Office of Class Management
Office: 305-348-2369
Email: schedule@fiu.edu

PantherSoft –Query Training Guide
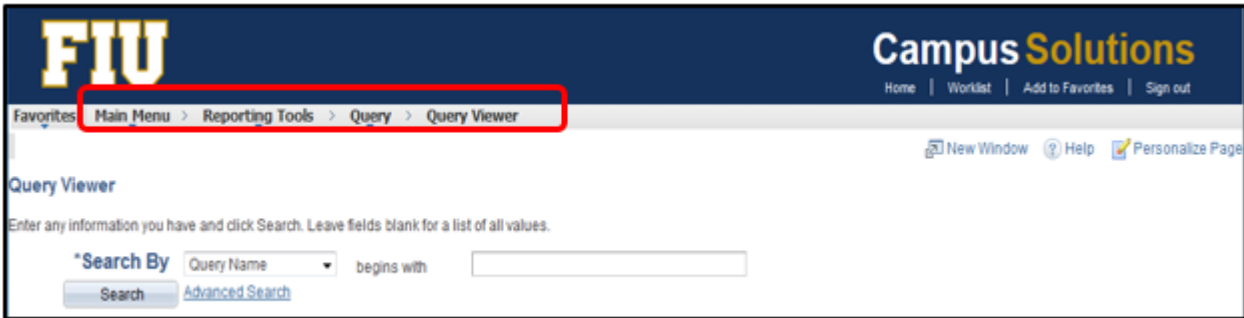
Navigate to: Main Menu> Reporting Tools> Query> Query Viewer
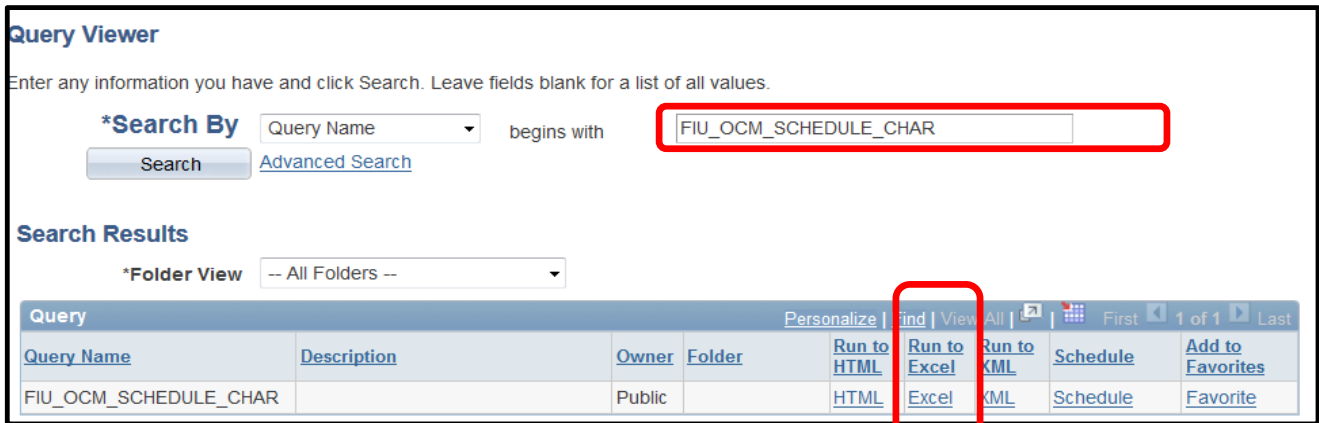
1. **Begin with field box, type in: FIU_OCM_SCHEDULE_CHAR.**

2. **Click on the Search button.**
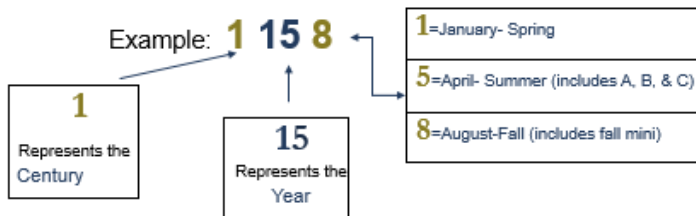
3. **Click on the Excel link.**
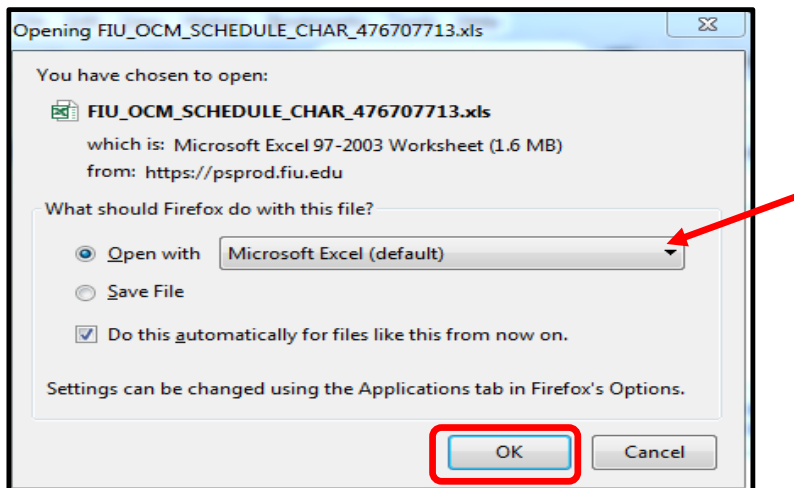
FIU_OCM_SCHEDULE_CHAR
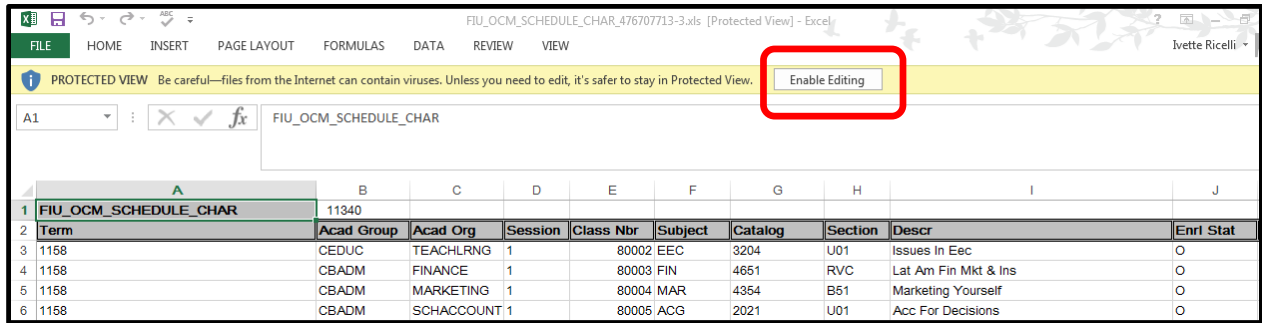
Term: 1158

Acad Group: %

Acad Org: %

Campus: %

View Results

4. Enter the **Term** you are inquiring about **(1158)**.

Example: **1 15 8**

1 — Represents the Century

15 — Represents the Year

1=January- Spring

5=April- Summer (includes A, B, & C)

8=August-Fall (includes fall mini)

5. **Acad. Group**: enter **%** if you do not know the acronym
6. **Acad. Org:** enter **%** if you do not know the acronym
7. **Campus:** enter **%** if you do not know the acronym to a particular campus.
8. Click on **View results.**

Opening FIU_OCM_SCHEDULE_CHAR_476707713.xls

You have chosen to open:

FIU_OCM_SCHEDULE_CHAR_476707713.xls

which is: Microsoft Excel 97-2003 Worksheet (1.6 MB)

from: https://psprod.fiu.edu

What should Firefox do with this file?

⊙ Open with   Microsoft Excel (default)

○ Save File

☑ Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

OK   Cancel

9. Once PantherSoft has gathered the information, a window prompts you to open the results, click OK.

10. Click on the Enable Editing button to **manipulate query**.
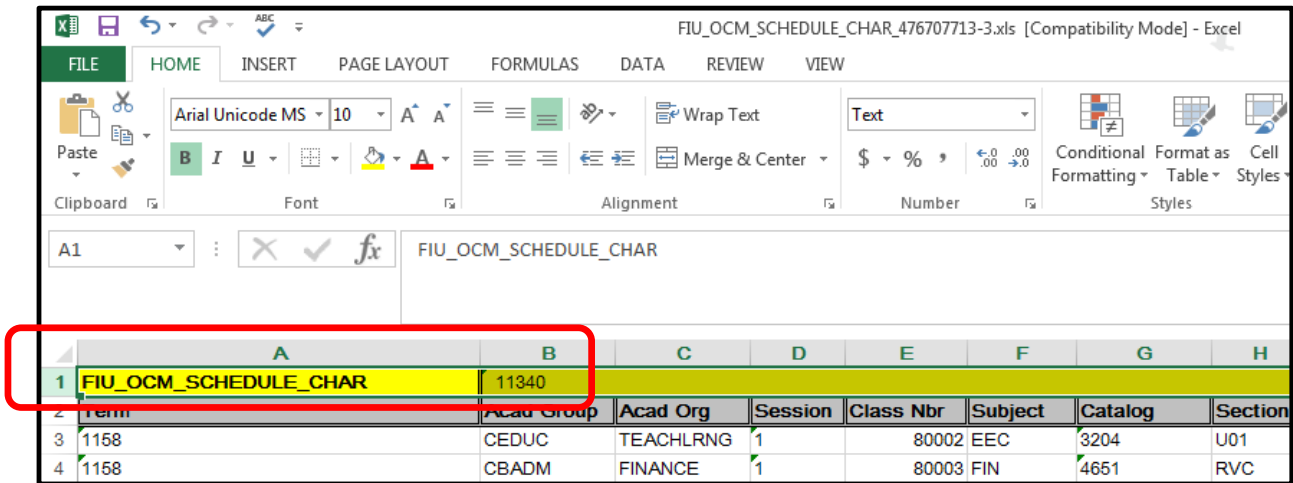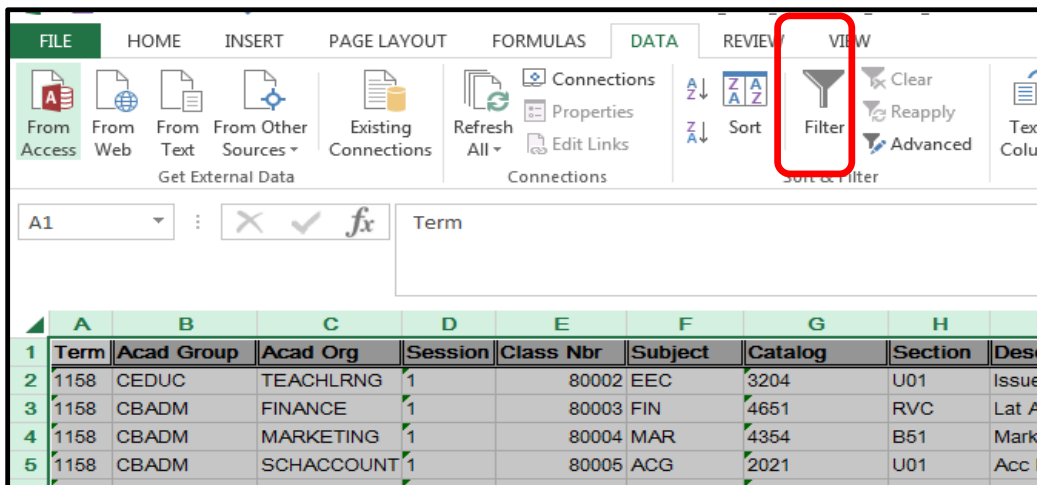

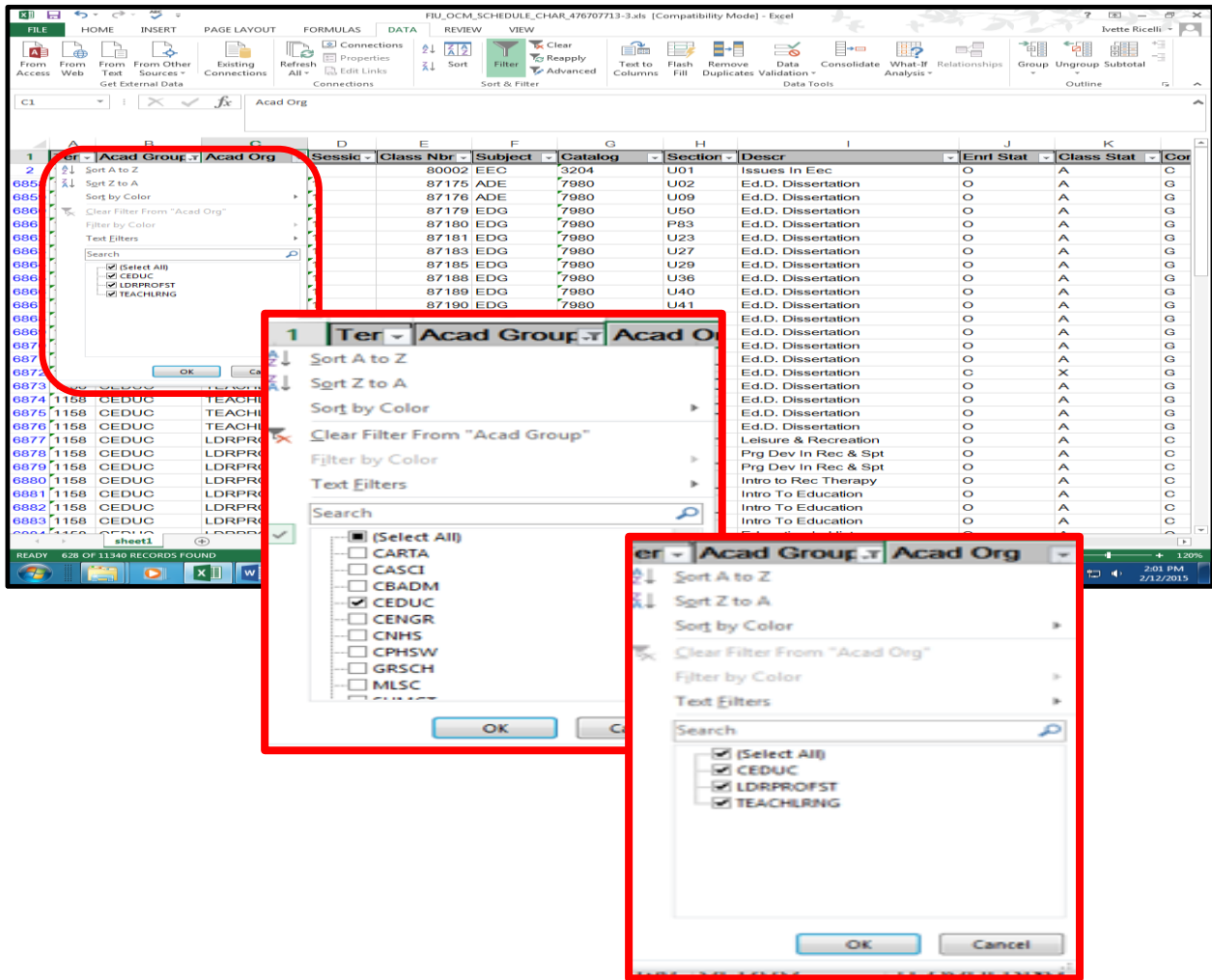11. The first row, gives you the name of the query and shows you how many rows of data you have in your results, you may delete row for filtering and sorting purposes.

12. Select the entire worksheet by clicking Crtl +A.
13. Click on the Filter icon on the above ribbon.

Column	Label	Values
A	Term	This ex: 1158 (Fall 2015)
B	Acad Group	All Group
C	Acad Org	All Orgs

Session	Class Nbr	Subject	Catalog	Section	Descr
1	80002	EEC	3204	U01	Issues In Eec
1	87203	LEI	3402	U01	Prg Dev In Rec & Spt
1	87205	EDF	1005	U01	Intro To Education
1	87206	EDF	1005	U02	Intro To Education
1	87207	EDF	1005	U03	Intro To Education

Definition of columns *(see below)*

Column	Label	Value
D	Session	Regular, DYN - Mini, Mini
E	Class Nbr	5 DIGIT CODE
F	Subject	EDF
G	Catalog	4 DIGIT CODE
H	Section	U01 (customarily) 3 characters
I	Descr	Name of Course

	J	K	L	M
	Enrl Stat	Class Stat	Componer	Mo
	O	A	C	P
	O	A	G	N
	O	A	G	N
	O	A	G	P
	O	A	G	N
	O	A	G	N
	O	A	G	N
	O	A	G	P
	O	A	G	N
	O	A	G	P
	O	A	G	P
	O	A	G	P
	O	A	G	P

Definition of columns *(see below)*

Column	Label	Values
J	Enrl Stat	Open or Closed
K	Class Stat	Active, Cancelled Section, Stop Further Enrollment, tentative Section
L	Component	Class Lecture Correspondence Study Course Directed Individual Study Discussion Graduate Dissertation Graduate Thesis Individual Performance Instruc Internships Laboratory Medical Clinical Professional Other Supervised Research Supervised Teaching
M	Mode	A Audiotapes / Audio conferencing C CD/Videotape Sessions H Half In Person, Half Online I Internet/Fully Online M Instructional Materials N None P In Person S One-way video/Two-way audio T Telecourses V Video-Conferencing W Web-Assisted Classroom Inst

N	O	P	Q	R	S	T	U	V
Cap En	Tot Enrl	Req Rm Ca	Facil ID	Capacity	Camp	Location	Start Date	End Date
30	0	35		0	UPARK	1000	8/24/2015	12/5/2015
35	0	35		0	UPARK	1000	8/24/2015	12/5/2015
60	0	60		0	UPARK	1000	8/24/2015	12/5/2015

Definition of columns *(see below)*

Column	Label	Values		
N	Cap Enrl	# allowed to register		
O	Tot Enrl	# of students registered		
P	Req Rm Cap	# of seats in room		
Q	Facil ID	Room number		
R	Capacity	Capacity for the room assigned		
S T	Campus Location	**Campus** — **Description** BBAY — Biscayne Bay Campus INTL — International Sites OFF — FIU Off Campus Regional Sites UPARK — Modesto A. Maidique Campus	**Short Description** Biscayne Intl Sites Off Campus MMC	**Location Code** 2000 8600 8000 1000
U	Start Date	Term Start		
V	End Date	Term End		

Mtg Start	Mtg End	M	Tue	W	Thur	F	S	S	Comb Sec
2:00:00 PM	3:15:00 PM	N	Y	N	Y	N	N	N	C
5:00:00 PM	7:40:00 PM	Y	N	N	N	N	N	N	C

Definition of columns *(see below)*

Column	Label	Values
W	Mtg Start	Start of class time
X	Mtg End	End of class time
Y	Mon	Days of week Y or N
Z	Tues	Days of week Y or N
AA	Wed	Days of week Y or N
AB	Thurs	Days of week Y or N
AC	Fri	Days of week Y or N
AD	Sat	Days of week Y or N
AE	Sun	Days of week Y or N
AF	Comb Sect	C or (blank)

Cancel Dt	Course ID	Offer Nbr	Min Units	Max Units	Assignment
	015345	1	3.00	3.00	Y
	018273	1	3.00	3.00	N
	022822	1	3.00	3.00	Y

Definition of columns *(see below)*

Column	Label	Values
AG	Cancel Dt	Date when class was canceled
AH	Course ID	5 Digits identifier
AI	Offer Nbr	1 is regular course 40 is used for special programs
AJ	Min Units	Credits
AK	Max Units	Credits
AL	Assignment	Y= an OCM room N= a Dept room, "blank " no room assigned

Definition of columns *(see below)*

ID	Last	First Name	Comb Sects ID	Min Class Nbr
1261791	Bleiker	Charles		0
2578634	Reio	Thomas		0
2578634	Reio	Thomas		0

Definition of columns *(see below)*

Column	Label	Values
AM	ID	Prof. PS id #
AN	Last Name	Prof. Last Name
AO	First Name	Prof. First Name
AP	Comb Sects ID	# Assigned in the Combined Sections Table
AQ	Min Class Nbr	Class number

AR	AS	AT	AU	AV	AW	AX
Note Nbr	**Print**	**Note Descr**	**Room Cha**	**Room Cha**	**Descr**	**Email**
			38	38	Digital Whiteboard/ Smartboard	cblei001@fiu.edu
	N	JASON ALMODOVAR ONLY				treio001@fiu.edu
	N	LAURA BATISTA only				treio001@fiu.edu

Definition of columns *(see below)*

Column	Label	Values
AR	**Note Nbr**	Notes are assigned a number sequence
AS	**Print Note**	Check if you want students to see the notes.
AT	**Note Descr**	Information on the notes tab
AU	**Room Char**	Code assigned to course if any
AV	**Room Char**	Code assigned to course if any
AW	**Descr**	Defines course
AX	**Email**	Instructor's Email

This is a duplicate

Now you are ready to begin reviewing the courses being offered by your department.

1	Acad Grou	Acad Org	Sessic	Class Nbr	Subject	Catalog	Sectio	Descr	Enrl Stat	Class Stat	Componei	Mo	Cap En	Tot Enrl
2	CEDUC	TEACHLRNG	1	80002	EEC	3204	U01	Issues In Eec	O	A	C	P	30	0
900	CEDUC	TEACHLRNG	1	87225	EEX	3066	U01	Instr Prac Ese I	O	A	C	P	25	0
901	CEDUC	TEACHLRNG	1	87226	EEX	3070	U02	Teach Exc Incl Set	O	A	C	P	30	0
902	CEDUC	TEACHLRNG	1	87227	EEX	3070	U01	Teach Exc Incl Set	O	A	C	P	30	0
903	CEDUC	TEACHLRNG	1	87228	EEX	3070	U03	Teach Exc Incl Set	O	A	C	P	30	0

Save your Query

Suggestion: Save your query with term and date you ran the query.

Ex: 1158 query as of 02 11 2015

Optional: Find and replace the "N"s to see the meeting patterns more clearly,

	X		Y	Z	AA	AB	AC	AD	AE	AF
	Mtg End	▼	M ▼	Tue ▼	W ▼	Thur ▼	F ▼	S ▼	S ▼	Comb Sec
	7:40:00 PM		Y	N	N	N	N	N	N	
			N	N	N	N	N	N	N	
			N	N	N	N	N	N	N	
	12:00:00 AM		N	N	N	N	N	N	N	
	12:00:00 AM		N	N	N	N	N	N	N	

1. Select, Ctrl+F,
2. In the Replace Tab, in the what "Find what: "field- type "N"
3. In the "Replace with" field- place a space (by pressings the space bar on your keyboard)

Find and Replace

| Find | Replace |

Find what: N

Replace with: |

Options >>

Replace All | Replace | Find All | Find Next | Close