1. Create your report
2. From the Data Items tab, drag **STUDENT_CLASSIFICATION_DESC** to the Crosstab.
3. To sort **STUDENT_CLASSIFICATION_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`. 
6. To sort **STUDENT_CLASSIFICATION_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.
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 cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).