

## COURSE OVERVIEW

### COURSE NAME

Cognos Navigation

### INSTRUCTOR INFORMATION

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### COURSE LENGTH

Three hours

### COURSE DESCRIPTION

In this course, the participant will find the information and job tools needed to successfully use the Application Xtender program for document storage and management.

### LEARNING OBJECTIVES

By the conclusion of this course, participants will be able to:

- Explain the Cognos interface and folder structure.
- Run reports using fixed or variable parameters.
- View report data in various formats.
- Customize the “My Folders” tab for individualized use.
- Export report data for use in other applications.
- Email report results to one or more recipients.
- Schedule report(s) to run off-hours.
- Create report jobs.

### PREREQUISITES

Banner and Cognos access is preferred.

### COURSE MATERIALS

You will need the following course materials:

- Cognos 8 Participant Guide

## **COURSE OUTLINE**

### **Lesson 1: Introduction to Cognos**

- Topic 1: What is Cognos?
- Topic 2: What is Cognos used for?
- Topic 3: What is the relationship between Cognos and Banner

### **Lesson 2: Accessing Cognos**

- Topic 1: Access Cognos through Pipeline
- Topic 2: Access Cognos via Direct Link

### **Lesson 3: Navigating Cognos**

- Topic 1: Main Screen Layout and Toolbar
- Topic 2: Public Folder
- Topic 3: My Folder

### **Lesson 4: Working With The Public Folder**

- Topic 1: Public Folder Layout
- Topic 2: Types of Reports

### **Lesson 5: Locating Your Reports**

- Topic 1: Report Search Function
- Topic 2: Running a Report
- Topic 3: Report Parameters
- Topic 4: Report Output

### **Lesson 6: Organizing My Folder**

- Topic 1: Create a New Folder
- Topic 2: Working with Report Views
- Topic 3: Scheduling a Report to Run

### **Appendix: Session Key Points**

## **SUCCESSFUL COMPLETION**

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

## **ADDITIONAL RESOURCES**

There are several WSU websites available to supplement this course. The websites listed below are not required for this course but are helpful references you can refer to as needed.

- Banner: <http://computing.wayne.edu/banner/index.php>
- Cognos: <http://computing.wayne.edu/reporting/index.php>