Query: List For All Students In Academic Unit For Specified Term

Procedure

This document will demonstrate how to run the query $MU\_SR\_SELFPAVED\_BY\_TERM$ to view a list of currently enrolled students in Mizzou Online Self-Paced classes for a specified term.

Query Viewer
Review existing queries
$Reporting\ Tools > Query > Query\ Viewer$
Step | Action
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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. Enter the desired information into the **begins with** field. Enter "MU_SR_SELFPACED".

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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
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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 | Action
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4. | 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.
Step | Action
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5. | Enter the desired term code into the **Term** field.

For this example, enter "**4035**" to view students that are enrolled in Mizzou Online Self-Paced classes for Summer 2012.

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.

Step | Action
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6. | Click the **View Results** button.
System Process Document
Query: List For All Students In Academic Unit For Specified Term

Step    Action
7. Only students who are enrolled in Mizzou Online Self-Paced classes for the term will appear on the report.

End of Procedure.