Query: List Current/Historical Classes For Individual Student

Procedure

This document will demonstrate how to run the query MU_SR_SELFastered_BY_STUDENT to view a list of current and historical Mizzou Online Self-Paced courses a student has been enrolled.

<table>
<thead>
<tr>
<th>Department</th>
<th>Mizzou Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility/Role</td>
<td></td>
</tr>
<tr>
<td>File Name</td>
<td>Query_List Current_Historical Classes For Individual Student_SPD</td>
</tr>
<tr>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>Document Generation Date</td>
<td>3/15/2012 2:34:00 PM</td>
</tr>
<tr>
<td>Date Modified</td>
<td>3/15/2012 2:36:00 PM</td>
</tr>
<tr>
<td>Last Changed by</td>
<td>Jeffrey Friel</td>
</tr>
<tr>
<td>Status</td>
<td>Final</td>
</tr>
</tbody>
</table>

Query Viewer
Review existing queries
Reporting Tools > Query > Query Viewer
### Step 1

If the query has not been saved to your "My Favorite Queries", enter the query name into the **Query Name begins with** field.

Enter "**mu_sr_selfpaced**".

The entire name does not need to be entered to search for the query.

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**Adding a Query to "My Favorite Queries"**

To keep from having to search for a specific query each time you would like to run it, you can add it to the "My Favorite Queries" section by click the "Favorites" link once you have found the desired query.

Once you click the "Favorite" link, the Query will be added to your "My Favorite Queries" section.
Step | Action
--- | ---
2. | Click the **Search** button.
3. | Click the **HTML** link.

The query may also be viewed using Excel by clicking the "Excel" link.

**Note:** To download a query or table to an Excel Spreadsheet, you need to have your pop up blocker turned off and have https://myzou.missouri.edu added as a trusted site. If you need assistance in either of the tasks, contact your departmental IT personnel.
### Step 4

**Action**

The query will run in a new window or browsing tab. Navigate to the new window or tab to enter the desired term.

Click the **New Tab** tab.

![Image of query viewer](https://myzou.missouri.edu/...)

<table>
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<th>Step</th>
<th>Action</th>
</tr>
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</tr>
</tbody>
</table>
5. Enter the desired student id number into the STUDENTID field.

Enter "Student's Id Number".

When the magnifying glass icon is next to a field, this means that there is a list of values associated with the field. If the desired value is not known, click on the magnifying glass icon, this will display the List of Values page for the field. From this page you can perform a search to find the value and then select the value by clicking on it.

6. Click the View Results button.
### Step 7

Once the results are displayed you will see all self-paced classes the student has enrolled in. This includes the OEE sessions and the old CDIS sessions.

**End of Procedure.**