

Enterprise Data & Analytics

From: Enterprise Data & Analytics
Sent: Friday, August 8, 2025 4:18 PM
To: Cognos Users
Cc: AT EDA All Staff
Subject: Cognos Updates - August 2025

Hello Cognos Users!

Please check out our *News and Alerts*, *Training Options*, *Tip of the Month*, *Report Spotlight*, and *Production Releases* from last month below.

News and Alerts

New Instructor Folder in Student Records







Are you an instructor with access to *Student Records*? You now have access to an instructor-specific folder that has numerous reports showing you data relating only to your own classes, grade distributions, schedule, etc.

Path: Team Content > Student Records > Instructor

Instructor

My content **Team content**

Team content / Student Records / Instructor

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Instructor - Class Enrollment - Totals Class enrollment and capacity totals for all classes by Subject with the ability to filter by specific class attributes. Total count includes students who ...
<input type="checkbox"/>	 Instructor - Class Roster - Campus Solutions Format Academic information including class grade for students enrolled in a given class by Course/Class/Section. Use "Class Roster List" if needing to downlo...
<input type="checkbox"/>	 Instructor - Class Roster - List Format Academic information including class grade for students enrolled in a given class by Course/Class/Section. Allows for download to Excel in one worksh...
<input type="checkbox"/>	 Instructor - Class Roster - Primary Section and Associated Labs Enrollment counts and instructor details for selected Laboratory type courses by Term.
<input type="checkbox"/>	 Instructor - Course Enrollment Trends Displays course enrollment numbers for the last 5 years for the courses owned by the selected Department(s). Page 1 is by Course, page 2 by Course a...
<input type="checkbox"/>	 Instructor - Course Roster - Active Students

Training Options

Here is our schedule of upcoming training dates:

Student Records Training Schedule	Wednesday, August 13 th	10:30-12:00
	Wednesday, September 10 th	1:30-3:00
	Wednesday, October 15 th	10:30-12:00
	Sign-up for Cognos - Student Records Training	
Budget Center Training Schedule	Tuesday, August 12 th	9:00-10:30
	Tuesday, September 9 th	9:00-10:30
	Tuesday, October 14 th	9:00-10:30
	Sign-up for Cognos - Budget Center Training	

Tip of the Month

Add a Shortcut for Frequently Used Reports

If you regularly use the same reports or dashboards, you can create a shortcut to them and store it in your My Content folder. This way, you don't need to dig through folders every time.

Here's how:

1. Locate the report or dashboard.
2. Click on the **3-dot menu (:)** next to the item.
3. Select **Add shortcut**.
4. Choose **My Content** as the destination folder.
5. Click **Create shortcut**.

This is a simple way to customize your Cognos workspace and keep what you need at your fingertips.

- ✓ The shortcut behaves like the original
- ✓ Saves time and improves organization
- ✓ You can rename the shortcut if needed

Let us know if you'd like help getting started!

Report Spotlight

Report name: **Instructor Room Usage**

Navigation path: Student Records > Reports

Description: Provides data related to the instructor and facility being used for the prompted semester. Indicates if the instructor has used the room in the past 2 years.

Production Releases

	Report Name	Team Content Navigation Path	Summary
	Foundation	Budget Center > Reports > Foundation	Updated Units prompt so that when two fiscal years are open, the list shows Units from both fiscal years.
	Foundation - All Details	Budget Center > Reports > Foundation	Updated Units prompt so that when two fiscal years are open, the list shows Units from both fiscal years.
	Multiple Funds - Summary	Budget Center > Reports > Multiple Funds Summary	Updated Foundation activity to display Units from both the current and previous fiscal years, provided two fiscal years are open and the current fiscal year is selected in the fiscal year prompt.
	Foundation - All Details	Budget Center > Reports > Foundation	Added Level 1 to the report
	All Budget Center General Revenue reports	Budget Center > Reports > General Revenue	All Budget Center General Revenue reports were modified to exclude funds 10401 and 10402.
	Registration List by Advisor Self Service	Student Registration > Reports	Added Expected Graduation Term to the report.
	Multiple Funds - Summary	Budget Center > Reports > Multiple Funds Summary	Updated the description for fund 10401 from 'General Revenue' to 'General Revenue AEF'.
	Cayuse Proposals	Cayuse > Reports	Added 'Proposal Specialist' to the report.
	AEF	Budget Center > Reports > AEF	New report for fund 10401

Should you encounter any challenges with Cognos, please don't hesitate to contact our team directly at eda@ilstu.edu. We're here to assist you!

Thank you,

EDA Team