Query Library 101 for Advisors

March 13, 2014
Any questions?
Time for some quick data collection!

Quick Poll: What’s your level of experience with the Query Library?

A. The query what...? Am I in the right room...?
B. I don’t know much about it, but I’ve heard about it and am curious...
C. I’ve messed around with it and want to learn a bit more - get a more solid foundation.
D. I’m very experienced with it and hope to learn some tips and tricks today.
E. I’m a Query Library GOD! Am I in the right room...?
What is the Query Library?

A repository of *pre-built* queries designed to answer a very wide variety of questions.

- Advising
- Course Enrollment
- Curriculum/Academic Planning
- Directory/Contact Information
- Financial Aid
- Human Resources
- Program/Department Administration
- Common Scholarship Application
- Graduate/Professional Administration
- Instruction
- Student Records
- Undergraduate Admissions/Recruiting
- and more…
What’s a “Query”?

A tool used to obtain information (data) from a data source or sources.

Under the hood, queries consist of three components:

1. Results
2. Filters/Limits
3. Sort Parameters

Running queries produces a few different kinds of products/output:

1. Tables
2. Reports
3. Charts (rarely)
4. Export data sets

Super handy, and super dangerous...
Think of a data source as a repository, a holding tank, of information (data).

Examples of campus data sources:

- Integrated Student Information System (ISIS)
- Advisor Notes System (ANS)
- Human Resource System (HRS)
There’s also the “Data Warehouse”

Think of the Data Warehouse as a “meta-data source.” It’s a repository of data collected from other campus data sources that is organized into data tables ("dataviews").
Data Warehouse Data Views

(Available through the InfoAccess Service)

Categories:

1. Human Resources
2. **Student Administration**
3. Budget
4. Research

- Recruiting and Admissions
- Alumni
- **Enrolled Student**
- Financial Aid
- Instructor/Advisor
- Schedule of Classes & Course Catalog
- University Housing
- Retention and Longitudinal Studies
- Reporting
- Supporting Data Views
Data Warehouse Data Views
(Available through the InfoAccess Service)

Student Administration:
- Recruiting and Admissions
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- **Enrolled Student**
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- Supporting Data Views

Enrolled Student

- STDNT_Multiterm
- STDNT.Directory Multiterm
- STDNT.Program Multiterm
- STDNT.Plan Multiterm
- STDNT.Subplan Multiterm
- STDNT.ID Crosswalk Multiterm
- STDNT_Crse_Roster.Multiterm
- STDNT_Advisor.Multiterm
- STDNT.Study_Abroad
- STDNT_Midterm_Grade.Roster
- STDNT_Final_Grade.Roster
- STDNT_Ethnic_Codes
- STDNT.Group Multiterm
- STDNT.Actions.Multiterm
- STDNT.Milestones
- STDNT.Service.Indicators
- STDNT_Closeout.Multiterm
- STDNT_Closeout.Sum.Multiterm
- STDNT.Academic Group Codes
- STDNT_Acad_Plan_Attributes
- STDNT_Academic Plan Codes
- STDNT.High School Codes
- STDNT.Prev Institutions Codes
- STDNT_Sport Team Codes
- STDNT_Subject Codes
- STDNT_Term Codes
Punch line?
The campus “data landscape” is VERY complex.

What are the implications of this?

• We need to be very careful users of these data and have a work purpose to access them
• We need to understand the constraints/limitations of the data we are working with
• We need to make sure we understand and operate within the policies/rules governing data we access (FERPA, HIPAA, HR Rules and Policies, etc.)
• The TIMING of when we run queries must also be considered (admissions cycle example)
More about queries...

Queries can be simple or very complex.

Simple queries answer one or two questions.

Complex queries can answer multiple questions.
Preparing to run queries*

1. Framing a good (answerable) question is 40% of the battle.

2. Understanding the data is another 40% of the battle (to ensure getting the right data and to be able to interpret the data you get)

3. Knowing which query to choose to address your question is the remaining 20%...

*Jeff’s opinion. The Office of Undergraduate Advising is not responsible for the above statements...
Framing Questions

Typical question:

“Can you get me the contact information for my majors?”

What other information might we need to frame this question for the purpose of running a query?
“Framing Questions” continued...

• Current term (e.g. 1144)?
• By “major” do you mean “Subject” (e.g. Sociology) or “Plan” (BA Sociology, BS Sociology, etc.)?
• Do you want only those students having the relevant subject or plan(s) in your school or college, or do you also want AMAJ (alternate majors) students?
• What “contact information” do you need, specifically? (e.g. just e-mails, home address, preferred address, etc.)
Everybody comfy with ISIS term codes?

To use the Query Library it’s good to be comfortable with ISIS term codes. Here’s a quick refresher.

1144

**Millennium/Century**
First digit = millennium/century
- 0 = 20th Century or 1900s
- 1 = 21st Century or 2000s

**Academic Year**
Next two digits = Spring component of academic year
- 2013-2014 = 14

**Term/Semester**
Last digit = term/semester
- 2 = Fall term
- 4 = Spring term
- 6 = Summer term

I find it easier to read these backwards. 1144 is the Spring term (4) of the 2013-2014 academic year (14)...
Query Library
Internet Explorer only!
Getting to the Query Library

http://www.doit.wisc.edu/querylibrary/
The Query Library Home Page

Explore button

Search box
Madison > Student > Undergraduate
Undergraduate Folders

- Admissions
- Advisor Assignment Management
- By Major
- By School and College
- Degrees Granted
- Grades and GPA's
- Individual Student Records
- Student Group
- Student Progress
- Study Abroad
- Choose a Subfolder.doc
- Multiple Student Look-up by Campus Ids.bqy
Let’s explore the folders a bit.
Query Library Demo

http://www.doit.wisc.edu/querylibrary/
Let’s answer some questions.

(by running some queries...)
Getting Authorized for the Query Library

http://www.doit.wisc.edu/querylibrary/
Getting Authorized for the Query Library

Things to remember if you want to become an authorized user of the Query Library:

• We need to be very careful users of these data and have a work purpose to access them

• We need to understand the constraints/limitations of the data we are working with

• We need to make sure we understand and operate within the policies/rules governing data we access (FERPA, HIPAA, HR Rules and Policies, etc.)
Thank you.

Questions? Comments? Curiosities?
Fun example of what we can do with data.

Advisor Notes System (ANS)
Documented Contacts 6/1/2010-1/26/2014

Contact Date

Documented Contacts

1. SOAR
2. Classes begin
3. Nov. advising peak
4. Holiday Break
5. Classes begin
6. Spring advising peak