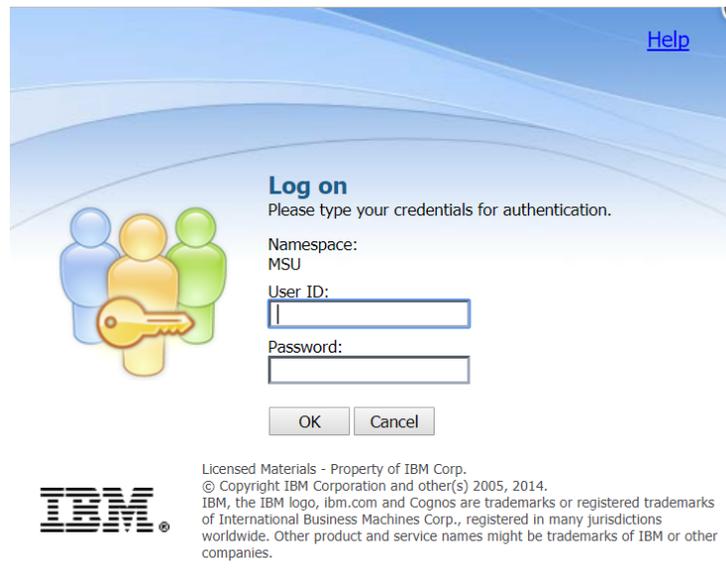




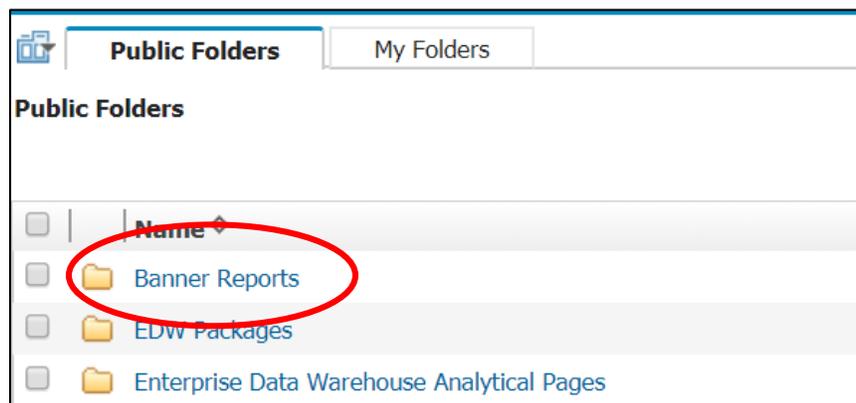
Cognos:

Montclair State University Reports User Guide

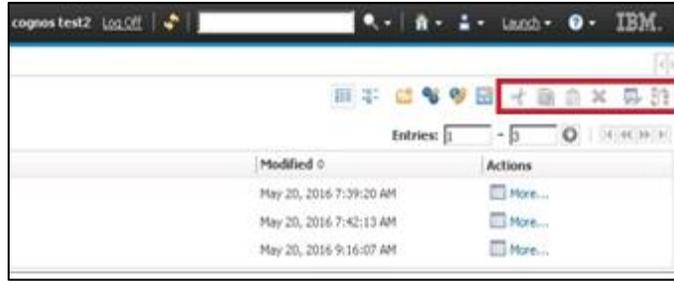
- Navigate to [Cognos](https://cognos.montclair.edu/cognos10) (https://cognos.montclair.edu/cognos10)
- Login with your MSU NetID and password



- You will arrive at the IBM Cognos Connection screen. In the Public Folders section, select **Banner Reports**.



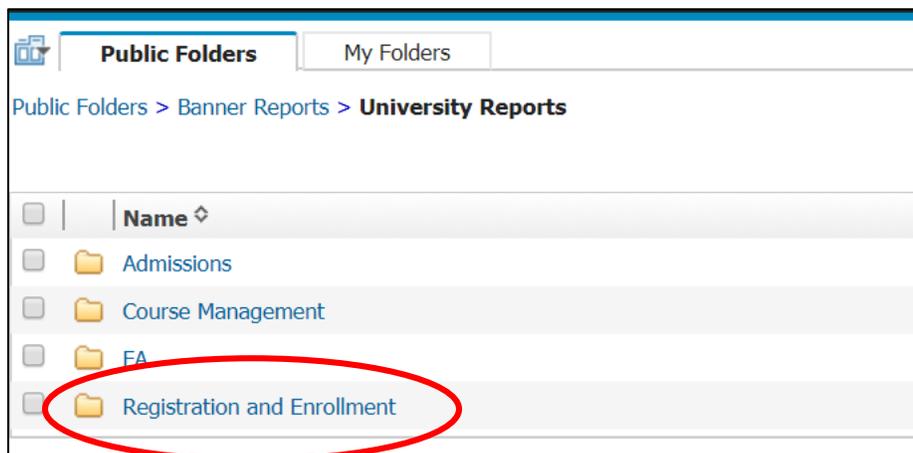
NOTE: On the upper right side of the Cognos Connection screen are a number of icons and links presented. You will not need to use these controls. Even if you click on these, as a Report Consumer you will not have entitlement to use them.



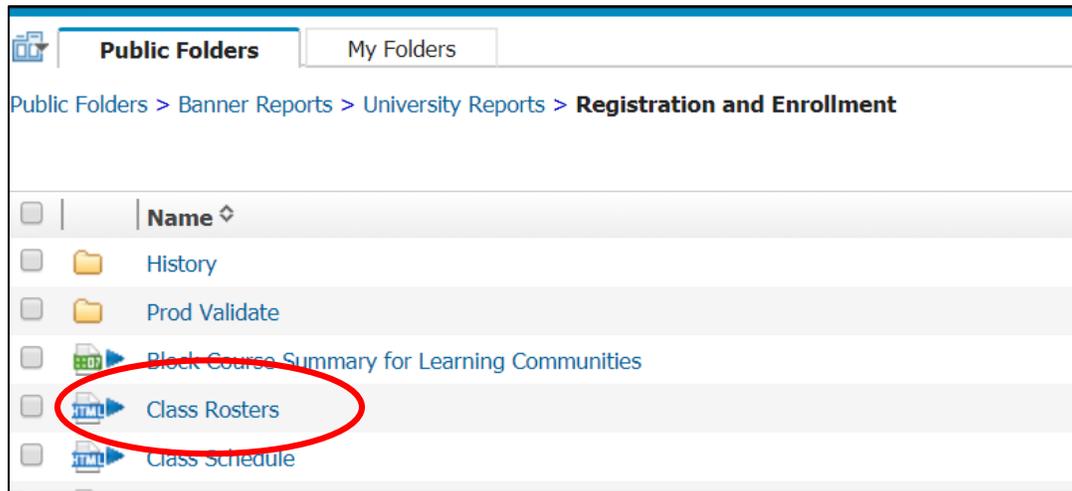
- As you navigate through the Cognos folder hierarchy, a breadcrumb trail is kept on the upper left of the screen. It should now show “Public Folders > Banner Reports”. **Select University Reports.**



- In the University Reports folder there are several functionally-aligned folders. At this time there are reports only in the Registration and Enrollment folder. **Select Registration and Enrollment.**



- In the Registration and Enrollment folder, you'll find a list of reports available for you to execute. For an example of how these reports work, **select the Class Rosters report.**



- The Class Roster report presents you with a number of filter prompts you must, at a minimum, **make selections in the filters denoted with a red asterisk.**

The screenshot shows the 'Class Rosters' report interface. A red box highlights the 'Academic Period' and 'Section Status' filters, both marked with a red asterisk to indicate they are required. The 'Academic Period' filter is a dropdown menu with a red asterisk and a red dashed line below it. The 'Section Status' filter is a list box with 'A' and 'C' selected, also marked with a red asterisk and a red dashed line below it. Other filters include 'Search by CRN', 'Registration Status' (with a list of options like AU - Audit, DA - Drop/Delete Special, etc.), and 'Choices'. The 'Registration Status' filter has a red asterisk and a red dashed line below it. The 'Choices' filter is empty. The 'Search by CRN' filter is empty. The 'Registration Status' filter has a dropdown arrow at the bottom. The 'Choices' filter has a dropdown arrow at the bottom. The 'Search by CRN' filter has 'Insert' and 'Remove' buttons. The 'Registration Status' filter has 'Select all' and 'Deselect all' links below it. The 'Choices' filter has 'Select all' and 'Deselect all' links below it. The 'Section Status' filter has 'Select all' and 'Deselect all' links below it.

- **Mandatory selection** of Academic Period (Fall 2016) and Section status (Active) are shown below.

An asterisk (*) indicates required values.

Academic Period: * 201640 - FALL 2016 ▼
(Required)

Section Status: *
(Optional)

A
C

[Select all](#) [Deselect all](#)

- Optional selection of **course subject** (for this example: ECON – Economics).

Course Subject:

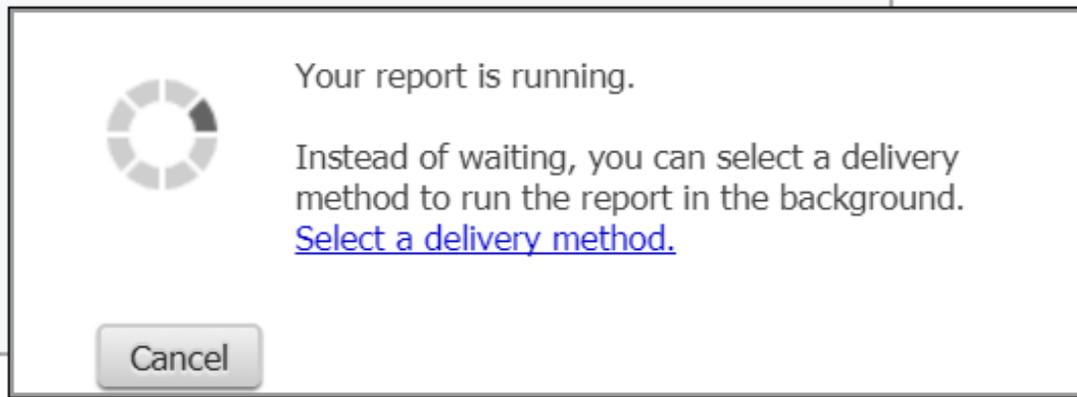
EAES - Earth & Environ Studies (EAES)
ECEL - Early Childhd & Elem Ed (ECEL)
ECON - Economics (ECON)
ECSE - Early Child Special Edu (ECSE)
EDCO - Educational Core (EDCO)
EDFD - Educational Foundations (EDFD)
EDTC - Educational Technology (EDTC)
EDU - Education
ELAD - Educational Administr (ELAD)
ELRS - Educational Research
ENFL - English/Film (ENFL)
ENGL - English (ENGL)

[Select all](#) [Deselect all](#)

- Once you've made your filter selections, **click on Finish** in the lower left corner of the page. Depending on your browser setup, you may need to scroll the page to see the Finish button.

Cancel Finish

- You will see the following message appear. The circular hourglass indicates execution of the report.



- The report is now displayed on the screen. (Student names, IDs and email contact have been blocked for this User Guide)

Course		Section		Meeting Time								Student						
Subject	Course Number	Section	CRN	STRFUS	Start Date	End Date	Begin Time	End Time	Meeting Days	Registration Status	ID	Name	Student Level	College	Major	Gender	Commuter	Email
ECON	101	02	41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	F	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	F	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
			41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N	
		41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RE			UG	CG	UNDE - Undeclared	M	N		
		41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RW			UG	SM	CPSC - Computer Science	M	N		
		41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RW			UG	BU	ACCT - Accounting	F	N		
		41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RW			UG	BU	BBAEF - Business Administration	M	N		
		41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RW			UG	CG	UNDE - Undeclared	F	N		
		41744	A	9/7/16	12/22/16	08:30	09:45	--WF--	RW			UG	BU	ECON - Economics	M	N		
		03	41745	A	9/7/16	12/22/16	08:30	11:15	----F--	RE			UG	CG	UNDE - Undeclared	F	N	
		41745	A	9/7/16	12/22/16	08:30	11:15	----F--	RE			UG	CG	UNDE - Undeclared	F	N		
		41745	A	9/7/16	12/22/16	08:30	11:15	----F--	RE			UG	CG	UNDE - Undeclared	M	N		
		41745	A	9/7/16	12/22/16	08:30	11:15	----F--	RE			UG	CG	UNDE - Undeclared	M	N		

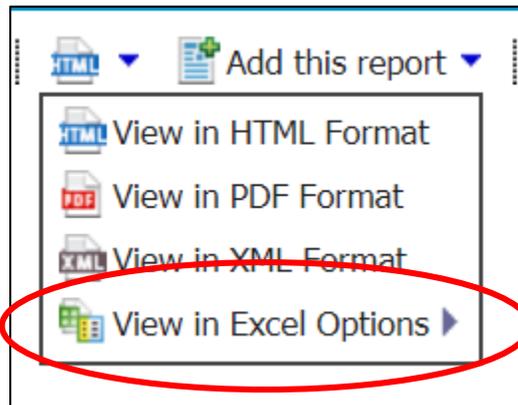
- If the report spans more than one page (as in this example) use the navigation controls in the lower left of the screen to see subsequent report pages.



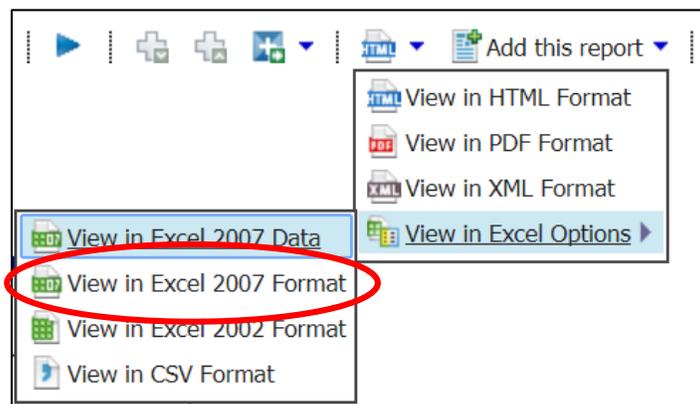
- Rather than navigate in Cognos, you can **export the report output to Excel**, where you can use familiar filtering and slicing tools. Go to the upper right of the screen and select the export icon



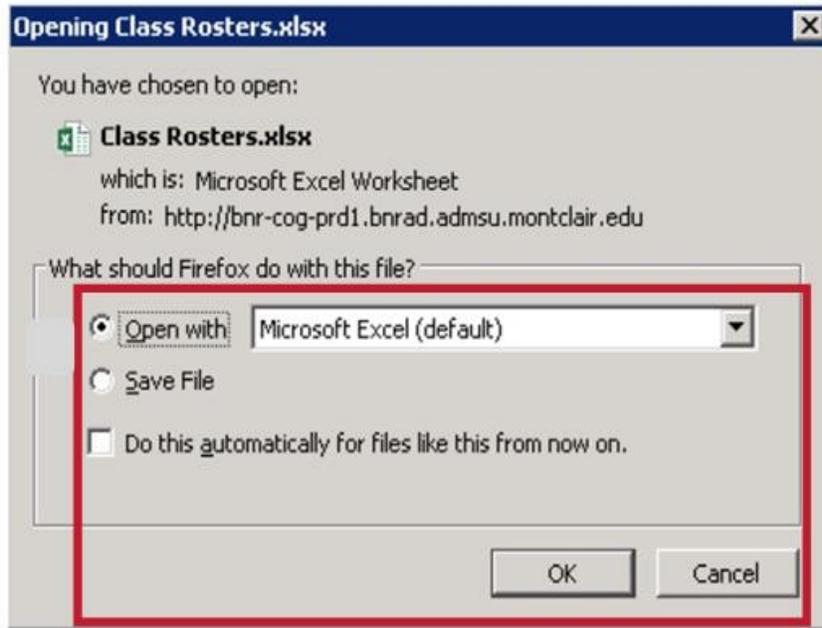
- Then select **View in Excel Options**



- Select **View in Excel 2007 Format**



- You will see a standard dialog box asking if you want to open or save your excel document. **Select Open and click OK.**



Congratulations! You've run a filtered Cognos report and exported it to Excel. Once you've extracted report data, you must handle it in a manner consistent with MSU data security standards.*

NOTE: *As a reminder, the Family Educational Rights and Privacy Act (FERPA) requires that student record information be used only for "legitimate educational interest" and not be dispersed to any third party outside of Montclair State University.

Always remember to log off when you are done with Cognos Reporting activity.