Running BIDA076 – Summary of Waitlisted Courses

This report is two-part – the first portion is a summary by course, with a count of unduplicated students who are waitlisted. The first portion of the report can be used by departments to identify courses that have potential capacity to run another section. For example, if your threshold for running a section is 20 students, and you have 25 individuals waitlisted, this could be an indicator that you could run another section. The second portion is a detail report, with information for each individual section. A student can waitlist multiple sections of a course, so you can identify the modality of the classes, as well as use the roster for communication.

Please note: Cognos runs best if you use Google Chrome. If you are attempting to run this report from an off-campus location, you will need to log on to the university's VPN. For instructions on how to use the VPN, see https://tech.wayne.edu/kb/security/wsu-virtual-private-network/500212 Questions related to setting up the VPN software can be directed to the C&IT Help Desk.

To run the report, log in to Academica.

1) Follow this path in the Employee Resources menu: Employee Resources > Administrative Systems > Business Intelligence Reporting Portal
2) You may be prompted to log in again with your Access ID and password.
3) After logging into the portal, click the search tool (it looks like a magnifying glass) and search for BIDA076. Select "BIDA076: Summary of Waitlisted Courses"
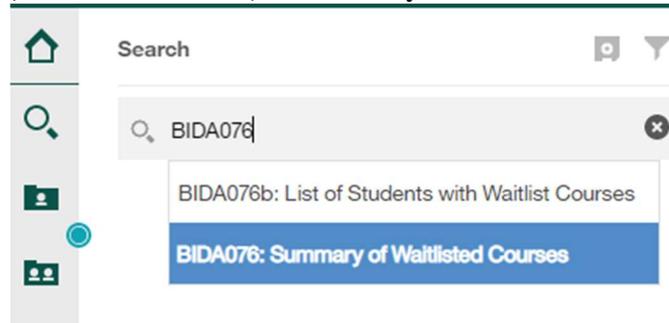
4) You should see the prompt page. If you receive an error saying you don't have access, please reach out to your business manager. They can submit a request for access to Cognos and the student data repository for you. The report allows you to select the following fields:
   - Academic Period – This is a required field. Terms for the MD program are differentiated by the word "Med."
   - College – This is a required field denoting the college that offers the course.
   - Subject Code – This is not a required field, but can be used to narrow your search down to your specific subject codes. You can select multiple values.
   - Course Number – This is not a required field, but can be used to narrow your search down to a specific course in a subject code.
   - CRN – This is not a required field. This is the five-digit identifier for each section that can be used to quickly narrow it down to a particular section of a course.
5) Once you've selected your parameters, click "Finish."
6) The first report to display is the course summary. It will display all courses that met the criteria you selected on the prompt page. If a course does not display, that means that there are no students who are waitlisted for that course. The total students showing here

is unduplicated. If students sign up for a waitlist for multiple sections of course, they will only count once here.

Academic Period	Course Identification	Total Waitlisted Students	College Description
202201	COM1010	63	Fine, Performing & Comm. Arts
202201	COM3300	13	Fine, Performing & Comm. Arts

7) You can drill down into the detail of the course by clicking on the Course Identifier. This will launch a sup-report. You may have to disable your pop up blocker to see the roster.

8) The sub-report will display. You can download the report by selecting the option you want under the "Run" menu at the top:
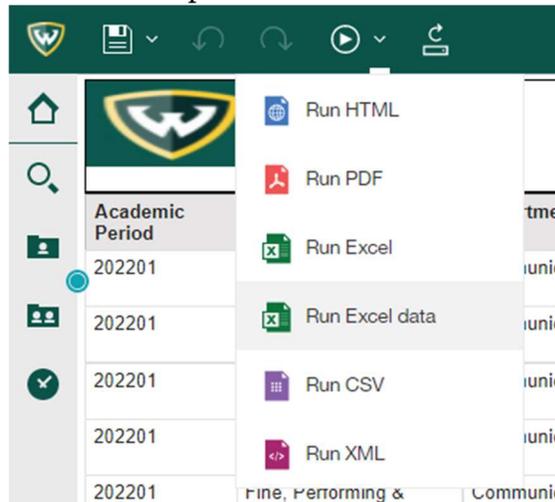
Hints: After you run this report, it will now display in your "Recents" folder in Cognos. You can select BIDA076 and you be presented with the prompt page. Running a report as "Excel data" will strip out most formatting and make the report easier to use. Use the options at the bottom of the page to advance to the next page of results.