

What is the Data Cookbook?

The Data Cookbook is an online book to store information about Banner fields and WSU reports and dashboards.

Who can use it?

All current WSU faculty or staff members have rights to login and view information within the Data Cookbook. No additional security requests are needed.

How do I login?

Go to weber.datacookbook.com and enter the same credentials that you use to login to weber.edu.

Where can I go to for more information?

There are regularly scheduled trainings in Training Tracker or you can see a list of individuals by area at weber.edu/data/datastewards. You can also email data@weber.edu.



weber.datacookbook.com

WSU Data Site

weber.edu/data

WSU Data

Governance Council

weber.edu/data/datagovernance

Other Brochures

Available

weber.edu/data/brochures

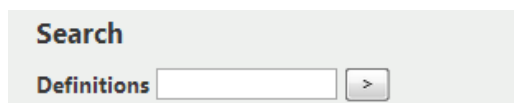


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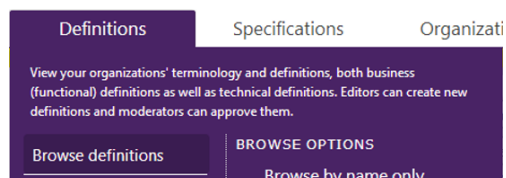
Data Cookbook User's Guide for Definitions

Searching

If you have ever wondered what a field on a report means then a great way to find out is to search for it within the Data Cookbook. There are several ways to do this. On the right hand side of the Home screen there is an option to search all existing Definitions:

A search form with a light gray background. It features a blue "Search" button on the left and a "Definitions" label followed by a text input field and a right-pointing arrow button.

You can also hover over the menu bar at the top of the screen and select "Browse Definitions" from the drop-downs:



Or you can enter your key word into the searching field under the Data Cookbook logo:



All searches provide a list of matches that include the name and the first couple sentences of the functional definition. Click on the Definition's name to see more information.

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Definitions

Each data element or Banner field that is entered into the Data Cookbook has a functional and technical definition listed here. Thus, all definitions for these fields can be found in the "Definitions" section.

Functional Definition

This area includes what business practices impact the data that is entered into this field, what different options are available and where the field can be found in INB Banner.

Classification

If a definition is FERPA, GRAMMA, HIPPA or PCI protected information, then that code will display here. Check the functional definition for how and if this data element can be included on a report.

Technical Definition

This is "geek-speak" on how and where to extract this field from Banner. For more information regarding this section, please visit your resident report-writer.

Moderator

This individual(s) is responsible for ensuring that accurate definitions for this field are maintained in the Data Cookbook.

Functional Area

The module(s) of Banner that house this data, for example, a functional area of "Student" means that that this data will be found on INB forms starting with "S" such as SPAIDEN, SCACRSE, SFAREGS, etc.

Source

Definitions with a source of "Weber State University" are Banner fields that are used in Argos reports. Those with a source of "Utah System of Higher Education" are the State of Utah's equivalent of the Banner field and is used by the Institutional Research Office.

Tags

Phrases entered here help establish a workflow and track definitions that need further work.

If a definition has a tag of "***Needs to be vetted***" then the information has been approved by the moderator of the area and is awaiting approval of the Data Governance Council. There may or may not be changes to the Definition after the council's review.