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Nesting Chart and Crosstab Data

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1. Create your report

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2. From the Data Items tab, drag **STUDENT_CLASSIFICATION_DESC** to the Crosstab.



3. To sort **STUDENT_CLASSIFCATION_DESC** in the proper order, highlight it in the Crosstab and click on the Sort icon at the top and select Advanced Sorting.



4. Drag the data item **student_sort** to the Sort List box and click ok.



5. From the Data Items tab, drag **STUDENT_CLASSIFICATION_DESC** to the Categories box. Drop it under **ACADEMIC_PERIOD_DESC.**

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6. To sort **STUDENT_CLASSIFCATION_DESC** in the proper order, highlight it in the Categories box and click on the Sort icon at the top and select Advanced Sorting.



7. Drag the data item **student_sort** to the Sort List box and click ok.

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- 8. To make the chart larger, highlight the chart. Go to the Properties box and click next to Size & Overflow. Change the Height to 400 and the Width to 900. Click ok.
- 9. Click the Run icon to see your cool report.



1. From the Data Items tab, drag **STUDENT_CLASSIFICATION_DESC** to the to the Categories box and drop it under **ACADEMIC_PERIOD_DESC**.

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at <u>cognos@kent.edu</u>. For technical assistance, contact the IS Help Desk at 672-HELP (4357).



www.kent.edu/is/training istraining@kent.edu

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