How to Run an Enrollment Report in Cognos

1. Log into Cognos found at the following link: https://cognos.texastech.edu
2. Choose My Home

![IBM COGNOS 8 Logo]

3. From here please choose the TTU folder located within the Student Folder:

![IBM Cognos Connection]

4. From here please choose the Course/Section Scheduling Folder:

![IBM Cognos Connection]

5. The report is titled R092 Available Seats by Term and Course Level:

![R092 Available seats by Term and Course Level_001]
6. The first required field is to select a term from one of the pre-populated choices:

7. After the term is selected you can drill down by College:

8. You can choose from departments within the selected College and even specific SUBJECTS if desired:

9. The report will examine the % of seats available compared to the Maximum Enrollment set in Banner.

   **PERCENT AVAILABLE SEATS (<=)** 30

   This field is required and any percentage can be used. ASFR uses 30% when running these reports for distribution.

10. Finally the Course Level can be selected for review:
11. To run these reports please use the FINISH icon.