

The following will assist Graduate Program Administrators and Graduate Program Officers run a query to identify students who are on a leave of absence. Included in this lesson is how to run the query and save or remove it as a favorite.

1. Click the **Reporting Tools** link.



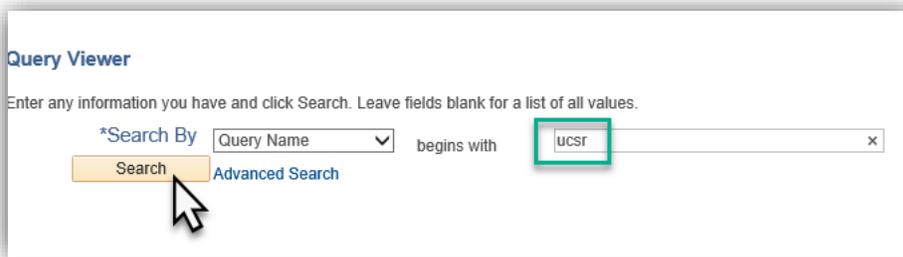
2. Click the **Query** link.



3. Click the **Query Viewer** link.



4. Enter the desired information into the **begins with** field. To identify queries for UofC Student Records, enter **ucsr**. Click the **Search or press Enter** button.



5. A list of ucsr public queries displays. To search for students on leave, scroll down to **UCSR\_ST\_ON\_LEAVE\_ABSENCE\_NEW (List of students on leave)**. Pressing HTML will run the query. Click the **HTML** link.

UCSR_COOP_CLASSES_TO_SCHEDULE	COOP/INTE Class Scheduling	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_DONATION_SUMMARY	SR T2202A Donation Summary	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_EFWR_NOT_CLEAR_BY_DT	EFF. Writing Not Clear by Date	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_EMAILS_FOR_LOCKERS_RENTED	Email Addr for Lockers Rented	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_ENROLLED_NO_T2202_DATA	Students with no T2202 Data	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_GRAD_APPROACH_CMPLT_DT	Students Appr Completion	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_GRAD_EXCEED_CMPLT_DT	Students Exceeding Completion	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_A	Grad stndt past due adm chklist	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_R	Grad stndt past due rec chklist	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_LOCKERS_RENTED_FOR_TERM	Lockers Rented for a term	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_LOCK_INVENTORY		Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_MED_GRADE_RM_LF_BLANK	Grade Query for RM/IF/blank	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_OPST_NOT_ENRL_FOR_12_MONS	Open Studies Not Enrolled	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_PGME_INCOMPLETE_CHECKLIST	PGME Incomplete Checklists	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_PGME_STUDENT_LIST	Pgme Student list	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_REG_CONFIRM_FIRST_YR_GRAD	Grad reg'n confirm not rec'd	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_REQ_TERM_NOT_IN_SYNC	Requirement Term Not In Sync	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_STDNT_GRP_AFT_EFFDT	select deg after students	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_STUDENT_LIST	Student list	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE	Students on approved LOA	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite
<b>UCSR_ST_ON_LEAVE_ABSENCE_NEW</b>	<b>List of students on leave</b>	Public		<b>HTML</b>	Excel	XML	Schedule	Lookup	References	Favorite
UCSR_YEAR_IN_PROGRAM	Year in program	Public		HTML	Excel	XML	Schedule	Lookup	References	Favorite

# Graduate Students on Leave of Absence Query

SA – Graduate Programs



- The **UCSR\_ST\_ON\_LEAVE\_ABSENCE\_NEW** query window opens allowing selection criteria to be entered. Complete the fields with desired search criteria. **Note:** You can enter this information directly or use the Lookup tools (e.g. Institution = UCALG)..
- Click the **Career** list and click the **Graduate Programs** list item.

Graduate Programs

- Enter the desired term directly or use the Lookup tool. Click the **Look up Term** button. Select the desired Term (e.g. 2193 Spring 2019).

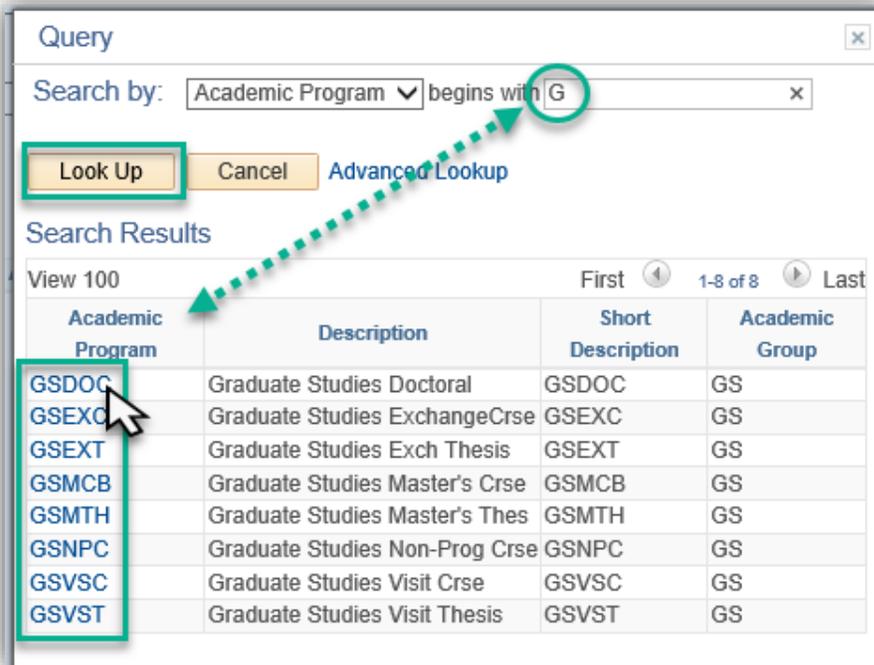
The screenshot shows a 'Query' window with a search interface. The search criteria are set to 'Term' and 'begins with'. Below the search buttons, there is a 'Search Results' section displaying a table of terms. The table has three columns: 'Term', 'Description', and 'Short Description'. The row for '2193 Spring 2019' is highlighted with a green box, and a mouse cursor is pointing at it.

Term	Description	Short Description
9999	End of Time	End Time
2217	Fall 2021	F21
2215	Summer 2021	S21
2213	Spring 2021	P21
2211	Winter 2021	W21
2207	Fall 2020	F20
2205	Summer 2020	S20
2203	Spring 2020	P20
2201	Winter 2020	W20
2197	Fall 2019	F19
2195	Summer 2019	S19
2193	Spring 2019	P19
2191	Winter 2019	W19
2187	Fall 2018	F18
2185	Summer 2018	S18
2183	Spring 2018	P18
2181	Winter 2018	W18
2177	Fall 2017	F17

- If desired, enter an Academic Program. Click the **Look up Acad Prog** button.



10. To narrow search results, enter the first letters of the desired Academic Program (ie. All Graduate Academic Programs begin with **g**). Click the **Look Up or Enter** button. For this example, click on **GSDOC** - Graduate Studies Doctoral. Click the **GSDOC** link.

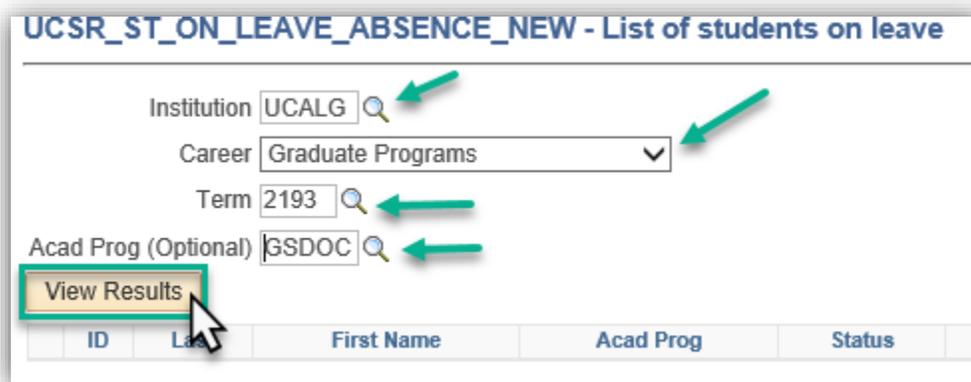


The screenshot shows a 'Query' window with the following elements:

- Search by:** Academic Program begins with **G** (The letter 'G' is circled in red, and a red dotted arrow points from it to the 'GSDOC' row in the table below).
- Buttons:** Look Up (highlighted with a red box), Cancel, and Advanced Lookup.
- Search Results:** A table with columns: Academic Program, Description, Short Description, and Academic Group. The 'GSDOC' row is highlighted with a red box, and a mouse cursor is pointing at it.

Academic Program	Description	Short Description	Academic Group
GSDOC	Graduate Studies Doctoral	GSDOC	GS
GSEXC	Graduate Studies ExchangeCrse	GSEXC	GS
GSEXT	Graduate Studies Exch Thesis	GSEXT	GS
GSMCB	Graduate Studies Master's Crse	GSMCB	GS
GSMTH	Graduate Studies Master's Thes	GSMTH	GS
GSNPC	Graduate Studies Non-Prog Crse	GSNPC	GS
GSVSC	Graduate Studies Visit Crse	GSVSC	GS
GSVST	Graduate Studies Visit Thesis	GSVST	GS

11. When satisfied with the query search criteria entered, click the **View Results** button.



The screenshot shows the 'UCSR\_ST\_ON\_LEAVE\_ABSENCE\_NEW - List of students on leave' window with the following elements:

- Search Criteria:**
  - Institution: UCALG (with a magnifying glass icon and a red arrow pointing to it)
  - Career: Graduate Programs (with a dropdown arrow and a red arrow pointing to it)
  - Term: 2193 (with a magnifying glass icon and a red arrow pointing to it)
  - Acad Prog (Optional): GSDOC (with a magnifying glass icon and a red arrow pointing to it)
- Buttons:** View Results (highlighted with a red box, and a mouse cursor is pointing at it).
- Table Headers:** ID, Last Name, First Name, Acad Prog, Status.

# Graduate Students on Leave of Absence Query

SA – Graduate Programs



12. The query results will display in HTML format. The results can be saved as an Excel file. Note: *All student information displayed is scrambled for FOIP reasons.* Click the [Excel SpreadSheet](#) link.

UCSR\_ST\_ON\_LEAVE\_ABSENCE\_NEW - List of students on leave

Institution: UCALG  
Career: Graduate Programs  
Term: 2193  
Acad Prog (Optional): GSDOC

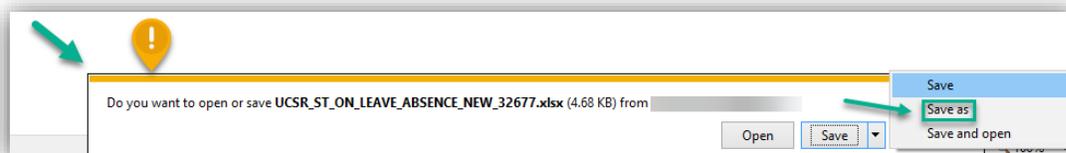
View Results

Download results in: [Excel SpreadSheet](#) CSV Text File XML File (4 kb)

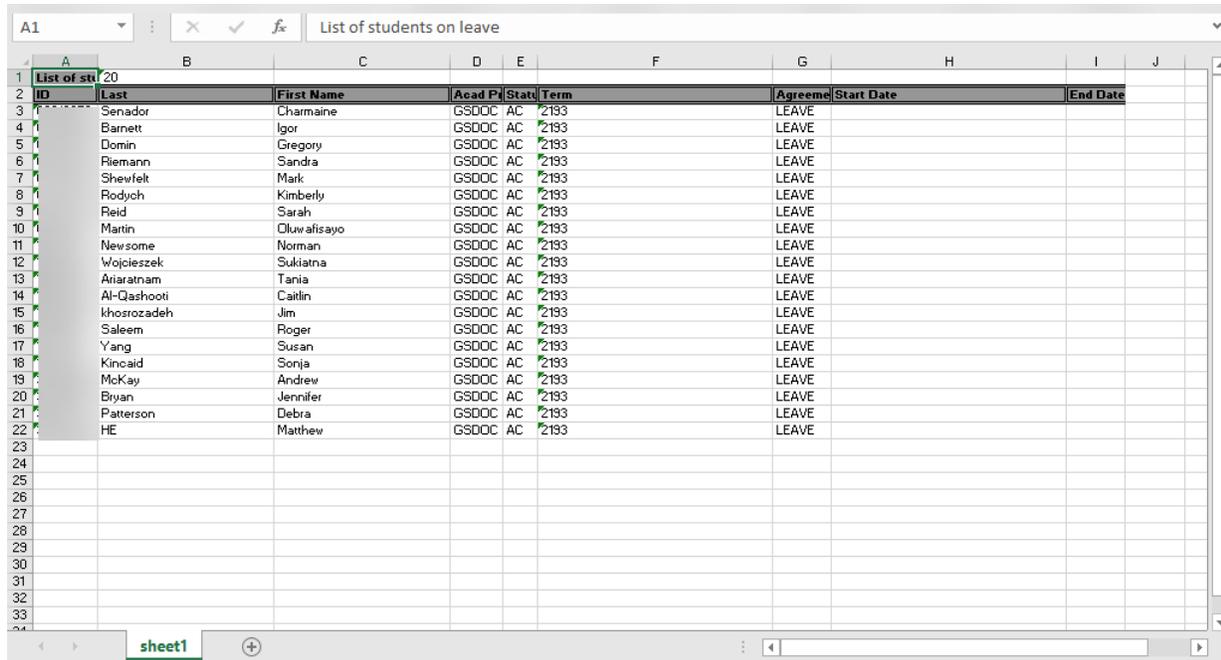
View All First 1-20 of 20 Last

ID	Last	First Name	Acad Prog	Status	Term	Agreement	Start Date	End Date
1	Senador	Charmaine	GSDOC	AC	2193	LEAVE		
2	Barnett	Igor	GSDOC	AC	2193	LEAVE		
3	Domin	Gregory	GSDOC	AC	2193	LEAVE		
4	Riemann	Sandra	GSDOC	AC	2193	LEAVE		
5	Shewfelt	Mark	GSDOC	AC	2193	LEAVE		
6	Rodych	Kimberly	GSDOC	AC	2193	LEAVE		
7	Reid	Sarah	GSDOC	AC	2193	LEAVE		
8	Martin	Oluwafisayo	GSDOC	AC	2193	LEAVE		
9	Newsome	Norman	GSDOC	AC	2193	LEAVE		
10	Wojcieszek	Sukiatna	GSDOC	AC	2193	LEAVE		
11	Ariaratnam	Tania	GSDOC	AC	2193	LEAVE		
12	Al-Qashooti	Caitlin	GSDOC	AC	2193	LEAVE		
13	khosrozadeh	Jim	GSDOC	AC	2193	LEAVE		
14	Saleem	Roger	GSDOC	AC	2193	LEAVE		
15	Yang	Susan	GSDOC	AC	2193	LEAVE		
16	Kincaid	Sonja	GSDOC	AC	2193	LEAVE		
17	McKay	Andrew	GSDOC	AC	2193	LEAVE		
18	Bryan	Jennifer	GSDOC	AC	2193	LEAVE		
19	Patterson	Debra	GSDOC	AC	2193	LEAVE		
20	HE	Matthew	GSDOC	AC	2193	LEAVE		

13. After pressing Excel SpreadSheet, a download bar displays (depending on browser) prompting you to Open/Save (Save, Save as or Save and Open). Click the [Save as](#) button.



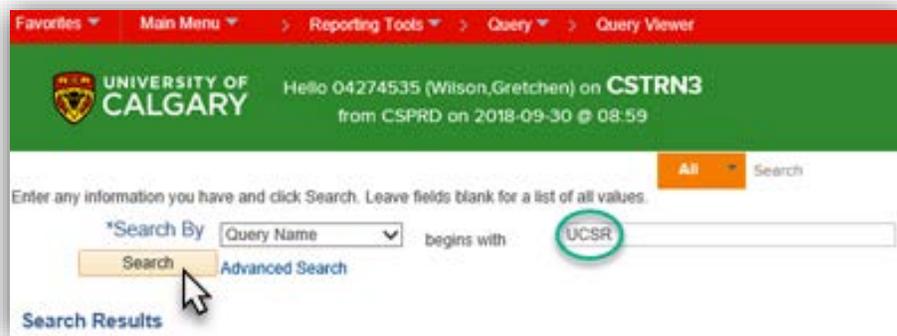
14. Results will be displayed in the Excel SpreadSheet.



ID	Last	First Name	Acad P	Stat	Term	Agreeme	Start Date	End Date
20	Senador	Charmaine	GSDOC	AC	2193	LEAVE		
	Barnett	Igor	GSDOC	AC	2193	LEAVE		
	Domin	Gregory	GSDOC	AC	2193	LEAVE		
	Riemann	Sandra	GSDOC	AC	2193	LEAVE		
	Shewfelt	Mark	GSDOC	AC	2193	LEAVE		
	Rodych	Kimberly	GSDOC	AC	2193	LEAVE		
	Reid	Sarah	GSDOC	AC	2193	LEAVE		
	Martin	Oluwalisayo	GSDOC	AC	2193	LEAVE		
	Newsome	Norman	GSDOC	AC	2193	LEAVE		
	Wojcieszek	Sukiatna	GSDOC	AC	2193	LEAVE		
	Ariaratnam	Tania	GSDOC	AC	2193	LEAVE		
	Al-Qashooti	Caitlin	GSDOC	AC	2193	LEAVE		
	khosrozadeh	Jim	GSDOC	AC	2193	LEAVE		
	Saleem	Roger	GSDOC	AC	2193	LEAVE		
	Yang	Susan	GSDOC	AC	2193	LEAVE		
	Kincaid	Sonja	GSDOC	AC	2193	LEAVE		
	McKay	Andrew	GSDOC	AC	2193	LEAVE		
	Bryan	Jennifer	GSDOC	AC	2193	LEAVE		
	Patterson	Debra	GSDOC	AC	2193	LEAVE		
	HE	Matthew	GSDOC	AC	2193	LEAVE		

### Save Remove Query From Favorites:

- To save a query as a favorite, navigate to **Reporting Tools > Query > Query Viewer**. Enter **ucsr** and press **Enter** or **Search**.



# Graduate Students on Leave of Absence Query

SA – Graduate Programs



- A list of ucsr queries display. Clicking on Favorite at the end of the line will save the specific query as a favorite (e.g. UCSR\_ST\_ON\_LEAVE\_ABSENCE\_NEW). Click the **Favorite** link.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UCSR_PGME_STUDENT_LIST	Pgme Student list	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_REG_CONFIRM_FIRST_YR_GRAD	Grad reg'n confirm not rec'd	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_REQ_TERM_NOT_IN_SYNC	Requirement Term Not In Sync	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_STDNT_GRP_AFT_EFFDT	select deg after students	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_STUDENT_LIST	Student list	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE	Students on approved LOA	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE_NEW	List of students on leave	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_YEAR_IN_PROGRAM	Year in program	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- The favorite will display at the bottom of the menu in My Favorite Queries.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UCSR_ST_ON_LEAVE_ABSENCE_NEW	List of students on leave	Public		HTML	Excel	XML	Schedule	Lookup References	-

- The next time you navigate to Query Viewer, My Favorite Queries will be listed eliminating the step to enter ucsr for related queries. However, if you wish to use another ucsr query that is not listed as one of your favorites, you will have to enter ucsr to see the entire list of queries. To remove a query from your Favorites, click the "-" minus sign at the end of the row. Click the **Remove** button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

Search

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UCSR_ST_ON_LEAVE_ABSENCE_NEW	List of students on leave	Public		HTML	Excel	XML	Schedule	Lookup References	-

5. The query will be removed. Note there is no prompt "Are you sure yes or no?" as the delete is immediate.

For the corresponding online learning, consult the training website.

**End of Procedure.**