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FIU	Campus Solutions
Favorites Main Menu > Reporting Tools > Query > Query Viewer	
	🗟 New Window 👔 Help 🛛 📝 Personalize Page
Query Viewer	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name begins with	
Search Advanced Search	

Navigate to: Main Menu> Reporting Tools> Query> Query Viewer

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nter any information you have and click Search. Leave fields blank for a list of all values.											
*Search By	Query Name -	begins with	FIU_OCM_SCI	HEDULE_C	HAR						
Search Ac	dvanced Search	_									
Search Results *Folder View	Search Results *Folder View All Folders										
Query			<u>Pe</u>	ersonalize	ind View	All 🗖	🏭 First 🗹	1 of 1 🕨 Last			
Query Name	Description	Owner	<u>Folder</u>	<u>Run to</u> <u>HTML</u>	Run to Excel	<u>Run to</u> K <u>ML</u>	Schedule	Add to Favorites			
FIU_OCM_SCHEDULE_CHAR	2	Public		HTML	Excel	<u>KML</u>	Schedule	Favorite			

- 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).



- 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.



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第日 ちィ ぐ ギ デ FILE HOME INSERT PAGELAYOUT	FORMULAS	FIU_OC	CM_SCHEDU	LE_CHAR_476707	713-3.xls [Pro	otected View] - Exe	e	+ + + 717	Twette Ricelli 👻		
👔 PROTECTED VIEW Be careful—Files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing											
A1 \checkmark : \swarrow f_x FIU_OCM_SCHEDULE_CHAR											
Α	в	С	D	E	F	G	н	1	J		
1 FIU_OCM_SCHEDULE_CHAR	11340										
2 Term	Acad Group	Acad Org	Session	Class Nbr	Subject	Catalog	Section	Descr	Enrl Stat		
3 1158	CEDUC	TEACHLRNG	1	80002	EEC	3204	U01	Issues In Eec	0		
4 1158	CBADM	FINANCE	1	80003	FIN	4651	RVC	Lat Am Fin Mkt & Ins	0		
5 1158	CBADM	MARKETING	1	80004	MAR	4354	B51	Marketing Yourself	0		
6 1158	CBADM	SCHACCOUNT	1	80005	ACG	2021	U01	Acc For Decisions	0		

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

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	FILE HOME INSERT PAGE LAYOUT	FORMULAS	DATA REVIE	W VIEW				
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		= = €	🚈 🗮 Merge &	Center 👻	\$ - % ,	€.0 .00 (.00 →.0 F	Conditional Format Formatting ▼ Table	as Cell • Styles •
	Clipboard 🖓 Font 🖓	4	Alignment	Ga.	Number	Es.	Styles	
	A1 \checkmark : \times \checkmark f_x FIU_OCN	A_SCHEDULE_	CHAR					
Π	A	в	С	D	E	F	G	Н
	1 FIU_OCM_SCHEDULE_CHAR	11340						
Ч		ncau Group	Acad Org	Session	Class Nbr	Subject	Catalog	Section
	3 1158 C	CEDUC	TEACHLRNG	1	80002	EEC	3204	U01
	4 1158 C	BADM	FINANCE	1	80003	FIN	4651	RVC

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.

F	ILE	HOME INS	ERT PAGE LA	YOUT	FORMULAS	DATA R	EVIEW VIEW	/	
IntermIndexIndexIndexIndexIndexIndexIndexIndexImage: Second stressImage: S								Text Colui	
	Α	В	С	D	E	F	G	Н	
1	A Term	B Acad Group	C Acad Org	D	E Class Nbr	F	G	H	Desc
12	A Term 1158	B Acad Group CEDUC	C Acad Org TEACHLRNG	D Session 1	E Class Nbr 80002	F Subject EEC	G Catalog 3204	H Section U01	Desc
1 2 3	A Term 1158 1158	B Acad Group CEDUC CBADM	C Acad Org TEACHLRNG FINANCE	D Session 1 1	E Class Nbr 80002 80003	F Subject EEC FIN	G Catalog 3204 4651	H Section U01 RVC	Desc Issue Lat A
1 2 3 4	A Term 1158 1158 1158	B Acad Group CEDUC CBADM CBADM	C Acad Org TEACHLRNG FINANCE MARKETING	D Session 1 1 1	E Class Nbr 80002 80003 80004	F Subject EEC FIN MAR	G Catalog 3204 4651 4354	H Section U01 RVC B51	Desc Issue Lat A Marke
1 2 3 4 5	A Term 1158 1158 1158 1158	B Acad Group CEDUC CBADM CBADM CBADM	C Acad Org TEACHLRNG FINANCE MARKETING SCHACCOUNT	D Session 1 1 1 1	E Class Nbr 80002 80003 80004 80005	F Subject EEC FIN MAR ACG	G Catalog 3204 4651 4354 2021	H Section U01 RVC B51 U01	Desc Issue Lat A Marke Acc F

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

Column	Label	Values
Α	Term	<u>This ex: 1158 (Fall 2015)</u>
В	Acad Group	All Group
С	Acad Org	<u>All Orgs</u>



D	E	F	G	Н	
Sessio -	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

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

J	К	L	М
Enrl Stat 🕞	Class Stat 모	Componer -	Mo -
0	A	С	Ρ
0	Α	G	Ν
0	Α	G	Ν
0	Α	G	Р
0	Α	G	Ν
0	Α	G	Ν
0	Α	G	Ν
0	Α	G	Р
0	Α	G	Ν
0	Α	G	Ρ
0	A	G	Ρ
0	Α	G	Р
0	Α	G	Ρ
		_	

Column	Label	Values				
J	Enrl Stat	Open or Closed				
к	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				
		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				
Μ	Mode	VVideo-ConferencingWWeb-Assisted Classroom Inst				

Ν	0	Р	Q	R	S	Т	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

Column	Label	Values
N	Cap Enrl	# allowed to register
0	Tot Enrl	# of students registered
Р	Req Rm Cap	# of seats in room
Q	Facil ID	Room number
R	Capacity	Capacity for the room assigned
S	Campus	Campu Desisti Description Locatio
т	Location	$\underline{\underline{s}} \qquad \underline{\underline{Description}} \qquad \underline{\underline{Description}} \qquad \underline{\underline{n}} \qquad \underline{\underline{n}} \qquad \underline{\underline{n}}$
		BBAY Biscayne Bay Campus Biscayne 2000 DUTU Interview Interview Interview Interview
		INTL International Sites Intl Sites 8600 FILL Off Campus Regional
		OFF Sites Off Campus 8000
		UPARK Modesto A. Maidique Campus MMC 1000
U	Start Date	Term Start
V	End Date	Term End

W	Х		Z	AA	AB	AC	AD	AE	AF
Mtg Start	Mtg End 🗸	M -	Tu	N -	Thur 🚽	F [-	S -	S -	Comb Sec.,
2:00:00 PM	3:15:00 PM	Ν	Y	Ν	Y	Ν	Ν	Ν	С
5:00:00 PM	7:40:00 PM	Y	Ν	Ν	Ν	Ν	Ν	Ν	С

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	<u>C or (blank)</u>

AG	AH	AI	AJ	AK	AL
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

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

Definition of columns (see below)

AM	AN	AO	AP	AQ
ID 👻	Last 🛛 🖵	First Name	Comb Sects ID 👻	Min Class Nbr 👻
1261791	Bleiker	Charles		0
2578634	Reio	Thomas		0
2578634	Reio	Thomas		0

Column	Label	Values
AM	ID	Prof. PS id #
AN	Last Name	Prof. Last Name
AO	First Name	Prof. First Name
AP	Comb Sects ID	<u># Assigned in the Combined Sections Table</u>
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
	Ν	LAURA BATISTA only				treio001@fiu.edu

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

1	Acad Grou	Acad Org 🖵	Sessic 🔻	Class Nbr 🔻	Subject 🔻	Catalog 🛛 🔻	Section 🔻	Descr 🗸	Enrl Stat 🔻	Class Stat 🔻	Componel 🔻	Mc 🔻	Cap En 🔻	Tot Enrl 🔻
2	CEDUC	TEACHLRNG	1	80002	EEC	3204	U01	Issues In Eec	0	A	С	Ρ	30	0
90	0 CEDUC	TEACHLRNG	1	87225	EEX	3066	U01	Instr Prac Ese I	0	A	С	Ρ	25	0
90	1 CEDUC	TEACHLRNG	1	87226	EEX	3070	U02	Teach Exc Incl Set	0	A	С	Р	30	0
90	2 CEDUC	TEACHLRNG	1	87227	EEX	3070	U01	Teach Exc Incl Set	0	A	С	Ρ	30	0
90	3 CEDUC	TEACHLRNG	1	87228	EEX	3070	U03	Teach Exc Incl Set	0	A	С	Ρ	30	0

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

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,

Х	Y	Ζ	AA	AB	AC	AD	AE	AF
Mtg End 🗸	M -	Tu(→	N-	Thur -	F∣→	S -	S -	Comb Sec
7:40:00 PM	Y	Ν	Ν	N	Ν	Ν	Ν	
	N	Ν	N	Ν	N	Ν	N	
	N	N	N	N	N	N	N	
12:00:00 AM	N	N	N	N	N	N	N	
12:00:00 AM	N	Ν	Ν	N	Ν	Ν	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	The second second	N X
Fin <u>d</u> Replace		
Find what: N		•
Replace with:		•
		Op <u>t</u> ions >>
Replace <u>A</u> ll <u>R</u> epla	ce F <u>i</u> nd All <u>F</u>	ind Next Close