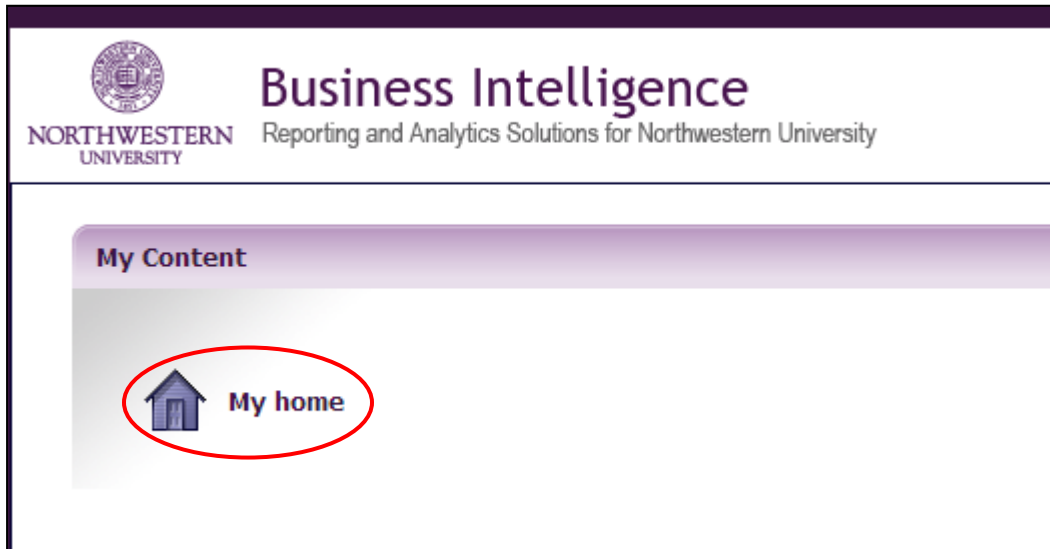


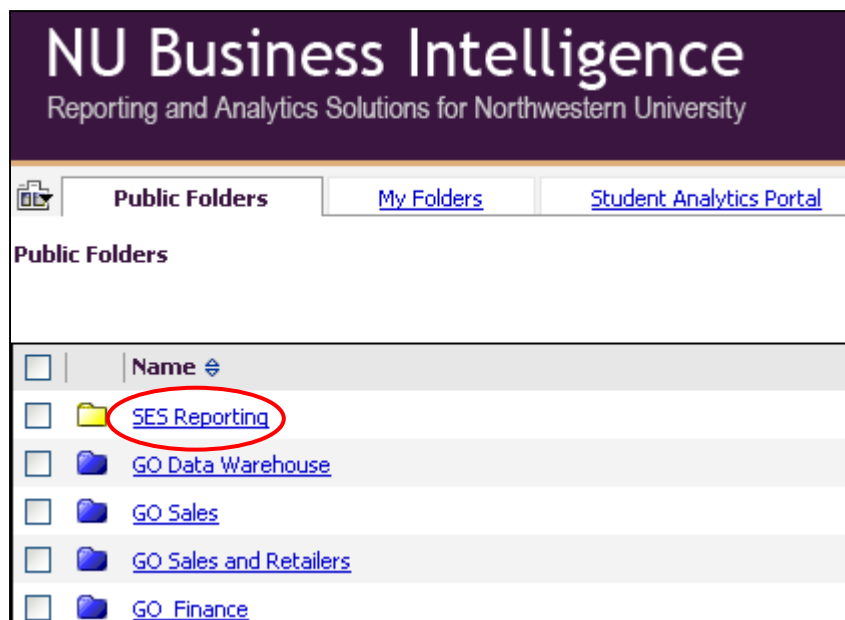
Accessing SES-BI Student Analytics User Reports

To login to SES-BI, navigate to <https://reporting.northwestern.edu> and login with your NetID and password. You will need to use Internet Explorer or Firefox to access the Cognos Reporting environment:

1. Once you've logged in, select "My home" as shown below:



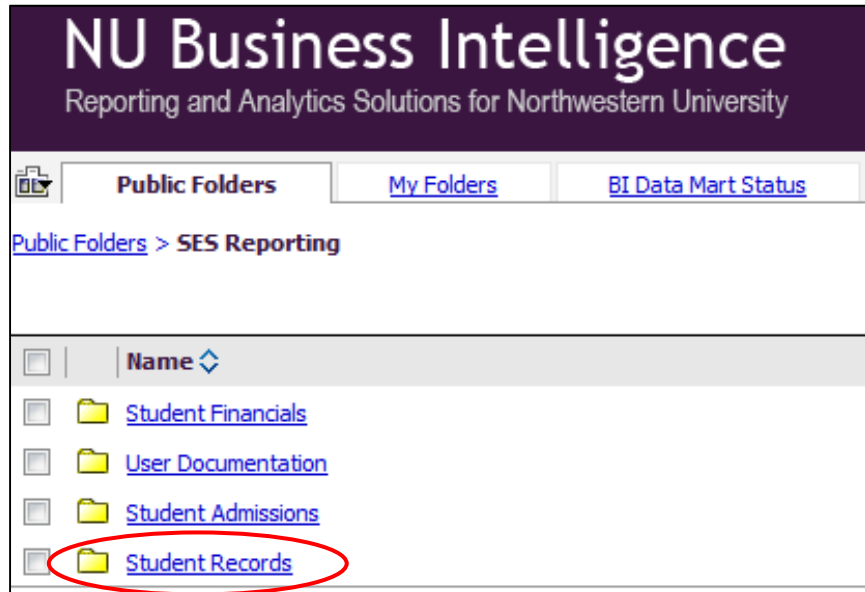
2. Click on the "SES Reporting" folder, as shown below:



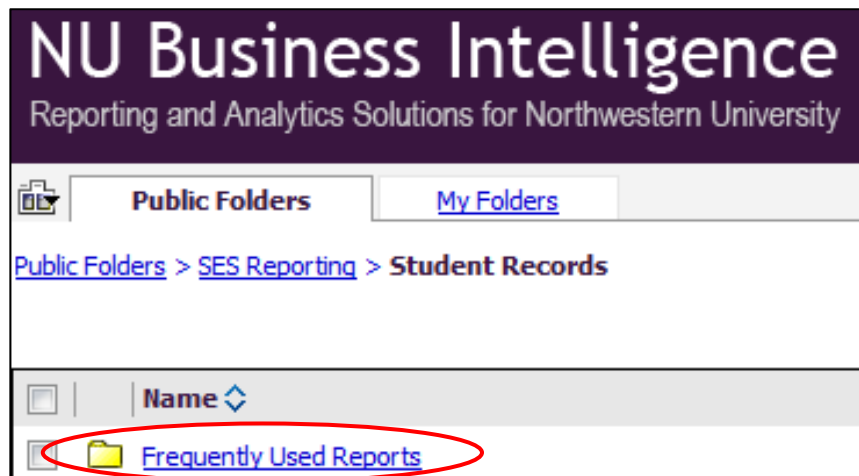
3. The SES reports are distributed among the reporting areas below:

- **Student Financials**
- **Student Admissions**
- **Student Records**

For a full list of reports, including those converted from the Crystal Reports “Main” folder, see here: http://ses.northwestern.edu/documentation/SES-BI_Crystal_Map.pdf



4. The “canned” or “authored” reports are available in the “Frequently Used Reports” folder, shown below:



5. Click on one of the reports, as shown below:



6. Below is the “Class Lists by Department” report, which is just one of the many reports available. Many of the reports have the same or similar parameters (or “prompts”) as the ones that are displayed below.

- **Academic Term:** Select the term value or academic year (2013 Fall, 2010-2011 Academic Year, etc.)
- **Class Section Type:** Lecture, Discussion, Lab, etc.
- **Email Address:** Choose whether or not to display student email address in the report
- **Academic Subject:** Select one or more Academic Subjects (i.e. Departments)
- **Class:** This prompt allows the user to select specific classes/courses sections for this report
- **Class Enrollment Status:** Allows the user to specify the enrolment status (enrolled, dropped, etc.)
- **Include SCS Classes:** Allows the user to decide whether or not the user wants to include SCS classes?

* **Note:** By selecting the “Options” link under the “Keywords” text box, you can choose your search options (starts with, contains, etc.). By default, the search type is set to “Starts with”, which means you can type the whole word or simply the beginning of it. This is true for all of the “search” prompts throughout the various reports.

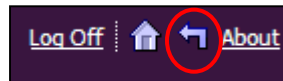
<p>Academic Term Academic Terms are part of an academic year (e.g. Fall, Winter, Spring, and Summer). Different careers may have different Academic Term structures.</p> <p>2013 Fall (4520)</p>	<p>Academic Subject (Department) Search for one or more Subjects. An Academic Subject is a specific area of instruction (e.g. Math A10-0, math is the subject area)</p> <p>Keywords: Type one or more keywords separated by spaces. african Search</p> <p>Options</p> <p>Results: African American Studies (AF_AM_ST) African and Asian Languages (AAL) African Studies (AFST)</p> <p>Choice: African American Studies (AF_AM_ST)</p> <p>Select all Deselect all</p>
<p>Class Section Type Type of Class (e.g. lecture, lab, discussion etc.)</p> <p>Lecture (LEC)</p>	<p>Class Search for one or more classes, by subject and catalog number.</p> <p>Keywords: Type one or more keywords separated by spaces. Search</p> <p>Options</p> <p>Results:</p> <p>Choice:</p> <p>Select all Deselect all</p>
<p>Email Address Choose to display each student's email address .</p> <p>Display email Hide email</p>	
<p>Class Enrollment Status Status of class enrollment for a student (e.g., Enrolled, Dropped, Waitlist)</p> <p>Dropped Enrolled Undefined Unknown Waiting</p> <p>Deselect</p>	
<p>Would you like to include SCS courses/classes?</p> <p>Yes No</p>	

7. See below for report options once the report has been executed successfully:

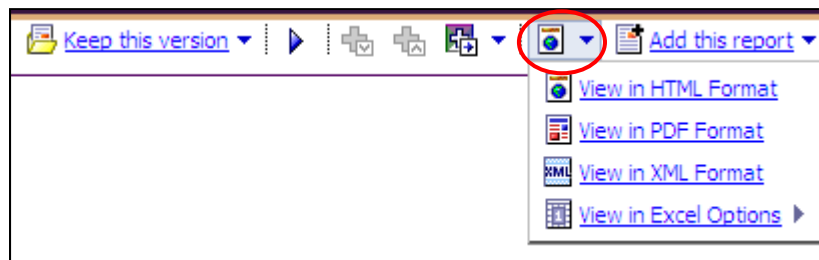
- To run the report again with the same or different parameters, select the button shown below:



- To return to the list of available reports, select the button at the top right of the browser window as shown below:



- To change the output of the report to Excel or PDF, see below:



Note: Running a report to Excel or CSV may be viewed as a pop-up and thus blocked by your web browser. Options include modifying your browser settings to allow pop-ups from this web page or by holding the "CTRL" key while the report is being run.