

# Cognos Reports

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## User Guide for Running IPEDS HR Reports

*Version 10*

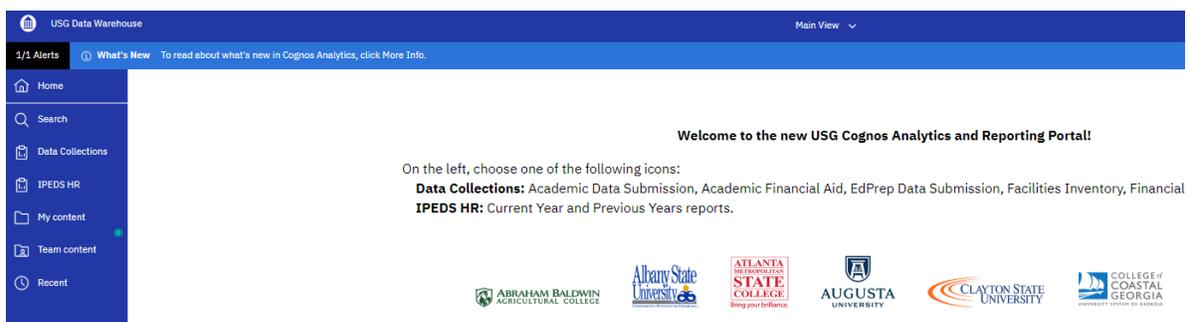
*October 2024*

# Cognos Log in Procedure

1. Click on or copy and paste this link into your browser:  
<https://analytics.ds.usg.edu/bi/>



2. The Cognos login screen will be displayed.
3. Enter your **User ID** and **Password**.  
*Note: If you do not have a Cognos User ID and Password, please ask the HR POC at your institution to contact the Help Desk ([helpdesk@usg.edu](mailto:helpdesk@usg.edu)) to request them for you. Details on HRDM security roles can be found [here](#).*
4. Once logged in, Cognos 11 will display the **main page, with a navigation pane on the left**.



# Running Cognos Reports

1. Select your institution from the drop-down menu. Next, select the IPEDS HR Part you're needing, for example, "A1 - FT Instructional Rank and Tenure – Tenured"

The screenshot shows the IPEDS HR Survey Reports interface. The main navigation bar includes '1/1 Alerts', 'What's New', and 'IPEDS HR Survey Reports'. Below the navigation bar, there are tabs for 'IPEDS HR Surveys for Current Year' and 'IPEDS HR Surveys for Previous Years'. The main content area is titled 'IPEDS HR Survey Reports for:' and includes a search bar and a dropdown menu for 'Institution' set to '(All)'. The interface is divided into several sections:

- Staff DG FT 15 or more:** This section contains a list of report links. The link 'A1 - FT Instructional, Rank and Tenure - Tenured' is highlighted with a yellow circle. Other links include 'A1 - FT Instructional Rank and Tenure - On Tenure Track', 'A1 - FT Instructional Rank and Tenure - Multi-Year Contract', 'A1 - FT Instructional Rank and Tenure - Annual Contract', 'A1 - FT Instructional Rank and Tenure - Less Than Annual Contract', 'A1 - FT Instructional Rank and Tenure - Indefinite duration contract', 'A1 - FT Instructional Without Faculty Status', 'A2 - FT Instructional, Function', and 'A3 - FT Instructional Totals'.
- Salaries:** This section contains links for 'G1 - Salaries Worksheet', 'G2 - Salary Outlays, Instructional Staff', 'G3 - Calculated by IPEDS', and 'G4 - Salary Outlays, Non-Instructional Staff'.
- Staff DG PT 15 or more:** This section contains links for 'PT by primary function', 'D - PT Staff, Occupation - 1', 'D - PT Staff, Occupation - 2', 'D - PT Staff, Occupation - 3', 'D - PT Staff, Occupation - 4', 'D - Graduate Assistants', 'E - PT Staff, Occupation and Tenure - 1', and 'E - PT Staff, Medical School Status - 2'.
- PT Summary:** This section contains links for 'F - PT summary Non-medical school staff' and 'F - PT summary Medical school staff'.
- Staff DG New Hires:** This section contains links for 'H - New Hires Instructional, Tenure', 'H - New Hires, Occupation - 1', 'H - New Hires, Occupation - 2', and 'H - New Hires, Occupation - 3'.

On the right side of the interface, there is a 'Detail files' section with links for 'HR Detail' and 'IPEDS HR Detail'. Below this, there are statistics: 'Requires Review: 71' and 'Gender Unknown: 338'. A note below the statistics reads: '\*Review Parts B, D, E, G and H'.

2. The following screen will appear in a new browser tab. Note: all possible data cells appear in the report, even if the value is zero. Cells containing data will be highlighted in green.

## IPEDS HR

### Abraham Baldwin Agricultural College

#### Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured

Number of Full-time Instructional Staff With Faculty Status Tenured

Men

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professor	Assistant professors	Instructors	Lecturers		
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	2	0	0	0	0	0	2
Black or African American	4	1	0	0	0	0	5

# Drill Down to Report Details

Reports may be drilled down to display the details that make up a specific number.

1. For example: to display the details of the **4** Black or African American Female Professors on the report shown, click on the **4** link.

**IPEDS HR**

**Abraham Baldwin Agricultural College**

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured**  
 Number of Full-time Instructional Staff With Faculty Status Tenured

**Men**

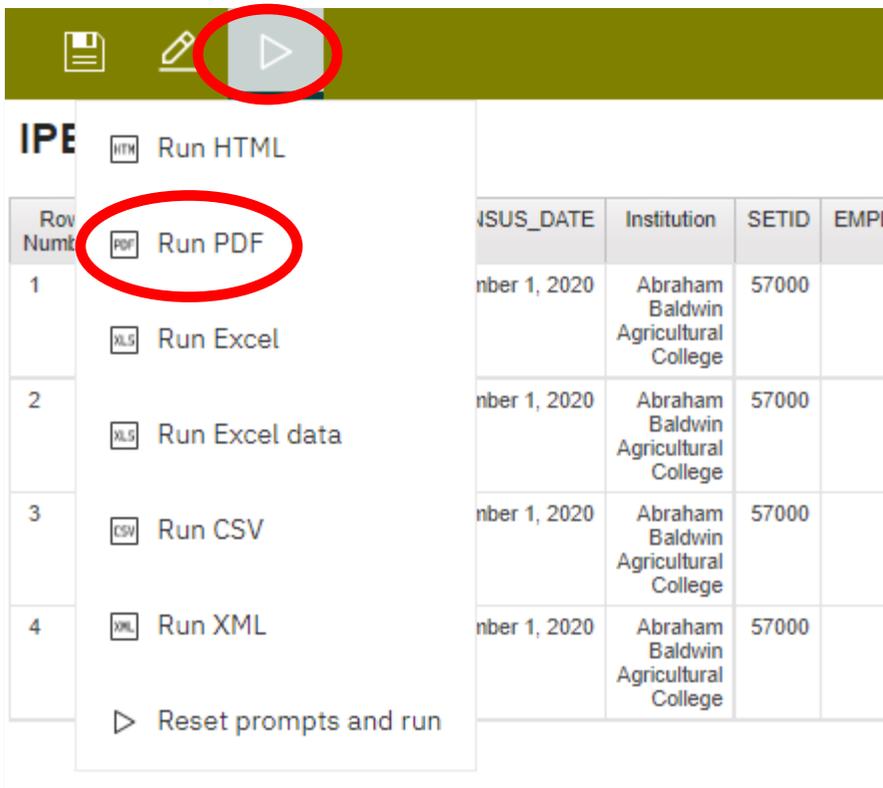
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professor	Assistant professors	Instructors	Lecturers		
Nonresident alien	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
Hispanic/Latino	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
American Indian or Alaska Native	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>
Asian	<a href="#">2</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">2</a>
Black or African American	<a href="#">4</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">5</a>

2. A new browser tab will open that shows the details for the 4 faculty members.

**IPEDS HR Detail**

Row Number	Last_HRDM_Load_Date	FALL_CENSUS_DATE	Institution	SETID
1	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
2	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
3	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000
4	January 5, 2018	November 1, 2020	Abraham Baldwin Agricultural College	57000

- The detailed report may be exported in HTML, PDF, XML or Excel. Click the triangle at the top of the screen and select your desired format, for example, pdf.



- The desired format will populate in the browser window. To download and save the report, select the download icon in the top right of the screen.

