

Graduate Application and Admission Database: Data Extract Instructions **December 12, 2006**

The Data Extracts screen in the Graduate Admission data base allows you to download graduate applicant data from the data base directly to your computer. You are able to extract information at any time, and as frequently as you choose by following the steps outlined below.

1. Log on to the Graduate Admission database. From the Main Menu, choose the “Extract Data” option on the bottom right hand side of the menu.
2. The “Extract Data” screen (see Figure 1) defaults to the current admission term and to a cumulative data file (meaning data accumulated from applicants for the entire application time frame are captured). If you want data from a previous term, choose from the drop down menus in the “term” and “year” fields. In order to extract data for a specific time, change the “Start” and “End” dates to reflect the desired time frame. If you want to obtain additional data later without duplicating the data you already extracted, note the dates of your last extract, and start your next data extract with the day following the last data extract. (Please do not use the time parameters for this report. Data files are extracted by date only).
3. If you are responsible for more than one major, choose the “All Departments” option from the drop-down list in “Major”. It will give you data for all majors in your department to which you have access. If you want to extract data for just one of those majors, choose it from the drop-down list.
4. Choose the data extracts you want to run by clicking in each of the boxes to the left of the list of “Data Sources”. You will see a number of different extract choices. We recommend you scroll down to the list extracts that show “Parsed extract” in the description field. You may choose as many as you want and download all at one time (in separate files).

Figure 1: “Extract Data” Screen: Query Parameters

The screenshot shows a web application interface titled "Extract Data" with a "Help" button. It is divided into three main sections:

- Query Parameters:** Includes dropdowns for "Term" (Fall) and "Year" (2007), and date pickers for "Start Date" (09/11/2006 00:00:00) and "End Date" (03/01/2007 00:00:00). A "Major" dropdown is set to "MUSIC (MUSIC)".
- Data Sources:** A table with columns "Source Name" and "Description".

| Source Name | Description |
|--|----------------|
| <input checked="" type="checkbox"/> Applicant Contacts | Parsed extract |
| <input type="checkbox"/> Applicant Previous Schools | Parsed extract |
| <input type="checkbox"/> Applicant Self Reported Scores | Parsed extract |
| <input checked="" type="checkbox"/> Applicant General Data | Parsed extract |
| <input type="checkbox"/> Applicant Languages | Parsed extract |
| <input type="checkbox"/> Applicant Official Scores | Parsed extract |
- Target File Parameters:** Includes radio buttons for "File Type" (Fixed width, Tab delimited, Comma delimited, Pipe (|) delimited) and a checked "Include Header Row" checkbox. The "File Path" is set to "I:\1" with a "DIR" button. Below is a table for file names and row counts.

| File Name | Row Count |
|-----------|-----------|
| | |
| | |
| | |
| | |

At the bottom right, there are buttons for "Download", "Clear", and "Main Menu". The footer shows "GRDDCK" and "PROD 3.0.1.0".

5. The default for “File Type” is fixed width. We recommend that you choose “tab delimited” file type, in order to separate (delimit) each data field by a tab. This will make it easier later to import your data into your own Access, Filemaker Pro, or Excel data base.
6. If you want to include the header row that lists the data field labels, check the “include header row” box on the right hand side.
7. Choose the location in which you want the files downloaded *on your computer*. Click on the **DIR** button and use the window that opens up to select the directory on your computer where you want the data extract files saved. Figure 2 illustrates

that the downloaded data for both “Applicant Contacts” and “Applicant General Data” will be downloaded to this computer user’s “C:” drive.

8. Confirm all the choices you have made and, when ready, click the “download” button on the lower right side of the screen.
9. When the download is complete (it may take a few seconds), a list of downloaded files will appear in the window at the bottom of the screen. Each file name will also include the date and time of the download for easier tracking (see Figure 2). The row count indicates the number of records (applicants) in each extract.

Figure 2: Extract Data Screen: Downloaded Files

The screenshot shows the 'Extract Data' application window. The title bar reads 'Download Files' and the window title is 'GRDF150 Extract Data'. A 'Help' button is in the top right corner.

Query Parameters:

- Term:
- Year:
- Start Date:
- Major:
- End Date:

Data Sources:

| Source Name | Description |
|--|----------------|
| <input checked="" type="checkbox"/> Applicant Contacts | Parsed extract |
| <input type="checkbox"/> Applicant Previous Schools | Parsed extract |
| <input type="checkbox"/> Applicant Self Reported Scores | Parsed extract |
| <input checked="" type="checkbox"/> Applicant General Data | Parsed extract |
| <input type="checkbox"/> Applicant Languages | Parsed extract |
| <input type="checkbox"/> Applicant Official Scores | Parsed extract |

Target File Parameters:

File Type: Fixed width Tab delimited Comma delimited Pipe (|) delimited Include Header Row

File Path:

| File Name | Row Count |
|---|-----------|
| C:\Applicant Contacts_121306-105540.TXT | 72 |
| C:\Applicant General Data_121306-105546.TXT | 72 |
| | |
| | |

Buttons:

GRDDCK PROD 3.0.1.0

10. For additional downloads, repeat steps 1-9.