# 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.
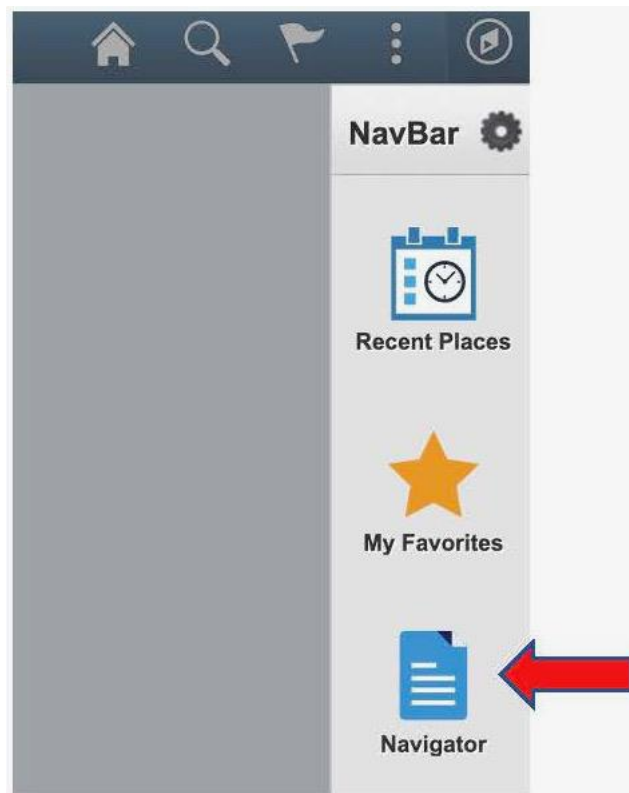
Directions

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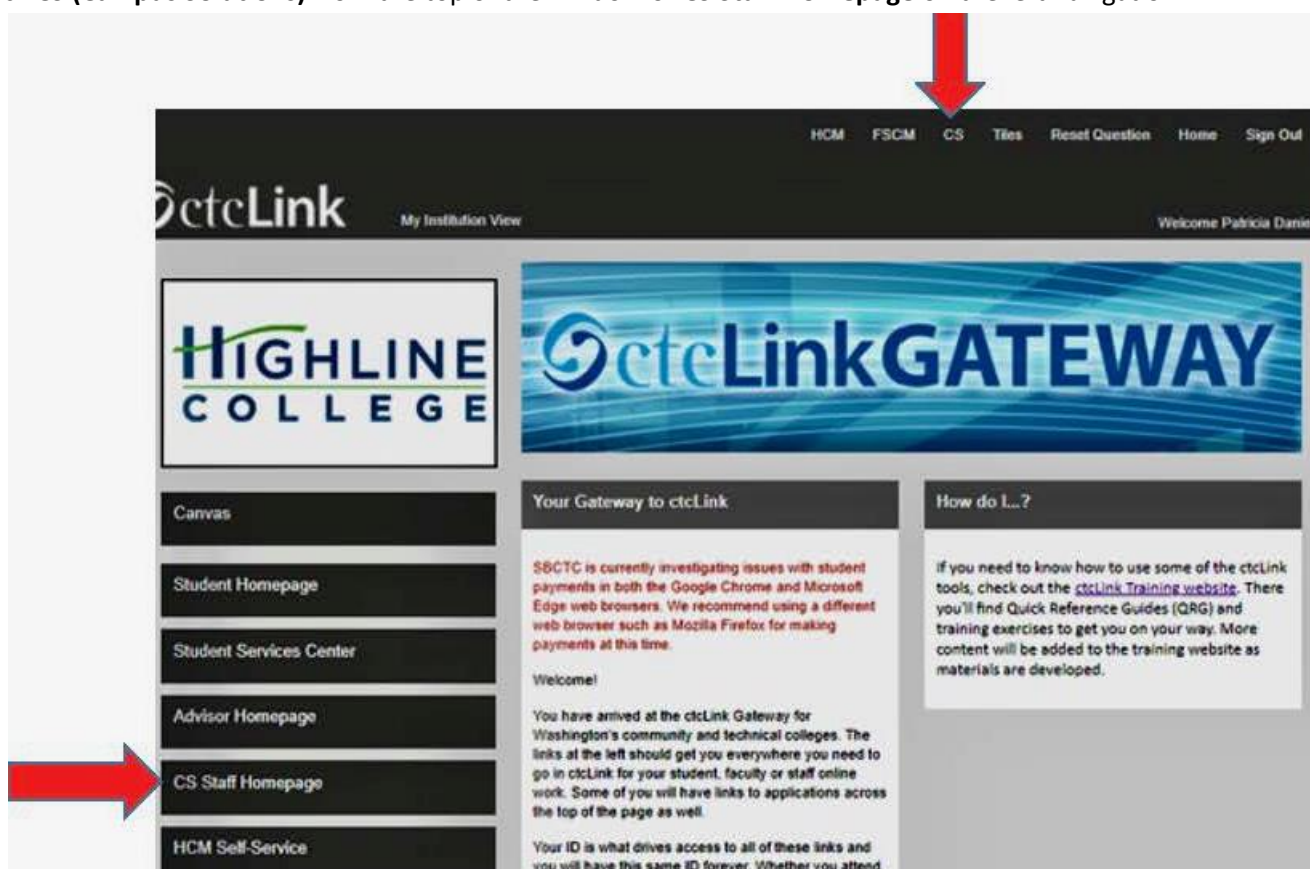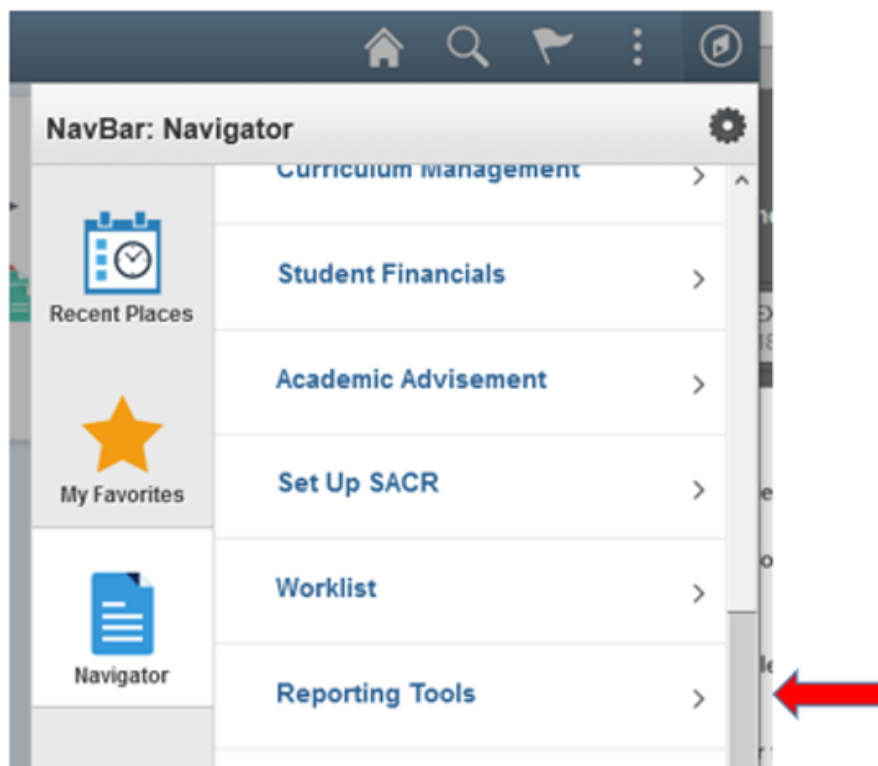

2. Click the **Navigation Bar (NavBar)** button in the top right corner — indicated by the compass icon — to view the NavBar tiles.
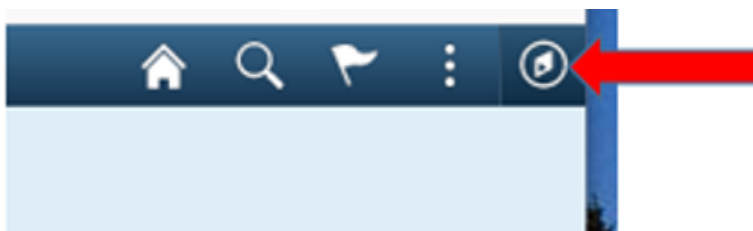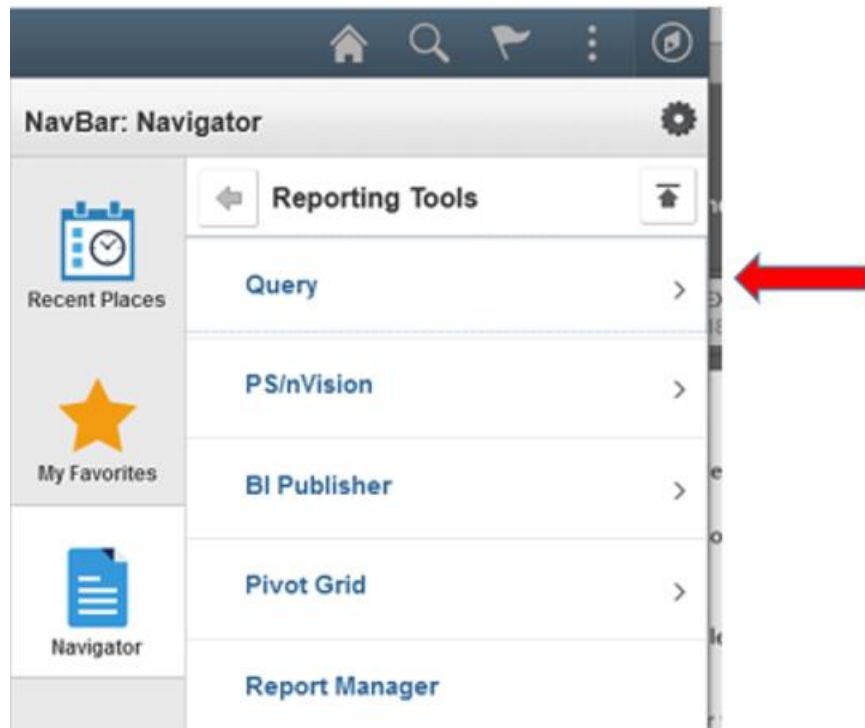
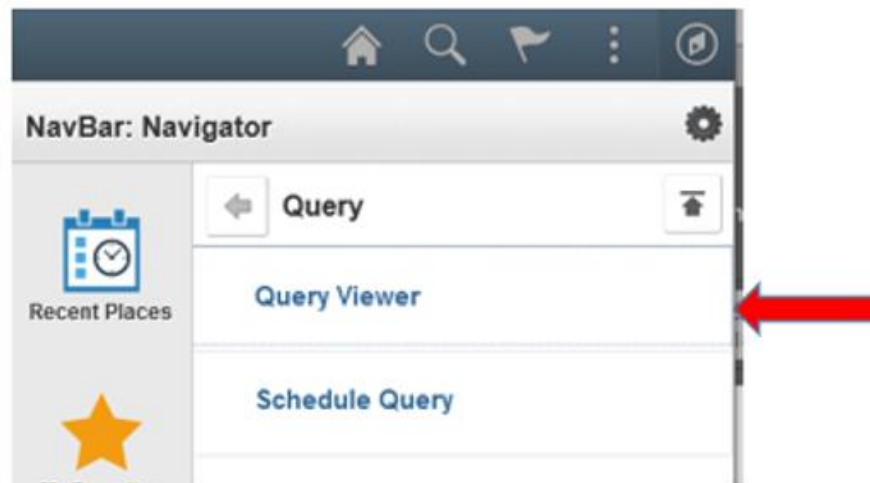**3.** The NavBar tiles will display. Click the **Navigator** tile.

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.**

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.**

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**.

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.

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.