



Purdue University - Data Cookbook

Quick Reference for Getting Started

(October 2017)

Feedback or questions: datagovernance@purdue.edu

Login: <https://purdue.datacookbook.com>

Getting Started with Data Cookbook:

https://www.purdue.edu/oira/documents/Data_Governance/2017_10_27_Data_Cookbook_Quick_Reference_for_Getting_Started.pdf



Table of Contents

AUDIENCE: Getting Started	1
TRAINING DOCUMENTS LIBRARY	1
GETTING STARTED	2
LAUNCH DATA COOKBOOK: https://purdue.datacookbook.com	2
Creating your Account.....	2
Current Functionality.....	2
Cautions.....	2
Definitions – Search Options	3
Additional Information	4
Appendices	5
A. Glossary of Terms	5
B. Abbreviation Exceptions List	5
C. Additional Tips.....	5

AUDIENCE: Getting Started

New users of Data Cookbook.

Basic navigation and listing of current functionality with Data Cookbook.

Data Cookbook is the authoritative metadata source for official Purdue data field, report and dashboard definitions. All folders labeled 'Standard', accessed with Cognos, as well as management dashboards and data digest dashboards will be documented in Data Cookbook. As the Transformation project progresses, standard reports and dashboards will be defined in Cookbook as well.

This will ensure that all official reporting and decision-making is done using definitions which have been approved by data owners. These approved definitions will be transparent and accessible via Cognos and Tableau.

TRAINING DOCUMENTS LIBRARY

(All Users)

- Quick Reference for Getting Started

(Definition Authors)

- Standards for Creating a Definition (One-page quick reference)
- Standards for Creating a Definition

(Specification Authors)

- Standards for Creating a Specification (to be developed yet)
- Standards for Creating an Info Request (to be developed yet)

Questions/Feedback:

datagovernance@purdue.edu

GETTING STARTED

LAUNCH DATA COOKBOOK:

<https://purdue.datacookbook.com>

Creating your Account

Using your Purdue Career Account log-in, create an account, accepting the information provided.

Current Functionality

At this time, Definitions are the available functionality.

There are approximately 150 definitions across multiple functional areas including: Admissions, Alumni/University Development, Financial Aid, Research, Space, and Student. These were converted from the previous Office of Institutional Research, Assessment and Effectiveness (OIR-AE) data dictionary.

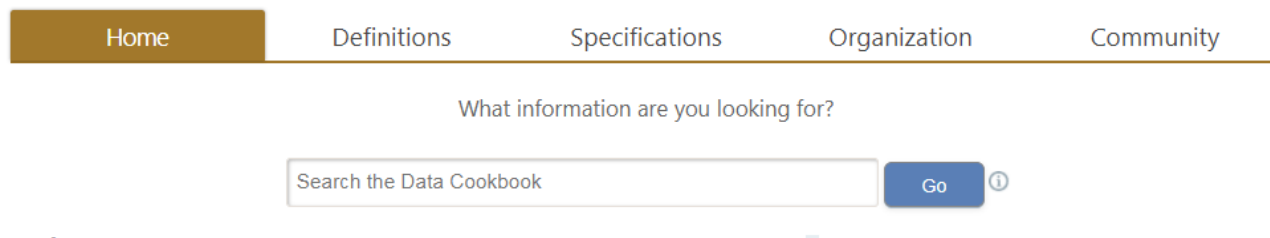
Specifications of standard reports / dashboards and additional definitions, including those from Enterprise Asset Management, Human Resources and Finance will be added and will be announced as they are available.

Cautions

- Data Cookbook is cloud-based so response times may vary.
- Ignore all objects that begin with TEST. These are used for training, development purposes only. TEST Definitions, TEST Functional Areas.
- Log out of Data Cookbook AND close browser window when finished

Definitions – Search Options

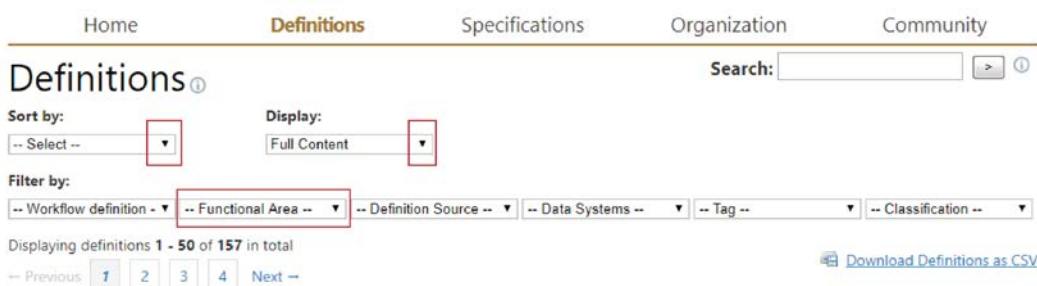
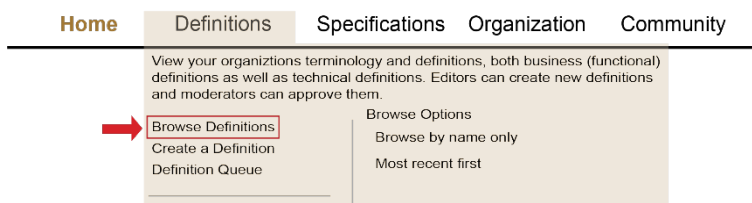
Home Page



The Home page allows you to search. Or you can search by going to Browse Definitions.

Browse Definitions

Click on the **Definitions** tab and select Browse Definitions



This allows you to see all definitions or filter based upon various criteria.

The default is to show Full Content (name plus start of definition). You can also filter on the Name of the Definition only.

All definitions, including those in drafting or under review are available. Those which have been approved are indicated in **green** on right side of listing.

If you select the Current Workflow, it will show you the Workflow color indicators indicating what stage that particular definition is in.

Home **Definitions** Specifications Organization Community

Definitions Search:

Sort by: -- Select -- Display: Full Content

Filter by: **Current Workflow** -- Stage -- -- Functional Area -- -- Definition Source -- -- Data Systems -- -- Tag -- -- Classification --

Clear Displaying definitions 1 - 50 of 157 in total Download Definitions as CSV

Expand Technical Definitions? LEGEND: 1. Drafting 2. Functional Area Review 3. Final Review Approved Rejected

Academic College Version 1 of 1
 Created by [Sue Wilder](#) 2 months ago
 Approved by [Christina A. Marheine](#) 3 months ago

Source: 1 Institutional Definition

Parent organization of an academic department providing instructional resources. The title of this parent organization may be referred to as college, school, or institute.

Technical definitions:

CLASSIFICATION: [Public](#)
 USED IN: [2 Specifications](#)
 FUNCTIONAL AREAS:
 • [Student](#)
 TAGS:

Academic Concentration Version 1 of 1
 Created by [Sue Wilder](#) 2 months ago
 Approved by [Christina A. Marheine](#) 2 months ago

Source: 1 Institutional Definition

Additional degree requirements beyond an academic major to focus on or include a specific area of study or clinical proficiency. Additional courses are typically required to complete a concentration at both the undergraduate and graduate levels.

CLASSIFICATION: [Public](#)
 USED IN: [0 Specifications](#)
 FUNCTIONAL AREAS:
 • [Student](#)

Additional Information

There are additional information, resources available within the higher education Data Cookbook community.

Home Definitions Specifications Organization **Community**

Finally, an Online Community for Higher Education

The foundation of good decision-making begins with human through accurate data. A community allows folks to learn issues, and improve their judgment. The desire for this connect organizations and higher education institutions to with information such as data definitions. The public avail institutions deal with the increasing complexity of data go

View and copy shared definitions and specifications from other organizations. Collaborate in the forums with other organizations on topics ranging from data governance to reporting to your use of the Data Cookbook and more.

- Organizations
- Definitions
- Specifications
- Forums 354
- Copy Queue

Appendices

A. Glossary of Terms

Approver	Functional data owner role responsible for review and approval to put a data element, specification into production
Data Classification	Displays the level of sensitivity (public, sensitive, restricted). These were developed by Purdue data stewards. Additional information can be found at: Getting Started with Data Cookbook https://www.purdue.edu/oirae/documents/Data_Governance/2017_10_27%20Data_Cookbook_Quick_Reference_for_Getting_Started.pdf https://www.purdue.edu/securepurdue/policies/dataConfident/dataclassif.html http://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html
Data System	Not implemented at this time for Definition creation. Will be used when Specifications are entered.
Editor	Role with access to edit a definition or specification.
Functional Area	Subject area
Functional Definition	Multi-paragraph explanation, conceptual description, list of values, cautions and any specific access requirements re: a data element.
Functional Data Owner	Person (or designee) responsible for data in that functional/subject area. Responsible for the collection of accurate, complete data and accompanying audits to maintain data quality and integrity.
Specification	Any standard report or dashboard. Sometimes referred to as 'BI content'
Technical Definition	<i>Not implemented at this time</i>
Workflow	Process to create, edit, review and approve a Data Cookbook definition. Will also be used for Specifications and Info Requests

B. Abbreviation Exceptions List

CUL	Capacity Utilization Limit
FTE	Full-Time Equivalent
GPA	Grade Point Average
ID	Identification
URL	Universal Resource Locator
URM	Underrepresented Minority

C. Additional Tips

Adding words to Chrome dictionary	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.
Log out of Browser	To totally log out of Data Cookbook, need to close browser as well as Data Cookbook. This is a best practice.