

## Informer/Live Excel Help: Student Lists by Major, Minor, and Concentration

Informer is a tool that allows you to create and run reports on data stored in Colleague (= Datatel). These reports can be run by signing into Informer or by refreshing the Live Excel spreadsheet based on that report. The instructions below are for using the Live Excel files.

Two reports have been created for your use:

- Majors/Minors/Concentrations—currently enrolled students
  - Majors/Minors/concentrations—graduated students
- If you get a security warning, click on "Enable Content".
  - Click cursor on one of the column titles (e.g., LFM Name).
  - Go to the Data tab. Click "Refresh All".
  - **Three prompts will appear in succession: one each for major, minor, or concentration desired. For each prompt you will need to enter a code for one of these programs or an asterisk. To see a list of all the codes, click the Abbreviations tab at the bottom of the spreadsheet. Use an asterisk if you do not want to search for a specific major/minor/concentration. [The three prompts are linked by an "or" command, so the report will return any student who has any of the specified major(s), minor(s), or concentration(s).]**



- The graduated students file will also prompt you for a date. For example, entering "2000" will return students who have graduated since January 2000.
- Search examples:
  1. If you want to search for students with a major in Chemistry, complete the major prompt with "CHEM" and the minor and concentrations prompts with an asterisk.
  2. If you want to search for students with a major or minor in Spanish, complete the major and minor prompt with "SPAN" and the concentration prompt with an asterisk.
  3. If you want to search for students with a minor in Psychology, complete the major and concentrations prompts with an asterisk and the minor prompt with "PSYC."
  4. If you want to see specific combinations of majors, minors, and concentrations, you will need to run a more general report and then use Excel's sort or filter functions. For example, if you want to search for students with a major in Chemistry and a specific minor, complete the prompts as in #1 above. Click on the Data tab and then choose Filter or Sort, as appropriate.