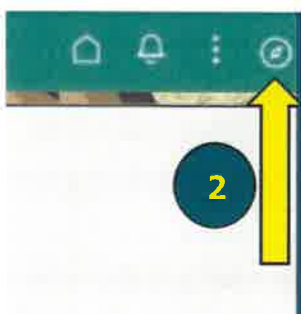


## How to Pull a Query from Campus Solutions for Use in Excel

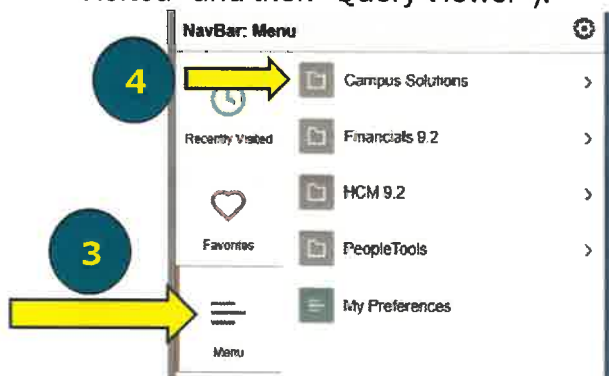
1. Log into mySDCCD



2. Click the NavBar in the upper right-hand corner of the screen.



3. Select "Menu" (if you pull a lot of queries, hit "Recently Visited" and then "Query Viewer").



4. Select "Campus Solutions".

5. Select "Reporting Tools".

6. Select "Query"

7. Select "Query Viewer"

8. The standard query is named "X\_CM\_CLASSES\_SCHED"; however, you can request a custom query to be built if needed.

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name  
Search Advanced Search

begins with

X\_CM\_CLASSES\_SCHED

### Campus Solutions

- SDCCD Development
- Self Service
- Campus Community
- Records and Enrollment
- Curriculum Management
- Academic Advisement
- Set Up SACR
- Reporting Tools
- PeopleTools
- My Preferences

### Query

- Query Viewer
- Schedule Queries

be

9. Select the “Excel” link “Run to Excel” column for the X\_CM\_CLASSES\_SCHED.

Enter any information you have and click Search (leave fields blank for a list of all values)

\*Search By  begins with

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Run to Schedule	Definitional References	Add to Favorites
X_CM_CLASSES_SCHED	Classes Scheduled	Public	CM ADMIN	HTML	Excel			Lookup References	Favorite
X_CM_CLASSES_SCHED_JAH	Classes Scheduled	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Personalize | **9** | First | 1 of 2 | Last

10. Enter the Term, Offer Nbr, and Acad Org information for the query and select “View Results”.

- Term is the 2, followed by the last two digits of the year, followed by the term, which is 3 for spring, 5 for summer, or 7 for fall (e.g., 2257 for fall of 25)
- Offer Nbr is 1 for City, 2 for Mesa, 3 for Miramar. You can see what the sister colleges are planning through these queries once they have entered their schedules.
- Acad Org is the department you want to pull the query for. You can type it in if you know the abbreviation they use, or you can hit the magnifying glass and look it up (they don’t all fit on popup so use the scroll bar to look for what you want, all of Miramar’s won’t show, so you have to type R- in the “begins with” slot and select “Look Up” to see all their departments).

**X\_CM\_CLASSES\_SCHED - Classes Scheduled**

Term

Offer Nbr

Acad Org

Catalog

Subject

Req Designation (HNRS)

Session Code

Accounting Method

Special Designator

Location

Row	Term	Offer Nbr	Campus	Class Stat	Class Nbr	Subject	Catalog	Desc	Ct
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**This would generate a spring 25 excel file for the Biology Dept.**

11. Once you have the raw query in Excel, you can manipulate it how you want.