First QUERY

Create a query that will retrieve a list of current students in your major with some of their personal information. It is very important that in each of these queries you pull the ID for each student. In this first query, include the students Name, ID, all important Confidential Flag, Current Term, Class Standing and Class Standing Description, Major All, Accum OSU GPA and Accum Overall GPA. Qualify the Head Count Flag (always), and qualify the Major All attribute.

- Move to the ‘Student' model window.
- Open the STUDENT object and select these attributes, also select any other attributes you would like to see in your final report:
  - Student ID
  - LFM Name – choose the Sort box across from this attribute
  - Confidential Flag
- Open the CURRENT object and select the attributes:
  - Class Standing Description
- In the CURRENT object, QUALIFY on the following:
  - Head Count Flag = Y (Upper case)
- Major All contains ‘create a prompt here (see instructions below)

Create a Prompt:

- Select 'Prompts…' from the 'Edit' pull down menu.
- Click on the 'New' button
- If you want prompts to work together and come up in a single dialog box use a distinctive character beginning followed by an "!" then the rest of the id in the Prompt ID area. Use the same distinctive character beginning and "!" for each prompt that you want to be able to use together. Example = Get!##### prompts with all show up in the same dialog box.
- Enter a prompt identifier in the 'Prompt ID' area - "Major All"
- Enter a descriptive text in the 'Prompt String' area- "Enter the Major code with a “/” before and after it:"
- Say 'OK'
• With the new prompt highlighted, click ‘Insert Prompt’.
• Open the SUMMARY object and select the attributes:
  o Accum OSU GPA
  o Accum Overall GPA
• Submit the Query and enter one or more of the Major Codes that you would like, make sure you enter the “/” before and after the code – example = /135/
• Get all the remaining rows as needed.

Note the "Query Results" number (____) and number of rows (_____ ) for use later. Minimize the Results set to the bottom of the screen using the "_" in the upper right hand corner of the Results active bar.

Second QUERY:

Now we create a query that looks for all students that have taken a certain class.
• Start a new query.
• Open the STUDENT object and select the attributes:
  o Student ID
• Open the TRANSCRIPT object and select the attributes:
  o Transcript Term
  o Subj and Course Num
• In the TRANSCRIPT object, qualify the following:
  o Subj and Course Num =‘create a prompt here’ (see previous ’Create a Prompt:’ instructions)
  o Example: CH 332
• Click on the qualify box again and enter a second prompt
  o Example: BB 350
• At the bottom, change the “and” to an “or” by clicking on the word

| Grade | | | | | | | | |
|-------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Subj and Course Num = | CH 332 | Subj and Course Num = | BB 350 |

• Submit the Query and enter one of the Subject and Course numbers that you would like.
Now that we have identified the students by major and the classes that we want to check and see if these students have taken, we must join these results sets.

- Under the 'Results' pull down menu select 'Combine > Join Columns'.
- Check that the two Query Results that are listed are the Query Results that you had made note of previously.
- Select the first results set and then select the attributes from each result sets that are to be matched using the pull downs next to the dialog box for each Query Results: STUDENT ID and STUDENT ID.
- Check the box to “Include all Left rows”
- Click on 'OK'.
- BI/Query sorts each of the results set and creates a Super Query result set (X.1.1) containing one new record each time the two values match … note that there is only one column of STUDENT ID.
- Take this results to a Report and print.
- Save this query for use over and over again.

```
first combine
First Results ________

Second Results ________

Third Results ________

second combine
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