

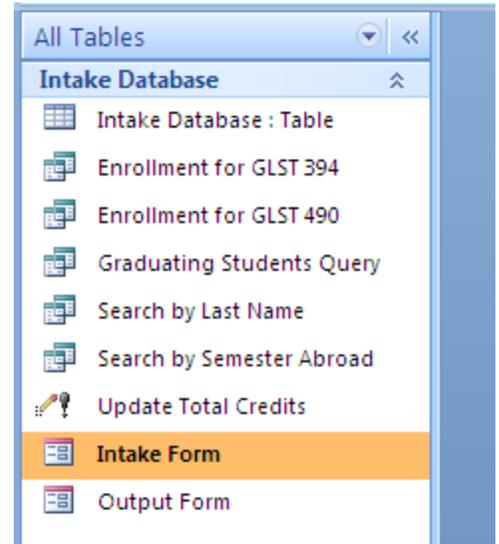
Global Studies Minor – Intake Database – Microsoft Access Database

Database is located at : <\\Firestone\oip\Shared\Global Studies Minor\GSM Intake.accdb>

Format for semesters is Wlxxxx, SPxxxx, SUxxxx, or FAxxxx, where xxxx is the year. (Winter WI, Spring SP, Summer SU, Fall, FA). For some students who study abroad two consecutive semesters, the format is generally FAxxxx + SPxxxx.

In the left-hand column (“All Tables”):

- **Intake Database: Table** - This is the underlying data for all students, basically the master list
- **Enrollment for GLST 394** – Clicking this prompts for a Semester (e.g. WI2011) and returns the list of all students who were/are/should be enrolled in GLST 394 for a given semester.
- **Enrollment for GLST 490** - Clicking this prompts for a Semester (e.g. WI2011) and returns the list of all students who were/are/should be enrolled in GLST 490 for a given semester.
- **Graduating Students Query** - Clicking this prompts for a Semester (e.g. SP2011) and returns the list of all students who graduated or are expected to graduate in a given semester.
- **Search by Last Name** – Clicking on this prompts for a last name and returns a list of all students with the given last name. This is not the best way to look up individual students (see below.)
- **Search by Semester Abroad** - Clicking this prompts for a Semester (e.g. SP2011) and returns the list of all students who were/are/will be studying abroad for a given semester. Students who study abroad more than one semester will not be searchable using this method.
- **Update Total Credits** – clicking on this will recalculate the total number of credits applied towards the minor for all students. You will be asked to confirm that you wish to make changes to X number of students. This function will not be able to calculate the total hours for a given student if any of the courses’ hours are blank instead of zero (0).
- **Intake Form** – *this is the most useful view for an individual student’s records. This is the form to be used to input a new student’s records. It also the form that is used to search for an individual student’s record.*
- **Output Form** – this is another form formatted to more closely match the original paper intake form. It does not contain all of the necessary fields and is *practically obsolete*.

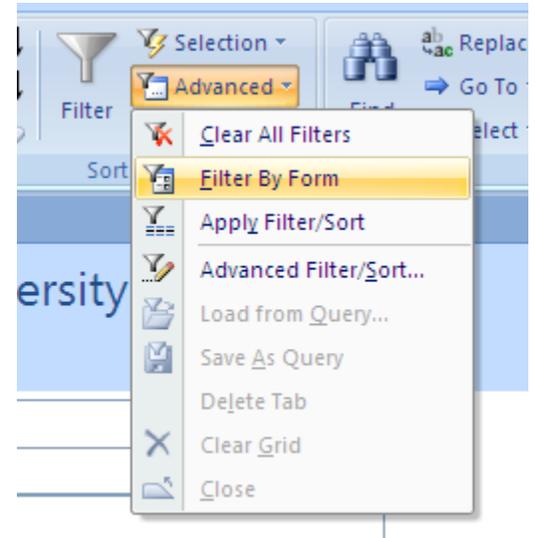


To search for a specific student's record in the Intake Form:

1. Open the **Intake Form**
2. In the Home ribbon at the top, in the "Sort and Filter" box, click on **Advanced**.



3. Choose "**Filter By Form**"
4. Fill in any fields **in the form** that you wish to use as search criteria, such as a student's last name or BU number.
5. In the Home ribbon at the top, in the "Sort and Filter" box, click on **Toggle Filter**.
6. Only the selected records that meet your search criteria will be displayed. If there are multiple records that meet your search criteria, you can page through them by clicking on the right and left arrows at the bottom of the record.



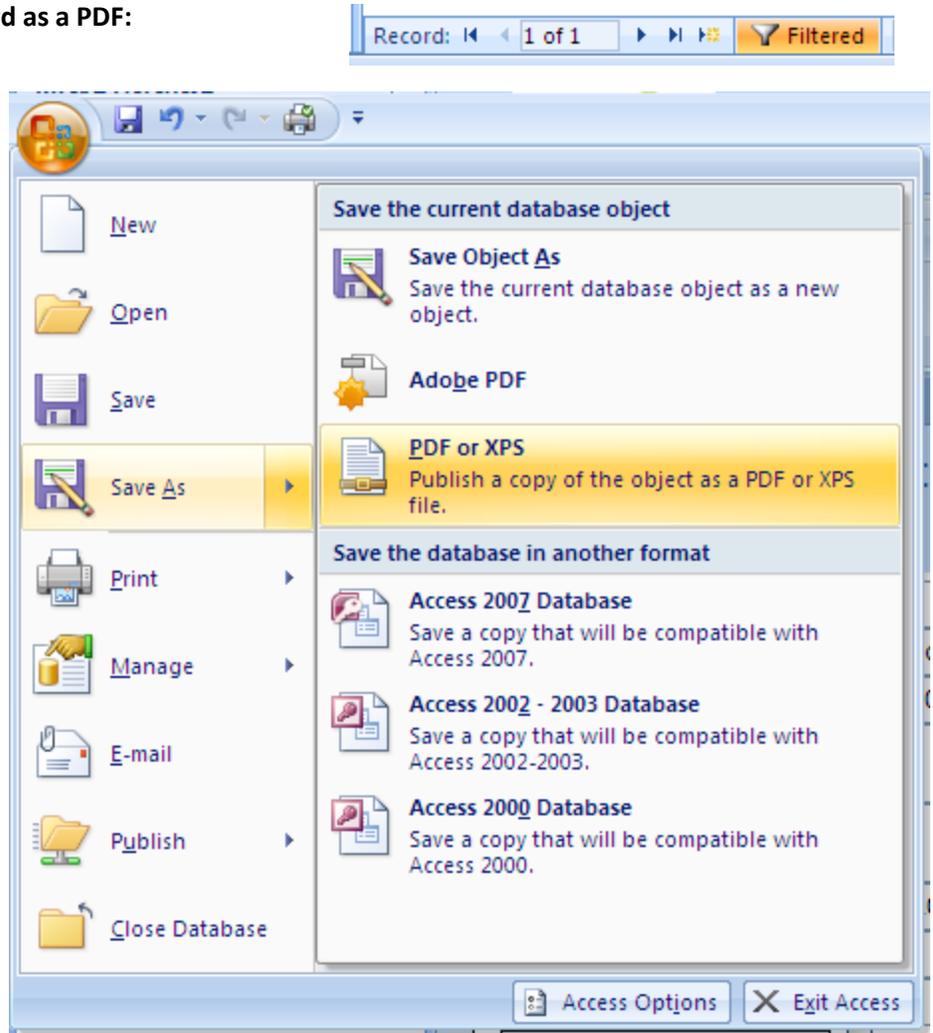
To print out an individual student's record:

1. Make sure that only one record is being displayed. The Records field at the bottom of the window should say "1 of 1".
2. To print, click on the Print icon at the top of the Window and follow the normal procedures to print.



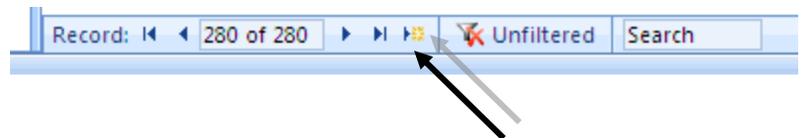
To save an individual student's record as a PDF:

1. Make sure that only one record is being displayed. The Records field at the bottom of the window should say "1 of 1".
2. To save the single record as a PDF to mail to a student, click on the **Office** button on the top left of the screen, choose "**Save As**" and then select "**PDF or XPS**". Select a location to save the file, and assign the file a name. Click the **Publish** button.



To add a new student to the database:

1. Open **Intake Form**.
2. At the bottom of the window, click on the right-arrow with a yellow star next to it.
3. A blank form will appear. You can now fill in all of the fields. All entries and changes are automatically saved.



To back up the database:

1. Click on the **Office button**, then **“Manage,”** and choose **“Back Up Database”**
2. Database backups are saved by default in <\\Firestone\oip\Shared\Global Studies Minor\Database Backups>
3. Click the **“Save”** button.

