AD HOC Query Report

Presented by Carl Garber

GaDOE
Georgia Department of Education

AGENDA

- **Ad Hoc Query Overview**

- **How to use the Ad Hoc Query**

- **Questions**

WHAT IS IT?

- **The ADHOC Query allow users, with access to Student Record, Student Class, CPI, or FTE, to generate a 'custom' report based on the data element criteria the user selects!**

- **The ADHOC Query was created indirectly as a result of user requests for reports that are not currently available from the collection report menu.**

WHERE IS IT - CPI?

CPI Main Menu

No data has been transmitted for this system.

- Report Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

- Manual Relief Request

- ADHOC Query ⬅

- Status Check List
- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

WHERE IS IT - FTE?

FTE Main Menu

No data has been transmitted for this system.

- FTE Survey Data
- FTE Reports Menu -Old
- FTE Reports Menu -New
- FTE File Upload

- FTE Validate Data
- FTE Add/Edit/Delete Student Data
- FTE Delete All System Data

- FTE Individual Student Report

- ADHOC Query
  - SPEDHIST-GTID Claimed Student Sp. Ed. History Report
  - FTE Primary Contacts

- Duplicate GTID Report
  - FTE Admin Menu
- Manual Relief Request
  - FTE Transmission Status
- Status Check List
  - FTE Transmission System

WHERE IS IT - SC?

Go To Main Menu

Student Class Main Menu

No data has been transmitted yet.

- File Upload
- Validate Data
- Add/Edit/Delete Student Information

- Error Report
- Student Course Profile Reports
- Student Class Reports
- Student Schedule Report
- Sign-Off Report
- TKES/LKES 90% Indicator Reports
- ADHOC Query ⟵
- EOPA Eligibility report - 2020

- Data Deletion
- Delete All System Data

- Manual Relief Request
- SC Primary Contacts

- SC Transmission List
- SC Transmission Status

WHERE IS IT - SR?

Student Record Main Menu

Go To Main Menu

Data have errors.

- SR File Upload
- SR Validate Data
- SR Delete Data By Record Type/By School
- SR Add/Edit/Delete Data
- Special Tools ←
- SR Reports Menu

- SR Primary Contacts

- SR Transmission List
- SR Transmission Status

- Student Record Updates

To access the Ad Hoc Query in Student Record, select the 'Special Tools' link on the SR Main Menu.

Special Tools Menu

Go To the Main Menu

- Individual Student Record
- ADHOC Query
- SPEDHIST-GTID Claimed Student Sp. Ed. History Report
- SE076 - Rejection Report
- EOPA Eligibility Report

From the SR 'Special Tools Menu', select the 'Ad Hoc Query' link.

HOW TO USE IT

Click the down arrow next to 'Select Layout' and select the layout for the data you want to see.

HOW TO USE IT

After selecting the layout, the user can extract the data the district has uploaded for the collection.

In this example, 'C01-Student' was selected. All of the data elements in the Student level file layout are now displayed in the 'Element Selection (Student) window under 'From List'.

HOW TO USE IT

Hovering over the '?' will pop up a box with tips and instructions for the current page.

Layout: C01-STUDENT ▾   My Saved Reports

Extract Layout

? **Element Selection (STUDENT)**

How to Select Data Element?
Selected data elements will be shown in the output result. To pick and choose which data elements you want to pull in the result set,

- you can click ALL Button to select all the elements from left Box (From List) and considered for output
- You can use click on each item by pressing CTRL+ Right Click and then click on Button >> to move them to selected list
- If by any chance you want to deselect the data element then select the data element on SELECTED Box and click on << Button

At least one data needs to be selected for result report.

HOW TO USE IT

Element Selection (STUDENT)

From List		Selected
FISCAL YEAR		
PERIOD		
SYSTEM CODE	**ALL**	
SCHOOL CODE		
RECORD TYPE	**>>**	
GENDER		
DERIVED RACE	**<<**	
BIRTH DATE		
SCHOOL SYSTEM OF RESIDENCE		
COUNTY OF RESIDENCE		

Go

- If you want to see all the data elements on the report, select the **ALL** button and all the data elements will move to the 'Selected' column. Click the **Go** button to move to the next screen.
- If only certain data elements are wanted on the report, select the data element to be included in the query and then select the **>>** button. The data element will move to the 'Selected' column. Click the **Go** button to move to the next screen.
- Multiple data elements can be moved at one time by holding down the shift key on the keyboard and then selecting the data elements to be moved. When all the data elements to be included on the report have been selected, click the **>>** button and the data elements will move to the 'Selected' column. Click the **Go** button to move to the next screen.

HOW TO USE IT

Layout: C01-STUDENT ▼

My Saved Reports

Extract Layout

Element Selection (STUDENT)

?

From List		Selected
FISCAL YEAR PERIOD SYSTEM CODE SCHOOL CODE RECORD TYPE GENDER DERIVED RACE BIRTH DATE SCHOOL SYSTEM OF RESIDENCE COUNTY OF RESIDENCE	ALL > > < <	

Go

- If you want to see all the data elements on the report, select the **ALL** button and all the data elements will move to the 'Selected' column. Click the **Go** button to move to the next screen.

- If only certain data elements are wanted on the report, select the data element to be included in the query and then select the **> >** button. The data element will move to the 'Selected' column. Click the **Go** button to move to the next screen.

- Multiple data elements can be moved at one time by holding down the shift key on the keyboard and then selecting the data elements to be moved. When all the data elements to be included on the report have been selected, click the **> >** button and the data elements will move to the 'Selected' column. Click the **Go** button to move to the next screen.

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HOW TO USE IT

Filter Selection (STUDENT)

PERIOD ▼	SELECT BELOW ▼	
AND	OR	Get Results

Reset Filter

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

NOTE: Filter Selection is not required. Clicking the Get Results button with no filters will generate the report. The 'Filter Selection' screen allows the user to set specific criteria for the data element(s) selected. When filters are used, only those records matching the filter criteria are displayed on the report.

HOW TO USE IT

Filter Selection (STUDENT)

PERIOD ▼	SELECT BELOW ▼	
FISCAL YEAR		
PERIOD	OR	Get Results
SCHOOL CODE		
RECORD TYPE	Filter	
GENDER		
DERIVED RACE		
BIRTH DATE		
SCHOOL SYSTEM OF RESIDENCE		
COUNTY OF RESIDENCE		
PLACE OF BIRTH		
DATE OF ENTRY TO US SCHOOL		
RETAINED		
DATE ENTERED THE 9TH GRADE		
GTID		
GRADE LEVEL		
GRADUATION PROGRAM OF STUDY		
ETHNIC HISPANIC		
RACE INDIAN		
RACE ASIAN		
RACE BLACK		

Select the data element from the drop-down list to be filtered

NOTE: Filter ... be generated by clicking the 'Get Results' button without selec... the outcome of the data showing on the report.

To use the filter option, click the drop-down for the far-left box and select the data element to be filtered.

HOW TO USE IT

Filter Selection (STUDENT)

Select the filter criteria from the drop-down

GRADE LEVEL

SELECT BELOW
SELECT BELOW
Equals to
Does not Equal
is Greater than or Equal to
is Less than or Equal to
is Greater than
is Less than
IN
begins with
does not begin with
ends with
does not end with
IS Blank
IS Not Blank
BETWEEN

Get Results

AND

Reset

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

Once the data element has been selected, click the middle drop-down and select the filter criteria from the list. Be careful to select the correct filter criteria so data that is wanted on the report is not excluded.

HOW TO USE IT

Filter Selection (FTE_DATA_COLLECTION)

?

| Grade Level ∨ | Equals to ∨ | 08 ← |
| AND | OR | Get Results |

Enter valid data value

Reset Filter

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

In the box above the 'Get Results' button, enter the data element <u>valid value</u>. Click the
Get Results button to generate the report.

In the example, the data element is '**GRADE LEVEL**', the filter selection is 'Equals to', and the data element value is '08'. When the report generates, only students in **GRADE LEVEL** = '08' will be included on the report.

HOW TO USE IT – Filter using 'AND'

Filter Selection (STUDENT)

ETHNIC HISPANIC ▼	Equals to ▼	N
AND	**OR**	**Get Results**

Reset Filter

Selected Filter : GRADE LEVEL Equals to '08' AND   GENDER Equals to 'M' AND

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

NOTE: The Ad Hoc Query tool allows the user to filter data for more than one data element. To do this, the user will create the first filter. Then, the user will select the **AND** button and repeat the steps of selecting the data element, the filter criteria, and the value for the data element. Repeat these steps until all of the data elements to be filtered have been created, then click the **Get Results** button to generate the report.

In the example, the filter includes three different data elements (**GRADE LEVEL**, **GENDER**, and **ETHNIC HISPANIC**). The report will only include students in grade '08', who are male and not Hispanic. Filtering on the data elements narrows the scope of the report. That is why it is important to create the filters correctly.

HOW TO USE IT – Filter using 'OR'

Filter Selection (STUDENT)

RACE WHITE ▼	Equals to ▼	W
AND	OR →	Get Results

Reset Filter

Selected Filter : RACE INDIAN Equals to 'I' OR

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

NOTE: The Ad Hoc Query tool allows the user to filter data for more than one condition for the same data element or different data elements. 'OR' is used for two or more different conditions - 'either one OR the other' condition for the data element(s) selected. The report will show data matching either of the conditions matching the filter criteria.

To do this, the user will create the first filter. Then, the user will select the OR button and repeat the steps of selecting the data element, the filter criteria, and the value for the data element. Repeat these steps until all of the filters have been created, then click the Get Results button to generate the report.

HOW TO USE IT – Filter using 'OR'

Filter Selection (STUDENT)

RACE WHITE ▼	Equals to ▼	W
AND	OR	Get Results

Reset Filter

Selected Filter : RACE INDIAN Equals to 'I' OR

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

In this example, the data elements are **RACE INDIAN** OR **RACE WHITE**. The report will only include students who are Indian or white. Filtering on these two data elements significantly narrows the scope of the report.

HOW TO USE IT - Report

Example of an 'AND' filter

Filter Selection (STUDENT)

ENGLISH LEARNER (EL) ▼	Equals to ▼	N
AND	OR	Get Results

Reset Filter

Selected Filter :	SCHOOL CODE Equals to '0102' AND DATE ENTERED THE 9TH GRADE IS Not Blank AND

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

In this example, only students from **SCHOOL CODE** '0102', without a **DATE ENTERED 9th GRADE**, and are not **ENGLISH LEARNERS** (EL = N) will be included on the report. Filtering on the data elements narrows the scope of the report. Because filtering narrows the scope of the data on the report, it is very important to create the filters correctly.

HOW TO USE IT - Report

Example of a 'OR' filter

Filter Selection (STUDENT)

| GRADE LEVEL ▼ | is Less than or Equal to ▼ | 05 |
| AND | OR | Get Results |

Reset Filter

Selected Filter : SCHOOL CODE Equals to '0102' OR SCHOOL CODE Equals to '0112' OR

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

In this example, all students from **SCHOOL CODE** '0102' <u>OR</u> all students from **SCHOOL CODE** '0112' <u>OR</u> who are in **GRADE LEVEL** = 'KK' – '05' will be included on the report. Filtering on the data elements narrows the scope of the report. That is why it is important to create the filters correctly.

HOW TO USE IT - Report

Example of an 'AND' and 'OR' combination filter

In this example, only male students from **SCHOOL CODE** '0102' <u>AND</u> female students from **SCHOOL CODE** '0104' will be included on the report. Filtering on the data elements narrows the scope of the report.
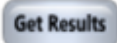
HOW TO USE IT

Filter Selection (FTE_DATA_COLLECTION)

?

Date Of Birth ⌄	Equals to ⌄	20190822
AND	OR	Get Results

Reset Filter

Enter valid data value

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

In the box above the 'Get Results' button, enter the data element <u>valid value</u>. Click the

Get Results button to generate the report.

In the example, the data element is '**DATE OF BIRTH**', the filter selection is 'Equals to', and the data element value is '20190822'. When the report generates, there will be no data displayed because the value entered for **DATE OF BIRTH** is not in the valid format (mmddyy) for the data element.

HOW TO USE IT

Filter Selection (FTE_DATA_COLLECTION)

?

Program Code 3 ⌄	Equals to ⌄	6
AND	OR	Get Results

Reset Filter

Selected Filter : Program Code 1 Equals to 'J' AND Program Code 2 Equals to 'I' OR

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

In the example, the filters are **PROGRAM CODE 1 = 'J' AND PROGRAM CODE 2 = 'I' OR PROGRAM CODE 3 = '6'.** When the report is generated, the report will only include Susan Smith and Jim Johnson. The narrow scope of the filters prevented the other students from being included on the report.

Student Name	Program Code 1	Program Code 2	Program Code 3	Program Code 4	Program Code 5	Program Code 6
Smith, Susan Mary	J	I	D	D	D	D
Johnson, Jim David	D	I	D	D	D	D
Brown, Mark John	6	6	6	6	6	6
Jones, Colby Sean	J	D	D	D	D	D

HOW TO USE IT

Filter Selection (FTE_DATA_COLLECTION)

?

Program Code 3	▼	Equals to	▼	6
AND		**OR**		**Get Results**

Reset Filter

Selected Filter: Program Code 1 Equals to 'J' AND Program Code 2 Equals to 'I' OR

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.

Student Name	Program Code 1	Program Code 2	Program Code 3	Program Code 4	Program Code 5	Program Code 6
Smith, Susan Mary	J	I	D	D	D	D
Johnson, Jim David	D	I	D	D	D	D
Brown, Mark John	6	6	6	6	6	6
Jones, Colby Sean	J	D	D	D	D	D

In the example, the filters are **PROGRAM CODE 1** = 'J' <u>AND</u> **PROGRAM CODE 2** = 'I' <u>OR</u> **PROGRAM CODE 3** = '6'. When the report is generated, the report will only include Susan Smith, Jim Johnson, and Mark Brown. The narrow scope of the filters prevented the other students from being included on the report.

HOW TO USE IT - Report

Download

Print

After clicking the **Get Results** button, the report generates based on the data elements selected and any filters that may have been added. 'Missing' data on the report could be due to the data element not being selected or due to the filter selection used.

The report can be printed and downloaded in Excel format to your computer.

Help Desk Assistance

- The Technology Management Customer Support Center is the first line of contact for questions concerning errors, warnings, and collections in general. The Help Desk can be reached at dticket@doe.k12.ga.us or 1-800-869-1011. When contacting the Help Desk, please follow the guidelines below for email or voice message correspondence:

- **Include:**
    - Your First and Last name
    - District or Charter name
    - Phone number (where you can be most easily reached)
    - Email address (Use "email: youremail@doe.k12.ga.us" in your signature block and you will get a reply email with ticket number)
    - Indicate the collection or application (SR, SC, GUIDE, FTE, CPI, etc. Several collections overlap and the Help Desk supports several other applications)
    - Error/warning number *and* message
    - Description of the issue or the question

- **Please DO NOT include personally identifiable data in your correspondence. This includes the use of full names, full SSN's/GTID's (partial #'s are ok), or other personally identifiable data.**

- Portal I-mail is secure and may be used to send personally identifiable data if necessary.

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Georgia Department of Education

Data Collection Team

Levette Williams	**Chief Privacy Officer, Director of Technology Management** (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	**Data Collections Manager**	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	**GUIDE** **Private School Collection** **STRIDE**	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	**Student Record**	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	**Student Class** **Course Table Maintenance** **Pre-ID**	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	**CPI** **Free and Reduced Meal** **PCG** **STRIDE**	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	**FTE** **End Of Pathway Assessment**	404-657-0536	isaxton@doe.k12.ga.us
Stephanie Smith	**New Coordinator Liaison** **Systems Analyst (PCG)**	404-463-0256	stephanie.smith@doe.k12.ga.us