The following table lists the comparators you can use:

Comparator	Meaning
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

Enroll Status Field

The enroll status field indicates a student's current enrollment status. Enroll status codes include:

- -1 = Pre-registered
- 0 = Active
- 1 = Inactive
- 2 = Transferred-Out
- 3 = Graduated Students (Students moved to the "Graduated Students" school.)

Example #1: Students with 80% or greater for T1 marks.

1. On the Start Page, Click **System>Direct Database Export (DDE).**

> Current Table Menu choose Stored Grades

Current Table: StoredGrades (31) ▼

Current Records in Selection: 0

List View   Table View   Export Records   Match Selection   Table View Setup

Select all 11787479 records in this table

Search StoredGrades

> Search only for stored grade with term ID of >=2600 narrows the search to the 2016-2017 year

| TermID ▼ | >= ▼ | 2600 |
| Percent ▼ | >= ▼ | 80 |

> Search Stored Grades for Percent >= to 80. This will include marks that are greater than or equal to 80%

☑ Search only in records belonging to Old Scona

> You can only search records belonging to your school

Search all 11787479 records in this table   Search within the current 0 records only.

> Search all [x # of records in this table]

- Once the report is finished processing, notice the **Current Records in Selection.** We have 3864 marks that are 80% or greater. You are now able to **Export Records**.

Current Table: StoredGrades (31) ▼

Current Records in Selection: 3864

List View   Table View   Export Records   Match Selection   Table View Setup

> Click List or Table View to make sure you selected the records you want to export. **List View:** The List Records: [Table name] page appears with the fields separated by five periods. **Table View:** The List Records: [Table name] page appears with records in a table format.

> Select Export Records

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- The next part works similar to the List Students function. This is where we select what information we want to display in the export.

- We are joining data from two different tables. The first table is StoredGrades, the second is the Student Table. The Student Table is table [01] therefore; we preface the fields to export from the student table with [01]. The fields we are exporting from StoredGrade [31] is retained from the initial search, therefore we do not have to preface the field names from StoredGrades with [31].

Export the 3864 selected records (Table: StoredGrades)

[01]LastFirst
[01]Student_Number
Grade_Level
Course_Name
Course_Number
SectionID
Teacher_Name

Type in the fields as shown below:

[01]LastFirst

[01]Student_Number

Grade_Level

Course_Name

Course_Number

SectionID

Teacher_Name

StoreCode

Percent

Grade

TermID

* NOTE instead of the table number you could use the table name if you decide

Example: instead of [01] you could use [Students]. Just note you have to use the EXACT name of the table and you do NEED the[ ] on either of these choices.

Field Delimiter   Tab

Record Delimiter   CRLF

☐ "Surround fields"

☑ Column titles on 1st row

☐ **Export DCID**
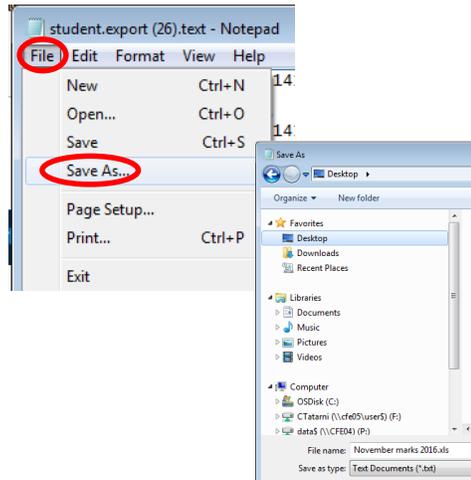
- Once all your fields to export have been entered, click **Submit**.

- A student.export.text file will be created and a tab will appear at the bottom left of your screen.

  student.export (26).text ^   Click on this tab to open the document in Notepad.

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- Select File > Save As…

- The Save As dialogue   box appears:

- Choose a file location and change the file Name to a meaningful file name for you, and select Save.

Find and open your document.

	A	B	C	D	E	F	G	H	I	J	K
1	[01]LastFirst	[01]Student_Number	Grade_Level	Course_Name	Course_Number	SectionID	Teacher_Name	StoreCode	Percent	Grade	TermID
2	P	r	1	1	10 Workplace Safety (	HCS30005	825707 N		T1	90	90	2601
3	W	O	1	0	12 Biology 30	SCN32305	782641 F		T1	91	91	2601
4	T		1	2	12 Physics 30 (IB)	SCN37978	782719 C		T1	88	88	2600
5	C		1	3	12 Science 30	SCN32705	782702 T		T1	95	95	2601
6	L	an	1	4	10 Mathematics 10C (	MAT17918	783009 G		T1	91	91	2601
7	T	je	1	9	11 Chinese (Mandarin	CLA24858	782679 S		T1	96	96	2600
8	B		1	7	11 Physical Education	PED1445F	783100 B		T1	90	90	2600

Example #2: Attendance for the month of October

Export data from the Attendance table for a date range while asking for additional information from the Students table.

1. Go to DDE and in the table drop-down, find table "Attendance (157)"

2. For the first search criteria, set the following values: YearID = 26

3. Make sure to check the box "Search only in records belonging to [your school name]".

4. Search ***all*** [x # of records] in this table

5. When finished, search again within the current records only

Search Attendance

| Att_Date | ▼ | | >= | ▼ | 10/1/2016 |
| Att_Date | ▼ | | <= | ▼ | 10/31/2016 |

6. Click on "Export Records"

Search all 30548013 records in this table   Search within the current 28386 records only.

7. Enter the following fields (in column A) in the field box.
   Att_Comment
   Att_Date
   [156]Att_Code
   [156]Description
   [1]Student_Number
   [1]LastFirst
   [138]Name
   [4]course_number
   [4]expression

8. "Record Delimiter" should be **CRLF** and check the box "Column titles on 1st row". Select submit.

9. Right click on the report and select **Save as….**

****

How Tables are Related to Each Other

Courses [02]
Course Name

**Student Schedules
(CC [04])**

Students [01]
Student Name

Course_Number
SchoolID
SectionID
StudentID
TeacherID
TermID

Schools [39]
School Name

Teachers [05]
Teacher Name

Sections [03]
Master Schedule
(Expression, Room)

Terms [13]
Term Name