Getting Started

Quick Reference Guide

(February 2020)

Feedback or Questions: Data Governance
(datagovernance@purdue.edu)

Login: Purdue Data Cookbook
(https://purdue.datacookbook.com)

Getting Started with Data Cookbook
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AUDIENCE

New users of Data Cookbook, the metadata repository for data definitions and standard reports and dashboards.

Includes basic navigation and listing of current functionality of Data Cookbook.

Data Cookbook is the authoritative source of metadata for data fields, standard report and dashboard specifications. All Cognos folders labeled ‘Standard’ as well as management dashboards, and data digest dashboards will be documented in Data Cookbook. Data Cookbook is a work in progress.

This will ensure that all official reporting and decision-making is done using definitions that have been approved by data owners. These approved definitions will be transparent as well as accessible via Cognos and Tableau. They will be available for comment from any Data Cookbook user.

TRAINING DOCUMENTS LIBRARY

(All with a Purdue Career Account)
- Getting Started
- Standards for Creating an Info Request (to be developed yet)

(Definition Authors)
- Standards for Creating a Definition
- Quick reference

(Specification Authors)
- Standards for Creating a Specification

Questions/Feedback:
Email: Data Governance (datagovernance@purdue.edu)
LAUNCH **DATA COOKBOOK**
https://purdue.datacookbook.com

Also available using [Purdue OneCampus portal](https://purdue.datacookbook.com). Keywords: cookbook, data, governance, metadata.

Or internet search of “Purdue Data Cookbook”

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**Creating your Account**
Using your Purdue Career Account login, create an account, accepting the information provided.

**Current Functionality**

Purdue Data Cookbook contains hundreds of definitions and specifications across multiple functional areas. Some subject areas are more complete than others are, and work continues.

- Admissions
- Alumni/University Development
- Enterprise Asset Management (EAM)
- Finance
- Financial Aid
- Graduate School
- Human Resources (HCM)
- Institutional Research
- Instructional Activity
- Online Learning
- Research (SPS)
- Slate, Graduate
- Space
- Student
- Student Life
- Transact

As of January 2019, the Cognos metadata from standard reports for Admissions, Bursar and Student areas were converted into Data Cookbook, and are no longer updated in Cognos. Plans to move the rest of Cognos metadata to Data Cookbook are occurring. This would include EAM, Finance, HCM, and SPS metadata.

**Cautions**

- Data Cookbook is cloud-based so response times may vary.
- Log out of Data Cookbook AND close browser window when finished.
Purdue Community Resource – Your Input is Appreciated

Data Cookbook is the authoritative source of Purdue metadata for data fields, standard reports and dashboard specifications. Definitions and report/dashboard specifications make information available in writing. The functional data owners make every effort to ensure definitions are current and correct. However, your help is needed. Having an involved community with different perspectives adds to the quality of the content.

If you see a definition or specification that can be clarified, improved or updated, please add a comment. Anyone can propose a change at any time by using the comment box displayed at the bottom of each definition and specification.

Your comment routes to the data owner(s) for that functional area. The owner has expertise in the subject area and will review the comment and take appropriate action. Please note that comments are tracked in the space below the comment box and are visible to all users.

Click in the text box to highlight the comment area. Type your comment and then click Add Comment.

Example:

THANK YOU for your part in making Data Cookbook a more valuable resource.
Portal to Data Cookbook from Cognos and Tableau

For ease of access, there is a portal from both Cognos and Tableau to Data Cookbook. Clicking it provides information from the specification in Cookbook, including Purpose, Description, Owner, and links to field definitions. If more detail is needed, there is a ‘View Details’ link directly into Data Cookbook for all of the detailed information.

Cognos Standard Reports

The portal has been implemented in several standard reports and is now part of Student Reporting Governance committee report approval process. Work continues.

Team Content > Student –PWL > Standard Content

Tableau Dashboards

The portal from Tableau to Data Cookbook has been implemented in several of the Data Digest dashboards and work continues. It is located next to the Help button on the top of the dashboard.
‘View Details’ links directly into Data Cookbook
Definitions and Specifications – Search Options

Home Page vs. Browse vs. Quick Definition Lookup

The table below shows two ways to locate definitions or specifications. Please note the important differences in results between the two methods.

Searching from the Home page only returns Approved definitions. Searching from Definitions/Browse or Specifications/Browse returns all definitions in any status (Draft, Functional Area Review, Final Review, and Approved).

With many definitions and specifications being created at this time, the recommendation is to search using Definitions/Browse or Specifications/Browse and be aware of definition status.

A definition in draft or pending status may be incomplete, but it can provide basic information to help you continue with your work.

<table>
<thead>
<tr>
<th>Search Method</th>
<th>Returns</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>Definitions, Specifications and Data Systems (not yet implemented)</td>
<td>APPROVED only</td>
</tr>
<tr>
<td>Definitions, Browse Definitions</td>
<td></td>
<td>In any status</td>
</tr>
<tr>
<td>Specifications, Browse, Specifications</td>
<td></td>
<td>In any status</td>
</tr>
<tr>
<td>Quick definition lookup (top right)</td>
<td>Definitions</td>
<td>In any status</td>
</tr>
</tbody>
</table>

Status:
- Drafting
- Functional Area Review
- Final Review
- Approved
Home Page Search

A search box is available on the Home page. In this example, the word ‘application’ is the search term. It will return any definition or specification with ‘application’ anywhere in the definition, title, or keyword list. Note: Data systems functionality has not been implemented.

The results of the ‘application’ search shows Definitions, Specifications, and Data Systems that contain the word ‘application’. For now, we are interested in Definitions. (A separate training manual provides information on Specifications.)

The full search returned 20 Definitions with ‘application’ in the title or description. Click on any Definition to view the complete entry.

Remember, these are Approved Definitions. Searches from the Home tab omit Definitions in draft or review status. Use Browse Definitions (next) to see Definitions in any status.

Also, searches using the ‘data cookbook’ icon (top right corner) will return all definitions, including those from other institutions within the Data Cookbook community.
Browse Definitions

Click on the Definitions tab and select Browse Definitions:

The initial screen begins an alphabetical list of all (hundreds) definitions in the Purdue Cookbook system. It cuts across functional areas. For example, “fund” search returns definitions from Finance, Research, Financial Aid and Enterprise Asset Management functional areas. You can scroll through the entire list or use the filters to narrow the search.

The default is to show Full Content (name plus first three lines of the definition). You can change this using the Display filter to view only the Name of the Definition. This typically triples the number of items listed on the screen.
Definition Status

The **Browse** option shows definitions (or specifications) in any step of the review process, it is **recommended** over a Search from the Home Page due to the number of definitions and specifications currently being created.

The steps in the approval process are:

1. **Drafting** (Red) → **Functional Area Review** (Orange) → **Final Review** (Yellow) → **Approved** (Green)

The Browse function shows all definitions, including those in drafting status or under review. The status is shown on the right side of the screen in list view.
And on the left when looking at one particular definition:

**Credit Hours**

**Functional Definition:**

The units by which an institution measures time spent in an instructional setting. For traditional courses this is the number of hours a course meets per week during a 16 week semester. A course scheduled to meet three hours each week will usually carry 3 credit hours. Some courses are offered for variable credit hours whereby a student can register within the approved range.

Credit hours associated with each course are published in the Course Catalog. Tuition is assessed based on credit hours.

**Versions**

Definitions can have multiple versions. Additional versions may include clarifications, additional verbiage, and new information. Comments added by anyone using Data Cookbook are reviewed and often lead to a new, better version.

**Academic Course Number**

Alpha-numeric code combined with a subject code to provide an identifier for each course within an academic unit. For example, COM 11500, SOC 12000, BIOL 22100, etc.

Versions can all be in Approved Status or there can be an Approved version along with one still being reviewed.

**Graduation Rate**

The percent of students from a fall first time/full time entry cohort who complete a degree within a time span, including the final summer term. This definition applies to internal calculations.
Getting Started

Browse Specifications (Cognos Reports & Dashboards)

Search results on ‘student’ keyword:

Waitlisted Students Report

**PURPOSE:**
The purpose of this report is to provide information about a student’s position in the Waitlist Queue for a specific Academic Course Reference Number (CRN).

**DESCRIPTION:**
This report provides information about Waitlisted students by Academic Course Number, Academic Course Reference Number (CRN), and their position in the Waitlist Queue. Prompts are for Academic Period, Academic Course Subject, Advisor, Academic Course Identification, and CRN/Academic Course Reference Number. It should only be run for a specific academic period.

**ACCESS DETAILS:**
This report may be accessed in Cognos at Team content > Student > Waitlist > Standard

Active Student Holds

**PURPOSE:**
Converted from Cognos Metadata. Data items will be added later.
Specification status is at the top left.

Specifications (report or dashboard) also may have multiple versions.
Definitions and Specifications - Narrow with Filters

Cookbook provides several filters to limit the scope of your search. The filters can quickly reduce the number of results, making it easier to locate a specific definition or group of definitions.

The first filter under **Filter by:** defaults to Workflow definition. If you select Current Workflow, it will show you the legend describing the stages and color indicators.

Filtering by **Functional Area** is a good way to limit the options on the screen and make it easier to find what you need. If you know what area is (or might be) responsible for activities related to your search term, click that area.

This is true for both Definitions and Specifications.
Filter – Tag (for Specifications only)

Currently the Tag filter is used only on Specifications to easily identify **Data Digest** Specifications. It will be used in the future for Management Dashboards as well as other often-used reports/dashboards.
Additional Information

The Community tab provides additional information and resources compiled from Data Cookbook users at other higher education institutions.

Community resources also includes information from agencies such as:

- Common Data Set
- IPEDS
- National Student Clearinghouse
## Appendices

### A. Glossary of Terms

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Functional data owner role responsible for review and approval to place a data element or specification into production</td>
</tr>
<tr>
<td>Data Classification</td>
<td>Displays the level of sensitivity (public, sensitive, restricted). Purdue data stewards developed these. Additional information can be found at: Getting Started with Data Cookbook: <a href="https://www.purdue.edu/idata/Services/Data_Governance/DataCookBook.html">https://www.purdue.edu/idata/Services/Data_Governance/DataCookBook.html</a> Purdue Data Classification: <a href="https://www.purdue.edu/securepurdue/data-handling/index.php">https://www.purdue.edu/securepurdue/data-handling/index.php</a> Directory Information: <a href="https://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html">https://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html</a></td>
</tr>
<tr>
<td>Data System</td>
<td>Not implemented at this time</td>
</tr>
<tr>
<td>Editor</td>
<td>Individual able to edit a definition or specification.</td>
</tr>
<tr>
<td>Functional Area</td>
<td>Subject area</td>
</tr>
<tr>
<td>Functional Definition</td>
<td>Multi-paragraph explanation, conceptual description, list of values, cautions and any specific access requirements re: a data element.</td>
</tr>
<tr>
<td>Functional Data Owner</td>
<td>Person (or designee) responsible for data in a functional/subject area. Responsible for the collection of accurate, complete data and accompanying audits to maintain data quality and integrity.</td>
</tr>
<tr>
<td>Specification</td>
<td>Any standard report or dashboard. Sometimes referred to as ‘BI content’</td>
</tr>
<tr>
<td>Technical Definition</td>
<td>Not implemented at this time</td>
</tr>
<tr>
<td>Workflow</td>
<td>Process to create, edit, review and approve a Data Cookbook definition, specification, or info request (future implementation).</td>
</tr>
</tbody>
</table>

### B. Abbreviation Exceptions List

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL</td>
<td>Capacity Utilization Limit</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-Time Equivalent</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
</tr>
<tr>
<td>URL</td>
<td>Universal Resource Locator</td>
</tr>
<tr>
<td>URM</td>
<td>Underrepresented Minority</td>
</tr>
</tbody>
</table>
C. Additional Tips

<table>
<thead>
<tr>
<th>Adding words to Chrome dictionary</th>
<th>When in Chrome, type the word (such as FTE, unduplicated), right click and “Add to Dictionary” to stop it from marking it as a misspelling.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log out of Browser</td>
<td>To totally log out of Data Cookbook close browser as well as Data Cookbook. This is a best practice.</td>
</tr>
</tbody>
</table>