User Guide
Curriculum Inventory Reporting (CIR)
External Site Code Information System

Version 2.0

**Office of Information and
Instructional Technology**

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CIR External Site Code Information System
User Guide

Introduction

Purpose of the system

External Site Codes are used by the Curriculum Inventory Reporting (CIR) system to identify sites where courses are taught beyond the boundaries of an institution's local campus. The CIR External Site Code Information System provides the ability to query external site code data.

This Document

The objective of this document is to introduce the system and explain the use of the system's functions, including:

- Navigating the system

- Viewing complete lists of external sites

- Executing limited queries by institution name, site name, or site code to create a smaller view of the data.

- Executing complex queries to further limit the view of external site data.

- Creating and downloading a list of external site codes for use with Microsoft Excel.

- Creating a list of external site codes in ASCII format.

Basic Navigation

Throughout the CIR External Site Code Information System, a BOR house icon is located in the upper left corner of the page. Clicking the BOR house icon returns you to the Main Menu for this system.

Using the CIR External Site Code Information System

**Access
the
System**

Choose the "External Site Data Base" menu item from the following URL to access the system:

http://www.usg.edu/admin/planning/cir/

Note

Bookmark this URL for quicker access to the site.

**Main
Menu**

The Main Menu provides options to list and query external site code data.

List by Institution	Display a list of external sites in order by institution.
List by Site Name	Display a list of external sites in order by site name
Query by Institution	Perform a query to view a list of external sites for selected institutions.
Query Site Name or Site Code	Perform a query limiting the list of external sites to selected site names or site codes.
Query by any Data Element	Perform a query limiting the list of external sites by one or more data elements.

List by Institution

To view a list of external sites by institution, select **List by Institution**. The report results are displayed.

Institution Name	Site Code	Site Name	Site City	Site State	Site County	Site Country	Site First Year	Degree	Continuing Education	Certification	Post-secondary Option	Active From Term	Active To Term
A.B.A.C.	408110	WORTH COUNTY BOARD OF EDUCATION	SYLVESTER	GA	137	US	2002	N	N	N	Y	20031	99999
A.B.A.C.	403850	BERRIEN COUNTY HIGH SCHOOL	NASHVILLE	GA	137	US	2002	N	N	N	Y	20031	99999
A.B.A.C.	300700	EAST CENTRAL GA TECH	FITZGERALD	GA	137	US	1987	Y	N	N	N	00000	99999
A.B.A.C.	200020	ABAC-ON-THE-SQUARE	MOULTRIE	GA	137	US	1987	Y	Y	N	Y	00000	99999
A.B.A.C.	203290	SOUTH GA. REGIONAL EDUC. CONSORTIUM	VALDOSTA	GA	137	US	1998	N	N	N	N	00000	99999
A.B.A.C.	001599	VALDOSTA STATE U	VALDOSTA	GA	137	US	1987	Y	N	N	N	00000	99999
A.B.A.C.	704300	GOLDEN ISLES MARINA	ST. SIMONS ISLAND	GA	137	US	1999	N	N	N	N	00000	99999
A.B.A.C.	604330	MOULTRIE PUBLIC LIBRARY	MOULTRIE	GA	137	US	1999	N	N	N	N	00000	99999
A.B.A.C.	400800	FITZGERALD HS	FITZGERALD	GA	137	US	1996	N	N	N	Y	00000	99999
A.B.A.C.	402230	WILCOX COUNTY HS	ROCHELLE	GA	137	US	1996	N	N	N	Y	00000	99999

Next

The **List by Institution** option displays ten records per page. Click the **Next** button to view the next ten records.

When records beyond the initial ten records are displayed, a **Previous** button is available to navigate backwards through the list.

When you are finished browsing the list, click the BOR house icon in the upper left corner of the screen to return to the Main Menu.

List by Site Name

To view a list of external sites by site name, select **List by Site Name**. The report results are displayed.

Site Code	Site Name	Institution Name	Site City	Site State	Site County	Site Country	First Year	Degree	Continuing Education	Certification	Post-secondary Option	Active From Term	Active To Term
001541	ABAC	Albany State Univ.	TIFTON	GA	047	US	1989	Y	N	N	N	00000	99999
001541	ABAC	Columbus State Univ.	TIFTON	GA	106	US	2000	N	N	N	N	20012	99999
001541	ABAC	Fort Valley S. Univ.	TIFTON	GA	111	US	2001	N	N	N	N	20014	99999
001541	ABAC	GA SW. State Univ.	TIFTON	GA	129	US	1990	Y	N	N	N	00000	99999
001541	ABAC	Macon State College	TIFTON	GA	011	US	2003	N	N	N	N	20034	99999
001541	ABAC	Univ. of Ga.	TIFTON	GA	029	US	2001	N	N	N	Y	20021	99999
001541	ABAC	Val. St. Univ.	TIFTON	GA	092	US	1987	N	N	N	N	00000	99999
001543	DARTON COLLEGE	Albany State Univ.	ALBANY	GA	047	US	2003	Y	N	N	N	20041	99999

Next

The **List by Site Name** option displays eight records per page. Click the **Next** button to view the next eight records.

When records beyond the initial eight records are displayed, a **Previous** button is available to navigate backwards through the list.

When you are finished browsing the list, click the BOR house icon in the upper left corner of the screen to return to the Main Menu.

Query by Institution

To limit the list of external sites to one institution, select **Query by Institution**.

Report Parameters By Institution

Select the values from the drop-down menus and click on 'Run Report' or 'Reset'.

Run Report   Reset

QUERY
Institution

OTHERS
Output Format HTML

There are two pull down lists next to the **Institution** label. Use the first pull down list to choose an operator for querying the data.

Important: Because this menu item is for the purpose of selecting a single institution, always choose '=' from this list.

Use the second pull down list and choose an institution. Use the scroll bar in the list to move through the list of institutions.

Once an institution has been selected, you must choose the output format for the list. Three formats are available:

HTML   Displays the information on the screen in the same manner as List by Institution and List by Site.

Excel   Saves the information in a Microsoft Excel spreadsheet. You are asked to designate the location in which to save.

ASCII   Displays the information on the screen as a straight list of data with little formatting.

Click the **Run Report** button.

Use the **Reset** button anytime during the selection process to clear out all the selection criteria and begin again.
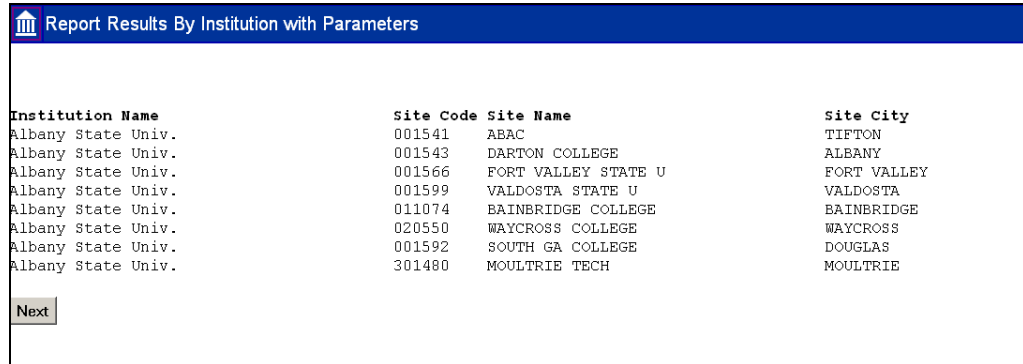
Query
Results

HTML
Results

If the HTML format is selected, the first ten records of the report will display. The **Next** and **Previous** buttons work the same as for the List by Institution and List by Site Name menu items.
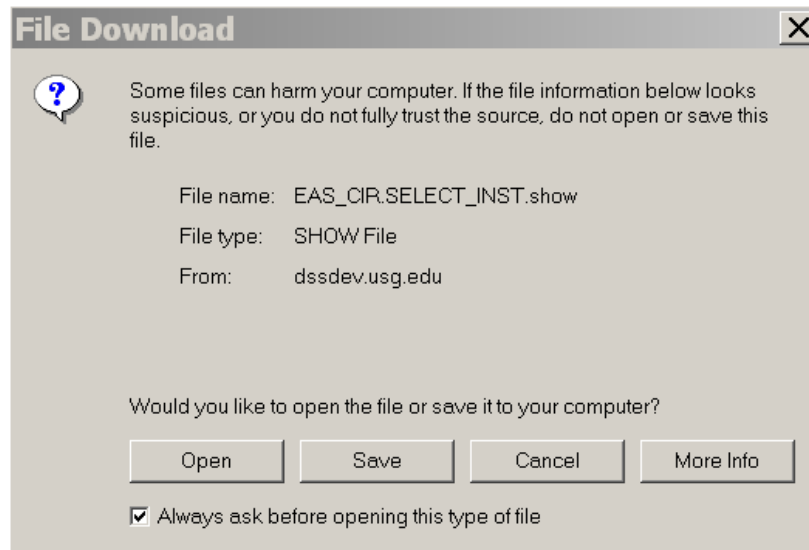

Institution Name	Site Code	Site Name	Site City	Site State	Site County	Site Country	First Year	Degree	Continuing Education	Certification	Post-secondary Option	Active From Term	Active To Term
Albany State Univ.	001541	ABAC	TIFTON	GA	047	US	1989	Y	N	N	N	00000	99999
Albany State Univ.	001543	DARTON COLLEGE	ALBANY	GA	047	US	2003	Y	N	N	N	20041	99999
Albany State Univ.	001566	FORT VALLEY STATE U	FORT VALLEY	GA	047	US	2002	Y	N	N	N	20024	99999
Albany State Univ.	001599	VALDOSTA STATE U	VALDOSTA	GA	047	US	2000	Y	N	N	N	20011	99999
Albany State Univ.	011074	BAINBRIDGE COLLEGE	BAINBRIDGE	GA	047	US	1989	N	N	N	N	00000	99999
Albany State Univ.	020550	WAYCROSS COLLEGE	WAYCROSS	GA	047	US	2002	Y	N	N	N	20031	99999
Albany State Univ.	001592	SOUTH GA COLLEGE	DOUGLAS	GA	047	US	2001	N	N	N	N	20022	99999
Albany State Univ.	301480	MOULTRIE TECH	MOULTRIE	GA	047	US	1997	N	N	N	N	00000	99999

Next

ASCII Results

If the ASCII format is selected, the first ten records of the report will display. The **Next** and **Previous** buttons work the same as for the List by Institution and List by Site Name menu items.
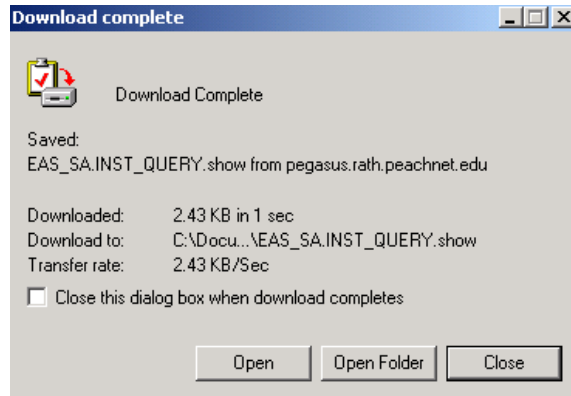

This sample shows only a portion of the results. When viewing the report, scroll to the right to view the remaining fields.

Excel Results

If the Excel option is selected, a dialogue box displays that prompts you to save the file.

To save the information in an Excel spreadsheet on your workstation, select the **Save** option. You are prompted to provide the name and location for the file on your workstation. Follow the instructions to save the file to your workstation. The following window will display when the file has been successfully saved.

Excel Worksheet

This sample shows only a portion of the results. When viewing the report, scroll to the right to view the remaining fields.

Query by Site Name or Site Code

To limit the list to one or more sites, select **Query by Site Name or Site Code**.

The selection procedures for this report are similar to Query by Institution. There are two pull-down lists from which you can select a value for the **Site Code** and **Site Name**. Use the first pull down menu to select an operator for querying the data and the second for the Site Name or Site Code.

Operator	Definition
>	greater than
>=	greater than or equal to
<	less than
<=	less than or equal to
!	not equal to

Note

You are not required to enter a selection for both the Site Code and Site Name. For better reporting results, use only one of the options. If you select to query on both the **Site Code** and **Site Name**, the system may detect a conflict in criteria ands produce no results for the query.

Example:
If you want to view all of the sites that begin with the letter 'A', choose the (<) operator and select the first site that begins with the letter 'B'. The resulting report is a list of all the sites that begin with the letter 'A'.

The Output Format selections are HTML, Excel and ASCII. *Refer to the Query by Institution section for details on each of these formats.*

After your criteria and format is selected, click the **Run Report** button.

Use the **Reset** button anytime during the selection process to clear out all the selection criteria and begin again.

Query by any Data Element

To perform a query of external sites based on any database element, select **Query by any Data Element**. This menu option allows you to query by database element, sort the results, insert breaks between sections of the report, and choose the number of items to display on each screen.

Create Report   The following is an example of a report that uses the following parameters for selecting a query for an External Site State.