CUNYfirst Query Training

September 2017
Outline

• Data Sources
• Access needed
• Running queries in CUNYfirst
• Examples
• EXCEL Basics
• Resources
CUNYfirst Live Instance

- can only run existing queries, cannot view or customize the queries
CUNYfirst Reporting Instance

- Full nightly copy of CUNYfirst
- Include all production queries
- Query Managers can view and edit existing queries, or build new queries for other users
- Query Viewers can run queries on data they have access to
I805 Database/Data Warehouse

- Built and administered by John Jay DoIT
- 10 years of data
- Current 3 semesters’ data update overnight
- More efficient and flexible for developers to build customized queries than the CUNYfirst Reporting Instance
Data Sources-IRDB

• Institutional Research Database (IRDB)

Frozen census data for Institutional Research reports and historical analyses. Due to the time delay for data collection and processing, data for the current semester are usually not available.

• CUNY Business Intelligence Light (CBIL)

Daily refreshed enrollment and course data from CUNYfirst to facilitate daily enrollment tracking. Limited data, only for current term.
Data Sources-IRDB

John Jay IR Reports
http://www.jjay.cuny.edu/office-institutional-research

Central IR (OIRA) Reports
www.cuny.edu/ir

Official reports of census data and outcomes: retention, graduation, degrees, student profiles
Access

• Live Instance vs. Reporting Instance
• Query Viewer vs. Query Manager
• Solution for data demands

• Query access vs. data access
• **Live Instance Access Application**
• **Reporting Instance Access Application**
CUNYfirst Query Tool

- Navigation
- Demonstrate search, add to favorite
- Steps to run a query

- [https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html)
1. After log into CUNYfirst, navigate to Reporting Tools>Query>Query Viewer.
2. Input the Query Name to search for the query
After finding the query, click run to Excel to run the query.
3. Set up the parameters for the query

For term, use 1162 for Spring 16, 1166 for Summer 16, 1169 for Fall 16
If you would like to include multiple term sessions, run multiple times for 8W1, 8W2 etc.

![Image of a webpage showing a form for setting up parameters for a query]

<table>
<thead>
<tr>
<th>Institution</th>
<th>Term</th>
<th>Session</th>
<th>Group Name</th>
<th>Status_GRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>JJC01</td>
<td>1162</td>
<td>1</td>
<td>MHC</td>
<td>Active</td>
</tr>
</tbody>
</table>

[View Results]
Examples Demo

• Parameters
  – Term 1179 (1-century, 17-year, 9-semester)
  – Institution JJC01

• Excel Basics
  – Duplicates
  – Filter
  – Vlookup
  – Pivot Table
• More on search for queries
  – Advanced search
  – CU, SF, SR, PER, FA, AD
  – Test and compare
  – Seek help from query manager

• List of useful queries
  – CUNY Councils
  – Cross-campus sharing

• Reporting website
  http://www2.cuny.edu/about/administration/offices/cis/cunyfirst/reporting/