

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:

Students By Major and Course History

ID	Student	DEGC_CODE	DEGC_DESC	MAJR_CODE1	MAJR_DESC1	MAJR_CODE2	MAJR_DESC2	TERM_CODE_KEY	RSTS_CODE	CRN_KEY	Course
			Associate in Science	2402	Liberal Studies			201602	RE	29045	MATH 1809 Basic Applied Mathem
			Associate in Science	2402	Liberal Studies			201701	RE	18878	LIFE 1407 Anatomy & Physiology I
			Associate in Science	2402	Liberal Studies			201701	RE	19146	LIFE 1409 Anatomy & Physiology II
			Associate in Science	2402	Liberal Studies			201602	RE	28585	PSYC 1000 General Psychology
			Associate in Science	2402	Liberal Studies			201602	RE	28739	ENGL 1199 Principles Grammar For
			Associate in Science	2402	Liberal Studies			201602	RE	29024	MDAS 1672 Medical Terminology
			Associate in Science	2402	Liberal Studies			201702	RE	29292	PSYC 1014 Developmental Psycholc
			Associate in Science	2402	Liberal Studies			201702	RE	29696	MLTR 1040 Military Passeng-Carry\
			Associate in Arts	2402	Liberal Studies			201601	RE	18368	COMM 1230 Public Speaking
			Associate in Arts	2402	Liberal Studies			201601	RE	18388	MATH 1821 Basic Algebra
			Associate in Arts	2402	Liberal Studies			201601	RE	18404	ENGL 1206 English Composition II
			Associate in Arts	2402	Liberal Studies			201601	RE	18671	PHSC 1400 Physical Science
			Associate in Arts	2402	Liberal Studies			201601	RE	18687	MATH 1824 Intermediate Algebra
			Associate in Arts	2402	Liberal Studies			201601	RE	18837	ECON 1612 Principles of Microecon
			Associate in Arts	2402	Liberal Studies			201601	RE	18851	MATH 1828 College Algebra
			Associate in Arts	2402	Liberal Studies			201602	RE	28556	BUSI 1803 Principles of Manageme
			Associate in Arts	2402	Liberal Studies			201602	RE	28557	BUSI 1600 Introduction to Business
			Associate in Arts	2402	Liberal Studies			201602	RE	28574	STAT 1829 Elements of Statistics
			Associate in Arts	2402	Liberal Studies			201602	RE	28744	LANG 1900 Elementary German I
			Associate in Arts	2402	Liberal Studies			201602	RE	29020	LANG 1902 Elementary German II
00014134R	Steven Kirkeby	AA	Associate in Arts	2402	Liberal Studies			201602	RF	29047	MATH 1830 Trigonometry

*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.

Click within the table in order to view the "3 dots"

DEGC2	TERM_CODE_KEY	RSTS_CODE	CRN_KEY	Course
	202001	RE	11610	MLTR 1040
	202002	RE	21415	MUSI 1002
	202002	RE	21588	MUSI 1002 In
	202002	RE	21589	MUSI 1002 In
	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 I
	202001	RW	11216	ANTH 1816

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

MAJR_CODE2	MAJR_DESC2	Course
<input type="checkbox"/> Select all	<input type="checkbox"/> Select all	<input type="checkbox"/> Select all
<input type="checkbox"/> (Blank)	<input type="checkbox"/> (Blank)	<input type="checkbox"/> ACCT 1602 General Accounting <input type="checkbox"/> ACCT 1614 Accounting I <input type="checkbox"/> ANTH 1816 Cultural Anthropology <input type="checkbox"/> ARTS 1200 Art Appreciation <input type="checkbox"/> ARTS 1214 Drawing I <input type="checkbox"/> BSTC 1001 Introduction to Computers <input type="checkbox"/> BSTC 1023 Database Management Syst... <input type="checkbox"/> BSTC 1036 Computer Concepts & Appl

C1	MAJR_CODE2	MAJR_DESC2	TERM_CODE_KEY	RSTS_C	C1	C1
ies			202001	RE		
Admin Technology			202002	RE		
ies			202002	RE		
ies			202002	RE		
ies			202002	RE		
ies			202001	RE		
ies			202002	RW		
ies			202002	RW		
ies			202001	RW	11400	BSTC 11301
ies			202001	RW	11216	ANTH 1816

⋮

- 💬 Add a comment
- 📄 Export data ⇨
- 📊 Show as a table
- 📢 Spotlight
- ⬇️ Sort descending
- ⬆️ Sort ascending
- Sort by ▶

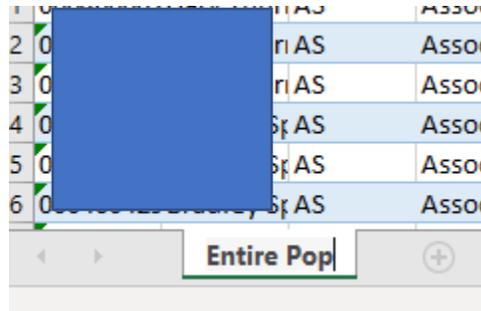
- Choose where to save your results and save them.

Congrats, you now have the desired population.

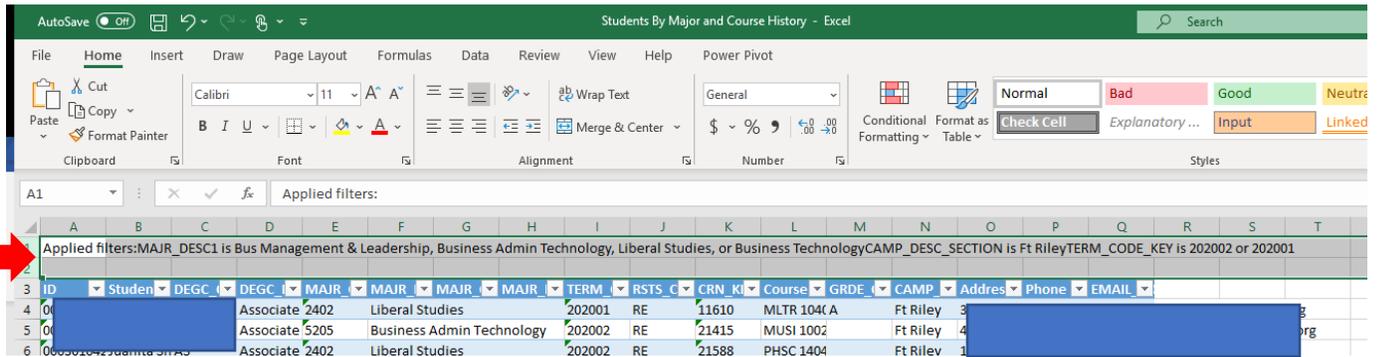
STUDENT COURSE HISTORY INSTRUCTIONS

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

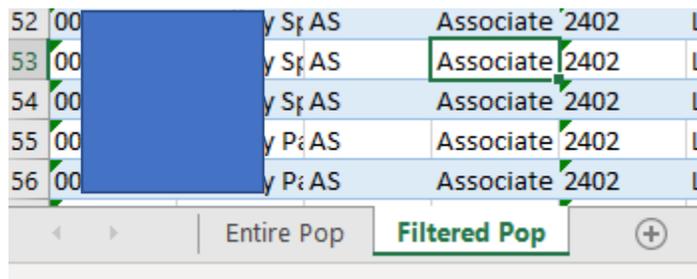
- Open the spreadsheet.
- Rename “Sheet 1” to “Entire Pop”



- 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”



STUDENT COURSE HISTORY INSTRUCTIONS

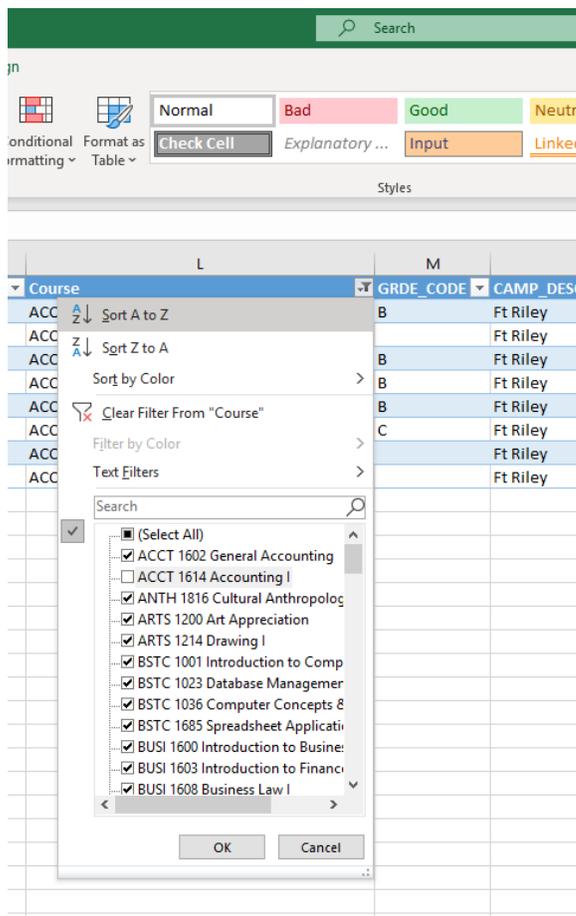
In order to find the students who do not have a specified course, we first need to find the students who have it.

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



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

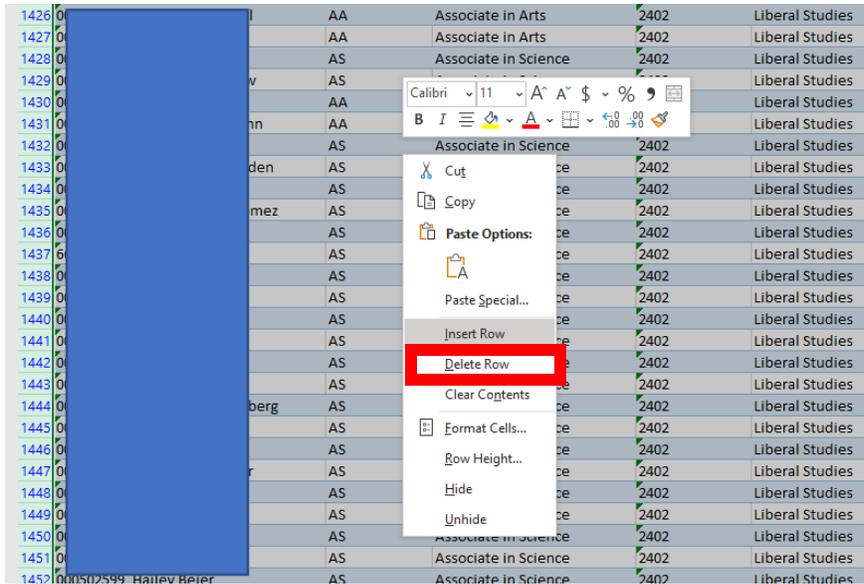
- Filter to **NOT** show the course or courses you do not want students to have taken
 - ACCT 1614 for example



The screenshot shows the Excel interface with the 'Course' column selected. The 'Filter by Text' dialog box is open, displaying a list of courses with checkboxes. The checkbox for 'ACCT 1614 Accounting I' is unchecked, while all other courses are checked. The 'OK' button is highlighted.

- 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

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- 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

ID	Student	DEGC_CODE	DEGC_DESC	MAJR_CODE1	MAJR_DESC1	MAJR_CODE2	MAJR_DESC2	TERM_CODE	KEY	RSTS_CODE	J	CRN_CODE	KEY	Course
000489050	Erin Grace Benson	AS	Associate in Science	2402	Liberal Studies			202001		RW		11399		ACCT 1614 Accounting I
000489050	Erin Grace Benson	AA	Associate in Arts	2402	Liberal Studies			202002		RE		21529		ACCT 1614 Accounting I
000489050	Erin Grace Benson	AS	Associate in Science	2402	Liberal Studies			202001		RW		11399		ACCT 1614 Accounting I
000489050	Erin Grace Benson	AS	Associate in Science	2402	Liberal Studies			202001		RE		11399		ACCT 1614 Accounting I
000489050	Erin Grace Benson	AS	Associate in Science	2402	Liberal Studies			202001		RE		11399		ACCT 1614 Accounting I
000489050	Erin Grace Benson	AS	Associate in Science	2402	Liberal Studies			202002		RE		21529		ACCT 1614 Accounting I
000489050	Erin Grace Benson	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"

ID	Student	DEGC_CODE	DEGC_DESC	MAJR_CODE1	MAJR_DESC1	MAJR_CODE2	MAJR_DESC2	TERM_CODE	KEY	RSTS_CODE	CRN_CODE	KEY	Course	GRDE	CAMP	Address	Phone	EMAIL	Has Taken Course
000501042	Juanita Shiras	Associate	2402	Liberal Studies				202001		RE	11610		MLTR 104C A		Ft Riley	32		sc	#N/A
000501042	Juanita Shiras	Associate	5205	Business Admin Technology				202002		RE	21415		MUSI 1002		Ft Riley	40		mc	#N/A
000501042	Juanita Shiras	Associate	2402	Liberal Studies				202002		RE	21588		PHSC 1404		Ft Riley	1220	high (705) 2232	Juanita.smas	#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"

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The screenshot shows an Excel spreadsheet with a filter menu open for the 'Has Taken Course' column. The filter is set to '#N/A', which displays a list of student names and IDs who have not taken the course. The spreadsheet columns are labeled O, P, Q, R, and S. The filter menu includes options for sorting (Sort A to Z, Sort Z to A, Sort by Color) and filtering (Clear Filter From "Has Taken Course", Filter by Color, Text Filters). The filter list includes a search bar and a list of student IDs with checkboxes. The '#N/A' option is selected.

O	P	Q	R	S
Normal	Bad	Good	Neutral	
Check Cell	Explanatory...	Input	Linked	
Styles				
O	P	Q	R	S
Normal	Phone	EMAIL	Has Taken Course	
Sort A to Z				
Sort Z to A				
Sort by Color				
Clear Filter From "Has Taken Course"				
Filter by Color				
Text Filters				
Search				
(Select All)				
<input type="checkbox"/> 000489262				
<input type="checkbox"/> 000489338				
<input type="checkbox"/> 000489539				
<input type="checkbox"/> 000492495				
<input type="checkbox"/> 000493754				
<input type="checkbox"/> 000501518				
<input type="checkbox"/> 000504575				
<input type="checkbox"/> 000505386				
<input checked="" type="checkbox"/> #N/A				
OK				
Cancel				
emilia.dix			#N/A	
emilia.dix			#N/A	

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