

Enterprise Data & Analytics

From: Enterprise Data & Analytics
Sent: Wednesday, May 7, 2025 5:26 PM
To: Cognos Users
Cc: Enterprise Data & Analytics; AT EDA All Staff
Subject: Cognos Updates - May 2025

Hello Cognos Users!

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

Training Options

Here is our schedule of upcoming training dates:

Student Records Training Schedule	Friday, May 9 th	10:00-11:30
	Wednesday, June 11 th	10:30-12:00
	Wednesday, July 9 th	10:30-12:00
	Sign-up for Cognos - Student Records Training	
Budget Center Training Schedule	Tuesday, June 10 th	9:00-10:30
	Tuesday, July 8 th	9:00-10:30
	Sign-up for Cognos - Budget Center Training	

Tip of the Month

In **Cognos**, you can set your preferred view (such as the list or compact view) and set the default home page to your liking.

- Navigate to the Desired Content Area:**
 - Click on the "**hamburger**" menu (three horizontal lines) in the upper left corner and select "**Content**".
 - Choose the "**Team Content**" tab if it's not already selected.
- Set Your Preferred View:**
 - In the upper right corner, you'll see icons to switch between different views.
 - Click on the "**List**" icon to switch to the list view.
 - To make the list more compact, click on the "**Settings**" (gear) icon and adjust the settings as desired.
- Set This View as Your Home Screen:**
 - Click on your "**Personal**" menu (represented by your user icon) and select "**Profile and settings**". [ibm.com](#)
 - Go to the "**Settings**" tab.
 - Next to "**Set home as (current view)**", click "**Set**".
 - A confirmation message will appear, indicating that your custom home view is set.

Report Spotlight

Report name: **Class Occupancy**

Navigation path: Student Records > Reports

Description: Displays occupants of a class location based on date and/or time selected.

Production Releases

	Report Name	Team Content Navigation Path	Summary
Updated	Cayuse Awards	Cayuse > Reports	Added text to instruct users to download in Excel format not Excel Data format.
	Multiple Budget Center reports	Budget Center > Reports	Budget Center reports were updated to change Opening Permanent Budget to Opening Budget and Current Permanent Budget to Adjusted Base Budget.
	Multiple Admissions reports	Admissions > Reports	Admissions reports with gender or ethnicity fields will display 'FERPA Restricted' when the student enrolls at the university.
	CC Transfer Summary	Admissions > Reports	Removed two new pages with average GPA and units which are to be moved to another report. Updated the Top 10 Majors page.
	Weekly Application Summary	Admissions > Reports > Scheduled	Updated the new Spring Deposits/Ethnicity pages so that the empty tables are not displayed.
New	Satisfactory Academic Progress Calculations	Student Records > Reports	Identify students whose Satisfactory Academic Progress (SAP) is 80% or less and displays their SAP if they drop 3 or 6 hours. It includes their primary advisor, new start current SAP (Y or N), total hours earned, total transfer hours earned, current term attempted and dropped units, past terms attempted and dropped units and their SAP as of now, if they dropped 3 hours or 6 hours. A second page will have details about the student's dropped classes.

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