

CASSIE The Consortium for Analysis of Student Success through International Education



Practical and Technical Information for Merging Data

September 10, 2018



UNIVERSITY SYSTEM OF GEORGIA





Housekeeping Items

- Please mute microphone when not speaking
- Following the webinar, we will send slides and the recording to all registrants.
- To ask questions, please use the “Chat” box in the lower right corner and moderator will monitor questions



CASSIE Research Team

- Research Team
 - Angela Bell (Co-PI), Associate Vice Chancellor of Research & Policy Analysis
 - Don Rubin (Co-PI), Professor Emeritus University of Georgia
 - Rachana Bhatt (Senior Scientist), Research & Policy Administration Manager
 - Darian Agnew (Graduate Research Assistant)





Agenda

- Context-reviewing the data ask
- Merging data sets using Excel and Access
- Experiences of a CASSIE school
- Q & A



Context

- CASSIE requests a single file detailing enrollment, demographics, and international education experiences
 - Template https://www.usg.edu/cassie/technical_guidance
- Challenge- data typically housed in different systems
 - Student enrollment and demographic in Student Information Systems like Banner
 - International Education Experiences in International Student Services software (Terra Dotta), Excel/Access, or paper records



Context

- How to combine data from different sources into one?
 - Option A: Integrate data systems
 - E.g. Terra Dotta and Banner can be integrated, allowing data from one system to be pulled into another
 - Most existing integration from SIS to TD
 - Challenges-Need to work with TD one on one to develop specs for integration, \$\$ and resources, how to get data on all students, not just those that studied abroad?
 - Option B: Merge data sets using Excel and Access
 - E.g. Get data from Banner and TD (or paper records) into Excel
 - Merge the data sets on student id and academic term and year
 - Challenges-how to merge? [Microsoft Access and Excel](#)



Merging Data-Content

Scope

Slide 8

Required Materials

Slide 9

Methodology

Slide 10

Phase I

(Slide 11 - 19)

Step 1 Open CASSIE Template file

Slide 12

Step 2 Insert Data Tables

Slide 13

Step 3 Convert Column Headers

Slide 16

Step 4 Rename and Save

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Step 1 Create new Access Database

Slide 21

Step 2 Import Data Tables

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Step 3 Set-up and Run SQL Query

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Step 4 Export Query Results

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Phase II

(Slide 20 – 34)



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Merging Data-Scope

Purpose

Assist CASSIE institutions with providing data submissions to research team pursuant to data sharing agreement

Objective

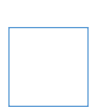
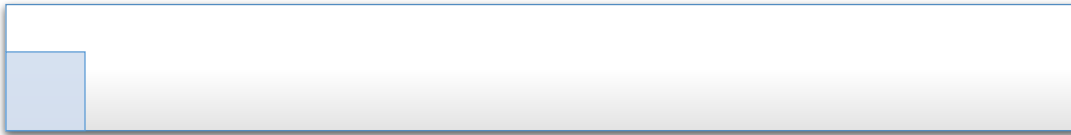
This document will provide technical support to institutions to facilitate successful merging of student academic records, education abroad participation records, and Title VI data into single template.

Deliverable

Completely populated (to the best extent possible) data template for submission to the CASSIE Research Team

Merging Data-Required Materials

Templates



Formatted CASSIE Data Template

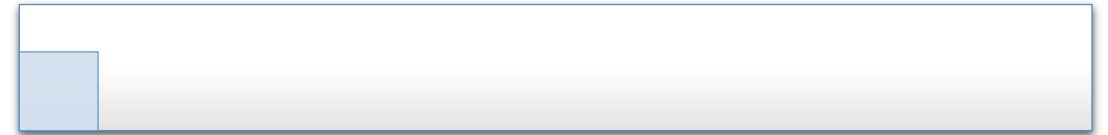
- Used to collect academic and education abroad participation records, and Title VI Status from partner Institutions



SQL Query

- The code to be copied and pasted into Microsoft Access to create the combined data table.

Data



Student Academic Performance Records

- Includes student demographic data

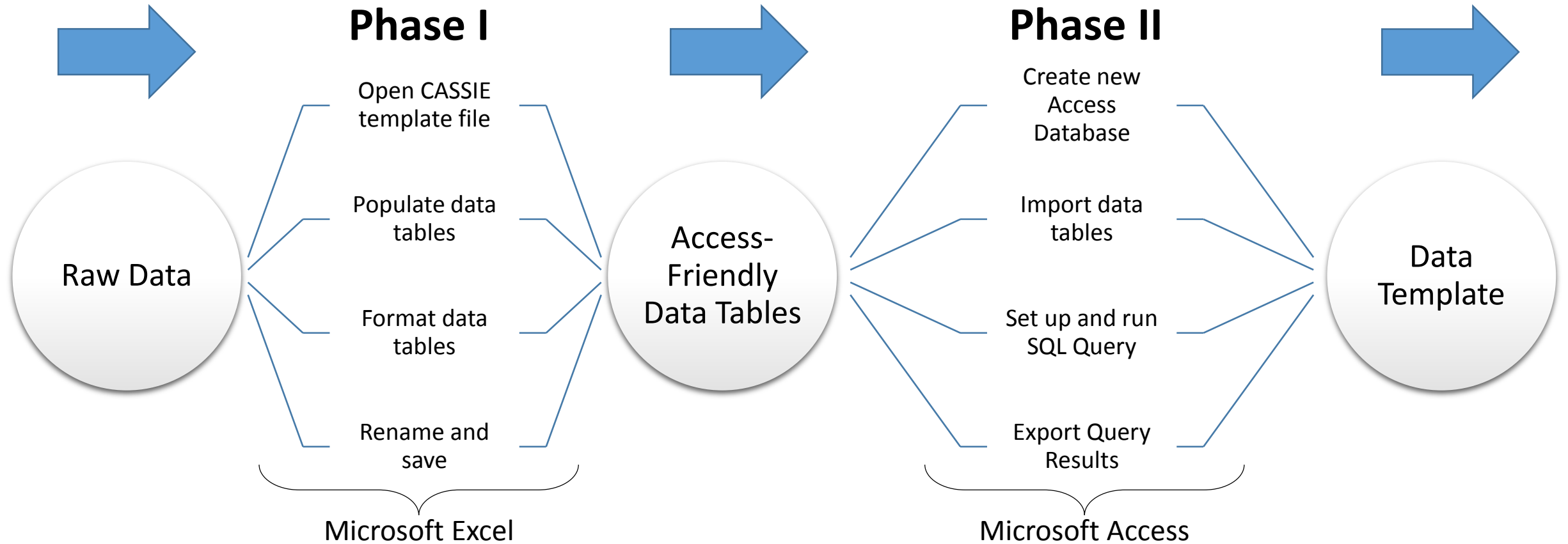


Education Abroad Participation Records



Title VI Status

Merging Data-Methodology



Methodology Assumes academic (incl. demographic), education abroad, Title VI data stored separately

Phase I

Required Software: Microsoft Excel



Step 1: Open CASSIE Template File

Tab 1 Data – Academics, Demographics

- Contains Student Academic Performance Records and demographic information by term
- Columns B – AK, AU – BS on CASSIE data template

Tab 2 Data - Education Abroad

- Contains student records of education abroad activities by term
- Columns B, E, F, AL – AR on CASSIE data template

Tab 3 Data - Title VI

- Contains records of Title VI program participation status of students
- Columns B, E, F, AS – AT on CASSIE data template

Note

Three tabs collectively represent data template provided on CASSIE website for schools

- - First column removed-
- - Additional row of data added to house Access-friendly headers-

Institutions will populate data into each tab

3 variables appear in each tab

- - Unique Identifier (studentid) -
- - Enrollment Term (enrollterm) -
- - Enrollment Year (enrollyear) -

Step 2: Populate Data Tables

Tab: Data–Academic, Demographics

| Unique Identifier | IPEDS Institutional ID | Academic Calendar | Enrollment Term | Enrollment Year | SAT Math | SAT Critical Reading/ SAT Verbal | SAT Writing | ACT English | ACT Math | ACT Reading | ACT Science | ACT Composite | High School GPA | School specific admission index like Freshman Index or HS Rank | IPEDS Race/Ethnicity Part 1: Are you Hispanic or Latino? | IPEDS Race/Ethnicity Part 2: Are you American Indian or Alaskan Native? | IPEDS Race/Ethnicity Part 3: Are you Asian or Pacific Islander? |
|-------------------|------------------------|-------------------|-----------------|-----------------|----------|----------------------------------|-------------|-------------|----------|-------------|-------------|---------------|-----------------|--|--|---|---|
| studentid | ipedsid | acadcalendar | enrollterm | enrollyear | sat_math | sat_crverb | sat_writ | act_engl | act_math | act_reading | act_sci | act_comp | hsgpa | comp_index | race_hisp | race_amind | race_aspac |
| 1 | 1 | 139940 | Semester | Fall | 2010 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 2 | 1 | 139940 | Semester | Spring | 2011 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 3 | 1 | 139940 | Semester | Fall | 2011 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 4 | 1 | 139940 | Semester | Spring | 2012 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 5 | 1 | 139940 | Semester | Fall | 2012 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 6 | 1 | 139940 | Semester | Spring | 2013 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 7 | 1 | 139940 | Semester | Summer | 2013 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 8 | 1 | 139940 | Semester | Fall | 2013 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No |
| 9 | 2 | 139940 | Semester | Fall | 2010 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 10 | 2 | 139940 | Semester | Spring | 2011 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 11 | 2 | 139940 | Semester | Fall | 2011 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 12 | 2 | 139940 | Semester | Spring | 2012 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 13 | 2 | 139940 | Semester | Fall | 2012 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 14 | 2 | 139940 | Semester | Spring | 2013 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 15 | 2 | 139940 | Semester | Fall | 2013 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 16 | 2 | 139940 | Semester | Spring | 2014 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No |
| 17 | 3 | 139940 | Semester | Fall | 2010 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No |

- First row of data (row 1) original column headers from CASSIE data template
- Second row of data contains Microsoft Access-friendly column headers

Step 2: Populate Data Tables

Tab: Data–Education Abroad

| Unique Identifier | Enrollment Term | Enrollment Year | Education Abroad | Education Abroad Location (add columns if education abroad took place in multiple countries; use naming convention Education Abroad Location 1, Education Abroad Location 2, etc.) | Education Abroad Location (add columns if education abroad took place in multiple countries; use naming convention Education Abroad Location 1, Education Abroad Location 2, etc.) | Education Abroad Location (add columns if education abroad took place in multiple countries; use naming convention Education Abroad Location 1, Education Abroad Location 2, etc.) | Education Abroad Location (add columns if education abroad took place in multiple countries; use naming convention Education Abroad Location 1, Education Abroad Location 2, etc.) | Education Abroad Location (add columns if education abroad took place in multiple countries; use naming convention Education Abroad Location 1, Education Abroad Location 2, etc.) |
|-------------------|-----------------|-----------------|------------------|--|--|--|--|--|
| | enrollterm | enrollyear | edabr_ind | edabr_loc1 | edabr_loc2 | edabr_loc3 | edabr_loc4 | edabr_loc5 |
| 1 | 1 | Fall | 2010 | Yes | 4305 | | | |
| 2 | 2 | Fall | 2010 | Yes | 7000 | | | |
| 3 | 3 | Fall | 2011 | Yes | 4151 | | | |
| 4 | 5 | Fall | 2010 | Yes | 3189 | | | |
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- First row of data (row 1) original column headers from CASSIE data template
- Second row of data contains Microsoft Access-friendly column headers

Step 2: Populate Data Tables

Tab: Data–Title VI

[illegible]

- First row of data (row 1) original column headers from CASSIE data template
- Second row of data contains Microsoft Access-friendly column headers

Step 3: Format Data Tables

Tab: Data–Academic, Demographics

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|-----------|---------|--------------|------------|------------|----------|------------|----------|----------|----------|-------------|---------|----------|-------|------------|-----------|------------|----|
| 1 | studentid | ipedsid | acadcalendar | enrollterm | enrollyear | sat_math | sat_crverb | sat_writ | act_engl | act_math | act_reading | act_sci | act_comp | hsgpa | comp_index | race_hisp | race_amind | ra |
| 2 | 1 | 139940 | Semester | Fall | 2010 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 3 | 1 | 139940 | Semester | Spring | 2011 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 4 | 1 | 139940 | Semester | Fall | 2011 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 5 | 1 | 139940 | Semester | Spring | 2012 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 6 | 1 | 139940 | Semester | Fall | 2012 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 7 | 1 | 139940 | Semester | Spring | 2013 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 8 | 1 | 139940 | Semester | Summer | 2013 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 9 | 1 | 139940 | Semester | Fall | 2013 | 510 | 600 | 580 | 28 | 26 | 22 | 24 | 25 | 3.22 | 12 | No | No | |
| 10 | 2 | 139940 | Semester | Fall | 2010 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 11 | 2 | 139940 | Semester | Spring | 2011 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 12 | 2 | 139940 | Semester | Fall | 2011 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 13 | 2 | 139940 | Semester | Spring | 2012 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 14 | 2 | 139940 | Semester | Fall | 2012 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 15 | 2 | 139940 | Semester | Spring | 2013 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 16 | 2 | 139940 | Semester | Fall | 2013 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 17 | 2 | 139940 | Semester | Spring | 2014 | 650 | 660 | 625 | 30 | 32 | 29 | 30 | 30 | 3.6 | | Yes | No | |
| 18 | 3 | 139940 | Semester | Fall | 2010 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 19 | 3 | 139940 | Semester | Spring | 2011 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 20 | 3 | 139940 | Semester | Fall | 2011 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 21 | 3 | 139940 | Semester | Spring | 2012 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 22 | 3 | 139940 | Semester | Summer | 2012 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 23 | 3 | 139940 | Semester | Fall | 2012 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 24 | 3 | 139940 | Semester | Spring | 2013 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 25 | 3 | 139940 | Semester | Fall | 2013 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |
| 26 | 3 | 139940 | Semester | Spring | 2014 | 500 | 490 | 515 | 21 | 20 | 24 | 22 | 23 | 3.05 | | Yes | No | |

- Delete row containing original column headers (row 1)
- Microsoft Access-friendly column headers move from row 2 to row 1

Step 3: Format Data Tables

Tab: Data–Education Abroad

| | | | | | | | | | |
|----|-----------|------------|------------|-----------|------------|------------|------------|------------|------------|
| A1 | | : | X | ✓ | fx | studentid | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | studentid | enrollterm | enrollyear | edabr_ind | edabr_loc1 | edabr_loc2 | edabr_loc3 | edabr_loc4 | edabr_loc5 |
| 2 | 1 | Fall | 2010 | Yes | 4305 | | | | |
| 3 | 2 | Fall | 2010 | Yes | 7000 | | | | |
| 4 | 3 | Fall | 2011 | Yes | 4151 | | | | |
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Data-Academic, Demographics

Data-Education Abroad

Data-Title VI

Combined

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- Delete row containing original column headers (row 1)
- Microsoft Access-friendly column headers move from row 2 to row 1

Step 3: Format Data Tables

Tab: Data–Title VI

| | | | | | | | | | | | | | | | | |
|----|-----------|------------|------------|-------------|---|---|---|---|---|---|---|---|---|---|--|--|
| A2 | | | | | | | | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | | |
| 1 | studentid | enrollterm | enrollyear | titlevi_ind | titlevi_prog | | | | | | | | | | | |
| 2 | 1 | Fall | 2010 | Yes | Centers for International Business Education | | | | | | | | | | | |
| 3 | 2 | Fall | 2010 | Yes | Language Resource Center | | | | | | | | | | | |
| 4 | 5 | Fall | 2010 | Yes | Foreign Language and Area Studies Fellowships | | | | | | | | | | | |
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| 25 | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | |

- Delete row containing original column headers (row 1)
- Microsoft Access-friendly column headers move from row 2 to row 1

Step 4: Rename and Save

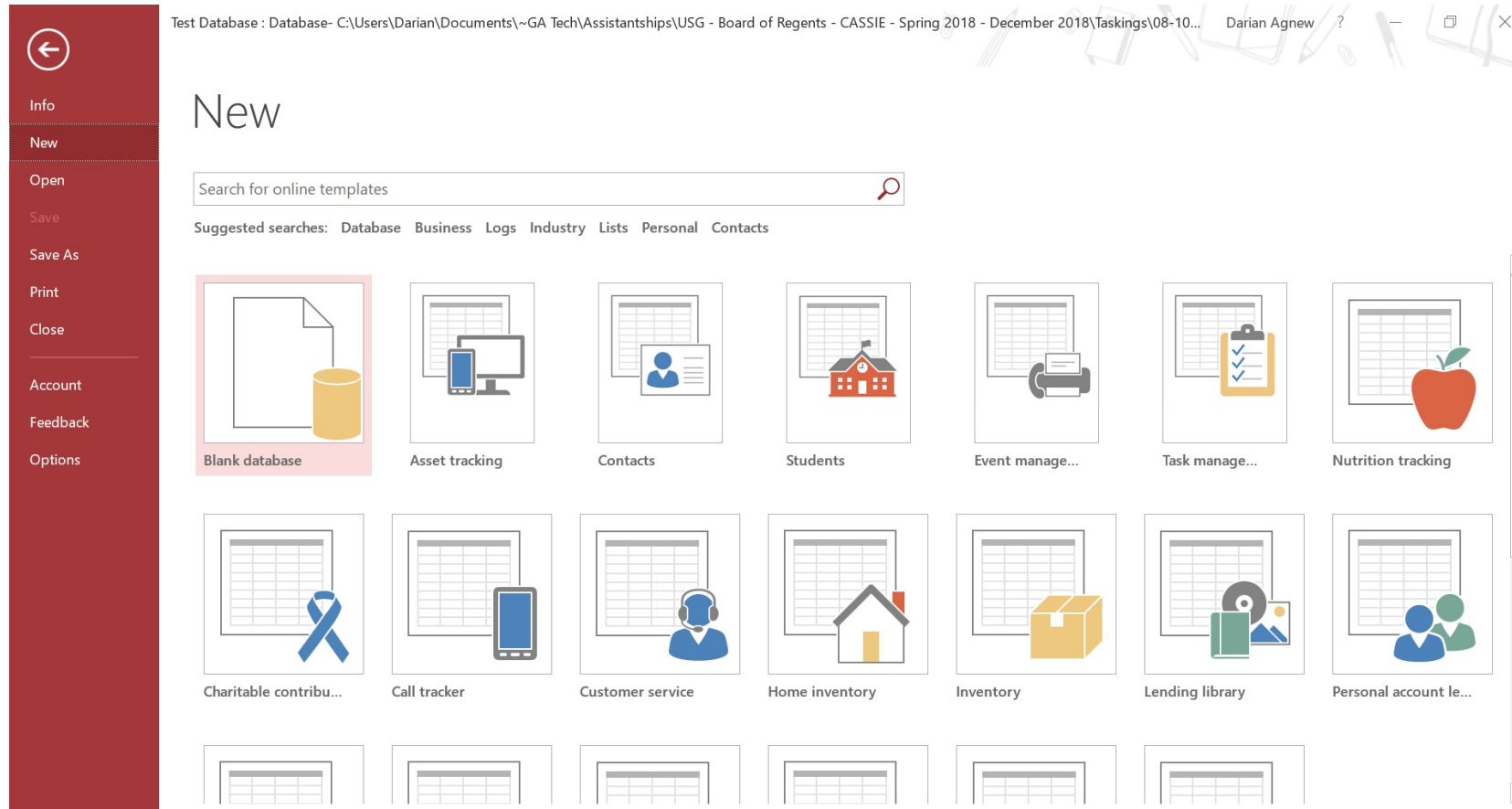
- Save and rename file as appropriate
- You are now ready for Phase II!

Phase II

Required Software: Microsoft Access

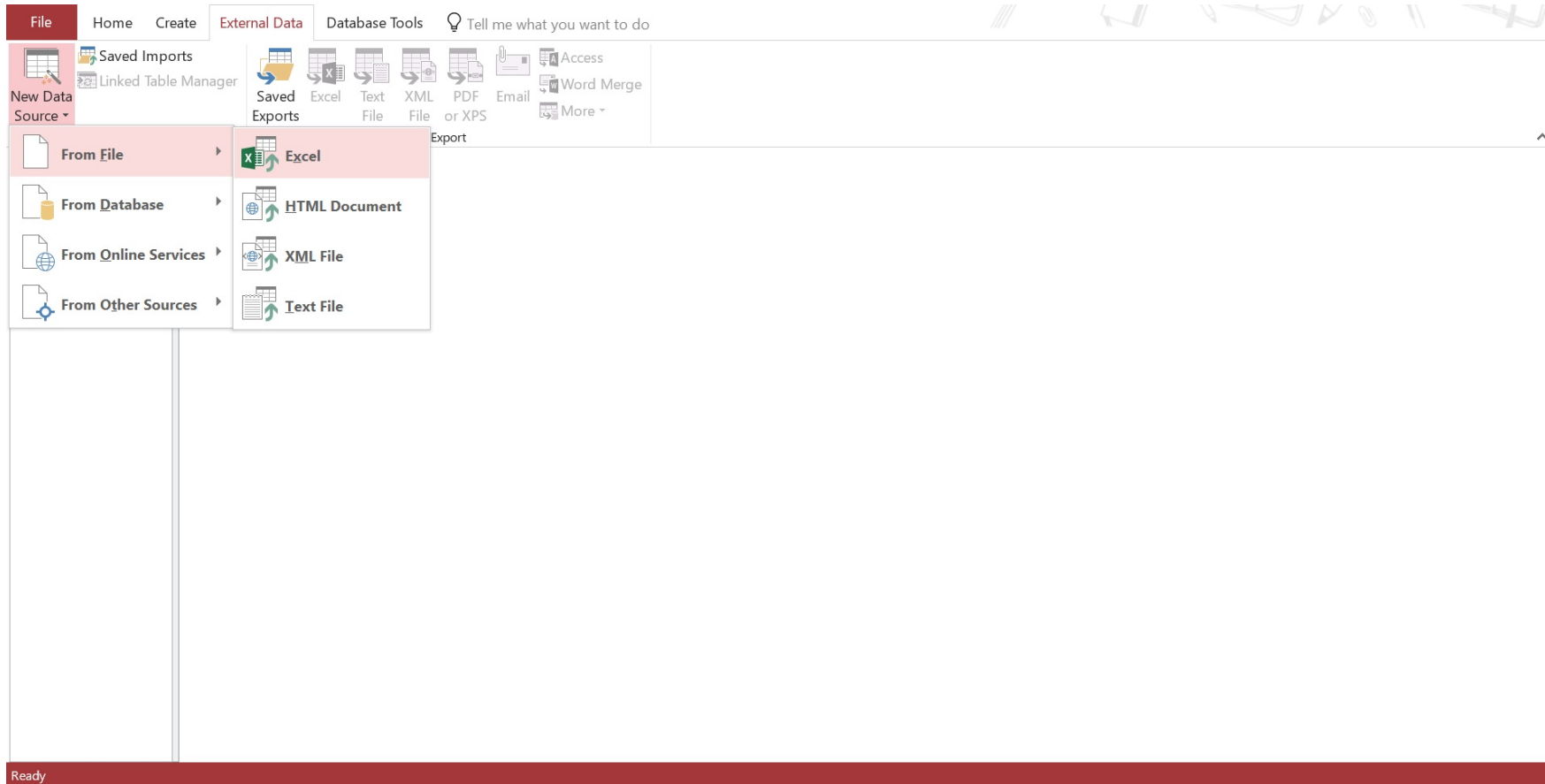


Step 1: Create New Access Database



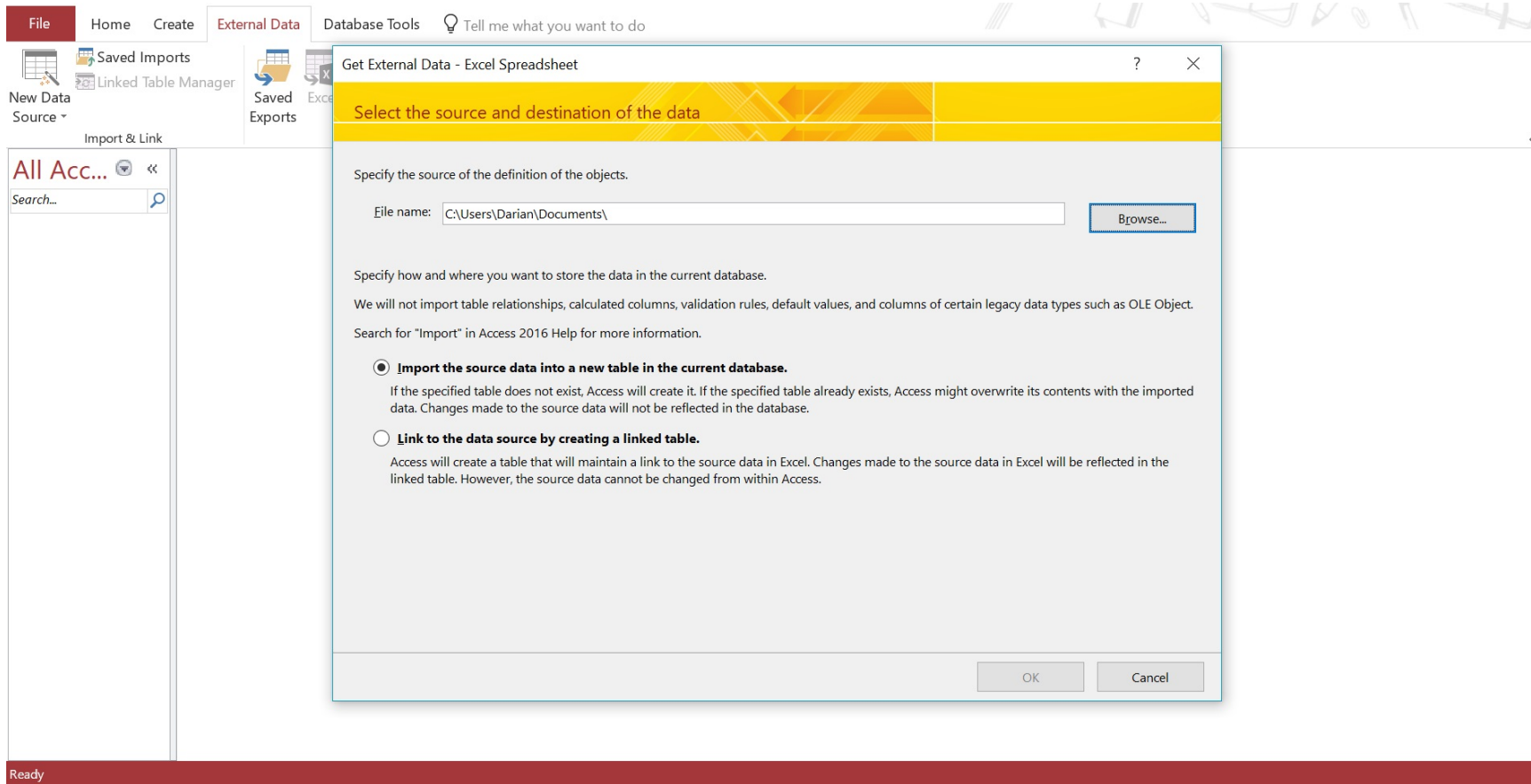
- Open Microsoft Access Program
- Select Blank Database Option
- You should see a screen with two empty window panes

Step 2: Import Data Tables



- On the top banner, select **External Data**
- Next, select **New Data** source, **From File**, **Excel**
- A window will pop up giving you the option to select the appropriate Excel File

Step 2: Import Data Tables



- Click the **Browse** button to navigate to Excel file created from Phase 1, Step 4
- Double-click on appropriate Excel file
- Do not change default settings
- Settings should default to **Import the source data into a new table in the current database**

Step 2: Import Data Tables

File Home Create External Data

Import Spreadsheet Wizard

Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?

☒ Show Worksheets
☐ Show Named Ranges

Data - Academic, Demographics
Data - Education Abroad
Data - Title VI

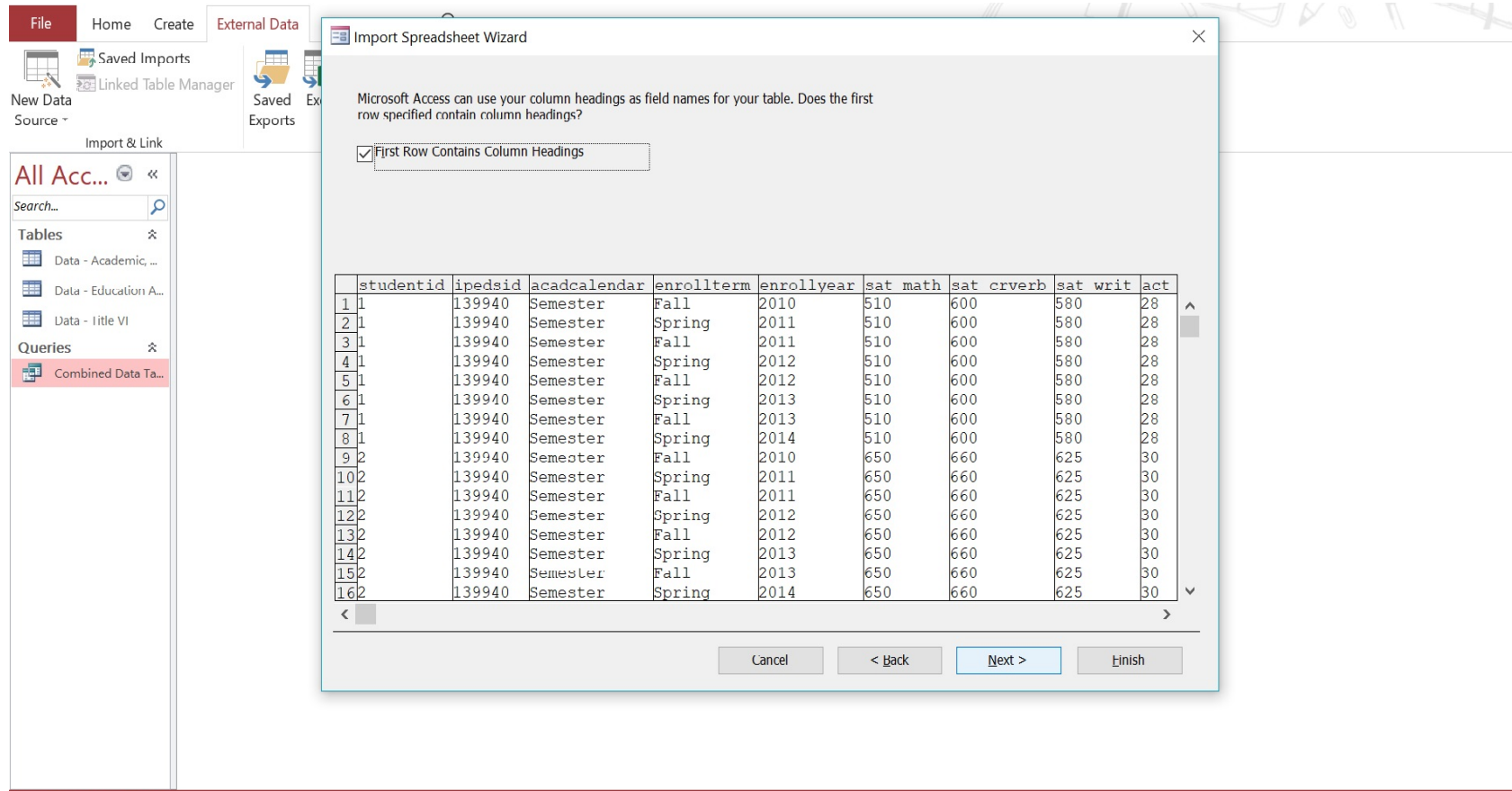
Sample data for worksheet 'Data - Academic, Demographics'.

| | studentid | ipedsid | acadcalendar | enrollterm | enrollyear | sat_math | sat_crverb | sat_writ | act |
|----|-----------|---------|--------------|------------|------------|----------|------------|----------|-----|
| 1 | | | | | | | | | |
| 2 | 1 | 139940 | Semester | Fall | 2010 | 510 | 600 | 580 | 28 |
| 3 | 1 | 139940 | Semester | Spring | 2011 | 510 | 600 | 580 | 28 |
| 4 | 1 | 139940 | Semester | Fall | 2011 | 510 | 600 | 580 | 28 |
| 5 | 1 | 139940 | Semester | Spring | 2012 | 510 | 600 | 580 | 28 |
| 6 | 1 | 139940 | Semester | Fall | 2012 | 510 | 600 | 580 | 28 |
| 7 | 1 | 139940 | Semester | Spring | 2013 | 510 | 600 | 580 | 28 |
| 8 | 1 | 139940 | Semester | Fall | 2013 | 510 | 600 | 580 | 28 |
| 9 | 1 | 139940 | Semester | Spring | 2014 | 510 | 600 | 580 | 28 |
| 10 | 2 | 139940 | Semester | Fall | 2010 | 650 | 660 | 625 | 30 |
| 11 | 2 | 139940 | Semester | Spring | 2011 | 650 | 660 | 625 | 30 |
| 12 | 2 | 139940 | Semester | Fall | 2011 | 650 | 660 | 625 | 30 |
| 13 | 2 | 139940 | Semester | Spring | 2012 | 650 | 660 | 625 | 30 |
| 14 | 2 | 139940 | Semester | Fall | 2012 | 650 | 660 | 625 | 30 |
| 15 | 2 | 139940 | Semester | Spring | 2013 | 650 | 660 | 625 | 30 |
| 16 | 2 | 139940 | Semester | Fall | 2013 | 650 | 660 | 625 | 30 |

Cancel < Back Next > Finish

- New window will appear, listing names to tabs in excel file as well as a preview of data records and fields on the selected tab
- Do not change default settings on this screen
- Before clicking **Next**, ensure the **Data – Academics, Demographics** tab is highlighted.

Step 2: Import Data Tables



- Ensure the **First Row Contains Column Headings** option is selected.
- Click **Next**
- Click **Next** again

Step 2: Import Data Tables

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

☐ Let Access add primary key.

☐ Choose my own primary key.

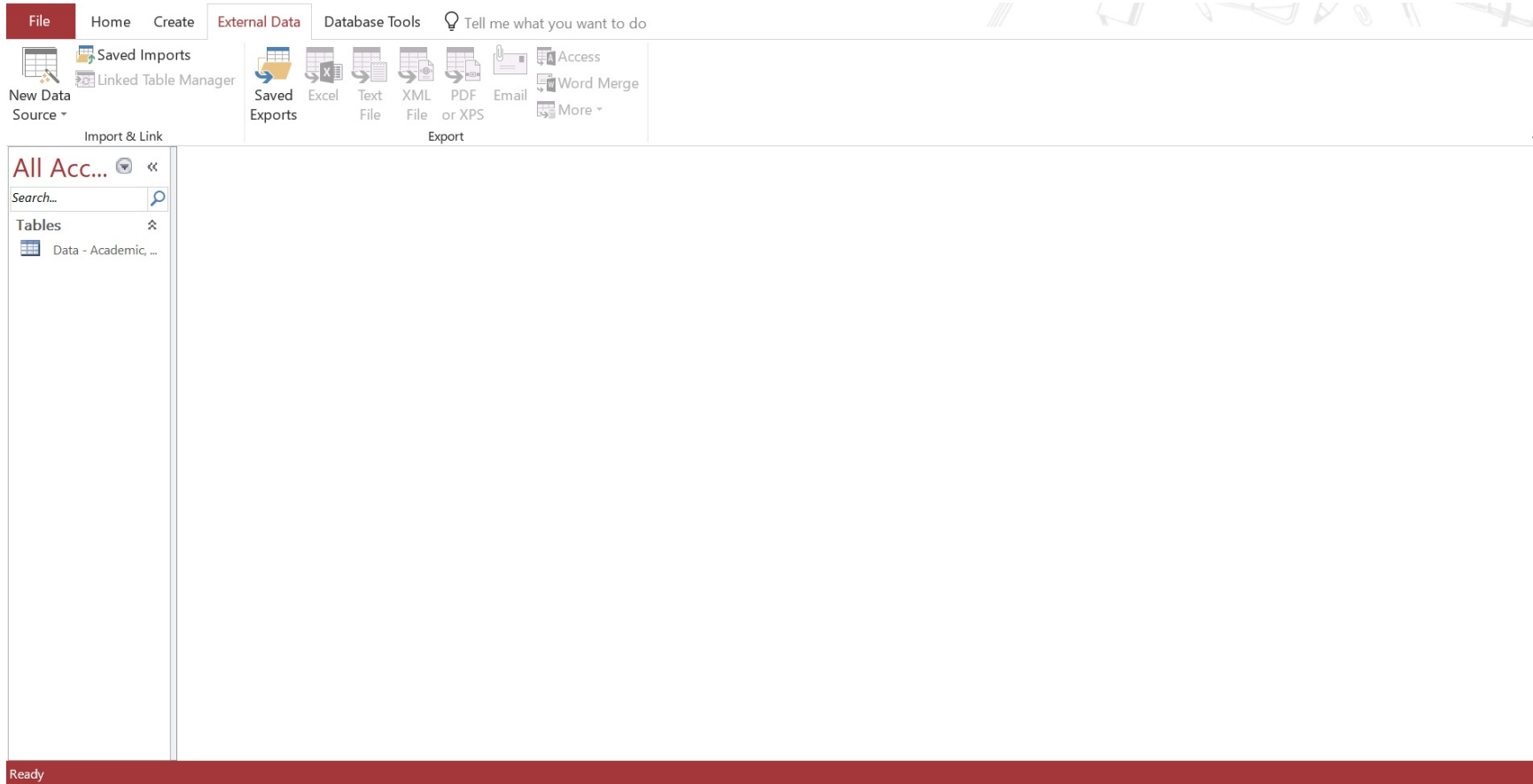
☒ No primary key.

| | SR ID 1 | SR ID 2 | SR Term 1 | SR Term 2 | SR Term 3 |
|----|---------|---------|-----------|-----------|-----------|
| 1 | 1 | 139940 | Semester | Fall | 2010 |
| 2 | 1 | 139940 | Semester | Spring | 2011 |
| 3 | 1 | 139940 | Semester | Fall | 2011 |
| 4 | 1 | 139940 | Semester | Spring | 2012 |
| 5 | 1 | 139940 | Semester | Fall | 2012 |
| 6 | 1 | 139940 | Semester | Spring | 2013 |
| 7 | 1 | 139940 | Semester | Fall | 2013 |
| 8 | 1 | 139940 | Semester | Spring | 2014 |
| 9 | 2 | 147035 | Semester | Fall | 2010 |
| 10 | 2 | 147035 | Semester | Spring | 2011 |
| 11 | 2 | 147035 | Semester | Fall | 2011 |
| 12 | 2 | 147035 | Semester | Spring | 2012 |
| 13 | 2 | 147035 | Semester | Fall | 2012 |
| 14 | 2 | 147035 | Semester | Spring | 2013 |
| 15 | 2 | 147035 | Semester | Fall | 2013 |
| 16 | 2 | 147035 | Semester | Spring | 2014 |

Cancel < Back Next > Finish

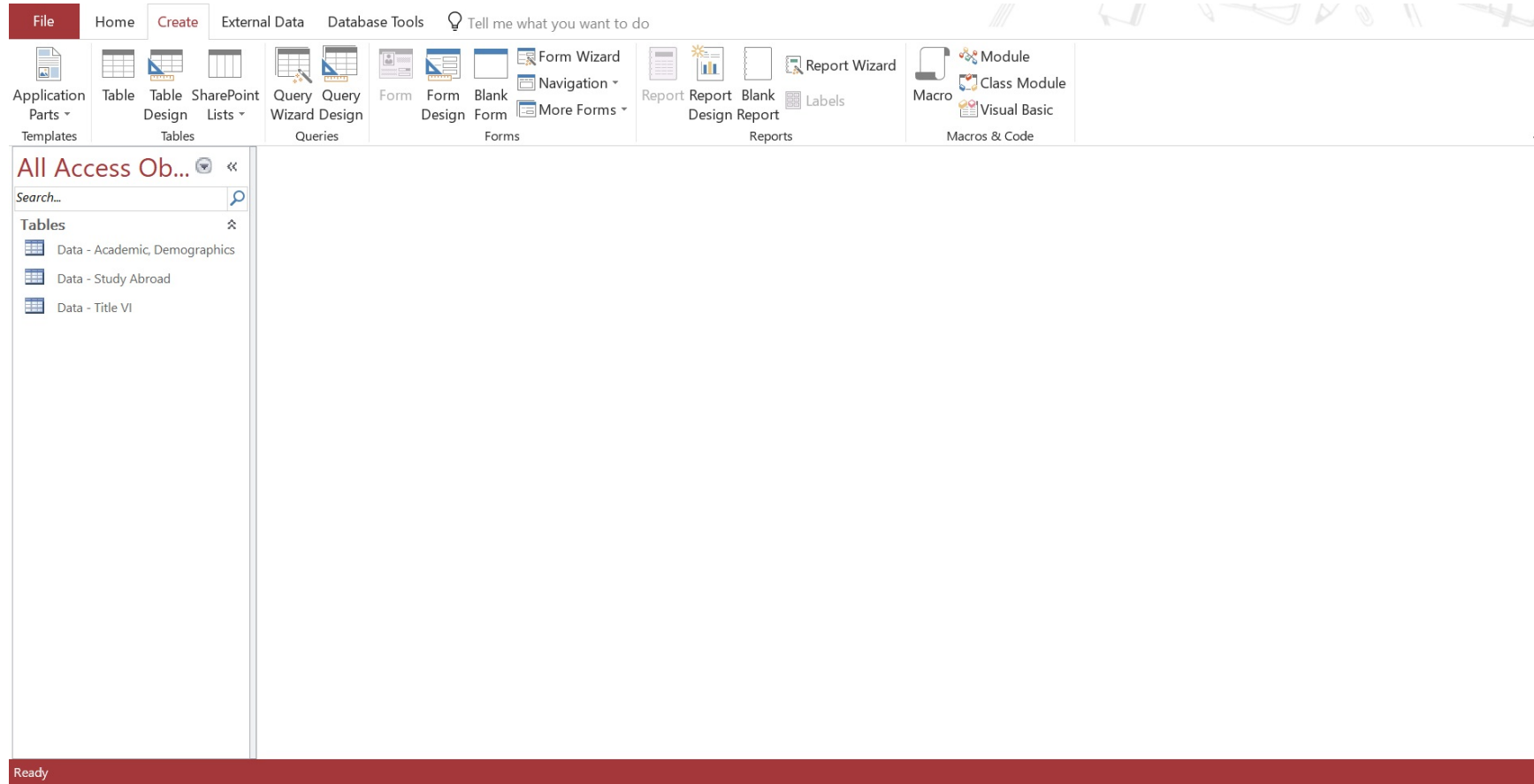
- Select the **No primary key** option.
- Click **Next**
- Click **Next** again
- Click **Close**

Step 2: Import Data Tables



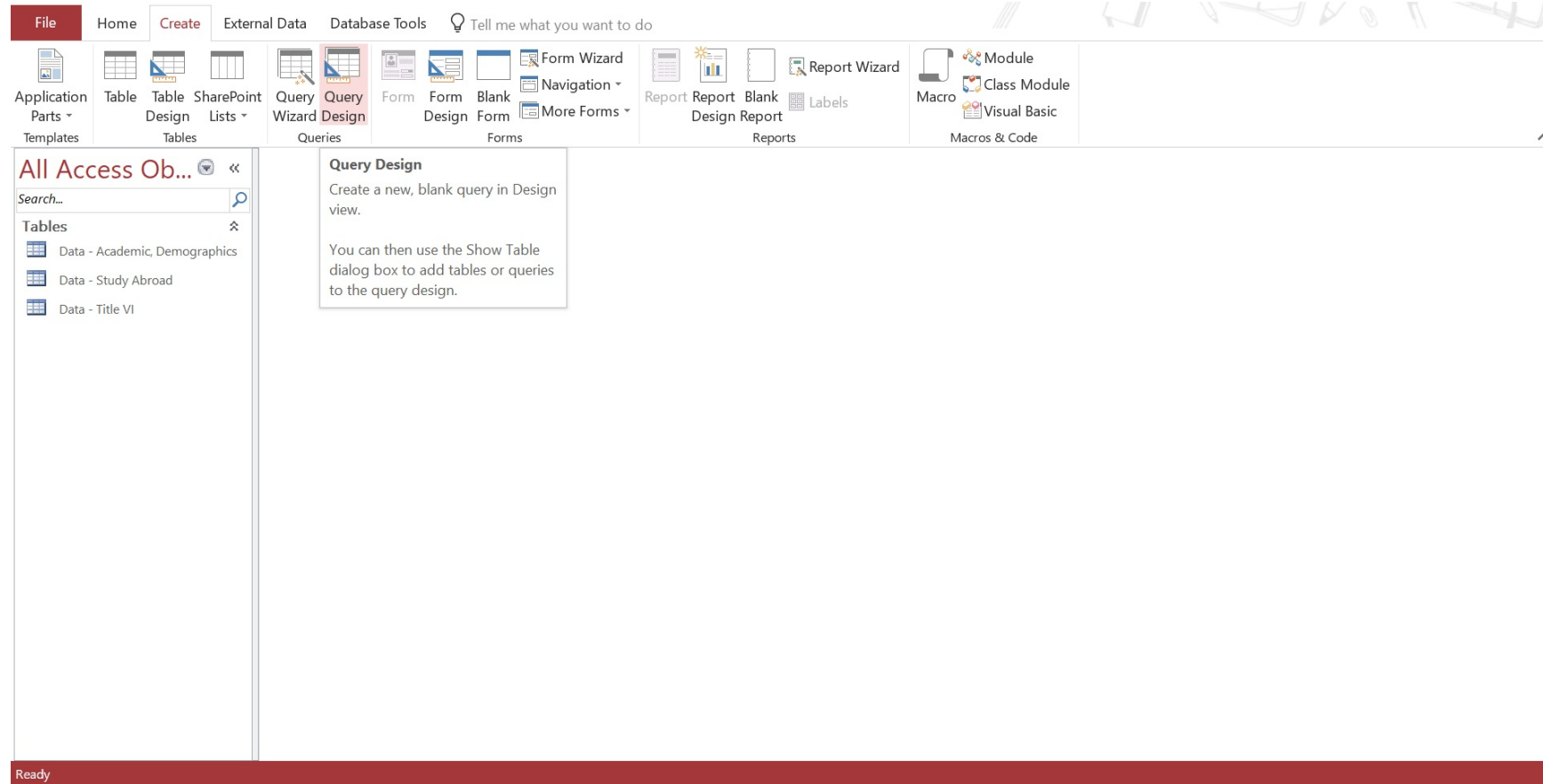
- A new table will appear with the same name as the Excel file imported
- Repeat these steps for the next two Tabs

Step 2: Import Data Tables



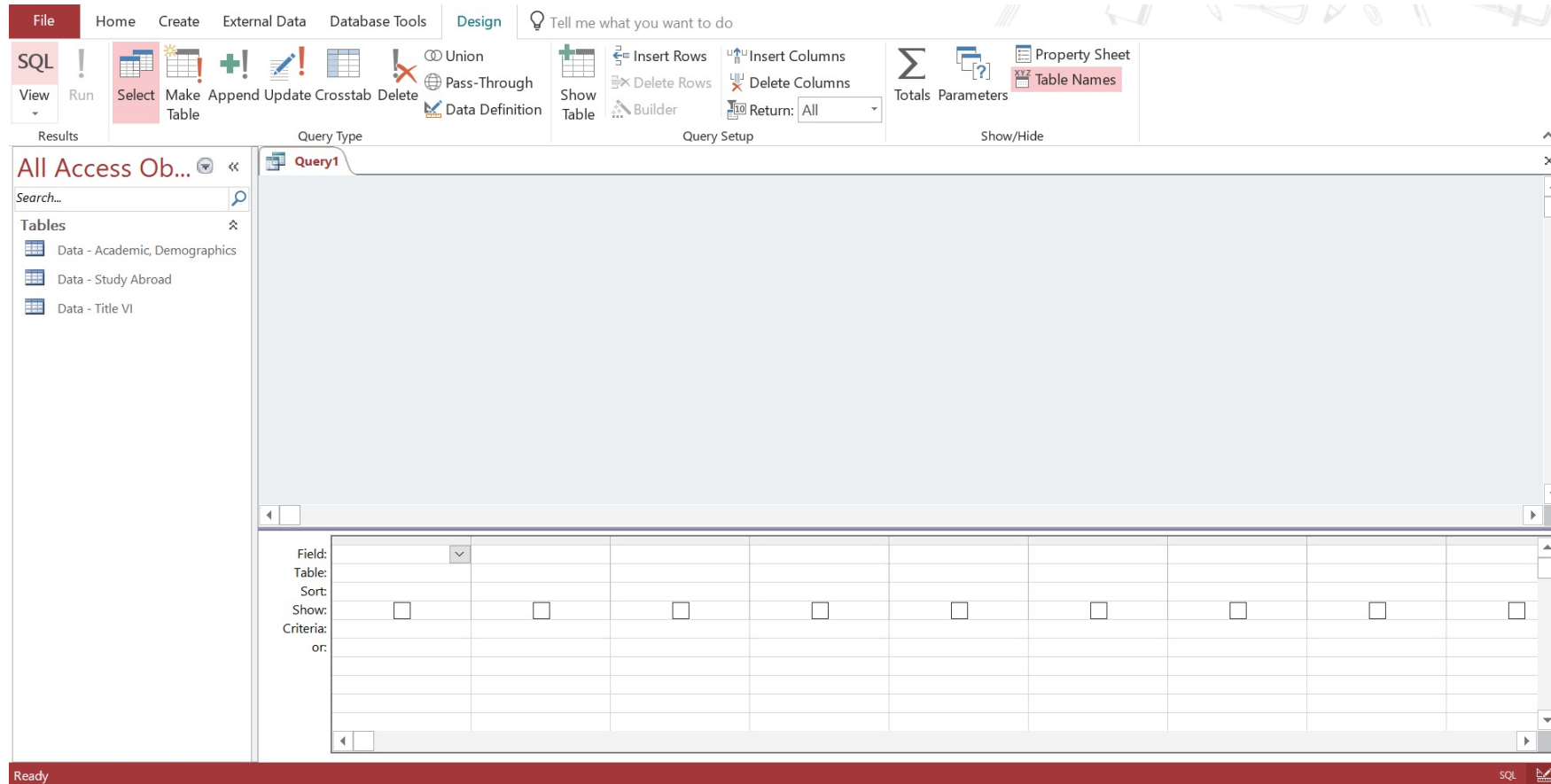
- When all data tables have been imported, this is how the Access screen should appear

Step 3: Set-up and Run SQL Query



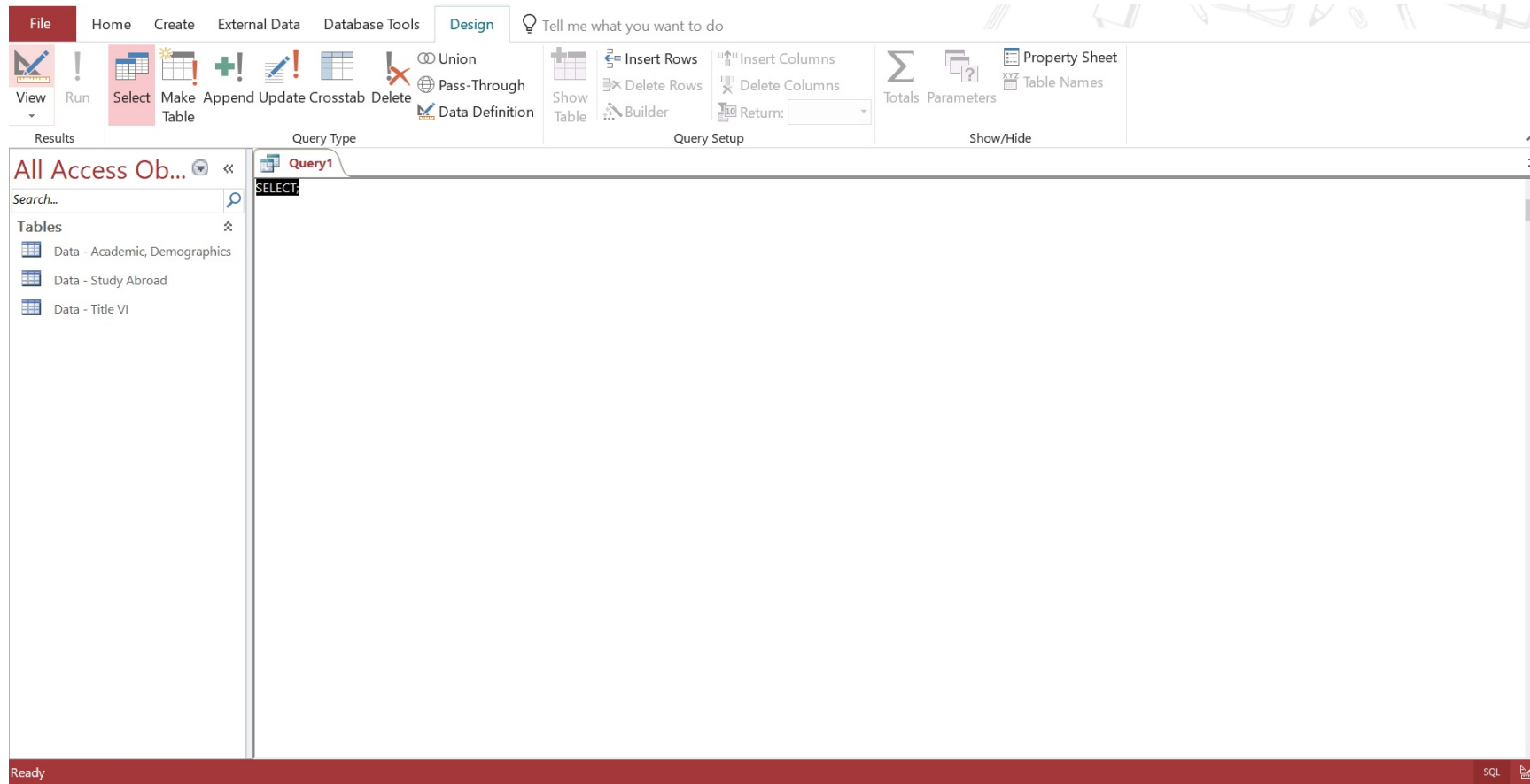
- From the top of banner, under the **Create** tab, select **Query Design**

Step 3: Set-up and Run SQL Query



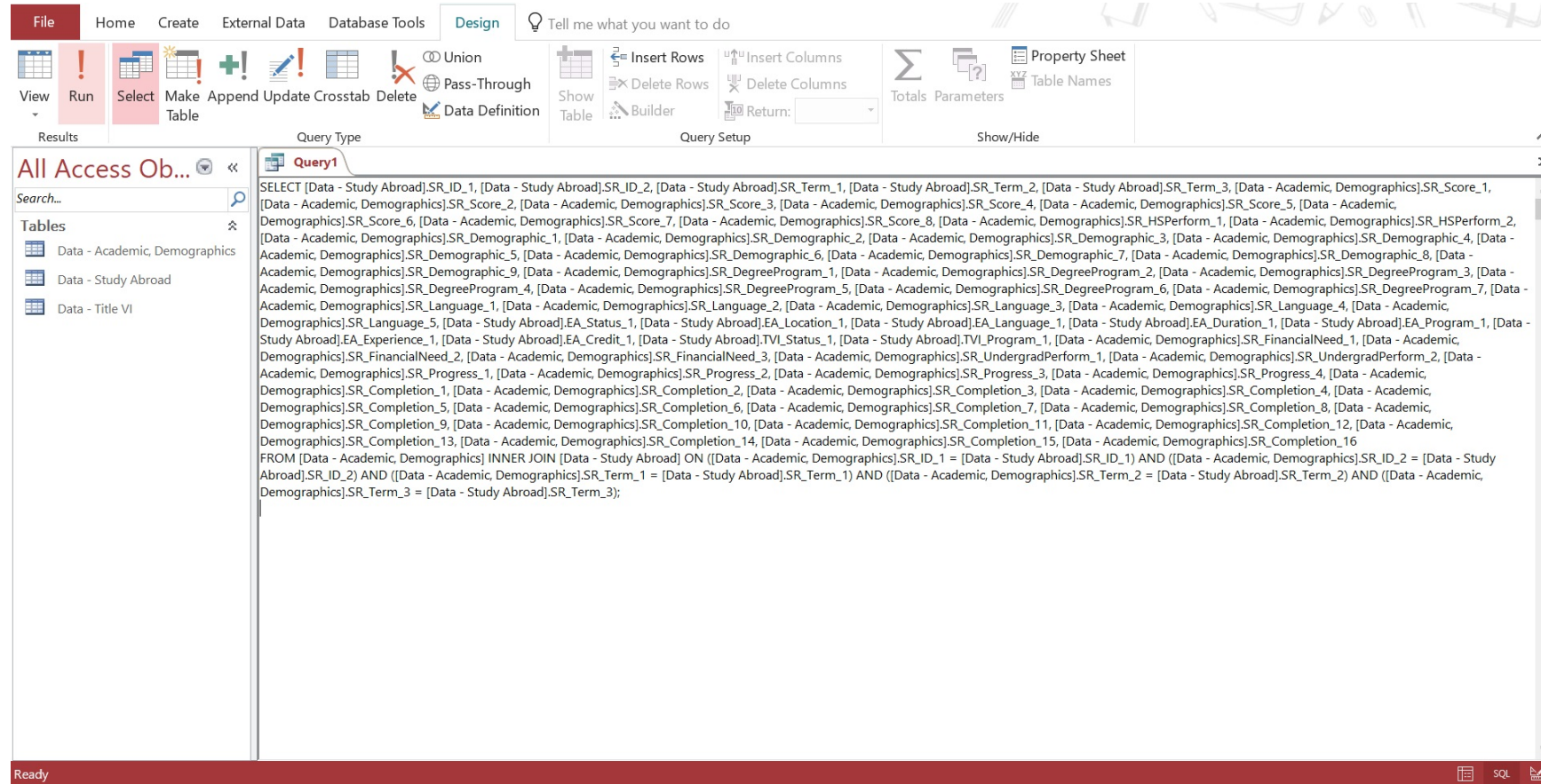
- A window will automatically pop up on the screen. [Close this window](#)
- A tab will also automatically open and will be labeled [Query1](#)
- On the top right of the banner under [Design](#), click [SQL](#)

Step 3: Set-up and Run SQL Query



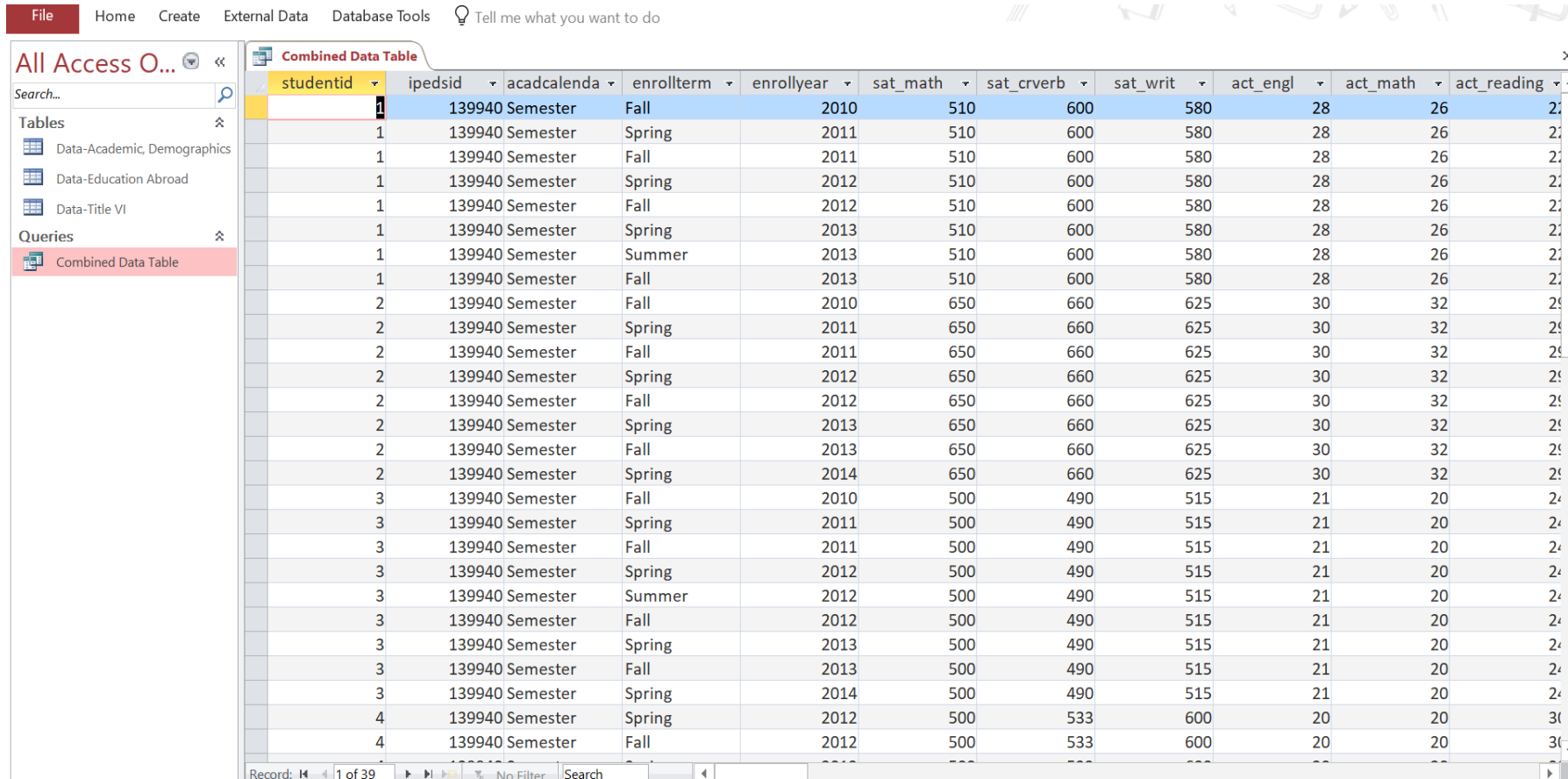
- A blank screen will open up on the left window pane
- Copy and Paste the SQL code provided into this screen.
- The SQL code will be used to execute the merge operation
- The SQL code will complete the merge operation using 3 variables: **Unique Identifier**, **Enrollment Term**, and **Enrolment Year**

Step 3: Set-up and Run SQL Query



- On the banner towards the right, select the **Run** button

Step 3: Set-up and Run SQL Query

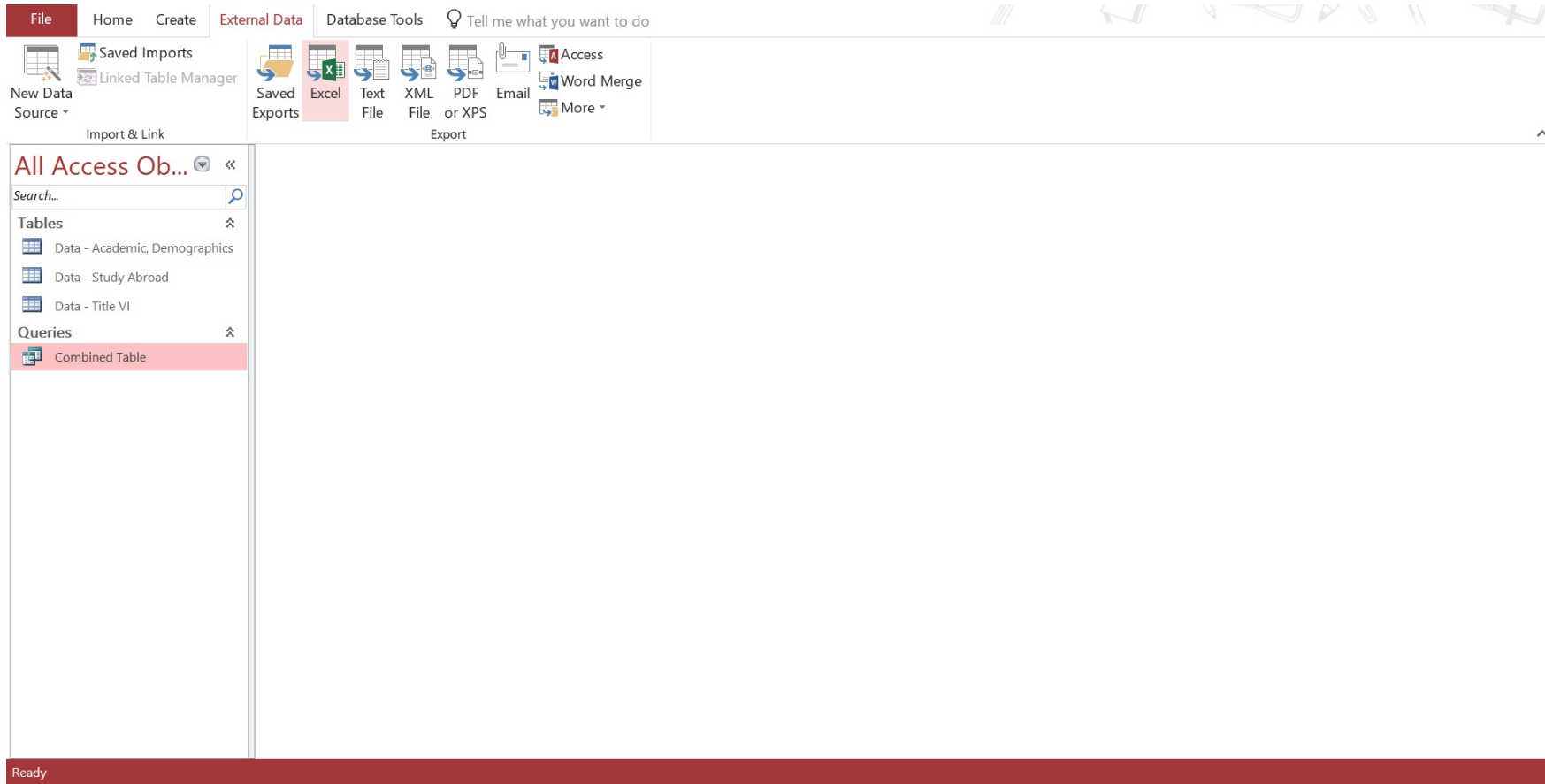


The screenshot shows the Microsoft Access interface. On the left, the 'All Access Objects' pane is visible, showing a list of tables and queries. The 'Combined Data Table' is highlighted under the 'Queries' section. The main window displays the data in a table view. The table has 11 columns: studentid, ipedsid, acadcalenda, enrollterm, enrollyear, sat_math, sat_crverb, sat_writ, act_engl, act_math, and act_reading. The data is organized by studentid, with each student having multiple rows for different semesters and years. The first student (studentid 1) has 6 rows, the second (studentid 2) has 6 rows, the third (studentid 3) has 6 rows, and the fourth (studentid 4) has 2 rows. The total number of records is 39.

| studentid | ipedsid | acadcalenda | enrollterm | enrollyear | sat_math | sat_crverb | sat_writ | act_engl | act_math | act_reading |
|-----------|---------|-------------|------------|------------|----------|------------|----------|----------|----------|-------------|
| 1 | 139940 | Semester | Fall | 2010 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Spring | 2011 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Fall | 2011 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Spring | 2012 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Fall | 2012 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Spring | 2013 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Summer | 2013 | 510 | 600 | 580 | 28 | 26 | 26 |
| 1 | 139940 | Semester | Fall | 2013 | 510 | 600 | 580 | 28 | 26 | 26 |
| 2 | 139940 | Semester | Fall | 2010 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Spring | 2011 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Fall | 2011 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Spring | 2012 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Fall | 2012 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Spring | 2013 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Fall | 2013 | 650 | 660 | 625 | 30 | 32 | 29 |
| 2 | 139940 | Semester | Spring | 2014 | 650 | 660 | 625 | 30 | 32 | 29 |
| 3 | 139940 | Semester | Fall | 2010 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Spring | 2011 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Fall | 2011 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Spring | 2012 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Summer | 2012 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Fall | 2012 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Spring | 2013 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Fall | 2013 | 500 | 490 | 515 | 21 | 20 | 24 |
| 3 | 139940 | Semester | Spring | 2014 | 500 | 490 | 515 | 21 | 20 | 24 |
| 4 | 139940 | Semester | Spring | 2012 | 500 | 533 | 600 | 20 | 20 | 30 |
| 4 | 139940 | Semester | Fall | 2012 | 500 | 533 | 600 | 20 | 20 | 30 |

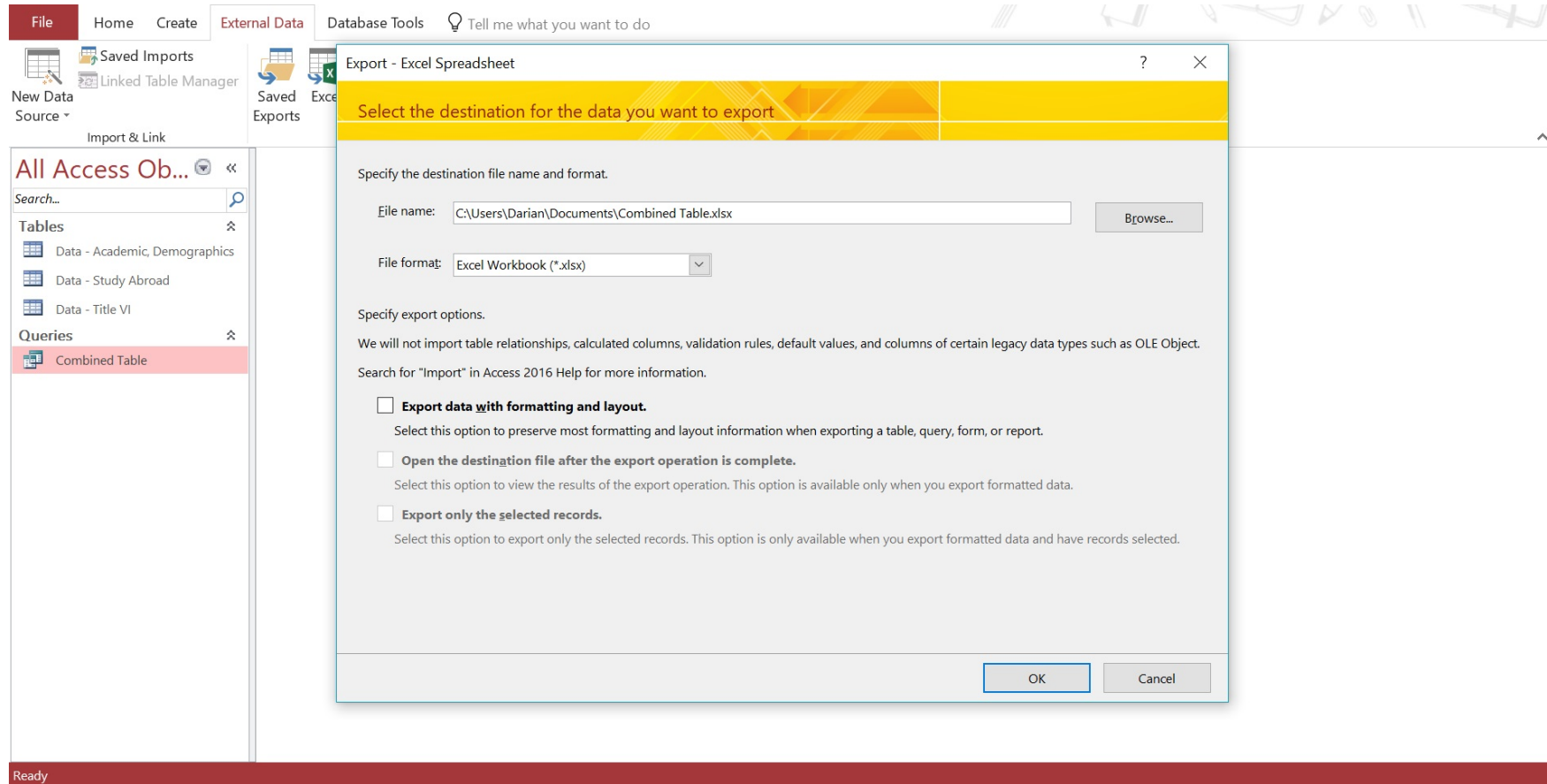
- The results of the query will be displayed in the left window pane.
- Click the **x** located below the banner towards the right. The prompt will ask you to save and give you the opportunity to name the Query.
- Name the query as appropriate

Step 4: Export Query Results



- The results of the query should yield a fully populated ([to the extent available](#)) CASSIE data template
- Be sure the query is highlighted in the window on the left
- On the top banner under the [External Data](#) tab, click, the [Excel](#) Button

Step 4: Export Combined Data Table



- This window will pop up
- Click the **Browse** button and select the destination for the output table
- Click **OK**



CASSIE Member Experience

- Cathy Ficznier, Student Records Manager and Technology Coordinator at University of South Carolina Study Abroad Office
- USC Study Abroad Student Records Database—Symplcity by Horizons
 - Coming Soon—Mobility Online
- USC Institutional Research Outreach
- Challenges
 - Before/After Symplcity and Banner Integration
 - Manual manipulation of data



Questions

- Open Q & A
- Merging data using Excel and Access
 - Darian Agnew darian.agnew@usg.edu
- General questions about CASSIE
 - Don, Angie, Rachana or Darian at cassie@usg.edu

