

How To Check Who Has Set the Obtain GED Goal This Fiscal Year

This Cognos report was created to allow programs to see a list of all students who have set and/or met the Obtain GED goal within a specific fiscal year.

1. Go to Cognos and login with your agency's logon (ask your director if you don't know, if they don't know ask your SABES Tech. You won't see names without it.).

2. From the Home Page go to the Favorites Reports Tab

[[Cognos](#) > [Public Folders](#) > [Homepage](#) > [Favorite Reports](#)]



3. Click on the folder marked Workshops

[[Cognos](#) > [Public Folders](#) > [Homepage](#) > [Favorite Reports](#) > [Workshops](#)]

4. Click on Goals

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

5. Click on the appropriate FY (right now it just exists in FY10)

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

6. Click on the report entitled:

FY10 Obtain GED Set/Met Details - generic agency

7. Wait for the report to load.

8. Scroll through the agency list and click on yours. (Note: A filter has been applied which will only show rows if there has been one or more student who has set the Obtain GED goal for this FY. In other words, if you don't see your agency listed, it means no students have their GED goal set.)

9. You may have multiple projects and/or sites within your agency, keep clicking on the relevant project and site as you 'drill down' to a list of student names. (Note: A filter has been applied so that only students who have set the goal will show up.)