Using WebFOCUS

Course Roster(s) Export to Excel
(a step-by-step example)

* Before running this report, you must have a valid WebFocus user name and password and appropriate reporting access.

1. Open an Internet browser. Enter webfocus.umflint.edu in the URL – this will take you to the WebFocus Portal login.

2. Enter your uniqname as the User Name and your lan password and click Connect

3. Select the Student tab from the yellow menu bar (located below the M Flint logo)

4. Select Rosters (Template/PROD) under the Reports list

5. The report parameter template should appear. You will select your desired parameters on this form. Your screen should look like this (if it does not, verify that the ‘Self-Service’ tab is selected)

6. In the Select Filters block – select the following options:
   * Term: (Required. Multiple selection allowed.)
     Select 201510 – Fall 2014
   * Reg Status: (Optional. Multiple selection allowed Defaults to Registered.)
     Select R – Registered to view only currently registered students.
   * Subject: (Optional. Multiple selection allowed. Defaults to ALL.)
     Select AFA and ANT (hold ctrl key to select more than one code)
   * Course Number RANGE (Optional)
     Use this filter to select a particular course number such as 112 (by entering 112-112, or to select all 300 level courses by entering 300-399). NOTE: This is a range - you must enter two numbers separated by a ‘-‘, ie. 300-399
     Enter 300-399 for this example.
   * Section LIKE: (Optional – leave blank for all sections)
     Use this filter to select a specific section number, or to select a group of sections such as online sections by entering W.
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* **Primary Instructor UMID** (Optional)
  To select all rosters taught by a particular instructor, you may filter based on instructor UMID.
  Leave this blank for this example.

* **Additional Filters:** (Optional. Defaults to ALL)
  You may make multiple selections here. These are treated as ‘AND’ conditions.

7. In the **Select Dimensions** block – select the following options:
   * **Sort (1)** – select **Term** (double-click on an item in the left window to move it to the right window)
   * **Sort (2)** – select **Subject**
   * **Sort (3) – Subj Crse Sec** (this is the default selection and is already in the right window – highlight this and click the down arrow to move it under Subject)

Your Select Dimensions block should look like this:

![Select Dimensions Block]

This will sort your output first by term code, then by subject, and then by course number and section. Selecting Subject as the Sort (2) option, you will give you subtotals by subject on the Statistics output page.

8. Click **SUBMIT** (The system will run the query in the background when you hit submit)

9. Next, select your Display Option from the grey menu bar in the middle of your screen. For this example, select **Statistics and Charts**. A Statistics summary page will display:
10. Click on one of the hyperlinked numbers under Count and then select Design from the drop down menu.


12. Select the fields you want on your report by double-clicking on the fieldname and moving the item to the right side window. All data fields in the right window will be contained in your report, in the order listed. You may use the up and down arrow to change the order.

   Field (1) = Subj Crse Sec
   Field (2) = Last Name
   Field (3) = First Name
   Field (4) = Email

13. Select Excel as the desired output format.

14. Click SUBMIT.

15. The data selected will be exported to an excel file.

This is a simplified example of exporting a course roster. Many output options are available when using the reporting templates. Please contact AIMS for information on additional options and training.