**Step 1:** define the overall population to be examined.

• For this example: Current Fort Riley Students majoring in any business-related field.

IERM CODE_KEY       Select all       202002       202001       ÓEGE_CODE       Select all       AA       AS		CAMP DESC Fort Leaver Fort Leaver Fr Riley Great Bend MAJR CODE1 Select all 2402	CAMP, DESC SE. MAJR, DESC1 MAJR, CODE2   Fort Leavenworth Emerg Mgmt/Homeland Security Select all   Great Bend Hazardoux Materials Management 2402   Select all Libroduf HealthcareDoc/TranscriptSpec 2615   Select all Libroduf HealthcareDoc/TranscriptSpec 2622   Select all Medical Admin Technology Medical Admin Technology 4201				MAJR DESC Select all (Blank) Eliberal St Nursing Psycholog Radiology	2 udies Transfer 39 7 Tech	Cours Se AC AC AC AC AC AC AC AC AC AC AC AC AC	Select all Select all ACCT 1602 General Accounting ACCT 1614 Accounting I ACCT 1616 Accounting II ANTH 1816 Cultural Anthropology ANTH 1819 World and Regional Geogr ARTS 1200 Art Appreciation ARTS 1214 Drawing I BSTC 1001 Introduction to Computers		
_											☆ \ ⊑ …	
uden )	Student	DEGC_CODE	DEGC_DESC	MAJR_CODE1	MAJR_DESC1	MAJR_CODE2	MAJR_DESC2	TERM_CODE_KEY	RSTS_CODE	CRN_KEY	Course	
			Associate in Sci	ence 2402	Liberal Studies	-	-	201602	DE -	29045	MATH 1809 Basic Applied Mathemi	
			Associate in Sci	ence 2402	Liberal Studies			201002	DE	18878	LIEE 1407 Apstomy & Physiology I	
			Associate in Sci	ence 2402	Liberal Studies			201701	DE	101/6	LIFE 1409 Anatomy & Physiology I	
			Associate in Sci	ionco 2402	Liberal Studies			201/01	DE	28585	PSVC 1000 General Revehology	
			Associate in Sci	ence 2402	Liberal Studies			201602	RE	28739	ENGL 1199 Principles Grammar For	
			Associate in Sci	ience 2402	Liberal Studies			201602	RE	29024	MDAS 1672 Medical Terminology	
			Associate in Sci	ence 2402	Liberal Studies			201702	RE	29292	PSVC 1014 Developmental Psycholic	
			Associate in Sci	ence 2402	Liberal Studies			201702	RE	29696	MITR 1040 Military Passeng-Carry \	
			Associate in Art	2402	Liberal Studies			201601	RE	18368	COMM 1230 Public Speaking	
			Associate in Art	ts 2402	Liberal Studies			201601	RE	18388	MATH 1821 Basic Algebra	
			Associate in Art	ts 2402	Liberal Studies			201601	RE	18404	ENGL 1206 English Composition II	
			Associate in Art	ts 2402	Liberal Studies			201601	RE	18671	PHSC 1400 Physical Science	
			Associate in Art	ts 2402	Liberal Studies			201601	RE	18687	MATH 1824 Intermediate Algebra	
			Associate in Art	ts 2402	Liberal Studies			201601	RE	18837	ECON 1612 Principles of Microecon	
			Associate in Art	ts 2402	Liberal Studies			201601	RE	18851	MATH 1828 College Algebra	
			Associate in Art	ts 2402	Liberal Studies			201602	RE	28556	BUSI 1803 Principles of Managemei	
			Associate in Art	ts 2402	Liberal Studies			201602	RE	28557	BUSI 1600 Introduction to Business	
			Associate in Art	ts 2402	Liberal Studies			201602	RE	28574	STAT 1829 Elements of Statistics	
			Associate in Art	ts 2402	Liberal Studies			201602	RE	28744	LANG 1900 Elementary German I	
			Associate in Art	ts 2402	Liberal Studies			201602	RE	29020	LANG 1902 Elementary German II	
001413	48 Steven Kirkehv	AA	Associate in Art	ts 2402	Liberal Studies		1	201602	RF	29047	MATH 1830 Trigonometry	

#### **Step 2:** Use the filters to select the identified population of interest:

\*For MAJR\_DESC1 Liberal Studies was included to view any secondary majors (MAJR\_DESC2) that might also be business related

• Those selections will show students taking Fort Riley courses who major in business related fields from 201601 till the present term. Use the TERM\_CODE\_KEY to narrow down the student population to a specified time frame.

Step 3: Once the student population is narrowed to your need, export the data to excel.

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			53	Y 63 ···	
DESC2	TERM_CODE_KEY	RSTS_CODE	CRN_KEY	Course ^	Click within the
	202001	RE	11610	MLTR 1040	view the "2
	202002	RE	21415	MUSI 1002	dete"
	202002	RE	21588	MUSI 1002	
	202002	RE	21589	101031 1002	
	202002	RE	21596	MATH 1821	
	202001	RE	11513	MATH 1821	
	202002	RW	21354	SOCI 1100 I	
	202002	RW	21355	MATH 1821	
	202001	RW	11406	PSYC 1130 [	
	202001	RW	11216	ANTH 1816	

• Select the "3 Dots" by clicking on them and then select "Export Data"

MAJR_CODE2		MAJR_DESC2		Cour	se					
Select all		Select all		🗆 S	Select all					
🔲 (Blank)		(Blank)		ACCT 1602 General Accounting						
				🗆 A	CCT 1614	4 Acc	ounting I			
				🗆 A	NTH 181	6 Cul	tural Anthro	opology		
				🗆 A	RTS 1200	) Art /	Appreciatio	n		
				🗆 A	RTS 1214	1 Drav	ving l			
				B	STC 1001	Intro	duction to	Computers		
				B	STC 1023	B Data	abase Mana	agement Syst		
					STC 1036	5 Com	puter Cond	cepts & Appl		
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C1	MAJR_CODE2	MAJR_DESC2	TERM_CO	DE_KEY	RSTS_C	۔ ا	Evport dr	ata		
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dies 202001				RW		11216	ANTH 1816			

• Choose where to save your results and save them.

Congrats, you now have the desired population.

IF YOU WANT STUDENTS **WITHOUT** A SPECFIC COURSE:

- Open the spreadsheet.
- Rename "Sheet 1" to "Entire Pop"

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3 0		ri AS	Assoc
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-	)	Entire Pop	+

• Delete Rows 1 and 2 leaving the row with the column headers at the top

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Applied filters:MAJR_DESC1	is Bus Management & Lead	lership, Business Admin Tech	inology, Liberal Studi	es, or Business TechnologyCAMP_DESC_SE	CTION is Ft RileyTERM_CODE_KEY is 202002 or 202001
3 ID ▼ Studen ▼ DEGC_			TERM_ 💌 RSTS_C 💌	CRN_KI Course 💌 GRDE_(💌 CAMP_💌 /	Addres Phone EMAIL
4 00	Associate 2402 Lib	eral Studies	202001 RE	11610 MLTR 104( A Ft Riley	3 g
5 00	Associate 5205 But	siness Admin Technology	202002 RE	21415 MUSI 1002 Ft Riley	4 prg
6 0000000000000000000000000000000000000	Associate 2402 Lib	eral Studies	202002 RE	21588 PHSC 1404 Ft Rilev	1

- Add another sheet and copy the entire Pop sheet into the new sheet (creating a copy)
- Rename the new sheet "Filtered Pop"

	1	ŀ	Entire	Рор	Filt	tered Pop		+	
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52	00		y S	Sr AS		Associate	2402		L

In order to find the students who do not have a specified course, we first need to find the students who have it.

• On the Filtered Pop sheet, find the column named Course

						$\checkmark$		
F	G	н	1	J	К	L	М	N
R_DESC1	MAJR_CODE2 💌	MAJR_DESC2 💌	TERM_CODE_KEY	RSTS_CODE	CRN_KEY	Course	GRDE_CODE	CAMP_DESC_SECTION
ral Studies			202001	RE	11610	MLTR 1040 Military Passeng-Carry Vehicle	А	Ft Riley
ness Admin Technology			202002	RE	21415	MUSI 1002 Introduction to Music		Ft Riley
ral Studies			202002	RE	21588	PHSC 1404 Physical Geography		Ft Riley

L

- Filter to NOT show the course or courses you do not want students to have taken
  - o ACCT 1614 for example

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ACC Clear Filter From "Course"			В		Ft Ri	ley
ACC Filter by Color		>	С		Ft Ri	ley
ACC Text Filters		>			Ft Ri	ley
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ACCT 1014 Accountin	ig i inthropolog					
ARTS 1200 Art Apprec	iation					
ARTS 1214 Drawing I						
BSTC 1001 Introduction	on to Comp					
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BSTC 1685 Spreadshe	et Applicatio					
BUSI 1600 Introductio	n to Busine: n to Einanci					
BUSI 1608 Business La	w l	~				
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- Sort by Course ascending (A to Z)
- Select the entire row for all remaining data (leave row 1, the headings)
- Right click and select Delete rows from Row to the end of the data

## STUDENT COURSE HISTORY INSTRUCTIONS

1426 0	I AA	Associate in Arts	2402	Liberal Studies
1427 0	AA	Associate in Arts	2402	Liberal Studies
1428 0	AS	Associate in Science	2402	Liberal Studies
1429 0	v AS		¢ 0/ • 🕅	Liberal Studies
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1432 0	AS	Associate in Science	2402	Liberal Studies
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1440 0	AS	pe pe	2402	Liberal Studies
1441 0	AS	Insert Row ne	2402	Liberal Studies
1442 0	AS	Delete Row	2402	Liberal Studies
1443 0	AS	Clear Contents	2402	Liberal Studies
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1446 0	AS	Row Height	2402	Liberal Studies
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1448 0	AS	<u>H</u> ide pe	2402	Liberal Studies
1449 0	AS	<u>U</u> nhide ce	2402	Liberal Studies
1450 0	AS	Associate in Science	2402	Liberal Studies
1451 0	AS	Associate in Science	2402	Liberal Studies
1452 000502599 Hailey Beier	AS	Associate in Science	2402	Liberal Studies

• Go back to the Course column and select the remaining course to show (ACCT 1614)

## YOU SHOULD NOW HAVE A LIST OF THOSE STUDENTS WHO HAVE TAKEN THE COURSE

A	В	с	D	E	F	G	н	1	J	к	L
ID 💌	Student	▼ DEGC_CODE ▼	DEGC_DESC	MAJR_CODE1	MAJR_DESC1	▼ MAJR_CODE2 ▼	MAJR_DESC2 💌	TERM_CODE_KEY	RSTS_CODE	CRN_KEY 💌	
000480363	From Circon Romos	AS	Associate in Science	2402	Liberal Studies			202001	RW	11399	ACCT 1614 Accounting I
6		AA	Associate in Arts	2402	Liberal Studies			202002	RE	21529	ACCT 1614 Accounting I
o		AS	Associate in Science	2402	Liberal Studies			202001	RW	11399	ACCT 1614 Accounting I
0		AS	Associate in Science	2402	Liberal Studies			202001	RE	11399	ACCT 1614 Accounting I
o		AS	Associate in Science	2402	Liberal Studies			202001	RE	11399	ACCT 1614 Accounting I
o		AS	Associate in Science	2402	Liberal Studies			202001	RE	11399	ACCT 1614 Accounting I
Ó		AS	Associate in Science	2402	Liberal Studies			202002	RE	21529	ACCT 1614 Accounting I
0	CIECTLE I OSUGOS	AS	Associate in Science	2402	Liberal Studies			202002	RW	21529	ACCT 1614 Accounting I

## **Return to the Entire Pop sheet**

• In the first empty column to the right of the data name the column "Has Taken Course"

		A B	С	D	E	F	G	н	1	J	К	L	М	N	0	Р	Q	R	
1	ID	💌 Studen 💌	DEGC_	DEGC_I 💌	MAJR_	MAJR_	MAJR_	MAJR_I 🔻	TERM_	RSTS_C 🔻	CRN_KI	Course 💌	GRDE_	CAMP_	Addres 🔻	Phone 💌	EMAIL 💌	Has Taken Course 💌	
2	00			Associate	2402	Liberal Stu	udies		202001	RE	11610	MLTR 1040	А	Ft Riley	32		.sc	#N/A	
3	00			Associate	5205	Business /	Admin Tec	hnology	202002	RE	21415	MUSI 1002		Ft Riley	40		mc	#N/A	
4	0003	o1042Juanita Sr	TAS	Associate	2402	Liberal Stu	udies		202002	RE	21588	PHSC 1404		Ft Riley	1220 mgn	17057 2257	Juannasm	#N/A	

- Type the following equation into row 2 of the "Has Taken Course" column (R2)
  - =VLOOKUP([@ID],'Filtered Pop'!\$A:\$Q,1,FALSE)
    - Note if this doesn't work in your version of excel, use the following variation: =VLOOKUP(A1,'Filtered Pop'!\$A:\$Q,1,FALSE)
- Copy the formula for all rows with data
- Filter the "Has Taken Course" column to only show "#N/A"

# STUDENT COURSE HISTORY INSTRUCTIONS

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You now have a list of students who have not taken the course and are part of your selected population.