

## DART Report Tool Training Subteam Minutes, 08-31-16

- Cognos 11 will not be implemented this school year. We will discuss training plans once the date is set for the upgrade.
- Immediate training goals/needs/issues. Notification to users of SAT score changes. Consumer training.
- Timeframe for Consumer Training and Cognos Workspace Advanced training. The team decided that a formal Cognos Workspace Advanced training class was not needed at this time. We will continue to offer support at Cognos Office Hours and individual training as needed. It was discussed that it would be more beneficial to devote the time to creating documentation and plan trainings for Cognos 11. The team discussed that it would still be beneficial to have a Cognos Consumer training and that will be scheduled in the next month.
- Review Consumer handouts and discuss class agenda.
  - Consumer Quick Reference
  - Cognos Troubleshooting Info
  - 839 vs 961 document
  - Review Cognos Academic General Reports with Description document

We did not have time to go over these handouts in the meeting, but they were emailed to team members for review.

- Discuss Cognos Workspace Advanced handout and training class agenda.
  - Hands on with training materials first day.
  - Attendees bring report needs and create together class.

This topic was not covered once the decision was made to not offer a formal Workspace Advanced class.

- Establish regular meeting frequency/time/place.  
The team decided to not schedule a regular meeting frequency at this time. We will meet the next time training needs arise or once we have a timeframe for Cognos 11 implementation.