

## **INSTRUCTIONS TO CREATE A STUDENT LIST TO BE USED IN VARIABLE QUERIES**

In order to process some queries you will be prompted for a "student list" or variable list. This list contains all of the student numbers for a particular school, class, etc., and is used in several other queries.

Teacher's can create a list of their students

School Administrators can create lists for their school.

District users can create lists for multiple schools

For our example we will assume that you are logging into the SADW with District access.

- Log in to SADW
- Go to Data Model
- Open Repository Catalog
- Open Standard Queries with Reports
- Select Class Roll
- Click on Load  
This query is locked. You can't add items to the query or the limit line.
- Click on Process
- It will prompt for the School Number you want.  
District users can select more than one
- It will prompt for Grade Level
- After Query has run click on Student Number tab at bottom of screen. It displays the full list of student numbers for all the grades and schools you selected.
- Click on File
- Click on Export, Section
- Choose a location for the file
- Give the file a name.  
Give it a name that means something to you and that you will recognize when asked for it in the future. You may want to run the query several times so you can save it under different names, such as CLASS06, CLASS07, etc. That way when you are running a variable input query and you want only 6th graders it will be easy to recognize.
- Click on File Type and save the file as a Text, Tab Delimited
- Click on Save

Later when you run one of the queries that asks for a variable file you will select this file.

If you look through the list of queries you will see several that refer to a file called STDTLIST. This is the name used to indicate a variable file. You will simply load the file you created instead of the STDTLIST file they refer to.

When load and process one of these queries you will be prompted to set limits. You can either key in the information as would for most queries or you can tell the system to use the variable file you created.

## INSTRUCTIONS TO CREATE STUDENT LISTS

- When the Limit Dialog box appears simply read the instructions and if you wish to use your variable file just click on Options at the bottom right corner of the dialog box
- The Limit Dialog box will appear again and at bottom right will be a button called Change File
- Click on Change File
- Move to location where you stored your file
- Click on the file you want to use
- Click on Open
- Finish answering the questions in the Limit Dialog boxes as they appear
- It will usually ask you to key in the values you want to set as your limits on or it will tell you to click on Ignore to use your variable list
- When all the limits are completed the query will finish processing.

It sounds more complicated than it is. Just keep in mind that once you have created your variable lists, 80% of the work is already done.