



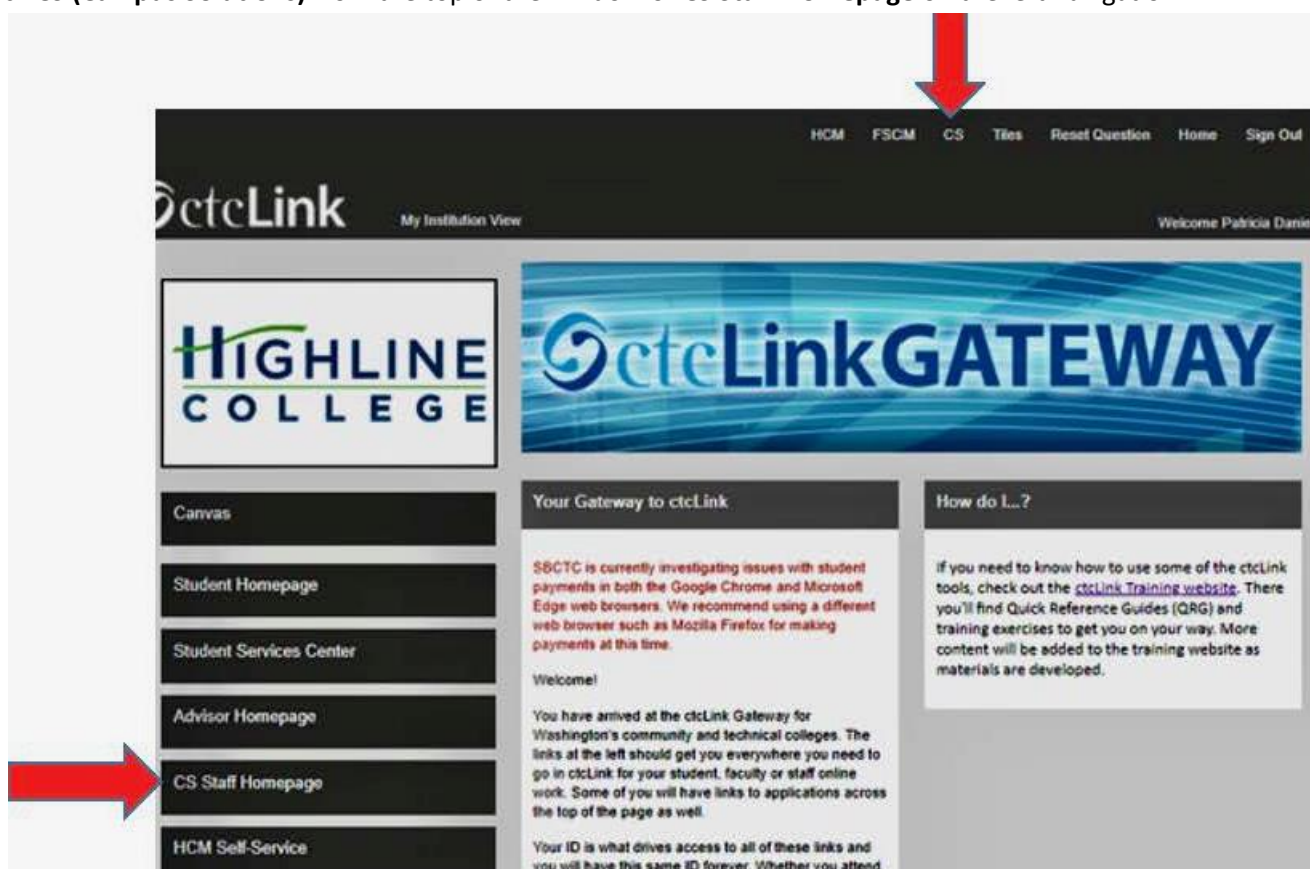
How to Run a Query for Class Enrollment

This guide will show you how to run a query for class enrollment. First, two tips:

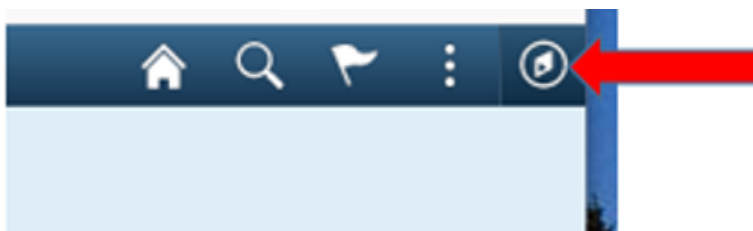
- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in menus will depend on your role at the college.
- The [Highline ITS Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

Directions

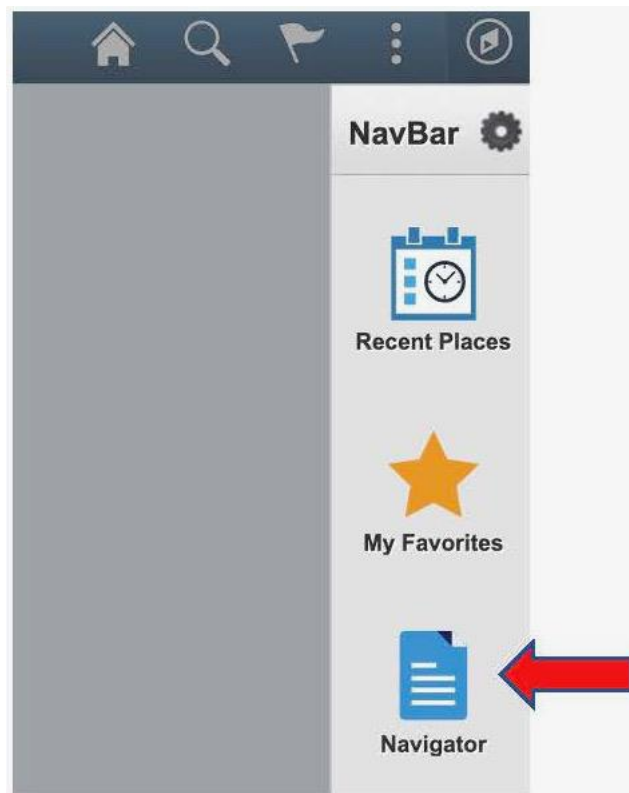
1. Click **CS (Campus Solutions)** from the top of the window or **CS Staff Homepage** on the left navigation.



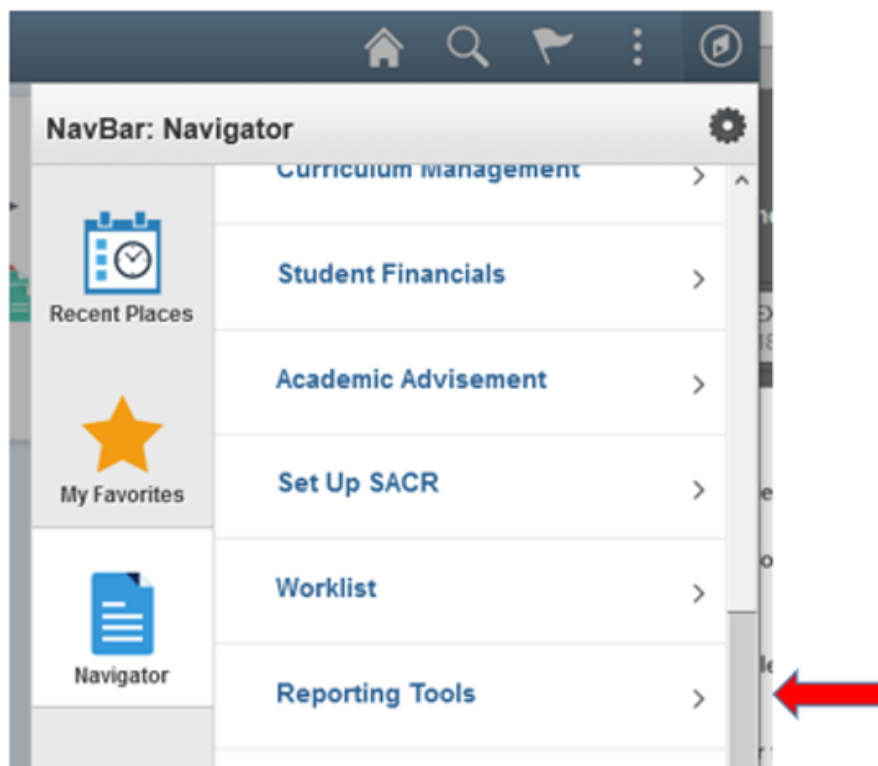
2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.



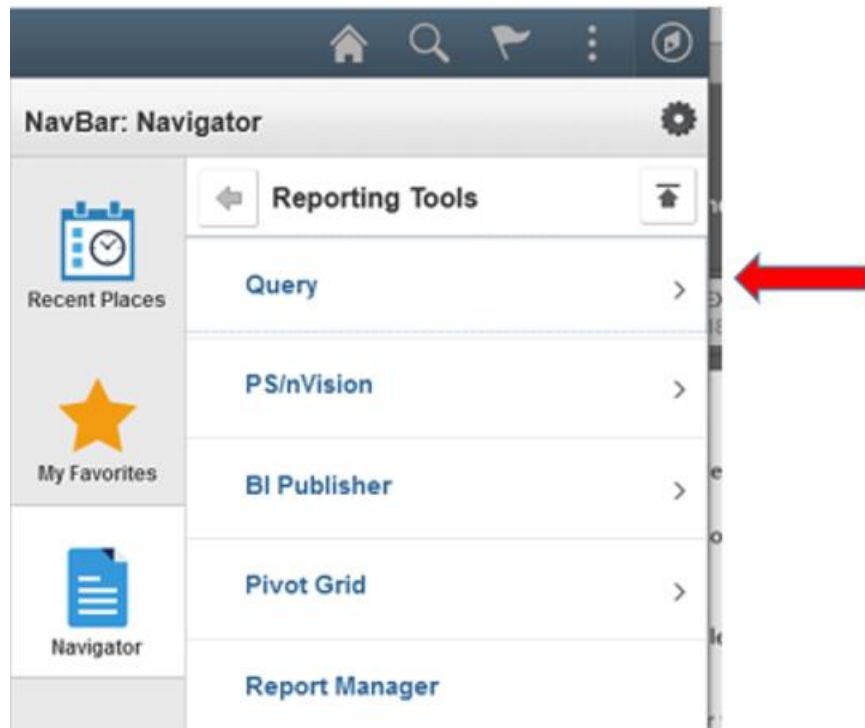
3. The NavBar tiles will display. Click the **Navigator** tile.



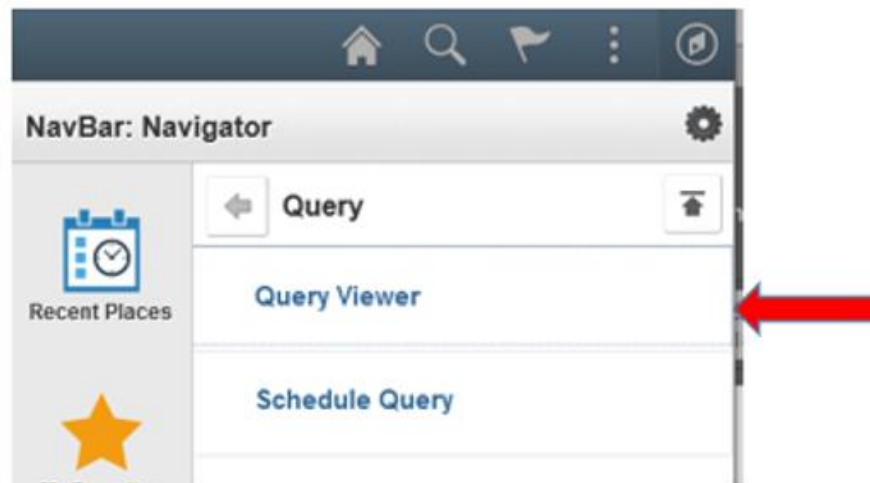
4. The **Secondary Level Content** menu will display. Click **Reporting Tools**.



5. The **Reporting Tools** menu will display. Click **Query**.



6. The **Query** menu will display. Click **Query Viewer**.



7. The **Query Viewer** page will display. Enter the name of the query you want to run in the **begins with** field. Click the **Search** button. For this example, the query name we are using is **QCS_CM_CLASS_ENROLLMENTS_OPEN**.

The screenshot shows the 'Query Viewer' page. The header bar includes a back arrow, 'ctcLink CS Staff Homepage', and 'Query Viewer'. Below the header, there is a section titled 'Query Viewer' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search form includes a '*Search By' dropdown menu set to 'Query Name', a 'begins with' label, and a text input field. A green 'Search' button is located below the input field. A red arrow points to the 'Search' button.

8. The **Search Results** section will display at the bottom of the page. Select a **Run to** option, such as **Run to HTML** or **Run to Excel**. You can also **Add to Favorites** to save it, making it easier to use again later. For this example, we are using **Run to HTML**.

Query Viewer

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

*Search By: Query Name begins with: QCS_CM_CLASS_ENROLLMENTS_OPEN

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QCS_CM_CLASS_ENROLLMENTS_OPEN	Class Enrollments	Public	CURRICULUM MGMT	HTML	Excel	XML	Schedule	Lookup References	Favorite

9. The **QCS_CM_CLASS_ENROLLMENTS_OPEN** prompts page will display in a new window. Enter your parameters. For the **Institution** field, Highline College is WA090. For the **Acad Group** field, you can choose an entire group — such as the Arts and Humanities division — to display all at once. You can narrow the query by using the **Acad Org** field, as we've done here, to get results at the department level. Once you have entered the parameters, click **View Results**.

QCS_CM_CLASS_ENROLLMENTS_OPEN - Class Enrollments

Institution: WA090

Term: 2213

Acad Group or leave blank: AHUM

Acad Org or leave blank: 090FINEART

Class Status (optional):

View Results

Row	Institution	Term	Career	Class Nbr	Subject	Catalog	Section	Class Desc
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10. The results will display at the bottom of the **QCS_CM_CLASS_ENROLLMENTS_OPEN** prompts page. You can download the results to an Excel spreadsheet, CSV text file or an XML file.

QCS_CM_CLASS_ENROLLMENTS_OPEN - Class Enrollments

Institution: WA090

Term: 2213

Acad Group or leave blank: AHUM

Acad Org or leave blank: 090FINEART

Class Status (optional):

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (13 kb)

View All

Row	Institution	Term	Career	Class Nbr	Subject	Catalog	Section	Class Desc	Component	Cap Enrl	Wait Cap	Min Enrl	Tot Enrl	Wait Tot	Open Enrl	Name	Start Date	End Date	Class Stat	Facility ID	Mtg Start	Mtg End	Standard Mtg Pat	Comb Sects ID	Descr
1	WA090	2213	UGRD	11717	ART	101	YCF	Design:Two Dimensional	LEC	25	20	0	25	11	0	Sweeney,Amanda M	04/05/2021	06/18/2021	Active	HLCNL0000			ARR		
2	WA090	2213	UGRD	11718	ART	110	YCF	Drawing I(Beginning	LEC	25	20	0	24	0	1	Sweeney,Amanda M	04/05/2021	06/18/2021	Active	HLCNL0000			ARR		

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11. For this example, we will download the results to Excel. A pop-up window will open to give you the option of opening the file in Excel or saving the file.

