Graduate Application & Admission Dashboards

Cognos Reports Developed by IT
Using Data Maintained by IRR

Accessing the Dashboards

1. Log in to Cognos.
   - Go to the Cognos login page, [https://cognos.ou.edu/ibmcognos](https://cognos.ou.edu/ibmcognos)
   - Enter your OU Net ID (also known as your 4x4) and password

2. Find the IRR Reports folder.
   - Once logged in, you’ll see a page with two columns: My Content and My Actions. Under the My Content heading, click on IBM Cognos content.
   - Click on the title of the Reports – University of Oklahoma folder.
   - Click on the title of the Production folder.
   - Click on the title of the Institutional Research folder.

3. Click on the name of the report created for your college.
   - Each report has a two character code at the end of the name that identifies the college (e.g., ED for Education or AG for A&GS).
   - Due to the limitations of the Cognos tool in handling large numbers of rows in detail drill-downs, IT had to create a separate report for each college.

4. Once the report loads and the graphs are visible, the dashboard is ready to use.
   - The underlying data are refreshed by IRR on the first working day of each week, so each time you open the report it is automatically updated with the most recent data available. The date of the last data refresh is displayed at the top of the dashboard, just under your college’s name.

If you run into any problems logging into Cognos or the report is blank, you will need to contact IT for help at cognoshelp@ou.edu.

All other questions should be directed to IRR (email irr@ou.edu or call our main number at 5-3681).
Dashboard Navigation

Once you’ve opened the dashboard report, you’ll see has three tabs at the upper left (College, Department, Major), and a drop down menu just beneath (Select Campus). Some additional notes about navigation

- The “Select Campus” menu allows you to see data for all campuses/program areas in which you have degree program offerings. Only choices that apply to your programs will appear (e.g., you won’t see Tulsa listed if you don’t have any Tulsa programs). The choice you make on this menu will be carried to the other two tabs, restricting your drop-down choices to only those relevant to the campus selected.

- Only the graphs will respond to choices made from the drop-down menus on the Department and Major tabs. The cross-tab at the bottom keeps full information at all times.

- Clicking on the blue hyperlinked numbers in the cells of the cross-tab will provide a PDF list (in a new window) of the students that make up that number.

- Keep in mind that the graph shows a three semester trend, but the cross-tab only has data for the semester currently accepting applications.

Data Notes

Where do the data in these dashboards come from?

- The application and admission counts in these reports are based on what has been loaded into Banner, not what is in CollegeNet. CollegeNet is the application used to facilitate the graduate admissions process, but Banner is the official system of record for student data at OU. Until an application is loaded into Banner it is not officially recognized as an application for university reporting.

- In order to provide accurate week-by-week point-in-time trend graphs, it is necessary to use historical data stored by IRR. Variously referred to as “frozen” data or “snapshot” data, it is information that IRR pulls from the Banner system on the first working day of every week (except for the weeks that OU is closed for the winter break) of each year.

- Because we’re using data frozen as of a point in time, if your staff look up an individual student from this report they may find that their status has changed from what you see here. Keep that in mind when using these reports – the main focus of this dashboard is trend information with a weekly update frequency. If you want information with a daily update frequency, you should be using a different data source.

- Keep in mind that this report uses unaltered data coming directly out of the Banner system. If you have questions about activity in a major code or campus or other area that is either unfamiliar to you or that looks incorrect, you should
consult with staff in your college or with Graduate Admissions staff to correct any errors. IRR is not able to make any changes to the data represented – it has to be fixed in Banner, as the system of record.

What do the report weeks mean?

- Because this report is focused on admission information, it is focused on future terms only. The process for capturing data looks at the next semester on a rolling basis based on where we are in the calendar year. For example, in October 2014, the IRR process was pulling application and admission data on Fall 2015 semester. The process rolls to the next future semester once we reach the official reporting date of the current semester (e.g., at the third week of Fall 2014, we switch to pulling data for Fall 2015 because it is no longer possible – for official reporting purposes – to be admitted to the Fall 2014 semester).

- Each snapshot date is assigned a corresponding report week value for each the semesters being captured on that date. On 5/4/15, for example, the data pulled were for report week 36 for Fall 2015.

Why do both graphs say “APP_COUNT” – shouldn’t the graph of admits be ADM_COUNT, or should all of them say “Headcount”?

- Because it is possible for a student to have more than one active application per semester, the counts being graphed are counts of unique applications, not unduplicated headcounts.

What do the year codes on the graph legend mean?

- In Banner, the coding for academic period (i.e., semester or term) is set up with the first four characters indicating the academic year, and the remaining two characters indicating which semester within that year. For example, Fall 2013 is coded in Banner as 201310.

Is “Decision Made” another way to say “Denied”?

- Yes

Why would the graph ever show a decrease in either applications or admissions?

- This is usually due to a change in the semester of application. If a prospective student decides to change their application from Fall entry to Spring entry, the Fall application is dropped and a Spring application created.