

Configure Your Browser

Supported web browsers are documented here: [Cognos 10.1](#)

[Supported Web Browsers](#)

- Internet Explorer (IE) 8.0
- Firefox 3.6
- **Note:** Safari is not a supported browser but will work to view reports.

For best results, change your browser settings in Internet Explorer by selecting **Tools | Internet Options | Security | Trusted Sites** and add the warehouse URLs as trusted sites:

- <https://dwhsep.doemass.org>
- <https://edw.doemass.org>

Disable popup blockers for the warehouse URLs.

EDW Login

- Log in to the EDW through the **ESE Security Portal** (<https://www4.doemass.org/auth/Login>).
- No changes to your DA permissions or roles are required to start using the EDW v.3.0.
- EDW v.3.0 access is immediate once DA roles/permissions are created. No more waiting overnight for access.

Data Warehouse

- › [Data Warehouse v3.0](#)
- › [Data Warehouse Announcement](#)
- › [EDW v2.6 Last Update Jan 2012](#)

Summary of Differences between EDW v.2.6 and EDW v.3.0

- MEPA reports are now available at the student level and include a full history of ALL testing for the student – all tests, all subjects.
- CD data is now available in two individual student reports.
- Report numbering and some report names have changed for MCAS and Growth reports. See the mapping document to find a v.2.6 report.
- MCAS, Growth, and MEPA data are available (2006-2011 data).
- Reports open in a new tab or window (depends on individual's browser setting) so that multiple reports can be open at the same time.
- Student lists can be filtered by Enrolled Students (the latest SIMS collection), Tested Students, or Claimed Students.
- Prompt options are limited to the districts and schools the user has access to.
- Prompts for filtering reports are located on the report page whenever possible—no separate prompt page.
- EDW v.3.0 reports include more information per page and require fewer clicks to query and view the data.
- Reports containing local data are not available in v3.0.

Running Multiple EDW Sessions

If you need to open both EDW v.2.6 and EDW v.3.0 simultaneously, you can only do so using one of the following options:

- On a PC you can use Internet Explorer (IE) and select **File > New Session** to open a new session instead of a new window. Enter the URL for the ESE Security Portal login (<https://www4.doemass.org/auth/Login>) in the browser address bar and proceed to login.
- On a Mac or a PC, use two different browsers— for example, IE and Firefox on a PC, or Firefox and Safari on a Mac.

EDW Navigation



EDW users are encouraged to use the **Home** and **Return** icons for navigation. However, since reports open in a new window/tab (depending on the individual's browser settings), the return icon will not be available, nor will the browser's **Back** button. To navigate back to the page from which you came, click in the appropriate window/tab.

EDW Tabs



EDW Home – contains news about the latest data and report releases, as well as links to resource documents and contacts.

District – contains all district-related reports organized by analysis, as well as other data sources and structures, such as the cube.

School – contains all school-related reports organized by analysis, as well as other data sources and structures, such as the cube.

Student – contains links to data files and all student-related reports including MCAS, MEPA, and CD rosters and individual student histories.

Public Folders – contains user's district folder and the Data Upload Validation folder for users who upload claiming files. All other folders contain reports more appropriately accessed from district, school, or student tabs. Users should not need to access reports in Public Folders unless they are reports saved to district folders or upload validation reports.

My Folders – a private folder that contains reports and report views saved by the user.

Run Reports

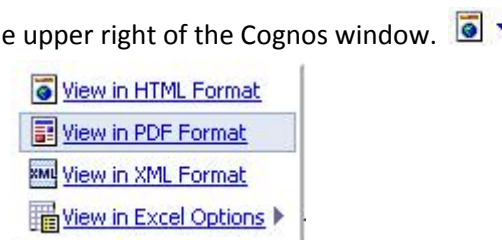
1. Choose one of the **District**, **School**, or **Student** tabs.
2. Click a report name. The report will open in a new tab or window.
3. Select the report criteria from the available prompts. When you select certain prompts, the page may take a second to reload so that the next prompt contains only relevant options.
4. Click **Submit** to display the report.

NOTE: For reports more than a page long, use the links at the bottom left side of the window to view each page.



Print Reports

1. Once you have run the report in HTML and made the appropriate prompt selections, go to the HTML icon at the upper right of the Cognos window.
2. Click on the arrow to the right of the icon and choose "View in PDF Format" from the dropdown selections.
3. The PDF report will open in Adobe Reader either in your browser window or in a separate window, depending on your browser settings. If it opens in your browser window, roll over the bottom of the report and the Adobe Reader icons will appear to enable you to print and/or save your report.



Additional Help and Contact Information

If you need help, call the EDW Help Desk Number at 781-338-6820 or email us at datawarehouse@doe.mass.edu.