AD HOC QUERY (REPORT) TOOL

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AGENDA

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2. Using the Ad Hoc Query (Report) Tool
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The AD HOC Query (Report) tool is a PL\SQL application(module), which builds, or ‘writes’ custom SQL queries to retrieve data reported by a district to the Georgia Department of Education (GaDOE). It is a GUI tool, and as such allows the user to work directly with the GaDOE database without any knowledge of SQL (the language to interact with a relational database).

The user can choose to see all of the data for the record layout chosen, or can filter the data to see only data matching the criteria selected, or entered, by the user. In this case, the SQL script is based on the criteria selected, or entered, by the user.

The data displays in an online report, which can be printed and exported to Excel.
HOW TO USE IT

- The AD HOC Query (Report) tool was created so users can find (query) data reported to the Georgia Department of Education (GaDOE) for a particular data collection. This allows users to see how a data element was reported in the flat file uploaded to the GaDOE - saving the user time and effort in resolving any issues or errors.

- The AD HOC Query (Report) tool was indirectly developed to reduce the number of requests for custom reports (data) received for a given data collection.
1. To search for data, a SQL script must indicate the table *where* the data is located and what data should be *selected*. To use the Ad Hoc Query, the first thing the user must do is select the Layout (table) *WHERE* the data is located.
2. Once the user has selected the layout, the second step is to select the data elements to be included on the report. The Ad Hoc Query tool allows the user to select ALL of the data elements at one time, or the user can select the specific data elements needed.
HOW TO USE IT

Selecting *ALL* Data Elements:

Clicking the `ALL` button moves all of the data elements on the left side (*From List*) to the right side (*Selected*). Once this is done, the user clicks `Go` and is taken to the next screen.
**HOW TO USE IT**

Selecting *SPECIFIC* Data Elements:

To see only specific data elements on the report, the user selects the data element on the left, and then clicks the ▪ button. To select multiple data elements at one time, hold down the **CTRL** key and select the data elements to move. When all the data elements have been selected, the user clicks the ▪ button and then the ▪ button to move to the next screen.

1. Select the data element

2. Click ▪ to move the data element to *Selected* (the right side).
Removing Selected Data Elements:
To remove a data element from the right side (Selected), the user selects the data element and then clicks the button to move the data element back to the left side. The user clicks when finished and is taken to the next screen.
HOW TO USE IT

Helpful Hints:

Each screen has a ‘?’ in the upper left corner of the window. Hovering the mouse over the ‘?’ will make a pop-up box appear that provides basic user guidelines for using the ADHOC Query report tool. Each screen has different guidelines relevant to that particular screen.

How to Select Data Element?
Selected data elements will be shown in the output result. To pick and choose which data elements you want to pull in the result set,

- you can click ALL Button to select all the elements from left Box (From List) and considered for output
- You can use click on each item by pressing CTRL+ Right Click and then click on Button >> to move them to selected list
- If by any chance you want to deselect the data element then select the data element on SELECTED Box and click on << Button

At least one data needs to be selected for result report.
Filter Selection:

The *Filter Selection* screen allows the user to set specific criteria for any of the data elements selected; *OR* the user can choose to click the button to generate the report (users unfamiliar with SQL scripts often choose this option). As with SQL, if a filter is used - only those records matching/meeting the filter criteria are included on the report.

**NOTE:** Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
HOW TO USE IT

Using the FILTERING option:

To use the filter selection option, the user clicks the drop down list on the left and selects the data element to be filtered.

NOTE: Filter Selection can be generated by clicking the 'Get Results' button without selecting any filter.
Using the FILTERING option (continued):

Next, the user clicks the middle drop-down list to select the filter criteria from the list. Users are cautioned to choose carefully so that data is not inadvertently excluded from the report.

**NOTE:** Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
HOW TO USE IT

Using the FILTERING option (continued):
Lastly, the user enters the valid data value, for the criteria selected, in the last window and then clicks the **Get Results** button to generate the report.

**NOTE**: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
HOW TO USE IT – Filter using ‘AND’

Using the FILTERING option with ‘AND’:

If the user wants to filter on more than one data element, the user would select the AND button after creating the first filter and then repeat the steps outlined above, until all the filter criteria have been added. When finished, the user clicks the Get Results button to generate the report.

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
HOW TO USE IT – Filter using ‘OR’

Using the FILTERING option with ‘OR’:

To filter data based on two, or more, separate conditions, the user would select the OR button after creating the first filter. The ‘OR’ filter looks at 'either this OR that' condition. The report will show data matching either of the conditions matching the filter selection. After clicking ‘OR’, the user repeats the steps outlined above, until all the filter criteria have been added. When finished, the user clicks the Get Results button to generate the report.

NOTE: Filter Selection is not mandatory. The report can be generated by clicking the 'Get Results' button without selecting any filters. Selecting filters will affect the outcome of the data showing on the report.
Ad Hoc Query Report:

After clicking the **Get Results** button, a report similar to the one below is generated.

(FERPA Compliance: ALL data displayed in this presentation [PowerPoint/Online Demonstration] is fictitious).
Example:
The district received an error on the Student Record Error Report indicating Title I participation data was reported on the student level record but the school has no Title I programs (the error indicates a student was reported as receiving Title I services but the school was not reported as a Title I school). The data clerk has NO idea which student at the school was reported as ‘Y’, rather than ‘N’.

1. On the Layout Selection screen, select STUDENT, then ‘ALL’, and then ‘GO’
2. On the Filter Selection screen, select SCHOOL CODE from the drop down list on the left
3. Select EQUAL TO from the middle drop down list
4. Enter the SCHOOL CODE (0192) in the last box and then click **GET RESULTS**
5. The report can either be viewed online and OR exported to Excel. Once exported, filter on Title I to locate the student reported incorrectly
Example:
There is a question concerning how many ESOL male students at SCHOOL CODE=0100 were served during the FY2012 Fiscal Year.

1. On the Layout Selection screen, select STUDENT, the ALL, then GO
2. On the Filter Selection screen, select SCHOOL CODE from the drop down list on the left
3. Select ‘equals to’ from the middle drop down
4. Enter the SCHOOL CODE (0100) in the last box and then click AND,
5. Select ESOL from the left drop down, select ‘equals to’ from the middle drop down, and enter ‘Y’ in the last box, and then click AND
6. Select GENDER from the left drop down, select ‘equals to’ from the middle drop down, and enter ‘M’ in the last box. Click GET RESULTS
7. You can either review the report online and OR export the report to Excel and then filter on GENDER to locate the student reported incorrectly.
Example:

There is a question concerning students coded as ‘N’ (Not Eligible) for Free/Reduced when the school (SCHOOL CODE=0100) is coded as a Special Assistance school – meaning all of the students are eligible. Need to determine which students were reported incorrectly.

1. On the Layout Selection screen, select STUDENT, then ALL, and then GO
2. On the Filter Selection screen, select SCHOOL CODE from the drop down list on the left, Select ‘equals to’ from the middle drop down, and enter the SCHOOL CODE (0100) in the last box and then click AND,
3. Select FREE AND REDUCED from the left drop down, select ‘Equal To’ from the middle drop down list, and enter ‘N’ in the last box, and then click GET RESULTS
Example:
There is a question concerning which students from SCHOOL CODE=0100 were reported with a PRIMARY AREA and GENDER=‘F’.

1. On the Layout Selection screen, select STUDENT, then select ALL, then select GO
2. On the Filter Selection screen, select SCHOOL CODE from the drop down list on the left
3. Select ‘equals to’ from the middle drop down and enter the SCHOOL CODE (0100) in the last box and then click AND, Select GENDER from the left drop down list, select ‘equal to’ from the middle drop down list, and enter F in the last box, select PRIMARY AREA from the left drop down list, select IS NOT BLANK from the middle and then click GET RESULTS
QUESTIONS?

THANK YOU!

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