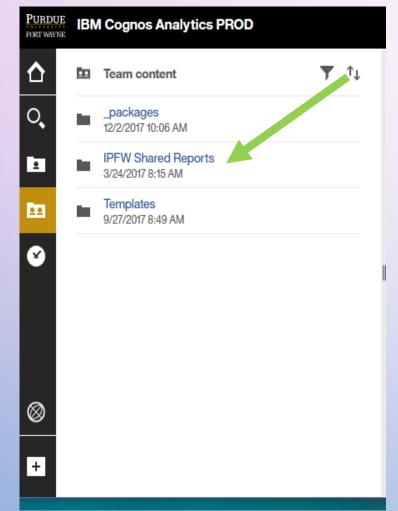
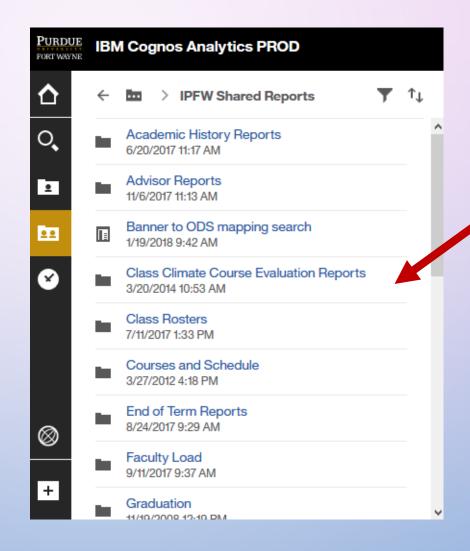
# **CLASS CLIMATE TRAINING**

**RETRIEVING COGNOS REPORTS** 

https://classclimate.pfw.edu/classclimate

COCNOS Navigation

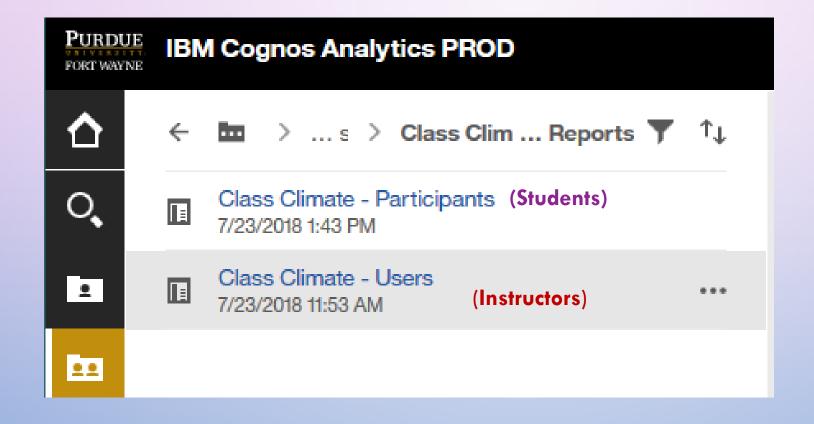




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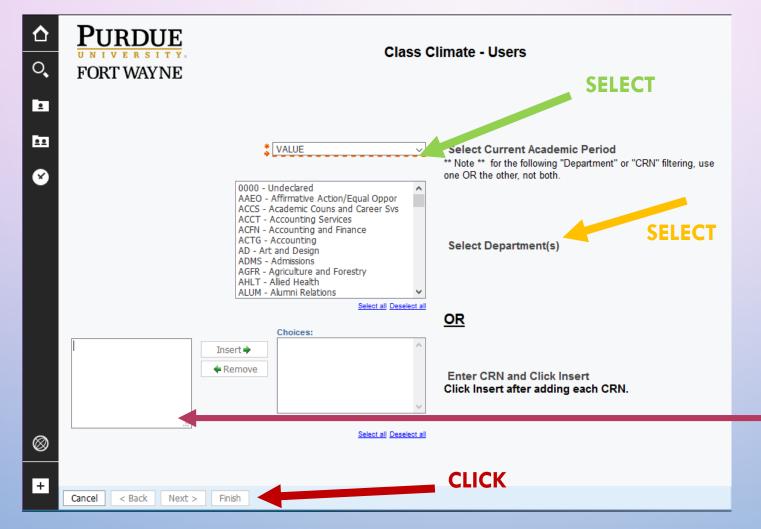




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#### COONOS Users



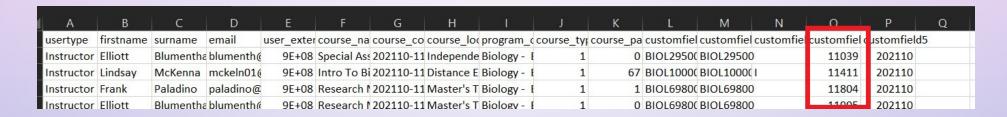
entering just a few CRNs, type them into this box, highlight them all, and then click "insert". You can skip the Select Department and click "finish".

**COGNOS Reports** 

7/27/2023



# **UPLOADING USERS (INSTRUCTORS)**



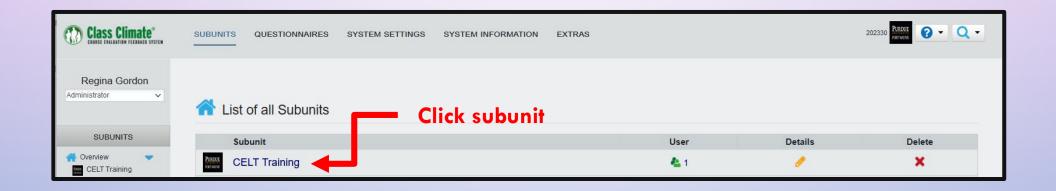
This is the spreadsheet you just downloaded from COGNOS as the instructor file. It downloads as a CSV file, but not as the CSV Comma-delimited which is what you will need to make sure it is saved as.

Saving it as a CSV Comma-delimited Excel sheet allows it to upload smoothly into Class Climate.

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# **UPLOADING USERS (INSTRUCTORS)**



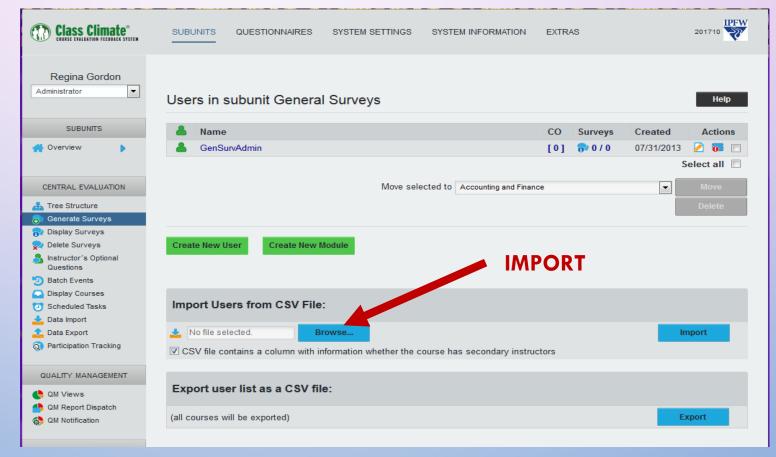
**COGNOS Reports** 

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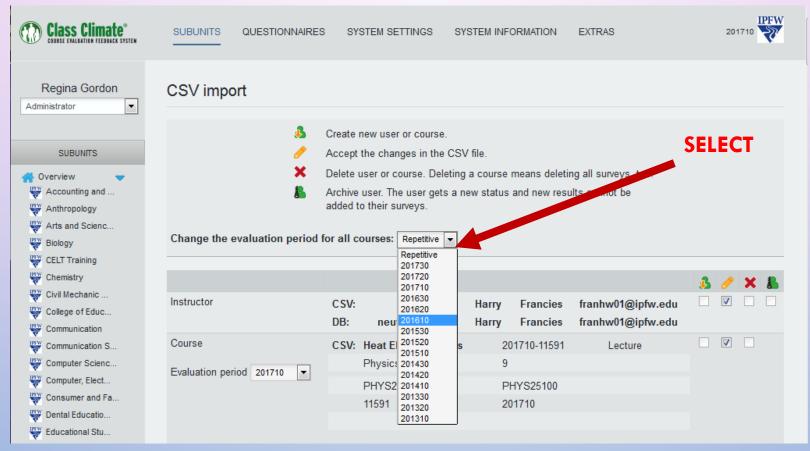
Please be sure to clean up your **COGNOS** report before uploading CSV (comma delimited) file. This means any course that has "0,1 or 2" students in it, dual credit course, and professors that have been assigned to a different department, for example"philosophy". Check your cross-listed courses as well. If you want to combine them with the bigger course and need to know how call 16454 or email gordonr@pfw.edu

# **Uploading Users (instructors)**



COGNOS Reports 7/27/2023

#### **Repetitive Screen**



Scroll down and click "continue"



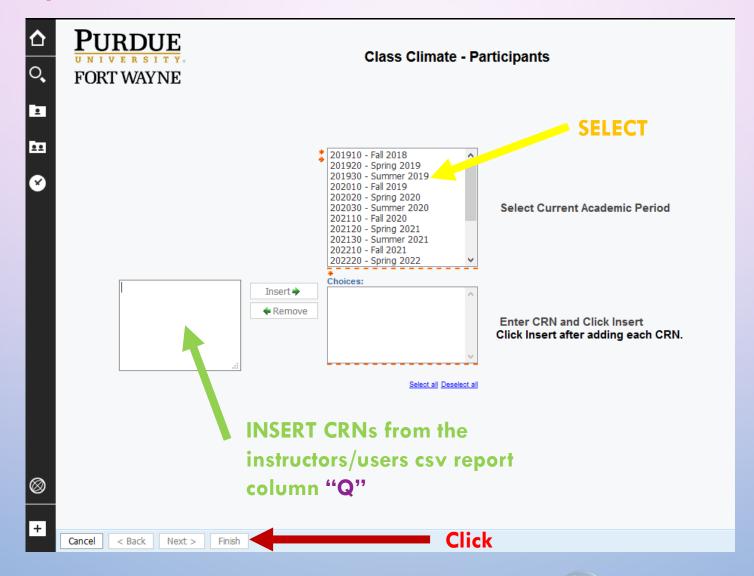


Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	Р	Q
usertype	firstname	surname	email	user_exter	course_na	course_co	course_lo	program_	course_ty	course_pa	customfie	customfiel	customfie	customfiel o	ustomfield5	i
Instructor	Elliott	Blumentha	blumenth@	9E+08	Special As	202110-11	Independe	Biology -	1	0	BIOL29500	BIOL29500		11039	202110	
Instructor	Lindsay	McKenna	mckeln01(	9E+08	Intro To B	202110-11	Distance E	Biology -	1	67	BIOL10000	BIOL10000	I	11411	202110	
Instructor	Frank	Paladino	paladino@	9E+08	Research	202110-11	Master's T	Biology -	1	1	BIOL69800	BIOL69800		11804	202110	
Instructor	Elliott	Blumentha	blumenth@	9E+08	Research	202110-11	Master's T	Biology -	1	0	BIOL69800	BIOL69800		1100E	202110	

- > This is the spreadsheet you downloaded for your user files
- > Select CRN number in column "O" then go back to COGNOS.
- > See slide 9 direction for next steps

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#### COGMOS Participants



CRNs can be found on the csv file for "users" csv download from COGNOS

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#### **COGMOS Participants**

	Α	ВС
1	course_code	Email
2	202220-21096	battaf01@pfw.edu
3	202220-21096	johnki06@pfw.edu
4	202220-21096	ringjg01@pfw.edu
5	202220-21096	backrr01@pfw.edu
6	202220-21096	dysoar01@pfw.edu
7	202220-21096	holliw01@pfw.edu
8	202220-21096	wogoba01@pfw.edu
9	202220-21096	sincam01@pfw.edu

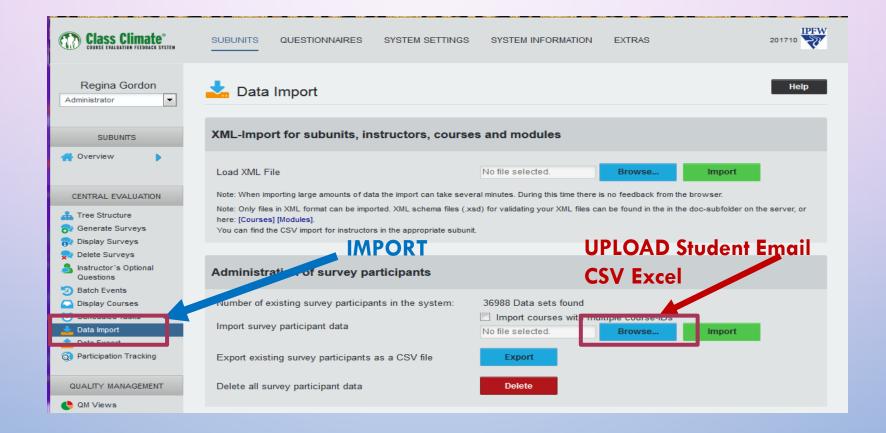
- Your document should look like this after it has been downloaded.
- Save your document as a CSV comma-delimited

COGNOS Reports





# **Uploading Participants (students)**



COGNOS Reports 7/27/2023 12





gordonr@pfw.edu

481.6354

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