

To access the new UAT validation reports in Cognos for Course Enrollment data, please follow the instructions outlined below:

1. Copy and paste the following link into your browser - <http://data.ucop.edu>. The link will take you to the screen shown below. Use IE (Internet Explorer) browser to open the link and access Cognos, because that's the official recommendation from IBM to Cognos users.

UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

ABOUT THE UC DATA OPERATIONS HUB

The UC Data Operations Hub is a collaborative effort by UCOP Institutional Research and Academic Planning (IRAP) and Data Services team to support the UC Data Warehouse and the UC Information Center by providing access, support and training on institutional data and data processes to UC employees.

FEEDBACK LOOP

- Is your campus location going through a system reconfiguration or upgrade? Keep us in the loop by sending an email to data.services@ucop.edu and irap@ucop.edu.
- If you have any feedback on the usability of the Cognos validation reports, send us an email at irap@ucop.edu.

USEFUL APPLICATIONS

- [Sign-in to JIRA](#)
- [Sign-in to Smartsheet](#)

ACCESSING THE REPORT CENTER

» [Sign-in to Cognos](#)

Welcome Message

Welcome to the UC Data Operations Hub! This site is aimed at providing information on the UC Data Warehouse (UCDW) and its components which include the UC Information Center website, Business Intelligence and Reporting and Data Validation process.

All questions, comments and suggestions regarding this site can be forwarded via email to irap@ucop.edu.

NOTICE: Campus Input File Re-Submissions

The data being provided to UCOP for systemwide reporting from UC campuses must be validated for accuracy from both a content and format perspective prior to transmission to the systemwide office for processing. UCOP will be able to reload a file **only** if a subsequent file has not been applied to the data warehouse. If a subsequent file has been loaded into the warehouse, retracting the erroneous information will **not** be performed.

- Click on to “Sign in to Cognos” link in the screen as shown below.

UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

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ACCESSING THE REPORT CENTER

» Sign-in to Cognos 1

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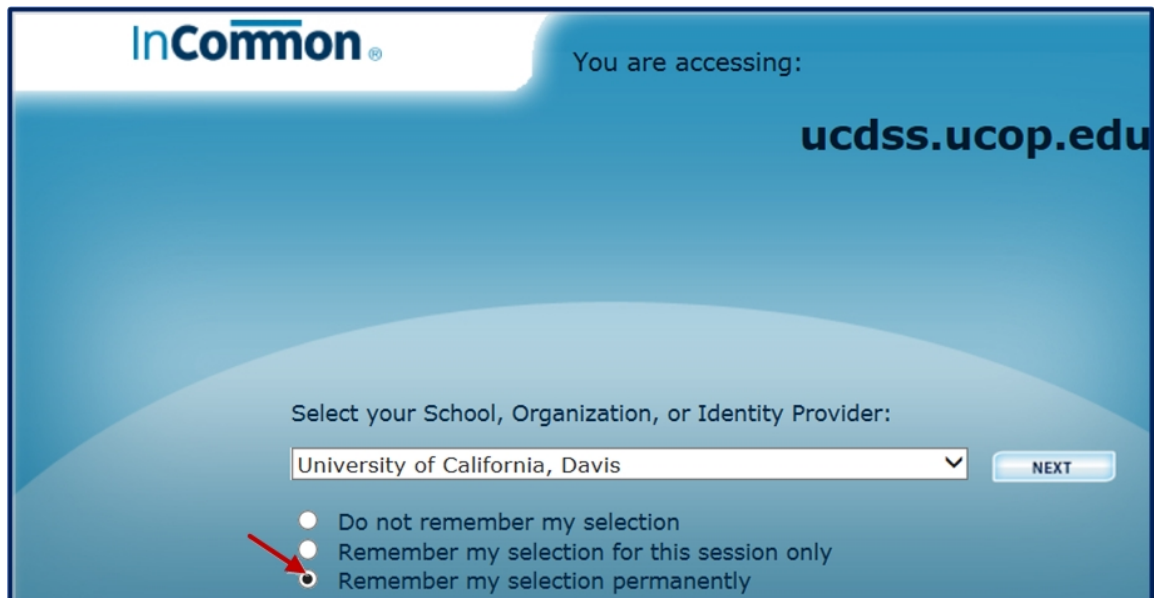
3. Click on the “Sign in to Cognos” link will take you to the screen below

The screenshot shows the InCommon login interface. At the top left is the InCommon logo. To the right, it says "You are accessing: ucdss.ucop.edu". Below this, a prompt reads "Select your School, Organization, or Identity Provider:". Underneath is a dropdown menu with the placeholder text "Make your selection here" and a "NEXT" button to its right. Below the dropdown are three radio button options: "Do not remember my selection", "Remember my selection for this session only" (which is selected), and "Remember my selection permanently". At the bottom right are links for "About InCommon" and "Help".

4. Select your campus from the drop down options available and click on the **NEXT** button.

This screenshot shows the same InCommon login page as before, but with the dropdown menu open. The menu lists several University of California campuses, with "University of California, Berkeley" highlighted in blue. A red box labeled with a circled "2" encompasses the entire dropdown list, with an arrow pointing to the highlighted option. Another red box labeled with a circled "3" encompasses the "NEXT" button, with an arrow pointing to it. The "Remember my selection for this session only" radio button remains selected.

Please note: If you prefer the campus selection from drop down list to remain the same whenever you access the Cognos validation report, click on “Remember my selection permanently” radio button in the screen as shown below



InCommon® You are accessing: **ucdss.ucop.edu**

Select your School, Organization, or Identity Provider:

University of California, Davis

☐ Do not remember my selection
☐ Remember my selection for this session only
☒ Remember my selection permanently

- Your campus central authentication page will be displayed. Enter your campus username and password and click on the **LOGIN** button as shown below:



UC DAVIS
UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Username: kmohan

Passphrase:

LOGIN

[Need Help?](#)

Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services.

UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a phishing scam. Delete it without responding.

Be extremely wary of messages that ask you to enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call the IT Express Computing Services Help Desk at 530-754-HELP (4357).

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6. New campus contacts or users not having access to Cognos validation reports will see the access request screen as shown below. Verify the User email specified and enter justification reason for requesting access to Cognos Validation reports. Then, click on the **Submit** button.

UNIVERSITY of CALIFORNIA *It starts here*

Request Access to UCOP Decision Support System (DSS)

User ID :
 First name :
 Last Name :
 User Email :
 Justification/Reason :

6b →

6a →

For questions please contact DSS Application Administrator at : ucdss@ucop.edu

Once submitted, you will see the below screen. UCOP's data services team will send an email when the privileges are granted after approval.

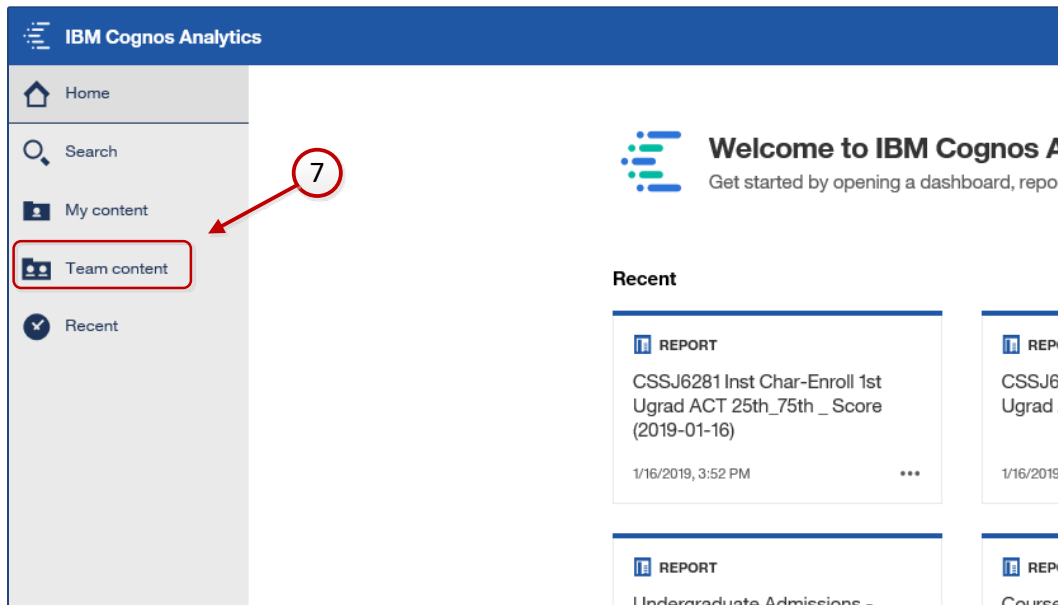
UNIVERSITY of CALIFORNIA *It starts here*

Request Approval

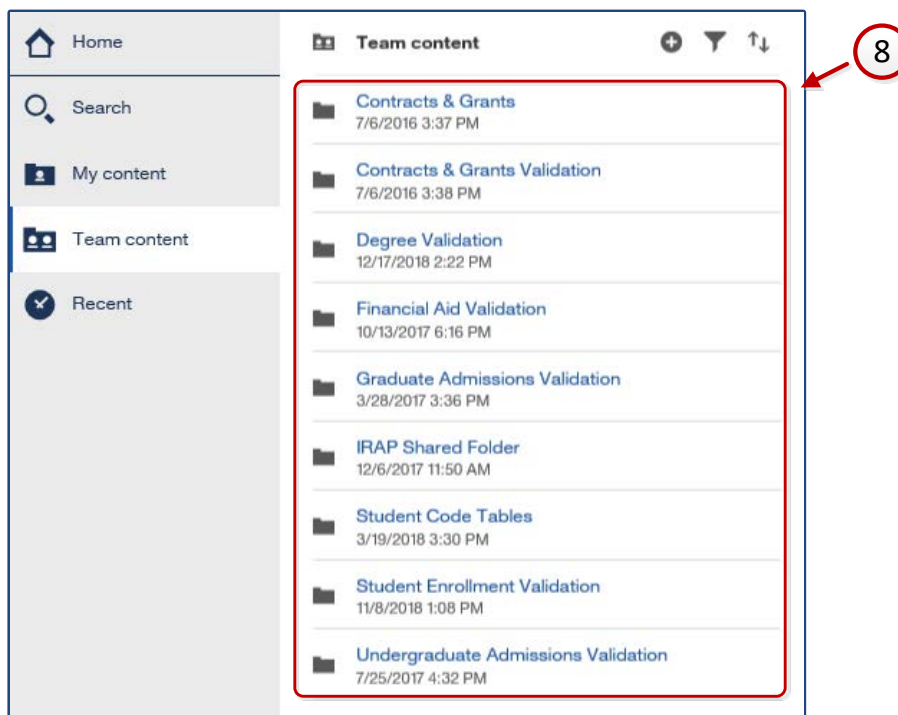
Your request has been submitted for approval. An email will be sent once the privileges are granted.

For questions please contact DSS Application Administrator at : ucdss@ucop.edu

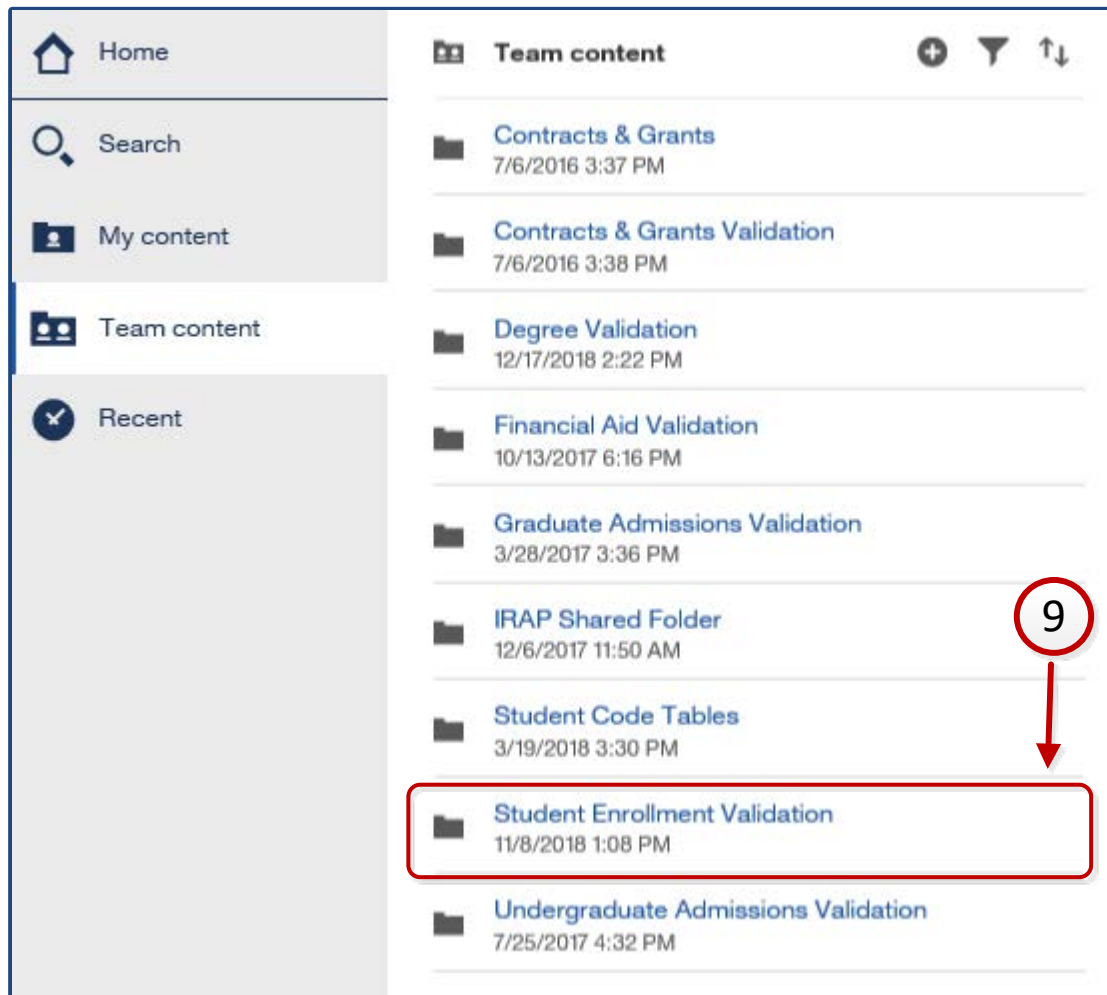
7. Click on “Team Content” on the left



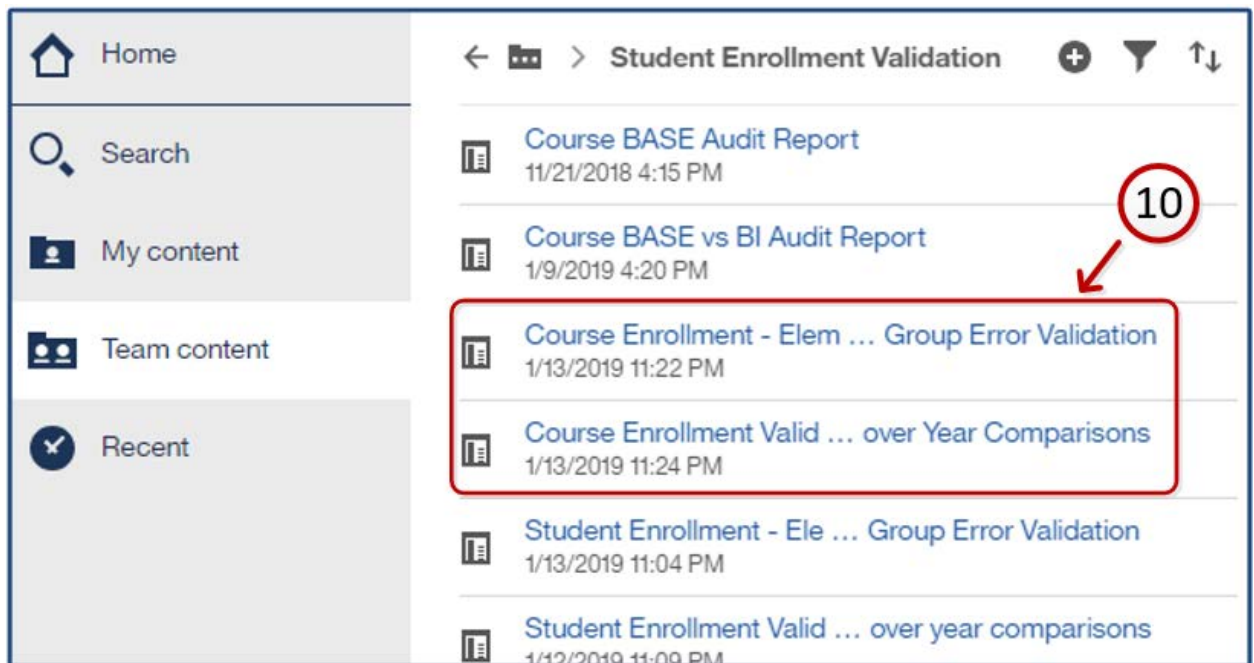
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.



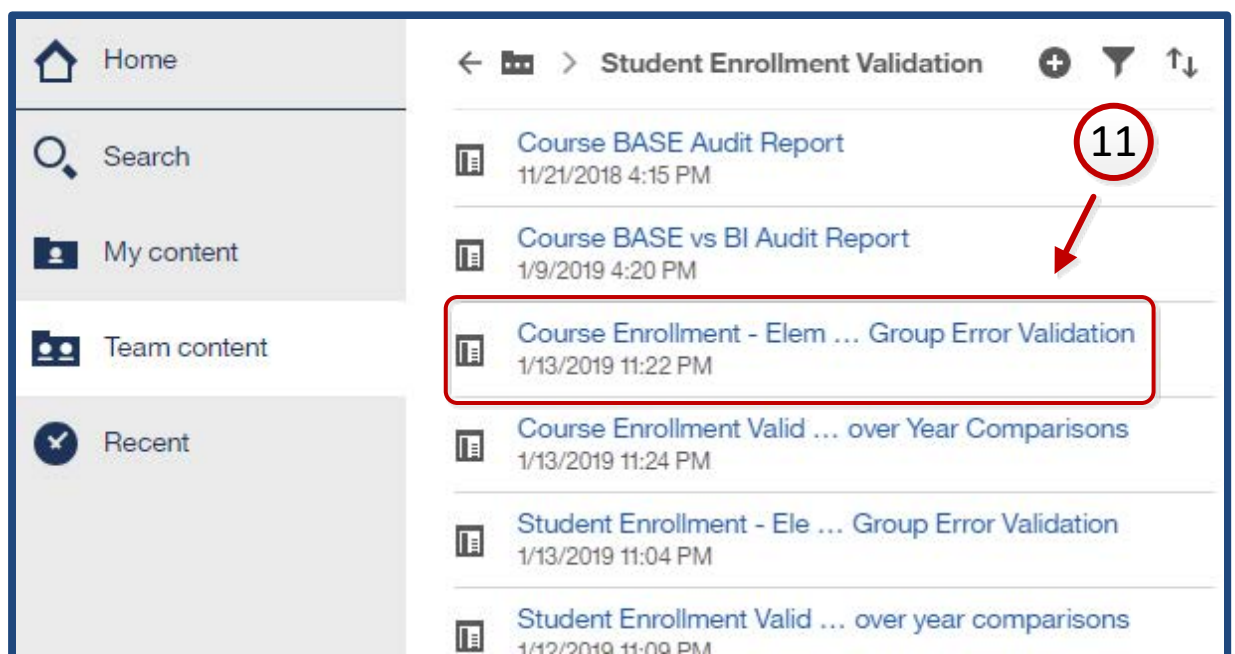
- Click on the folder **Student Enrollment Validation** to validate Course Enrollment data on the input file provided by your campus.



9. Course Enrollment-Element and Group Errors and Course Enrollment – Year over year comparisons will be displayed as shown below.



10. Click on the **Course Enrollment – Element and Group Errors** link as shown below, to validate severe, element and group errors in Course Enrollment data provided by your campus.



11. Enter the Calendar year, Term, Record Type and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

UNIVERSITY OF CALIFORNIA

Course Enrollment - Element and Group Error Validation

Calendar Year	2018
Term	Fall
Record Type	3WK
Campus Location	Berkeley

Cancel Execute Report

12. In the prompt that appears, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user in this example clicks on the **Open** button to view the report.



13. Course Enrollment - Element and Group Error Validation report opens up and the **Summary Page** sheet displays the count of Element errors and Group errors as shown below.

UNIVERSITY OF CALIFORNIA			
Report Run Date: Jan 13, 2019 11:22:06 PM			
File: 2018 Fall 3WK Berkeley			
Records Written to Stage:	242,865		
Records Written to Base:	242,865		
Reference No.	Element	Count of Errors	
M002	Last Name	0	
M003	First Name	31	
M004	Department Code	0	
M005	Department Name	0	
M006	Subject Code	0	
M007	Subject Name	0	
M008	Course Identification Code	0	
M009	Course Number	0	
M010	Course Title	0	
M011	Section ID	0	
M012	Course Level Code	0	
M013	Unit Type	0	
Summary_1			
Student First Name(M003)_2			
Number of Units Attempted 3WK_			

14. Details on element errors will be available in different sheets. Example below shows details on element error in Course Level Code submitted by campus in Course Enrollment data.

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M003 Student First Name				
Student First name must not be blank and first character not blank				
Count of Errors:	1			
First Name	Last Name	Course ID	Course Number	Course Title
	Doe	19388	290T	SPEC TOP INN/DESGN
	Doe	19759	254	POWER, POLITICS ORG
	Doe	32862	291T	TOPICS IN MAN COMM
	Smith	21110	C171	ECONOMIC DEVELOP
	Smith	21169	182	INTL MONET ECON
	Smith	21241	C181	INTERNATIONAL TRADE
	Smith	21517	100A	INTERMED FILIPINO
	Smith	24465	C176	CLIMATE CHANGE ECONOMICS
	Smith	26700	141	AG & ENVIRON POLICY
	Smith	26722	C176	CLIMATE CHANGE ECONOMICS
	Smith	27696	C8	FOUNDATION DATA SCI

Jan 13, 2019 11:22:06 PM

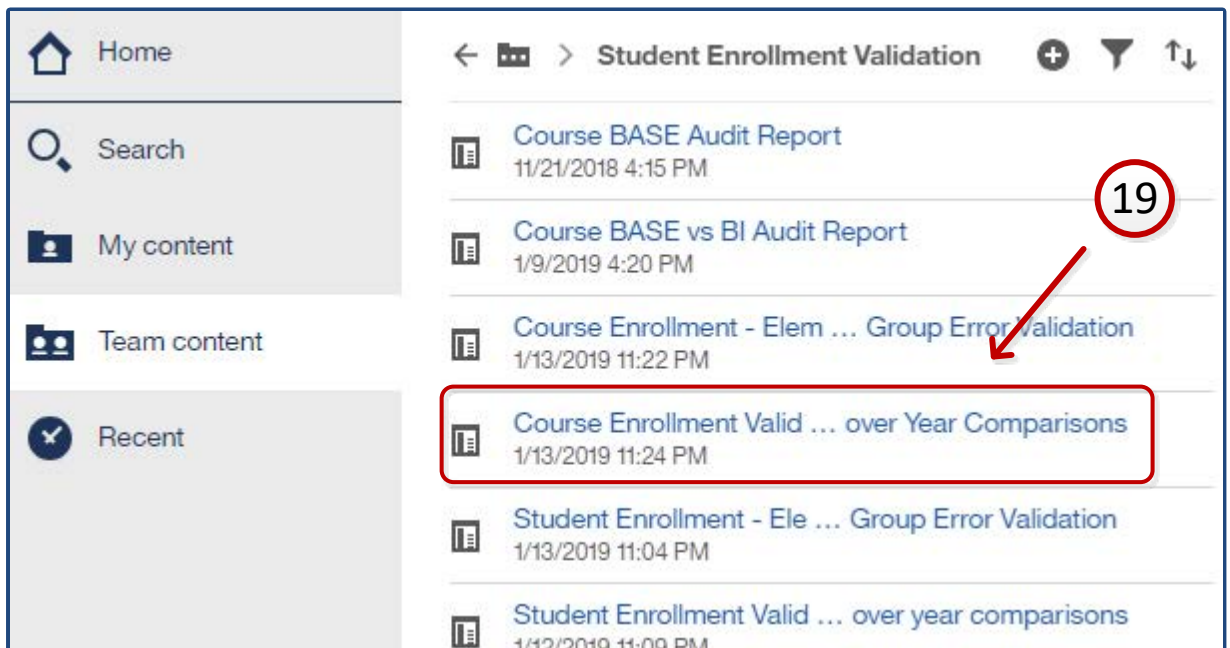
Summary_1 Student First Name(M003)_2 Number of Units Attempted 3WK_ +

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15. If there are group errors in Course Enrollment data provided by your campus, details on Group errors will be available in different sheets. Example below shows group error-Number of Units Attempted 3WK in Course Enrollment data.

Group Error 1 - Number of Units Attempted Current Term 3WK					
Sum of "Number of Units Attempted Current Term 3WK" for Enrollment Status 'E' must equal corresponding field from Student Enrollment file					
Count of Errors:	905				
Student ID (A020)	First Name (M003)	Last Name (M002)	Student Level	Attempted Units from Student Enrollment (H410)	Total Attempted Units From Course (M016)
ABCEFG	ABCD123A	123ABCD1	Doctoral 1	12	111.9
ABCEFG1	ABCD123A	123ABCD2	Senior	8	14
ABCEFG2	ABCD123B	123ABCD3	Doctoral 1	12	111.9
ABCEFG3	ABCD123C	123ABCD4	Doctoral 1	12	111.9
ABCEFG4	ABCD123D	123ABCD5	Doctoral 1	12	111.9
ABCEFG5	ABCD123E	123ABCD6	Doctoral 1	16	115.9
ABCEFG6	ABCD123F	123ABCD7	Doctoral 1	12	111.9
ABCEFG7	ABCD123G	123ABCD8	Masters	12	111.9
ABCEFG8	ABCD123H	123ABCD9	Doctoral 1	14	113.9
ABCEFG9	ABCD123I	123ABCD0	Sophomore	12	16
ABCEFG0	ABCD123J	123ABCD11	Junior	12	16
ABCEFG11	ABCD123K	123ABCD12	Freshman	12	16
ABCEFG12	ABCD123L	123ABCD13	Freshman	12	16
ABCEFG13	ABCD123M	123ABCD14	Doctoral 1	12	111.9
ABCEFG14	ABCD123N	123ABCD15	Sophomore	8	12
ABCEFG15	ABCD123O	123ABCD16	Senior	16	12
ABCEFG16	ABCD123P	123ABCD17	Junior	12	36
ABCEFG17	ABCD123Q	123ABCD18	Junior	21	17
ABCEFG18	ABCD123R	123ABCD19	Freshman	16	12
ABCEFG19	ABCD123S	123ABCD20	Freshman	4	8
ABCEFG20	ABCD123T	123ABCD21	Sophomore	16	12
ABCEFG21	ABCD123U	123ABCD22	Junior	4	20
ABCEFG22	ABCD123V	123ABCD23	Junior	8	12
ABCEFG23	ABCD123W	123ABCD24	Freshman	16	20
ABCEFG24	ABCD123X	123ABCD25	Freshman	12	16
ABCEFG25	ABCD123Y	123ABCD26	Freshman	12	16
ABCEFG26	ABCD123Z	123ABCD27	Freshman	8	12
ABCEFG27	ABCD123AA	123ABCD28	Freshman	8	12
ABCEFG28	ABCD123AB	123ABCD29	Freshman	8	12

16. Click on the **Course Enrollment Validation report – Year over Year comparisons** to compare the data provided for the current year/term/record type combination with the data provided for the same year/term/record type combination of the previous academic year. For example, if the current year/term/record type is Fall 2014 3WK, the year-over-year comparison will display comparison data for Fall 2014 3WK and Fall 2013 3WK.



17. Enter the Calendar year, Term (Fall or Winter or Spring or Summer), Record Type (3WK or EOT) and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

UNIVERSITY OF CALIFORNIA

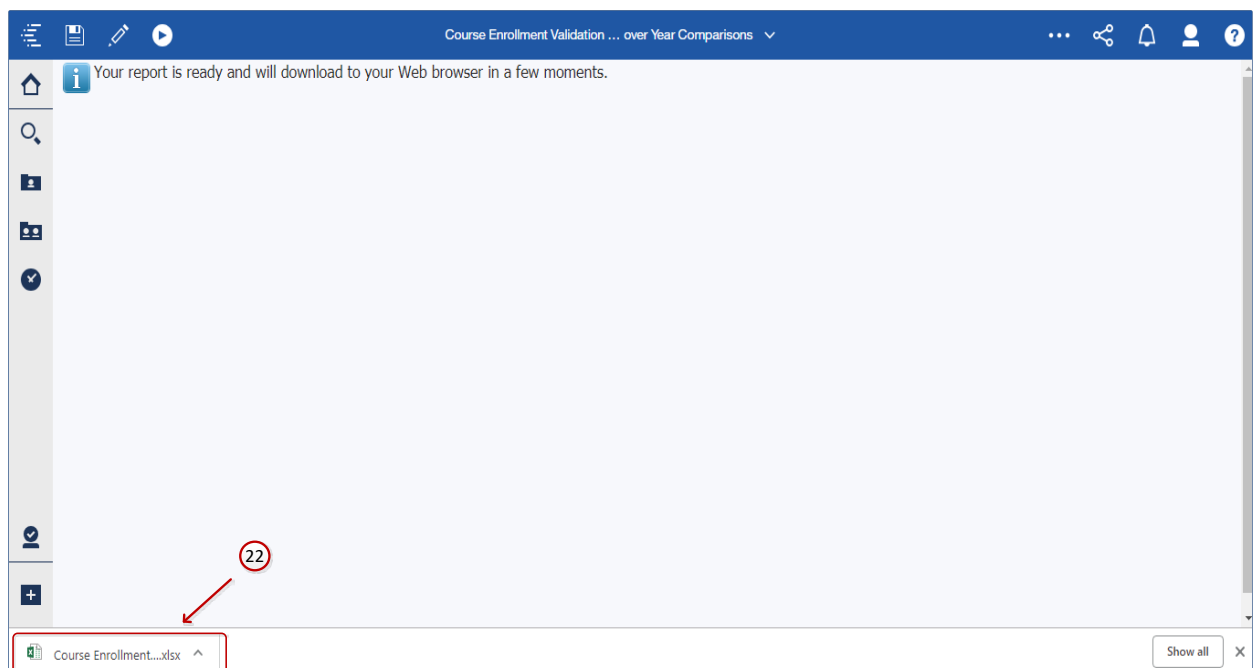
Course Enrollment Validation Report - Year over Year Comparisons

institutional research academic planning

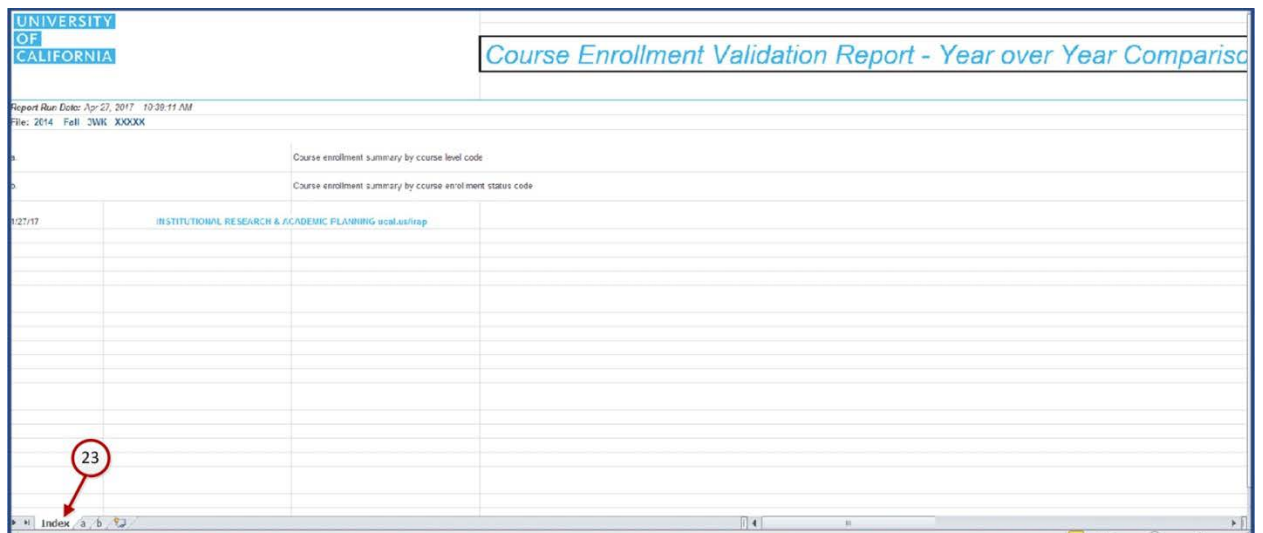
Calendar Year	2014	▼
Term	Fall	▼
Record Type	3WK	▼
Campus Location	Davis	▼

Cancel Execute Report

18. In the prompt that appears, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user in this example clicks on the **Open** button to view the report.



19. Course Enrollment Validation Report – Year over Year comparisons report opens up and the **Index** sheet titles the reports available in different sheets.



20. Click on different sheets to validate course enrollment data for the calendar year, term, record type and the campus selected. Example below shows the report on **Sheet a** – Course enrollment summary by course level code.

Course Enrollment Validation Report - Year over Year Comparison					
File: 2014 Fall 3WK XXXXX					
Report Run Date: Apr 27, 2017 10:39:11 AM					
Course Enrollment Summary by Course Level Code					
Course Level Code (M02)	Previous Year	Current Year	Change	Percent C	
LD	63,883	70,776	1,687		
UD	57,581	60,441	2,543		
GR	25,882	26,786	584		
Overall	152,186	157,997	5,811		
4/27/17 INSTITUTIONAL RESEARCH & ACADEMIC PLANNING ucal.us/irap					

For any questions related to the content of this document, contact Data.Services@ucop.edu