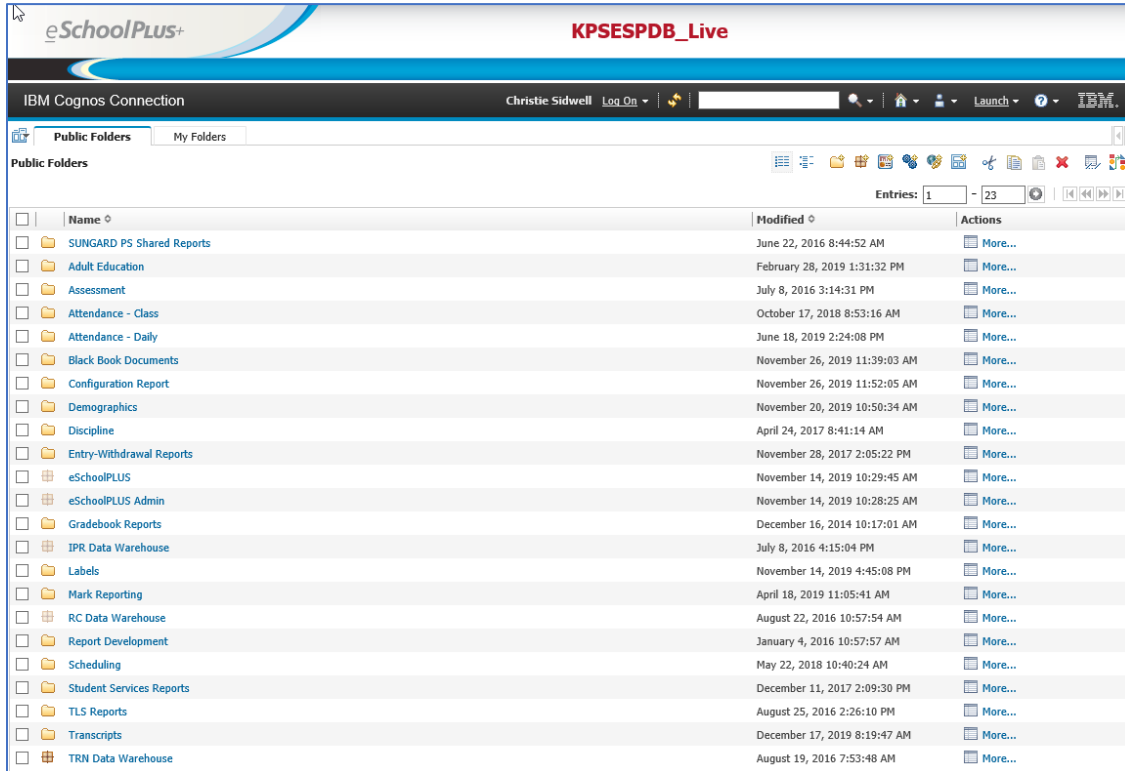
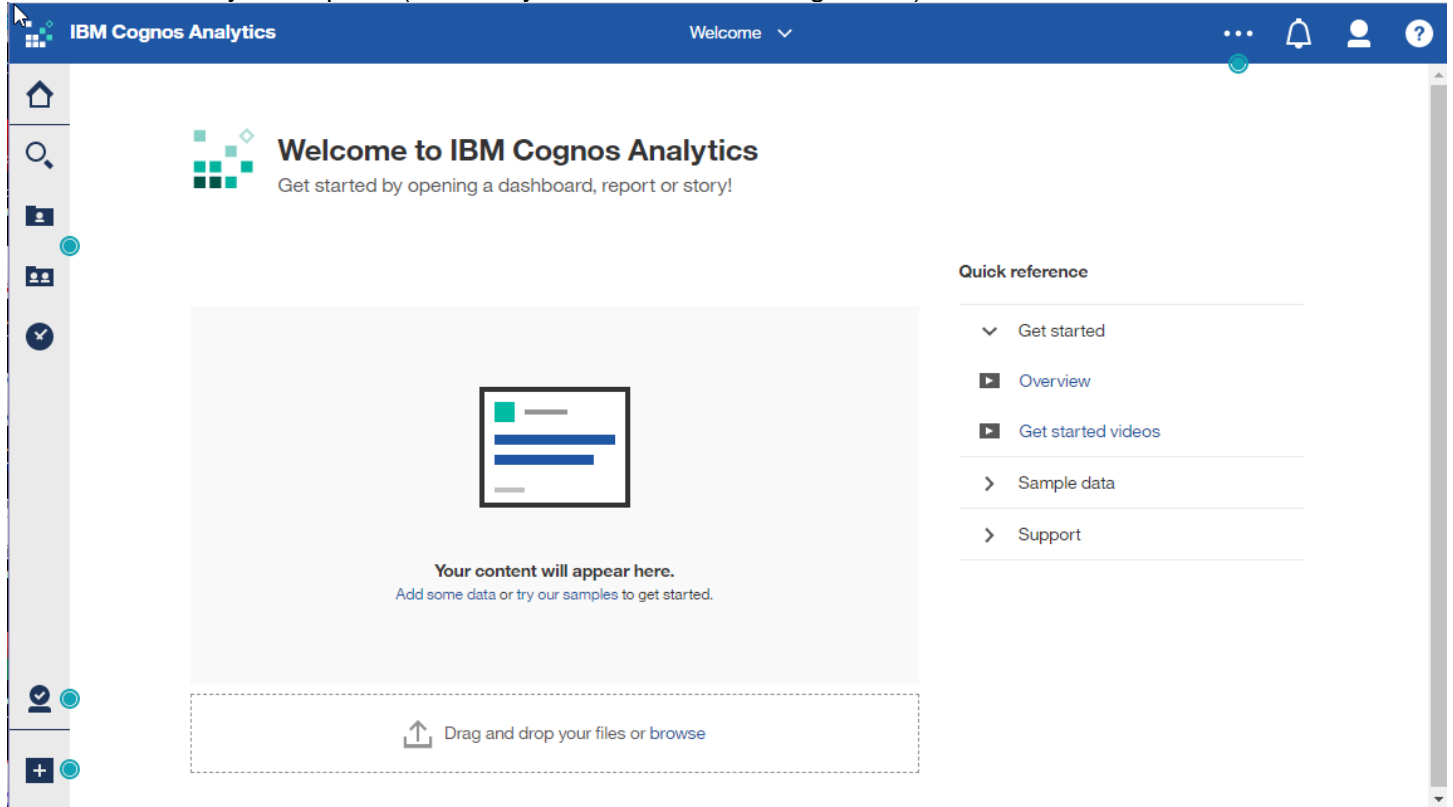


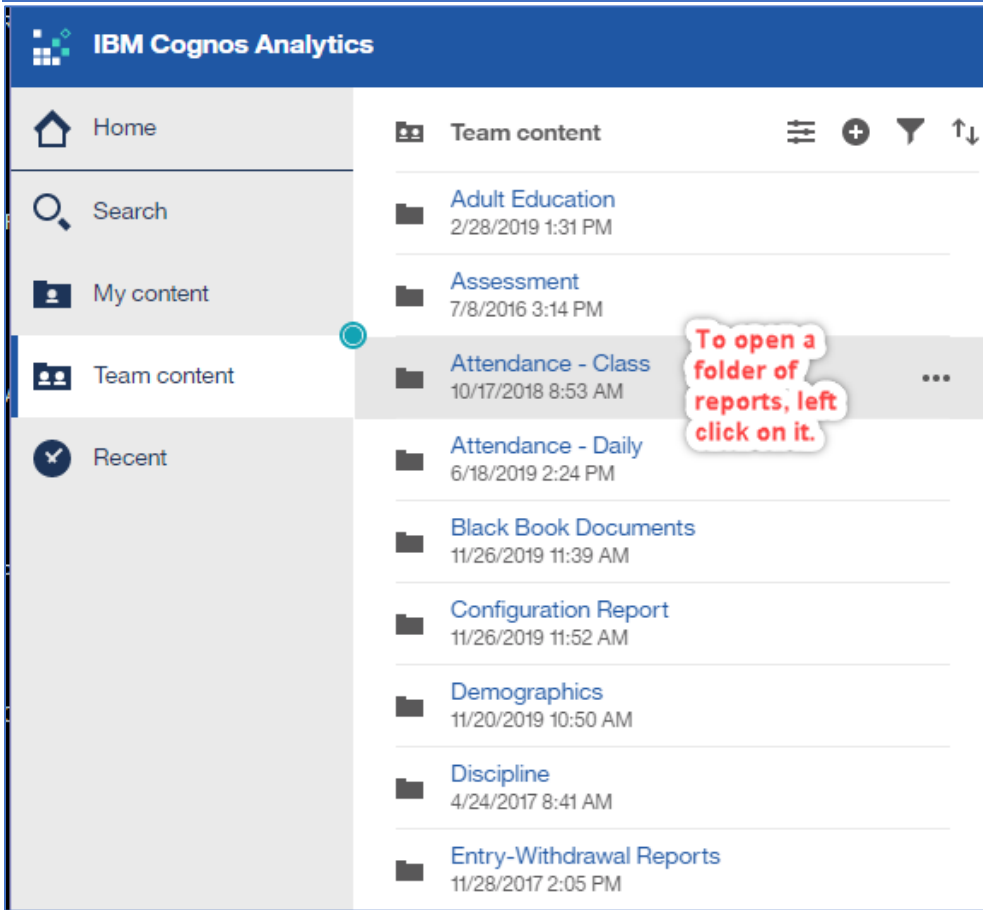
Cognos 10 – Home Page



Cognos 11 – Home Page - When you start Cognos 11 you will land on a new Home page which includes easy access to recently run reports (once they have been run in Cognos 11).



The screenshot displays the IBM Cognos Analytics user interface. On the left is a navigation sidebar with the following items: Home, Search, My content, Team content (highlighted with a red box), Recent, Manage, and New. A red box also highlights the 'Team content' header in the main content area. A callout bubble points to the 'Team content' item in the sidebar, containing the text: "What was in Public Folders is now in Team Content." The main content area lists various folders and reports, including: Adult Education (2/28/2019 1:31 PM), Assessment (7/8/2016 3:14 PM), Attendance - Class (10/17/2018 8:53 AM), Attendance - Daily (6/18/2019 2:24 PM), Black Book Documents (11/26/2019 11:39 AM), Configuration Report (11/26/2019 11:52 AM), Demographics (11/20/2019 10:50 AM), Discipline (4/24/2017 8:41 AM), Entry-Withdrawal Reports (11/28/2017 2:05 PM), eSchoolPLUS (11/14/2019 10:29 AM), eSchoolPLUS Admin (11/14/2019 10:28 AM), Gradebook Reports (12/16/2014 10:17 AM), IPR Data Warehouse (7/8/2016 4:15 PM), Labels (11/14/2019 4:45 PM), Mark Reporting (4/18/2019 11:05 AM), and RC Data Warehouse (8/22/2016 10:57 AM). The interface includes standard navigation icons like Home, Search, and filters.



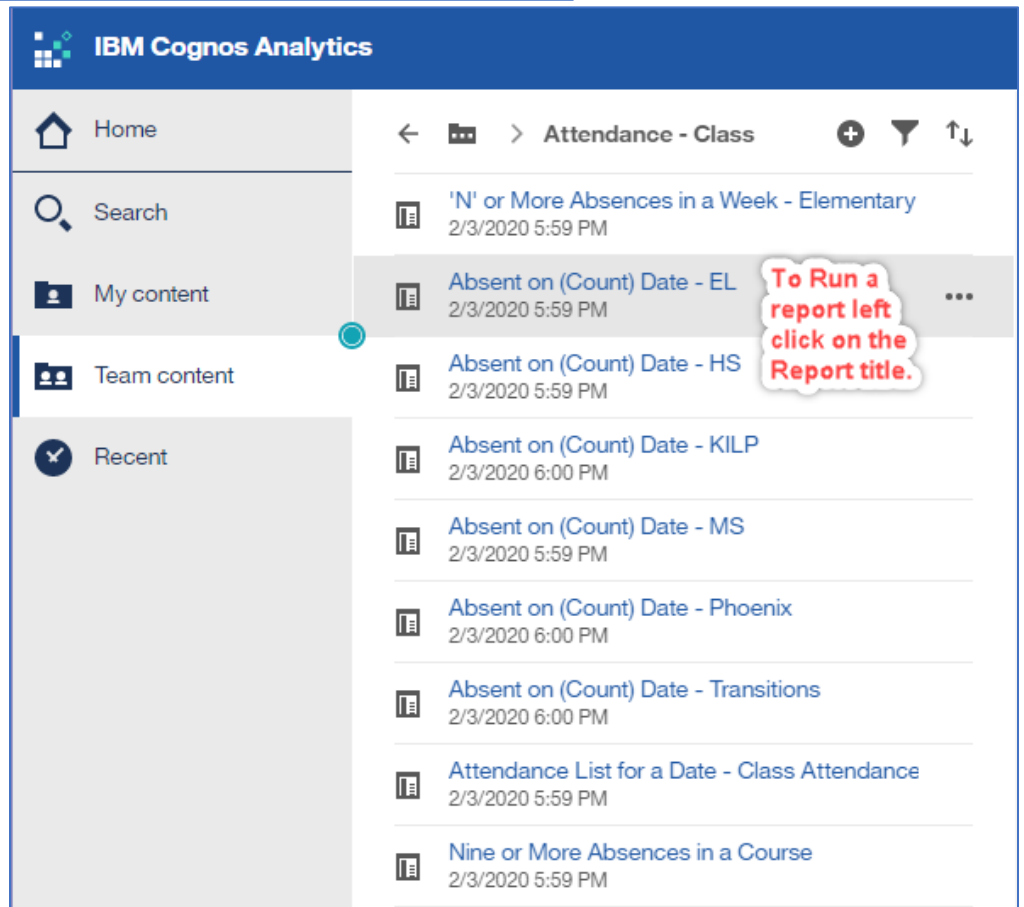
IBM Cognos Analytics

- Home
- Search
- My content
- Team content**
- Recent

Team content

- Adult Education
2/28/2019 1:31 PM
- Assessment
7/8/2016 3:14 PM
- Attendance - Class**
10/17/2018 8:53 AM
- Attendance - Daily
6/18/2019 2:24 PM
- Black Book Documents
11/26/2019 11:39 AM
- Configuration Report
11/26/2019 11:52 AM
- Demographics
11/20/2019 10:50 AM
- Discipline
4/24/2017 8:41 AM
- Entry-Withdrawal Reports
11/28/2017 2:05 PM

To open a folder of reports, left click on it.



IBM Cognos Analytics

- Home
- Search
- My content
- Team content**
- Recent

Attendance - Class

- 'N' or More Absences in a Week - Elementary
2/3/2020 5:59 PM
- Absent on (Count) Date - EL**
2/3/2020 5:59 PM
- Absent on (Count) Date - HS
2/3/2020 5:59 PM
- Absent on (Count) Date - KILP
2/3/2020 6:00 PM
- Absent on (Count) Date - MS
2/3/2020 5:59 PM
- Absent on (Count) Date - Phoenix
2/3/2020 6:00 PM
- Absent on (Count) Date - Transitions
2/3/2020 6:00 PM
- Attendance List for a Date - Class Attendance
2/3/2020 5:59 PM
- Nine or More Absences in a Course
2/3/2020 5:59 PM

To Run a report left click on the Report title.

A screenshot of a Cognos report list. The first report, "Absent on (Count) Date - EL", has its context menu open. A red box highlights the three-dot menu icon. A callout bubble points to this icon with the text: "The 3 dots icon provides more options." The context menu includes options: Run as, Edit report, Create report view, View versions, Properties, Take ownership, Copy or move, Create shortcut, Embed, Share, and Delete.

A screenshot of a single Cognos report card titled "REPORT Cumulative GPA and Total Earned Credit". The report was last run on "3/11/2020 10:06 AM". A red box highlights the three-dot menu icon in the bottom right corner of the report card.

A screenshot of the "Run as" dialog box. It features a "Run in background" toggle switch. Below it are radio button options for report formats: Excel (selected), Excel Data, PDF, HTML, CSV, and XML. At the bottom, there is a checked checkbox for "Prompt me". A callout bubble points to the "Run as" section with the text: "To specify what format to generate the report in, use the the Run as Option."

IBM Cognos Analytics

Welcome

Home

Search

My content

Team content

Recent

Manage

New

Welcome to IBM Cognos Analytics
Get started by opening a dashboard, report or story!

Recent [Show more...](#)

- REPORT**
Discipline Actions Overview - Student Count
2/21/2020 4:59 PM
- REPORT**
Discipline Actions Overview - Action Count
2/21/2020 4:56 PM
- REPORT**
Discipline Actions Overview Details
2/21/2020 4:55 PM
- REPORT**
Registration Update - one student
2/21/2020 4:54 PM
- REPORT**
HAC letter - High School School 2019
2/21/2020 4:05 PM
- REPORT**
HAC letter - Elementary and Middle School 2019
2/21/2020 4:02 PM

Quick reference

- Get started
- Overview
- Get started videos
- Sample data
- Support

Drag and drop your files or browse

Recently run reports will appear on the Home page and in the Recent List.

Welcome to IBM Cognos Analytics
Get started by opening a dashboard, report or story!

Recent [Show more...](#)

- REPORT**
Discipline Actions Overview - Student Count
3/6/2020 8:47 AM
- REPORT**
Discipline Actions Overview - Action Count
2/21/2020 4:56 PM
- REPORT**
Discipline Actions Overview Details
2/21/2020 4:55 PM
- REPORT**
Registration Update - one student
2/21/2020 4:54 PM
- REPORT**
HAC letter - High School School 2019
2/21/2020 4:05 PM
- REPORT**
HAC letter - Elementary and Middle School 2019
2/21/2020 4:02 PM

To run a report in your Recent area left click on it.

