# MASSAGE CLINIC QUERY

This document is a guide to assist the Health & Wellness Administrative Assistant to operate the Massage Clinic query.

# **DOCUMENT INFORMATION**

Document name	Massage Clinic Query
Document version number	2.0
Document version date	July 30, 2018

# **REVISION HISTORY**

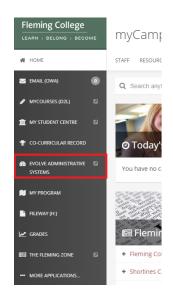
VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug. 18, 2015	David Baker	Creation of document -Migrated August 10, 2015 (ticket #88529)
2.0	July 30, 2018	David Baker	Revisions -Updated screenshots, removed dated material

## MASSAGE CLINICAL QUERY

Title	List Enrol Stds in MAC Clinic
Name	FC_CLASS_MASSAGE_CLINICAL
Location	Main Menu > Curriculum Management > Class Roster
When to use	To lookup all students enrolled in a course that uses the
	massage clinic
Users	School Operations Liaison
	Chairs/Deans
	Coordinators
Description	Lists enrolled students in massage clinical courses.
	Courses defined in the 'in list' criterion are to be audited
	each August and verified by the School of Health and
	Wellness.

Step-by-step instructions on how to use this query.

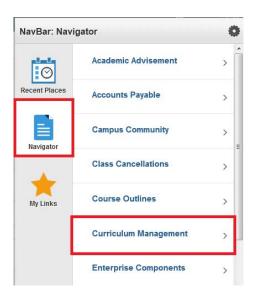
- 1. Go to Fleming College's website (http://flemingcollege.ca/)
- 2. Log into the myCampus Portal
- 3. Click the 'Evolve Administrative System' button



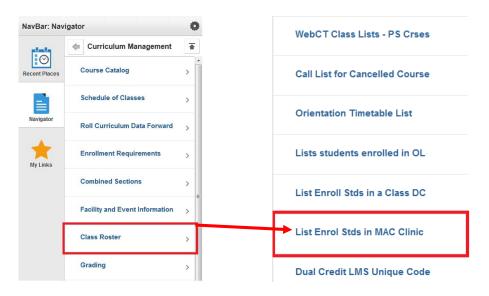
4. Click the 'Navigator' button found in the top right-hand corner of the page

Page Help				Personalia	ze Content   Layout	?	
/elcome to Evolve!	0 4	Tasks			ò	0 -	
uick Launch C	0.4	No Task(s) entries for	and.				
sence Balances - View your absence balances detail.		Add a Task	Show All/El	nhanced			
sence Request - Request an absence.							
sence Request History - View history details of your absence requests.		My Reports			0	0 -	
sence Totals - View current and past absence totals.		Report	Folder				
reers - Careers site to view jobs and manage your applications.		FACULTY	ronder				
urse Outlines		WORKLOAD SCH					
culty Centre - View your class and exam schedules.		REPORT - 2018 Spring	Reporting				
Student Center - Use the student center to manage school related activities.			2018-07-20-02.00.5				
Campus Portal - Return to the myCampus portal		FACULTY					
ery Report Scheduler - Schedule CSMS Query-based BI reports.		WORKLOAD SCH REPORT - 2018	Workload Reporting				
ck Enroll a Student - Add or update enrollment request transactions for a student.		Winter	reporting				
uest Training Enrollment - Submit a request for enrollment in training.			2010-07-20-01.52.4				
dent Program Inguiry - Student Program Inguiry		FACULTY					
dent Services Centre - View an at-a-glance overview of a student's information. Find quick lini	a la mara	WORKLOAD SCH REPORT - 2017	Reporting				
alled information and to common administrative tasks.	s to more	Fall					
w Customer Accounts - View activity on a student account by account type.			2018-07-20-01-42-2				
w Paycheck - Review current and prior paychecks.		FACULTY WORKLOAD SCH	Maddand				
a species - restore and provide payments.		REPORT - 2017					

5. If the side menu does not appear first click on the 'Main Menu' button and then the 'Curriculum Management' link



6. Click on the 'Class Roster' link and then the 'List Enrol Std in Mac Clinic' link



7. Mandatory: Enter Academic term in the 'Enter term' box FC\_CLASS\_MASSAGE\_CLINICAL - List Enrol Stds in MAC Clinic

Enter term (e.g. 1159)													
View Results													
Term	Subject	Catalog Nbr	Student ID	Last	First Name	Email ID	Enrolment status	Descr	MON	TUES	WED	THURS	FRI

## 8. Click 'View Results' button

Enter term (e.g. 1159) 1179 🔍

Do	/iew Re wnload w All		in : Excel (	SpreadShee	et CSV Text File X	ML File (42 kb	Students schedul	ed in the Tue	sday section	First 1-10	0 of 101 🕑 Last
	Term	Subject	Catalog Nbr	Student ID	Last	First Name	Email ID	Enrolment status	Descr	TUES	WED THURS FRI
1	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4		
2	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4	Y	
3	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4	Y	
4	1179	FLPL	128	100:			@flemingcollege.ca	ENRL	Clinic 4	Y	
5	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4	Y	

### This is how to read the results

Row Course		Comments
3	FLPL 128	Student enrolled in Clinic 4 on Tuesday

#### **Columns definitions**

Column name	Definition	Example(s)
Term	Academic term	1159, 1161, 1165 etc.
Subject	Alpha portion of the course code	INTL, FIWI etc.
Catalog	Numeric portion of course code	8, 225, 6 etc.
Student ID	Student's ID number	9928164
Last	Student's last name	Smith, Harper, Baker etc.
First Name	Student's first name	Jon, Billy, Anna etc.
Email ID	Student's email address	Jon.Smith@flemingcollege.ca
Enrolment status	Student's enrolment status	ENRL, WDRW, DROP
Descr	Course description	Intro. to Clinic / Microeconomics
Mon	Monday, schedule date	'Y' = Yes / (blank) = No
Tues	Tuesday, schedule date	'Y' = Yes / (blank) = No
Wed	Wednesday, schedule date	'Y' = Yes / (blank) = No
Thurs	Thursday, schedule date	'Y' = Yes / (blank) = No
Fri	Friday, schedule date	'Y' = Yes / (blank) = No

### **Exclusions/Exceptions**

- 1. Rows will duplicate when a course offering/section is offered on multiple dates (e.g. SO1 offered on *Tuesdays and Thursday*) see 1159 FLPL 128
- 2. Limited to 12 predefined clinic courses

## Criteria

- 1. Restricted to these courses (In list A.CRSE\_ID from CLASS\_TBL\_SE\_VW)
  - o 012765, FLPL 124, Intro. to Massage Clinic
  - o 012771, HLTH 197, Massage Practicum I
  - o 015085, FLPL 198, Clinic 2
  - o 015088, FLPL 199, Clinic 3
  - o 012778, FLPL 128, Clinic 4
  - o 015095, FLPL 200, Clinic 4
  - o 012775, FLPL 125, Clinical Experience I
  - o 012776, FLPL 126, Clinical Experience II
  - o 012777, FLPL 127, Clinical Experience II
- 2. Enrolment Status equal to 'E' (A.STDNT\_ENROL\_STATUS from CLASS\_TBL\_SE\_VW)

[END OF DOCUMENT]