



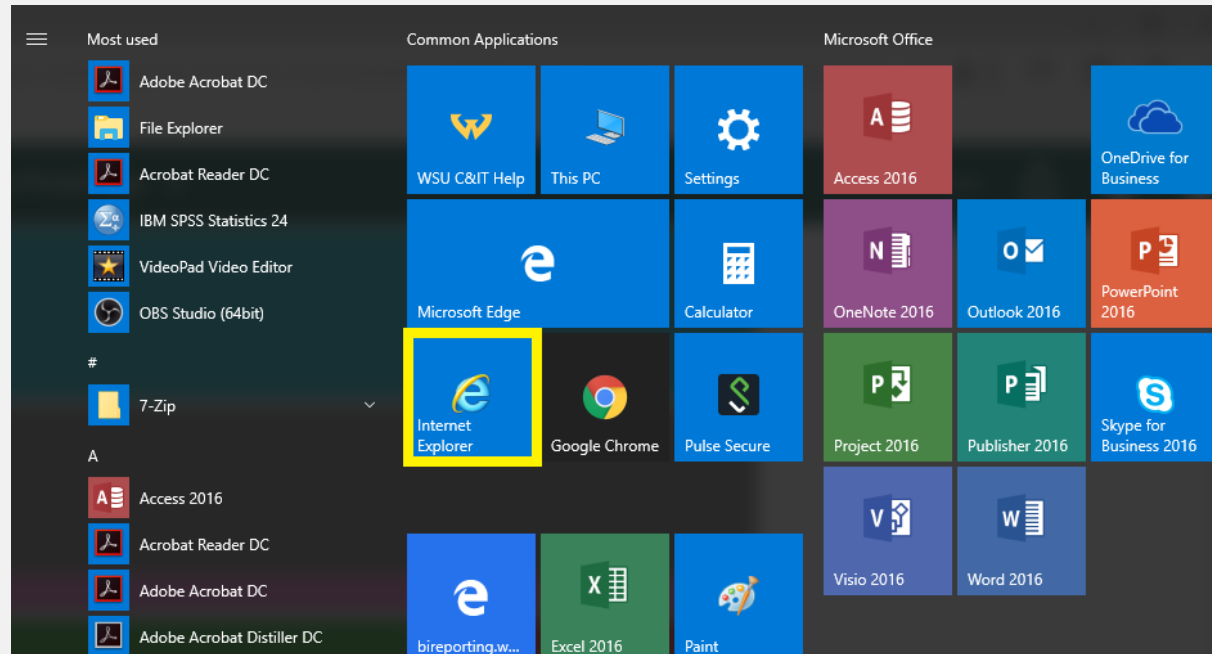
WAYNE STATE
UNIVERSITY

COGNOS DIRECTIONS FOR ADVISORS

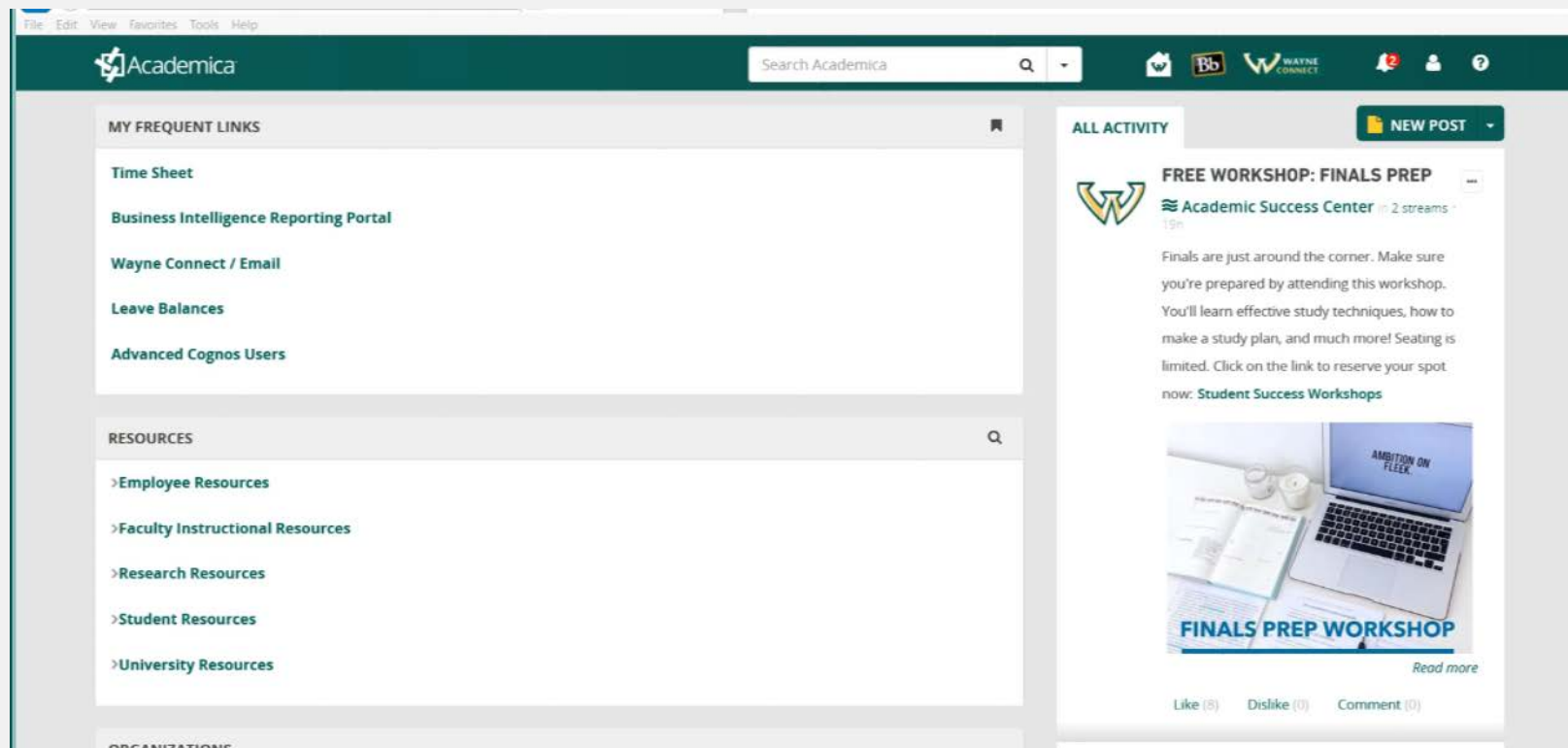
How to navigate to testing reports through Academica and use them in orientation, graduation, and regular office visits



SUPPORTED BROWSERS ARE IE AND SAFARI



LOGIN TO ACADEMICA.WAYNE.EDU



The screenshot shows the Academica website interface. At the top, there is a navigation bar with the Academica logo, a search bar labeled "Search Academica", and several utility icons including a mail icon, a Blackboard icon, a Wayne Connect icon, a notification bell with a red "2", a user profile icon, and a help icon. Below the navigation bar, the page is divided into two main columns. The left column contains a "MY FREQUENT LINKS" section with links for "Time Sheet", "Business Intelligence Reporting Portal", "Wayne Connect / Email", "Leave Balances", and "Advanced Cognos Users". Below this is a "RESOURCES" section with expandable links for "Employee Resources", "Faculty Instructional Resources", "Research Resources", "Student Resources", and "University Resources". The right column features an "ALL ACTIVITY" section with a "NEW POST" button. The main activity post is titled "FREE WORKSHOP: FINALS PREP" and is from the "Academic Success Center" (2 streams, 19m). The post text reads: "Finals are just around the corner. Make sure you're prepared by attending this workshop. You'll learn effective study techniques, how to make a study plan, and much more! Seating is limited. Click on the link to reserve your spot now: [Student Success Workshops](#)". Below the text is a featured image of a laptop with "AMBITION ON FLEEK" on the screen, an open notebook, and two coffee cups. The image has the text "FINALS PREP WORKSHOP" overlaid at the bottom. Below the image is a "Read more" link and social interaction buttons for "Like (8)", "Dislike (0)", and "Comment (0)".



EMPLOYEE RESOURCES
ADMINISTRATIVE SYSTEMS
BUSINESS INTELLIGENCE REPORTING PORTAL
ADVISORS
TESTING



WE WILL BE TALKING ABOUT THE FIRST THREE REPORTS.

Testing, Evaluation and Research Services			
Submit	Report ID	Report Name	Business Purpose
Orientation Advisors	TEST001	Permits to Register for Orientation Attendees	This report has been developed to help advisors determine who, among their orientation attendees, is missing active permits to register for English, Math, Biology or Chemistry. Advisors may drill down to view specific test information on individual students.
Graduation Advisors	TEST002	Permits to Register for Students Who Have Applied for Graduation	This report has been developed to help departmental advisors to determine who, among their departmental applicants for graduation, is missing active and inactive permits to register for English, Math, Biology, Chemistry or Critical Thinking. Advisors may drill down view specific test information on individual students.
Advisors	TEST001.DT	Individual Level Testing Information for an Individual Student	This report was developed to allow advisors and students to view the testing information on record for a student.
Special Assessment Group Pre-test	TEST010	Pre-test Contacts for Assessment Group	This report was developed so that the assessment group led by Kim Morgan can email test-takers to evaluate their experience registering for tests.
Special Assessment Group Post-test	TEST011	Post-test Contacts for Assessment Group	This report was developed so that the assessment group led by Kim Morgan can email test-takers to evaluate their experience taking tests.
Departmental Administrators	TEST004	Tables and Charts of Test Scores	This report was developed so that departments can investigate the percentage of students with placement scores within certain ranges.



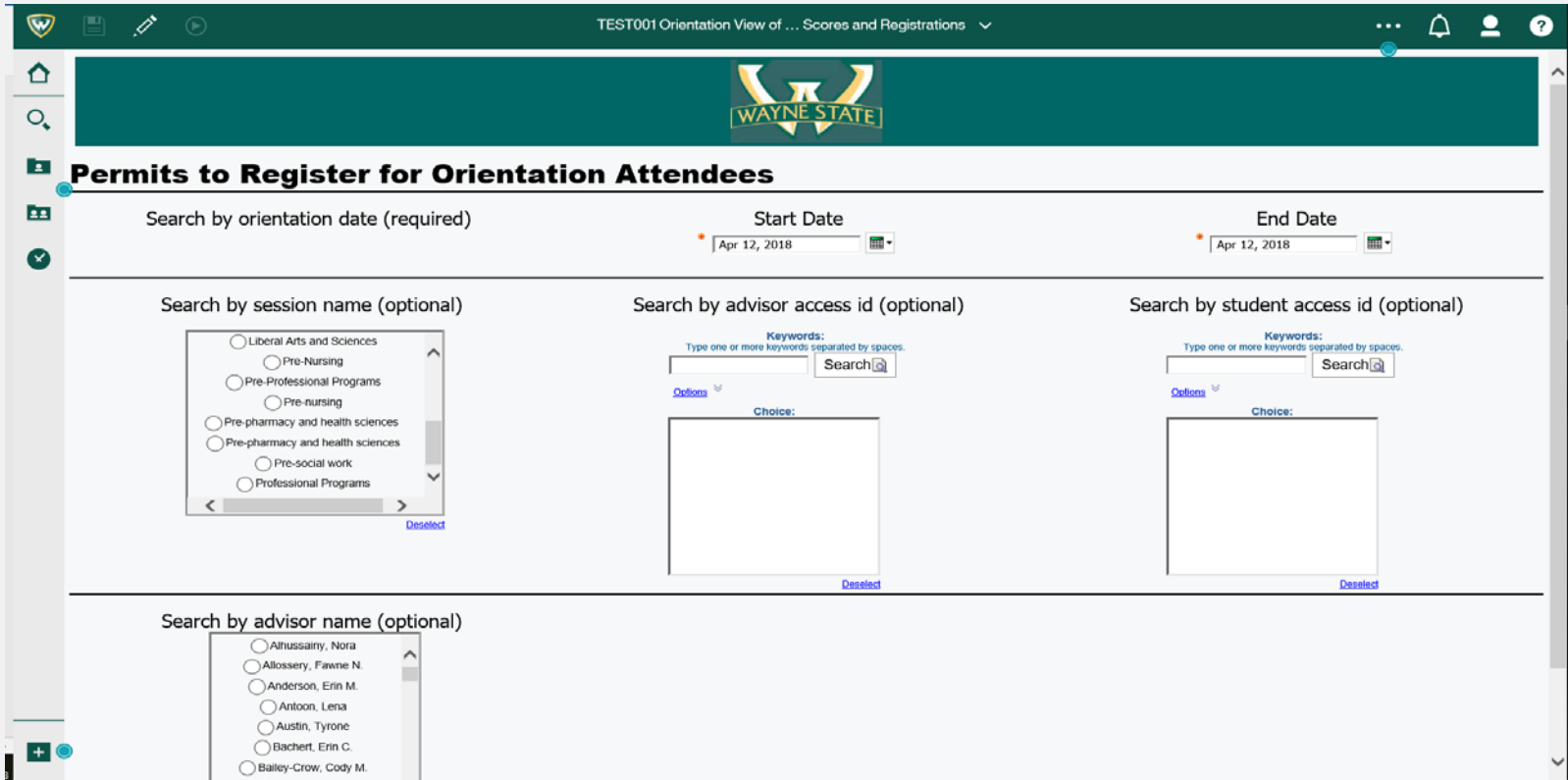
PERMITS TO REGISTER FOR ORIENTATION ATTENDEES

Orientation Advisors	TEST001	Permits to Register for Orientation Attendees	This report has been developed to help advisors determine who, among their orientation attendees, is missing active permits to register for English, Math, Biology or Chemistry. Advisors may drill down to view specific test information on individual students.
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- This first report is for orientation advisors.
- It includes students who have registered for orientation.



PICK A DATE RANGE



The screenshot shows a web application interface for 'Permits to Register for Orientation Attendees'. The page title is 'TEST001 Orientation View of ... Scores and Registrations'. The main heading is 'Permits to Register for Orientation Attendees'. Below this, there are search filters:

- Search by orientation date (required):** Includes 'Start Date' and 'End Date' fields, both set to 'Apr 12, 2018'.
- Search by session name (optional):** A list of radio buttons for session types: Liberal Arts and Sciences, Pre-Nursing, Pre-Professional Programs, Pre-nursing, Pre-pharmacy and health sciences, Pre-pharmacy and health sciences, Pre-social work, and Professional Programs.
- Search by advisor access id (optional):** A search box with a 'Search' button and a 'Choice' dropdown.
- Search by student access id (optional):** A search box with a 'Search' button and a 'Choice' dropdown.
- Search by advisor name (optional):** A list of radio buttons for advisor names: Athussamy, Nora; Allossery, Fawne N.; Anderson, Erin M.; Antoon, Lena; Austin, Tyrone; Bachert, Erin C.; and Bailey-Crow, Cody M.



THIS GIVES YOU A BIG PICTURE



Testing, Evaluation and Research Services

Permits to Register for Orientation Attendees

SESSION_NAME	SESSION_DATE	ADVISOR_NAME	ADVISOR_ACCESS ID	STUDENT NAME	ID	STUDENT ACCESS ID	English Placement Information	Math Placement Information	Chemistry Placement Information	Biology Placement Information
Athletics	May 12, 2018	Caffee, Cynthia	ae5396	Doe, Jane A	00098765432	go5774	EPR1	MPR1		EPR1
Athletics	May 12, 2018	Shatal, Soaf F.	ae0996	Smith, Jane	00012165498	go9014	EPR1	MPR1		SPR1
Athletics	May 12, 2018	Hill, Elizabeth M.	aj5449	Student, Joe P	000123456	gn7023	EPR1	MPR1		SPR1

- Tells you who, for a given orientation date, will attend and be able to register for a class in English, Math, Chemistry or Biology.
- Codes that end in 1 or 2 can be used to place a student into a class.
- Refer these students to the Testing Office:
 - **BLANKS:** There is no placement available for that student in an area they need it.
 - **An O, S or P at the end:** We have a test on file for the student, but it is too old to be used.



A NOTE ON CODES

Guide to Placement Codes	English	Math	Chemistry	Biology
<i>Expired because they are too old</i>	EPRO	MPRO	CPRO	BPRO
<i>Using SAT, ACT and New SAT</i>	EPR1	MPR1	CPR1	BPR1
<i>Using an placement exam from the testing office</i>	EPR2	MPR2	CPR2	BPR2

- If you are worried that a placement is incorrect, you can double-check the rules by clicking on the button, “Information for First Year Students,” and apply the rules to the student test score record.
- If you find that a placement is incorrect, please email testing@wayne.edu so we can report the issue.
- If you need help correcting the placement so a student can register, please email testing@wayne.edu or call (313)577-3400.



**CLICK ON
BANNER ID FOR MORE TEST INFO
NAME FOR MORE COURSE INFO**

SESSION_NAME	SESSION_DATE	ADVISOR NAME	ADVISOR ACCESS ID	STUDENT NAME	ID
Athletics	May 12, 2018	Caffee, Pynthia	ae5396	Doe, Jane	<u>00098765432</u>
Athletics	May 12, 2018	Shallal, Solaf F.	at0996	Smith, Jim	<u>00032165498</u>
Athletics	May 12, 2018	Hill, Elizabeth M.	ay9449	Student, Joe P.	<u>000123456</u>

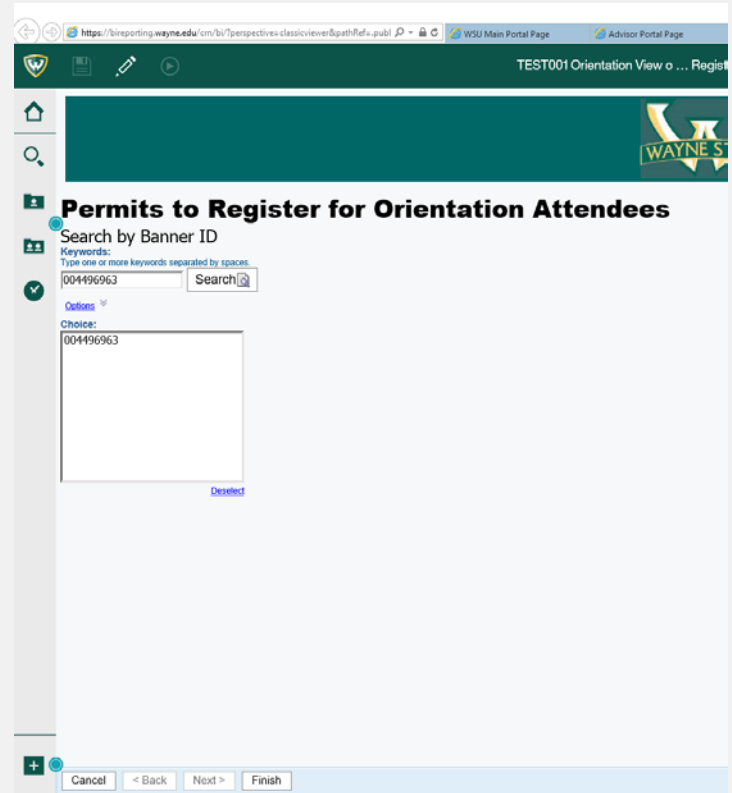


ALTERNATE METHOD TO ACCESS THE DRILL THROUGH REPORT FOR TESTING

Advisors	TEST001 DT	Individual Level Testing Information for an Individual Student	This report was developed to allow advisors and students to view the testing information on record for a student.
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ENTER A BANNER ID NUMBER.
CLICK SEARCH.
CLICK ON THE NUMBER UNDER CHOICE.

Testing, Evaluation and Research Services			
Submit	Report ID	Report Name	Business Purpose
Orientation Advisors	TEST001	Permits to Register for Orientation Attendees	This report has been developed to help advisors determine who, among their orientation attendees, is missing active permits to register for English, Math, Biology or Chemistry. Advisors may drill down to view specific test information on individual students.
Graduation Advisors	TEST002	Permits to Register for Students Who Have Applied for Graduation	This report has been developed to help departmental advisors to determine who, among their departmental applicants for graduation, is missing active and inactive permits to register for English, Math, Biology, Chemistry or Critical Thinking. Advisors may drill down view specific test information on individual students.
Advisors	TEST001 DT	Individual Level Testing Information for an Individual Student	This report was developed to allow advisors and students to view the testing information on record for a student.



TEST001 Orientation View o ... Regist

Permits to Register for Orientation Attendees

Search by Banner ID

Keywords:
Type one or more keywords separated by spaces.

004496963 Search

Choice:
004496963

Cancel < Back Next > Finish



INDIVIDUAL LEVEL TESTING INFORMATION FOR AN INDIVIDUAL STUDENT

Testing, Evaluation and Research Services

Jane Doe 000123456 ab1234


[Information for First Year Students](#) [Test Scores Information](#)

Orientation

ATT_ACCESS_ID	SESSION_DATE	ATTENDED_SESSION
ab1234	Apr 26, 2018	0

External Testing Records

ID	TEST_DESC	TEST	TEST_SCORE	TEST_DATE
004496963	ACT Combined English/Writing	A07	18	Apr 1, 2015
004496963	ACT Combined English/Writing	A07	13	Oct 1, 2014
004496963	ACT Combined English/Writing	A07	16	Dec 1, 2014
004496963	ACT Combined English/Writing	A07	14	Mar 1, 2014
004496963	ACT Composite	A05	16	Mar 1, 2014
004496963	ACT Composite	A05	17	Apr 1, 2015
004496963	ACT Composite	A05	16	Oct 1, 2014
004496963	ACT Composite	A05	16	Dec 1, 2014
004496963	ACT English	A01	14	Mar 1, 2014
004496963	ACT English	A01	16	Dec 1, 2014
004496963	ACT English	A01	18	Apr 1, 2015
004496963	ACT English	A01	15	Oct 1, 2014
004496963	ACT Math	A02	13	Oct 1, 2014



Testing, Evaluation and Research Services

[Information for First Year Students](#) [Test Scores Information](#)

Orientation

External Testing Records

Scheduled Appointments to Take University Placement Tests

Permits to Register

ID	TEST	TEST_DESC	TEST_SCORE	TEST_DATE
EPRO	EPR1	ACT English is outdated	11509	Apr 1, 2015

University Testing Records
No Data Available

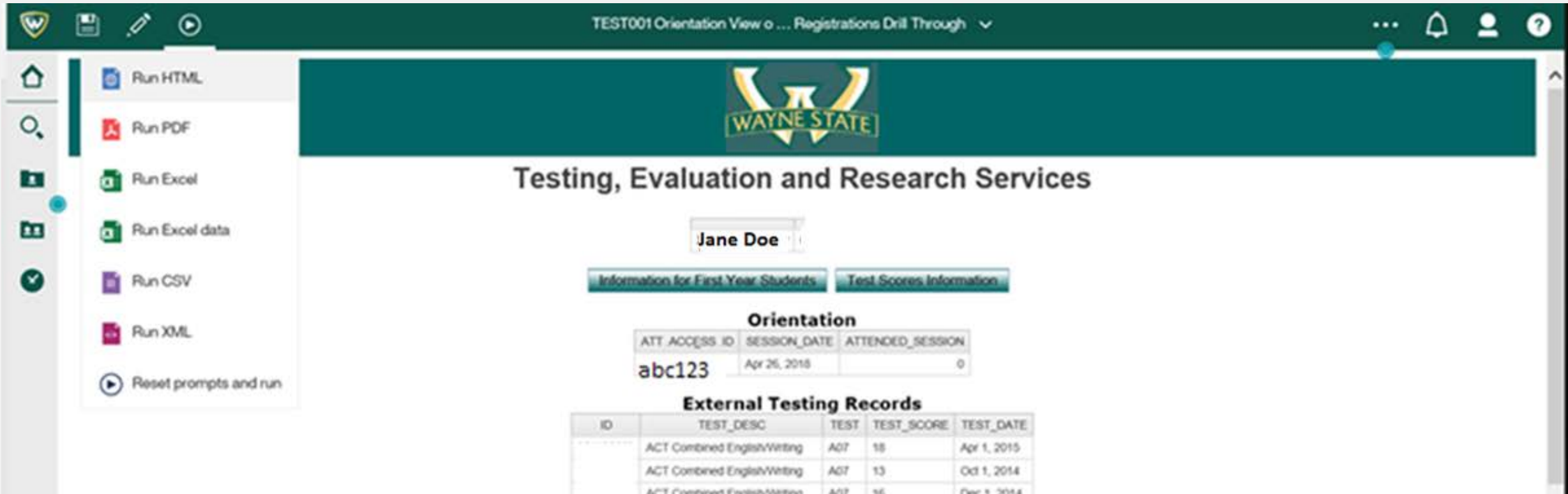
004496963	ACT Math	A02	14	Apr 1, 2015
004496963	ACT Math	A02	15	Mar 1, 2014
004496963	ACT Math	A02	15	Dec 1, 2014
004496963	ACT Reading	A03	18	Mar 1, 2014

- The last page of the report indicates the permits to register.
- As you can see here, this student's permit is EPO, and the definition of that is that the placement is outdated.

CLICK NEXT AT THE BOTTOM.



THE PLAY BUTTON DIFFERENT FORMATS



TEST001 Orientation View o ... Registrations Drill Through

Run HTML
Run PDF
Run Excel
Run Excel data
Run CSV
Run XML
Reset prompts and run

Wayne State

Testing, Evaluation and Research Services

Jane Doe

Information for First Year Students Test Scores Information

Orientation

ATT_ACCESS_ID	SESSION_DATE	ATTENDED_SESSION
abc123	Apr 26, 2018	0

External Testing Records

ID	TEST_DESC	TEST	TEST_SCORE	TEST_DATE
	ACT Combined English/Writing	A07	18	Apr 1, 2015
	ACT Combined English/Writing	A07	13	Oct 1, 2014
	ACT Combined English/Writing	A07	16	Dec 1, 2014



PERMITS TO REGISTER FOR STUDENTS WHO HAVE APPLIED FOR GRADUATION

Graduation Advisors

TEST002

Permits to Register for Students Who Have Applied for Graduation

This report has been developed to help departmental advisors to determine who, among their departmental applicants for graduation, is missing active and inactive permits to register for English, Math, Biology, Chemistry or Critical Thinking. Advisors may drill down view specific test information on individual students.

- This first report is for graduation advisors.
- It includes students who have applied for graduation.



SELECT COLLEGE AND TERM.
OTHERS ARE OPTIONAL.

☆ bireporting.wayne.

TEST002 Graduation View of ... Scores and Registrations ▾

✕

Testing, Evaluation and Research Services

College

Term

- Spring/Summer 2018
- Winter 2018
- Fall 2017
- Spring/Summer 2017
- Winter 2017
- Fall 2016
- Med Sch 2016-2017
- Spring/Summer 2016
- Winter 2016
- Fall 2015
- Med Sch 2015-2016
- Spring/Summer 2015
- Winter 2015
- Fall 2014
- Med Sch 2014-2015
- Spring/Summer 2014
- Winter 2014
- Fall 2013
- Med Sch 2013-2014
- Spring/Summer 2013
- Winter 2013
- Fall 2012
- Med Sch 2012-2013
- Spring/Summer 2012
- Winter 2012
- Fall 2011
- Med Sch 2011-2012
- Spring/Summer 2011
- Winter 2011
- Fall 2010

Department

Major

Student ID Starting With Multiple Zeros

Testing, Evaluation and Research Services

...ing fair, secure, and professional testing and assessment services to students, faculty, and administrators.

686 Student Center, Detroit, MI 48202
[www.testing.wayne.edu\(313\)577-3400](http://www.testing.wayne.edu(313)577-3400), testing@wayne.edu
 Apr 13, 2018 2:23:54 PM



BIG PICTURE FOCUS



Testing, Evaluation and Research Services

Permits to Register for Students Who Have Applied for Graduation

Status	Applied for Graduation	Graduated	ACADEMIC_PERIOD_GRADUATION	NAME	ID	Degree	Major	Advisor	Math Permit to Register	Biology Permit to Register	Chemistry Permit to Register	English Permit to Register	Critical Thinking Permit to Register
Degree Pending	Y	N	201801	Smith, Jane	0001234568	Master of Arts	Sports Administration	Whalen, Laurel L.					CTCE
Degree Pending	Y	N	201801	Doe, John	00098765432	Master of Education	Career and Technical Education				CPRP	EPRO	
Degree Pending	Y	N	201801	Doe, Jane	000000123456	UGC in Appl Behav Anlys	Applied Behavior Analysis		MPRP			EPRO	

- This report is aimed at giving you a big picture perspective on who, for a given semester and college, has registered for graduation.
- Many of the permits to register will have expired.
 - **BLANKS:** There is no placement available for that student in an area they need it.
 - **An O, S, and P at the end:** We have a test on file for the student, but it is too old to be used for placement.



CLICK ON
ID FOR MORE TEST INFORMATION
NAME FOR COURSE INFORMATION

Testing, Evaluation



Permits to Register for Stud

Status	Applied for Graduation	Graduated	ACADEMIC_PERIOD_GRADUATION	NAME	ID	Degree
Degree Pending	Y	N	201801	Smith, Jane	0001234568	Master of Arts
Degree Pending	Y	N	201801	Doe, John	00098765432	Master of Education
Degree Pending	Y	N	201801	Doe, Jane	000000123456	MGC in Appl Behav Anlys



DRILL THROUGH REPORT BY ID NUMBER

TEST001 Orientation View o ... Registrations Drill Through ▾



Testing, Evaluation and Research Services

Permits to Register

ID	TEST	TEST_DESC	TEST_SCORE	TEST_DATE
004349819	EPRO	EPR1/ACTEnglish is outdated	21506	Oct 1, 2012
004349819	EPRS	EPR1/ACTEnglish is superseded	2	Mar 6, 2012
004349819	MPRP	MPR2/MPE is outdated	4	Jun 13, 2013

University Testing Records

ID	TEST	Total Test Score	PartA	PartB	PartC	ACTmath	Gen Ed Comp
004349819	MQE	36	23	8	5		MET MC



A NOTE ON CODES

Guide to Placement Codes	Math	Biology	Chemistry	English	Critical Thinking
External test too old	MPRO	BPRO		EPRO	
External test too old	MPRS	BPRS		EPRS	
Testing office test too old	MPRP	BPRP		EPRP	
Current placement with external test	MPRI	BPRI		EPRI	
Current placement with testing office exam	EPR2	MPR2	CPR2	EPR2	CTCE





Placements






- O S and P are outdated placements
- I and 2 are up to date placements
- MQE and CTCE do not expire




DRILL THROUGH REPORT BY NAME

STUD001 - Student Profile ▾

AIM HIGHER



Student Profile

Demographic Data	Student Data	Admissions Data	Metrics
Name: Jane Doe ID: 000123456 E-mail: ab123@wayne.edu	College: Department: Major: Program: Program Desc:	Population: Standard Admit Term: 201101 GRS Cohort: Residency: In-State Tuition Rate:	Major Changes: Advisor Visits: Black Board Logins: Tutor Visits: Degree Percent Complete:



THANK YOU FOR YOUR ATTENTION

For more information, contact us.

- (313) 577-3400
- testing@wayne.edu
- testing.wayne.edu

