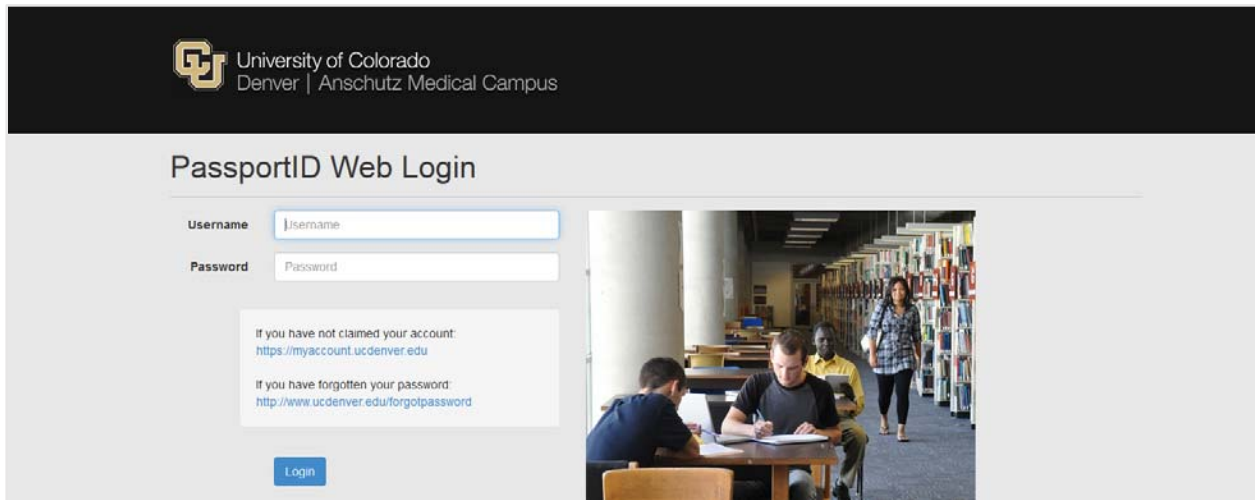


IBM Cognos Reporting

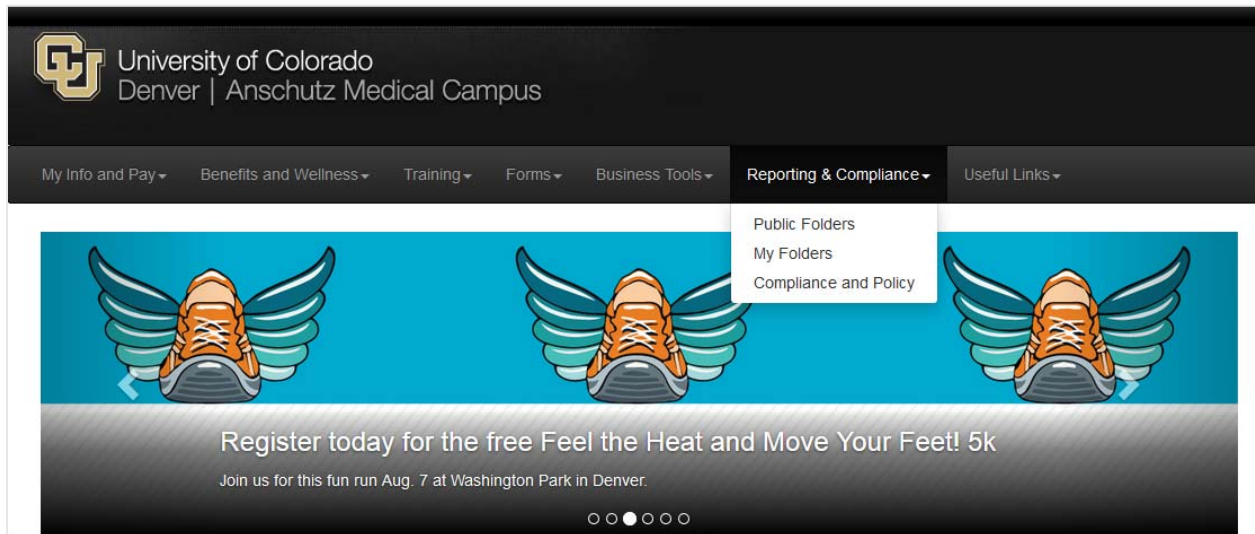
The following details how to access student reports in Cognos. The Office of the Registrar builds and prepares student reports based on IT warehouse data. It's important to note that some reports are time-locked (based on information captured at a specific date or time in the term).

Accessing Cognos

Log into UCD Access using your CU Denver PassportID username and password.



At the top of the page, click Reporting & Compliance ▼ and select Public Folders.



Under the Public Folders tab on the CU Reporting System page, click "UC Denver."




Click "Records and Registration."



Click "General Student Records."



The General Student Records folder includes a list of reports of information accessed commonly/frequently by enrollment and student service offices. Please note there are multiple pages of report "entries" – you may access additional reports by clicking  located above the top right-side corner of the reports list.

The name identifies the type of information available in the report and the modified column identifies when the information for the report was last updated/modified. Thus, the report will produce information based on the warehouse data at that specific date and time.

The screenshot shows the CU Reporting System interface. The breadcrumb path is: CU Reporting > UC Denver > Records and Registration > General Student Records. The interface displays a list of reports with the following columns: Name, Modified, and Actions. The 'Actions' column contains icons for opening, printing, and downloading, along with a 'More...' link for each report.

Name	Modified	Actions
Academic Program Plan Subplan List	August 21, 2013 3:03:45 PM	[Icons] More...
Applied for Degree Report	August 14, 2013 2:07:39 PM	[Icons] More...
Bio Demo Data Report	June 24, 2013 1:09:16 PM	[Icons] More...
CLASS ATTRIBUTES REPORT	August 4, 2011 3:24:37 PM	[Icons] More...
Class Enrollment# by Subject	July 24, 2013 8:09:37 PM	[Icons] More...
Class List Report	August 15, 2013 12:18:01 PM	[Icons] More...
Class List Report - Short	August 15, 2013 11:26:16 AM	[Icons] More...
Class Listing by Session Code	April 18, 2012 11:42:12 AM	[Icons] More...
CLASS NOTES REPORT	August 4, 2011 3:24:36 PM	[Icons] More...
Class Roster	January 6, 2014 12:58:03 PM	[Icons] More...
Class Section Roll Report	February 20, 2012 5:22:57 PM	[Icons] More...
Class Summary Statistics	December 14, 2011 2:54:44 PM	[Icons] More...
Combined Section Attributes Report	January 31, 2013 1:01:58 PM	[Icons] More...
Dean's List	March 22, 2013 12:57:06 PM	[Icons] More...
Degree Awarded Report	March 6, 2013 4:24:42 PM	[Icons] More...

Although academic advisors use several of the reports generated by the Registrar for advising and outreach purposes, advisors often use the “Enrolled Student Report” to generate lists of enrolled students for the term. Click on ► and then click on “Enrolled Student Report.” Follow the prompts to define the parameters for pulling the enrolled student report for active undergraduate students in your school/college or program. Please note the report will pull **all** enrolled undergraduate students in your school/college or program. Once the report is downloaded to an Excel version, you may need to sort according to additional parameters.