HOW TO VIEW STUDENT REPORTS USING MINERVA WEB

General:

The Reports Menu on Minerva Web offers authorized staff access to Student Information System reports.

Report Security

Just as you would with distributed confidential paper reports, please treat the reports delivered through Minerva Reports with the appropriate level of security. In particular:

1) Do not access Minerva Reports from a public Internet station. Always close your browser after using Minerva Reports.
2) Do not bookmark a Minerva Report on your browser.
3) If you wish to retain the file on your system using the "save as" button, be sure that the place you are saving it to (your C:drive or your LAN) is appropriately secured according to your local security procedures.
4) When printing a Minerva Report, be sure you are printing it to a printer located in a secure area.
5) Do not share your Minerva PIN. If a colleague routinely should see a report through Minerva Reports, he or she can be added to the security class that allows that report to be viewed by contacting the ARR Scheduler.

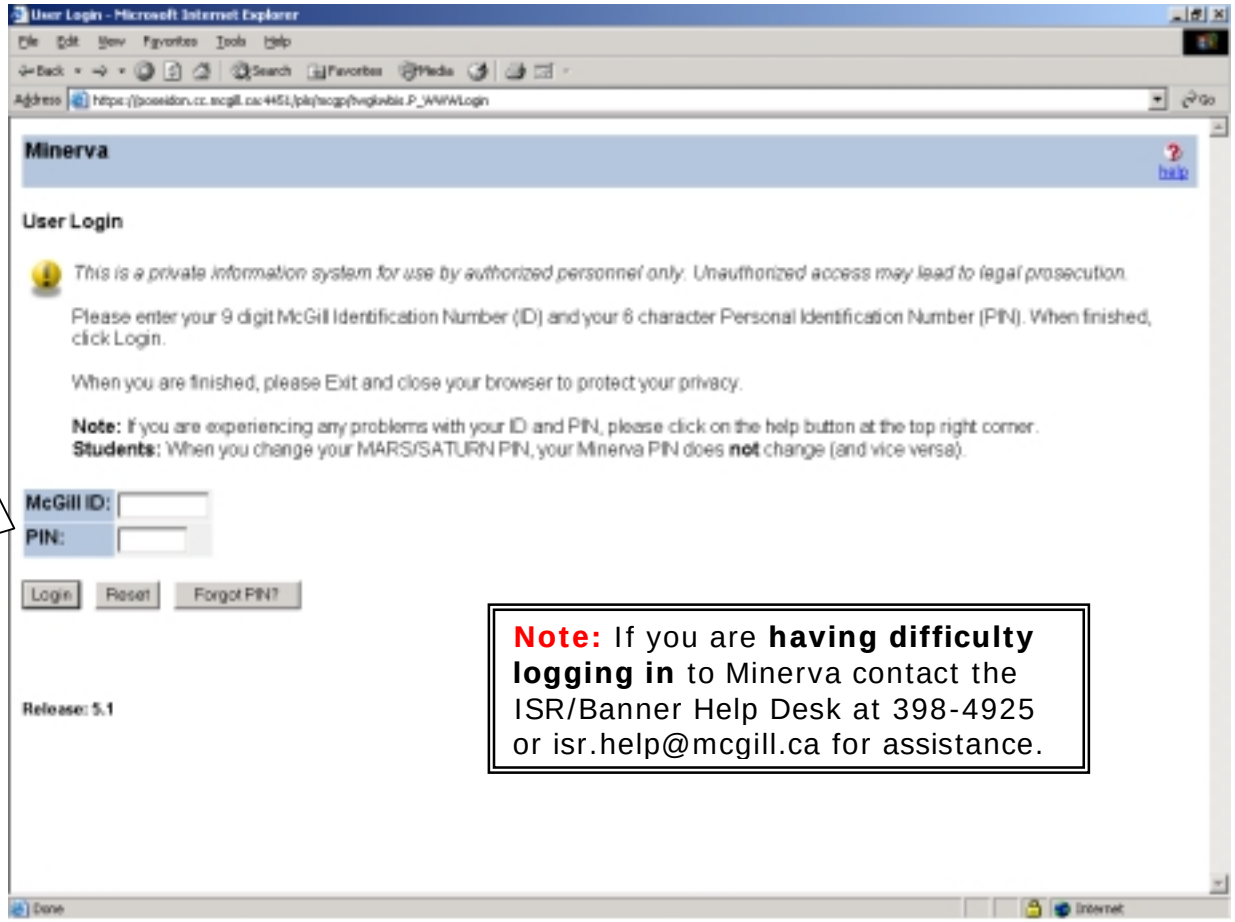
1. Go to the **Minerva for Faculty and Staff** site at (http://www.mcgill.ca/minerva-faculty-staff/), select **'Minerva Web Login'** from the main page.

2. You will then be asked to login.

Enter your **McGill ID** and **PIN** and click on **Login**. e.g.

McGill ID: 150123456
PIN: 987654

Note: Depending on whether you have used Minerva Web before, you might then be asked to answer a security question, simply follow the instructions until you reach the Main Menu.



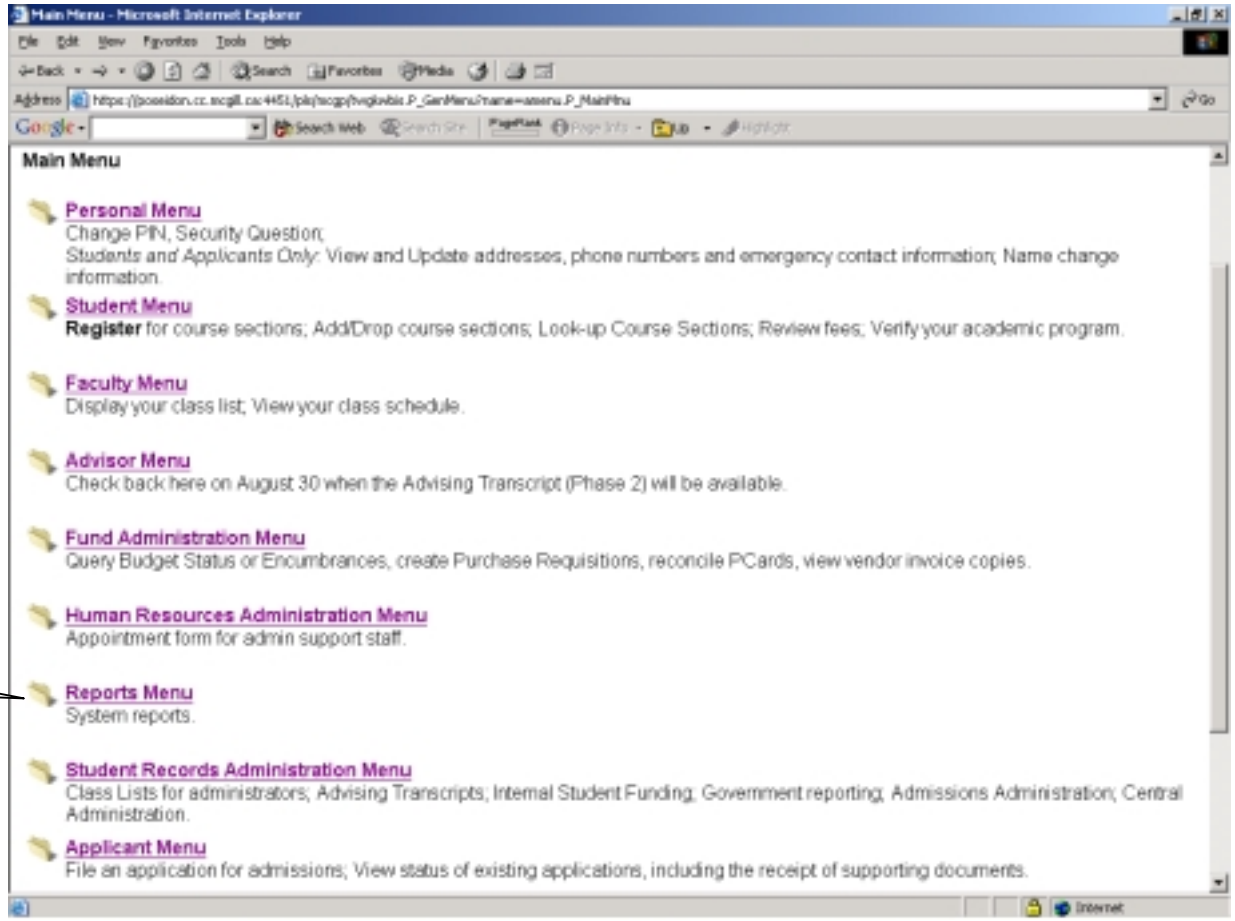
Note: If you are **having difficulty logging in** to Minerva contact the ISR/Banner Help Desk at 398-4925 or isr.help@mcgill.ca for assistance.

First time using Minerva?
Your **McGill ID** is the 9-digit number that appears on your ID card or pay cheque. Your **PIN** is a 6-character Personal Identification Number. Call the ISR/Banner help desk to obtain your PIN at 398-4925. Your PIN will be "pre-expired", so you will have to change it the first time you use it.

The first time you log in, you will be required to change your PIN to a 6-digit PIN with at least one letter and one number in it. You will also be required to agree to the Computer Code of Conduct. You will be asked a security question (such as: what is my pet's name). Later, if you forget your PIN, you can answer this question, and have your pin re-set automatically without needing to call for assistance.

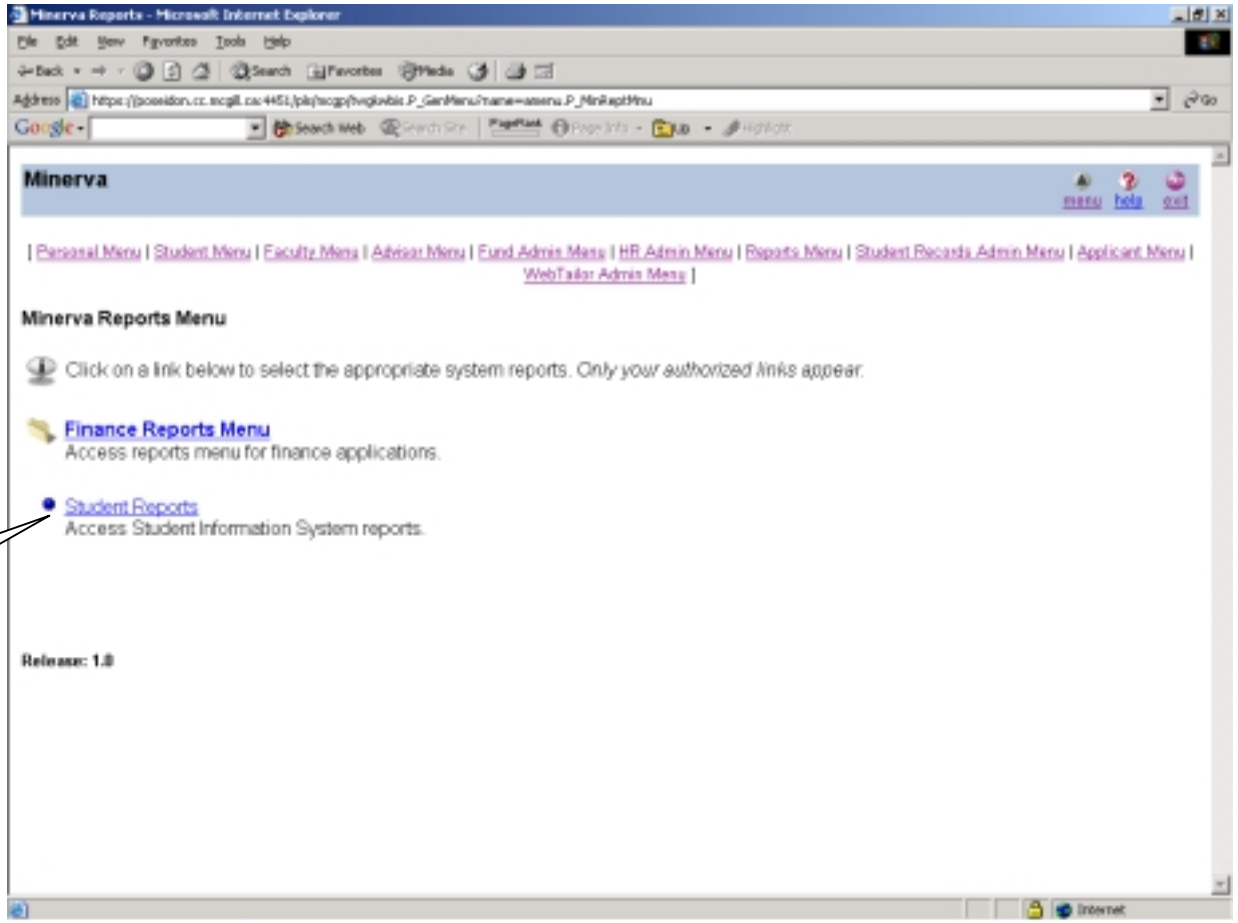
You have now **logged in** to the Minerva Web Product.

Note: The items that appear on the Main Menu depend on the access the individual has. Most users will not have as many options as this example.



3. Click on the **Reports Menu** item.

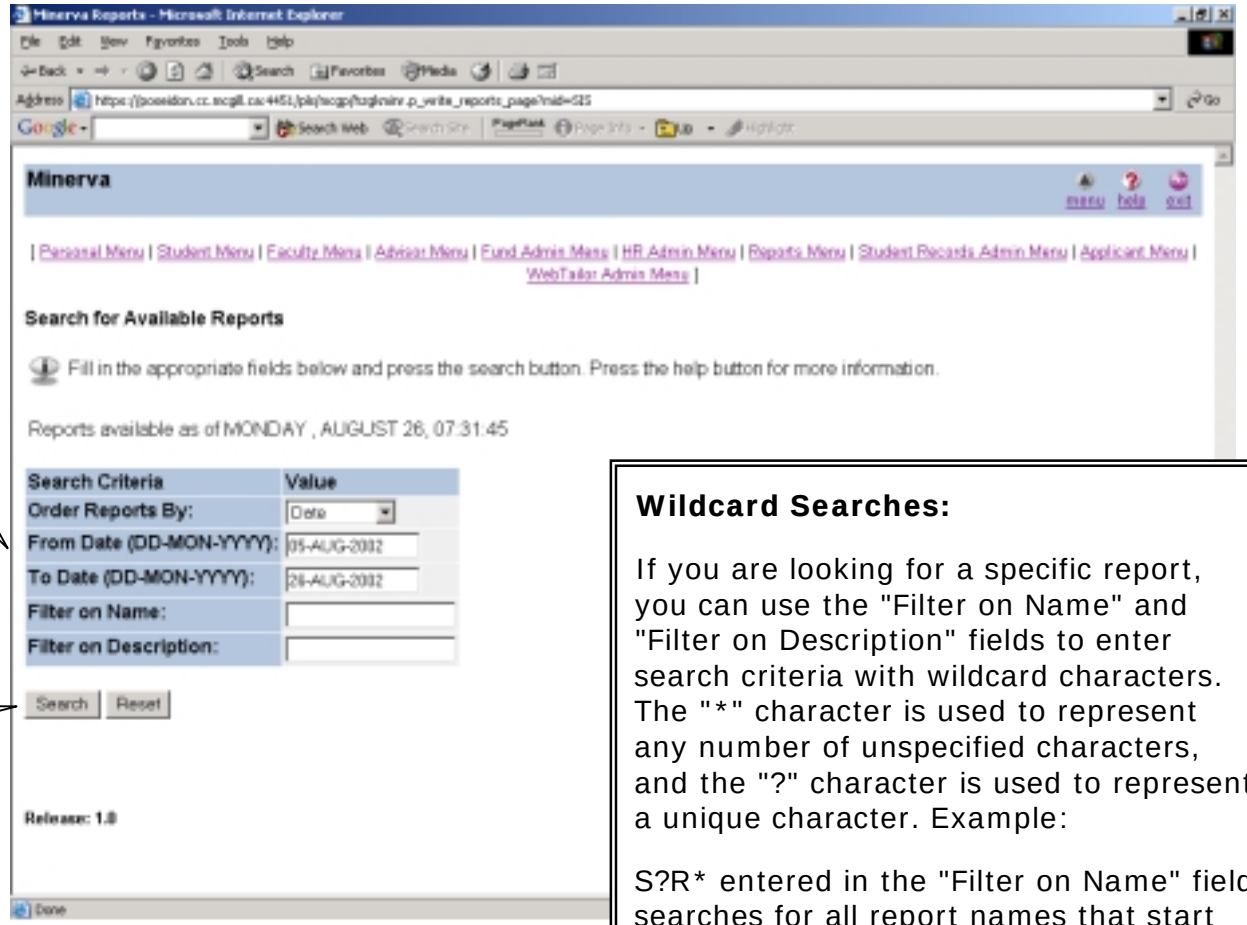
You will then be brought to the **Minerva Reports Menu**.



4. Click on **Student Reports**.

5. Fill in your **search criteria** in the value boxes provided. Fields are described in the table below.

6. Click on the **Search** button.



Wildcard Searches:

If you are looking for a specific report, you can use the "Filter on Name" and "Filter on Description" fields to enter search criteria with wildcard characters. The "*" character is used to represent any number of unspecified characters, and the "?" character is used to represent a unique character. Example:

S?R* entered in the "Filter on Name" field searches for all report names that start with "S", with any character in the second position, an "R" in the third position, and any number of characters following.

Field Name	Description
Order Reports By	Use the drop-down menu to select *Date, Description*, or *Name*. ***Date:*** The report list is ordered by date starting from the most recent to the oldest. For each date, reports are ordered alphabetically. ***Description:*** The report list is ordered by description in alphabetical order. For each report of the same type, reports are ordered by date. ***Name:*** The report list is ordered by report name in alphabetic order. For each name, reports are

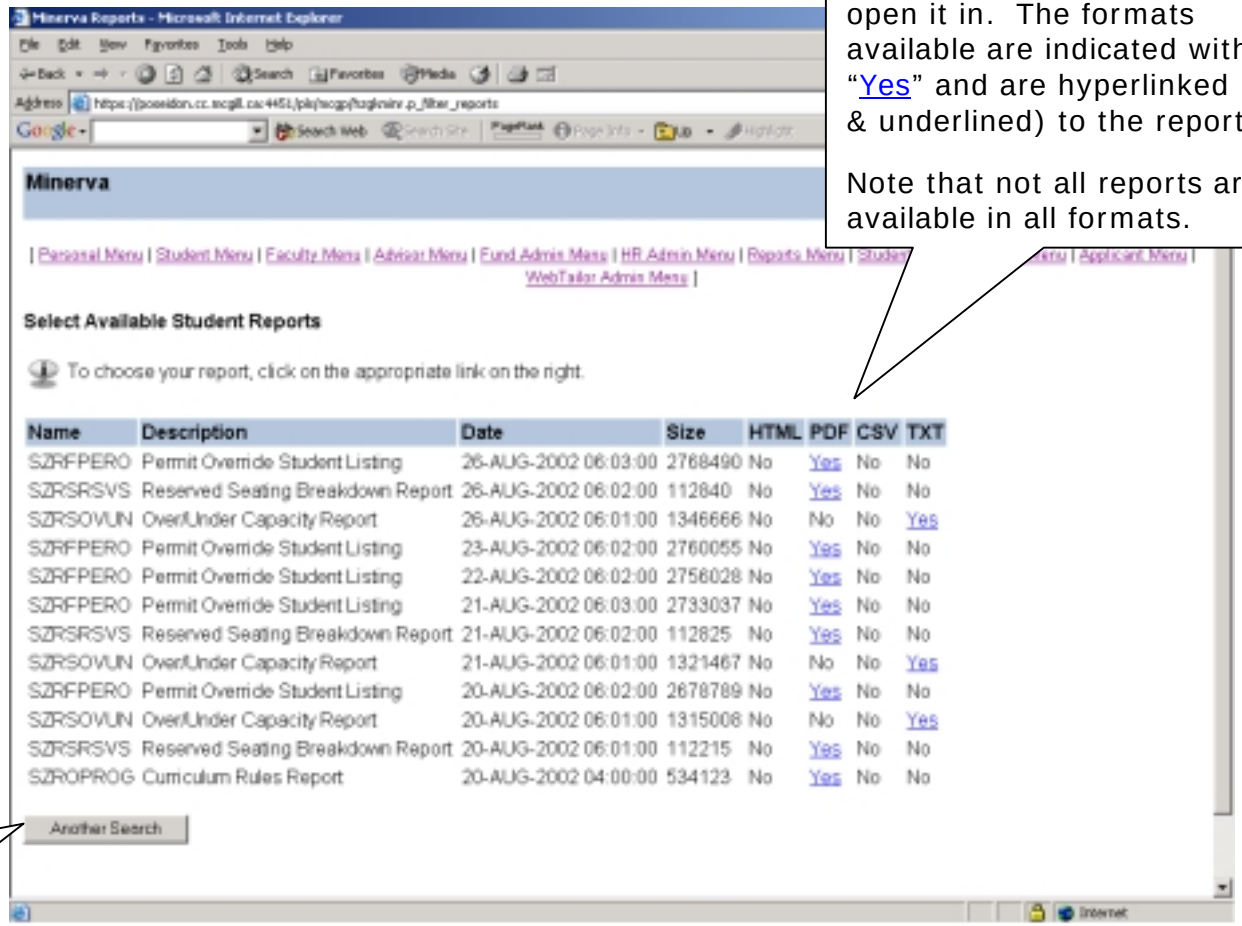
Field Name	Description
	ordered by date.
From Date	The format is DD-MON-YYYY (i.e. 28-JUN-2002). This field specifies the starting date for a range of reports. It must be a valid date before the "To" date. ***Note:*** *If this is your first time searching for reports, you may want to leave both date fields blank. You will receive all reports that you have been authorized to access. Use the date fields to narrow your search when you have many reports to choose from.*
To Date	Same format as "From" date. This field specifies the ending date of the search range for reports.
Filter on Name	Enter a report name or partial name to search for specific reports by name. See Wildcard Searches below for more information. If left blank, all report names are considered in the search. ***Note:*** *If this is your first time searching for reports, leave this field blank to see all your available report names. Use this field to narrow your search when you are familiar with the names of your reports.*
Filter on Description	Enter a report description or partial description to search for specific reports. See Wildcard Searches below for more information. If left blank, all report descriptions are considered in the search.

A new screen appears with a list of available reports based on the search criteria you entered in the previous screen.

Fields are described in the table below.

7. Locate the report you would like to view, and click on the report format you would like to open it in. The formats available are indicated with a "Yes" and are hyperlinked (blue & underlined) to the report.

Note that not all reports are available in all formats.



Name	Description	Date	Size	HTML	PDF	CSV	TXT
SZRFPERO	Permit Override Student Listing	26-AUG-2002 06:03:00	2768490	No	Yes	No	No
SZRSRSVS	Reserved Seating Breakdown Report	26-AUG-2002 06:02:00	112840	No	Yes	No	No
SZRSOVUN	Over/Under Capacity Report	26-AUG-2002 06:01:00	1346666	No	No	No	Yes
SZRFPERO	Permit Override Student Listing	23-AUG-2002 06:02:00	2760055	No	Yes	No	No
SZRFPERO	Permit Override Student Listing	22-AUG-2002 06:02:00	2756028	No	Yes	No	No
SZRFPERO	Permit Override Student Listing	21-AUG-2002 06:03:00	2733037	No	Yes	No	No
SZRSRSVS	Reserved Seating Breakdown Report	21-AUG-2002 06:02:00	112825	No	Yes	No	No
SZRSOVUN	Over/Under Capacity Report	21-AUG-2002 06:01:00	1321467	No	No	No	Yes
SZRFPERO	Permit Override Student Listing	20-AUG-2002 06:02:00	2678789	No	Yes	No	No
SZRSOVUN	Over/Under Capacity Report	20-AUG-2002 06:01:00	1315008	No	No	No	Yes
SZRSRSVS	Reserved Seating Breakdown Report	20-AUG-2002 06:01:00	112215	No	Yes	No	No
SZROPROG	Curriculum Rules Report	20-AUG-2002 04:00:00	534123	No	Yes	No	No

8. Your browser will then open the report in the format you selected in a new window. You can then view the report and or print it.

Close the window when you are done by clicking on the X in the top right corner.

9. If you would like to perform a new search, click on the **Another Search** button.

Field Name	Description
Name	Report name.
Description	Report description.
Date	Date the report was last run.
Size	Size of the report.
HTML	Indicates whether there is an HTML format available for this report. This format can be opened with a

Field Name	Description
	Web browser.
PDF	Indicates whether there is a PDF available for this report. This format can be opened with Adobe Acrobat Reader. This software allows you to zoom, search, save, and printed selected pages.
CSV	Indicates whether there is a CSV format available for this report. This format can be opened with Excel or Word.
TXT	Indicates whether there is a TXT format available for this report. This text format can be imported into most applications.