

You may request a PDF galley via Cognos at any time. The information in Cognos is one-day delayed from Pathway and updated at midnight each night. If you have questions or problems running reports in Cognos, contact the UMKC Data Warehouse at 816-235-1435 or umkcdatawarehouse@umkc.edu

The Section Enrollment Report contains but is not limited to the following information:

- Grading basis
- Course component
- Class status
- Consent status
- Instruction mode
- Enrollment capacity
- Enrollment total
- Enrollment remaining
- Waitlist total
- SCH Generated
- Location
- Meeting start/end times
- Meeting pattern
- Room assignment/capacity
- Instructor name(s) and Load Percentage assigned

1. Open COGNOS in your browser: <https://reports.umsystem.edu/>
2. Make sure the Domain is set to UMKC-Users
3. Login using your SSO and password



University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Domain:



Username:

Password:

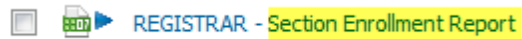
[Help](#)

[Using a shared computer?](#)

You are currently logging into:

Cognos Reporting
Production Environment

4. Find the UMKC Reports folder and click on it.
5. Locate the galley report by clicking on
 - a. Student Administration Reports > Vice Chancellor of Student Affairs & Enrollment Management > Registrar's Office > Scheduling Reports
6. To run the report, click on the report **REGISTRAR-Section Enrollment Report**



7. Use the prompts to select your data.

Section Enrollment Report

Report term: * FS2014 Required Prompts

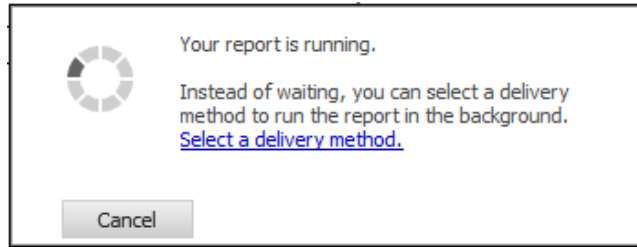
The following prompts are optional

Academic Group	College of Arts & Sciences
Academic Organization	History
Subject:	History

Class Status	Stop Further Enrollment Active Cancelled Section
	Select all Deselect all
Instruction Mode	Blended Class Instruction Classroom Based Online Asynchronous Instr Online Synchronous Instr Video
	Select all Deselect all
Class Location:	Cont Ed - A&S - Off-Campus Cont Educ - A&S - On-campus Continuing Educ - Off Campus Continuing Educ - On Campus Credit By Exam High School/College Program Hospital Hill Nursing - St. Joseph Nursing-Joplin Off Campus CE - EX Off-Campus

Step 4: Select Finish. At this step you have two options.

- a. You will see a popup message that **Your report is running**. You can wait and let the report finish processing and once complete the PDF will open in the window where you will have the option to save or print the report. For this option you must stay logged into Cognos and leave the window open to allow the report to finish running. Depending on how much data you requested this process could take some time.



- b. You can click in the **Select a delivery method** link > **Email Report** > **OK** to have the report emailed to your UMKC email as a PDF once it is done running. For this option you do not need to stay logged into Cognos.

