

Student Course Request Tally - with Excel



From CIMS you can download all student requests and create Pivot Tables and Charts to largely enhance building your master timetable. The purpose of this document is to review the main steps. Once the information is in Excel, you are only limited by your own power to group/sort/total the information.

1. Run the CIMS Option to build a file containing the latest information on student course requests.

- a) Type SCHEDEETMB (or SCHEDEETBC in British Columbia)
- b) Input your USERID Name in the field item that says USERID. ** At some districts this userid prompt is on the second screen of this page If you do not see it immediately PAGE DOWN.

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Session A - [24 x 80]
File Edit View Communication Actions Window Help
Type choices, press Enter.

Run Query (RUNQRY)

Output file:
File . . . . . > SCHEDEETMB      Name, *RUNOPT
Library . . . . . > SMSTRANS       Name, *RUNOPT, *CURLIB
Member . . . . . > admsec001      Name, *RUNOPT, *FIRST, *LAST
Option . . . . . > *RUNOPT        *RUNOPT, *NEWFILE...

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys

MBA a 08/046
[Connected to remote server/host 192.168.0.69 using port 23] HP Color LaserJet 2500 PCL 6 on LPT1:
    
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c) Input your School Number to select appropriate students

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Session A - [24 x 80]
File Edit View Communication Actions Window Help
Type comparisons, press Enter. Specify OR to start each new group.
Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, LIKE, IS, ISNOT...

AND/OR  Field      Test  Value (Field, Number, 'Characters', or ...)
REQSCH  EQ          '030'

Field      Text
T01.REQSCH School ID
T02.STUSNM  Student last name
T02.STUFNM  Student first name
T02.STUSEX  Sex
T02.STUCSN  Current school no.

F3=Exit  F9=Insert  F11=Display names only
F18=Files F19=Next group F20=Reorganize

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MBA a 07/010
[Connected to remote server/host 192.168.0.69 using port 23] HP Color LaserJet 2500 PCL 6 on LPT1:
    
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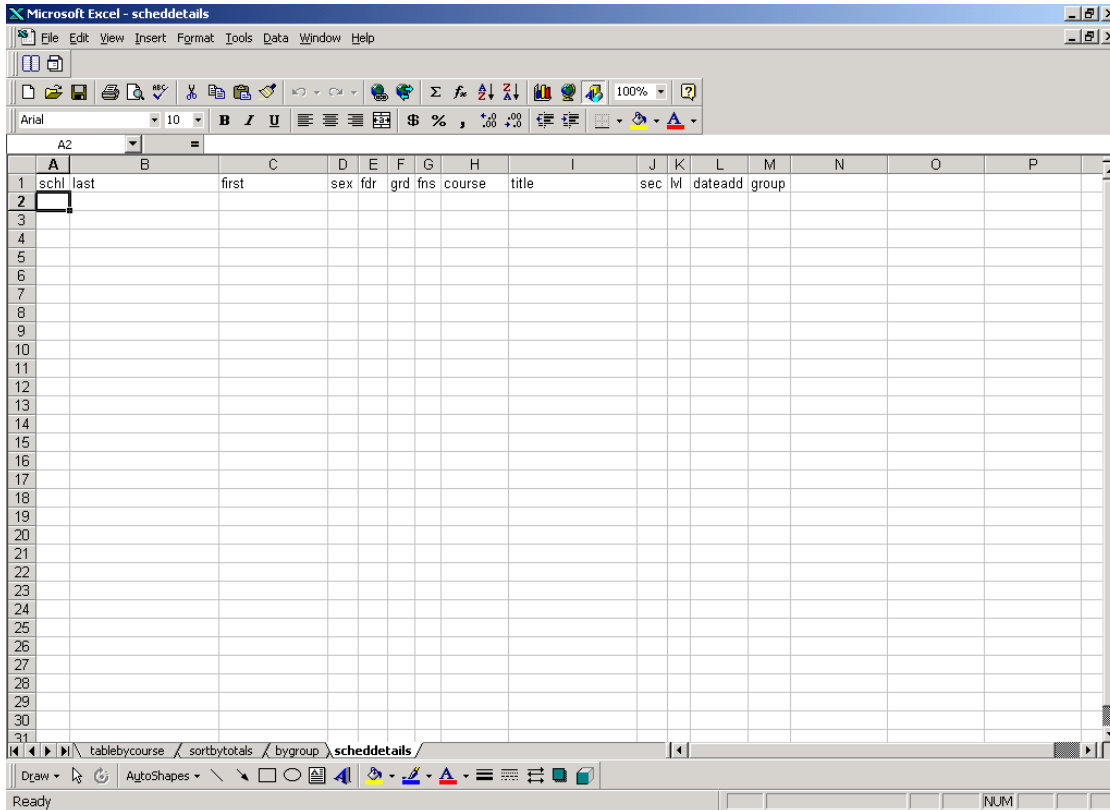
If you are a school that uses alternates you definitely DO NOT want the alternate numbers in your download. Should be looking for a statement:

AND REQTYP NE 'A'

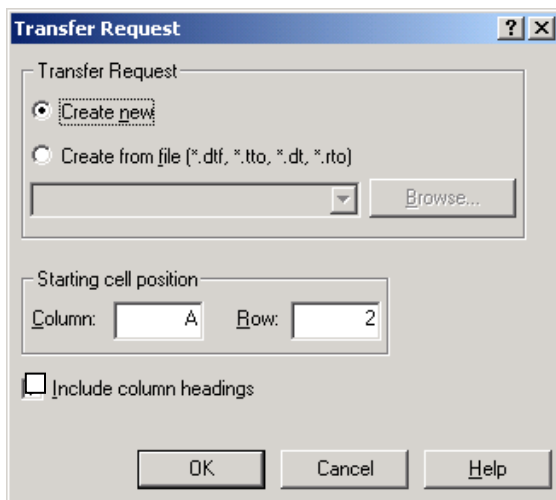
2. Open the SCHEDEDETAILS spreadsheet and Populate

The easiest method for updating your results, is to utilize the Bible option from within Excel.

- Open the Scheddetails spreadsheet (scheddetbc in BC, scheddetmb in MB)
- Position your cursor in the scheddetails tab at row 2



- Select to Transfer From AS/400. Ask to Create New



Select to NOT include column headings

Uncheck the box if it is checked.

d) Follow the Wizard defaults until it asks for the file name:

Data Transfer from iSeries

iSeries File and Library

What library and file(s) contains your data? For example, QIWS/QCUSTCDT or QIWS/QCUSTCDT.TESTLIB/TESTFILE.

You can browse for available libraries and files by pressing the browse button. Typing in the library name and pressing browse will browse the available files in that library.

Smstrans/scheddetxx(userid)

- BC or MB (Manitoba)
- USERID = your CIMS Sign on ID

e) Next, Next, Finish !!!!!

1	schl	last	first	sex	fldr	grd	fns	course	title	sec	lml	dateadd	group	REQ	TYP	
2	REQ	STUSNM	STUFNM	STU	STURE	MB	REQ	COOR	CORTL	REG	CO	PC	DATA	CRSR	REQ	TYP
3	001	AFINOGENOV	ELAINE	F	001	11		BI 101	BIOLOGY 11 S	0	11	40312	SCI	R		
4	001	AFINOGENOV	ELAINE	F	001	11		EN 1H1	ENG HON 11 S	0	11	40312	LAN	R		
5	001	AFINOGENOV	ELAINE	F	001	11		FDS101	FOOD ST11 SA	0	11	40312	ASK	R		
6	001	AFINOGENOV	ELAINE	F	001	11		FR 1H1	FREN HON 11S	0	11	40312	SLA	R		
7	001	AFINOGENOV	ELAINE	F	001	11		HOM11	HOMEROOM 11	4	11	40312	OTH	P		
8	001	AFINOGENOV	ELAINE	F	001	11		PHT1C1	PHOTOGR 11 S	0	11	40312	ASK	R		
9	001	AFINOGENOV	ELAINE	F	001	11		PMA101	PRIN MATH11S	1	11	40323	MAT	R		
10	001	AFINOGENOV	ELAINE	F	001	11		PMA101	PRIN MATH12S	3	12	40323	MAT	R		
11	001	AFINOGENOV	ELAINE	F	001	11		SS 1H1	SOC HON 11 S	0	11	40312	SS	R		
12	001	AFINOGENOV	KARLEE	F	001	10		AMA040	APP MATH 10L	0	10	40414	MAT	R		
13	001	AFINOGENOV	KARLEE	F	001	10		DRR001	DRAMPERF 10S	0	10	50126	FNA	R		
14	001	AFINOGENOV	KARLEE	F	001	10		EN 001	ENGLISH 10 S	0	10	40414	LAN	R		
15	001	AFINOGENOV	KARLEE	F	001	10		FR 001	FRENCH 10 S	0	10	40414	SLA	R		
16	001	AFINOGENOV	KARLEE	F	001	10		HEF001	HEFOODS 10S	0	10	40414	ASK	R		
17	001	AFINOGENOV	KARLEE	F	001	10		HOM10	HOMEROOM 10	0	10	40323	OTH	E		
18	001	AFINOGENOV	KARLEE	F	001	10		PE 006	PHYS ED 10F	0	10	40414	PE	R		
19	001	AFINOGENOV	KARLEE	F	001	10		RL 1C1	REC L CP11SA	0	11	40414	PE	R		
20	001	AFINOGENOV	KARLEE	F	001	10		SC 001	SCIENCE 10 S	0	10	40414	SCI	R		
21	001	AFINOGENOV	KARLEE	F	001	10		SS 001	SOCIALS 10 S	0	10	40414	SS	R		
22	001	AFINOGENOV	MITCH	M	001	12		AMA2A1	APP MATH 12S	0	12	40311	MAT	R		
23	001	AFINOGENOV	MITCH	M	001	12		BCA101	BUSCOMP11 SA	0	11	50202	ASK	R		
24	001	AFINOGENOV	MITCH	M	001	12		BIM201	BINFMAN12 SA	0	12	50214	ASK	P		
25	001	AFINOGENOV	MITCH	M	001	12		CAP200	CAPP 12 L 2	0	12	41004	CAP	R		
26	001	AFINOGENOV	MITCH	M	001	12		EN 201	ENGLISH 12 S	0	12	40311	LAN	P		
27	001	AFINOGENOV	MITCH	M	001	12		HCS2X1	HOCKEYSK 12	0	12	50202	ASK	P		
28	001	AFINOGENOV	MITCH	M	001	12		HCS2X1	HOCKEYSK 12	0	12	50202	ASK	P		
29	001	AFINOGENOV	MITCH	M	001	12		HOL2X1	HOLOGST 12S	0	12	40311	SS	P		
30	001	AFINOGENOV	MITCH	M	001	12		HOM12	HOMEROOM 12	0	12	40324	OTH	P		
31	001	AFINOGENOV	MITCH	M	001	12		LAW201	LAW 12 S	0	12	40311	SS	R		

*** The spreadsheet is designed to handle maximum 16000 rows. If you have more rows, the pivot tables will have to be re-done!!!!

*** Save AS so that the original template remains intact for the next time you wish to reload. Name it something meaningful and place it in a folder that makes sense.

*** Close, then re-open your NEW spreadsheet (not the template) This will refresh all the information and tabs!

It is important to make NO adjustments to the scheddetxx tab. The data information is sacred. If you want the data in your own worksheet then go ahead and copy it to a new sheet then go nuts on the new sheet DO NOT MAKE ANY changes to the data tab itself.

3. Read the Contents

Access the tabs to review information in different views!

Count of course	grade	11	10	12	13	Grand Total
REQCOR	1					1
BI 101		198		2	16	216
EN 1H1		39				39
FDS101		112		3	19	134
FR 1H1		111		6		117
HOME11		428				428
PHT1C1		63			23	86
PMA101		197		1	17	215
PMA201		17			98	115
SS 1H1		93			2	95
AMADA0		8	145			153
DRR001			67			67
EN 001		17	350			367
FR 001		2	214			216
HEF001			228			228
HOME10			446			446
PE 006			215			215
RL 1C1		23	13		4	40
SC 001		16	375		1	392
SS 001		22	336		1	359
AMA2A1		23			157	180
BCA101		15		2	15	32
BIM201					12	12
CAP200					409	409

*** In order to sort the courses appropriate 'click' once directly on the course column then at top - data, Sort

*** In order to sort the kids grade levels appropriately 'click right on the grey grade column, then data sort

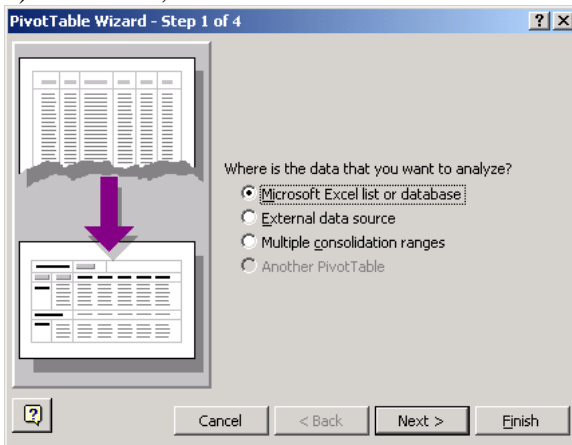
Designing Pivot Tables

Pivot tables summarize detail information into charts/tables. They will allow you to drill down to the details to assist in acknowledging which detail entries made up the totals.

It is important to review the data first to ensure columns look reasonable, i.e.: If you use class to breakup your students egg: AK, AL = Grade 11 - then this will have to be modified in your data before you request to build the pivot table.

The easiest pivot table to understand is one by course that shows grade level breakdown and allows limits to course group or ancestry.

a) Data tab, then Pivot Table

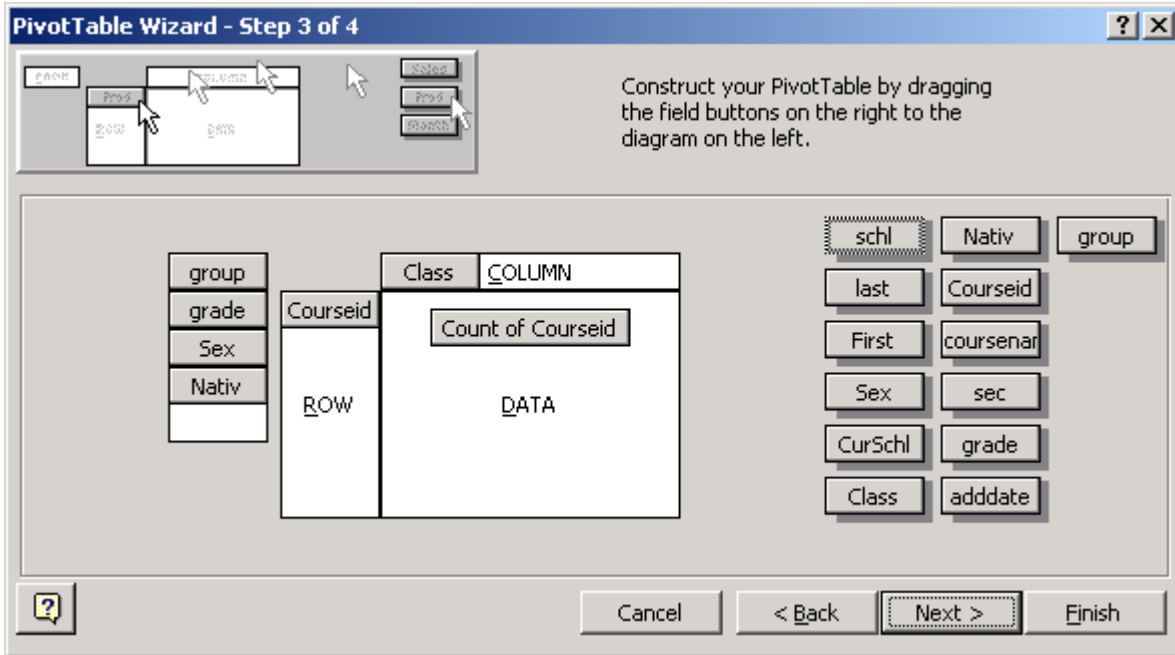


Press NEXT

b) It is critical to mark the information you want to pivot. Make sure to include extra rows at the bottom to account for future downloads where more information may appear. If you do not select a long enough range, when you refresh with new data you risk showing inaccurate totals! In the example below information is being retrieved to row 307 even though my last row of current information is at 240 . Select #kids * potential number of courses as your row value.



c) Select Pivot Information



- Sex, Native Ancestry, and Group are all selection items (egg: Limit course list to just group MAT)
- Class at Column position will give course breakdown by Grade Level

Count of Courseid	Class	8	9	10	11	12	Grand Total
ACT105		2	2	11	1	9	25
ART9				4		4	8
CHE100		2	1	3	2		8
MAT100				5	3	1	9
MATH02		1					1
MATH9			1	5		1	7
TA					1		1
TEST			1	2		1	4
Grand Total		5	5	31	6	16	63

1. Limit by Sex, Native or Group
2. Double-click on a cell to drilldown to student detail contents

Schl	Last	First	Sex	CurSchl	Class	Nativ	Courseid	coursenam	sec	adddate	group
30	LNAWR	GERRY	F	30	10		MAT100	MATH 100	1	10/20	MAT
30	LCENRIPU	BGIVEN	F	30	10		MAT100	MATH 100	0	990528	MAT
30	GHLAWUCKO	DEBRA	F		10		MAT100	MATH 100	0	990528	MAT
30	CILAENOR	BERNADETTE	F	16	10		MAT100	MATH 100	1	10/20	MAT
30	CILAENOR	ALAIN	M	13	10		MAT100	MATH 100	1	10/20	MAT

Special Hints and Tricks

1. Always nice to rename your spreadsheet tabs to reflect what the pivot is about. It is desirable to have only one spreadsheet with several tabs accumulating your pivot requirements

- Right click with cursor on tab and system will allow you to rename the tab!

2. When you drill down to the students AND you are finished/complete with the list - select to close and delete the drill down sheet else your spreadsheet will become unmanageable.
3. Selecting more than one thing on the top 'Page' select. In the table by course for example you can select to see all courses of a particular group. ... but in some districts SCIENCE for instance consists of several groups (PH, SC, CH). In order to be able to select several groups at once:
 - Double click on the 'Page' code
 - Choose to 'hide' particular codes
 - Click on the codes you do not wish to include

- When you are finished with the sub-group – make sure to unhide all of the entries !

Preparing your Own Staffing Spreadsheet

Based on final numbers, you can copy information from the tablebycourse tab into your own worksheet and then do a couple things to prepare a staffing spreadsheet.

- Create a new worksheet
- Copy contents from tablebycourse to new worksheet
- Use <data><text to column> delimited by '-' to separate your course field into course, title, group
- Name your new columns
- Use Sort to sort the courses by group then course
- Add additional columns to calculate number of expected sections and then adjusted (Round)
- Add subtotaling by Group to know what FTE by group you are looking for

Microsoft Excel - scheddetmbsample.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

course	title	group	Grand Total	#Sections	Adjusted	FTE	Per Group	Com
AC 101	ACCOUNTING11	ASK	36	1.20	1	1		
APP2C1	APPRENTIC12B	ASK	21	0.70	1	1		
AT 101	AUTOTECH11SA	ASK	138	4.60	5	5		
AT 201	AUTOTECH12SA	ASK	46	1.53	2	2		
ATB201	AUTOBODY 12S	ASK	14	0.47	0	0		
ATD201	AUTOENG 12 S	ASK	32	1.07	1	1		
ATE201	AUTOELECT12S	ASK	28	0.93	1	1		
BCA101	BUSCOMP11 SA	ASK	32	1.07	1	1		
BIM201	BINFMAN12 SA	ASK	11	0.37	1	0		Must offer, will combine with DDF201
CANDX1	COMPANIM 10S	ASK	64	2.13	2	2		
CAN1C1	COMPANIMA11S	ASK	34	1.13	1	1		
CAN2C1	COMPANIM12SB	ASK	39	1.30	1	1		
CJ 101	CARPJOIN11SA	ASK	49	1.63	2	2		
CJ 201	CAR&JOIN12SA	ASK	27	0.90	1	1		
CJC201	CARPCABIN12S	ASK	9	0.30	0	0		
CJR201	CARPRESID12S	ASK	12	0.40	0	0		
COW1C0	COOP WE 11	ASK	4	0.13	0	0		
COW2C0	COOP WE 12	ASK	5	0.17	0	0		
COW2C4	COOP WE 12A	ASK	7	0.23	0	0		
DDA201	DRFTDSADV12S	ASK	11	0.37	0	0		
DDF101	DFT&DSN 11SB	ASK	25	0.83	1	1		
DDF201	DFT&DSN 12SB	ASK	24	0.80	1	1		
DDH201	DRFTDSARC12S	ASK	1	0.03	0	0		
DDT201	DRFTDSTEC12S	ASK	17	0.57	1	1		

Formula bar: @sum(f7..f30)

Text box: If you override the adjusted column consider making it red or something so you know that it is a manual override

Formula +D7/I2 Formula round(f7,0)