



How Do I?

View SE 101 Student Information

PeopleSoft version 8

1. Log in to PeopleSoft.
2. Select **People Tools > Query Manager > Use > Query Manager**.
3. Select **Name** from the first drop down box on the Find the Existing Query page.
4. Select **begins with** from the second drop down box on the Find the Existing Query page.
5. Key in **slu_cse_se101_byinstructor** in the third drop down box on the Find the Existing Query page.
6. Click the yellow **Search** button.
You should see the query called slu_cse_se101_byinstructor.
7. Click **Run** to run the query.
The query has three prompts: Term, Last Name, and First Name
8. Key in the semester code for which you are trying to find information.
9. Key in the SE101 instructor's last name.
If you don't know the whole last name, you can key in part of the name followed by a % sign.
10. Key in the SE101 instructor's first name.
If you don't know the whole first name, you can key in part of the name followed by a % sign.
11. Click the yellow **View Results** button.
The instructor's class roster(s) will display.

12. To download the data to an Excel spreadsheet, click the link **Excel2K Spreadsheet**.
A box will open prompting you to save the results.

13. Click the **Save** button.

14. Navigate to a secure location, such as the M drive, and save the file.

How to Use the Query Information

- **Phone Numbers:** Can be used to contact students
- **Addresses:** Can be used to get in touch with students who are no-shows
- **Majors:** Can be used to group students with like interests
- **Major (undecided) and Admit Term:** Can be used to identify freshmen who are in their 2nd semester of undecided status and who must choose a major
- **Admit Term:** Can be used to identify students who are re-taking SE101 (or those who slipped though the cracks if the report displays a previous term)
- **Admit Type and Major (undecided):** Identifies students who must choose a major
- **Hours Enrolled:** Shows if they are full-time or part-time students