Shortcut to Retrieve Administrator SET Reports in Cognos

* Login to Academica
* Select Employee Resources>Administrative Systems>Business Intelligence Reporting Portal>Faculty

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| Deans   * When retrieving reports for your college or departments within your college, click on the ***Chair*** link and follow the steps below:  1. Select ***one*** term using the Academic Period drop down box provided. 2. To retrieve reports for your entire college, ***select College only*** and leave *Department* blank, using the drop down box provided.   ***OR***   1. To retrieve reports for a certain department within your college*,* ***select Department only*** and leave *College* blank, using the drop down box provided. 2. Leave ***Access ID*** blank (for options b and c).  * Click on ***Finish*** to generate your report(s). | Chairs   * Toselect a Department Summary Report, click on **Administrators (Summary Report)** link. * To select a Chair Exceptions to Summary Report, click on **Administrators** **(Exceptions to Summary Report)** link. * Follow the steps below to retrieve your report(s).  1. Select ***one*** term using the Academic Period drop down box provided. 2. Leave ***College*** blank. 3. Select your ***Department*** using the *Department* drop down box provided. 4. Leave ***Access ID*** blank. 5. Click on ***Finish*** to generate your report(s). | Faculty Individual Report   * To retrieve Faculty Individual Report(s), follow the steps below:  1. Select ***one or more*** term(s) using the Academic Period drop down box provided. 2. Leave ***College*** blank. 3. Leave ***Department*** blank. 4. Enter ***Access ID*** and click on ***Insert***.   NOTE:  When Access ID is left blank the system will generate reports for all instructor taught courses within a department for an academic period   * Next, click on ***Finish*** and the system will generate your Faculty Individual Report(s). |