STUDENT COURSE HISTORY INSTRUCTIONS

Step 1: define the overall population to be examined.

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

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, <u>export the data to excel</u>.

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

- 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"
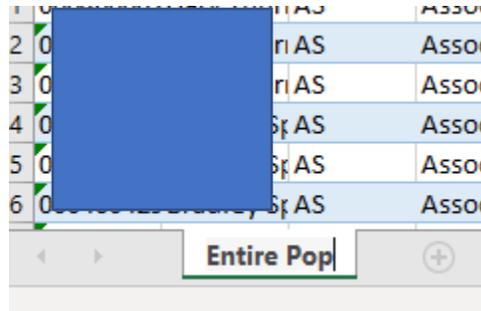
- Delete Rows 1 and 2 leaving the row with the column headers at the top
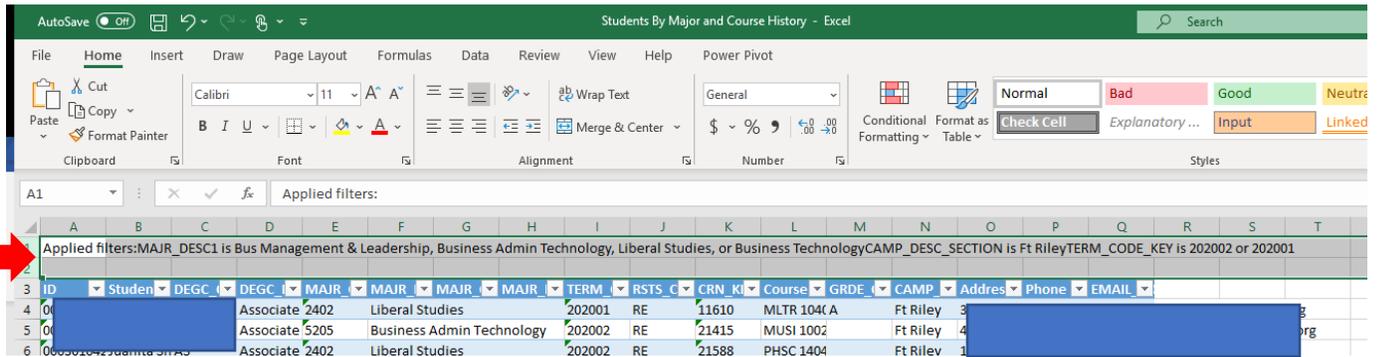
- Add another sheet and copy the entire Pop sheet into the new sheet (creating a copy)
- Rename the new sheet "Filtered Pop"

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

- <u>On the Filtered Pop sheet</u>, find the column named Course

	F	G	H	I	J	K	L	M	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	A	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

- Filter to **NOT** show the course or courses you do not want students to have taken
  - ○ ACCT 1614 for example
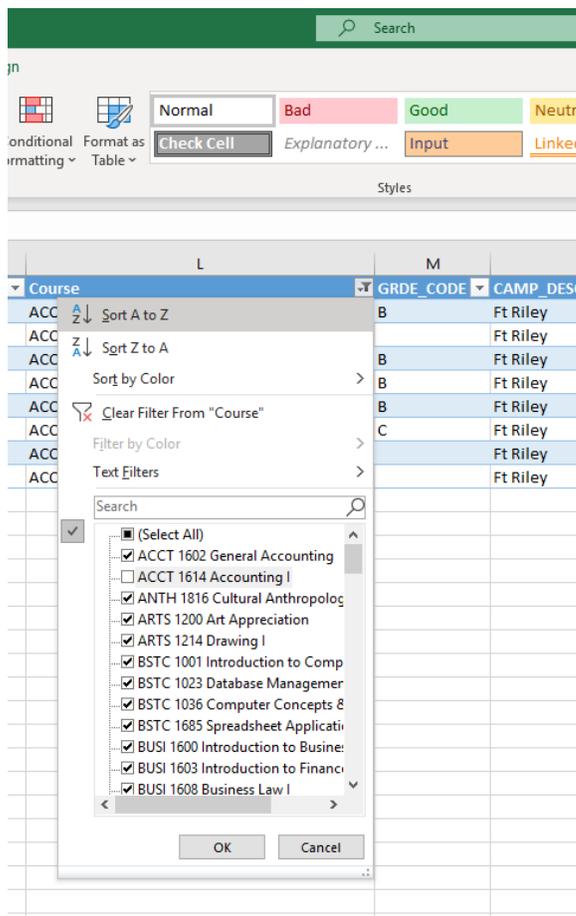
- Sort by Course ascending (A to Z)
- Select the entire row for all remaining data (leave row 1, the headings)
- Right click and select Delete rows from Row to the end of the data
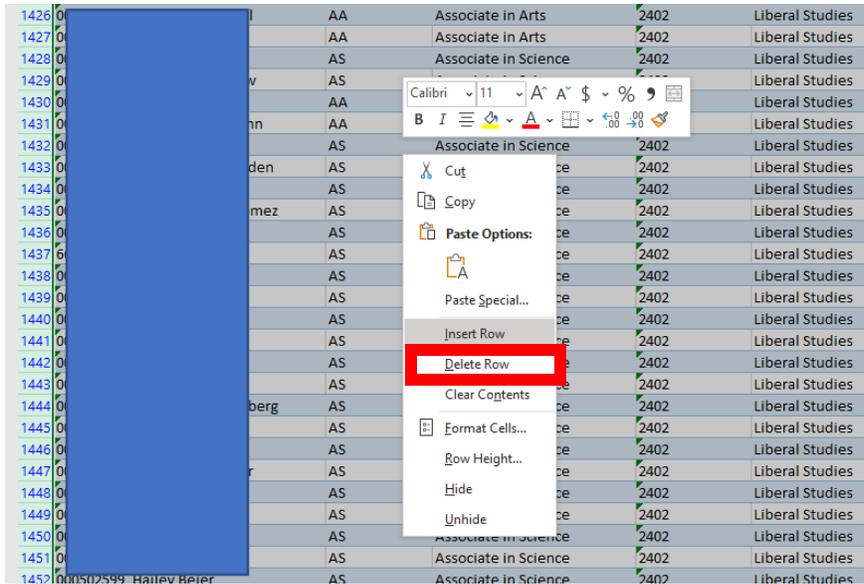
- Go back to the Course column and select the remaining course to show (ACCT 1614)

<u>YOU SHOULD NOW HAVE A LIST OF THOSE STUDENTS WHO HAVE TAKEN THE COURSE</u>

Return to the Entire Pop sheet

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

- 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"

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