

Each search consists of two parts:

- The “data element” or database table to use
- The set of filters on the table that select the students.

For example, you can search for all the students on a particular Bus Route by creating a search on the “StudentBusAssignment” table and using “busRouteCode” as a filter. [E.g. busRouteCode=06]

By default, the query-based lists mechanism assumes you want to search on the Student table directly. However, you may switch to a search on any other table that contains a “student id” field – and can be used to produce a list of students.

The Default Query

When a query-based student list is created, a default “Dynamic Query” is provided:

The screenshot shows the 'Student Lists Maintenance (Dynamic)' interface. At the top, there is a breadcrumb trail: '<< Student Data.Edit Lists (9th Grade Girl)'. Below this, the 'Student Lists Maintenance (Dynamic)' section includes a dropdown for 'Choose list of students:' set to '9th Grade Girl', a 'Share this list with:' dropdown, and an 'as read-only' checkbox. A 'create' button is also present. The 'Dynamic Query' section shows the 'Data Element' set to 'Student'. Below this is a table with columns 'Filed Name', 'Operand', and 'Value'. The table contains three rows of filters: 'schoolYear = \${SCHOOL_YEAR}', 'currentSchoolCode = 2002', and 'enrollmentStatus = ACTIVE'. A fourth row for 'abilityLevel' is partially visible with an 'Add' button.

Filed Name	Operand	Value
schoolYear	=	\${SCHOOL_YEAR}
currentSchoolCode	=	2002
enrollmentStatus	=	ACTIVE
abilityLevel	=	

The default query automatically selects the “Student” data element (i.e. database table) and places 3 filters on it:

- The current school: **schoolYear = \${SCHOOL_YEAR}**
- The current selected school: **currentSchoolCode = <your school’s school code>**
- Only currently active students: **enrollmentStatus = ACTIVE**

This automatically selects all students who are active in the specified school **at the time the list is used**.

Using Query-based Lists

You can use a query-based list wherever you would use a regular Student list. The query is run at the time the list is used. To view the students the query is retrieving, go to the **Student Data→Student List** screen and search on the query-based list.

Create a Query-based List

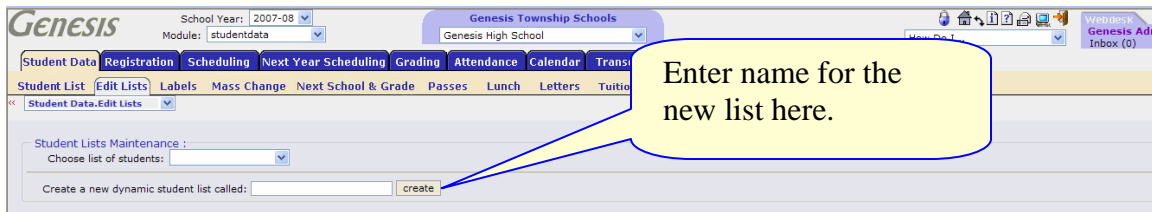


Figure 1 - **Student Data**→**Edit Lists**: Query-based lists are created on this screen

Create a Query-based Student List

1. Navigate to the **Student Data**→**Edit Lists** screen
2. Enter the name for the new list in the “**Create a new dynamic query list called:**” field.
3. Click the ‘**Create**’ button. This creates the list and shows you the initial query:

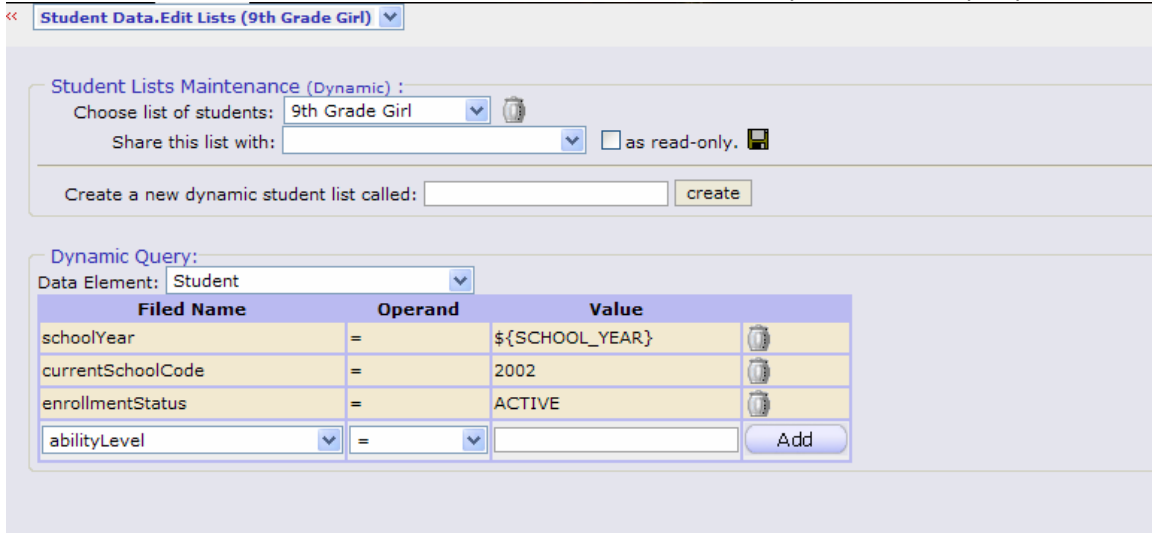


Figure 2 – Note that the default query is automatically supplied when you first create a list

4. You may now do one of three things:
 - a. Add additional filters to the three already supplied for the Student table.
 - b. Remove one or more of the existing filters and **then** add additional filters from the Student table.
 - c. Switch to a different 'data element' or data base table and add filters on that table.

Continuing to create a list: Option 1 – Add Filters

5. Click on the drop down list at the bottom of the list of filters. This shows every field in the Student table.
6. Select the field you wish to add as a filter (e.g. ethnicCode)
7. Select the operator you wish to use (e.g. '=')
8. Enter the value you want to compare against.
9. Click Add
10. Repeat steps 5 to 9 to add more filters.

Dynamic Query:
Data Element: Student

Filed Name	Operand	Value	
schoolYear	=	\${SCHOOL_YEAR}	
currentSchoolCode	=	NHRHS	
enrollmentStatus	=	ACTIVE	
abilityLevel	=		

abilityLevel

- abilityLevel
- academicIndependentProgram
- academicallyDisadvantaged
- age
- alternativeEdProgram
- attendingDistrictCode
- avidStudent
- bilingualProgram
- birthCertificateDocument
- birthCertificateNumber
- birthPlaceCity
- birthPlaceCountry
- birthPlaceState
- caseManager
- caseManagerCode
- citizenship
- citizenshipCode
- classOf
- compensatoryEdProgram
- counselorID
- counselorName
- createdBy
- createdOn
- currentHomeroom
- currentHomeroomTeacher
- currentProgramEntryDate
- currentProgramExitDate
- currentProgramTypeCode
- currentSchoolCode
- currentWithdrawalDate

Add

Figure 3 – The drop down list at the bottom of the list of filters contains all of the fields in the selected table – initially it contains all of the fields in the Student table.

Continuing to create a list: Option 2 – Remove the Default Filters

5. Select the default filter you wish to remove.
6. Click the corresponding delete trashcan icon.
7. Repeat steps 5 and 6 to remove additional filters.
8. To add other filters, go to Option 1 above.

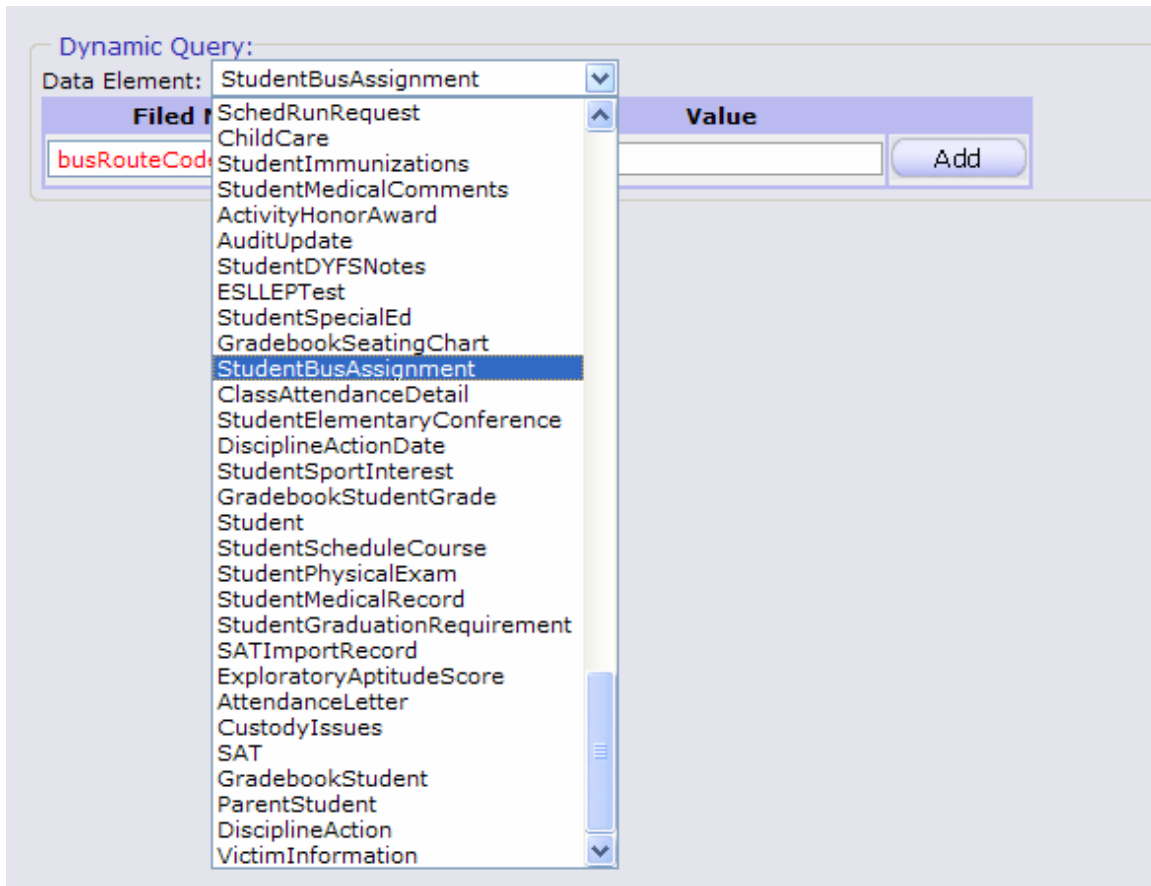


Figure 4 – The “Data Element” drop down list contains every database table that has a “StudentID” field and can be used to produce a list of students

Continuing to create a list: Option 3 – Use a Different Data Element

5. Click on the “Data Element” drop down list above the list of filters. This shows every table in the database that contains a “StudentID” field. Select the table you wish to search on (e.g. the **StudentBusAssignment** table). This will remove all the “default” filters (which are based on the Student table).
6. Click on the drop down list at the bottom of the list of filters. This shows every field in the newly selected table.
7. Select the field you wish to add as a filter (e.g. **busRouteCode**).
8. Select the operator you wish to use (e.g. ‘=’)
9. Enter the value you want to compare against (e.g. “06”).
10. Click Add
11. Repeat steps 6 to 10 to add more filters from the selected database table.

Modify or Delete a Query-based List

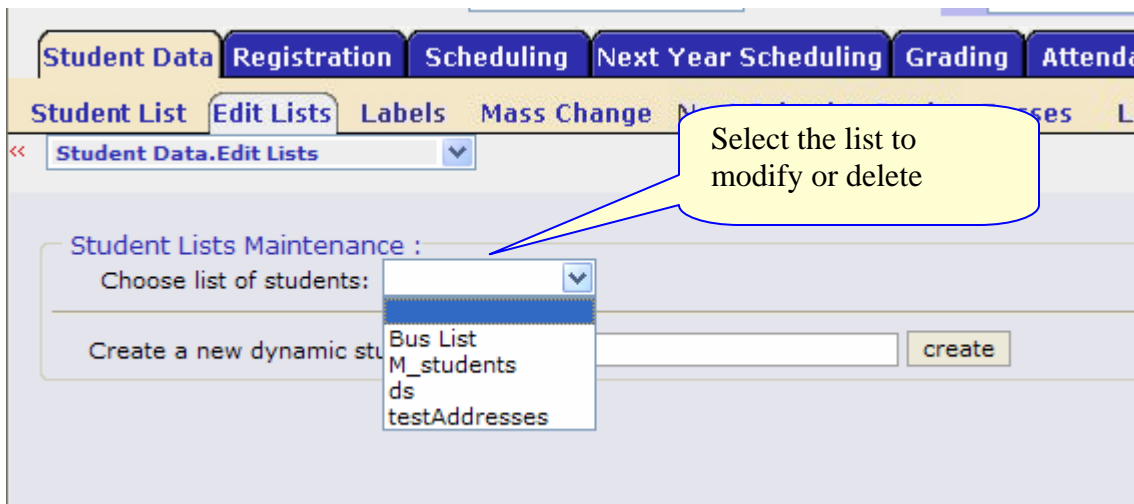


Figure 5 - **Student Data**→**Edit Lists**: To modify or delete a Query-based list, select it as you would select any other Student list you wished to modify or remove

Modify a Query-based Student List

1. Navigate to the **Student Data**→**Edit Lists** screen
2. Click on the “**Choose list of students:**” drop down list. Choose the list you wish to modify. This will bring up the “modify list” screen appropriate to the list you select (Regular or Query-based).

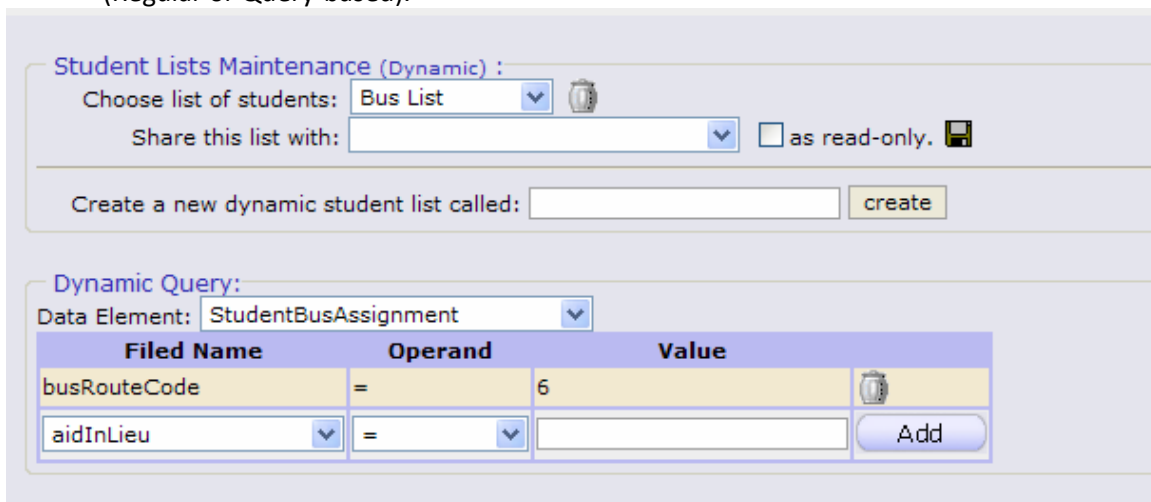


Figure 6 – The “Modify or Delete” Query-based List display

3. You may now do one of three things:
 - a. Add additional filters to those already present
 - b. Remove one or more of the existing filters and **then** add additional filters from the currently selected Data Element.
 - c. Switch to a different ‘data element’ or data base table and add filters on that table.

Continuing to modify a list: Option 1 – Add Filters

4. Click on the drop down list at the bottom of the list of filters. This shows every field in the selected table.
5. Select the field you wish to add as a filter (See figure x below)
6. Select the operator you wish to use (e.g. '=')
7. Enter the value you want to compare against.
8. Click Add
9. Repeat steps 4 to 8 to add more filters.

Dynamic Query:

Data Element: StudentBusAssignment

Filed Name	Operand	Value
busRouteCode	=	6
aidInLieu	=	

aidInLieu
 ampm
 busRouteCode
 busStopCode
 comments
 destinationCode
 entryid
 friday
 miles
 monday
 schoolYear
 studentid
 thursday
 time
 tuesday
 walksHomeFromSchool
 walksToSchool
 wednesday

Figure 7 – The drop down list at the bottom of the list of filters contains all of the fields in the selected table, in this case, the **StudentBusAssignment** table.

Continuing to modify a list: Option 2 – Remove the Existing Filters

4. Select the filter you wish to remove.
5. Click the corresponding delete trashcan icon.
6. Repeat steps 4 and 5 to remove additional filters.
7. To add other filters, go to Option 1 above.

Continuing to modify a list: Option 3 – Use a Different Data Element


4. Click on the “Data Element” drop down list above the list of filters. This shows every table in the database that contains a “StudentID” field. Select the table you wish to search on. This will remove all the existing filters (which are based on the previously selected table).
5. Click on the drop down list at the bottom of the list of filters. This shows every field in the newly selected table.

6. Select the field you wish to add as a filter
7. Select the operator you wish to use (e.g. '=')
8. Enter the value you want to compare against.
9. Click Add
10. Repeat steps 5 to 9 to add more filters from the selected database table.

Delete a Query-based Student List

1. Navigate to the **Student Data→Edit Lists** screen
2. Click on the **“Choose list of students:”** drop down list. Choose the list you wish to modify. This will bring up the “modify list” screen appropriate to the list you select (Regular or Query-based).
3. Click on the Delete trashcan icon directly next to the **“Choose list of students:”** drop down. This will remove the selected list.

Student Lists Maintenance (Dynamic) :

Choose list of students: 

Share this list with:

Create a new dynamic student list called:

Dynamic Query:

Data Element:

Filed Name	Operand	Value
busRouteCode	=	6
<input type="text" value="aidInLieu"/>	=	<input type="text"/>

Figure 8 – The “Modify or Delete” Query-based List display illustrating the location of the Delete List icon button