



**Data Warehouse User Guide**  
**Graduate Student Tracker Quick Guide**

**Last Revised: 01/22/2018**

# REVISION CONTROL

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## Revision History:

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
01/22/2018	Jose Lema	Guide created.	

## Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

The Graduate Student Tracker dashboard allows you to generate student lists, filtered by major, SJSU College, Admit Term, Last Term Attended, GPA, and/or units earned. This guide is meant to be a quick reference for users familiar with the Student Data Warehouse interface. For more detailed information on the Graduate Student Tracker Dashboard or the Student Data Warehouse, please see the guides located at <http://its.sjsu.edu/resources/student-data-warehouse/index.html>

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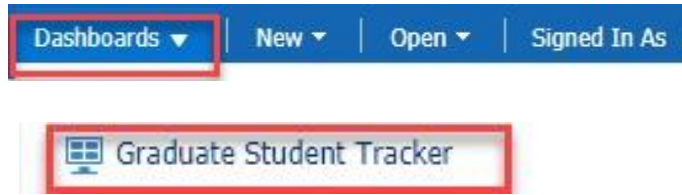
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**Accessing the Dashboard**

**Screen shots**

**Step 1**

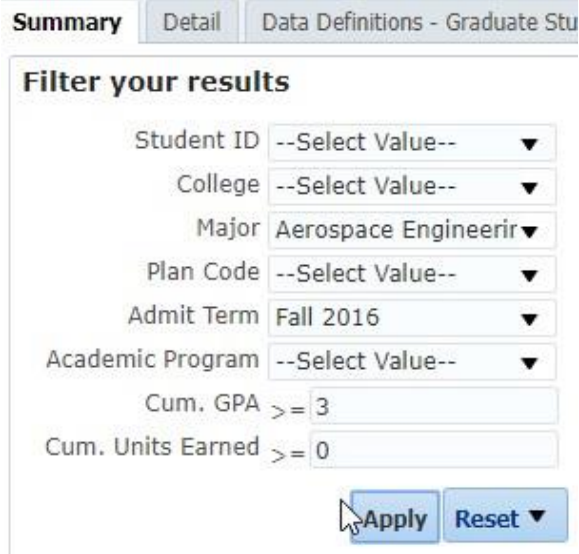
Click on Dashboards on the upper-right of your screen and select Graduate Student Tracker



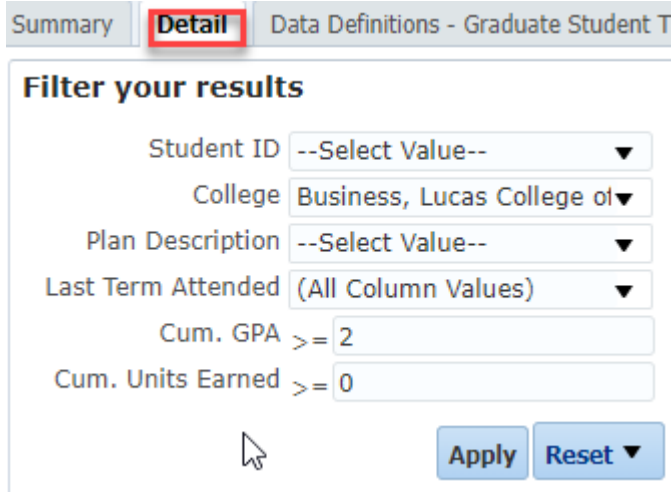
**Filtering your search results**

**Screen shots**

Restrict the search results by selecting the search criteria from the drop down lists on the left-panel of your screen. In the example to the right, we are filtering for students majoring in Aerospace Engineering admitted in Fall 2016 with a GPA of 3.0.



Note: The Graduate Tracker provides both a Summary View and Detailed View with different filtering options and data fields. You may navigate between the two views by clicking on the tab corresponding to the view at the top. For more information on the fields available in both views, see the complete Graduate Student Tracker Guide.



Click Apply to restrict your search results to students fitting the above criteria.

Cum. GPA  $\geq$  3  
Cum. Units Earned  $\geq$  0


**Apply** **Reset** ▼


### Sorting your search results

### Screen Shots


You may sort your search results in ascending or descending order by clicking on the arrows to the right of the relevant column heading. By clicking on the down arrow to the right of the Cumulative GPA heading, for example, we may sort our list of students in descending order of GPA.

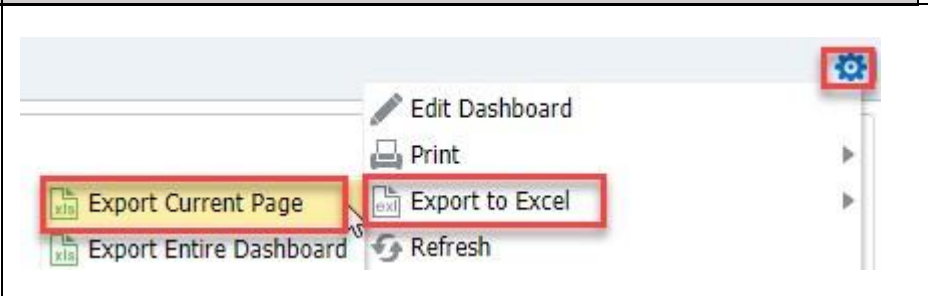
Cumulative  
GPA ▲ ▼

Click on the  icon at the bottom of the list of search results to show all results.

⬆️ ⬆️ ▼  Rows 1 - 25

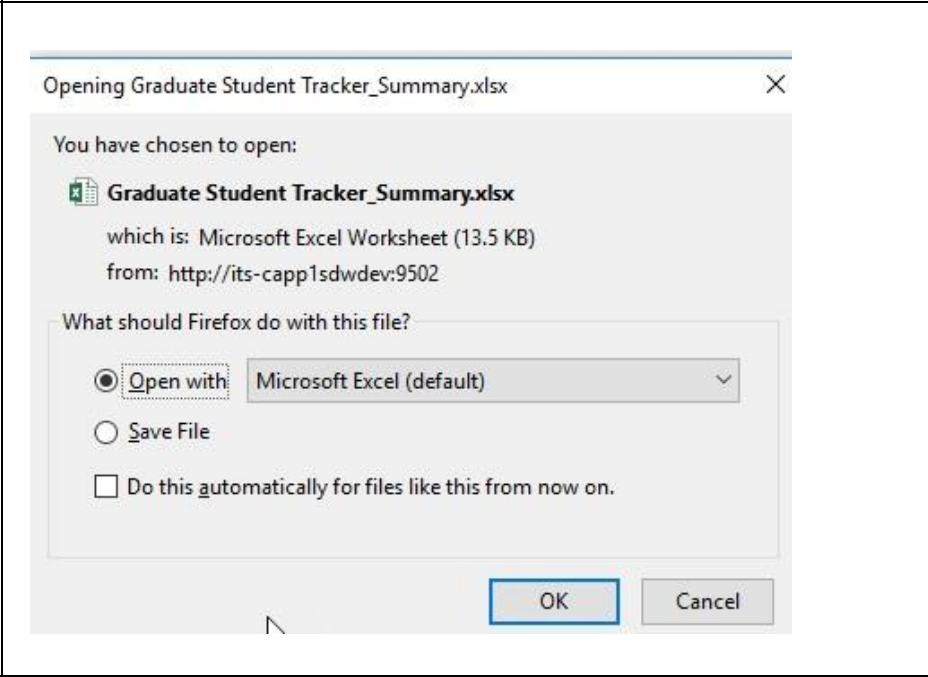
Retrieving a student E-mail list	Screen Shots
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Click on the  icon on the upper right, then select Export Current Page under the Export to Excel menu to export the list of students in the filtered search results to an MS Excel spreadsheet.



**Depending on your browser and version, the MS Excel file may be accessible by clicking on the bottom right (i.e. Google Chrome) or you may be prompted to open or save the file (i.e. Mozilla Firefox), or you may access the file by navigating to the Downloads folder of your computer.**

**NOTE: The file will contain private educational records protected by FERPA and other applicable laws. Please exercise caution when downloading, storing, or transmitting any data obtained from the dashboard.**



**TIP:**

**You may copy a list of e-mail addresses from the search results by clicking on the top e-mail address in the list, then while holding the SHIFT key, scroll down and click on the bottom email in the list. Type CTRL + C to copy, and CTRL + V to paste the list to an external file, or to the Bcc line of an outgoing e-mail message.**

