

How to Run a College Query

Overview This guide specifically covers use of the College Queries.

Queries Navigation: Main Menu > Reporting Tools > Query > Query Manager (or Query Viewer)

Note: All queries run by NVCC begin with the letters “NV.” There are currently more than 600 queries available.

Step 1 Enter part of or the entire name of the query you wish to find into the search box and click on the “Search” button. Once you have searched for a query, the results will appear below the search criteria.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | [Create New Query](#)

*Search By: Query Name begins with

[Advanced Search](#)

Search Results





*Folder View: -- All Folders -- *Action: -- Choose --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	NV_SEMR_BY_DATE_AND_TIME	SEMR For Specific Date & Time	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	NV_SEMR_DETAIL	SEMR detail	Public		Edit	HTML	Excel	XML	Schedule

Step 2 Notice on the right of the results are columns labeled “Run to HTML,” “Run to Excel.” Clicking on “HTML” will run the query and display the results in your internet browser. Clicking on “Excel” will run the query and display the results in a Microsoft Excel Spreadsheet.

Step 3 Once you have chosen one of these options, you will be taken to the query, where you may enter in parameters for your query. When you have entered your parameters, click on “View Results” to run the query.

NV_SEMR_DETAIL - SEMR detail

Institution: 
 Term: 
 Acad Career: 
 Subject (Opt):
 Catalog Nbr (Opt):
 Campus (Opt):
 Acad Org (Opt):
 Session (Opt):
 Location (Opt):
 Course Attribute (Opt): 
 ELI Only

[View Results](#)

Term	Subject	Catalog	Section	Session	Career	Class Nbr	Acad Org	C
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The results will be displayed in your browser:

	A	B	C	D	E	F	G	H	I	J
1	SEMR detail	1349								
2	Term	Subject	Catalog	Section	Session	Career	Class Nbr	Acad Org	Component	Assoc
3	2113	ACC	211	001N	12W	CRED	10330	LCN01	LEC	5001
4	2113	ACC	211	040N	6W1	CRED	10585	LCN01	LEC	5040
5	2113	ACC	211	041N	6W1	CRED	11657	LCN01	LEC	5041
6	2113	ACC	211	042N	6W1	CRED	12303	LCN01	LEC	5042
7	2113	ACC	211	043N	6W1	CRED	10587	LCN01	LEC	5043
8	2113	ACC	211	044N	6W1	CRED	11947	LCN01	LEC	5044