



Advisor Dashboard

How to Navigate

To access the Dashboard, open a new browser session. To access Cognos visit Insight.IllinoisState.edu. Users log in with their ULID and password.

All major browsers are supported with the exception of:

- Microsoft Edge
- Mozilla Firefox's recent release, Firefox 57 "Quantum."



Once logged into Cognos, navigate to Student Records > Reports > Advisor Dashboard > Advisor Dashboard.

How to Use the Dashboard

The dashboard was created to be responsive to the selections you make. There are two ways in which to make those selections. The following diagram outlines those interactive features.

- 1. The first option is to use the filter tab. Click on the desired field and make selections. Then click **OK** to see filtered results on the dashboard. Use **Clear all** to delete selections made on the filter tab.
 - The filter symbol indicates that a selection has been made and is applied to widgets that have been filtered. Click on the symbol to see what the filter includes or to delete a filter.
- The second option is to click individual data points within the workspace. An example would be clicking on the name **AABERG, GRANT P** or **Applied Sci & Tech Graduate**. Clicking any data point will filter all other widgets.

1. Filter tabs: Full Name, Advisor Full Name, Group Description, Academic Career, Current Term Academic..., Previous Term Academic...

2. Dashboard content area:

- Degree-O-Meter:** Cumulative GPA: 2.88
- Student Information Table:**

Full Name	Campus Email Address	University ID Number	EMPLID
AABERG, GRANT P	gpaaber@ilstu.edu	804670399	1000948702
AARESTAD, ALEXIS RUTH	aaarest@ilstu.edu	811709850	1000440673
AARON, CHRISTA N	cnaaron@ilstu.edu	831332780	1000893772
ABAD, TIMOTHY	tabad@ilstu.edu	853399001	1000870480
- Advisor Information Table:**

Advisor Full Name	Advisor Role	Primary Program Expected Grad Term
(no value)	(no value)	(no value)
(no value)	Academic Peer Advisor Leader	Fall Semester 2014
(no value)	Athletics Advisor	Fall Semester 2015
(no value)	Graduate Advisor	Fall Semester 2016
- Risk Category:** HIGHEST RISK, HIGH RISK, MEDIUM RISK, LOW RISK, LOWEST RISK
- Previous Term Action:** (no value), Fall Semester 2000, Good Standing, Fall Semester 2002, Good Standing, Fall Semester 2003, Good Standing
- Current Term Action:** (no value), Fall Semester 2017, Academic Warning 1, Academic Warning 2, Dismissed, Good Standing

- Option 1 and option 2 can be used simultaneously. For example, using option 1 to select an **advisor** would populate the dashboard with a list of student information under the specified advisor. Use option 2 by selecting a **student's full name** to see their distinct data.
- For best use of the dashboard, it is advised to select **Current Term Academic Standing Action** and **Previous Term Academic Standing Action** from the filter tab. Also, select only the first column of each widget needed when making multiple selections.
- If no data exist for the selections made the dashboard will specify (no value) or only display column headings.

Common Issues Encountered:

- Another window is open – Please close all windows, and start a new one.
- Pop Up Blocker is enabled – Under Internet Options > Privacy – uncheck the Pop Up blocker disable
- Cognos URL is not a trusted website, please use the following document to add the URL to trusted sites. ([Add Trusted Intranet Sites](#))
- “We can’t load this visualization” or a widget error may occur. If this happens clear all filters.

Questions?

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Website <http://data.illinoisstate.edu>