



CROA

Colleague Reporting and Operational Analytics

SUPER USER MANUAL



Institutional Effectiveness & Student Success (IESS)

Colleague Reporting and Operational Analytics (CROA) is a new system our district uses for all reporting needs. This manual is a preliminary tool that can assist new users on basic steps in the utilization of this new system.

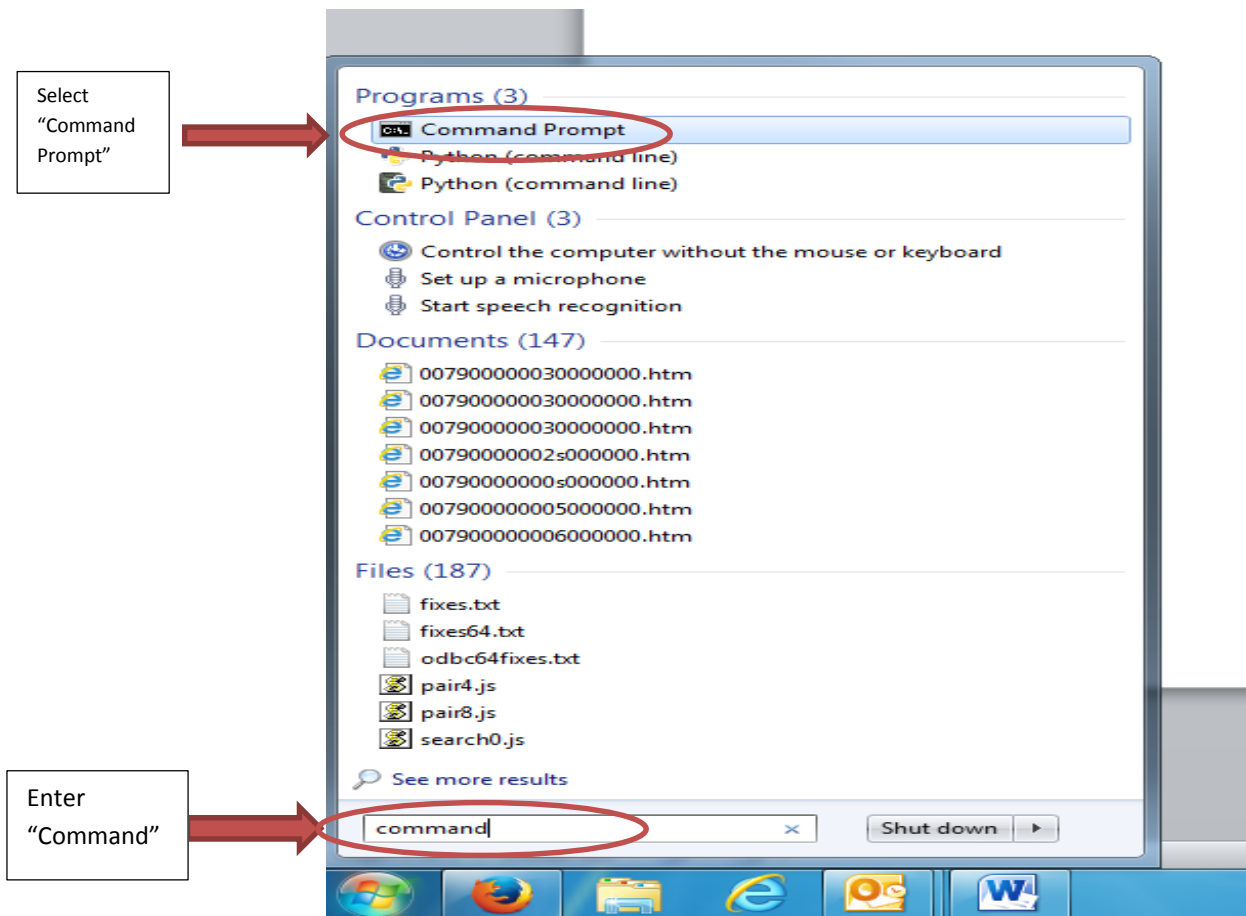
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Preliminary Check:

Before we dive into CROA there are three things necessary to make sure that CROA runs properly on a computer:

1. Make sure that the computer has the latest version of Internet Explorer (IE). The reason IE is used instead of Firefox or Chrome is that CROA is supported by IE. The latest version of IE is necessary for security reasons.
Download the most recent version here: <http://windows.microsoft.com/en-us/internet-explorer/download-ie>
2. To run CROA, a computer must have Java (we also want the latest version installed). To check if Java is installed, type "command" in the Windows search bar and select command prompt. In the command prompt, type "java -version" (without the quotation marks). If "unknown command" message is received then Java needs to be installed.



2. (Continued)

If Java is already installed, a screen will display similar to the one below;

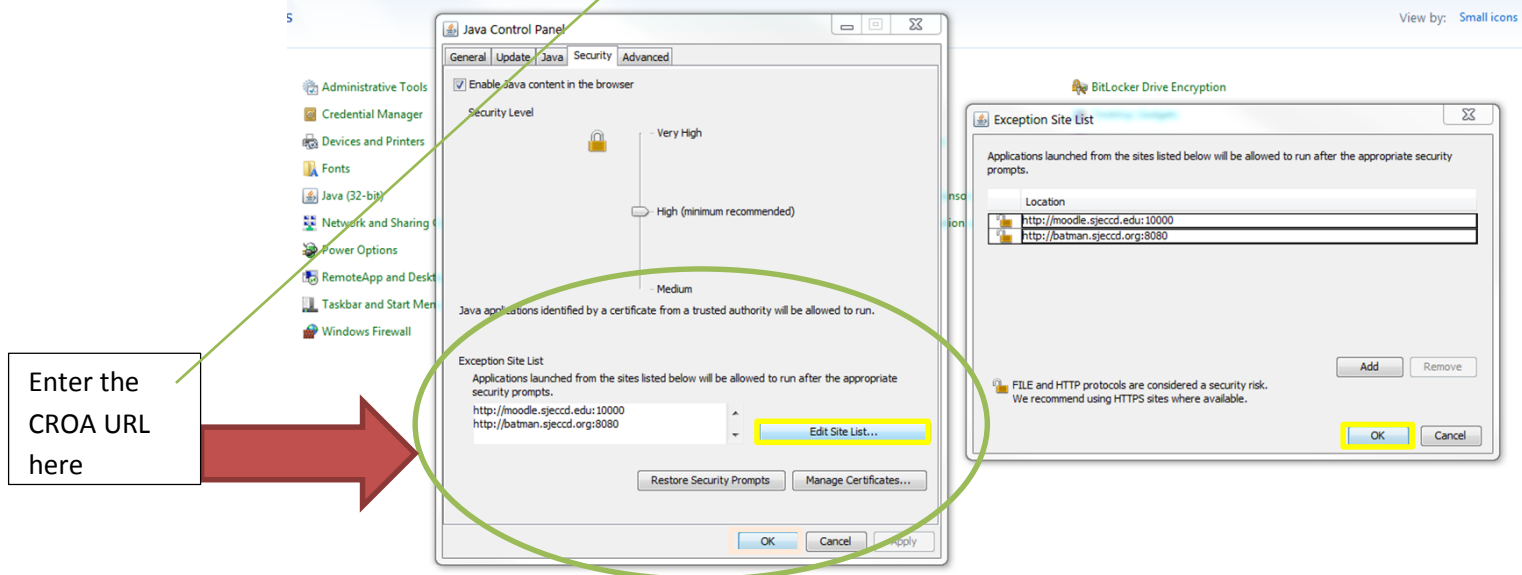
```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\vjlopez>java -version
java version "1.6.0"
Java(TM) SE Runtime Environment (build pua6460sr12-20121025_01(SR12))
IBM J9 VM (build 2.4, JRE 1.6.0 IBM J9 2.4 Windows 7 amd64-64 jvma6460sr12-20121024_126067 <JIT enabled, AOT enabled>)
J9VM - 20121024_126067
JIT - r9_20120914_26057
GC - 20120928_AA>
JCL - 20121014_01

C:\Users\vjlopez>
```

- The last step is to grant access to the CROA website in the Java configurations. Click on the Windows button and select "Java" in the "All Programs" menu. From there, click on "Configure Java" and select the "Security" tab. Click the "Edit Site List" button, type in the CROA URL: <http://batman.sjcccd.org:8080>

In the Exception Site List select OK and *then* in the Java Control Panel select OK.



SAP BusinessObjects

BI launch pad

Enter your user information, and click "Log On".

If you are unsure of your account information, contact your system administrator.

System:	<input type="text" value="BATMAN:6400"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>
Authentication:	<input type="text" value="Windows AD"/> ▼

[Log On](#)

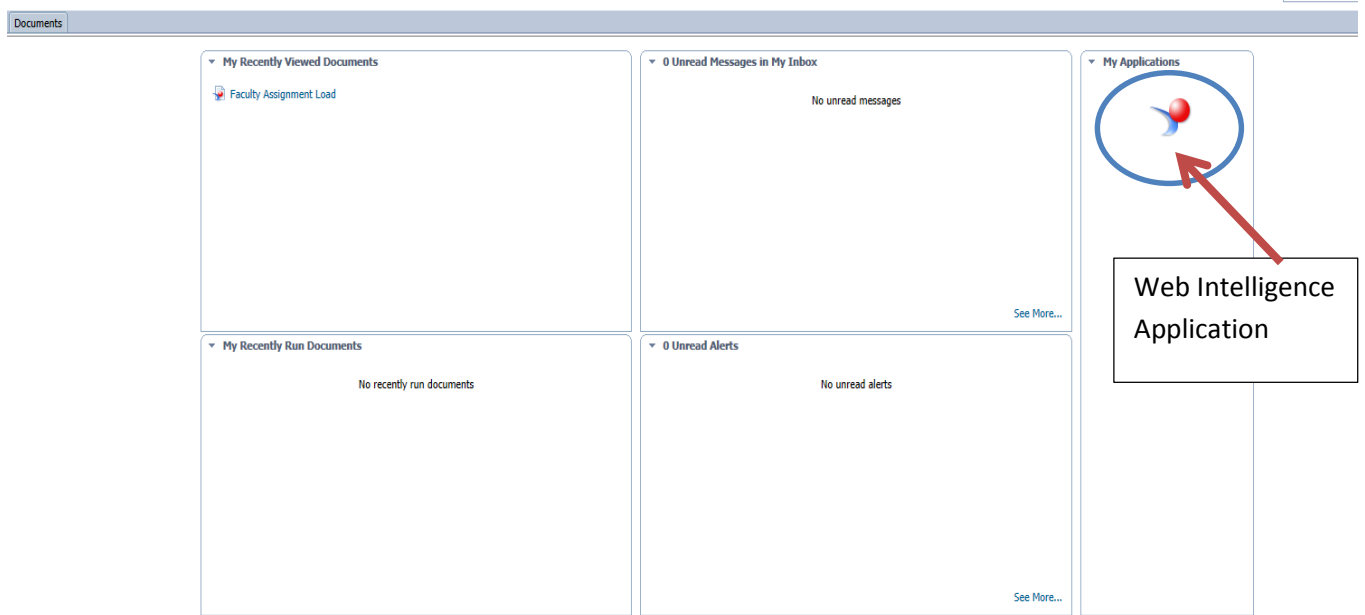


[Help](#)

Creating a Report

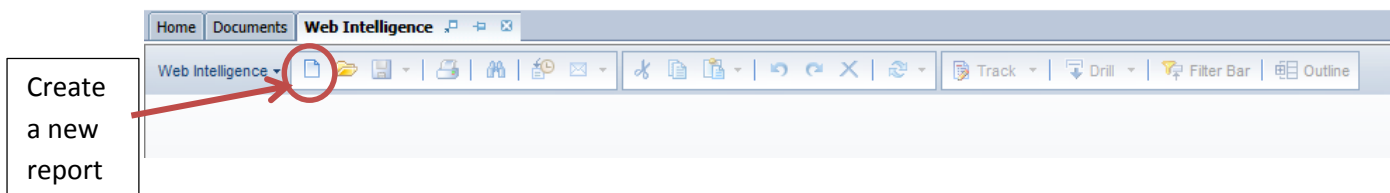
The login for CROA is the district computer login Username and Password that is used on district computers.

To create a report, on the main screen click on the "Web Intelligence Application" button on the sidebar.

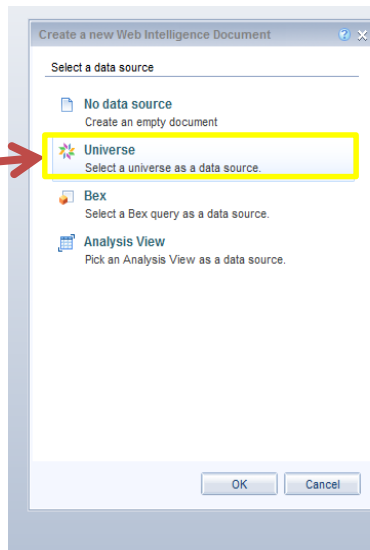


Click on the “New Web Intelligence Document” button to create a new report and then select “Universe.” Once “Universe” is selected for data source choose the desired database that the report is going to draw its information from.

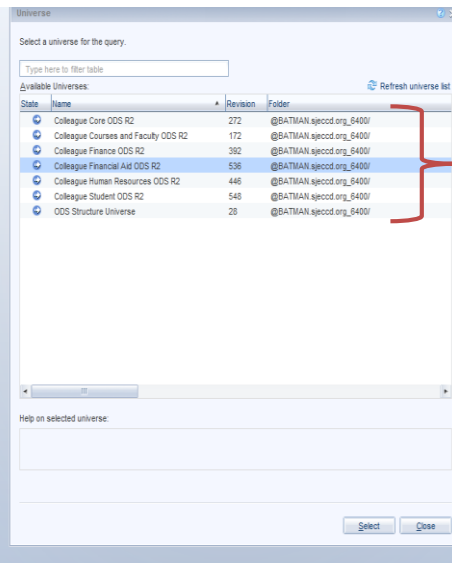
Note: Users will not have access to **all** of the databases. Database view is according to assigned areas.



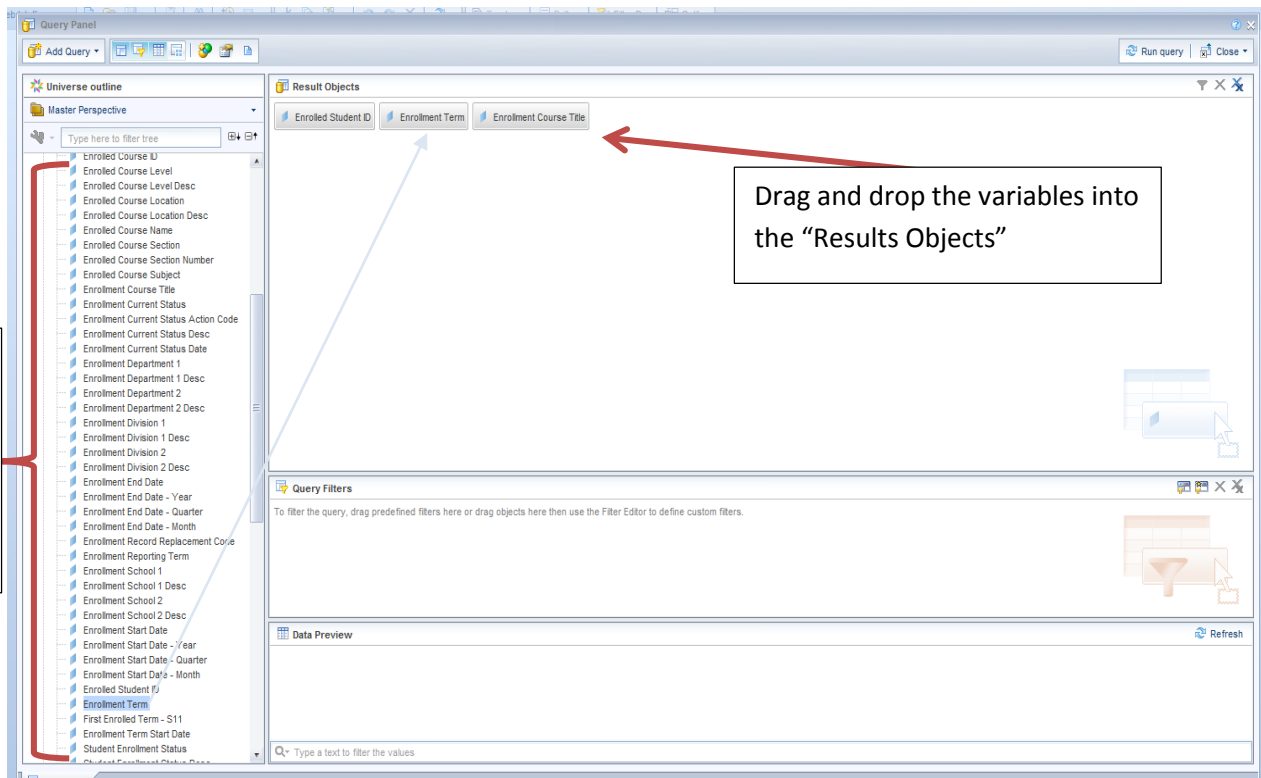
Select
"Universe"



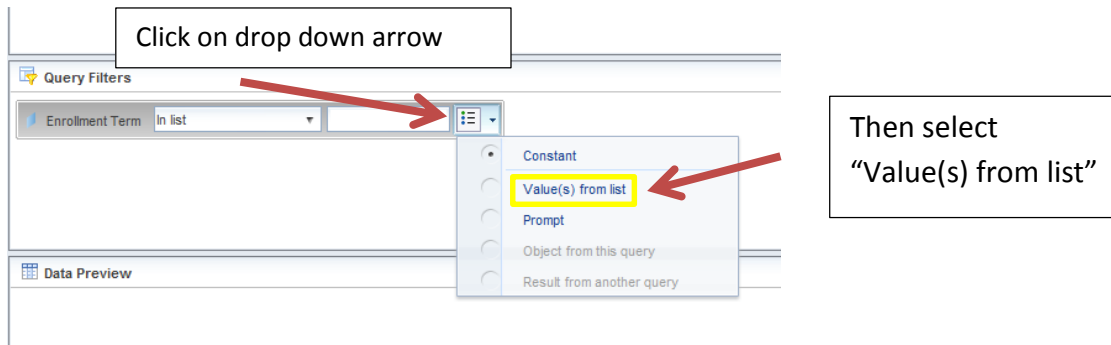
Select desired
database



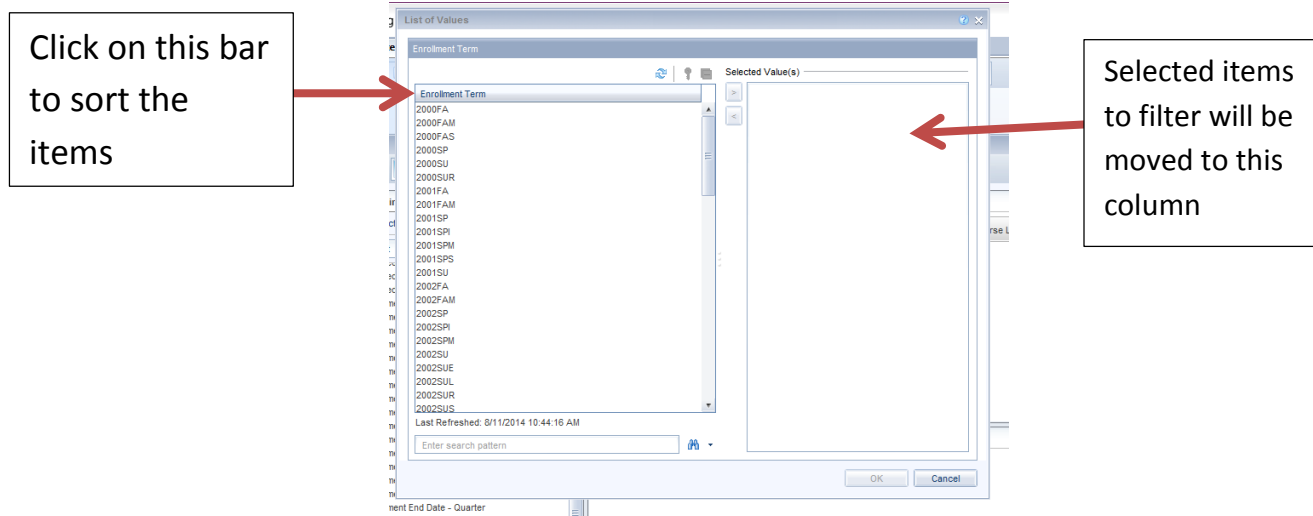
Select a
desired
variables
from
this
sidebar



After selecting the fields for a report, drag one of the fields selected into the “Query Filter” box and click on the drop-down box then select “Value(s) from list.”



After selecting “Value(s) from list,” a second window will pop up to select the values to filter.



It is **IMPORTANT** to use query filters to limit the number of records returned. For example: in the query shown above, if an enrollment term wasn’t chosen to filter the report would have returned **EVERY SINGLE STUDENT RECORD ON FILE**. The report would have taken several minutes to run and would have return almost a million records.

Query Filters

Data elements can be combined to get more specific results. The more elements that are included in the filter, the more restricted the results are. In the example below, “Enrolled Location” element was added to the query and “San Jose City” was selected. Now the query only return the records for students enrolled in San Jose City in Fall 2014.

Query Filters

And

Enrollment Term In list 2014FA

Enrolled Course Location Desc In list San Jose City College

Preview a report by refreshing the “Data Preview” box that is right below the “Query Filter” box.

Data Preview

Enrolled Stud...	Enrollment Te...	Enrollment C...	Enrolled Cour...
0779987	2014FA	Intro to Colle...	San Jose Cit...
0290643	2014FA	NEC & Calcul...	San Jose Cit...
0778611	2014FA	English Com...	San Jose Cit...
0746959	2014FA	Tools, Mater...	San Jose Cit...
0740296	2014FA	General Micr...	San Jose Cit...

Q Type a text to filter the values

Refresh

Click on “Refresh” to preview data

Result Objects

Enrolled Student ID Enrollment Term Enrollment Course Title Enrolled Course Location Desc

Run query Close

Query Filters

Enrollment Term In list 2014FA

And

Enrolled Course Location Desc In list San Jose City Colle

Data Preview

Enrolled Stud...	Enrollment Te...	Enrollment C...	Enrolled Cour...
0779987	2014FA	Intro to Colle...	San Jose Cit...
0290643	2014FA	NEC & Calcul...	San Jose Cit...
0778611	2014FA	English Com...	San Jose Cit...
0746959	2014FA	Tools, Materi...	San Jose Cit...
0740296	2014FA	General Micr...	San Jose Cit...

Type a text to filter the values

Hit the "Run Query" button to run the

Once the query is run, the report should resemble the screenshot below.

SJCC Fall 2014 Enrollment

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0000672	2014FA	Social Problems	San Jose City College
0000864	2014FA	Administration & Supervision	San Jose City College
0000864	2014FA	Electronic Research/Internet	San Jose City College
0000864	2014FA	Public Safety Comm Service	San Jose City College
0001055	2014FA	Analytical Reading	San Jose City College
0002770	2014FA	General Psychology	San Jose City College
0002770	2014FA	Social Problems	San Jose City College
0003081	2014FA	ASL 1	San Jose City College
0003081	2014FA	Sign Language Lab-SL 1A	San Jose City College
0003096	2014FA	Intro to Kinesiology	San Jose City College
0003311	2014FA	Geometry	San Jose City College
0003311	2014FA	Precalculus Algebra	San Jose City College
0003885	2014FA	Psychology of Women	San Jose City College
0004029	2014FA	Psychology of Women	San Jose City College
0004029	2014FA	Small Group Communication	San Jose City College
0009937	2014FA	Adapted Weight Training	San Jose City College
0009937	2014FA	Supervised Tutoring	San Jose City College
0009937	2014FA	Watercolor 2	San Jose City College
0010289	2014FA	Elementary Algebra	San Jose City College
0010289	2014FA	Intro PC Hardware/Diagnostics	San Jose City College
0010289	2014FA	Intro to Computer Info Sys	San Jose City College

Modifying Reports

One of the most helpful and easiest way to modify a report is by adding a “break.” Breaks organizes reports by creating segments based on unique values in the selected column.

SJCC Fall 2014 Enrollment

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0000672	2014FA	Social Problems	San Jose City College
0000864	2014FA	Administration & Supervision	San Jose City College
0000864	2014FA	Electronic Research/Internet	San Jose City College
0000864	2014FA	Community Comm Service	San Jose City College
0001054	2014FA	Reading	San Jose City College
0002770	2014FA	Psychology	San Jose City College
0002770	2014FA	Problems	San Jose City College
0003087	2014FA		San Jose City College
0003087	2014FA	Image Lab-SL 1A	San Jose City College
0003097	2014FA	Physiology	San Jose City College
0003317	2014FA	Geometry	San Jose City College
0003317	2014FA	Algebra	San Jose City College
0003887	2014FA	of Women	San Jose City College
0004027	2014FA	of Women	San Jose City College
0004027	2014FA	Small Group	San Jose City College
0009937	2014FA	Weight Training	San Jose City College
0009937	2014FA	Tutoring	San Jose City College
0009937	2014FA	2	San Jose City College
0010287	2014FA	Algebra	San Jose City College
0010287	2014FA	Hardware/Diagnostics	San Jose City College
0010287	2014FA	Computer Info Sys	San Jose City College
0015787	2014FA		San Jose City College
0015787	2014FA	Small	San Jose City College

The screenshot below shows the report after a break was added to the “Enrolled Student ID” column. All of the records were sorted and lump together by student identification number (IDs).

SJCC Fall 2014 Enrollment

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0000672	2014FA	Social Problems	San Jose City College
0000672			

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0000864	2014FA	Administration & Supervision	San Jose City College
	2014FA	Electronic Research/Internet	San Jose City College
	2014FA	Public Safety Comm Service	San Jose City College
0000864			

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0001055	2014FA	Analytical Reading	San Jose City College
0001055			

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0002770	2014FA	General Psychology	San Jose City College
	2014FA	Social Problems	San Jose City College
0002770			

Enrolled Student ID	Enrollment Term	Enrollment Course Title	Enrolled Course Location Desc
0003081	2014FA	ASL 1	San Jose City College
	2014FA	Sign Language Lab-SL 1A	San Jose City College
0003081			

Creating a New Variable

To create a new data-element; right-click on “Variable” in the left panel (left sidebar) and choose “New Variable.”

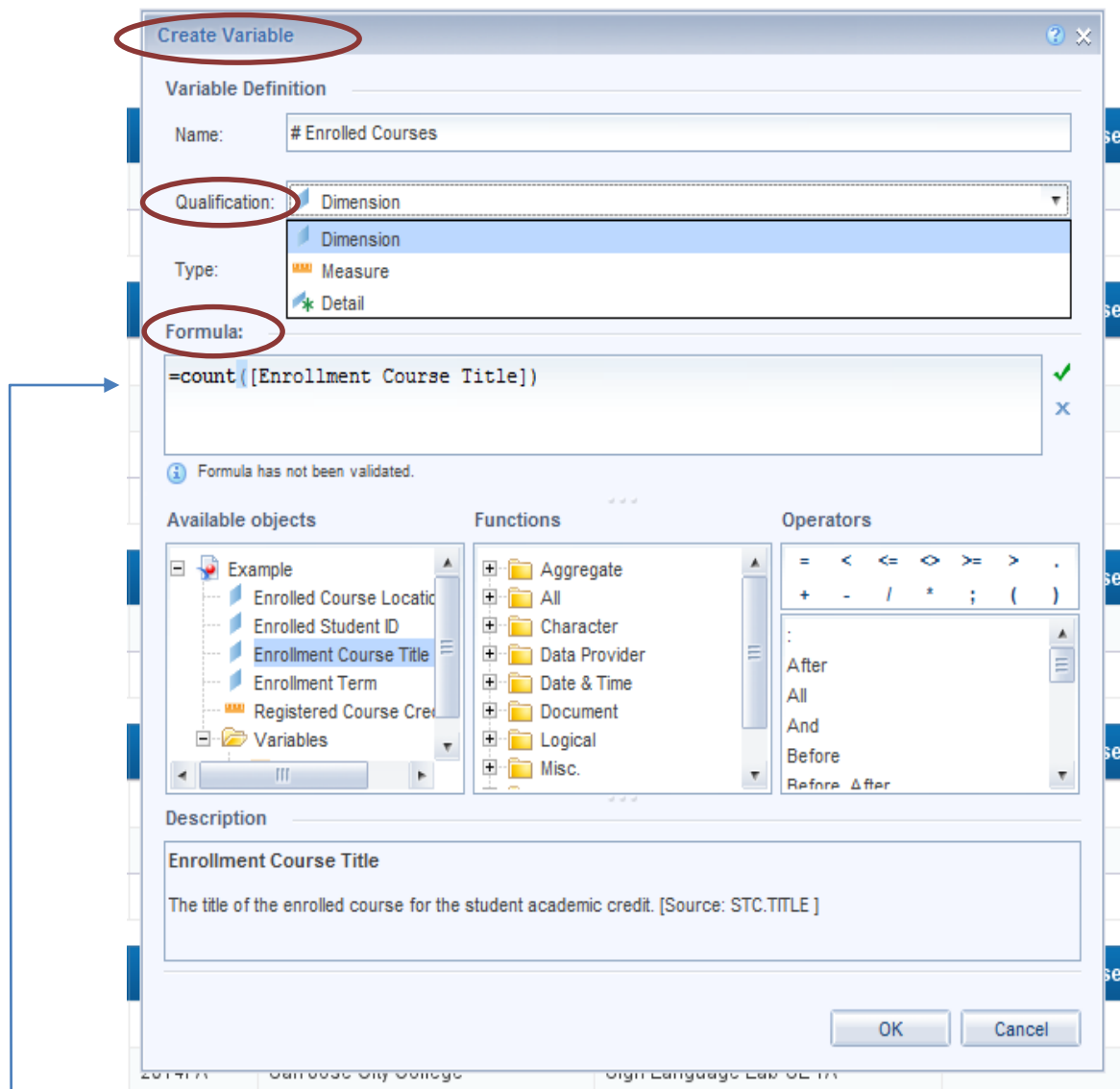
- Only new data-elements can be created in the web viewer design mode (web viewer design mode is the window that pops up after selecting data elements and to run a query)

The screenshot shows a software interface with a left sidebar and a main content area. The left sidebar, titled 'Available Objects', contains a search bar and a tree view. The tree view shows a hierarchy starting with 'New Document', followed by 'Enrolled Course Location Desc', 'Enrolled Student ID', 'Enrollment Course Title', 'Enrollment Term', and 'Variable'. The 'Variable' folder is selected, and a context menu is open with the following options: 'New Variable', 'Copy', and 'Paste'. The main content area displays a report titled 'Report 1' which is a table with four columns: 'Enrolled Stud', 'Enrollment T', 'Enrollment C', and 'Enrolled Cou'. The table contains 20 rows of data.

Enrolled Stud	Enrollment T	Enrollment C	Enrolled Cou
0000452	2008SP	Weight Traini	San Jose City
0000452	2009SP	Beginning Ce	San Jose City
0000452	2009SP	Beginning W	San Jose City
0000452	2009SP	PHP Program	San Jose City
0000455	2002SP	Hatha Yoga	San Jose City
0000455	2006SP	Weight Traini	San Jose City
0000456	2000FA	Directed Stud	Evergreen Va
0000456	2000FA	Physical Fitne	Evergreen Va
0000456	2000FAM	BAR OBD2 U	Evergreen Va
0000456	2000SU	Advanced Em	Evergreen Va
0000456	2000SU	BAR-97 Trans	Evergreen Va
0000456	2004SP	Computers in	Evergreen Va
0000456	2006SP	Introductory P	Evergreen Va
0000456	2009FA	Calif. Bar 200	Evergreen Va
0000456	2014SP	Intro to Altern	Evergreen Va
0000458	2001SPS	Intro Chemic	San Jose City
0000458	2004SU	Vietnamese /	Evergreen Va
0000458	2005FA	Psychology o	San Jose City
0000458	2005SU	Electr. Resea	Evergreen Va
0000458	2006FA	Hatha Yoga	Evergreen Va
0000458	2006SP	Intro to Res	Evergreen Va

In the “Create Variable” window, enter a name for a new variable. In the “Qualification” field, choose “Dimension” if a new variable is going to be categorical (ex. Numeric codes, dates, student ethnicity) or “Measure” if a new variable will be numerical.

- “Measure” variables are denoted by the yellow ruler to the left of their name
- “Dimension” variables have a blue cube to the left of their name
- With “Measures” it is possible to Add, subtract, multiply, and divide



In the formula box, enter “= count(Enrollment Course Title)”

- All formulas have to start with “=”

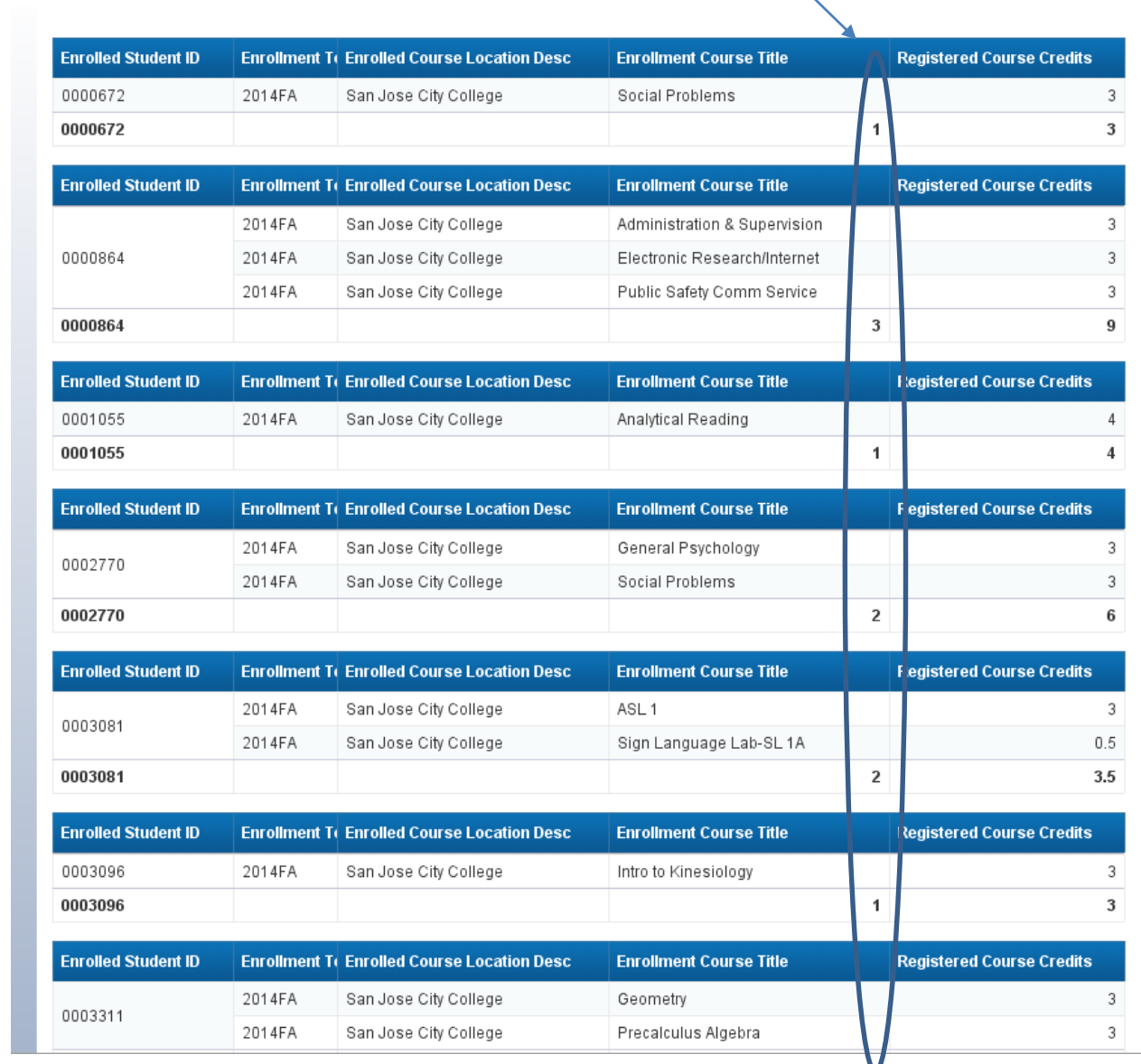
The formula entered counts each record in the “Enrollment Course Title” column, giving us the count of how many courses each student was enrolled.

Grab the newly created variable from the left sidebar and drag it to the empty cell to populate in a report.

SJCC Fall 2014 Enrollment

Enrolled Student ID	Enrollment T	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0000672	2014FA	San Jose City College	Social Problems	3
0000672				3
Enrolled Student ID	Enrollment T	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0000864	2014FA	San Jose City College	Administration & Supervision	3
	2014FA	San Jose City College	Electronic Research/Internet	3
	2014FA	San Jose City College	Public Safety Comm Service	3
0000864				9
SUM = [# of Enrolled Courses]				
Enrolled Student ID	Enrollment T	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0001055	2014FA	San Jose City College	Analytical Reading	4
0001055				4
Enrolled Student ID	Enrollment T	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0002770	2014FA	San Jose City College	General Psychology	3
	2014FA	San Jose City College	Social Problems	3
0002770				6
Enrolled Student ID	Enrollment T	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0003081	2014FA	San Jose City College	ASL 1	3
	2014FA	San Jose City College	Sign Language Lab-SL 1A	0.5
0003081				3.5

The screen shot below shows the created variable “# of Enrolled Courses” added to the Enrolled Course Title column.



Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0000672	2014FA	San Jose City College	Social Problems	3
0000672			1	3
Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0000864	2014FA	San Jose City College	Administration & Supervision	3
	2014FA	San Jose City College	Electronic Research/Internet	3
	2014FA	San Jose City College	Public Safety Comm Service	3
0000864			3	9
Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0001055	2014FA	San Jose City College	Analytical Reading	4
0001055			1	4
Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0002770	2014FA	San Jose City College	General Psychology	3
	2014FA	San Jose City College	Social Problems	3
0002770			2	6
Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0003081	2014FA	San Jose City College	ASL 1	3
	2014FA	San Jose City College	Sign Language Lab-SL 1A	0.5
0003081			2	3.5
Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0003096	2014FA	San Jose City College	Intro to Kinesiology	3
0003096			1	3
Enrolled Student ID	Enrollment Term	Enrolled Course Location Desc	Enrollment Course Title	Registered Course Credits
0003311	2014FA	San Jose City College	Geometry	3
	2014FA	San Jose City College	Precalculus Algebra	3

Rename Reports

While in the Design mode, a report can be renamed by right clicking on the “Report 1” tap at the bottom of the report then by selecting “Rename Report” option. Type in the desired report name and ENTER. The new name will display at the top of the report.

