

Data Query Basics

Overview

SIS K-12 provides the extremely flexible Data Query, a tool that allows you to gather student, staff, and class information into rows and columns, essentially creating custom rosters. They can be as simple as a class roster with student name, ID, and birthdate; or more complex, such as all part-time students who have Mrs. Smith and Mr. Jones. You have full control of design, layout, and content sequence. With the Data Query, an endless number of student data reports can be created.

You may create and run your own queries, which can be shared with others if you have permission. And you may run queries created by others.

User Permissions

In the **SISv9 Classic > Management > Site Level > Student Database area > View Student Data Grid and Data Query**. In order to Edit queries, Edit **Student Data Grid and Data Query**.

The screenshot shows the 'USER PERMISSIONS' interface for user Chrissy Aguwar (ID: 10586, FTE: 1.000, Hire Date: 08/12/05). The permissions group is set to 'HS Teacher'. A table lists various permissions with checkboxes for 'View', 'Edit', and 'Delete' actions. Two permissions are highlighted with red boxes:

Permission	View	Edit	Delete
Model: View A Plus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Model: Modify A Plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Model: View 180 Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Model: Modify 180 Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Global Replace in Data-Grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Model: View Medicaid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Model: Modify Medicaid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Portal for Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Student Data Grid and Data Query	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Student Data Grid and Data Query	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View End of Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify End of Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View DRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify DRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access Data Query

There are three ways to access Data Query from the Classroom Summary screen. The first time you access Data Query, you either default to the **Fields** tab or the **Results** tab, depending on your preferences. The Fields tab lists all fields to which you have access.

1. Click **Data Query** from **Menu** in the top bar.
2. Click the **Data Query** tile on the left of the screen.
3. Click **Roster Query** and click to select a specific class.


A roster query pulls the student names and numbers for the selected class. All students actively enrolled in the class as of today are included. For multi-page results, below the data table, **Items per page** is used to display a specified number of records on this screen, show the count of records displayed out of the total number of records, and arrows to navigate the results.

The screenshot shows the Tyler SIS Data Query interface. At the top, there's a navigation bar with the Tyler SIS logo and various icons. Below that, a 'Recent Query' dropdown and a 'Data Query' title are visible. The current query is identified as 'Roster Query: ENGLISH I (H1001-07) P1'. A tabbed interface shows 'RESULTS' selected, with other tabs for 'FIELDS', 'FILTERS', 'SORT ORDER/BREAKS', and 'SETTINGS FOR EXPORT'. The results table has two columns: 'Name - Full' and 'Student #'. The data includes students like Vann, Taylor Y (9899577253), Trojan, Joshua S (9899401256), Sligh, Clint I (9899827104), Thomas, Isaac A (9899581332), Lymon, Chris R (9899716089), and Thorpe, Grace A (9899533921). At the bottom of the table, there are pagination controls: 'Items per page: 100', '1 - 16 of 16', and navigation arrows.

Adding Data to a Query

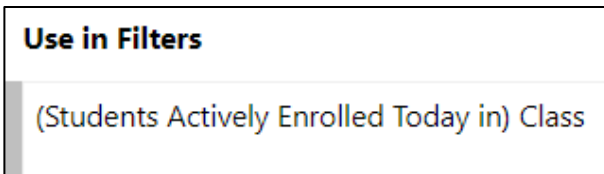
Click the **Fields** tab to include additional columns of information in your results. Scroll through the fields or use the search box to locate the information you'd like to display.

The screenshot shows the 'Fields' configuration screen in Tyler SIS. The 'FIELDS' tab is selected. On the left, there's a search box for 'Available Fields' and a list of categories including Behavior, Courses, Enrollment History, Programs and Services, and More Category. Under 'More Category', there are sub-categories like 504, Approved Transfer Request, Athletics, Career Technical Student Organization, Common Fields, and Delinquent Children & Youth. On the right, there's a 'Show in Results' column where 'Name - Full Student' and 'Student # Student' are listed. A 'Use as Filters' column is also present. At the bottom, there are instructions: 'Drag items to the Show in Results box to add columns to the Results view Drag Fields to the Use in Filters box to use them when filtering the data.' and 'Drag fields up or down to change the order in which they display in Results'. The bottom navigation bar includes icons for Queries, Expand All, Collapse All, Field List, Legend, Preferences, and Maximize.

The left side of the screen lists the fields that are available to you, based on your permissions. These fields are grouped into objects and areas beneath those objects. Click  in the **More** column to expand.

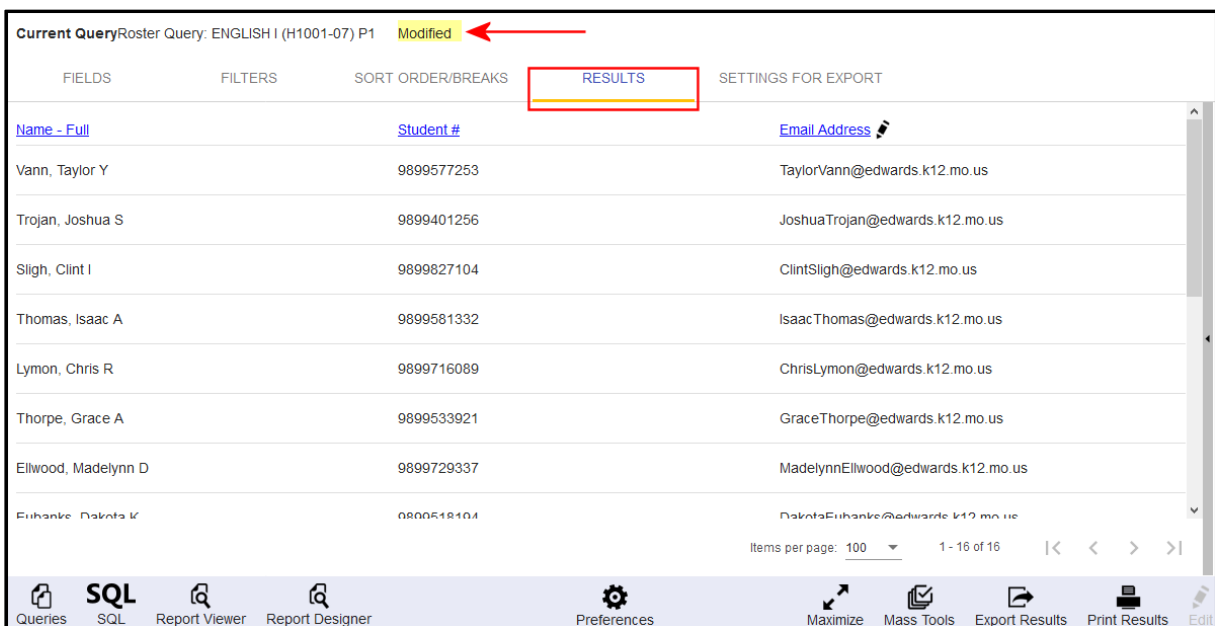
To add a field to your query, click and drag it to the **Show in Results** column. The order of the fields in the results can be changed by dragging fields up or down in the **Show in Results** column. If a field is selected in error, simply drag it back to the **Available** column.

The **Use in Filters** columns works the same way – drag fields into it to be able to filter the results by that data. Because Data Query was accessed via Roster Query, a special filter was automatically created. This row can be grouped, duplicated, or deleted, but it cannot be edited.



NOTE: If some of the fields selected have long descriptions, click the gray bar between **Show in Results** and **Use in Filters** to move it to the right or left to increase the size of one of the areas.

Click the **Results** tab to view the resulting data; the query is noted as Modified.



Current Query	Roster Query: ENGLISH I (H1001-07) P1	Modified		
FIELDS	FILTERS	SORT ORDER/BREAKS	RESULTS	SETTINGS FOR EXPORT
Name - Full		Student #	Email Address	
Vann, Taylor Y		9899577253	TaylorVann@edwards.k12.mo.us	
Trojan, Joshua S		9899401256	JoshuaTrojan@edwards.k12.mo.us	
Sligh, Clint I		9899827104	ClintSligh@edwards.k12.mo.us	
Thomas, Isaac A		9899581332	IsaacThomas@edwards.k12.mo.us	
Lymon, Chris R		9899716089	ChrisLymon@edwards.k12.mo.us	
Thorpe, Grace A		9899533921	GraceThorpe@edwards.k12.mo.us	
Ellwood, Madelynn D		9899729337	MadelynnEllwood@edwards.k12.mo.us	
Euhank, Dakota K		0800548404	DakotaEuhank@edwards.k12.mo.us	

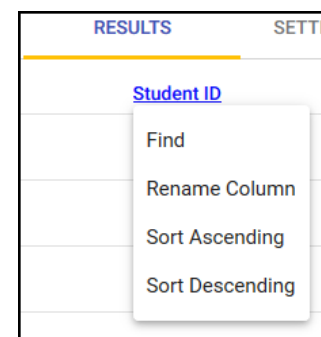
Items per page: 100 1 - 16 of 16

Queries SQL Report Viewer Report Designer Preferences Maximize Mass Tools Export Results Print Results Edit

Rename/Sort Columns

To change a column header, click the column and click **Rename Column**. The new name replaces the old name on the **Results** tab. On other tabs, the new name is shown in brackets after the actual field name. You can also change the sort order or search the column.

The columns can be reordered directly from this page. Expand the right-side panel by clicking the gray bar at the right edge of the page to display



Column Order. The columns can now be re-ordered by dragging the fields up or down on this list.

Current Query: Roster Query: ENGLISH I (H1001-07) P1 Modified

Fields	Filters	Sort Order/Breaks	Results	Settings for Export
Name - Full	Student #	Email Address		
Vann, Taylor Y	9899577253	TaylorVann@edwards.k12.mo.us		
Trojan, Joshua S	9899401256	JoshuaTrojan@edwards.k12.mo.us		
Sligh, Clint I	9899827104	ClintSligh@edwards.k12.mo.us		
Thomas, Isaac A	9899581332	IsaacThomas@edwards.k12.mo.us		
Lymon, Chris R	9899716089	ChrisLymon@edwards.k12.mo.us		
Thorpe, Grace A	9899533921	GraceThorpe@edwards.k12.mo.us		
Ellwood, Madelynn D	9899729337	MadelynnEllwood@edwards.k12.mo.us		
Euhanks, Dakota K	9899518104	DakotaEuhanks@edwards.k12.mo.us		

Column Order

- Name - Full
- Student #
- Re-Order
- Email Address

Items per page: 100 1 - 16 of 16

SQL Report Viewer Report Designer Preferences Maximize Mass Tools Export Results Print Results Edit

Saving Queries

Save As New Query

To save your results, click **Queries** in the bottom bar and click **Save As New Query**. Give it a **Name**, **Description**, and select who to share your saved query with under **Scope**, then click **Save**.

Save As New Query

Name*
Roster Query: ENGLISH I P1 - Email

Description
Includes student email
178 characters left

Scope

Private

Available to Selected Sites

Available to District

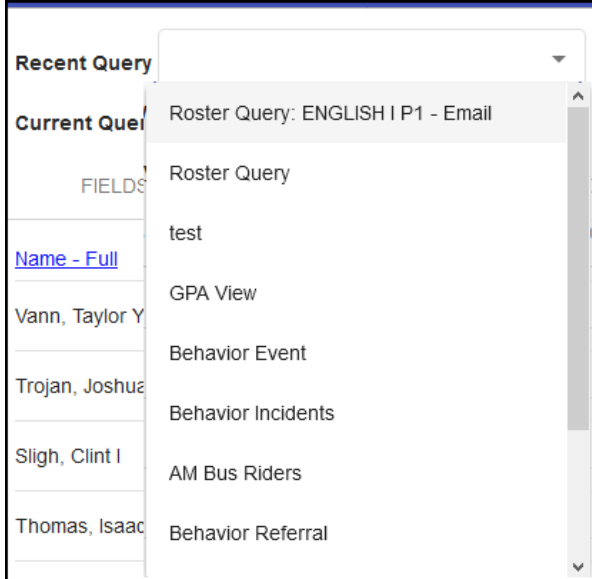
Save Cancel

The name of your query now displays above your results as your **Current Query**.

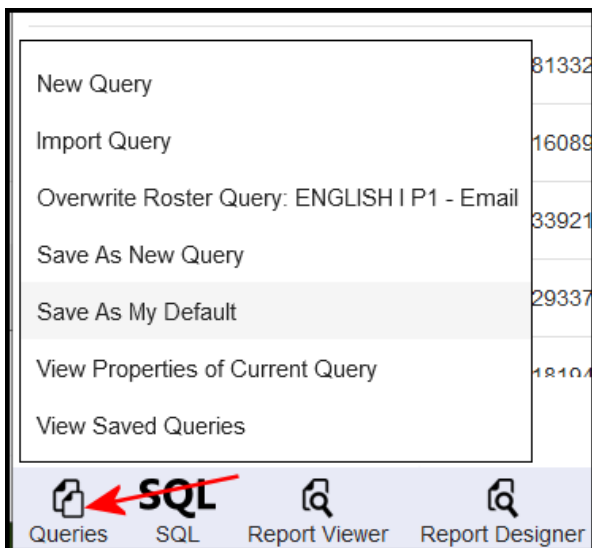
Current Query Roster Query: ENGLISH I P1 - Email

Fields	Filters	Sort Order/Breaks	Results
Name - Full	Student #	Email Address	
Vann, Taylor Y	9899577253	TaylorVann@edwards	

It is also listed in your **Recent Queries** drop-down list, which retains the last 25 saved queries you have run.



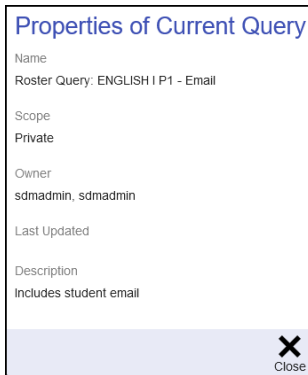
Other Queries Save/View Options



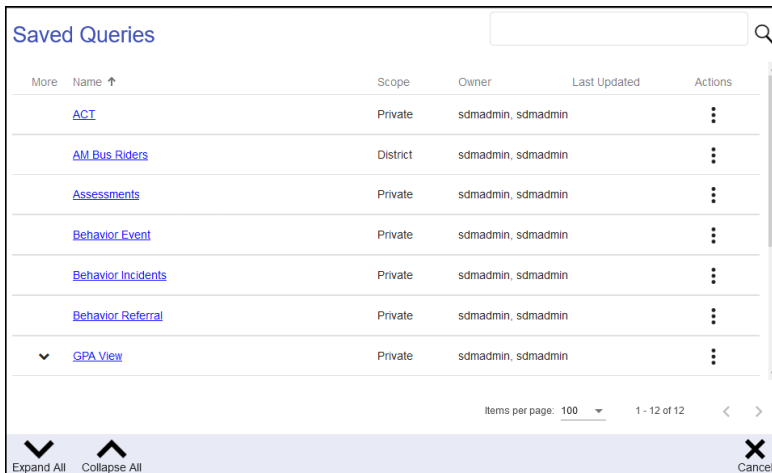
- **New Query** – Click to begin a blank query. This removes all current fields, relationships, filters, and sort order/break settings and starts with a blank slate. After everything is cleared, the Fields tab is displayed so fields can be selected for the new query. No students are included in the query until at least one field is selected to display.
- **Import Query** – Click to import a query. Some fields may be disabled if the data in the query doesn't match your data or Permissions.
- **Overwrite X Query** – Use to save with the same name for a modified query.
- **Save As My Default** – Choose to open this query by default when you access Data Query.

NOTE: Until you have saved a default query, choosing Data Query from **Menu** in the top bar or clicking the **Data Query** tile on the left of the screen starts a new, blank query.

- **View Properties of Current Query** – Click to view details about the current query.

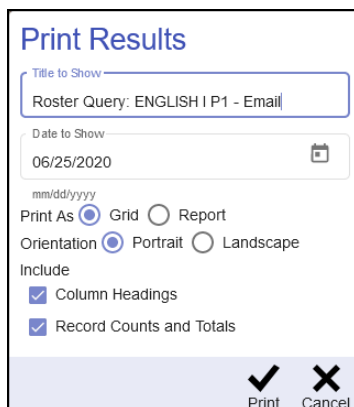


- **View Saved Queries** – Click to view a list of all saved queries to which you have access. This is where you find queries that have been created by others in the district and shared with you. Click a name to open a query or Cancel to exit.



Printing Query Results

To print your data, click **Print Results**  in the bottom bar.



- Verify the **Title to Show** and **Date** and change if necessary.


- Click **Grid** to include gray grid lines around your data or **Report** for alternating gray and white rows without grid lines.
- Select the page **Orientation**.
- Check to include **Column Headings**
- Check to include a **Count** of the number of records and **Totals** on the report. These are most useful when including items such Lunch Count or number of students in a program.

When specifications are complete, click **Print**.

A prompt displays to Save/Open a pdf that can be printed or downloaded.

6/11/2019		Edwards Middle School		2018-19	
1:45 PM		Roster Query: Language Arts R (M109-03) P4			
Name - Full			Student ID		
Guinyard, Mario R			9899127233		
Leedom, Dewinston W			9899473625		
Lovett, Bethany T			9899704512		
Row, Leeandre E			9899243083		
Sligh, Kellee L			9899287050		
Weingartner, Avion I			9899947160		
Witherell, Deeshaun E			9999803577		

Export Query Results

To export the query to an Excel® spreadsheet or text file, click **Export Results**  in the bottom bar. Select the desired file type. If text was selected, select the **Delimiter** (separator) to be used. Select whether to **Include Column Headings**. Then click **Export**.

Export Results

Export as

Text

Excel

Delimiter

Tab

Comma

Other

Include Column Headings

✓ ✗
Export Cancel

Preferences

Preferences for Data Query include what you want to see when you navigate to Data Query and how you want information to be displayed.

Click **Preferences** in the bottom bar.

- **Load my default** – The first preference determines what shows when you first access the Data Query. You can save any query as **My Default**. For example, if you have a common set of students with whom you are usually working, you can create a query to select them, then save that as your default. If this is checked, this query loads automatically to give you a jump start on the process each time you access Data Query.
- **Display** – You can also select which tab you want to have initially displayed. If you commonly run existing reports, the Results tab makes sense as your default. However, if you are more likely to be creating new queries or modifying existing ones, it may make sense to select the Fields or Filter tab.
- **Display the Relationships tab** – If you are familiar with SQL and want to be able to review the types of joins being done in the queries you create, displaying the Relationships tab allows you to do so. If you are not familiar with SQL or want to keep things less complicated, leave this box unchecked.
- **Show Object Name as part of Field name** – When a query contains many fields, it can sometimes be helpful to know from what object the field was selected. If this is checked, the object name is shown in gray to the right of the field name on all tabs except Results.

Birth Month Student
Email Address Student
Ethnicity Student
US Citizen Student
Student ID Student
State ID Student
Race Student

- **Show SQL Translation on Filters tab** – If you are familiar with SQL, you may want to show the SQL translation on the Filters tab. This provides a view of how the filter settings are converted to SQL and helps you make sure things are set how you want them. This can be especially useful when trying to group things into AND/OR blocks.

SQL Translation

```
() AND ((Students Actively Enrolled Today in) Class = 'Language Arts R (M109-03) P4')
```

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