

Student Origins VDF Query Tech Tip



Table of Contents

Student Origins	3
VDF Query Examples	4
Example: Previous School for Year 8 Students.....	4
Step One: Main File.....	4
Step Two: Fields Tab	5
Step Three: Selection Tab.....	6
Step Four: Ordering Tab.....	7
Step Five: Output Tab	8
Step Six: The Report.....	9

Student Origins

Student Origins relates to a students Ethnicity, Nationality, Language, Country of Birth, Religion and Previous School. The Origin information is recorded in the Student View, Enrolment tab.

Path: Administration → Student View → Enrolment

The screenshot displays the 'Enrolment' tab for a student. The 'Origins - Ethnic and Scholastic' section is highlighted with a yellow box. It contains a table with the following data:

Type	Code ...	Desc	Priority
E	EUR	NZ European/Pakeha	0
L	ENG	English	0
N	NZL	New Zealand	0
S	WAIKDIO	Waikato Diocesan School For	0

Below the table are buttons for 'Clear', 'Save', and 'Delete'. To the right of the table are various fields for 'Year Next', 'Form Class Next', 'Core Class Next', 'Zoning Status', 'Doc Sighted', 'Doc#', and 'Eligibility'. At the bottom, there are checkboxes for 'Part Time', 'Re-Entry', 'Repeating This Year', 'Language other than English', 'Exclude Next Year', 'Tertiary Release', and 'Repeating Next Year'. The bottom of the window includes 'Restrict by Year' and 'Restrict by Campus' dropdowns, and buttons for 'Link to New Family', 'Save F2', 'Clear All F5', and 'Exit ViewEsc'.

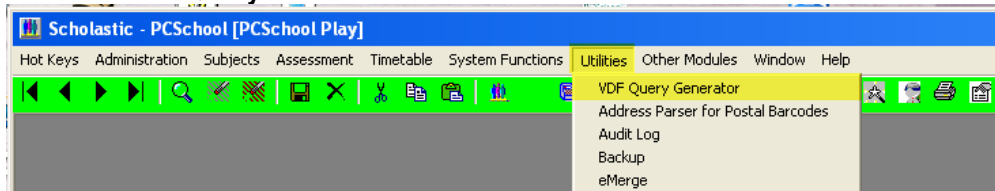
This information is often collected for reporting to Government bodies for funding and other purposes through Subjects → Government Data Capture. If schools wish to extract Origin information for their own purposes the best way to do this is through Utilities → VDF Query Generator.

VDF Query Examples

Example: Previous School for Year 8 Students

This example will produce a report showing the Previous School (Origin Code Type 'S') for students in a specific year level.

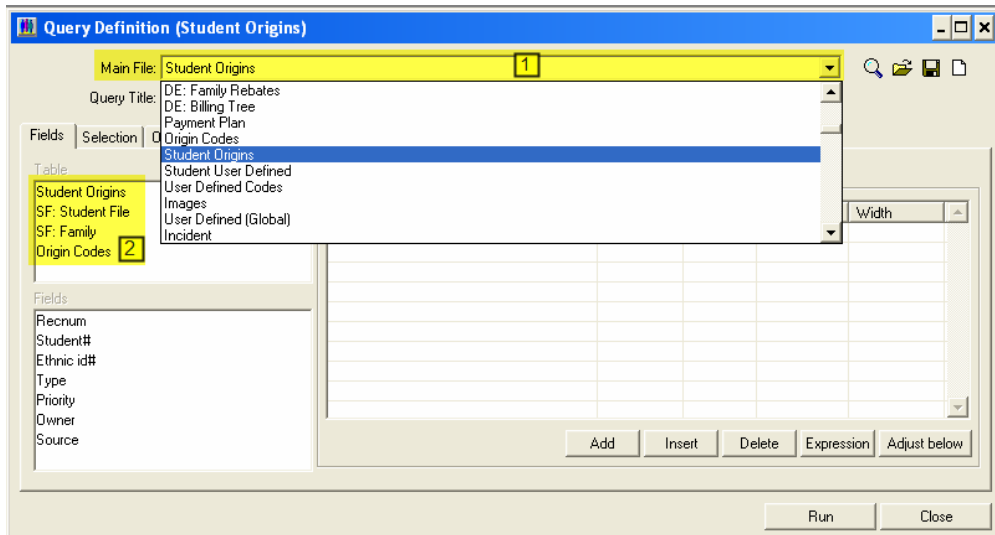
Path: Utilities → VDF Query Generator



Step One: Main File

Here we will select the table in the PCSchool Database that contains the information we are looking for. If we are looking for information recorded in the Students Origins section of the Student View → Enrolment tab we need to select Student Origins as the Main File.

Selecting Student Origins will give you access not only to Student Origins data, but also to data in the Student File, Family File and Origin Code File.

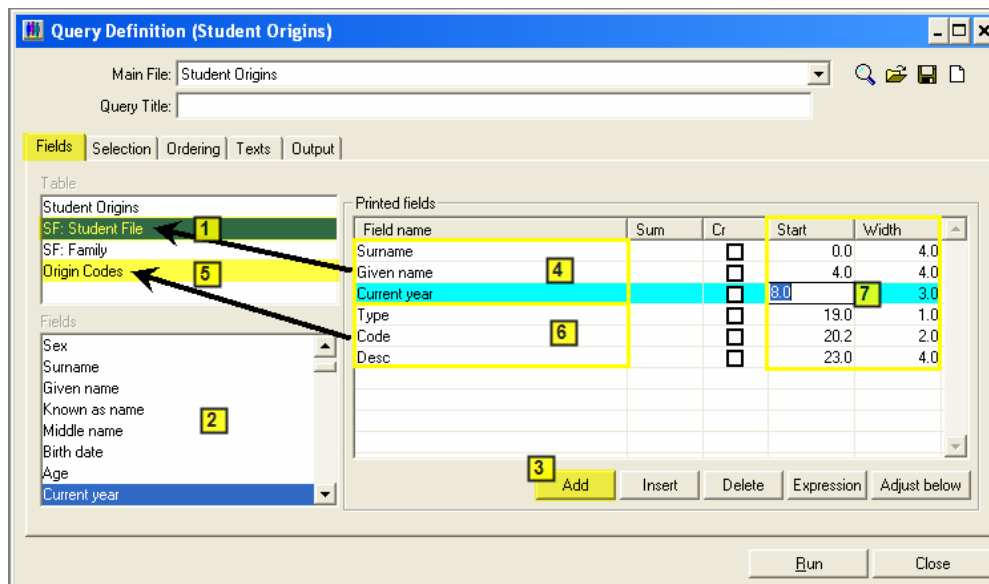


Select the Main File:

- | | |
|----|---|
| 1. | Select Student Origins as the Main File. |
| 2. | This will allow access to Fields with in the Student Origins, Student File, Family and Origin Codes tables. |

Step Two: Fields Tab

Here is where we will select the fields that we wish to print in the report or export into excel or as a *.csv file. We will select fields from the SF: Student File that contain student details such as name, year level etc and the fields from the Origin Codes that contain information on the students Previous School.

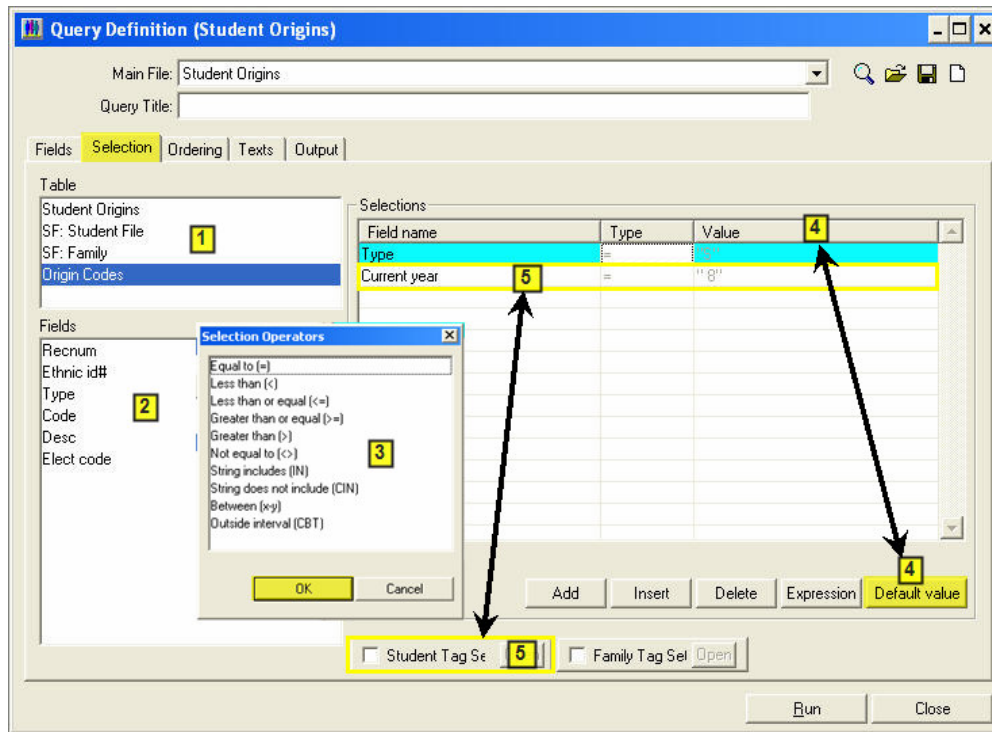


Select your Printed Fields from the Fields Tab:

1.	Select SF: Student File from the 'Table' listing.
2.	Select Surname from the 'Fields' listing.
3.	Click Add or double click on the field name to add to the 'Printed Fields' list.
4.	Repeat steps 2 and 3 selecting Given Name and Current Year from the 'Fields' listing.
5.	Select Origin Codes from the 'Table' listing.
6.	Repeat steps 2 and 3 selecting Type, Code and Desc from the 'Fields' listing.
7.	Optional: Adjust the Start and Width columns to better fit if printing the report. (If printing the report on A4 portrait paper the final start and width columns must not exceed 21cm, if printing A4 landscape the final start and width columns must not exceed 29cm)

Step Three: Selection Tab

Here is where we will chose our selection criteria. In this example we wish to only print the Previous School (Origin Code Type of 'S') of students currently in Year 8.

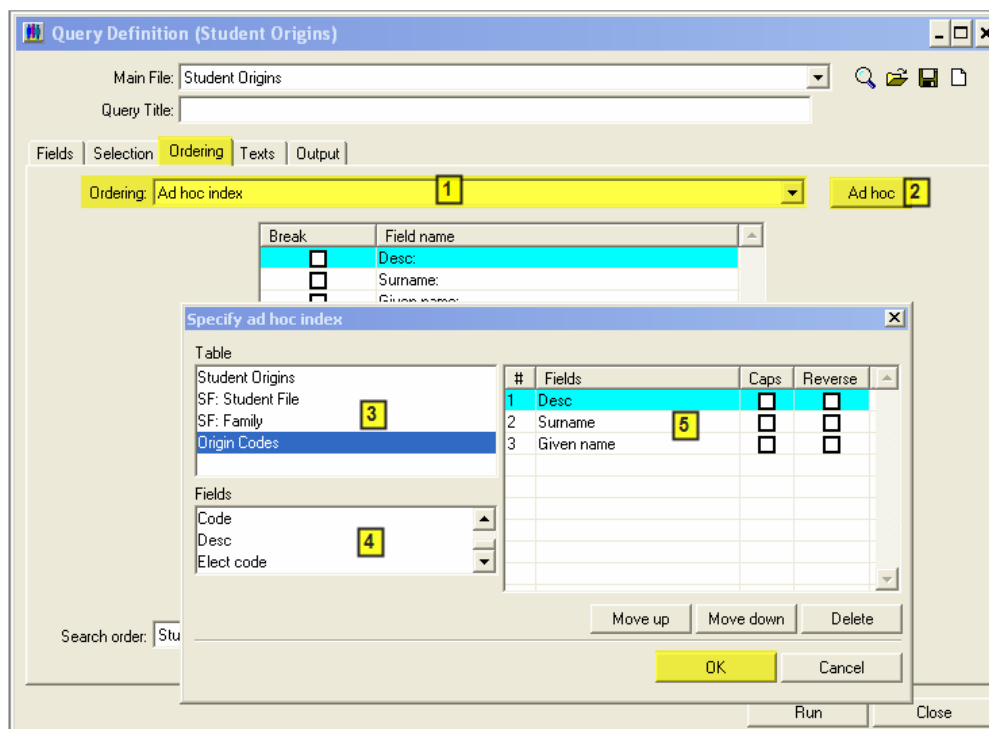


Make your Selection Criteria from the Selection Tab:

1.	Select Origin Codes from the 'Table' listing.
2.	Select Type from the 'Fields' listing. Click Add or double click on the field name to add to the 'Selections' list.
3.	Select 'Equal to(=)' from the Selection Operators list. Click OK.
4.	Click the column heading 'Value' or use the Default Value button to enter in the value of S.
5.	Repeat steps 1 SF: Student File, 2 Current Year, 3 Equal to (=) and 4 ' 8' to select students only in Year 8. Alternately you can use a tag set.

Step Four: Ordering Tab

Here is where we can select the order that the system will produce the data. In this example we will select Ad Hoc Index from the Ordering options. Ad Hoc Index will allow us to sort the records in order of the Previous School name (Desc), then alphabetically by Student Surname and Given Name.

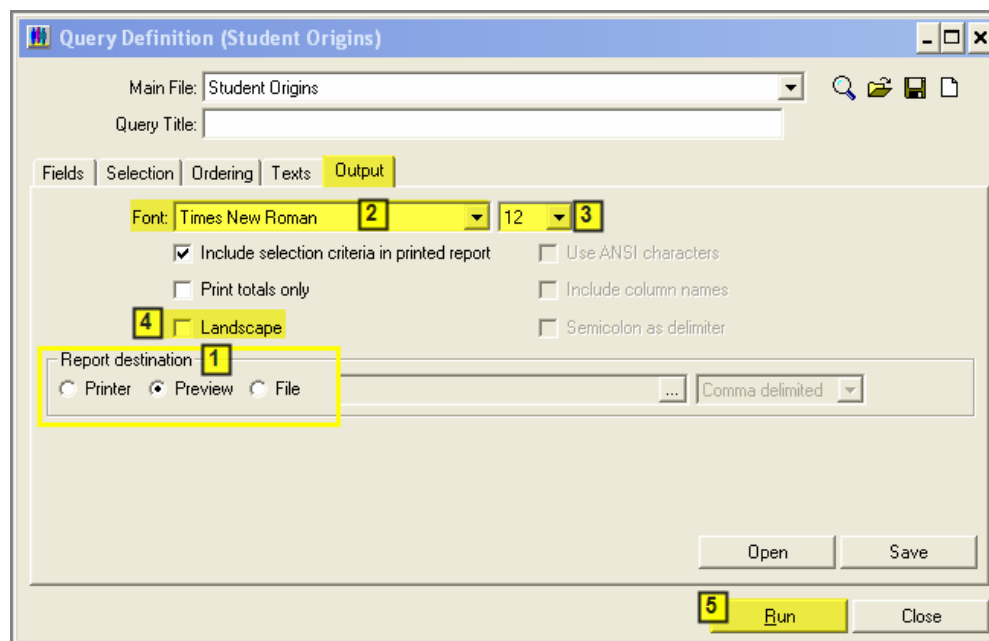


Select in your Ad Hoc Index ordering options:

1.	Select Ad hoc index from the Ordering drop down list.
2.	Click the Ad hoc button to open the Ad hoc index window.
3.	Select the Table Origin Codes.
4.	Add the Field Desc by double clicking on the name.
5.	Repeat steps 3 and 4, to add Surname and Given Name from the Table SF: Student File.

Step Five: Output Tab

Here is where we select how we wish to produce/output the report. For this example we will preview the report to screen. You can also select to export the data to file as a *.csv file.

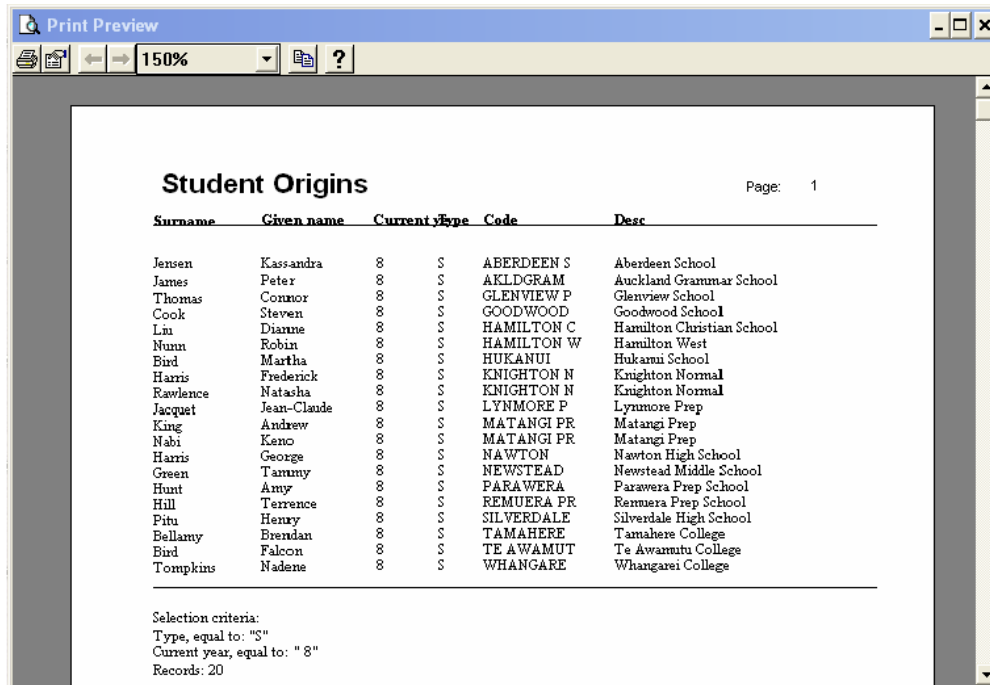


Select your options for Output:

1.	Select Preview as the Report Destination.
2.	Change the Font if desired.
3.	Change the Font Size if desired (smaller fonts will allow more data to fit on a page).
4.	Change the page layout to Landscape if you need to fit fields across a page.
5.	Select Run to produce the report.

Step Six: The Report

If 'Preview' is selected as the Report Destination the report will preview to the screen (see example below) where you can check that the records you required have been selected and then print a hard copy of the report.



>>>>> **End of Student Origins VDF Query Tech Tip** <<<<<<