Understanding Your Data and Informer
College Staff Training

Target Audience: The target audience for this class includes college staff members responsible for generating reports.

Date: May 24-26, 2016

Register by Date: May 19, 2016

Location: Asheville-Buncombe Technical Community College
Ferguson, Room 112
College Training Center Information

Time: Tuesday, May 24: 10:00 a.m. - 4:00 p.m.
Wednesday, May 25 and Thursday, May 26: 9:00 a.m. - 4:00 p.m.
Please be seated 30 minutes before class start time.

Facilitator(s): Brandi Massey, CIS Business Systems Analyst, Financial Aid
Rosallene Massey, CIS Business Systems Analyst, Continuing Education

Course Description: This class will provide end users with the tools necessary to understand where data ‘lives’ in Colleague and how to extract the data into manageable reports.

Advanced Preparation: Prior to class:
• Print and bring the class documentation, if available, published via the NCLOR at http://exploretelor.org.
• Have access to RDEL and RFEI.

Course Objectives: Day 1: Welcome and Introductions
• Understanding Your Data Overview
• Data Discovery
Day 2: Informer
• Interface Review
• Running an Existing Report
• Reordering, sorting, and grouping and using aggregates with existing report results
• Adding subtotals and grand totals
• Exporting results
• Using analytics and charting
• Archiving
• Creating a user-specific version of the report
• Scheduling the report to run automatically
• How to start a new report
• Adding filter criteria to the report
• Adding output to the report
• Basic calculated columns/using functions
• Defining sort and group settings for the report
• Normalization
• Sharing reports

Day 3: Informer
• Write Reports
• Wrap-up
• Q&A
• Open Lab

Course Evaluation: Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.