How To Extract Lists from Minerva to Excel

Some of you are already aware that the new version of Banner has a neat little feature that will download a list created in some of the Class Schedule forms to an Excel file!

The following forms have this feature:

Building/Room Schedule Form (SSAMATX): This will get you a list of all your sections with their room bookings or a list of all the bookings in a particular BLDG or ROOM.
Available Class Room Query Form (SLQMEET): Use this form to get a complete room list, you can then edit it in Excel to show only the rooms you normally use - and the list will show the capacity and the booking contact.
Class Roster Form (SFASLST): This is a class list.
Faculty Schedule Query form SIAASGQ: Type in a professor's ID and get their schedule for the term! Print it and stick it on your wall and you'll know where they are without those pesky radio collars.
Schedule Section Query Form (SSASECQ): You can get a list of all Loaded sections or Active sections or Cancelled sections, or a list of all your dept's lectures and their enrolments or a list of all your tutorials and so on.
Dorm Room Query Form (SLARUSE)
Building Query Form (SLABQRY)
Room/Meal/Phone Rate Code Rules Form (SLALMFE)
Available Dorm Room Query Form (SLASGNQ)

I am attaching Master files for each type of listing to this document - these Excel files are already set up with column headers, margins etc, ready to have an extract list pasted into them. Obviously when you re-save a list you will want to edit the Header with a date and perhaps page numbers (if it's a big listing). The files are delivered with the columns in a default order – feel free to move the columns around to suit you.

BEFORE YOU EXTRACT....

The files are extracted into a default folder called TEMP in your C: drive (usually your Local Disc - the drive your Start-Up is run from)... if you don't have one, you'll have to create one in Windows Explorer as follows:

1. Click on the **Start** icon in the bottom left-hand corner of your screen.
2. Go to **Programs**, then **Accessories**, then **Windows Explorer**.
3. Click on the little **+** sign next to My Computer (there's a little monitor icon), a list of all your drives will drop down in alphabetical order.
4. Click on **Local Disc (C:)** and the folders and files in that drive should list on the right-hand side of your screen - in Large Icons, Small Icons, List, Details etc - you can choose by clicking on View in your menu.

Is there already a C:\TEMP\ folder? If so, you can skip down to the STEP-BY-STEP.

If not...

5. Click on **File** (top left-hand corner, in the menu)
6. Click **New**
7. Click **Folder**

8. Now you will see a folder appear on the right-hand side of your screen with it's name New Folder high-lighted and your cursor flashing at the end of that title, hit your Delete key to get rid of that title and **type in TEMP** and hit Enter.
9. Close Windows Explorer.

I have made separate STEP-BY-STEP instructions for each type of list on separate pages – I thought that might be easier to follow.

SSAMATX – Building/Room Schedule Form

This is very useful – The list will show the following information:
BLDG, ROOM, CAMPUS, DAYS, TIMES, TERM, START/END DATES, SUBJ, CRSNUM, CRN, CL Groupcode.

If you enter anything in any of the fields and Execute Query – you get a list of anything in the database that matches that field, therefor you can get lists of:

*   ❖ All room bookings in a particular BLDG
*   ❖ All room bookings in a particular ROOM
*   ❖ Watch out using DAYS as a search criteria – if you ask for all courses MWF 1035-1125 the system will not retrieve sections that are MW only, or M or W only – better to use the times as a search criteria and delete the sections that are not M, W or F.
*   ❖ All sections in a particular timeslot (1035-1125 for instance). Oddly enough – it will list any section whose times run through 1035-1125 – so it will show 0935-1125, 1035-1425 etc.
*   ❖ All sections with a particular SUBJ code (and this means if you enter ED%, it lists all SUBJ codes that start with ED)
*   ❖ If you enter a SUBJ code and 6%, you get only your -600 level courses – you can do this with only the first course number though.
*   ❖ Enter the term and you will get only fall or winter.

HOW TO

1. Go directly to the form by typing SSAMATX in the Direct Access field. Or go to SSASECT, go into any section and go to Building Room Schedules in the navigation bar.
2. When **SSAMATX** pops up, type in your search criteria – try a SUBJ code. Execute query (there are three ways to execute query - pick your fav).
3. Now you should have a list of all the **Active, Cancelled** and **Loaded** sections that have that SUBJ code (Inactive sections will not be listed). The sections are listed with the 200209 sections first, then the 200301. Within each term, sections with BLDG/ROOM assignments (in BLDG/ROOM order) are listed first, then sections with no room assignments.

Now let's extract the list.

4. Click on **Help** in the menu at the top of your screen.
5. You will see **Extract Data No Key** in black, second from the bottom of the pull-down menu. Click on it and depending on how big the list is.
6. A *Forms* window will pop-up very quickly (you can watch the Records being transferred in the bottom left-hand corner of your screen) with a big white X in a red circle and a message;
    File c:\temp\SSAMATX_SSRMEET_02MAY2002090231.csv written. Extract complete.
    The date will vary with every list, but the first part SSAMATX_SSRMEET will always be the same.
7. Now open Excel and open the SSAMATX Master file. While you are in that file, open the SSAMATX_SSRMEET list in your C drive.
8. When the file opens, Select All and **Copy** it.

9. Go back into the Master file and **Paste** it in (your cursor should be in cell A2).
10. Change the Header and add the date if you want.
11. **Rename** the file and save it.

SLQMEET – Available Class Room Query Form

This is useful if you want to create a quick reference for room capacity, you can list of all the labs or seminar rooms or rooms you normally have classes booked into. In the Description field, the Booking Contact - the person who controls the room will show – *I remind all departmental staff* – you still request rooms from your faculty timetable coordinator, PLEASE DO NOT contact the Booking Contact directly, let the faculty do it.

The list shows the following fields:
BLDG, ROOM, DESCRIPTION, CAMPUS, SITE, CAPACITY (SITE is not usually used)

HOW TO

You can only get into this form through SSASECT, go to Meeting Times, then into Query Available Class Room.

When **SLQMEET** pops up, delete any DAYS or TIMES that might have been brought in from the section you were in (otherwise you won't get a complete list – only rooms that are free in that timeslot).

Enter the search criteria you want:

- ❖ BLDG – To get only rooms in a particular building.
- ❖ CAMPUS – To get Downtown rooms or Macdonald rooms, leave it blank for both.
- ❖ CAP – Enter a number here and only rooms with that capacity or higher will be listed.
- ❖ ATTRIBUTES – if you want to see rooms with particular attributes (Video Data Projector, Lan access, Skeletons) enter it. Don't forget that Labs (S048), Studios (S002), Gyms (S044) and Pool (S043) have that attribute on as MUST MATCH – this means that if you don't enter the attribute, the rooms won't list.

Now let's extract the list.

1. Click on **Help** in the menu at the top of your screen.
2. In this form both Extract functions are turned on; **Extract Data With Key & Extract Data No Key** , it doesn't matter which one you click – the results are the same. Click on it and depending on how big the list is, a *Forms* window will pop-up very quickly (you can watch the Records being transferred in the bottom left-hand corner of your screen) with a big white X in a red circle and a message: ***File c:\temp\SLQMEET_SLRBRDEF_02MAY2002090231.csv written. Extract complete.*** The date will vary with every list, but the first part SLQMEET_SLRBRDEF will always be the same
3. Now open Excel and open the SLQMEET Master file. While you are in that file, open the SLQMEET_SLRBRDEF list in your C drive.
4. When the file opens, Select All and Copy it.
5. Go back into the Master file and paste it in (your cursor should be in cell A2).
6. Change the Header and add the date if you want.
7. Rename the file and save it.

SFASLST – Class Roster Form (Classlist)

This is how you get a list of students registered in a section – the list will show the following information; SEQUENCE, STUDENT ID, STUDENT NAME, STATUS, MIDTERM GRADE, FINAL GRADE, M, ROLLED, HOURS, DATE REGISTERED.

HOW TO

1. Go directly to the form by typing SFASLST in the Direct Access field.
2. When **SFASLST** pops up, type in TERM and Course Reference Number and hit Next Block.

Now let's extract the list.

3. Click on Help in the menu at the top of your screen.
4. You will see **Extract Data No Key** in black, second from the bottom of the pull-down menu. Click on it and depending on how big the list is, a *Forms* window will pop-up very quickly (you can watch the Records being transferred in the bottom left-hand corner of your screen) with a big white X in a red circle and a message; ***File c:\temp\ SFASLST_SFRSTCR_02MAY2002090231.csv written. Extract complete.*** The date will vary with every list, but the first part SFASLST_SFRSTCR will always be the same.
5. Now open Excel and open the SFASLST Master file. While you are in that file, open the SFASLST_SFRSTCR list in your C drive.
6. When the file opens, Select All and Copy it.
7. Go back into the Master file and paste it in (your cursor should be in cell A2).
8. Change the Header and add the date if you want.
9. Rename the file and save it.

SIAASGQ – Faculty Schedule Query Form

This is how you get a personal schedule for an Instructor – so they know what they are teaching & when and you know where they are – and you can add in their office hours and meetings in Excel if you like. The list will show the following information;
CRN, SUBJ, CRSNUMBER, SECT, INSTRUCTOR NUMBER, START DATE, END DATE, DAYS, START TIME, END TIME, BLDG, ROOM, CROSSLIST GROUPCODE, OVERRIDE, CONFLICT.

Some explanation of headings – Instructor Number is usually one, unless there is more than one instructor on the section. Override & Conflict should only be on sections that also show a CrossList groupcode – both indicate that the instructor had a teaching conflict and it was overridden – which should only happen on sections we KNOW are given together – therefore CrossListed.

HOW TO

1. Go directly to the form by typing SIAASGQ in the Direct Access field. Or you go into it through SSASECT, go into any section, go to Assigned Instructors and click on Query Faculty Schedule in the navigation bar.
2. When **SIAASGQ** pops up, type in the correct term (if the default is not correct) and the Instructor ID number and hit Next Block. If nothing comes up – the instructor name is not attached to any sections for that term.

Now let's extract the list.

3. Click on **Help** in the menu at the top of your screen.
4. You will see **Extract Data No Key** in black, second from the bottom of the pull-down menu.
5. Click on it and depending on how big the list is, a *Forms* window will pop-up very quickly (you can watch the Records being transferred in the bottom left-hand corner of your screen) with a big white X in a red circle and a message: ***File c:\temp\ SIAASGQ_SIVASGN_02MAY2002090231.csv written. Extract complete.*** The date will vary with every list, but the first part SIAASGQ_SIVASGN will always be the same.
6. Now open Excel and open the SIAASGQ Master file. While you are in that file, open the SIAASGQ_SIVASGN list in your C drive.
7. When the file opens, Select All and Copy it.
8. Go back into the Master file and paste it in (your cursor should be in cell A2).
9. Change the Header and add the date if you want.
10. Rename the file and save it.

SSASECQ – Schedule Section Query Form

This is the query form most of you know best – you can use this form to get simple lists of all your sections based on various search criteria – this will be very useful to get a simple listing showing the actual enrolments on your sections.
The list will show the following information;
TERM, PART OF TERM, CRN, BLOCK SCHEDULE, SUBJ, CRSNUM, SECT, LINK IDENTIFIER, CROSSLIST GROUPCODE, STATUS, SCHED TYPE, CAMPUS, RESERVED SEATING, MAX, ACTUAL ENROLMENT, SEATS REMAINING, WAITLIST MAX, WAITLIST ACTUAL, WAITLIST REMAINING.

Some columns will not or should not have info in them – we don't use any Waitlisting – and only Medicine and Dentistry are using Block Schedules.

HOW TO

1. Go directly to the form by typing SSASECQ in the Direct Access field. Or you go into it through SSASECT, double clicking in the CRN field as usual.

2. When **SSASECQ** pops up, type in your search criteria – try your SUBJ code, Execute Query.

Now let's extract the list.

1. Click on **Help** in the menu at the top of your screen.
2. You will see **Extract Data No Key** in black, second from the bottom of the pull-down menu. Click on it. **WARNING -** Some users are going to have a problem extracting in this form (I do, Silvana doesn't). Some users will get the *Forms* window very quickly (you can watch the Records being transferred in the bottom left-hand corner of your screen) with a big white X in a red circle and the message: *File c:\temp\ SSASECQ_SSBSECT_02MAY2002090231.csv written. Extract complete.* Some users will get a *Forms* window with the message; *Term Code: press LIST for valid values*.

Look at the bottom left-hand corner of your screen where you see Record: it will show the number of records – 143/143, 13/13 etc. Press and HOLD the Enter key and you will see the numbers start at 1, then they will climb, keep holding the Enter key until you see the first number almost get to the total number, now just hit the Enter button for each record until you get the regular message pop up;
File c:\temp\ SSASECQ_SSBSECT_02MAY2002090231.csv written. Extract complete.

If you don't go slowly towards the end, you have to wait while it counts them all again and if it's a big list, that's a pain.

The date will vary with every list, but the first part SSASECQ_SSBSECT will always be the same.

Now open Excel and open the SSASECQ Master file. While you are in that file, open the SSASECQ_SSBSECT list in your C drive.
When the file opens, Select All and Copy it.
Go back into the Master file and paste it in (your cursor should be in cell A2).
Change the Header and add the date if you want.
Rename the file and save it.