Introduction

- Student Information Management (SIM)
- Overview
  - Navigation
  - Understanding Data – Date vs. Data
  - Value of Prompts
  - Glossary & Abbreviations
  - Running, Exporting and Scheduling Reports

Navigating Cognos
Date vs. Data

• Knowing NMSU dates
  – Colleges have 10 days after grading to award degrees

Date vs. Data

• Academic Sanctions
  – BOT – Beginning of Term
  – EOT – End of Term

Date vs. Data

• ST-CRS-SCHD
  – Updates daily during registration
• Updating Sections & Enrollment
  – Instructors, Buildings
Prompts

- Manipulating the prompts is the primary factor in your output

ST-SS-R0172-APPLY-ADMIT-ENROLL

Multi-Page Prompt
Multi-Search Prompt Pages

Multiple Search
- CRN
- Subject or
- Subject & Number or
- Subject & Number & Section

Subject, Number, Section

CRN
Comparing Academic Interests

<table>
<thead>
<tr>
<th>Student</th>
<th>Campus</th>
<th>Major</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Student</td>
<td>Las Cruces</td>
<td>MGT</td>
<td>SMK</td>
</tr>
<tr>
<td>One Student</td>
<td>Dona Ana</td>
<td>MKTG</td>
<td>LDS</td>
</tr>
</tbody>
</table>

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Identifying the Right Report for You

- Analyze Your Need
- Determine Your Data Items
- Review Report Inventory
  - Use Glossary and Abbreviation lists
- If in Doubt?
  - contact SIM, ss_requests@nmsu.edu or call 646-7383 (PETE)

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Using the Student Report Inventory

- Grouped by folder/portlet name
- Search by field/portlet name

http://sim.nmsu.edu/Reports/StudentReportInventory.pdf

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Running Reports

• Running With Options
• Cognos Formats
  – Excel 2007
  – Excel 2002
  – CSV
  – PDF
  – HTML - default

Scheduling Reports

• Time
  – Recommended time between 6:00am and 8:00am
• Format
• Email
  – Individual or Group
  – Example - CRS Sched

Cognos Help

• Report Run Times
• Security
• Requesting
• Cognos Help