

InformationNOW – Query

About this Guide

This Quick Reference Guide provides an overview of the query options available under **Utilities | Query** menu in *InformationNOW*.

Query Module

The query module, found under **Utilities | Query**, may be used to create customized XML, HTML, TXT or CSV files. The files may be based on data from one of the following modules:

- **Course/Section**
- **Staff**
- **Student**
- **Student Daily Attendance**
- **Student Discipline**
- **Student Grading**
- **Student Medical**
- **Student Period Attendance**
- **Student Schedules**
- **Student Transcripts**

Each module contains various data elements.

Course/Section

To create a query for course/section data, go to **Utilities | Query**. Click the **Course/Section** blue link or click to bullet the **Course/Section** option and then click **View**.

The screenshot shows the 'Course/Section Query' window. It has a 'Criteria' section at the top with a 'Report Name' field, a 'School' dropdown menu (set to 'All'), and a 'Report Title' field. There are 'Save' and 'New' buttons. Below this are two columns of fields: 'Course/Section' and 'Staff'. Each column contains several fields with checkboxes next to them, such as 'Course Name', 'Course Type', 'Course Number', 'Alt Course', 'State Course Number', 'CIP Code', 'Section Number', 'Staff Age', 'AltStaffNumber', 'StaffBirthDay', 'StaffBirthMonth', 'StaffBirthYear', 'StaffCountryOfResidence', and 'HireDate'. At the bottom, there are radio buttons for 'xml', 'html' (selected), 'txt', and 'csv', and a checkbox for 'Totals Only'. 'Run' and 'Close' buttons are also present. A status bar at the bottom says 'Results (Top 5 Results Max)'.

Follow the same steps as outlined in the section “Staff Queries” below. Data may be selected from the *Course/Section* and/or *Staff* modules.

Staff Queries

To create a query for staff data, go to **Utilities | Query**. Click the **Staff** blue link or click to bullet the **Staff** option and then click **View**.

The screenshot shows the 'Staff Query' window. It has a 'Criteria' section at the top with a 'Report Name' field, a 'School' dropdown menu (set to 'All'), and a 'Report Title' field. There are 'Save' and 'New' buttons. Below this are three columns of fields: 'Staff', 'Contact', and 'Custom'. Each column contains several fields with checkboxes next to them, such as 'Staff Age', 'AltStaffNumber', 'StaffBirthDay', 'StaffBirthMonth', 'StaffBirthYear', 'StaffCountryOfResid', 'HireDate', 'Title', 'FName', 'MName', 'LName', 'Generation', 'PreferredName', 'DOB', 'ParkingSpace', 'BuildingKey', 'Caseload', 'ExtContractDuratio', 'ExtContractSalary', 'RegularTermSalary', and 'ExtDutySalary'. At the bottom, there are radio buttons for 'xml', 'html' (selected), 'txt', and 'csv', and a checkbox for 'Totals Only'. 'Run' and 'Close' buttons are also present. A status bar at the bottom says 'Results (Top 5 Results Max)'.

- Select the school with staff assigned that is to be included in the query. If creating a query for all schools, select **--- All ---**.
- Enter a *Report Title* to be printed as a heading for the report (Ex.: *Staff Birthday List*).
- **Counts:** Check this box to include a count of records at the bottom of the report. Note: This field will become active when a field is selected.
- Select the fields to be included in the query. Fields vary based on the module selected. Data may be selected from the *Staff*, *Contact* and/or *Custom* modules. To include a field in the query, simply place a check next to the field name. When a field is selected, a sample of five records will display below in the results section below. Fields should be selected in the order in which they are to appear in the query. To re-order the fields, it is necessary to unselect the fields and then select them again in the desired order.
- Select the report format (ex. **xml**, **html**, **txt**, **csv**).
- If desired, check to include *Totals Only* in the query.
- To save the settings of this report, click **Save**.
 - Bullet either *Public* or *Private*. *Public* queries may be accessed by anyone with the appropriate privileges. *Private* queries may only be accessed by the user who initially created the query.
 - Enter a *Query Name*.
 - Optional: Enter a *Short Description* of the query.
 - Click **OK** to save the query.

- Click **Run** to generate the query.

Student Queries

To create a query for student data, go to **Utilities | Query**. Click the **Student** blue link or click to bullet the **Student** option and then click **View**.

The screenshot shows the 'Student Query' interface. At the top, there is a 'Criteria' section with a 'Report Name' field, a 'Load' button, and 'Save' and 'New' buttons. Below this, the 'School' is set to 'Hometown High School - 2009-2010' and the 'Report Title' is empty. There are checkboxes for 'Exclude Withdrawn' (checked) and 'Counts' (unchecked). The interface is divided into four columns: 'Student', 'Guardian', 'Contact', and 'Custom'. Each column has a list of fields with checkboxes. In the 'Student' column, 'Student', 'FName', 'LName', and 'GR' are checked. In the 'Guardian' column, 'FName' and 'LName' are checked. In the 'Contact' column, no fields are checked. In the 'Custom' column, no fields are checked. Below the columns are radio buttons for output format: 'xml', 'html' (selected), 'txt', and 'csv', along with a 'Totals Only' checkbox. 'Run' and 'Close' buttons are at the bottom right. A 'Results (Top 5 Results Max)' table is shown at the bottom.

Student	FName	LName	GR	FName	LName
S1001	Amy	Adams	11	Katie	Howard
S1001	Amy	Adams	11	Elizabeth	Adams
S1001	Amy	Adams	11	Martin	Adams
S1002	Brent	Affleck	12	Elizabeth	Adams
S1002	Brent	Affleck	12	Suzzie	Que

Follow the same steps as outlined in the section “Staff Queries” on page 2. Data may be selected from the *Student*, *Guardian*, *Contact* (to include contacts other than guardians) and/or *Student Custom* modules.

Note: Check whether or not to *Exclude Withdrawn* students from the query.

Note 2: Currently, if *Guardian* fields are included in a query, only students who have guardians will be included in the query.

Student Daily Attendance Query

To create a query for student's daily attendance records, go to **Utilities | Query**. Click the **Student Daily Attendance** blue link or click to bullet the **Student Daily Attendance** option and then click **View**.

The screenshot shows the 'Student Daily Attendance Query' interface. It features a 'Criteria' section with fields for 'Report Name', 'School' (a dropdown menu), and 'Report Title'. There are 'Save', 'New', and 'Load' buttons. Below this are three columns of fields: 'Attendance' (Date, Level, Reason, Description, Exc, Note), 'Student' (Student, FName, LName, MName, G, GR, Home), and 'Guardian' (Title, FName, LName, Telephone, Address, Address2, City). At the bottom, there are radio buttons for output formats (xml, html, txt, csv) and a 'Totals Only' checkbox. 'Run' and 'Close' buttons are also present.

The available fields pertain to the student daily attendance records. Data may be selected from the *Attendance*, *Student* and/or *Guardian* modules. Enter the criteria as described under the staff section, selecting the desired daily attendance fields. Students without a daily attendance record will not be included in the query.

Student Discipline Query

To create a query for student's discipline records, go to **Utilities | Query**. Click the **Student Discipline** blue link or click to bullet the **Student Discipline** option and then click **View**.

The screenshot shows the 'Student Discipline Query' interface. It features a 'Criteria' section with fields for 'Report Name', 'School' (a dropdown menu), and 'Report Title'. There are 'Save', 'New', and 'Load' buttons. Below this are four columns of fields: 'Discipline' (Inf. Date, Infraction, Inf. Description, Inf. Note, Dem, ANUM), 'Student' (Student, FName, LName, MName, G, GR, Home), 'Section' (Course, Section, Name, Term, Per, DAYS, Block), and 'Guardian' (Title, FName, LName, Telephone, Address, Address2, City). At the bottom, there are radio buttons for output formats (xml, html, txt, csv) and a 'Totals Only' checkbox. 'Run' and 'Close' buttons are also present.

The available fields pertain to the student's discipline records. Data may be selected from the *Discipline*, *Student*, *Section* (scheduled course) and/or *Guardian* modules. Enter the criteria as described, selecting the desired student discipline record fields.

Note: Students who do not have any discipline record will not be included in the query.

Student Grading Query

To create a query for student grade records, go to **Utilities | Query**. Click the **Student Grading** blue link or click to bullet the **Student Grading** option and then click **View**.

The screenshot shows the 'Student Grading Query' interface. It includes a 'Criteria' section with a 'Report Name' field, a 'School' dropdown menu (set to 'All'), a 'Report Title' field, and checkboxes for 'Exclude Withdrawn' (checked) and 'Counts'. Below this are four columns of fields: 'Grading' (GP, GI, Alpha, Value, Comment), 'Student' (Student, FName, LName, MName, G, GR, Home), 'Section' (Course, Section, Name, Term, Per, DAYS, Block), and 'Guardian' (Title, FName, LName, Telephone, Address, Address2, City). At the bottom, there are radio buttons for output formats: xml, html (selected), txt, and csv, along with a 'Totals Only' checkbox. 'Run' and 'Close' buttons are also present. A status bar at the bottom indicates 'Results (Top 5 Results Max)'.

The available fields pertain to the student's grade records. Data may be selected from the *Grading*, *Student*, *Section* (scheduled course) and/or *Guardian* modules. Enter the criteria as described, selecting the desired student grade record fields.

Student Medical

To create a query for student medical records, go to **Utilities | Query**. Click the **Student Medical** blue link or click to bullet the **Student Medical** option and then click **View**.

The screenshot shows the 'Student Medical Query' interface. At the top, there is a 'Criteria' section with a 'Report Name' field, a 'School' dropdown menu (set to 'All'), and a 'Report Title' field. There are 'Load', 'Save', and 'New' buttons. Below this, there are three columns of fields: 'Medical', 'Student', and 'Contact'. Each column has a list of fields with checkboxes next to them. The 'Medical' column includes fields like 'School Insured', 'Subscriber', 'Insurance Type', 'Insurance Company', 'Group Number', 'Doctor', and 'Hospital'. The 'Student' column includes 'Student', 'FName', 'LName', 'MName', 'G', 'GR', and 'Home'. The 'Contact' column includes 'Title', 'FName', 'MName', 'LName', 'Generation', 'PreferredName', and 'DOB'. At the bottom, there are radio buttons for output formats: 'xml', 'html' (selected), 'txt', and 'csv', along with a 'Totals Only' checkbox. 'Run' and 'Close' buttons are also present. A footer bar indicates 'Results (Top 5 Results Max)'.

The available fields pertain to the student's medical records, excluding immunizations. Data may be selected from the *Medical*, *Student* and/or *Contact* modules. Enter the criteria as described, selecting the desired student medical record fields.

Student Period Attendance (Absence) Query

To create a query for student period attendance records, go to **Utilities | Query**. Click the **Student Period Attendance** blue link or click to bullet the **Student Period Attendance** option and then click **View**.

The screenshot shows the 'Student Period Attendance Query' interface. At the top, there is a 'Criteria' section with a 'Report Name' field, a 'School' dropdown menu (set to 'All'), and a 'Report Title' field. There are 'Load', 'Save', and 'New' buttons. Below this, there are four columns of fields: 'Period Absence', 'Student', 'Section', and 'Guardian'. Each column has a list of fields with checkboxes next to them. The 'Period Absence' column includes 'Date', 'Level', 'Reason', 'Description', 'Exc', and 'Note'. The 'Student' column includes 'Student', 'FName', 'LName', 'MName', 'G', 'GR', and 'Home'. The 'Section' column includes 'Course', 'Section', 'Name', 'Term', 'Per', 'DAYS', and 'Block'. The 'Guardian' column includes 'Title', 'FName', 'LName', 'Telephone', 'Address', 'Address2', and 'City'. At the bottom, there are radio buttons for output formats: 'xml', 'html' (selected), 'txt', and 'csv', along with a 'Totals Only' checkbox. 'Run' and 'Close' buttons are also present. A footer bar indicates 'Results (Top 5 Results Max)'.

The available fields pertain to the student’s period attendance (absence) records. Data may be selected from the *Period Absence*, *Student*, *Section* (scheduled course) and/or *Guardian* modules. Enter the criteria as described, selecting the desired student period attendance record fields.

Student Schedules Query

To create a query for student schedules, go to **Utilities | Query**. Click the **Student Schedules** blue link or click to bullet the **Student Schedules** option and then click **View**.

The available fields pertain to the student’s schedule. Data may be selected from the *Section* (scheduled course), *Student*, *Transcript* and/or *Guardian* modules. Enter the criteria as described, selecting the desired student schedule fields.

Student Transcript

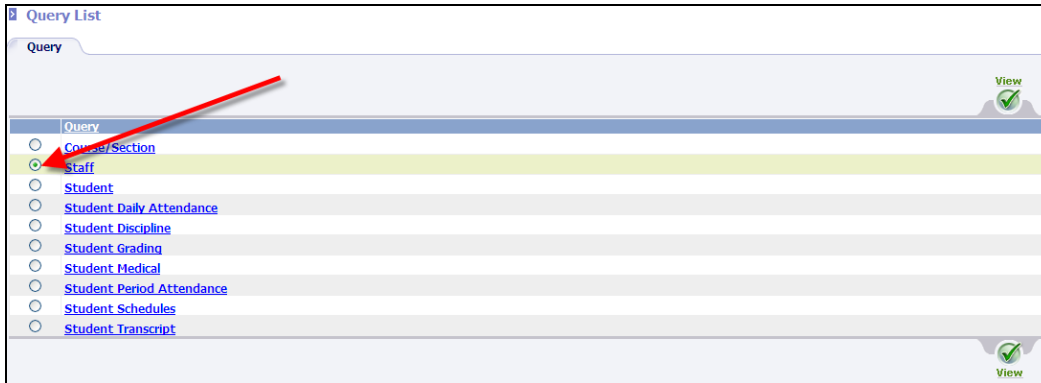
To create a query for student schedules, go to **Utilities | Query**. Click the **Student Transcript** blue link or click to bullet the **Student Transcript** option and then click **View**.

The available fields pertain to the student transcript records. Data may be selected from the *Transcript* (student transcript grades), *Student*, *Section* and/or *Contact* modules. Enter the criteria as described, selecting the desired student transcript fields.

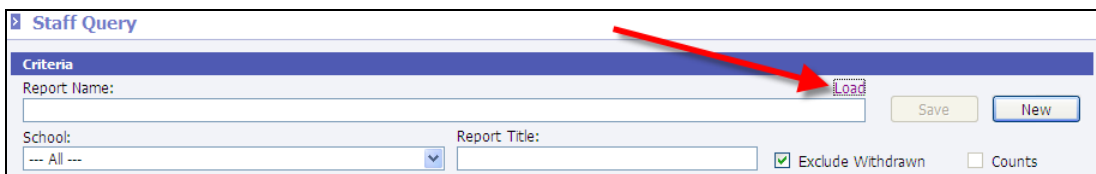
Loading Queries

To retrieve a previously saved query, go to **Utilities | Query** and perform the steps below.

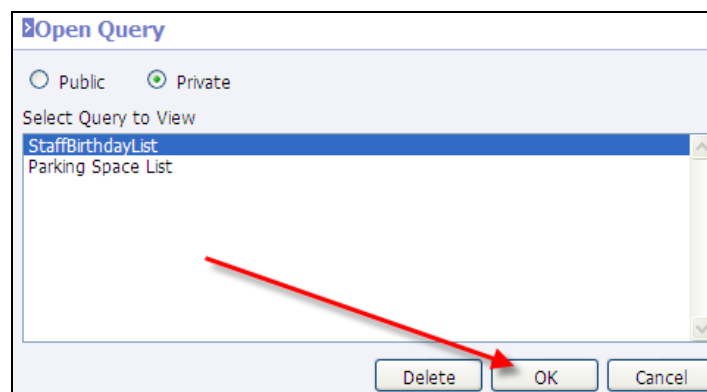
- Bullet the module under which the query was originally created (i.e., *Staff*, *Student*).



- Click **Load**.



- Select the saved query from the available list and click **OK**.

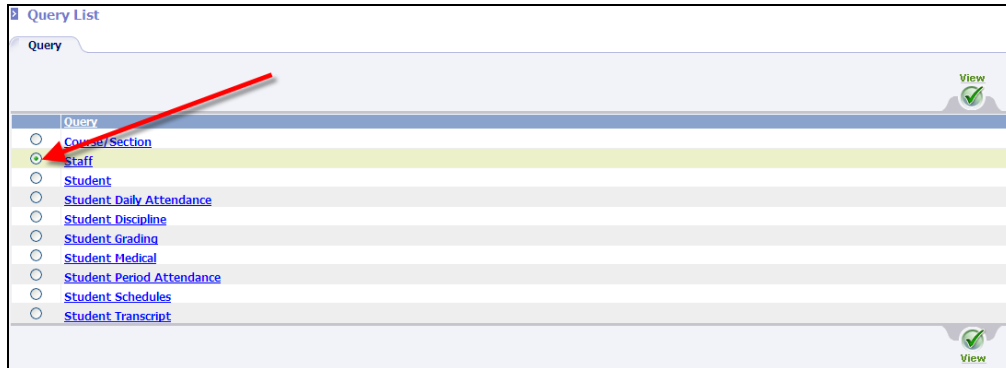


- Make any desired changes or click **Run** to generate the query. If making changes, click **Save** to save the changes.

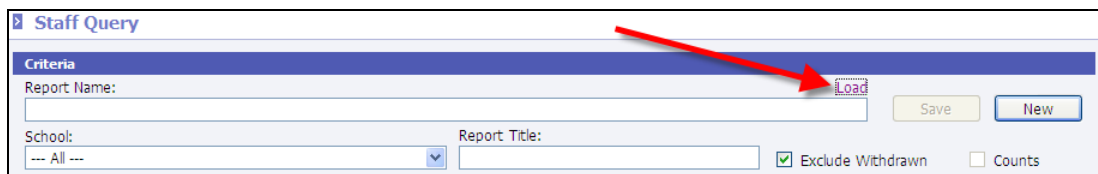
Deleting Queries

To delete a previously saved query, go to **Utilities | Query** and perform the steps below.

- Bullet the module under which the query was originally created (i.e., *Staff, Student*).



- Click **Load**.



- Select the saved query from the available list and click **Delete**.

Query Filter Option

Filter options are available for each field that is selected to include in a query.

Examples of various searches are shown in the sections that follow.

- Select a field by which to filter by placing a check next the field.

Student Query

Criteria
 Report Name: [Load](#)

School: Report Title: Exclude Withdrawn Counts

Student	Guardian	Contact	Custom
<input checked="" type="checkbox"/> Student	<input type="checkbox"/> Title	<input type="checkbox"/> Title	<input type="checkbox"/> EnteredDate
<input checked="" type="checkbox"/> FName	<input type="checkbox"/> FName	<input type="checkbox"/> FName	<input type="checkbox"/> YearsInProgra
<input checked="" type="checkbox"/> LName	<input checked="" type="checkbox"/> LName	<input type="checkbox"/> MName	<input type="checkbox"/> YearExitedPrgr
<input type="checkbox"/> MName	<input type="checkbox"/> Telephone	<input type="checkbox"/> LName	<input type="checkbox"/> EnrolledSchor
<input type="checkbox"/> G	<input type="checkbox"/> Address	<input type="checkbox"/> Generation	<input type="checkbox"/> EnrolledDistric
<input checked="" type="checkbox"/> GR	<input type="checkbox"/> Address2	<input type="checkbox"/> PreferredNam	<input type="checkbox"/> 504Acc
<input type="checkbox"/> Home	<input type="checkbox"/> City	<input type="checkbox"/> DOB	<input type="checkbox"/> TestinSchon

xml html txt csv Totals Only

Results (Top 5 Results Max)

Student	FName	LName	GR	FName	LName
S1001	Amy	Adams	11	Katie	Howard
S1001	Amy	Adams	11	Elizabeth	Adams
S1001	Amy	Adams	11	Martin	Adams
S1002	Brent	Affleck	12	Elizabeth	Adams
S1002	Brent	Affleck	12	Suzzie	Que

- To filter on this field, click the name of the field that appears as a blue link. (Ex.: **GR** (Student Grade Level)).
- The *Filter Criteria* screen for the selected field will display.

Filter Criteria for Field: GR

Criteria
 Field Name:
 Heading:

Filter Properties for Field: GR

None	<input type="radio"/>
Equal To	<input type="radio"/>
Not Equal To	<input type="radio"/>
Less Than	<input type="radio"/>
Less Than or Equal To	<input type="radio"/>
Greater Than	<input type="radio"/>
Greater Than or Equal To	<input type="radio"/>
Is Contained Within	<input type="radio"/>
Empty	<input type="radio"/>
Not Empty	<input type="radio"/>
Contains	<input type="radio"/>
Like	<input checked="" type="radio"/>
Not Like	<input type="radio"/>
Between	<input type="radio"/>

Filter Value:

Sort by this field: No Sort Ascending Descending

Group by: No Break Group Break

Use any of the filter options available to limit the students who will be included in the query. Once the filter options are selected, click **OK** to return to the main query screen.

Filter Examples

Below are various examples of filters utilizing different data elements.

“Equal To” Filter

To filter the query to contain only 9th grade students, the user would do the following:

- Click the **GR** (*Student Grade Level*) blue link on any of the query setup screens that include student data.
- Select the *Filter Properties* of **Equal To**.
- Bullet *Filter Value* and select the grade level of **9**.
- Click **OK**.

“Not Equal To” Filter

To filter the query to contain all students except graduating seniors (including grades 97, 98, 99):

- Click the **GR** (*Student Grade Level*) blue link on any of the query setup screens that include student data.
- Select the *Filter Properties* of **Not Equal To**.
- Bullet *Filter Value* and select the grade level of **12**.
- Click **OK**.

“Less Than” Filter

To filter the query to include all students who are in grade levels lower than (“less than”) grade 12:

- Click the **GR** (*Student Grade Level*) blue link on any of the query setup screens that include student data.
- Select the *Filter Properties* of **Less Than**.
- Bullet *Filter Value* and select the grade level of **12**.
- Click **OK**.

“Less Than or Equal To” Filter

To filter the query to display all student numeric grades with a value of 70 or less:

- Click the **Value** blue link on the *Student Grading* query setup screen.
- Select the *Filter Properties* of **Less Than Or Equal To**.

- The value field to the lower right will automatically be bulleted. Enter a *70* in the space provided.

- Click **OK**.

“Greater Than” Filter

To filter the query to display all student numeric grades with a value greater than 90:

- Click the **Value** blue link on the *Student Grading* query setup screen.
- Select the *Filter Properties* of **Greater Than**.
- The value field to the lower right will automatically be bulleted. Enter a *90* in the space provided.
- Click **OK**.

“Greater Than or Equal To” Filter

To filter the query to display all student numeric grades with a value of 90 or above:

- Click the **Value** blue link on the *Student Grading* query setup screen.
- Select the *Filter Properties* of **Greater Than or Equal To**.
- The value field to the lower right will automatically be bulleted. Enter a *90* in the space provided.
- Click **OK**.

“Is Contained Within” Filter

To filter a query to display all students grades with a letter value of D, D-, or F:

- Click the **Alpha** blue link on the *Student Grading* query setup screen.
- Select the *Filter Properties* of **Is Contained Within**.

- The value field to the lower right will automatically be bulleted. Enter *D,D-,F* (use commas, but no spaces between the values – see the screen shot below).
- Click **OK**.

“Empty” Filter

To filter a query to display all students who have blank State ID Numbers:

- Click the **StateIDNumber** blue link on any of the query setup screens that include student data.
- Select the *Filter Properties* of **Empty**.
- Click **OK**. It is not necessary to enter anything in the value field.

“Not Empty” Filter

To filter a query to display all students who have Primary Exceptionalities:

- Click the **PrimaryExceptionality** blue link on any of the query setup screens that include student data.
- Select the *Filter Properties* of **Not Empty**.
- Click **OK**. It is not necessary to enter anything in the value field.

“Like” Filter

To filter a query to display a list of students who have Discipline infraction descriptions that begin with the word *Weapon*:

- Click the **Inf. Description** (*Infraction Description*) blue link on the *Student Discipline* query setup screen.
- Select the *Filter Properties* of **Like**.
- In the value field, enter the word *weapon* (note that this field is not case-sensitive).
- Click **OK**.

Note: When using the **Like** function, any fields that begin with the criteria entered will be included in the query. For example, if a discipline infraction description of *Unknown Weapon* exists and the **Like** query filter option is used for the word *Weapon*, records with the description of *Unknown Weapon* will not be included because the description does not begin with the exact word *Weapon*. Infraction descriptions of *Weapon - Knife*, *Weapon - Gun*, *Weapon - Unknown* will be included.

“Not Like” Filter

To filter a query to display a list of students’ unexcused absences:

- Click the **Exc** (*Excused/Unexcused*) blue link on the *Student Daily Attendance* query setup screen.
- Select the *Filter Properties* of **Not Like**.
- Bullet the *Filter Value* option and select **Excused**.
- Click **OK**. The query will display a list of absences that are not excused (i.e., *Unexcused*)

“Between” Filter

To filter a query to display a list of students’ discipline infractions from within a specific date range:

- Click the **Inf. Date** (*Infraction Date*) blue link on the *Student Discipline* query setup screen.
- Select the *Filter Properties* of **Between**.
- In the value field, enter the date range separated by a comma (ex.: *05/01/2008,05/31/2008*). Dates should be in the *mm/dd/yyyy* format. Do not put a space between the comma and the date.
- Click **OK**.

Filter Removal

To remove a filter from a query, simply uncheck the field to which the filter has been applied. If the field is selected again as part of the query, the filter will not be reapplied. It must be recreated.

Running the Query

When all criteria have been selected (or when a saved query has been loaded), the user is ready to run the query. Choose the export format for the query by bulleting the desired item below the filter criteria. Options include:

- **Xml**: Similar to the spreadsheet format produced via Microsoft Excel.
- **Html**: Hypertext Markup Language. Recommended – see ***Note** on the following page.
- **Txt**: Text file.
- **Csv**: Comma-Separated Value.

Click **Run** to generate the query results.

FName	LName	Birthdate	GR
Amy	Adams	09/04/1992	10
Brent	Affleck	08/26/1991	11
Andrew	Agassi	08/10/1991	11
Tom	Aikman	11/12/1992	10
Amanda	Anderson	01/01/1992	12

The *Query Results* screen will appear. The example below shows query results in *html* format.

FName	LName	Birthdate	GR
Amy	Adams	09/04/1992	10
Tom	Aikman	11/12/1992	10
Hank	Anderson	01/01/1992	10
Jessica	Armstrong	11/10/1993	10
Lewis	Armstrong	10/01/1993	10
Jessica	Arthur	02/04/1992	10
Justin	Baer	07/14/1992	10
Christina	Ball	08/14/1992	10

***Note:** When *html* is chosen as the query output format, the results screen will be interactive. In the screen shot above, note that the cursor changes to a hand icon when hovered over a student in the list. Double-click on this student to open the student’s demographic record, for viewing or editing that student’s information. The *Edit Student* screen will appear, as shown on the following page.

If the student record is changed in this manner, bear in mind that the *Query Results* page will not update when the student demographics screen is closed. The user must close the *Query Results* page and then **Run** the query again to update the results.