Cognos Reports

User Guide for Running IPEDS HR Reports

Version 8 October 2021

Cognos Log in Procedure

 Click on or copy and paste this link into your browser. <u>https://analyticsd.ds.usg.edu/bi/</u>



- 2. The Cognos login screen will be displayed.
- 3. Enter your User ID and Password.

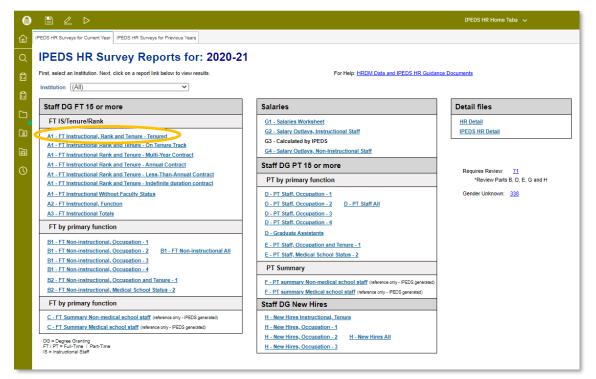
Note: If you do not have a Cognos User ID and Password, please ask the HR POC at your institution to contact the Help Desk (<u>helpdesk@usg.edu</u>) to request them for you. Details on HRDM security roles can be found <u>here</u>.

4. Once logged in, Cognos 11 will display the main page, with a navigation pane on the left.

Home	Welcome to the new USG Cognos Analytics and Reporting Portal!
Q Search	On the left, choose one of the following icons:
Data Collections	Data Collections: Academic Data Submission, Academic Financial Aid, EdPrep Data Submission, Facilities Inventory, Financia IPEDS HR: Current Year and Previous Years reports.
IPEDS HR	· ·
My content	Albany State
Team content	Alighty State Alighty State Diversity Alighty State Diversity Ali
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C Recent	

Running Cognos Reports

 Select your institution from the drop-down menu. Next, select the IPEDS HR Part you're needing, for example, "A1 - FT Instructional Rank and Tenure – Tenured"



2. The following screen will appear in a new browser tab. Note: all possible data cells appear in the report, even if the value is zero. Cells containing data will be highlighted in green.

IPEDS HR - 2020

Abraham Baldwin Agricultural College

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured

Number of Full-time Instructional Staff With Faculty Status Tenured

Men

	Academic Rank						
Race/ethnicity	Professors	Associate professor	Assistant professors	Instructors	Lecturers	No academic rank	Total
Nonresident alien	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Hispanic/Latino	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
American Indian or Alaska Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Asian	2	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	2
Black or African American	<u>4</u>	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

Drill Down to Report Details

Reports may be drilled down to display the details that make up a specific number.

1. For example: to display the details of the <u>4</u> Black or African American Female Professors on the report shown, click on the <u>4</u> link.

IPEDS HR - 2020

Abraham Baldwin Agricultural College

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured Number of Full-time Instructional Staff With Faculty Status Tenured

Men

		Academic Rank					
Race/ethnicity	Professors	Associate professor	Assistant professors	Instructors	Lecturers	No academic rank	Total
Nonresident alien	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Hispanic/Latino	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
American Indian or Alaska Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Asian	2	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	2
Black or African American	4	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

2. A new browser tab will open that shows the details for the 4 faculty members.

IPEDS HR Detail- 2020

Row Number	Last_HRDM_Load_Date	FALL_CENSUS_DATE	Institution	SETID
1	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
2	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
3	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
4	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000

3. The detailed report may be exported in HTML, PDF, XML or Excel. Click the triangle at the top of the screen and select your desired format, for example, pdf.

IPE	📼 Run HTML				
Rov Numt	📧 Run PDF	ISUS_DATE	Institution	SETID	EMPL
1	🛚 Run Excel	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
2	📧 Run Excel data	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
3	Run CSV	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
4	💌 Run XML	nber 1, 2020	Abraham Baldwin Agricultural College	57000	
	Reset prompts and run				

4. The desired format will populate in the browser window. To download and save the report, select the download icon in the top right of the screen.

