PS Training REsources 

# **Pepperdine Training Videos – UMS data substitutions**

Pepperdine University has a very comprehensive set of training videos for beginner PS Query users. The DARTS team has created queries substituting Campus Solutions data which you can use to follow along.

Things to keep in mind:

* If you do not have 2 screens with your computer, consider running the videos on another device so that you can follow along on your computer.
* Be aware that our queries may run a bit slower, or that the instructor may go too quickly.  Pause the videos as needed in order to keep up.

Query use begins in Query Manager Fundamentals – 2. When you open Query Manager, you will not see a list of favorites as shown in the video. Search for UMS\_DTS\_PU\_SAMPLE1 in the Search By field and click "search." Use this ***instead*** of LENS\_SIMPLE\_QUERY\_EXAMPLE.  **Immediately "Save as" a private query for yourself.** The video will take you through these steps. Save and continue to use your own query as you progress through the following sessions.

* [Query Basics](https://www.youtube.com/watch?v=MdTLDxgZxtQ&t=4s)
* [Using Query Manager](https://www.youtube.com/watch?v=q0tEs-yEsT0) - Query Manager Fundamentals - Session 1
* [Edit or Expand Existing Query](https://www.youtube.com/watch?v=0hm4pGo38hI) - Query Manager Fundamentals - 2 - If starting here, search for UMS\_DTS\_PU\_SAMPLE1
* [Criteria, Sort Order & Headings](https://youtu.be/0cJQoi5M6yQ) - Query Manager Fundamentals - Session 3 - If starting here, search for UMS\_DTS\_PU\_SAMPLE2
* [Using Criteria](https://www.youtube.com/watch?v=0gHPYuxpXWs) - Query Manager Fundamentals - Session 4 - If starting here, search for UMS\_DTS\_PU\_SAMPLE3
* [Runtime Prompts](https://www.youtube.com/watch?v=PASABfQbZX8)  - Query Manager Fundamentals - Session 5 - If starting here, search for UMS\_DTS\_PU\_SAMPLE4

The first four videos have only a few minor substitutions:

* The main record we will use is UM\_STUD\_CENS\_VW - Student Reporting Extract. This will show in place of the record PERSONAL\_DATA - EE that the videos use when you are in the Query tab or the View SQL tab. You will understand this more clearly as you progress through the videos.
* The PU videos are using employee data.  Our samples use CSRPT data (Campus Solutions Reporting database) which is student data.  Since ours is a much larger data source, the queries have been limited by adding a criteria for "[STRM](https://gojira.its.maine.edu/confluence/display/DARTS/UMS%2BReporting%2BTerminology#UMSReportingTerminology-Term)" which will you will see when you are in the the Criteria tab and the View SQL tab. Just make sure the rest of the info matches.  ***Keep in mind***, you should never run a query in the CSRPT database without adding the [STRM](https://gojira.its.maine.edu/confluence/display/DARTS/UMS%2BReporting%2BTerminology#UMSReportingTerminology-Term)field and a criteria limiting the data to a specific academic semester or semesters.  Trying to parse all of the data from all time will lead to excessive run times and use system resources inappropriately.
* When you run the query, you may get a notice that the query result set is too large.  Click OK.  There will be enough results that you can compare accurately to the video.
* Additional note: Len uses the “find” function frequently. This may or may not work for you. If not, just alphabetize the list and search through it manually with the video paused.

The fifth video­—Query Manager Fundamentals - Session 5—requires more significant changes. Below are the elapsed times and corresponding changes at those times. Once a field is substituted, use that same substitution going forward.

* 2:52 – Substitute “STATE\_US\_VW – US States-no country or fed” in place of “STATE\_TBL\_US\_VW,”
* 8:13 – Enter “Los Angeles.” We have no students from Malibu! Continue using Los Angeles going forward.
* 8:46 – Los%
* 9:55 – Substitute “SEX”
* 11:39 – Substitute “ROW\_CHECK” for “FT\_STUDENT.” This yes/no prompt requires a boolean field which returns a y or n (yes or no).
* 11:50 - Substitute “ROW\_CHECK.”

Questions, comments, critiques? Don’t hesitate to contact us at DARTS@maine.edu!