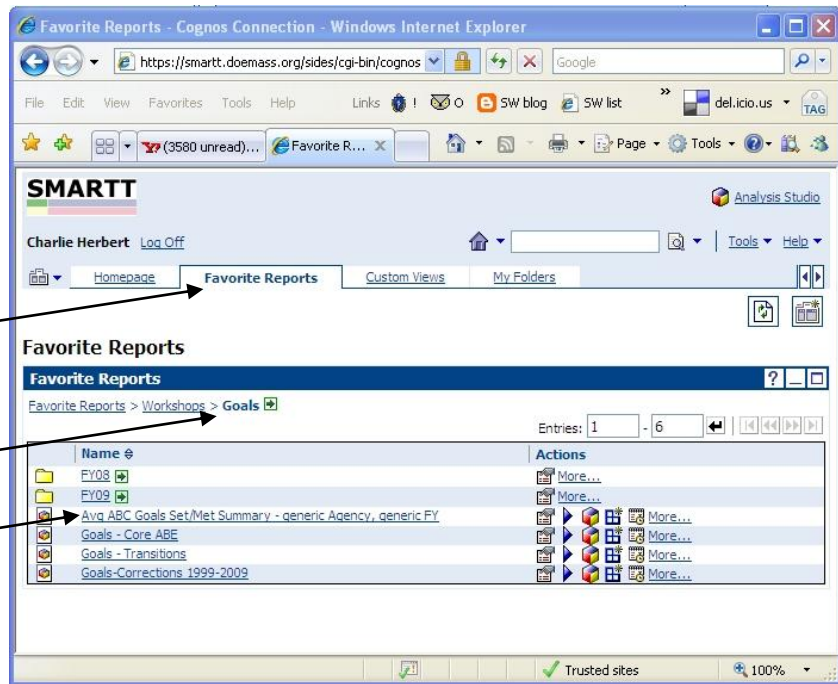


# How To Get a Snapshot of your Goals Performance in Cognos: Or, How to Customize Avg ABC Goals Set/Met Summary - generic Agency, generic FY

**1.. Select the Report -**  
 - From the Favorite Reports tab in Cognos Connection, in the Workshops/Goals folder, click on the Avg ABC Goals Set/Met Summary - generic Agency, generic FY.



Sometimes it helps to hold the Ctrl key down while this is loading – it can load faster (cuts through pop-up blockers). Below is the screen that comes up.

Agency	Goals	Measures	Fiscal Year
1199 SEIU Training and Upgrading Fund	A		0.67
	B		0.30
	C		1.15
	<b>Total</b>		<b>2.11</b>
Action For Boston Community Development	A		1.56
	B		0.48
	C		0.55
	<b>Total</b>		<b>2.59</b>
American Training Inc LARE	A		1.11
	B		0.00
	C		0.02
	<b>Total</b>		<b>1.13</b>
Asian American Civic Association	A		2.69
	B		0.64
	C		0.86
	<b>Total</b>		<b>4.19</b>
Assabet Regional Technical School	A		2.26
	B		0.11
	C		0.73

## 2. Pick an Agency -- There are four ways to do this. Choose your chicken:



i. Use the **Scroll bar** on the right to scroll down to your agency.

Agency	Active Goals	Avg Active Goals	Avg Goals Met
Concilio Hispano de Cambridge	C	0.82	
	<b>Total</b>	<b>2.60</b>	
Construct Inc.	A	2.61	
	B	0.18	
	C	0.28	
<b>Total</b>	<b>3.07</b>		
Continuing Education Institute	A	1.40	
	B	0.03	
	C	0.56	
<b>Total</b>	<b>1.99</b>		
Corporation for Public Management	A	2.00	
	B	0.18	
	C	0.66	
<b>Total</b>	<b>2.85</b>		
Creative Workplace Learning	A	3.63	
	B	1.59	
	C	1.19	
<b>Total</b>	<b>6.41</b>		
Crittenton Womens Union	A	1.81	
	B	0.16	

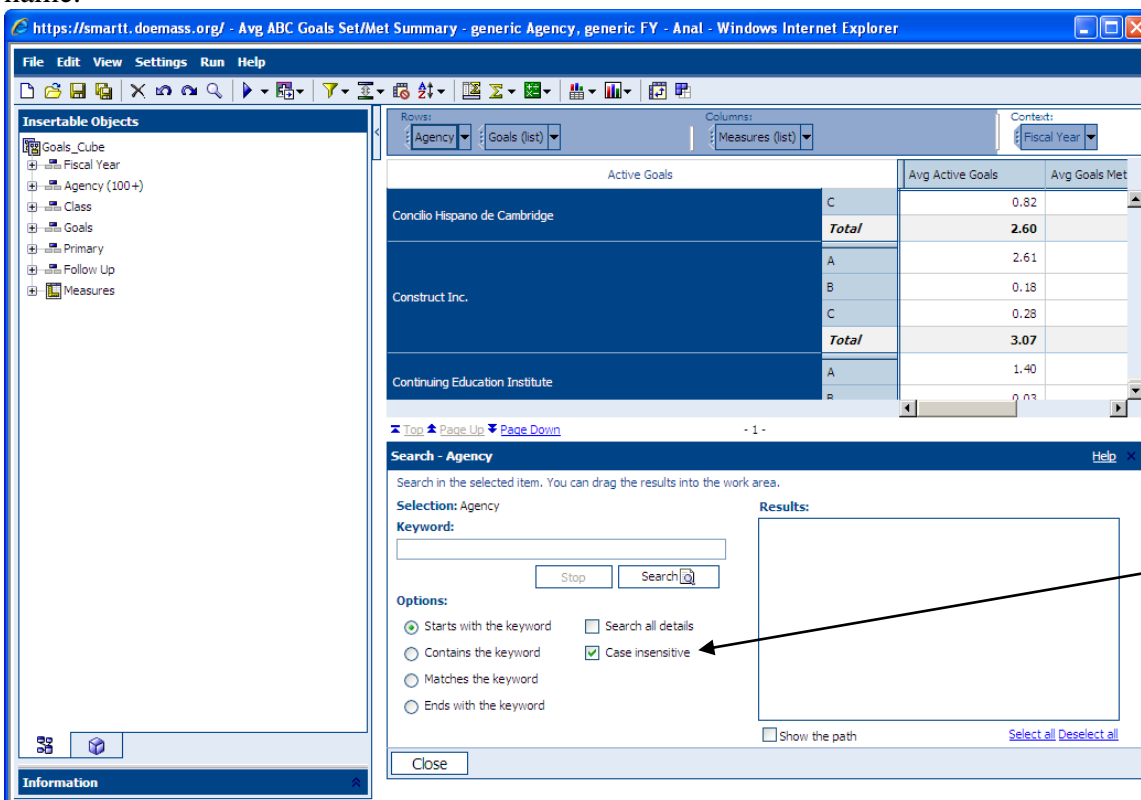
If the agency you are looking for starts with a letter later in the alphabet, you'll have to click 'Page Down' until you get there.

ii. **Select the agency from the left Insertable Objects list** shown in the picture below. Click, drag and drop it into the Agency Box in the Rows section

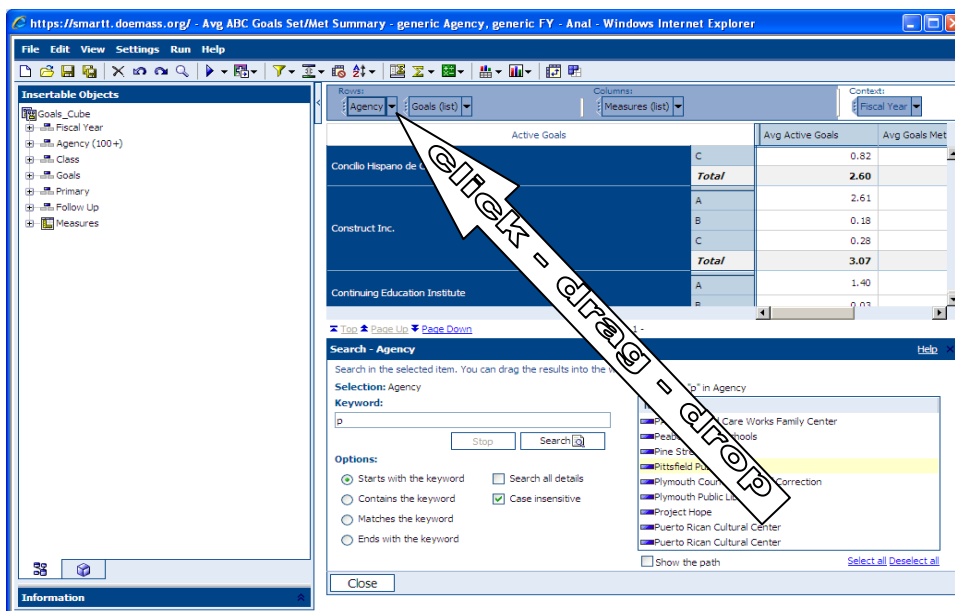
Click on the Agency in the Insertable Objects list. Drag and drop it to the Agency box.

iii. **Select your agency from the Drop Down List.** Scroll down and click on your agency to insert it. If your agency starts with a letter later in the alphabet, try using the Search feature. (See Below).

iv. **Use the Search feature.** Click on “Search,” which can be found by clicking on the Agency drop down arrow and scrolling to the bottom of that menu (See immediately above). A window will show up like the one in the lower right in the picture below. Check the “Case insensitive” box and type in the first one or two letters of the Agency name.



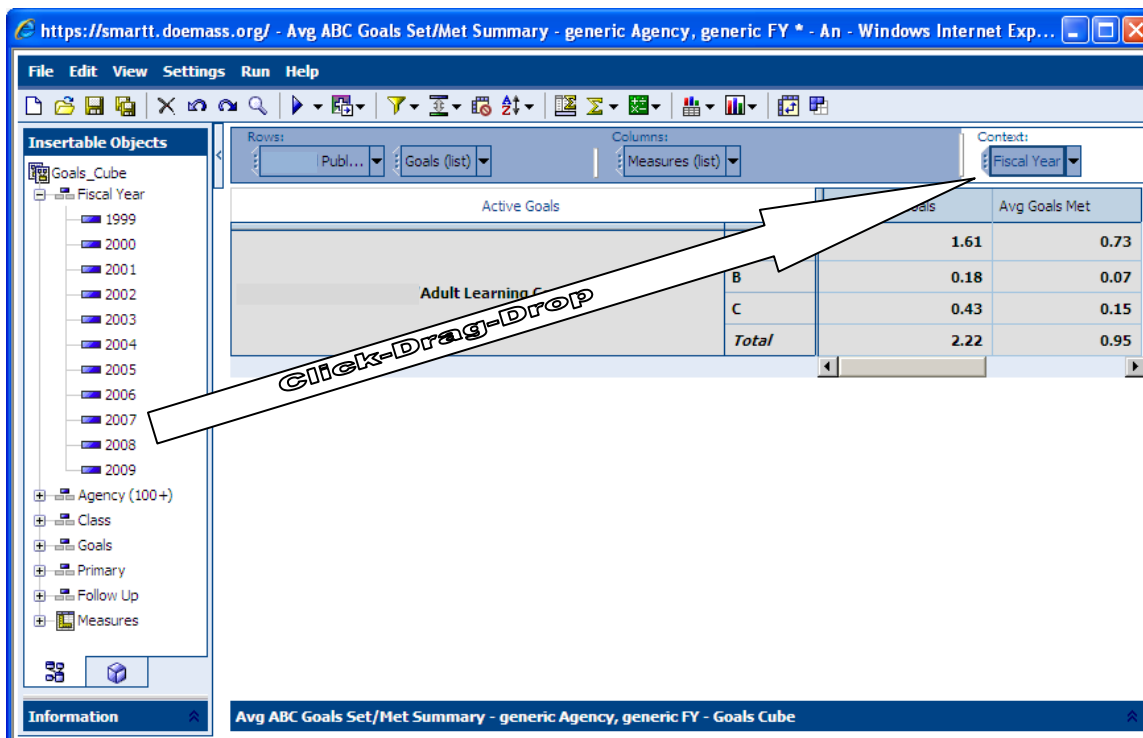
In the results pane, click, drag and drop the agency name to the Agency box in the Rows section as described in the second option above. Then close the search pane.



To close the Search pane, click on this black “x”.

**3. Isolate the Project within your Agency.** Most likely, you'll have more than one project showing for your agency. Click on the one you want to select. Alternatively, you could right click and select "keep."

**4. Choose the Fiscal Year** you'd like to look at. Do this by clicking-dragging-dropping the year from the 'Insertable Objects' on the left. This is similar to Step 2, option 2 above.



**5. Behold!** – “Avg Active Goals” = Avg Set. Consult the Definition of the Goals Performance Standard to see how your ratio of A/B to C compares. You can find the definitions here: <http://www.doe.mass.edu/acsl/pawg/>

Active Goals	Avg Active Goals	Avg Goals Met
Public Schools/Adult Learning Center	A	0.21
	B	0.43
	C	0.39
	<b>Total</b>	<b>1.04</b>

(In the example above, for this FY, an average of 2.27 have been set and 1.04 met. Of those met, .64 are A/B and .39 are C, or 62% and 38% respectively.)

**Don't Forget to:**

6. **Save it in My Folders** with an appropriate name (See *Save As How To*)

7. **Change the property setting** to have it always run fresh data. (See *Run Report Property Setting How To*)

8. **Print it** – as a pdf (See *Print Reports How To*)

This and the above How To's can be found at [www.sabes.org/smartt](http://www.sabes.org/smartt)