



CLASS CLIMATE TRAINING

RETRIEVING COGNOS REPORTS

<https://classclimate.pfw.edu/classclimate>



COGNOS Navigation

PURDUE UNIVERSITY FORT WAYNE IBM Cognos Analytics PROD

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PURDUE UNIVERSITY FORT WAYNE IBM Cognos Analytics PROD

IPFW Shared Reports

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PURDUE UNIVERSITY FORT WAYNE **IBM Cognos Analytics PROD**

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[Report Icon] **Class Climate - Participants (Students)**
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[Report Icon] **Class Climate - Users (Instructors)** ...
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[Report Icon]

PURDUE UNIVERSITY FORT WAYNE

Class Climate - Users

SELECT

* VALUE

Select Current Academic Period
** Note ** for the following "Department" or "CRN" filtering, use one OR the other, not both.

SELECT

Select Department(s)

OR

CLICK

Enter CRN and Click Insert
Click Insert after adding each CRN.

0000 - Undeclared
AAEO - Affirmative Action/Equal Oppor
ACCS - Academic Couns and Career Svs
ACCT - Accounting Services
ACFN - Accounting and Finance
ACTG - Accounting
AD - Art and Design
ADMS - Admissions
AGFR - Agriculture and Forestry
AHLT - Allied Health
ALUM - Alumni Relations

Select all Deselect all

Choices:

Insert Remove

Select all Deselect all

Cancel < Back Next > Finish

NOTE: If you are 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”**.

UPLOADING USERS (INSTRUCTORS)





| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|------------|-----------|-----------|-----------|------------|-------------|-----------|------------|-----------|-----------|-----------|------------|------------|------------|------------|--------------|---|
| usertype | firstname | surname | email | user_exter | course_na | course_co | course_loc | program_c | course_ty | course_pa | customfiel | customfiel | customfiel | customfiel | customfield5 | |
| Instructor | Elliott | Blumentha | blumenth@ | 9E+08 | Special Ass | 202110-11 | Independ | Biology - | 1 | 0 | BIOL29500 | BIOL29500 | | 11039 | 202110 | |
| Instructor | Lindsay | McKenna | mckeln01@ | 9E+08 | Intro To Bi | 202110-11 | Distance E | Biology - | 1 | 67 | BIOL10000 | BIOL10000 | | 11411 | 202110 | |
| Instructor | Frank | Paladino | paladino@ | 9E+08 | Research I | 202110-11 | Master's T | Biology - | 1 | 1 | BIOL69800 | BIOL69800 | | 11804 | 202110 | |
| Instructor | Elliott | Blumentha | blumenth@ | 9E+08 | Research I | 202110-11 | Master's T | Biology - | 1 | 0 | BIOL69800 | BIOL69800 | | 11005 | 202110 | |

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.

UPLOADING USERS (INSTRUCTORS)

The screenshot shows the Class Climate web application interface. The top navigation bar includes 'SUBUNITS', 'QUESTIONNAIRES', 'SYSTEM SETTINGS', 'SYSTEM INFORMATION', and 'EXTRAS'. The user profile for Regina Gordon (Administrator) is visible in the top left. The main content area displays 'List of all Subunits' with a table containing one entry: 'CELT Training'. A red arrow points to the 'CELT Training' subunit name, and the text 'Click subunit' is written in red next to it.

| Subunit | User | Details | Delete |
|---|---|---|---|
|  CELT Training |  1 |  |  |

Uploading Users (instructors)

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

The screenshot shows the 'Class Climate' web application interface. The top navigation bar includes 'SUBUNITS', 'QUESTIONNAIRES', 'SYSTEM SETTINGS', 'SYSTEM INFORMATION', and 'EXTRAS'. The user is logged in as 'Regina Gordon' with the role of 'Administrator'. The main content area is titled 'Users in subunit General Surveys' and contains a table with the following data:

| Name | CO | Surveys | Created | Actions |
|--------------|-------|---------|------------|---------|
| GenSurvAdmin | [0] | 0 / 0 | 07/31/2013 | [Icons] |

Below the table, there are buttons for 'Create New User' and 'Create New Module'. The 'Import Users from CSV File' section is highlighted with a red arrow pointing to the 'Browse...' button. The 'Export user list as a CSV file' section is also visible at the bottom.

Repetitive Screen

Class Climate[®]
COURSE EVALUATION FEEDBACK SYSTEM

SUBUNITS QUESTIONNAIRES SYSTEM SETTINGS SYSTEM INFORMATION EXTRAS 201710 IPFW

Regina Gordon
Administrator

SUBUNITS

- Overview
- Accounting and ...
- Anthropology
- Arts and Scienc...
- Biology
- CELT Training
- Chemistry
- Civil Mechanic ...
- College of Educ...
- Communication
- Communication S...
- Computer Scienc...
- Computer, Elect...
- Consumer and Fa...
- Dental Educatio...
- Educational Stu...

CSV import

- Create new user or course.
- Accept the changes in the CSV file.
- Delete user or course. Deleting a course means deleting all surveys...
- Archive user. The user gets a new status and new results cannot be added to their surveys.

Change the evaluation period for all courses: Repetitive

SELECT

| Instructor | CSV: | DB: | new | | | | |
|------------|----------|-------------------|-----------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Harry | Francies | franhw01@ipfw.edu | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Harry | Francies | franhw01@ipfw.edu | | | | | |
| Course | CSV: | Heat E | s | 201710-11591 | Lecture | | |
| | Physics | | 9 | | | | |
| | PHYS2 | | PHYS25100 | | | | |
| | 11591 | | 201710 | | | | |

Evaluation period 201710

Scroll down and click **“continue”**

UPLOADING PARTICIPANTS (STUDENTS)

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|------------|-----------|-----------|-----------|-----------|-------------|-----------|------------|-------------|-----------|-----------|------------|------------|-----------|------------|--------------|---|
| usertype | firstname | surname | email | user_exte | course_na | course_co | course_loc | program_c | course_ty | course_pa | customfiel | customfiel | customfie | customfiel | customfield5 | |
| Instructor | Elliott | Blumentha | blumenth@ | 9E+08 | Special Ass | 202110-11 | Independe | Biology - F | 1 | 0 | BIOL2950C | BIOL29500 | | 11039 | 202110 | |
| Instructor | Lindsay | McKenna | mckeln01@ | 9E+08 | Intro To Bi | 202110-11 | Distance E | Biology - F | 1 | 67 | BIOL1000C | BIOL1000C | | 11411 | 202110 | |
| Instructor | Frank | Paladino | paladino@ | 9E+08 | Research M | 202110-11 | Master's T | Biology - F | 1 | 1 | BIOL6980C | BIOL69800 | | 11804 | 202110 | |
| Instructor | Elliott | Blumentha | blumenth@ | 9E+08 | Research M | 202110-11 | Master's T | Biologv - F | 1 | 0 | BIOL6980C | BIOL69800 | | 11805 | 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

COGNOS Participants

PURDUE UNIVERSITY FORT WAYNE

Class Climate - Participants

SELECT

201910 - Fall 2018
201920 - Spring 2019
201930 - Summer 2019
202010 - Fall 2019
202020 - Spring 2020
202030 - Summer 2020
202110 - Fall 2020
202120 - Spring 2021
202130 - Summer 2021
202210 - Fall 2021
202220 - Spring 2022

Select Current Academic Period

Insert →
← Remove

Choices:

Enter CRN and Click Insert
Click Insert after adding each CRN.

Select all Deselect all

INSERT CRNs from the instructors/users csv report column "Q"

Cancel < Back Next > Finish **Click**

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

COGNOS Participants

| | A | B | C |
|---|--------------|------------------|---|
| 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**

Uploading Participants (students)

Class Climate
COURSE EVALUATION FEEDBACK SYSTEM

SUBUNITS QUESTIONNAIRES SYSTEM SETTINGS SYSTEM INFORMATION EXTRAS 201710 IPFW

Regina Gordon
Administrator

SUBUNITS
Overview

CENTRAL EVALUATION
Tree Structure
Generate Surveys
Display Surveys
Delete Surveys
Instructor's Optional Questions
Batch Events
Display Courses
Scheduled Tasks
Data Import
Data Export
Participation Tracking

QUALITY MANAGEMENT
QM Views

Data Import

XML-Import for subunits, instructors, courses and modules

Load XML File **Browse...** **Import**

Note: When importing large amounts of data the import can take several minutes. During this time there is no feedback from the browser.
Note: Only files in XML format can be imported. XML schema files (.xsd) for validating your XML files can be found in the in the doc-subfolder on the server, or here: [Courses] [Modules].
You can find the CSV import for instructors in the appropriate subunit.

IMPORT

Administration of survey participants

Number of existing survey participants in the system: 36988 Data sets found

Import courses with multiple course-ids

Browse... **Import**

Export

Delete

UPLOAD Student Email CSV Excel



gordonr@pfw.edu

481.6354