

How to Run a Query for Class Enrollment

This guide will show you how to run a query for class enrollment. First, two tips:

- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

Directions

1. Click CS (Campus Solutions) from the top of the window or CS Staff Homepage on the left navigation.



2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.







3. The NavBar tiles will display. Click the Navigator tile.

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Sign Out

4. The Secondary Level Content menu will display. Click Reporting Tools.







5. The Reporting Tools menu will display. Click Query.

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Sign Out

6. The **Query** menu will display. Click **Query** Viewer.



7. The **Query Viewer** page will display. Enter the name of the query you want to run in the **begins with** field. Click the **Search** button. For this example, the query name we are using is **QCS_CM_CLASS_ENROLLMENTS_OPEN**.

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

Query Viewer										
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9. The QCS_CM_CLASS_ENROLLMENTS_OPEN prompts page will display in a new window. Enter your parameters. For the Institution field, Green River College is WA100. For the Acad Group field, you can choose an entire group — such as the Arts and Humanities division — to display all at once. You can narrow the query by using the Acad Org field, as we've done here, to get results at the department level. Once you have entered the parameters, click View Results.

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10. The results will display at the bottom of the QCS_CM_CLASS_ENROLLMENTS_OPEN prompts page. You can download the results to an Excel spreadsheet, CSV text file or an XML file.

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11. For this example, we will download the results to Excel. A pop-up window will open to give you the option of opening the file in Excel or saving the file.

You have chosen t	to open:	
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