The Banner Operational Data Store for
Student and Financial Aid Business Areas
Foothill-De Anza Community College District
October 12 – 16, 2009

Objective:
This engagement will introduce participating members of the FHDA community to concepts of reporting, the Operational Data Store as a source of data and information for creating reports, and the use of Hyperion to organize and present that information in response to operational reporting issues, and to initial management reporting issues as they related to Student (including Admissions), Financial Aid, and related business areas.

Participants are expected to include representatives of the District as well as functions such as admissions, course catalog and schedule development, student registration, faculty assignment, graduation management, financial aid application and award processing, student employment, financial aid fund management, and the technical support staff for the ODS.

General Approach:
An Overview of the ODS will be provided. It will include a brief demonstration of creating a report from the ODS using Hyperion, a high-level description of how data moves from Banner to the ODS, a presentation of selected features that simplify reporting from the ODS, and an introduction to the ODS documentation (Metadata) and its use. (It is expected this component of the engagement will involve approximately two hours.) A straight-forward report will be created integrating simple business analysis, identification of the information required to answer the business question, location of that information within the ODS, and the development of the report using Hyperion. It is expected this activity will conclude Monday morning's agenda. All those participating in the week's training will participate Monday morning.

The balance of the week's agenda will consist of half-day workshops providing focused business areas with an opportunity to progressively increase their ability to independently create reports addressing their needs.   Two sessions will be provided in each of the areas of student, admissions, financial aid, and cross-enterprise reporting. The first of each set of two sessions will include an introduction to the relevant data for that area. The balance of the sessions will include the guided creation of a report, followed by individual work in creating reports seen as needed to support operations or management requirements.   Each session will provide opportunity for guided as well as individual effort.

ODS Functional Training
Student and Financial Aid Business Areas

Foothill De Anza Community College District
October 12-16, 2009

Monday Morning, October 12 (9 a.m. – Noon)

(Recommended participants: All who will be participating in the workshops throughout the week.)
- An Overview of the ODS
    - The Reporting Role of the ODS
    - Populating the ODS from Banner
    - Finding Information in the ODS: The Metadata
    - Selected Features of the ODS
        - Display Rules
        - Freeze Tables
- Hyperion and the ODS: Creating a Simple Report

Monday Afternoon, October 12 (1 p.m. – 4:30 p.m.)
A Reporting Workshop focused on list-oriented student reporting from the ODS using Hyperion. (Recommended participants: Those individuals expected to create ad hoc or production reports meeting student operational and management reporting requirements including but not limited to student lists related to program and registration, schedule and course catalog using the ODS and Hyperion. Technical staff expected to support reporting of student information are also encouraged to attend.)
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Tuesday Morning, October 13 (8:30 a.m. – Noon)
A Reporting Workshop focused on list-oriented financial aid reporting from the ODS using Hyperion. (Recommended Participants: Those individuals expected to create ad hoc or production reports meeting financial aid reporting requirements including but not limited to lists of awards by fund or student, application information, and fund summaries using the ODS and Hyperion. Technical staff expected to support reporting of financial aid information are also encouraged to attend.)
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Tuesday Afternoon, October 13 (1 p.m. – 4:30 p.m.)
A Reporting Workshop focused on list-oriented admissions and recruitment reporting including but not limited to lists of applicants from source institutions with test scores and other demographic and application characteristics from the ODS using Hyperion. (Recommended Participants: Those individuals expected to create ad hoc or production reports meeting admissions and recruiting management requirements using the ODS and Hyperion. Technical staff expected to support reporting of related information are also encouraged to attend.)
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Wednesday Morning, October 14 (8:30 a.m. – Noon)
A Reporting Workshop focused on list-oriented cross-enterprise reporting in support of assessment, advising, research and planning activities from the ODS using Hyperion. (Recommended Participants: Those individuals expected to create ad hoc reports and/or information content intended to support cross-enterprise business requirements. Technical staff expected to support reporting of related information are also encouraged to attend.)
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Wednesday Afternoon, October 14 (1 p.m. – 4:30 p.m.)
A Reporting Workshop focused on summary-oriented reporting in support of student and course management from the ODS using Hyperion. This hands-on session will build on skills and experience acquired during the earlier student management session.
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Thursday Morning, October 15 (8:30 a.m. - Noon)
A Reporting Workshop focused on summary-oriented reporting in support of financial aid management from the ODS using Hyperion. This hands-on session will build on skills and experience acquired during the earlier financial aid management session.
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Thursday Afternoon, October 15 (1 p.m. – 4:30 p.m.)
A Reporting Workshop focused on summary-oriented reporting in support of admissions and recruiting management from the ODS using Hyperion. This hands-on session will build on skills and experience acquired during the earlier admissions and recruiting management session.
- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Friday Morning, October 16 (8:30 a.m. - Noon)
A Reporting Workshop focused on summary-oriented reporting in support of cross-enterprise reporting from the ODS using Hyperion. This hands-on session will build on skills and experience acquired during the earlier cross-enterprise workshop.

- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion

Friday Afternoon, October 16 (1 p.m. – 4:30 p.m.)
An 'Open Forum' Reporting Workshop intended to provide support for any and all reporting and information content development issues as they may be addressed using the ODS and Hyperion or other reporting tools. This hands-on session will build on skills and experience acquired during sessions earlier in the week.

- Defining the report from a business perspective
- Identifying the required data in the ODS
- Building the report with Hyperion