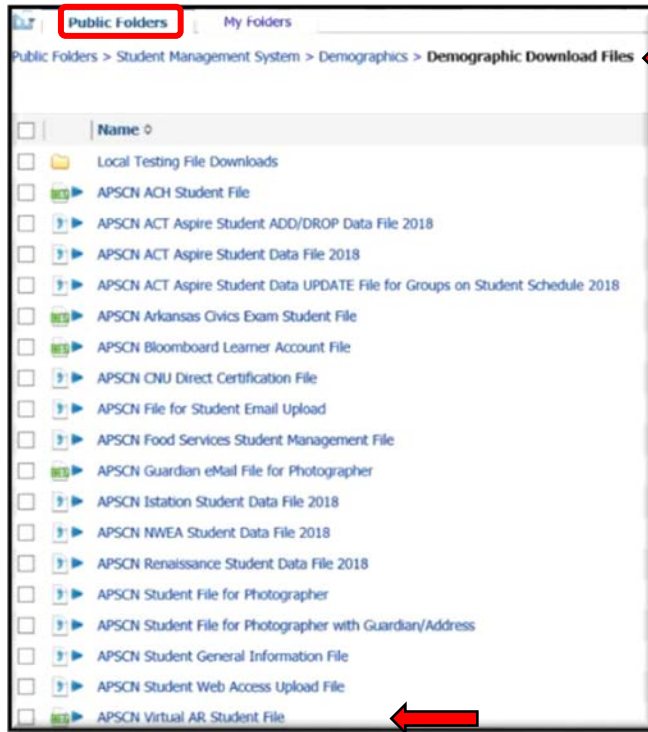




Generating the COGNOS Student Data File

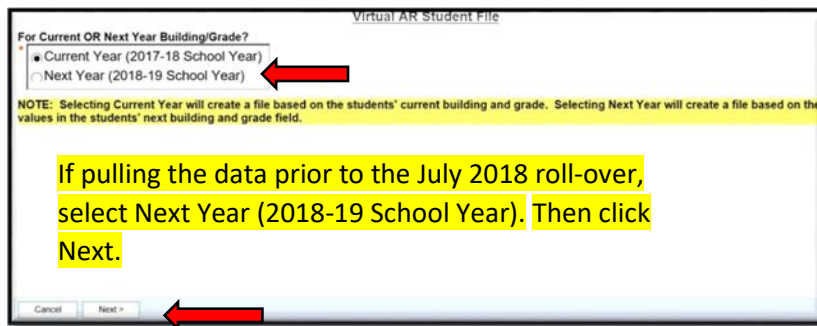
Step 1. Run the Virtual AR Student File



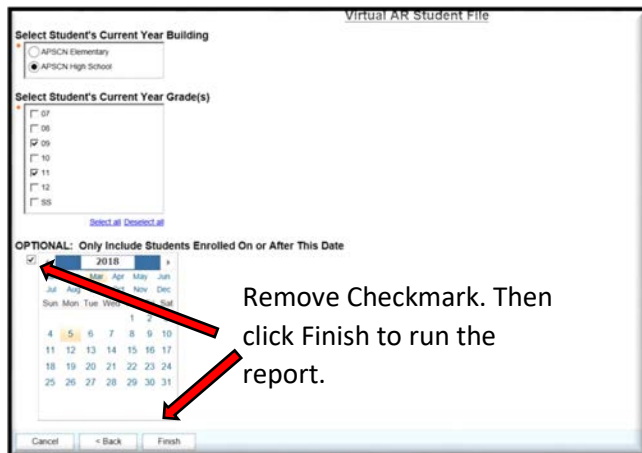
Click on **Show All Content** when opening COGNOS. Then go to this section – **Public Folders > Student Management System > Demographics > Demographic Download Files.**

Check the box in front of APSCN Virtual AR Student File.

Step 2. Select Year



Step 3. Select Campus and Grade Level(s)



After clicking on Finish, you will need to Save the report and then you may email the report to Amanda Rauls at cognosreports@virtualarkansas.org.