

# Discoverer Viewer User Manual for Student Data System

2023

# Table of Contents

Introduction.....	3
How to Get Started .....	3
Logging In.....	3
First Time Logging In—Preferences Changes .....	4
Worksheet List.....	5
Parameters.....	6
Query Progress .....	7
Report Display .....	7
Report Display — Report Layout .....	8
Report Display — Crosstab Report.....	9
Graph Report.....	10
Appendix A: Disabling Pop-up Blocker .....	11

This document was created by the Ministry of Education.

Information Management and Support Branch  
Student and Educator Services

student.records@gov.sk.ca

Website: [www.saskatchewan.ca](http://www.saskatchewan.ca)

# Introduction

## What is Discoverer Viewer?

Discoverer Viewer is an HTML-based application created by Oracle for use in running pre-defined reports. These reports gather specific information from a data warehouse populated with data taken from the Student Data System. These reports will allow the user to gain an insight into their respective data and in some cases, compare figures with provincial data.

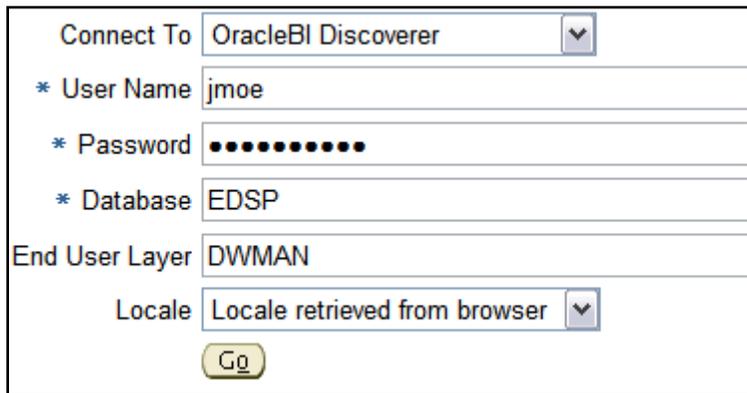
## How to Get Started

The user will need an account to access the Discoverer Viewer application. If the user does not already have an account, they can contact Student Records at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) to have an account created.

Once the user has an account, the next step is to load the Discoverer Viewer application. Open the internet browser and enter: [www.bi.gov.sk.ca/discoverer/viewer](http://www.bi.gov.sk.ca/discoverer/viewer)

## Logging In

Upon loading the Discoverer Viewer application found at: [www.bi.gov.sk.ca/discoverer/viewer](http://www.bi.gov.sk.ca/discoverer/viewer) the user will be presented with the login screen shown below.



The screenshot shows a login form with the following fields and values:

- Connect To: OracleBI Discoverer (dropdown menu)
- \* User Name: jmoe
- \* Password: [masked with 10 dots]
- \* Database: EDSP
- End User Layer: DWMAN
- Locale: Locale retrieved from browser (dropdown menu)
- Go button

Ensure the **Connect To** dropdown is set to **OracleBI Discoverer**.

The **Database** field is set to **EDSP**.

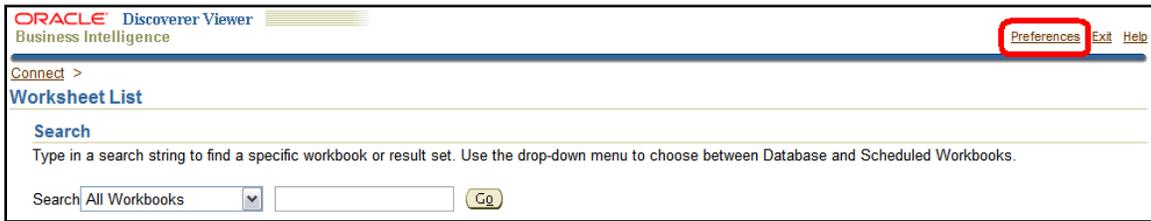
The **End User Layer** field is set to **DWMAN**.

Once the information has been entered, hit the Go button.

## First Time Logging In—Preferences Changes

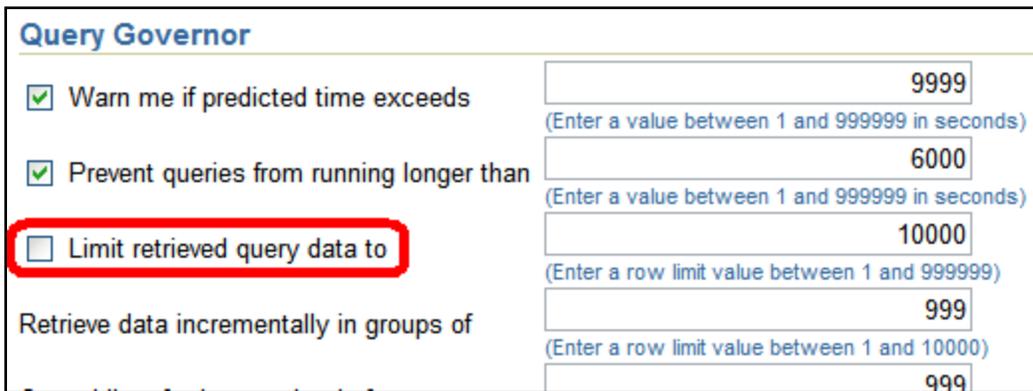
When the user first logs in, there are a few settings in Discoverer Viewer that needs to be adjusted in order to ensure reports are complete and present accurate data.

After the user logs in, a Worksheet List screen will be presented. In the top-right corner of the page, there is a link to **Preferences**. See screenshot below.



Click the Preferences link to navigate to the Preferences page. There are two fields that need to be changed.

The first field can be found under the **Query Governor** section of the page. The user will have to uncheck the box next to **Limit retrieved query data to**. This will ensure all data is collected and the results are accurate. The user's settings should look like that of the screenshot below:



The second field can be found under the **Fan Trap Detection** section located at the bottom of the page. The user will have to uncheck the box next to **Enable fan-trap detection**. Unchecking this box will allow reports to complete without errors.



Once the above changes have been made, the user must click the **Apply** button located near the top-right corner of the page to save all changes.

# Worksheet List

**ORACLE Discoverer Viewer**  
Business Intelligence [Preferences](#) [Exit](#) [Help](#)

[Connect >](#)

## Worksheet List

**Search**  
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

**Result List**

[Expand All](#) | [Collapse All](#)

Focus Name	Description	Owner	Last Modified
Discoverer Workbooks			
SDS - SD Course Offerings by School and School Year (reg + mark)	This workbook allows the user to obtain a list of courses offered by schools along with the number of registrations, credits earned, and course type. A report can also be run giving details on the students enrolled in each course.	JMOE	Wednesday, October 22, 2008 01:50:38 PM CST
SDS - SD Enrolment Report	This workbook allows the user to obtain an Enrolment Report for both the School Division and the Province. The report can either be run for the current day or for the whole school year.	JMOE	Wednesday, October 22, 2008 01:51:49 PM CST
SDS - SD Enrolment Report by Age	This workbook allows the user to obtain an Enrolment Report by Age for both the School Division and the Province. The report can either be run for the current day or for the whole school year.	JMOE	Wednesday, October 22, 2008 01:52:17 PM CST

After the user logs in, a Worksheet List page will be presented. This page is unique to each user, in that the list of reports the user sees has been shared with that specific user. Users may have different reports listed than other users of Discoverer Viewer. Users will see a brief description of each workbook as well as who created the report (owner) and the last time the report was modified.

Discoverer Viewer uses similar terminology to Microsoft Excel. In Discoverer Viewer there are Workbooks and within workbooks are Worksheets. Each worksheet is a unique report. Typically, the worksheets contained in a workbook use a common set of data (e.g., Enrolments, Marks, etc.).

To find a report, the user can scroll through the list of workbooks under the Result List section of the page, or if the user wants a specific report, the user can enter a specific keyword or phrase in the Search field to gather a list of related workbooks. For example, if the user would like to display all enrolment reports, enter the keyword “enrolment” in the Search field to display all workbooks that contain the word “enrolment.” Note that the search only looks at the workbook name, not the worksheet names.

When the workbook has been found, click the expansion arrow to the left of the report name to view all worksheets in the workbook. Select a worksheet by clicking on the name of the worksheet. If the report contains Parameters, the user will be taken to the Parameters page to make any adjustments. Otherwise, the report will begin to run.

## Parameters

**Parameters Needed**  
Select values for the following parameters.  
\* Indicates required field

Grade(s): 'Grade 1','Grade 10','Grade 11','Grade'

School Year (s): '2007/2008'

Go

Parameters are specific criteria used to modify the data in the report. The parameters are altered before the report is processed so that only the data the user requests is displayed in the report. Many reports in Discoverer Viewer will have parameters such as School Year, Grade, Course, etc. that need to be chosen before the report can run. Each report has a default set of parameters chosen for the user. To change a parameter, click on the flashlight icon to the right of a parameter field. This will display a popup window similar to the screenshot below. Note that the window may not appear if your browser's pop-up blocker is enabled. To disable pop-ups, see Appendix A.

In this window, the user would select one or more items from the Available results and then click the Move button to make them appear in the Selected box. In some cases, there are too many items available; therefore, under the Available box is a link to view the next set of items. The user can also remove items in a similar way. Also available is the option to Move All items or Remove All items.

A Search box quickly gets an item that may not appear in the initial set of items in the Available box.

Once the user has all desired items in the Selected box, click the Select button located at both the top-right and bottom-right corners of the window to save the selections.

When all parameters have been chosen, click the Go button to process the report.

**Search**  
To find the value, select a filter in the drop down list and enter a word in the text field, then click the go button

Search by: Contains  Go

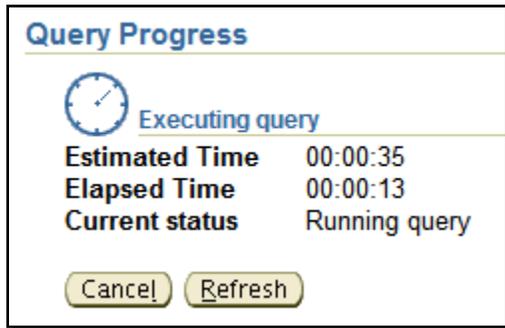
Case Sensitive

**Results**

Available	Selected
1919/1920	2007/2008
1920/1921	
1921/1922	
1922/1923	
1923/1924	
1924/1925	
1925/1926	
1926/1927	
1927/1928	
1928/1929	
1929/1930	
1930/1931	
1931/1932	
1932/1933	

Previous 1-25 Next 25

## Query Progress



As the report is processing, the user will be updated with the current status of the report along with an estimated time of completion. The estimated time is computed by looking at past completion times for the report run by the user along with calculating the complexity of the report with the database. For the most part, the estimated time is accurate to within several seconds but can be slightly miscalculated if there is heavy traffic on the network.

## Report Display

**Actions**

- Rerun query
- Save
- Save as
- Revert to saved
- Printable page
- Export
- Send as email
- Worksheet options

**Worksheets**

- Persistence Rates - School Division
- Persistence Rates - Province

**Persistence Rates Report**

Ministry of Education  
Student Data System  
04-DEC-08  
Includes: All Schools (except Off-Shore and Custody and Care)  
Includes: Students registered in any two Grade 10 courses.  
Excludes: Students who have graduated from Functional Integrated programs.

1 of 1

**Crosstab**

Tools Layout Format Stoplight Rows and Columns

Page Items Gender <All> Self-Declared Aboriginal Indicator <All>

Grade 10 Start Year	03 Years or Less		04 Years		05 Years	
	# of Students	% of Students	# of Students	% of Students	# of Students	% of Students
1995/1996	10036	72.47%	639	4.61%	207	1.49%
1996/1997	10322	71.99%	739	5.15%	184	1.28%

Once the query has finished collecting the data, the browser will automatically refresh to show the results of the report.

## Report Display — Report Layout

The screenshot shows a web-based report interface. At the top, a breadcrumb trail reads 'Connect > Workbooks > SDS - SD Enrolment Report - Enrolments (Current Day) - Province' (callout 1). Below this is the text 'Last run Friday, October 17, 2008 09:19:58 AM CST'. The main content area is titled 'Enrolment Report' (callout 4) and includes the following text: 'Ministry of Education Student Data System 17-OCT-08', 'Report of the number of Enrolments in the Province that are currently active as of the date of the report based on the selected criteria.', 'School Year : '2007/2008'', and 'Grade : 'Grade 1, Grade 10, Grade 11, Grade 12, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, Grade 9, Kindergarten, Pre-Kindergarten 3, Pre-Kindergarten 4''. A 'Page 1 of 1' indicator is in the bottom right of this section. On the left, there are two menu boxes: 'Actions' (callout 2) with links like 'Rerun query', 'Save', 'Save as', 'Revert to saved', 'Printable page', 'Export', 'Send as email', and 'Worksheet options'; and 'Worksheets' (callout 3) with links like 'Enrolments (Current Day) - School Division', 'Enrolments (School Year) - School Division', 'Enrolments (Current Day) - Province', and 'Enrolments (School Year) - Province'. At the bottom, a 'Parameters' section (callout 5) contains a 'Select values for the following parameters.' instruction, a '\* Indicates required field' note, and two input fields: 'Grade(s):' with the value 'Grade 1','Grade 10','Grade 11','Grade 12' and 'School Year (s):' with the value '2007/2008'. A 'Go' button is located below the parameters.

1. **Current Worksheet** — This area shows the current report that is open. Also in this is a Workbooks link which will take the user back to the Worksheet List screen displaying all the workbooks and worksheets available to the user.

2. **Actions** — This box provides the user with several actions s/he can perform:

**Rerun query** — refreshes the report. If any problems appear in the report such as incorrect items in drop-down lists, click this link to rerun the report and correct any errors.

**Save** — saves any changes to the appearance of the report and the parameters chosen. Note that this will overwrite the original report.

**Save as** — saves any changes to the appearance of the report and the parameters chosen. Note that this will create a new report leaving the original report unchanged. A new report name will be required to save the worksheet.

**Revert to saved** — reverses any changes to the layout and formatting of the report in order to view the last saved version of the report. Note this does not reverse changes to parameter values.

**Printable page** — creates a PDF version of the current report.

**Export** — exports the report to a variety of formats including PDF, Excel, tab or comma delimited, etc.

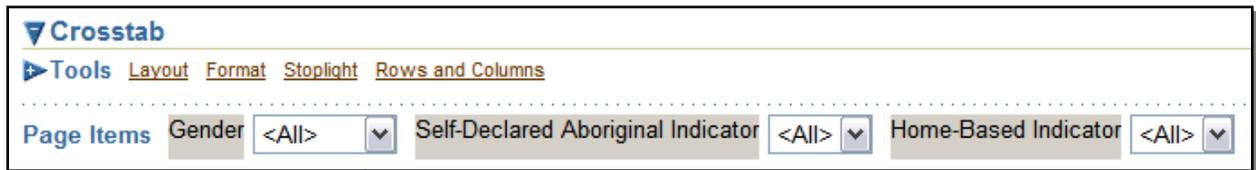
**Send as email** — not available.

**Worksheet Options** — sets up how to view the worksheet such as whether to display a graph and axis labels, as well as options to set how NULL values are shown.

3. **Worksheets** — shows a list of worksheets contained in the workbook. To navigate quickly to another worksheet, click the name of the worksheet.

4. **Report Title** — gives a brief description of the current report.
5. **Parameters** — allows the user to change the parameter values of the report. When changes have been made, click the Go button to process the changes and display the new report.

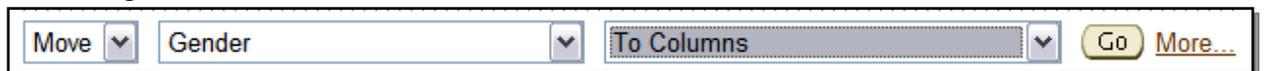
## Report Display — Crosstab Report



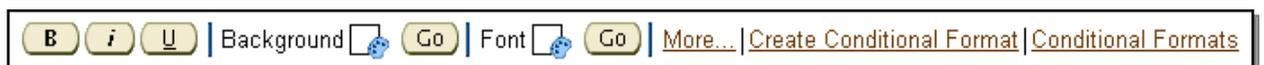
A crosstab report is similar to an Excel file. It contains rows and columns with cells that hold data. There are two sections of a Crosstab report that the user can use to modify the report — **Tools** and **Page Items**.

There are several **Tools** available to the user to modify the layout and format of the report.

**Layout** — allows the user to change the arrangement of the rows and columns as well as move page items down into the crosstab report. The user selects the field to be moved and where to move it. When everything is complete, click the Go button to make the changes.



**Format** — allows the user to change the font formatting as well as colours of the report. To make the changes, the user has to select a cell, row, or column first and then make changes using the Format buttons.



**Stoplight** — allows the user to highlight cells that meet a certain condition. To use this tool, the user sets an Unacceptable value and colour, Acceptable colour, and Desirable value and colour. Note that the Acceptable value is automatically the range between the Unacceptable value and the Desirable value. An example of when to use this may be in a report of student marks. The user could highlight all students who achieved a mark below 50 by entering 49 for the Unacceptable value and those who achieved a mark 80 or above by entering 80 for the Desirable value. Those students who have a mark in the range of 50 and 79 would be highlighted with the Acceptable colour.



**Rows and Columns** — allows the user to change the number of rows and columns to display for the report. This can be useful in large reports where the report is larger than the default number of rows and columns. To ensure all rows and columns are obtained, enter a value of 999 in both the rows and columns fields to retrieve the complete report.



A control panel for setting report dimensions. It features two input fields: '\* Rows' with the value '25' and a range '(0 - 999)' below it, and '\* Columns' with the value '6' and a range '(0 - 999)' below it. A yellow 'Go' button is positioned to the right of the columns field.

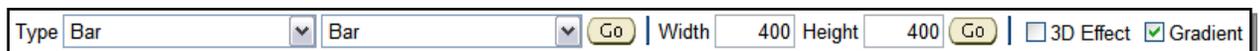
The **Page Items** of a report allow the user to modify conditions of the report. Similar to parameters, the user can change the value of a page item to display data based only the selection. For example, several reports have page items for Gender. By selecting Male from the drop-down list, the report will refresh to present data for male students only. Selecting Females will show data for female students only.

## Graph Report

A graph report will give a visual representation of the report. Graphs are not displayed by default. To view the graph, go to Worksheet Options in the Actions box and either select Graph or Both under Display Options. There are two sections of a graph report that the user can use to modify the report — **Tools** and **Page Items**.

There are two **Tools** available to the user to modify the graph.

**Graph** — allows the user to change the type of graph as well as the size. After the change has been made, click the corresponding Go button to submit the changes.



A control panel for graph settings. It includes two dropdown menus for 'Type', both set to 'Bar'. A yellow 'Go' button is between the dropdowns. To the right, there are input fields for 'Width' (400) and 'Height' (400), each with a yellow 'Go' button. Further right are checkboxes for '3D Effect' (unchecked) and 'Gradient' (checked).

**Data** — allows the user to choose what data the graph uses. Choosing “Displayed data” will show a graph that uses only the data shown in the current crosstab. This is useful when the user has selected different values for page items and, therefore, wants to generate a graph with the current subset of the data. Choosing “All data” ignores any page item selections and creates a graph using the complete data set.



A control panel for data selection. It features two radio buttons: 'All data' (selected) and 'Displayed data'. A yellow 'Go' button is to the right.

The **Page Items** of a report allow the user to modify conditions of the report. Similar to parameters, the user can change the value of a page item to display data based only the selection. For example, several reports have page items for Gender. By selecting Male from the drop-down list, the report will refresh to present data for male students only. Selecting Females will show data for female students only.

## Appendix A: Disabling Pop-up Blocker

The following instructions are for Microsoft Edge (browser). Other browsers are capable of disabling pop-ups and the steps needed to disable the pop-up blocker may be similar to the steps below.

1. In Microsoft Edge, click **Settings** and then click **Cookies and site permissions**.
2. In **Cookies and site permissions**, scroll down and click **Pop-up and redirects**.
3. In **Pop-up and redirects**, turn on the block (recommended) toggle.

