

Tip sheet for Creating a Goals Report by class from Cognos Favorites

Login to Cognos using your Program's ID (only 1 per agency) and password:

The screenshot shows the SMARTT Cognos interface. At the top left, the SMARTT logo is circled in red. Below it is a 'Log Off' button. The navigation bar includes 'Homepage', 'OWL Reports', 'Favorite Reports', 'Custom Views', and 'My Folders'. The 'Favorite Reports' tab is highlighted with a red circle, and a red arrow points from this circle to the 'Favorite Reports' tab in the second screenshot. The main content area is titled 'DOE Homepage' and 'DATA ANALYSIS'. It features three sections: 'Cubes', 'STANDARDIZED REPORTS', and 'FEDERAL REPORTS'. Each section contains a list of reports with 'Actions' columns. The 'Cubes' section lists 'Attendance', 'Goals', 'Student By Site', and 'Volunteers'. The 'STANDARDIZED REPORTS' section lists 'Desk Review', 'Massachusetts Legislative Reports', 'Non Rates Based Class Reports', 'Performance Reports', 'Performance Standards Reports', 'Specialty Areas', 'SSN Confidentiality Release Report', 'UDF Reports', and 'Waitlist Reports'. The 'FEDERAL REPORTS' section lists 'Archived Federal Reports', 'Federal Reports - FY2006', 'Federal Reports - FY2007', 'Federal Reports - FY2008', 'Federal Reports - FY2009', and 'State Level Reports'.

When you reach this page click the Favorites Tab at the top of the page.

This screenshot shows a close-up of the SMARTT Cognos navigation bar. The SMARTT logo is at the top left, followed by a 'Log Off' button. The navigation bar contains five tabs: 'Homepage', 'OWL Reports', 'Favorite Reports', 'Custom Views', and 'My Folders'. The 'Favorite Reports' tab is circled in red, and a red arrow points from this circle to the 'Favorite Reports' tab in the first screenshot.

DOE Homepage

DATA ANALYSIS

Click on the Green arrow after Workshops:

The screenshot shows a navigation bar with tabs: [Homepage](#), [OWL Reports](#), **[Favorite Reports](#)**, [Custom Views](#), and [My Folders](#). Below the navigation bar is a breadcrumb trail: [Cognos](#) > [Public Folders](#) > [Homepage](#) > [Favorite Reports](#) with a green arrow icon. A table below lists items with a 'Name' header. The 'Workshops' folder is circled in red and has a green arrow icon next to it. Below it is a report titled 'Performance Standards Summary Report : All Years by Standard and SDA'.

And on the Goals Folder that opens after that: (Since there is no green arrow, clicking on the word Goals is fine)

The screenshot shows a list of folders and reports. The 'Goals' folder is circled in red. The list includes: [ACLS](#), [Attendance](#), [Demographics](#), [Goals](#), and [Copy of Avq Goals Set/Met Summary 07 - generic](#).

Click on the Fiscal Year Folder that you are interested in finding the Goals per Class for:

The screenshot shows the breadcrumb trail: [Public Folders](#) > [Homepage](#) > [Favorite Reports](#) > [Workshops](#) > [Goals](#). Below is a list of folders and reports. The 'FY10' folder is circled in red. The list includes: [FY08](#), [FY09](#), [FY10](#), [Avq ABC Goals Set/Met Summary - generic Agency, generic FY](#), [Goals - Core ABE](#), [Goals - Transitions](#), [Goals-Corrections 1999-2009](#), and [LW Goals summary](#).

The Report is called, "FY10 Goals Set/Met Details w suppression on rows ...

[Public Folders](#) > [Homepage](#) > [Favorite Reports](#) > [Workshops](#) > [Goals](#) > **FY10**

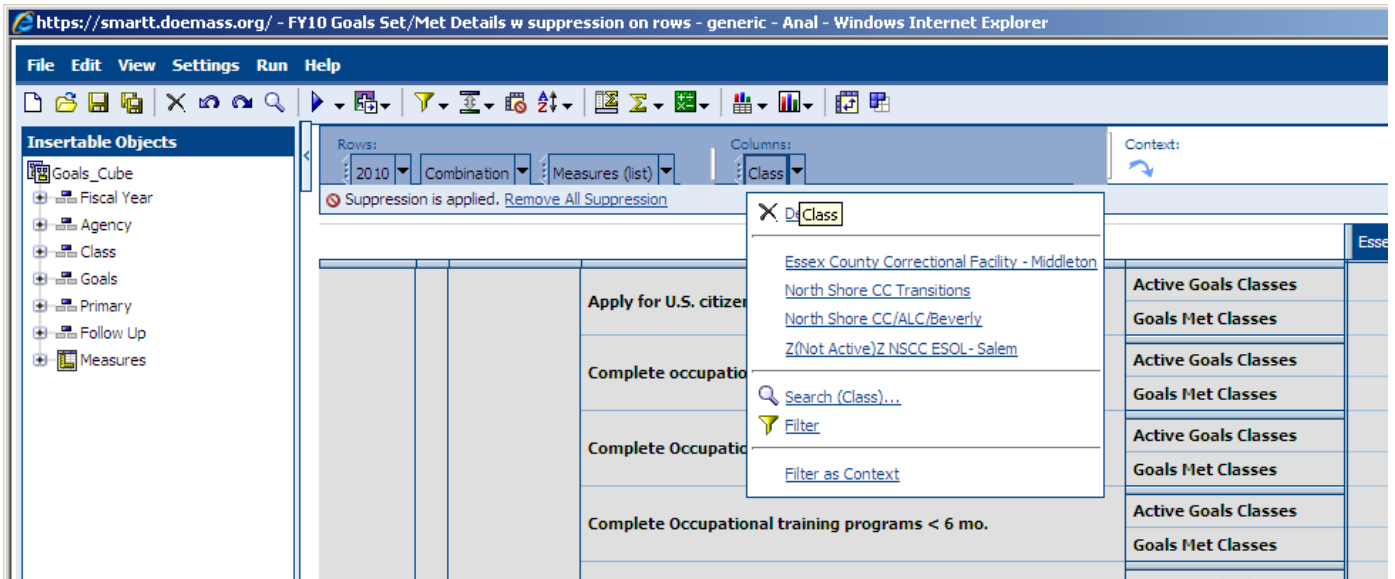
<input type="checkbox"/>	Name
<input type="checkbox"/>	FY10 Goals Set&Met by Class (first select agency)
<input type="checkbox"/>	FY10 Goals Set/Met Details - all Goals - generic
<input type="checkbox"/>	FY10 Goals Set/Met Details w suppression on rows - generic
<input type="checkbox"/>	FY10 Obtain GED Set/Met Details - generic agency

Now we need to make the report look the way we need it to look.

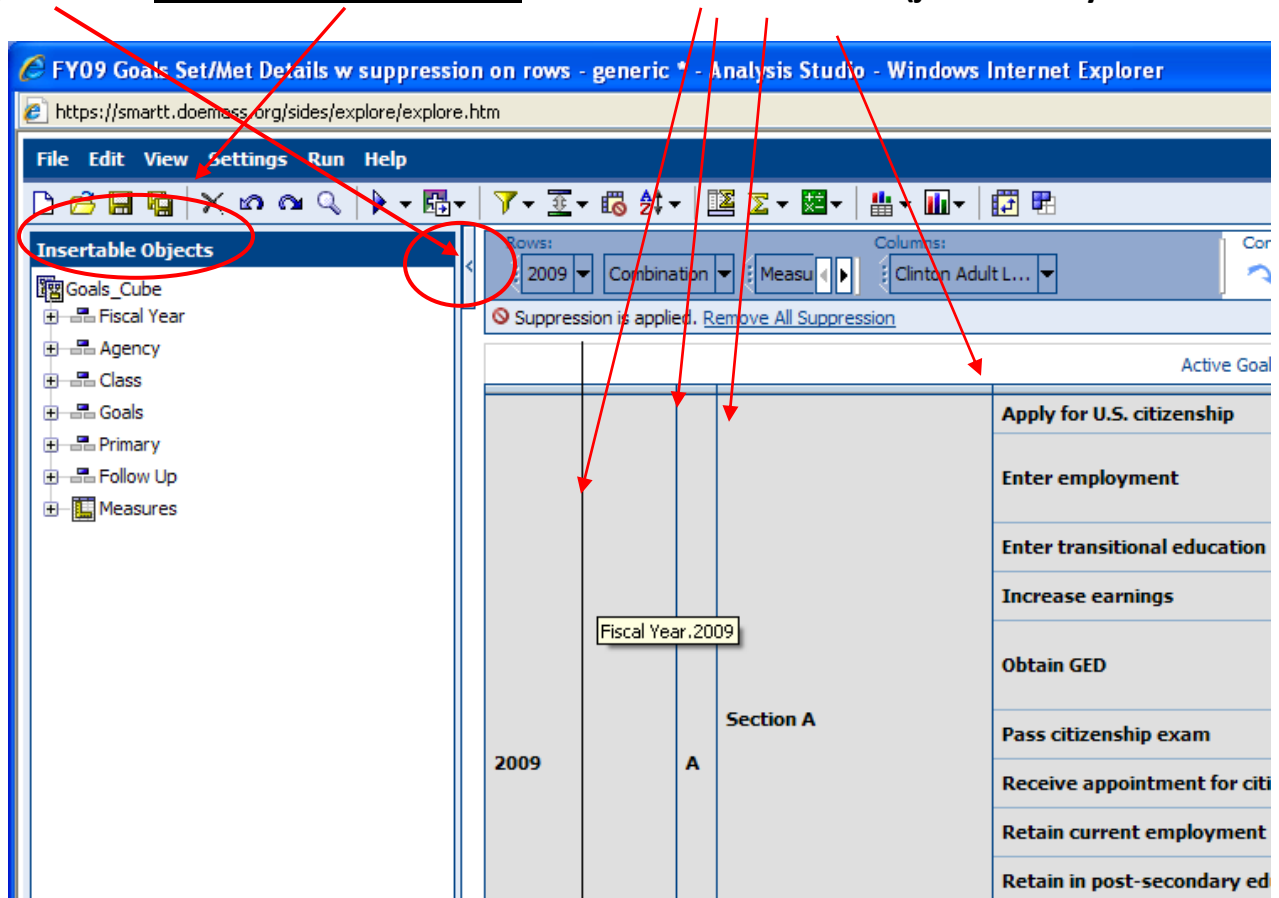
First, select your Program from the Class drop down list:

The screenshot shows the SMARTT web application interface. The browser address bar displays the URL: <https://smartt.doemass.org/> - FY10 Goals Set/Met Details w suppression on rows - generic - Anal - Windows Internet Explorer. The application has a menu bar with File, Edit, View, Settings, Run, and Help. Below the menu bar is a toolbar with various icons. The main interface includes an "Insertable Objects" sidebar on the left with a tree view containing: Goals_Cube, Fiscal Year, Agency, Class, Goals, Primary, Follow Up, and Measures. The main content area has a "Rows:" section with dropdowns for "2010", "Combination", and "Measures (list)". The "Columns:" section has a dropdown menu currently set to "Class", which is circled in red. Below the "Columns:" dropdown is a "Context:" button. A message below the configuration area reads: "Suppression is applied. Remove All Suppression". Below this is a section titled "Active Goals Classes" containing a table with three rows of goal descriptions and their corresponding "Active Goals" and "Goals Met Cl" status.

Active Goals	Goals Met Cl
Apply for U.S. citizenship	Active Goals
Complete occupational training > 12 mo.	Goals Met Cl
Complete Occupational training programs 6 - 12 mo.	Active Goals
	Goals Met Cl



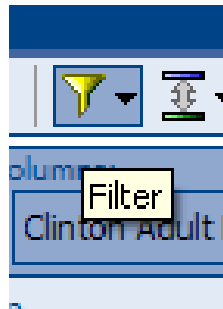
Then, Hide the Insertable Objects panel and resize the columns (just like any other table)



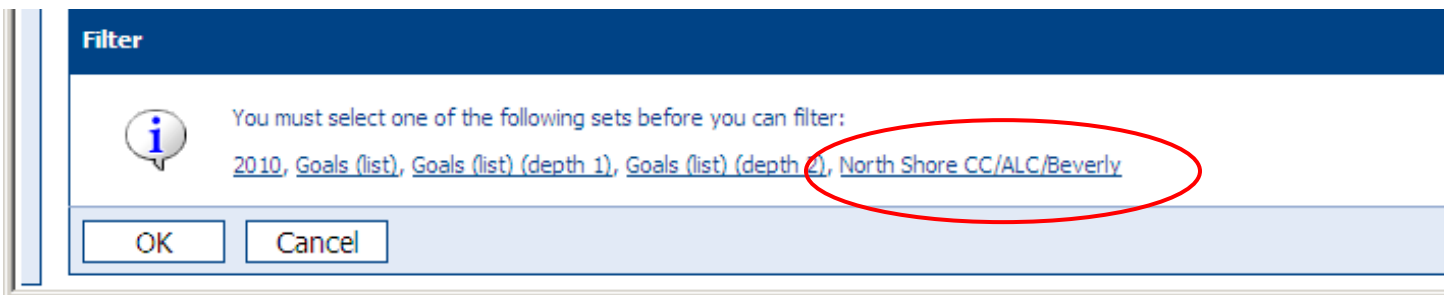
You may notice that classes appear for all years. To get just FY10 classes, you'll need to filter or suppress the zeros

Active Goals Classes		101	101	101	101	101	101
Apply for U.S. citizenship	Active Goals Classes	0	0	0	0	0	0
Enter employment	Active Goals Classes	0	0	0	0	0	1

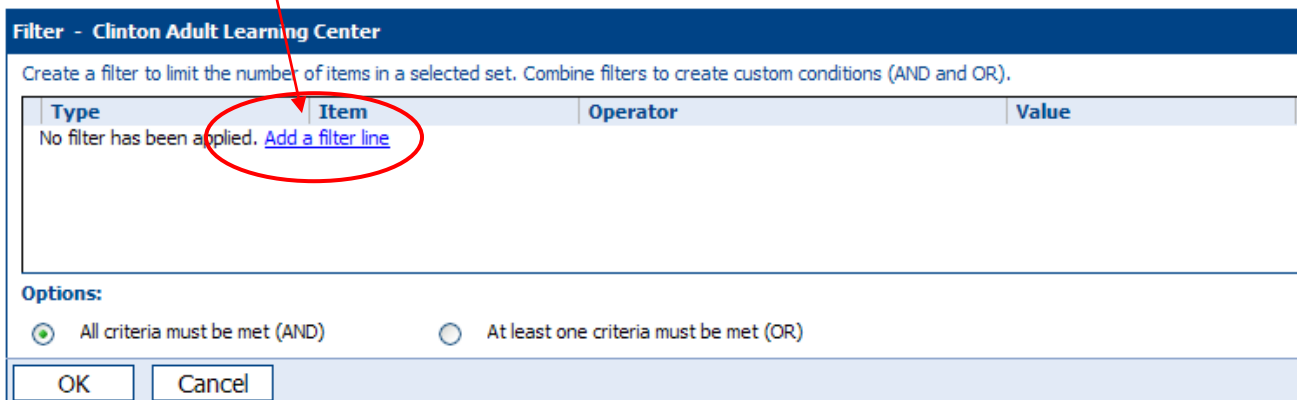
Choose the filter [funnel] from the tool bar menu at the top.



You now need to choose what to filter.



Click on, Add a filter line



Accept the default [active goals classes] and put a 0 into the Value Column. Click OK

Filter - Clinton Adult Learning Center

Create a filter to limit the number of items in a selected set. Combine filters to create custom conditions (AND and OR).

Type	Item	Operator	Value
[Active Goals Classes]	Default (Active Goals Classes)	> (greater than)	0

Options:

All criteria must be met (AND) At least one criteria must be met (OR)

OK **Cancel**

You will now get only the classes that are active for FY10, with the goals for those classes

https://smartt.doemass.org/ - FY10 Goals Set/Met Details w suppression on rows - generic * - An - Windows Internet Explorer

File Edit View Settings Run Help

2010 | Combination | Measures (list) | North Shore CC/...

Filters are applied. See the Properties pane for more details. Suppression is applied. Remove All Suppression

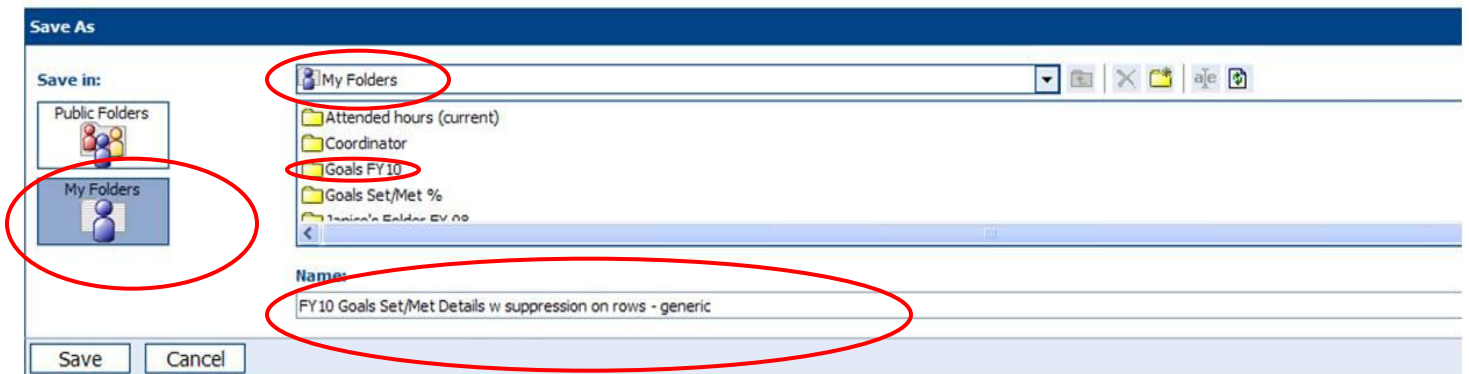
Active Goals Classes

		101	102	201	301	N401	N402		
2010	Section A	Apply for U.S. citizenship	Active Goals Classes	2	2	2	2	0	0
		Goals Met Classes	0	0	0	1	0	0	
	Enter employment	Active Goals Classes	5	5	11	7	4	2	
		Goals Met Classes	0	0	0	1	0	1	
	Enter occupational training program > 12 mo.	Active Goals Classes	0	0	2	3	3	1	
		Goals Met Classes	0	0	0	0	1	0	
	Enter Occupational training programs 6 - 12 mo.	Active Goals Classes	0	0	1	0	0	1	
		Goals Met Classes	0	0	1	0	0	0	
	Enter Occupational training programs < 6 mo.	Active Goals Classes	0	0	1	0	0	0	
		Goals Met Classes	0	0	1	0	0	0	
	Enter post-secondary education	Active Goals Classes	1	1	6	6	5	4	
		Goals Met Classes	0	0	1	0	1	0	
	Enter transitional education	Active Goals Classes	0	0	1	0	1	0	
		Goals Met Classes	0	0	0	0	0	0	
	Increase earnings	Active Goals Classes	4	4	1	1	0	1	
		Goals Met Classes	0	0	0	0	0	0	
	Obtain GED	Active Goals Classes	8	8	23	29	12	10	
		Goals Met Classes	0	0	0	6	5	4	
	Pass citizenship exam	Active Goals Classes	0	0	1	0	0	0	
		Goals Met Classes	0	0	0	1	0	0	
Read, write, do mathematical problem-solving and/or help child with homework (30 minutes/wk or 2x/week for 4 consecutive months)	Active Goals Classes	0	0	1	0	1	0		
	Goals Met Classes	0	0	0	1	0	0		
Receive appointment for citizenship interview	Active Goals Classes	4	4	0	6	0	3		
	Goals Met Classes	0	0	0	1	0	1		
Retain current employment	Active Goals Classes	0	0	0	1	0	1		
	Goals Met Classes	0	0	0	0	1	0		
Retain new employment	Active Goals Classes	0	0	0	1	0	1		
	Goals Met Classes	0	0	0	0	1	0		
Retain occupational training > 12 mo.	Active Goals Classes	0	0	0	0	1	0		
	Goals Met Classes	0	0	0	0	0	0		
Section A	Active Goals Classes	24	24	52	56	27	23		
	Goals Met Classes	0	0	0	10	6	6		
A	Active Goals Classes	24	24	52	56	27	23		
	Goals Met Classes	0	0	0	10	6	6		
B Section B	Get a drivers license	Active Goals Classes	0	0	1	2	1	1	
	Goals Met Classes	0	0	1	0	0	0		

FY10 Goals Set/Met Details w suppression on rows - generic - Goals Cube

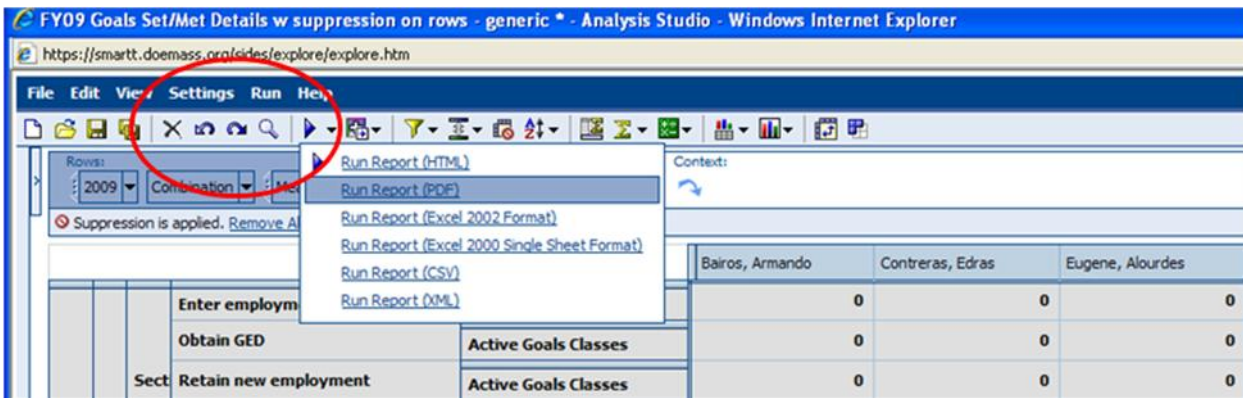
At this point, you can save the report you created to your “My Folders”. Saving the report now lets you rerun the report again quickly without doing all the steps above. Choose the Save As Icon from the top menu; make sure you click on the My Folders icon that will appear in the resulting new window; pick a folder or create a new one to put the report in; choose a meaningful name for the report; and then Click Save.

Active Goals Classes				101	102	201	301	N401	N402	N403	N404	N405	N407	Subtotal	
2010	A	Section A	Apply for U.S. citizenship	Active Goals Classes	2	2	2	2	0	0	0	0	0	8	
			Goals Met Classes	0	0	0	1	0	0	0	0	0	0	1	
			Enter employment	Active Goals Classes	5	5	11	7	4	2	7	6	5	2	54
				Goals Met Classes	0	0	0	1	0	1	0	0	0	0	0
			Enter occupational training program	Active Goals Classes	0	0	2	3	3	1	1	2	2	2	16
				Goals Met Classes	0	0	0	0	1	0	0	0	0	0	0
			Enter Occupational training program	Active Goals Classes	0	0	1	0	0	1	0	1	1	0	4
				Goals Met Classes	0	0	0	0	0	0	0	0	0	0	0
			Enter post-secondary education	Active Goals Classes	1	1	6	6	5	4	6	7	4	0	40
				Goals Met Classes	0	0	0	0	1	0	0	0	0	0	0
			Enter transitional education	Active Goals Classes	0	0	1	0	1	0	0	0	0	0	2
				Goals Met Classes	0	0	0	0	0	0	0	0	0	0	0
			Increase earnings	Active Goals Classes	4	4	1	1	0	1	7	5	3	1	27
				Goals Met Classes	0	0	0	6	5	4	7	7	4	3	3
			Obtain GED	Active Goals Classes	8	8	23	29	12	10	15	18	16	5	144
				Goals Met Classes	0	0	0	6	5	4	7	7	4	3	3
			Pass citizenship exam	Active Goals Classes	0	0	1	0	0	0	0	0	0	0	1
				Goals Met Classes	0	0	0	1	0	0	0	0	0	0	0
			Read, write, do mathematical problems	Active Goals Classes	0	0	1	0	1	0	0	0	0	0	2
				Goals Met Classes	0	0	0	1	0	0	0	0	0	0	0
			Receive appointment for citizenship	Active Goals Classes	0	0	2	1	0	0	0	0	0	0	3
				Goals Met Classes	0	0	0	1	0	0	0	0	0	0	0
			Retain current employment	Active Goals Classes	4	4	0	6	0	3	1	3	3	0	24
				Goals Met Classes	0	0	0	1	0	1	1	2	2	0	0



You can now choose a particular class by clicking on it, to bring up the list of student in the class with the goals they’ve set and met.

You can also adjust columns to view or run the report as a PDF file, which automatically adjusts it to fit to a page.



This is the resulting report

Goals Cube

Rows are suppressed based on zeros and empty cells for 101

																	101			
Student's names appear here																				
2010	A	Section A	Apply for U.S. citizenship	Active Goals Classes	0	0	1	0	0	0	0	0	0	0	1	0	0	0	2	
			Enter employment	Active Goals Classes	0	0	0	0	1	0	0	1	1	0	1	1	0	0	0	5
			Enter post-secondary education	Active Goals Classes	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
			Increase earnings	Active Goals Classes	0	0	0	1	1	0	0	0	0	0	0	0	1	0	1	4
			Obtain GED	Active Goals Classes	0	1	0	0	1	1	0	1	0	0	1	1	0	1	1	8
			Retain current employment	Active Goals Classes	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	4
			Section A	Active Goals Classes	1	2	1	2	3	2	1	2	1	0	2	3	1	1	2	24
		Goals Met Classes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
		Active Goals Classes	1	2	1	2	3	2	1	2	1	0	2	3	1	1	2	24		
		Goals Met Classes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	B	Section B	Get and Use library card	Active Goals Classes	0	0	0	1	0	1	0	1	1	1	1	1	1	1	10	
				Goals Met Classes	0	0	0	1	0	1	0	1	0	1	1	1	1	1	1	9
			Get industry related certificate or license	Active Goals Classes	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
				Goals Met Classes	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Learn about or use community organizations or resources			Active Goals Classes	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	14	
			Goals Met Classes	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	14	
Obtain more satisfying/ appropriate employment			Active Goals Classes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Participate in community activities	Active Goals Classes	1	0	1	1	1	1	1	1	0	1	1	1	1	1	1	1	13		
	Goals Met Classes	1	0	1	1	1	1	1	1	0	0	0	1	1	1	1	1	11		