,Kimberly B.	30	24	0	ZZLAC	LAC-L249	TueThu
1515	2014 Spring	LEARN11	31060	27	Active	Douglas,Oscar L.	30	30	5	ZZWEB	WEB	TBA
1515	2014 Spring	LEARN11	31255	08	Active	Brueckner,Scott H	30	27	0	ZZPCC	PCC-LL212	TueThu
1515	2014 Spring	LEARN11	31578	015	Active	Douglas,Oscar L.	30	29	1	ZZLAC	LAC-L212	TBA

Do you want to open or save Class Waitlist_Spring 2014 with Course Key prompt.xlsx from insight.lbccd.lbcc.cc.ca.us?

Open Save Cancel

With the View in Excel 2007 Data, you will only see the Summary data

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	TERM	TERM_LDE	LOCATION	COURSE_K	No of Class	ENROLLME	ENROLLME	WAITLIST	TOTAL										
2	1515	2014 Sprin	ZZLAC	LEARN11	28	840	518	20											
3	1515	2014 Sprin	ZZPCC	LEARN11	12	360	246	12											
4	1515	2014 Sprin	ZZWEB	LEARN11	4	120	120	14											
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With the View in Excel 2007 Format, the entire Report is copied into Excel

TERM	TERM_LDESCR	LOCATION	COURSE_KEY	No of Class Sections	ENROLLMENT_CAP	ENROLLMENT_TOTAL	WAITLIST_TOTA
1515	2014 Spring	ZZLAC	LEARN11	28	840	518	20
1515	2014 Spring	ZZPCC	LEARN11	12	360	246	12
1515	2014 Spring	ZZWEB	LEARN11	4	120	120	14
TERM	TERM_LDESCR	COURSE_KEY	CLASS_NUMBER				
1515	2014 Spring	LEARN11	30612				
1515	2014 Spring	LEARN11	30625				
1515	2014 Spring	LEARN11	30626				
1515	2014 Spring	LEARN11	30627				
1515	2014 Spring	LEARN11	30628				
1515	2014 Spring	LEARN11	30629				
1515	2014 Spring	LEARN11	30863				
1515	2014 Spring	LEARN11	30944				
1515	2014 Spring	LEARN11	31060				
1515	2014 Spring	LEARN11	31255				
1515	2014 Spring	LEARN11	31578				
1515	2014 Spring	LEARN11	31579				
1515	2014 Spring	LEARN11	31580				
1515	2014 Spring	LEARN11	31581				
1515	2014 Spring	LEARN11	31582				
1515	2014 Spring	LEARN11	31583				
1515	2014 Spring	LEARN11	31584				