

How to Run Cognos Reporting

1. Click on "Cognos Reporting" to the left.

The screenshot shows the eSchoolPlus+ web application interface. The browser address bar displays the URL: <https://eschool.doe.k12.de.us/webcms/Content/Admin/Menu/defi>. The page title is "My Home" and the date is "2012/13". The left sidebar contains a navigation menu with "Cognos Reporting" circled in red. The main content area is divided into several sections:

- My Scheduled Tasks:** A table with columns: Task, Scheduled Time, Status, Enable/Disable, Delete. It shows "You do not have any tasks scheduled."
- My Current Tasks:** A table with columns: Task, Start time, Status, Description. It shows "You do not have any tasks running currently."
- My Recent Reports:** A table with columns: File Name, Modified, Delete. It shows "Showing all available reports." and lists three reports: "Incident Report" (3/8/2011 10:40:36 AM), "Incident Report" (3/8/2011 10:36:47 AM), and "Student Detail" (7/17/2012 12:26:36 PM).
- My Recent Messages:** A table with columns: Date, Type, Message, Delete. It shows "330390 - Christiana High School" and lists four messages from NEWSTUD.
- My Favorites:** A section with "You do not have any menu favorites." and a "Change Settings" button.
- News:** Two news items: "11/1/2012 - Trimester 1 - Elementary RC Entry" and "10/24/2012 - New Elementary Report Card Format".

How to Run Cognos Missing Action Code Report

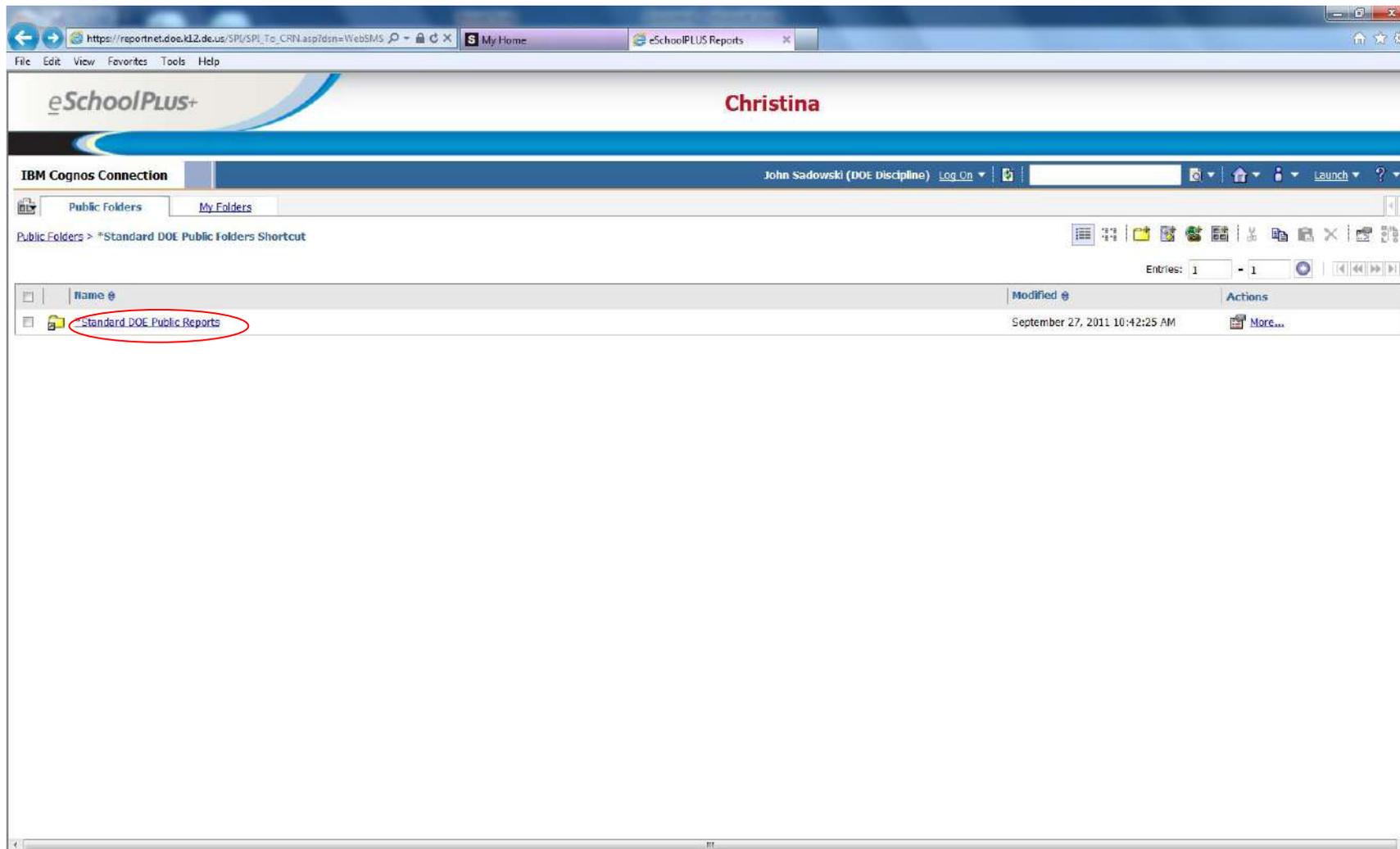
2. Click on “Standard DOE Public Folders Shortcut.”

The screenshot shows the IBM Cognos Connection web interface. The browser address bar displays the URL: https://reportnet.doe.k12.de.us/SPI/SPL/To_CRN.asp?dsin=WebSMS. The user is logged in as John Sadowski (DOE Discipline). The interface shows a navigation pane with 'Public Folders' selected. A list of folders is displayed, with 'Standard DOE Public Folders Shortcut' circled in red. The list includes various report folders such as 'Academy of Dover Reports', 'Appoquinimink Reports', 'Brandywine Reports', 'Caesar Rodney Reports', 'Campus Community Reports', 'Cope Henlopen Reports', 'Capital Reports', 'Charter School of Wilmington Reports', 'Christina Reports', 'Colonial Reports', 'Delaware Academy of Public Safety Reports', 'Delaware Military Academy Reports', 'Delmar Reports', and 'DSC'. Each folder entry includes a 'Modified' date and time, and an 'Actions' column with a 'More...' link.

Name	Modified	Actions
Standard DOE Public Folders Shortcut	December 14, 2011 11:35:31 AM	More...
Academy of Dover Reports	August 17, 2011 10:17:38 AM	More...
Appoquinimink Reports	October 12, 2012 8:09:33 PM	More...
Brandywine Reports	March 16, 2012 1:06:15 PM	More...
Caesar Rodney Reports	January 13, 2012 2:25:37 PM	More...
Campus Community Reports	August 22, 2012 1:55:52 PM	More...
Cope Henlopen Reports	August 17, 2011 10:20:11 AM	More...
Capital Reports	September 17, 2012 3:54:57 PM	More...
Charter School of Wilmington Reports	May 10, 2012 10:13:01 AM	More...
Christina Reports	February 10, 2012 3:41:00 PM	More...
Colonial Reports	May 31, 2012 12:32:02 PM	More...
Delaware Academy of Public Safety Reports	August 17, 2011 10:23:05 AM	More...
Delaware Military Academy Reports	August 17, 2011 10:23:30 AM	More...
Delmar Reports	March 15, 2012 2:14:56 PM	More...
DSC	August 24, 2012 2:49:28 PM	More...

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3. Click on "Standard DOE Public Reports."



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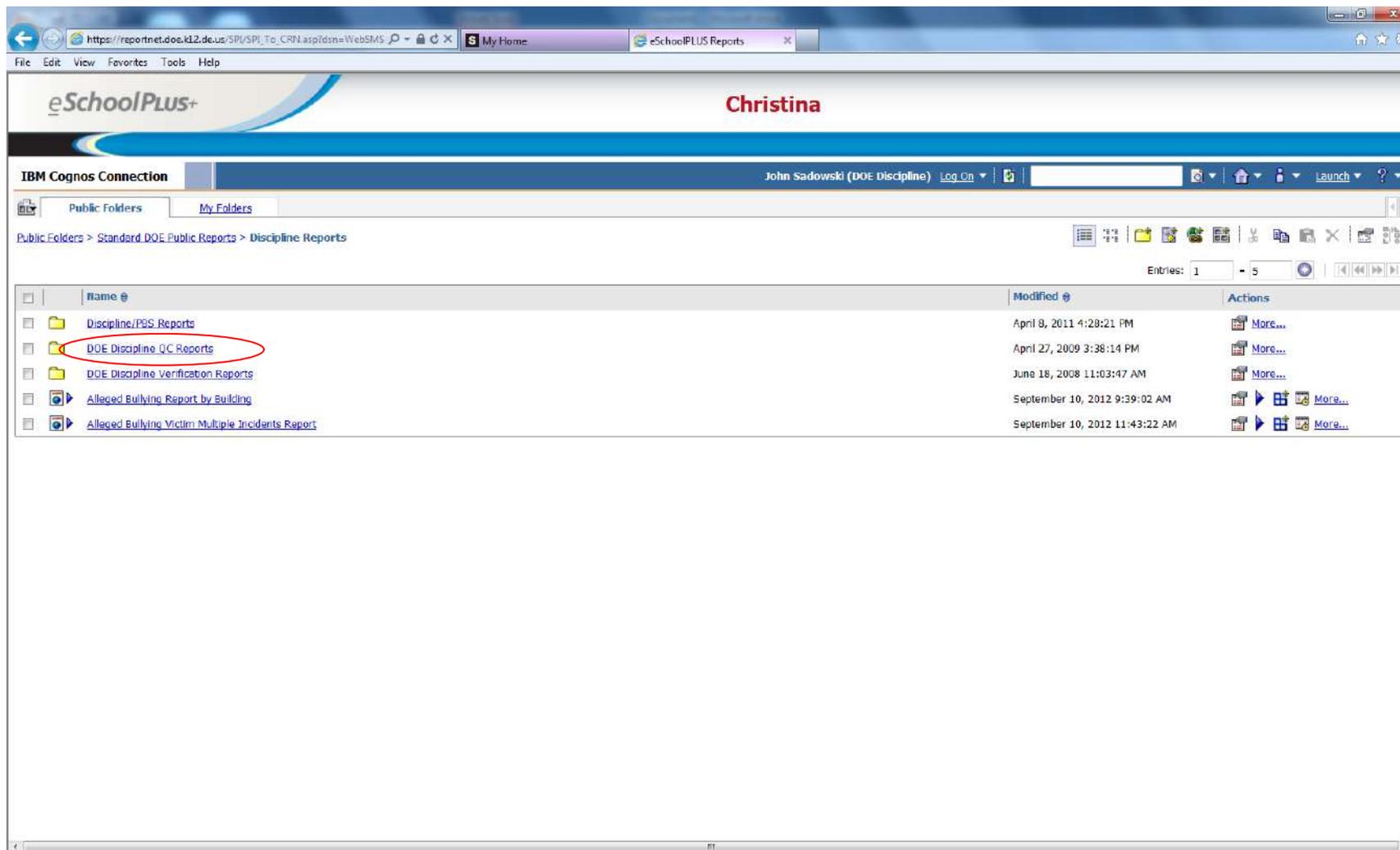
4. Click on "Discipline Reports."

The screenshot shows the eSchoolPLUS+ web application interface. The browser address bar displays the URL: https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dcm=WebSMS. The user is logged in as John Sadowski (DOE Discipline). The interface shows a list of report folders under the heading "Public Folders > Standard DOE Public Reports". The "Discipline Reports" folder is highlighted with a red circle.

Name	Modified	Actions
Attendance Reports	January 10, 2012 9:35:06 AM	More...
Career and Technical Education Reports	August 17, 2011 10:42:55 AM	More...
DCAS Reports	September 16, 2011 11:54:53 AM	More...
Discipline Reports	September 6, 2012 3:41:47 PM	More...
DOE Homeless Reporting	June 8, 2012 9:56:06 AM	More...
DOE HOT Verification Reports	August 17, 2011 10:45:24 AM	More...
Dropout Reports	February 10, 2012 8:56:45 AM	More...
DSTP Reports	August 17, 2011 10:47:02 AM	More...
Gradebook Reports	October 24, 2012 9:28:21 AM	More...
Guidance Reports	August 17, 2011 10:47:38 AM	More...
IEP Plus Reports	January 13, 2012 2:22:04 PM	More...
Labels	July 26, 2012 11:38:08 AM	More...
Merk Reporting	Merch 30, 2012 5:01:41 PM	More...
Medical Reports	October 12, 2012 11:37:36 AM	More...
Migrant Student Reports	May 3, 2010 1:20:48 PM	More...

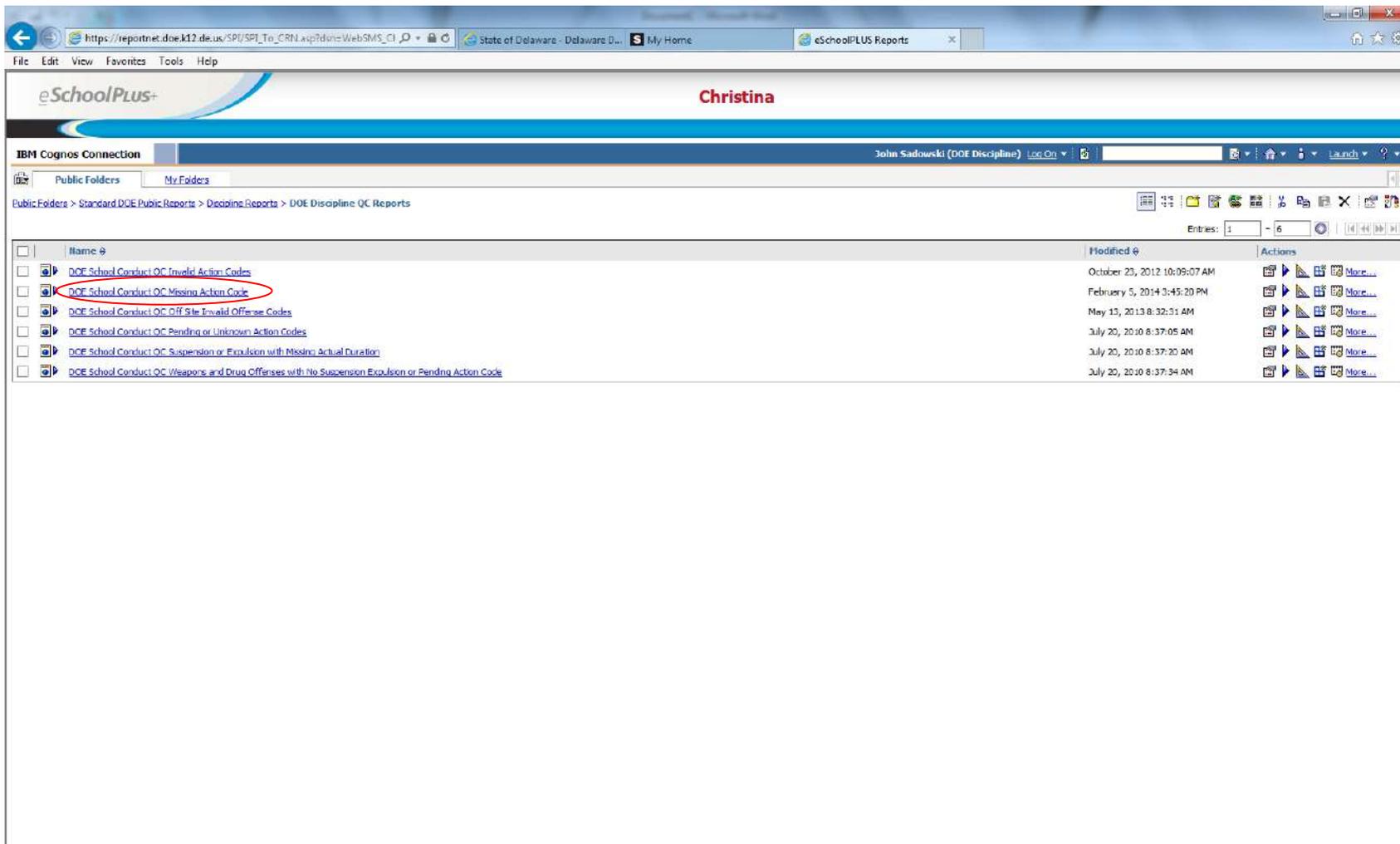
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5. Click on "DOE Discipline QC Reports."



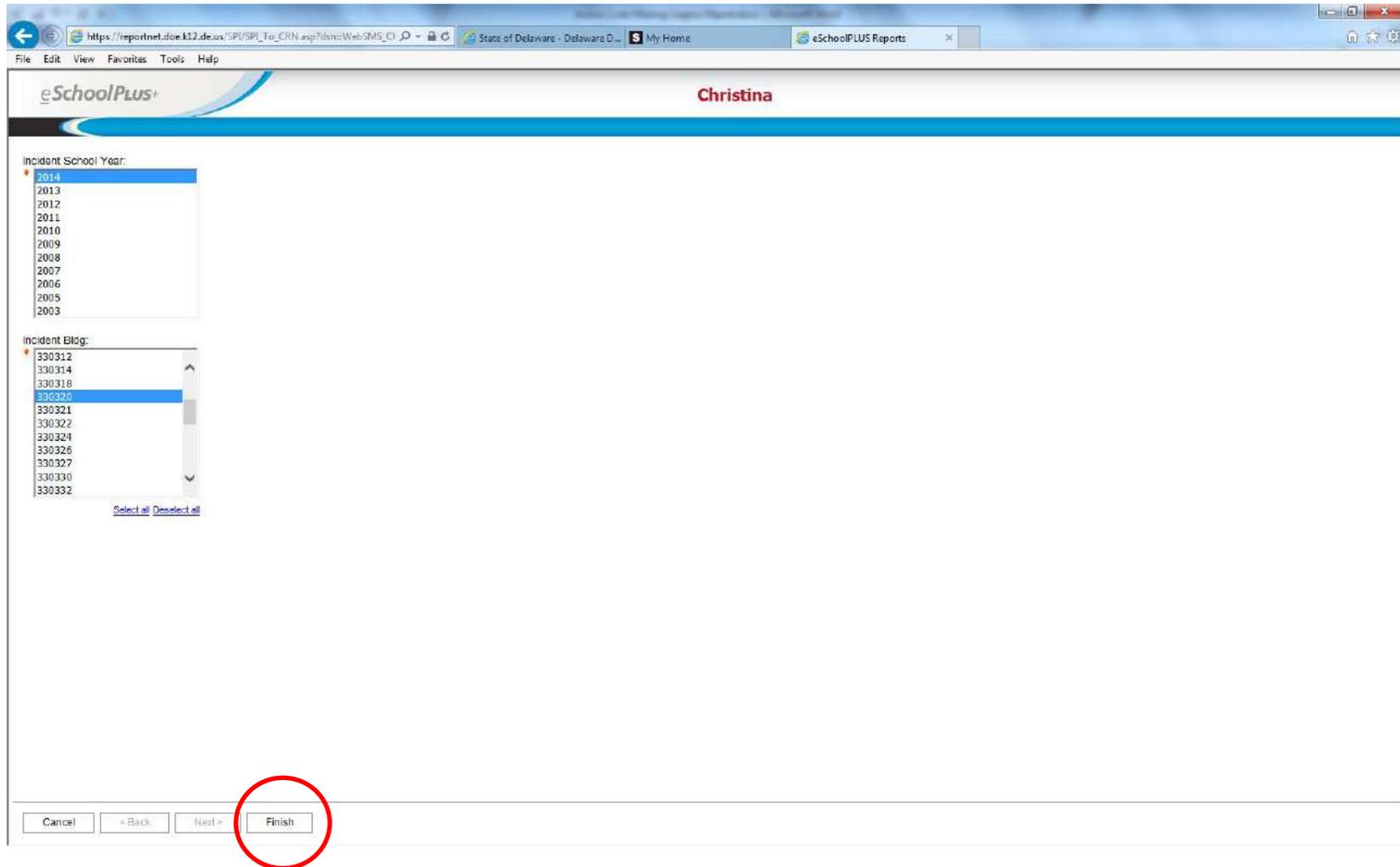
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6. Click on “DOE School Conduct QC Missing Action Code.”



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7. Click to highlight the appropriate school year and building(s). You can click “select all” to highlight all buildings or hold the CTRL key and click on only the buildings you want. Click “finish” to run the report.



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8. This is what the final report will look like. You can click on this icon to save as an excel spreadsheet. Then select “View in Excel Options” and then “View in Excel 2007 Format.” Open the file in the next window.

DOE School Conduct QC Missing Action Code
Date: Feb 14, 2014

IncidSY	IncidBidg	ActNo	ActCd	Incident Id	Incident Date	Offender D	Offender Name	OffCal	OffCategory Name	SchdDur
2014				159935	12/05/2013	161769		D1101	Fighting	
2014				159935	12/05/2013	175100		D1101	Fighting	
2014				206655	01/10/2014	302894		D0802	Offensive Touching Employee Victim	

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