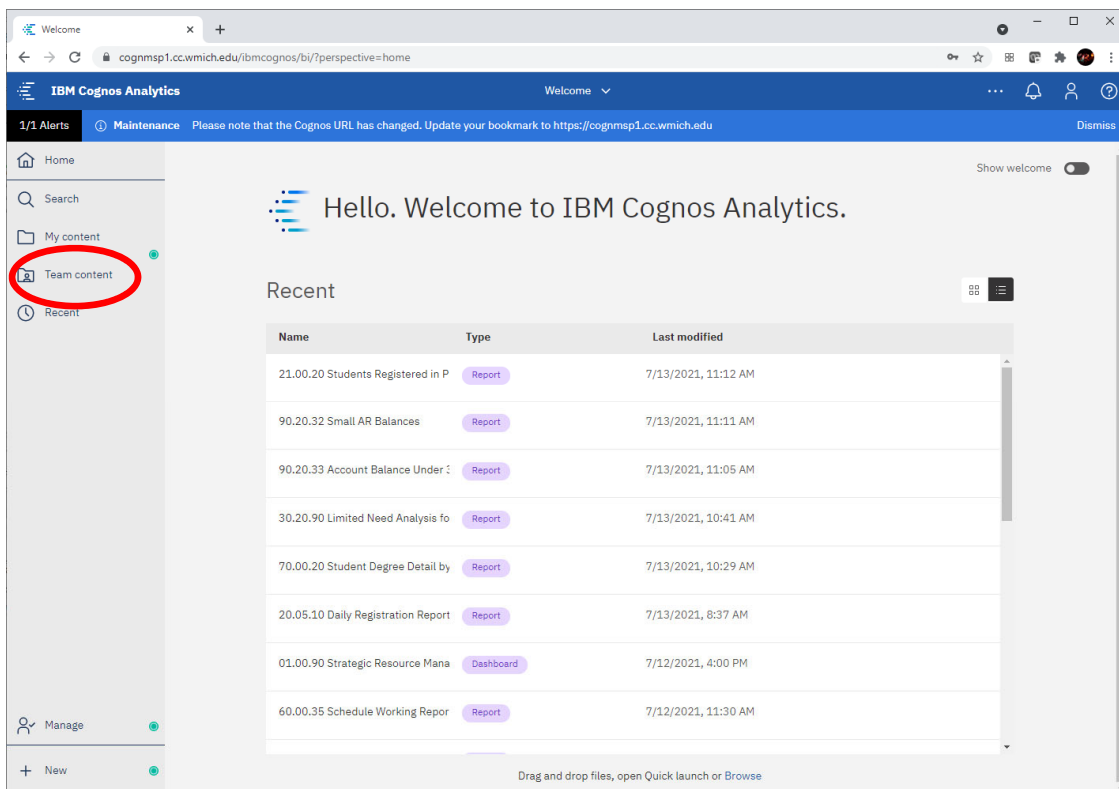


Logging in to Cognos

1. Open your browser and navigate to <https://cognmsp1.cc.wmich.edu>. Any browser should work, but Cognos works best with Chrome or Firefox. You may find that some advanced features are missing in other browsers.
2. If you are accessing Cognos from off campus or via a wireless connection, you will need to use a VPN connection. You can find more information about VPN in GoWMU under *Software Downloads > Virtual Private Network Software*. Questions about VPN should be directed to the Help Desk.
3. Your login credentials are your BroncoNetID and password.

Navigating to the Dashboard

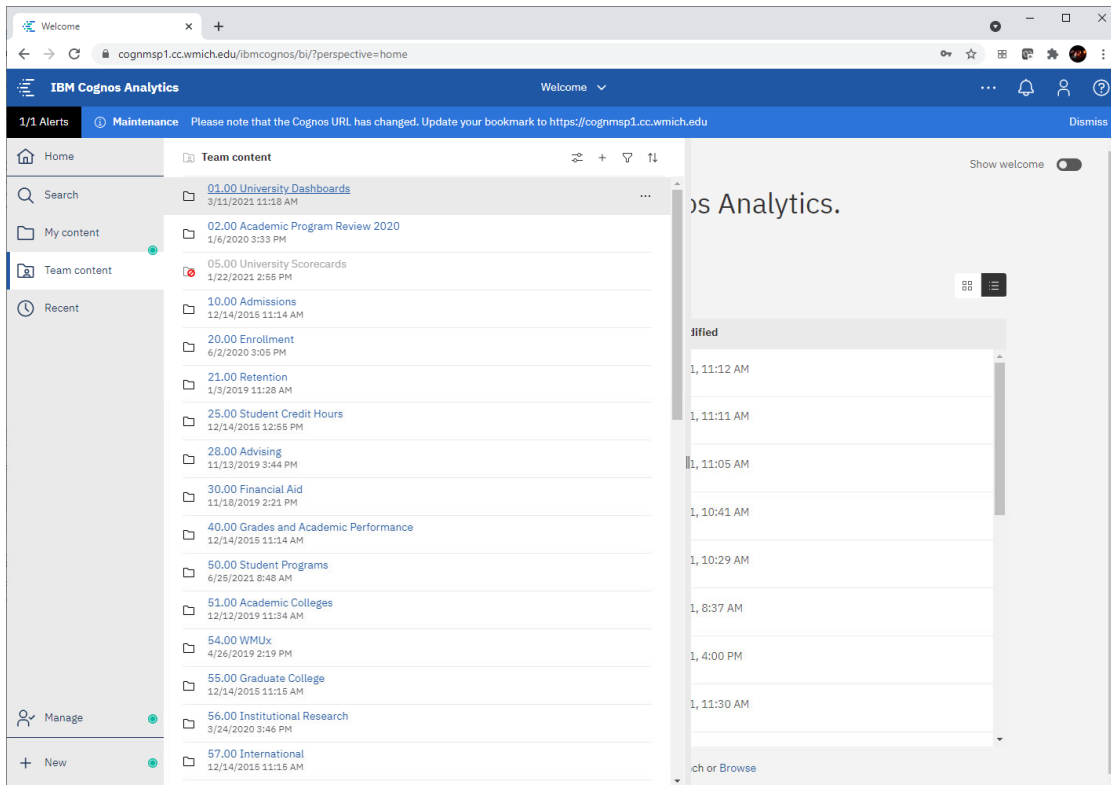
Once you've logged into Cognos, you should see a welcome screen similar to the one below. Note that if this is your first time logging into Cognos, you will not see the list of recent reports in the center of the screen. To access content, click on the icon that looks like a folder with a person on it on the left-hand menu. This is the Team Content folder and contains all shared content.



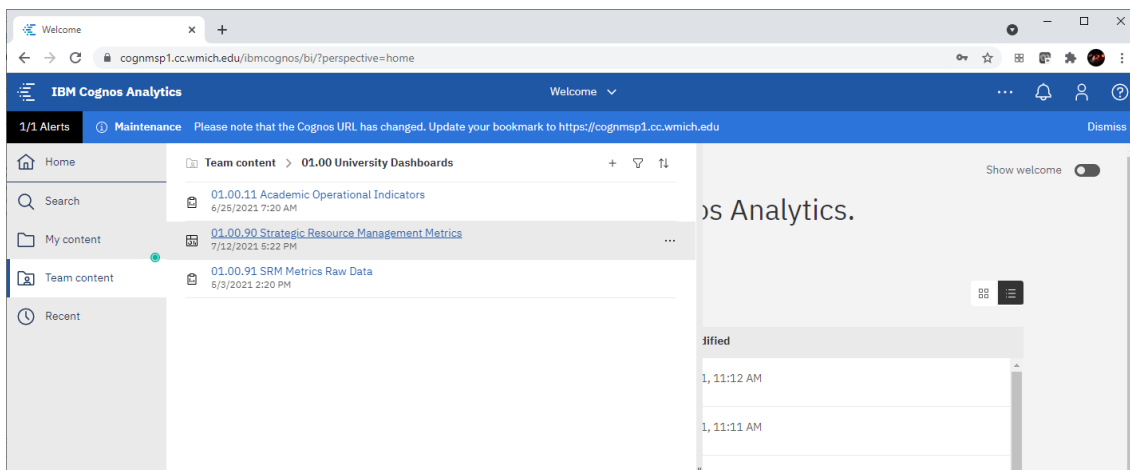
The screenshot shows the IBM Cognos Analytics interface. The left-hand navigation menu is expanded, and the 'Team content' folder icon is circled in red. The main area displays a 'Recent' list of reports and dashboards.

Name	Type	Last modified
21.00.20 Students Registered in P	Report	7/13/2021, 11:12 AM
90.20.32 Small AR Balances	Report	7/13/2021, 11:11 AM
90.20.33 Account Balance Under :	Report	7/13/2021, 11:05 AM
30.20.90 Limited Need Analysis fo	Report	7/13/2021, 10:41 AM
70.00.20 Student Degree Detail by	Report	7/13/2021, 10:29 AM
20.05.10 Daily Registration Report	Report	7/13/2021, 8:37 AM
01.00.90 Strategic Resource Mana	Dashboard	7/12/2021, 4:00 PM
60.00.35 Schedule Working Repor	Report	7/12/2021, 11:30 AM

With the Team Content folder expanded, you'll see a list of subdirectories with numerical prefixes that represent the Cognos content organization by business function or unit. The SRM dashboard is located in the 01.00 University Dashboards folder. If you don't see any folders after clicking the Team Content icon, this means you do not have an active Cognos account. In this case, please contact Institutional Research.



Click on the entry 01.00.90 Strategic Resource Management Metrics.



Dashboard Content

When the dashboard loads, you'll see three tabs along the top, the first of which will be displayed on your screen by default. The tabs are:

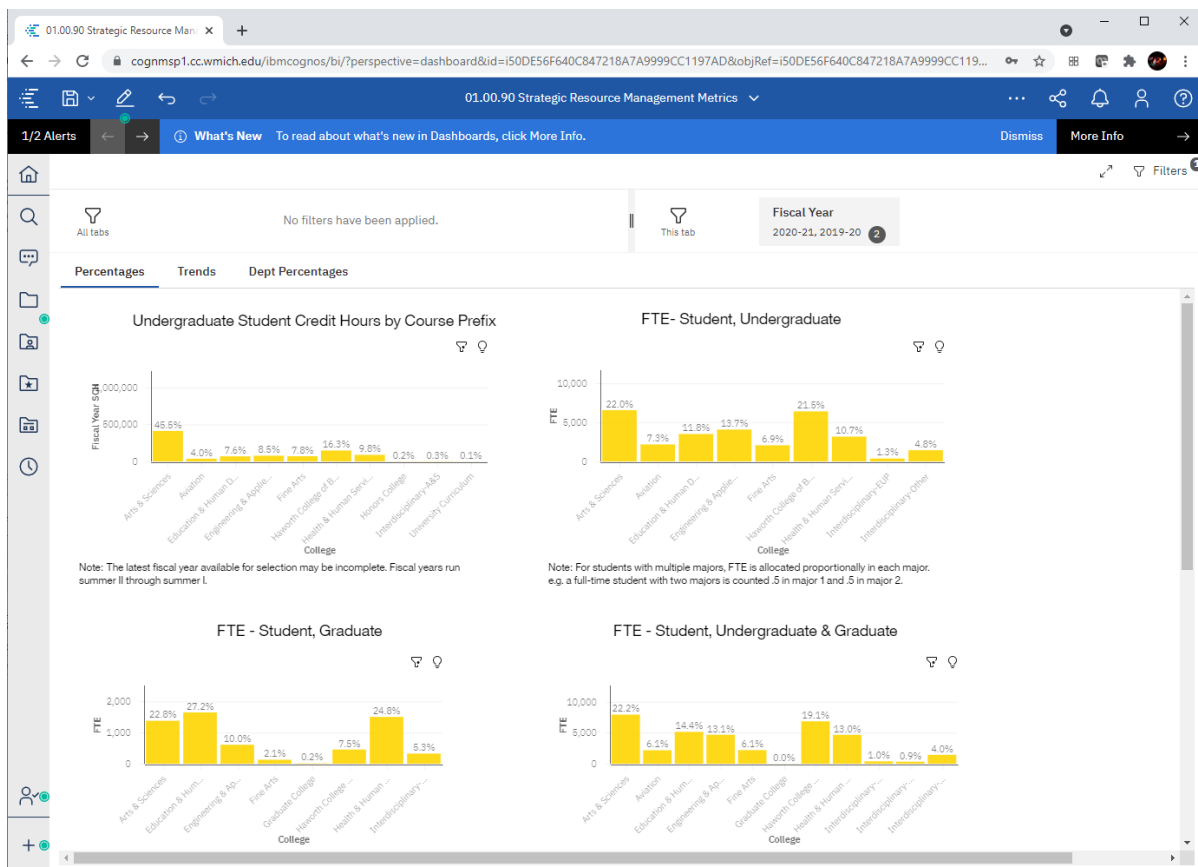
- Percentages
- Trends
- Dept Percentages

On each tab, you'll find data regarding:

- Undergraduate student credit hours
- Undergraduate student FTE*
- Graduate student FTE*
- Total FTE*
- Net assignable square footage

*For students with multiple majors, FTE is allocated proportionally in each major. e.g. a full-time student with two majors is counted .5 in major 1 and .5 in major 2.

The Percentages tab displays each metric by college as a percentage of the total.



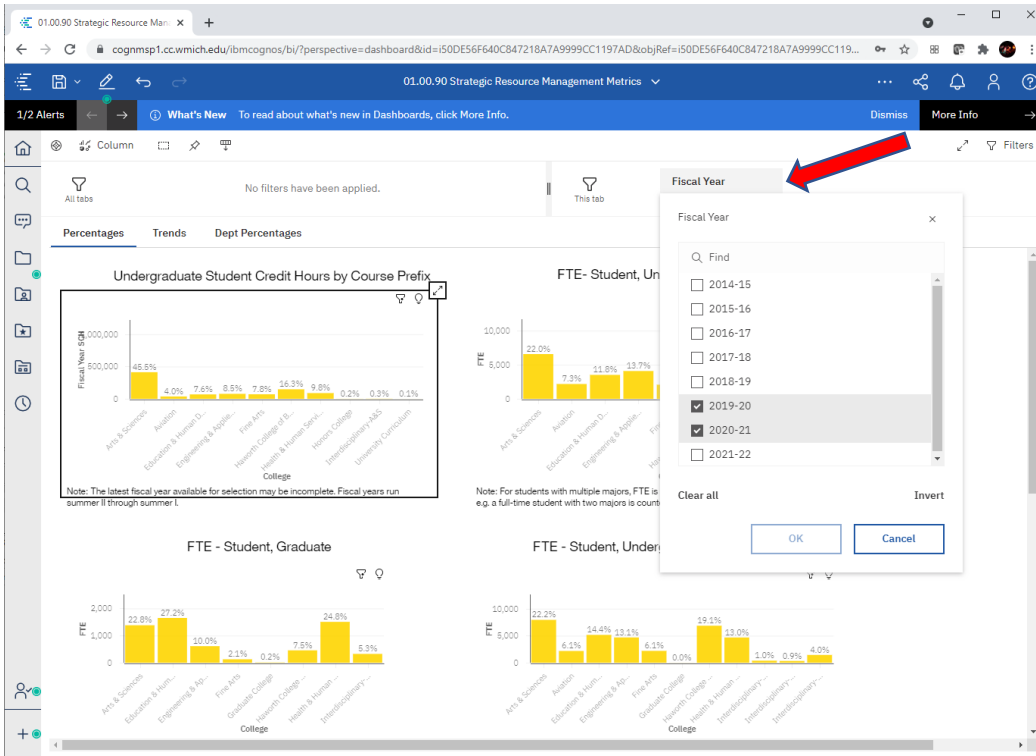
The Trends tab displays each metric as a number in a time series to see trends over time.

The Dept Percentages tab displays each metric by department as a percentage of the total.

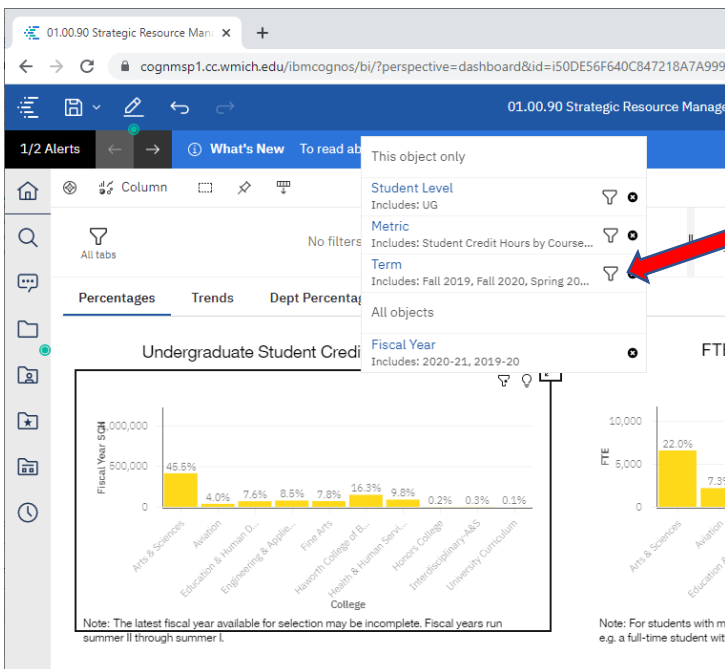
Interacting with the Dashboard

Changing the time period

By default, the metrics are displaying data for the latest two complete budget years. There is a filter at the top right of the screen that displays which fiscal years are selected. This applies to all objects in the dashboard tab. You can select different fiscal years simply by clicking the filter.

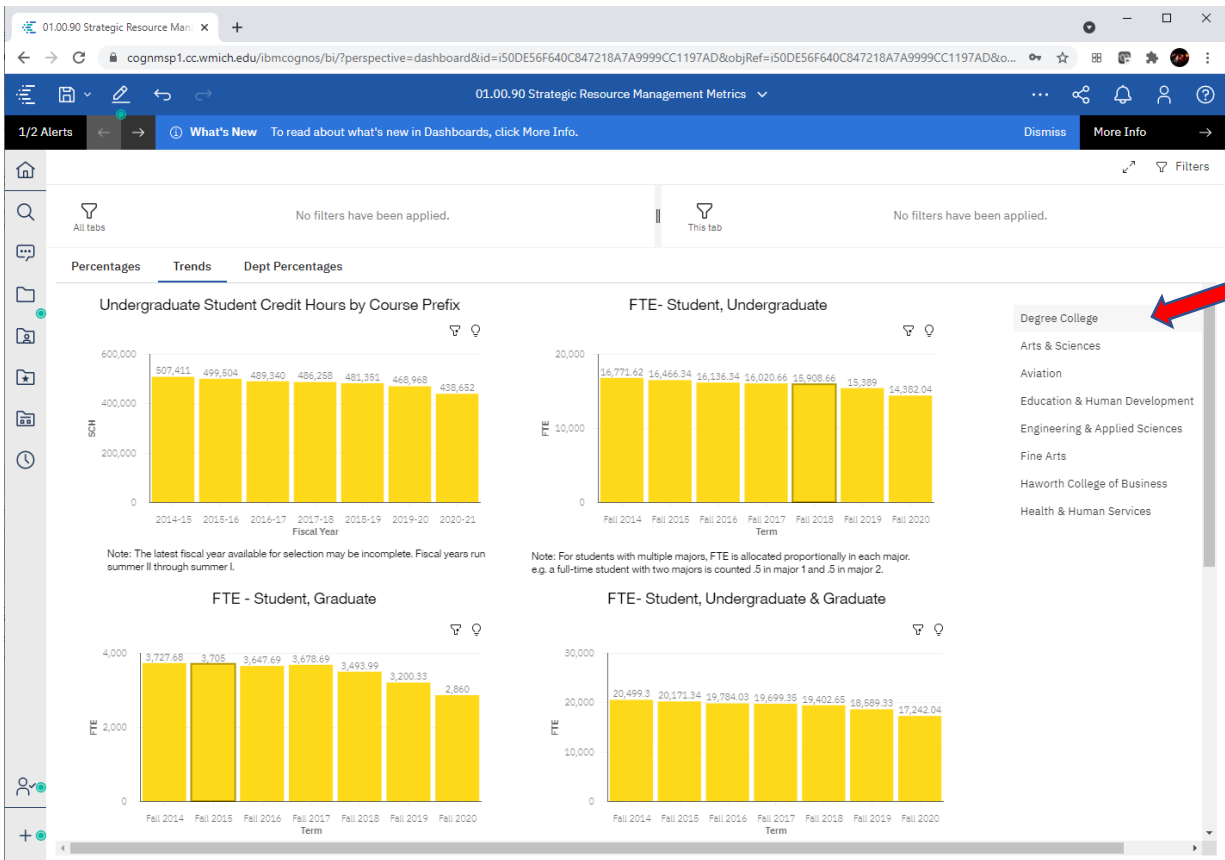


Some objects are additionally filtered by term. You can verify the time period or select a different time period by clicking the filter icon next to a metric and selecting the time variable (i.e. term).

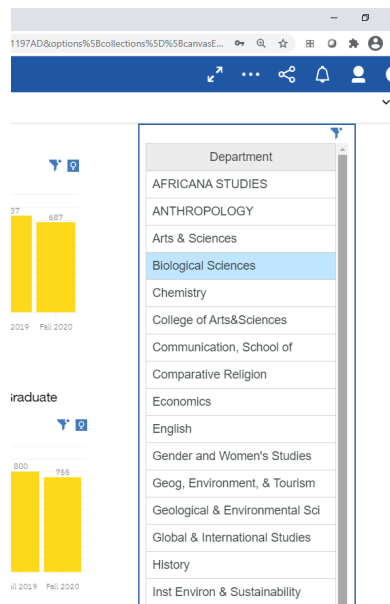
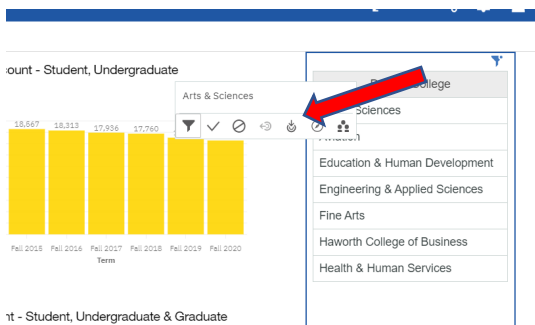


Filtering and drilling by college

The Trend and Dept Percentages tabs have filter menus that allow you to limit the displayed values to one or more colleges or departments. To filter by college, simply select that college in the menu. To remove the college, click the name again to deselect.



You can drill into the filter menus to display a list of departments in a college by right-clicking the college name and selecting the icon that looks like an arrow pointing down at a bullseye. You can then use the filter menu to select one or more departments.



To drill back up to the college level, simply right-click on the menu and select the icon that looks like a left-pointing arrow in front of a bullseye.

The screenshot shows a web browser window with a URL starting with 'A9999CC1197AD&options%5Bcollections%5D%5BcanvasE...'. The main content area is divided into three sections, each with a bar chart and a title:

- Graduate**: A bar chart with three bars representing the years 2018, Fall 2019, and Fall 2020. The values are 4, 737, and 687 respectively.
- Undergraduate & Graduate**: A bar chart with three bars representing the years 2018, Fall 2019, and Fall 2020. The values are 906, 800, and 756 respectively.
- Students with Direct Expenses**: A bar chart with three bars representing the years 2018, Fall 2019, and Fall 2020. The values are 906, 800, and 756 respectively.

On the right side, there is a vertical list of departments. A context menu is open over the 'Biological Sciences' department, which is highlighted in blue. The context menu contains several icons: a left-pointing arrow in front of a bullseye (the target icon), a right-pointing arrow in front of a bullseye, a checkmark, a bullseye, a left-pointing arrow, a right-pointing arrow, and a group of people icon. A red arrow points from the text above to the left-pointing arrow in front of the bullseye icon in the context menu.

Department
AFRICANA STUDIES
ANTHROPOLOGY
Biological Sciences
Chemistry
College of Arts&Sciences
Communication, School of
Comparative Religion
Economics
English
Gender and Women's Studies
Geog. Environment, & Tourism
Geological & Environmental Sci
Global & International Studies
History
Inst Environ & Sustainability
Inst Intercult & Anth Studies
Interdisciplinary-A&S
Lewis Walker Inst Race/Eth Rel