

STUDENT RECORDS BI/QUERY COURSE

Examples

Notes:

To use a table, double click on it.

This opens a window with a list of attributes.

To select an attribute, click on the name of the attribute.

A dot next to the name indicates that it has been selected.

To qualify an attribute, click on the box to the RHS of the attribute name, under the heading of Qualify.

A tick appears in the box and a set of boxes are displayed at the bottom of the window. The arithmetic operator can be changed and value(s) can be entered for the qualification/selection criteria.

1. *Do a name search to find the student number of students with surname and forename(s) with a value of your choice.*

Use the Student table

Select attributes:

Student number
Surname
Forename
Date of birth

Qualify attributes:

Surname
forename

Notes:

use the operator 'Contains' with the forename;
partial name values can be used when qualifying;
always use uppercase characters.

Submit the Query.

Take note of the number of rows in the results table.

2. ***Expand*** the query in 1 above to find out if the student(s) are matriculated in the current session.

Select the Academic Details table.

A link should be highlighted between this and the Student table.

Select attributes:

qual_code

attendance_status_code
date_of_registration

Qualify attributes:

academic_session_code - a 4 character numeric value in the form yyyy

Submit the Query.

Check the number of rows in the results table.

Is it different from the answer in 1? Do you know why?

3. ***Expand the query in 2 above to find students' current address.***

Select the Current address table.

A link should be highlighted between this and the student table.

Select attributes:

Choose the address fields you want to display.

Qualify attributes:

Nothing more to be qualified

Submit the Query.

Check the number of rows in the results table.

Is it different from the answer in 2? Do you know why?

Take a note of a student number from this data set for use in the next query.

4. ***Find out what address information your selected student has.***

Start a New Query.

Select the Student Address Table.

Select attributes:

Choose the address fields you want to display

You must include address_type_code

Qualify attributes:

student number - the value you noted from the results of no. 3.

Submit the Query.

You should be returned at least one row; address type code should be 'HOME'.

If more than one row, each address type code should be different.

5. *Produce a list of final year undergraduate B.Acc. students for the current session, showing student number, surname, forename, attendance status and adviser code.*

Start a New Query.

Select the Academic Details table.

Select attributes:

student number
attendance status code
adviser code

Qualify attributes:

Academic_session_code	Current session = 2006
Qual_code	B.Acc. = K48
Final_year_flag	Final year = Y
date of registration	For a matriculated student this is not equal to blank; the value to be entered is {''}

Select the Student table.

A link should be highlighted between this and the Academic Details table.

Select attributes:

Surname
Forename

Qualify attributes:

Nothing required

Submit the Query.

Check your results.

Try to change the order of the results:

go to the pull down menus
select Results|Reorder Columns
choose the order you prefer.

Submit the Query again.

6. ***Expand*** the query above to sort the results in alphabetical name order.

Select the Student table.

Select attributes:

sort_name

Specify sort order:

On the sort name attribute, click on the square under the Sort column;
a '1' should appear in the field.

Specify column order:

To maintain the new column order, you will need to set it again before running the query; in the previous query it was set for the results set only.

go to the pull down menus
select Query|Column Order
choose the order you prefer.

Submit the Query again.

The results should now be in true alphabetical order of name – Mcs and Macs before other Ms and “O” amongst the other Os.

Hide the sort_name attribute:

click on the column header of the sort_name attribute to highlight the column;
press Ctrl and H together

the column will have disappeared from the results set

(remember you can also get to this through Results|Hide Column from the pull-down menus; this also allows you to re-instate the attribute to the results set).

7. *Find out the academic history at GU of one of the students in the previous result set. Use one of the older numbers.*

Start a New query.

Select the Student Exam Results table.

Select attributes:

academic_session_code
qual_code
course_code
course_type_code
course_name
course_credit
exam_diet_code
result code
result name
result date

Qualify attributes:

student number - *the value you noted from the results of no. 3.*

Submit the Query.

Start a New Query and Repeat the above on Student Exam Cands table.

Note, there is ***no result name*** in Student Exam Cands.

Is there any difference in the results?

8. *Produce a list of students' exam results for a course whose code you know (or use a code from the results list in the query above), displaying the student number, and grade achieved.*

Start a New Query.

Select the Student Exam Results table.

Select attributes:

student_number
exam_diet_code
exam_element_name
result_code
result_name.

Qualify attributes:

academic_session_code a value in the format of yyyy
course_code a valid course code.

Note:

you may not be able to use the current academic session value. This is because of the timing of the production of the Exam Candidate Lists. Use the previous academic session value if this is the case.

Submit the Query

9. ***Expand*** the previous query to add the name of each student to the list and sort the list in alphabetical name order.

Select the Student Exam Results table again.

Select attributes:

Surname
Forename
sort_name

Specify sort order:

Click the Sort box for the sort_name attribute.

Submit the Query

Remove the sort_name from the results list by hiding the column so it does not appear in the final output. See instructions in example above.

10. *Produce statistics for that exam, counting the number of students for each grade.*

Start New Query.

Select the Student Exam Results table.

Select attributes:

result_code

Qualify attributes:

academic_session_code

you may have to use a previous session, depending on the time of year of your BI/Query course.

course_code

a valid code

exam_diet_code

e.g. J=June, B=January, S=September

Invoke the Count function:

Go to the pull-down menus

Select Query|Modifiers option

Select the 'Count All' option.

Submit the Query.

This should produce a results set displaying each grade and the number of students with that grade for the specified exam in the specified exam diet and session.

11. *Produce the list of candidates who were expected to sit the examination for that course in a particular diet.*

Start a New Query.

Select the Student Exam Cands table.

Select attributes:

student_number

surname

forename

exam_element_name.

Qualify attributes:

academic_session_code

you may have to use a previous session, depending on the time of year of your BI/Query course.

course_code

a valid code

exam_diet_code

e.g. J=June, B=January, S=September

Submit the Query.

12. *Produce a list of courses offered by your department. You may have to find the department code first.*

To list the departments:

Start a New Query

Select the Department table

Select Attributes:

department_code
department_name

Qualify attributes:

department_name - use the 'Contains' operator;
supply a few letters of the department name to try to
find a match; remember the department name uses
Upper Case letters

Specify Unique values only

Go to the the pull-down menu line
select Query|Modifiers|Distinct

Submit Query.

Take note of the code of the department you are interested in.

To list the courses associated with a specified department:

Start a New Query

Select the Course table

Select attributes:

course_code
course_name

Qualify attributes:

Nothing to qualify

Select the Department table.

A link should be highlighted between this and the Course table

Select attributes:

Nothing to select

Qualify attributes:

department_code - use a value selected from previous query.

Submit the Query.

13. List the names of all Advisers of Studies currently advising in the Faculty of Social Sciences, in alphabetical order.

Start a New Query.

Select the Adviser table.

Select attributes:

adviser_code,
adviser_name
date_deletion

Qualify attributes:

adviser code - use the 'Begins with' operator;
supply the value: X

Specify the sort order:

Click the sort box for the adviser name.

Submit Query.

14. List the entrance qualification categories and their descriptions currently in use in the Student Record system.

Start a New Query.

Select the Entrance Qualifications table.

Select attributes:

entry_qual_category
entry_qual_name

Qualify attributes:

Nothing to qualify

Specify Unique values only

Go to the the pull-down menu line
select Query|Modifiers|Distinct

Submit the Query.

Do you know what would happen if you did not use the Query|Modifiers|Distinct option? (Don't try this!)

15. *If you have time left, try to insert a prompt as a qualifier instead of using a set value in one of the queries above.*

Make sure the cursor is in the qualifying field you want to use e.g. student number

Go to the pull-down menus
Select the Edit|Prompts option.

Either create a new prompt or select one that already exists.

To check an existing prompt, use the Edit button.

To put the prompt value into the qualifier, click the Insert Prompt button.

Submit the Query.