**Instructions for running the COGNOS report: “Class Sections with Enrollment, Instructor & Workload”**

1. Logonto **COGNOS** (https://cognos.udel.edu/); click on Public Folders (top left)>click on 1-UD Student Admin Reporting\SOC Department Contacts\Class Sections with Enrollment, Instructor and Workload.

Before proceeding, decide how you want to receive the report:

* Pop-up on your screen: click on the title of the report “Class Sections with Instructor, Workload & Enrollment Totals Report”; (NOTE: **blue underlined links** **WILL** be available as a drill through if this delivery method is used.)

**OR**

* Sent to you as an e-mail w/attachment: click the Run with Options button  to the right of the report; select a format (Excel or PDF); click “send me the report by email”; click RUN; open the report when it arrives in your email. (NOTE: **blue underlined links** **WILL NOT** be available when you use this delivery method.
1. Prompts
* Academic Term - make selection from drop-down menu (only 1 term may be selected at a time)
* Academic Group - to run the report by College, click on the button Select Academic Group: make selection from drop-down menu of colleges available for the term selected.
* Subject - to narrow it further, click on the button Select Subject: make selection from drop-down menu of subjects available for the Academic Term selected. Multiple Subjects can be selected.
* Select One: Display Class Sections with Errors – will only include class sections with errors. Display All Class Sections– will include all class sections.
* Click on FINISH at the bottom of the screen
1. An error report will display ONLY if there are errors to be corrected. Errors will be highlighted in red. These are the workload verification errors that must be corrected in UDSIS. (It may take several minutes for this report to appear, depending on the amount of data based on the prompts selected. This report runs against UDSIS and it is retrieving live/current data.)
2. Make the necessary corrections in UDSIS – NOTE: You must wait 2 working days before running the report again to see corrections.
3. To return to your Cognos main screen, click on the Return button  on the upper right hand side of the report.

**Directions - Configuring IE 8.0 &/or IE 9.0 to download to Excel**

**Make these three setting changes in Internet Explorer 8.0/IE 9.0:**

1. Tools/Internet Options/Security tab
	* Click **Trusted Sites**/**Sites** button,
	* Type **https://cognos10.udel.edu** in the top box and click **Add**
	* Click checkbox labeled **Require server verification…**
	* Click **Close** button
2. Tools/Internet Options/Security tab
	* In the section called **Security level for this zone**, click **Custom level**… button
	* Scroll to **Downloads**
	* **Automatic prompting for file downloads** – click **Enable**
	* **File download** – click **Enable**
	* **Are you sure you want to change the setting for this zone?** Click **Yes**
	* Click **OK** button
3. Tools/Pop-up Blocker/Pop-up Blocker Settings
	* Type **cognos10.udel.edu** in the top box and click **Add**
* Click checkbox - **Play a sound when pop-up is blocked**
* Click checkbox - **Show Information Bar when pop-up is blocked**
	+ Click **Close** button

**Guidelines for Correcting Workload Errors**

Errors will be highlighted in Red – refer to the appropriate instructions to make corrections.

Class Section Numbers

If the class section is 000 and the component is not IND, the number will be red.

Component Letter

There are two possibilities for the Component letters to be red.

1. If the class section is 000 and the Component is not IND.
2. If the Instructor Edit is Clas Instr and the Component is not IND.

Instructor Edit

The Instructor Edit dictates whether or not the student has to choose an instructor (i.e. independent study course), or not (i.e. lecture) – if this appears as an error, the Instructor Edit does not correspond with the Component or the Grade Roster Print. If the Component is IND the Instructor Edit should be Clas Instr and the Grade Roster Print should be Instructor.

Grade Roster Print

The Grade Roster Print dictates whether instructors receive an entire class roster or only a roster of the students they are responsible for (i.e. independent study courses where students have chosen a specific instructor) -- if this appears as an error, the Grade Roster Print does not correspond with the Component or the Instructor Edit. If the Component is IND the Instructor Edit should be Clas Instr and the Grade Roster Print should be Instructor.

Instructor or Instructor ID

If the Instructor or the Instructor ID is highlighted in red, the Instructor or Instructor ID has not been entered for the class section.

If the Component is IND the student did not select an Instructor.

If you are viewing the report as HTML, you can click on the Enrollment Total (underlined blue number). By clicking on the number, a second report will run with the students enrolled and the instructor for the student.

If you are reviewing the report in the Excel format, run the report again in the HTML format selecting the Subject(s) with errors and select the option to display errors only. After identifying the student that did not select an instructor, contact the student to determine which instructor they worked with. If the instructor is not listed in UDSIS as an instructor for the class, add the instructor under the Meetings tab. Questions regarding adding the instructor should be directed to Melanie Graybeal – Registrar’s Office. Correct the student’s registration record by attaching the student to the instructor. Questions regarding student registration should be directed to Mary Mohr – Registrar’s Office.

**Guidelines for Correcting Workload Errors - continued**

Class Section Workload Total

If an IND (000) class has multiple instructors and only a few of them are actually teaching in a specific term, only assign a workload to those actually teaching. Delete the workload from the instructors not teaching for the specified term. DO NOT delete the instructors.

If the Class Section Workload Total is highlighted in red, the sum of the instructor(s) workload for the class section is more or less than 100%. The Class Section Workload is a calculated field created for the report, summing the entire instructor Load Factor for the class section. There are several possible reasons for the error. If a class section has multiple Meeting Patterns the individual instructor’s Load Factor should be divided among the Meeting Patterns, except when the additional Meeting Patterns are for Exams. If the additional Meeting Patterns are for exams, then the Workload should be on the Meeting Pattern the class section actually meets (normally the first meeting pattern). If a class section has multiple instructors teaching then the Load Factor for each instructor should reflect the percent of instruction. The sum of the instructors Load Factor must equal 100%. Instructors for IND study class sections should always have 100% Load Factor for each instructor listed who is teaching for the specified term. When making corrections o the Instructor’s Load Factor, Please use WHOLE NUMBERS (i.e.33, 33, 34 will equal 100%).

Example 1

The same instructor teaches the class section that has multiple meeting patterns which actually meet at different times all semester:

John Doe, 50% Workload, MonWedFri, Start 11:15 End 12:05

John Doe, 50% Workload, Tue Thu, Start 11:15 End 12:05

Example 2

The same instructor teaches the class section that has multiple meeting patterns actually meeting on the first meeting pattern, the additional meeting pattern is for scheduled exams during the semester:

John Doe, 100% Workload, MonWedFri, Start 11:15 End 12:05

John Doe, 0 Workload, Tues, Start 5:00 End 7:00 (exam)

Example 3

Two instructors teach the class section that has multiple meeting patterns which actually meet at different times all semester:

John Doe, 60% Workload, MonWedFri, Start 11:15 End 12:05

Jane Doe, 40% Workload, TueThu, Start 11:15 End 12:05

Example 4

Two instructors teach the class section with only one meeting pattern:

Jane Doe, 50% Workload, MonWedFri, Start 11:15 End 12:05

John Doe, 50% Workload, MonWedFri, Start 11:15 End 12:05

**Guidelines for Correcting Workload Errors - continued**

Instructor Load Factor Number

The Instructor’s Load Factor will be red if it is not 100%. There is only an error if the adjacent Class Section Workload Total is highlighted in red. The red Instr Load Factor is to bring your attention to the individual numbers compiling the Class Section Workload Total.

Questions regarding the actual reports in the Class Sections with Enrollment, Instructor and Workload folder, should be directed to: ir-udew-it@udel.edu.

Questions regarding the Schedule of Classes data, please contact: Melanie Graybeal, Registrar’s Office – graybeal@udel.edu

Questions regarding the Student Registration data, please contact: Mary Mohr, Registrar’s Office – marymohr@udel.edu

Reference Materials for Schedule of Classes (SOC) can be found at the following URL: http://www.udel.edu/registrar/coursemng.html