



# Technical College System of Georgia

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## Information Technology and Data Resources Data Overview

November 2, 2023

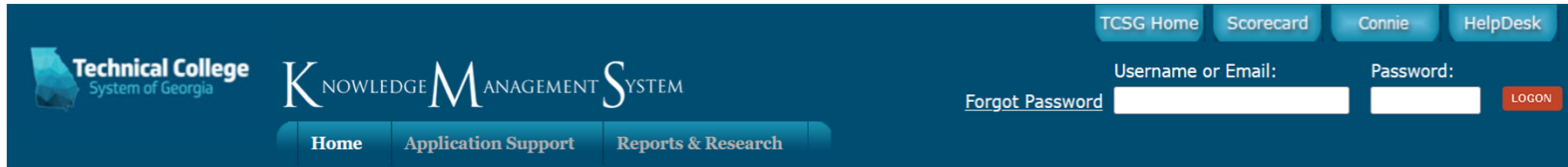
# Information Technology and Data Resources (ITDR)

Information Technology & Data Resources support the mission and goals of TCSG through Infrastructure design and deployment, cybersecurity operations, web design, technical support services, **data collection and reporting**, application development, research, strategic planning, and policy analysis.

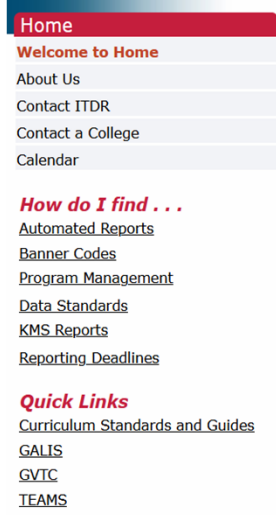
# Knowledge Management System (KMS) Reporting: Overview

- Reports are available to assist college staff.
- TCSG collects and reports data from 22 local banner systems and other internal/external sources.
- The COGNOS business intelligence tool allows reports to be customized.

# KMS Overview



The header of the KMS system features the Technical College System of Georgia logo on the left, followed by the text 'KNOWLEDGE MANAGEMENT SYSTEM'. On the right, there are navigation links for 'TCSG Home', 'Scorecard', 'Connie', and 'HelpDesk'. Below these are login fields for 'Username or Email:' and 'Password:', with a 'LOGON' button and a 'Forgot Password' link.



The sidebar menu includes a 'Home' section with links to 'Welcome to Home', 'About Us', 'Contact ITDR', 'Contact a College', and 'Calendar'. Below this is a 'How do I find . . .' section with links to 'Automated Reports', 'Banner Codes', 'Program Management', 'Data Standards', 'KMS Reports', and 'Reporting Deadlines'. At the bottom is a 'Quick Links' section with links to 'Curriculum Standards and Guides', 'GALIS', 'GVTC', and 'TEAMS'.

## Office of Information Technology & Data Resources

### Welcome to Data Resources

We support the mission and goals of TCSG through data collection, application development and support, research, strategic planning, [more . . .](#)

### What's Happening

- ➔ Fall 202412 End of Term deadline: 01/04/2024

- ITDR Contacts
- Application Support
- Data Elements Manual / Standards
- Reporting Deadlines
- KMS Reports and Reports Portal

# KMS Basic Report Categories

- Dashboards: VPs and Pres
- College Level: Student Rosters and Details (TEC###)
- Statewide: Aggregated Counts (TES###)
- UI: Employment Data for Career Services
- Access Level depends on role

# Navigating to KMS Reports

Technical College System of Georgia

KNOWLEDGE MANAGEMENT SYSTEM

TCSG Home Scorecard Connie Reports Portal HelpDesk

Welcome Richard Your... Cognos Dev Log Off

Home Application Support **Reports & Research** VDR Adm Site Adm

Reports & Research

- Contact Reports & Research
- KMS Reports
- Reports Portal
- Report Repository
- Reporting Deadlines
- Reporting Help
- National Student Clearinghouse

Office of Information Technology & Data Resources

Knowledge Management System (KMS) Reports

To COGNOS Welcome Page

- + President Dashboards
- + Public Reports
- + eCampus
- + Secondary Initiatives
- + Achieving the Dream
- + Adult Education
- + Approved Programs
- College Level
  - + Faculty (SACSCOC)
  - + Analytical
  - Attendance
    - Attendance Taken - sorted by Instructor - TEC3154\*
    - Days Present and Absent - sorted by Student, then Class (CRN) - TEC3153\*
    - Detail Report - Student, Class (CRN), Meet Date - TEC3155\*
- + Edit Checks
- + Enrollment
- + Graduates/Placement
- + Complete College Georgia

Get ADOBE READER

You will need Adobe Reader on your computer to be able to print KMS reports. It's free, [click here to download the Reader now.](#)

# KMS Report – Two Pathways

Technical College System of Georgia KNOWLEDGE MANAGEMENT SYSTEM

TCSG Home Scorecard Connie Reports Portal HelpDesk

Welcome Richard Young! Cognos 11 Dev Log Off

Home Application Support Reports & Research ITDR Adm

## Reports & Research

- Welcome to Reports & Research
- Contact Reports & Research
- KMS Reports**
- Reports Portal
- Report Repository
- Reporting Deadlines
- Reporting Help
- IPEDS
- National Student Clearinghouse

## Office of Information Technology & Data Resources

### Knowledge Management System (KMS) Reports

- + President Dashboards
- + Approved Programs
- + Achieving the Dream
- College Level
  - + Analytical
  - + Attendance
  - + Exit Checks
- Enrollment

- Roster by Major - DC144/TEC0144\*
- Selected Demographics of Credit Enrolled Students by Home Campus - DC131/TEC0131\*
- Special Populations and Non-Traditional Enrollment - DC338/TEC0338\*
- Special Populations and Non-Traditional Enrollment - DC338
- Special Populations by Home Campus - DC106/TEC0106\*
- Student Plan Enrollment by HC - DC130



You will need Adobe Reader on your computer to be able to print KMS reports. It's free, [click here to download the Reader now.](#)

# Portal Cognos Welcome Page

IBM Cognos Analytics

Welcome

Home

Search

Search

demographics

8 Results

- Dual Enrolled Enrollment Demographics - TES0334  
Team content > Technical Education > System Level > Enrollment
- Dashboard: TEAMS (Case 59074)  
Team content > Early Alert Management System (TEAMS) > College Level
- Student Review - TEC0360  
Team content > Technical Education > College Level > Enrollment
- Selected Demographics of Credit Enrolled ... by Home Campus - TEC0131  
Team content > Technical Education > College Level > Enrollment
- Enrollment - TES0901  
Team content > Technical Education > Dashboards
- Enrollment - TES0901  
Team content > Technical Education > Dashboards
- Retention of Students with an Alert (For 1 Term) - TMC3141  
Team content > Early Alert Management System (TEAMS) > College Level
- Retention of Students with an Alert (For 3 Terms) - TMC3158  
Team content > Early Alert Management System (TEAMS) > College Level

as well as your own customized reports and dashboards!

Show more...

Quick reference

- Get started
- Overview
- Get started videos
- Sample data
- Support

Manage

New

Technical College System of Georgia



# Cognos Reports

All Credit Enrollment Students by Course Campus  
TEC0119

Reporting Period  
Term

College Name  
College Name

Show Student Details List?  
Yes

Cancel Submit

**About this Report**

**Report Description:**  
Student ID, student name, student type, admit type, major 1, major 2, and total credit hours of students with credit enrollment to date for the term or AY selected. Students are reported for each campus where they took one or more courses as well as for each term within the AY.

**Source:**  
MIS Package

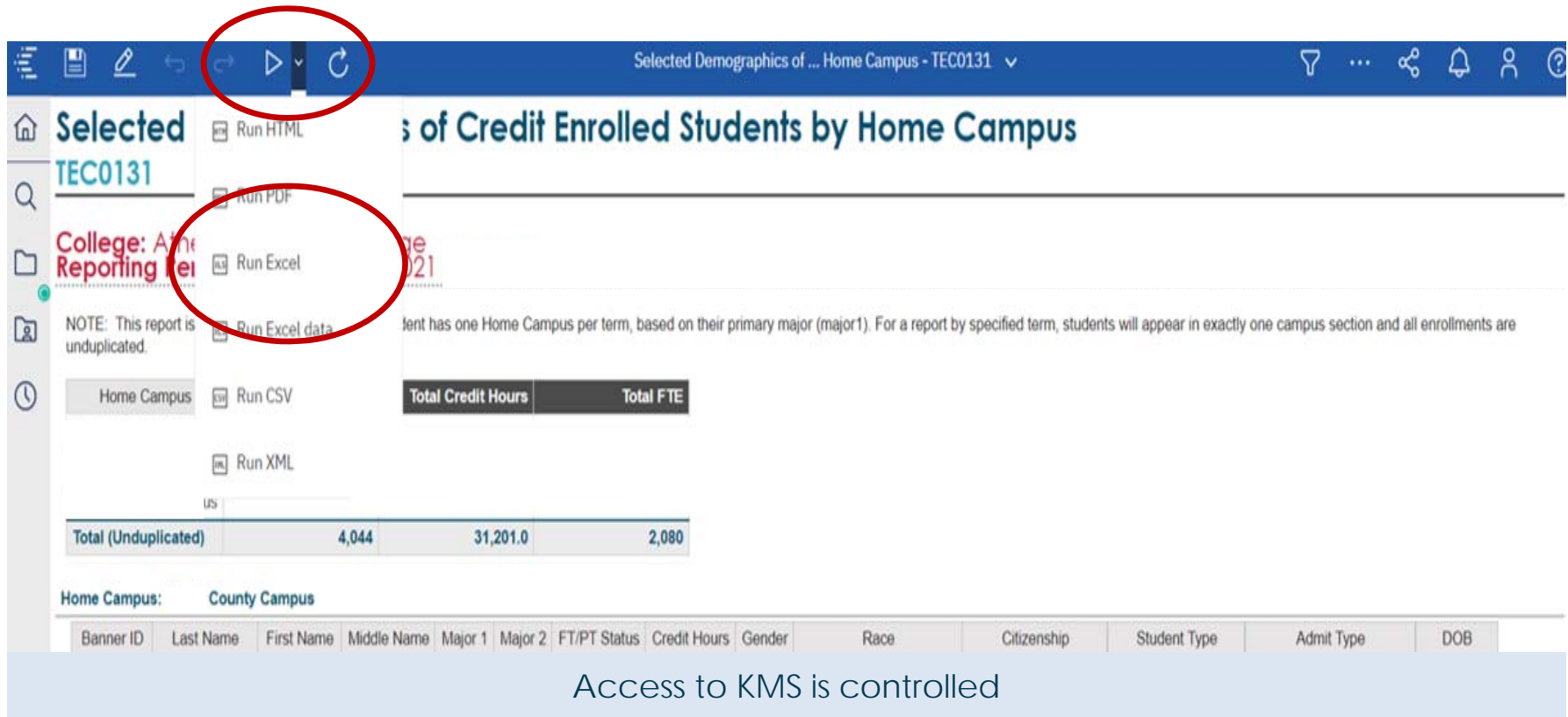
**Replaces:**  
DC119

**Access:**  
Level 2

**Scope:**  
Technical Education

About this Report provides report description, data source, prior report numbers, and access level.

# Cognos Report in Excel



The screenshot shows the Cognos report interface for 'Selected Demographics of ... Home Campus - TEC0131'. The report title is 'Selected Demographics of Credit Enrolled Students by Home Campus'. The left sidebar shows the report path: 'Selected TEC0131' > 'College: Atlanta Reporting Center'. The 'Run Excel' button is circled in red. Below the report title, there is a table with columns 'Total Credit Hours' and 'Total FTE'. The table shows a total of 4,044 students, 31,201.0 credit hours, and 2,080 FTE. The table is filtered by 'Home Campus: County Campus'. The table headers are: Banner ID, Last Name, First Name, Middle Name, Major 1, Major 2, FT/PT Status, Credit Hours, Gender, Race, Citizenship, Student Type, Admit Type, and DOB.

Total Credit Hours	Total FTE
31,201.0	2,080

Home Campus: County Campus

Banner ID	Last Name	First Name	Middle Name	Major 1	Major 2	FT/PT Status	Credit Hours	Gender	Race	Citizenship	Student Type	Admit Type	DOB
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Access to KMS is controlled

# KMS Reporting Help

 **KNOWLEDGE MANAGEMENT SYSTEM** TCSG Home Scorecard Connie Reports Portal HelpDesk  
Welcome Richard Young! Cognos Dev Log Off  
Home Application Support **Reports & Research** ITDR Adm Site Adm

## Reports & Research

- Welcome to Reports & Research
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## Office of Information Technology & Data Resources

### Reporting Help

[KMS Report Descriptions](#)

[About the KMS Reports Portal](#)

[POST Report Descriptions](#)

[How to run and export a report](#)

[How to download a report to Excel](#)

[How to run a Cognos Report from the KMS Reports Portal](#)

[How to use the report repository](#)

[FERPA confidentiality statement](#)

[Sharing College Content and Reports in Cognos](#)

# Report Index

TCSG Data Center

## Report Descriptions

**Logon:** **None** = No logon required  
**L1** = requires Level 1 password  
**L2** = requires Level 2 password

**Term:** **Term** = runs for only a Term  
**FY** = runs for only a Fiscal Year  
**Both** = can run for either a Term or a Fiscal Year

**Source:** **DW** = TCSG Data Warehouse  
**LB** = College's Local Banner  
**MIS** = TCSG Data Center Database

**CC** = COURSE CAMPUS  
 (based on campus where student is taking courses)

**HC** = HOME CAMPUS  
 (based on home campus for student's primary major)

Reports displayed in the same order as they are found in the "Reports & Research" section on the "KMS Reports" page.

### Achieving the Dream/ATD College Metric Reports

Report #	Report Name	Logon	Term	Source	Report Description
	ATD 1 through ATD 136	Level 2	FY	MIS	ATD 1 through ATD 136

### Adult Education/Local Level

Report #	Report Name	Logon	Term	Source	Report Description
AE328/AEL0328	Table 4 WIOA Local - Measurable Skill Gains and Attendance by Date	DPR Only	N/A	MIS	Table 4 WIOA Local - Measurable Skill Gains and Attendance by Date
AE095/AEL0095	Table 4 WIOA Local - Measurable Skill Gains and Attendance by EFL	DPR Only	N/A	MIS	Table 4 WIOA Local - Measurable Skill Gains and Attendance by EFL

### Adult Education/System Level

Report #	Report Name	Logon	Term	Source	Report Description
AE019/AES0019	Table 1 WIOA - Entering Educational Functioning Level, Ethnicity and Gender	DPR Only	N/A	MIS	Table 1 WIOA - Entering Educational Functioning Level, Ethnicity and Gender
AE020/AES0020	Table 2 WIOA - Enrollment by Age, Ethnicity, and Gender	DPR Only	N/A	MIS	Table 2 WIOA - Enrollment by Age, Ethnicity, and Gender
AE339/AES0339	Table 2A WIOA - Reportable Individuals by Age, Ethnicity, and Sex	DPR Only	N/A		Table 2A WIOA - Reportable Individuals by Age, Ethnicity, and Sex

# Student Level Data

**Technical College**  
System of Georgia

**K**NOWLEDGE **M**ANAGEMENT **S**YSTEM

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**Reporting Help**

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- [FERPA confidentiality statement](#)
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# FERPA

**Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99)**

**Student information maintained on a computer database is protected by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).**

**The information contained in the reports posted on the KMS College Logon site is protected by federal privacy law. Disclosures to unauthorized parties violate the Family Educational Rights and Privacy Act (FERPA). You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only that information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.**

**More information is available on the FERPA web site:**

**<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**

# We Are Here TO Help

Send general KMS questions to [datacenter@tcsg.edu](mailto:datacenter@tcsg.edu)

Send specific research requests to [research@tcsg.edu](mailto:research@tcsg.edu)

Contact me at [Ryoung@tcsg.edu](mailto:Ryoung@tcsg.edu)