

ODBC Connection for Excel 2016

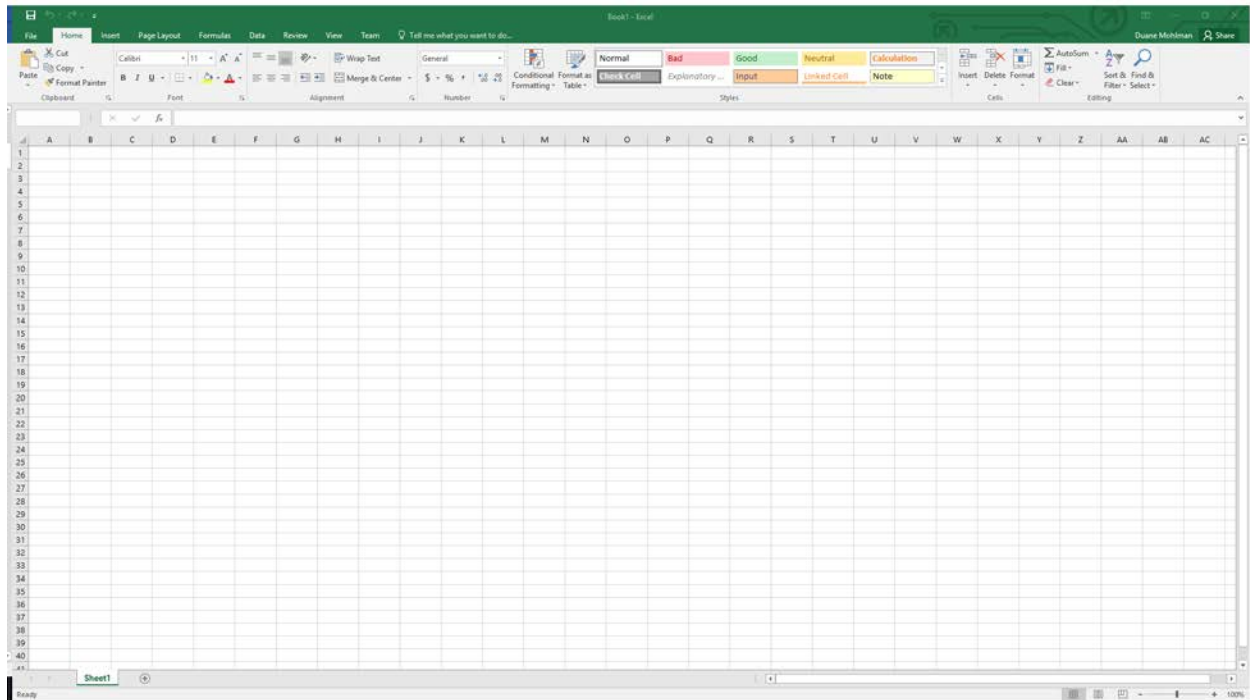
Linking nulook Tables



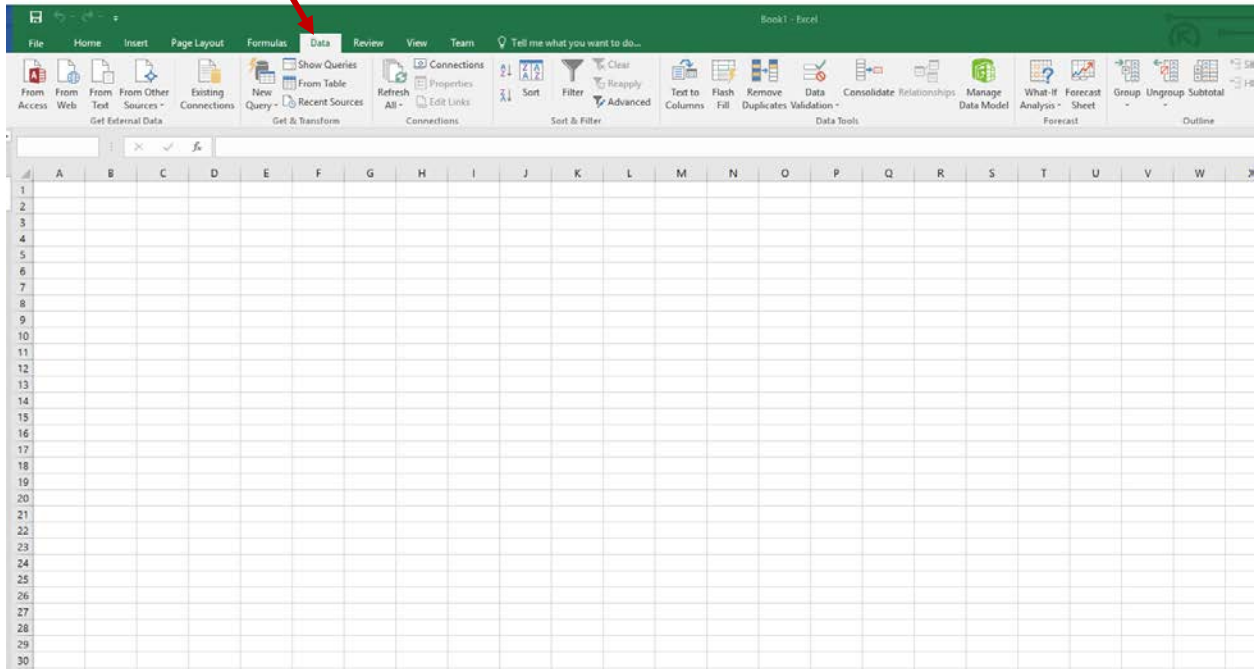
Institutional Effectiveness and Analytics
UNIVERSITY OF NEBRASKA-LINCOLN

APRIL 2016

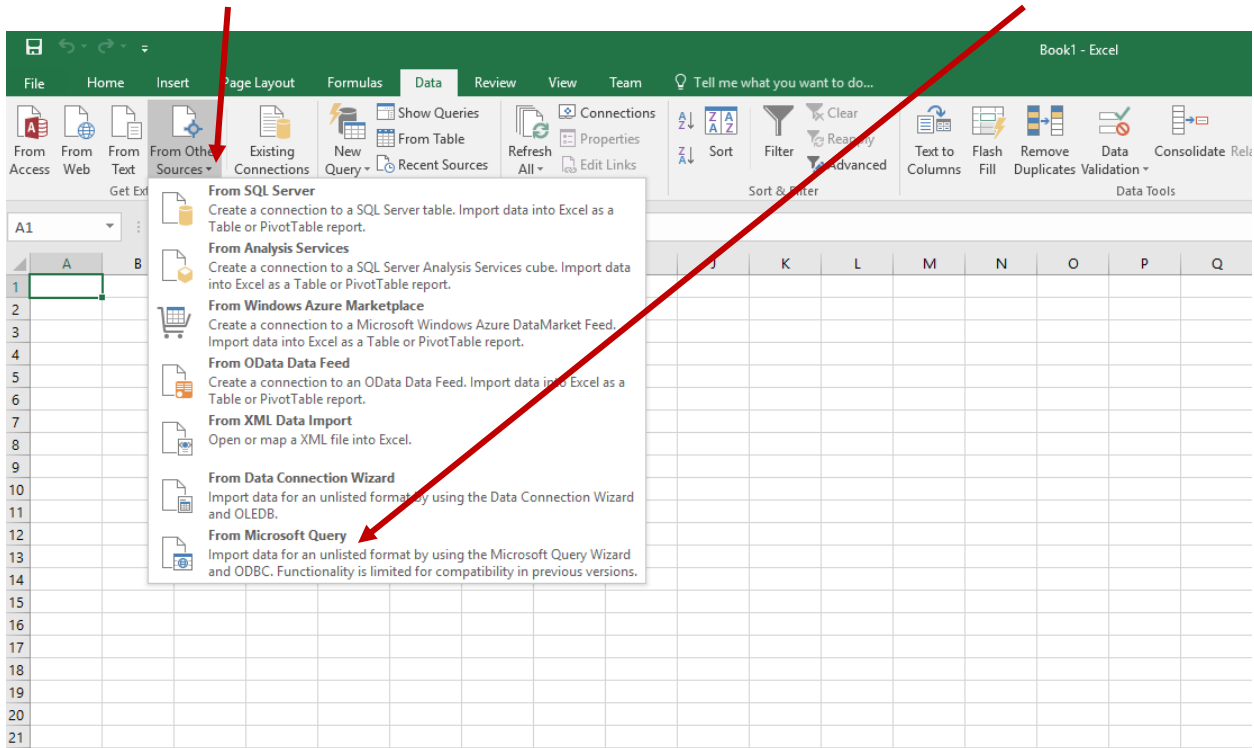
Open an Excel 2016 file. For this example, we will use a new (or blank) Excel file.



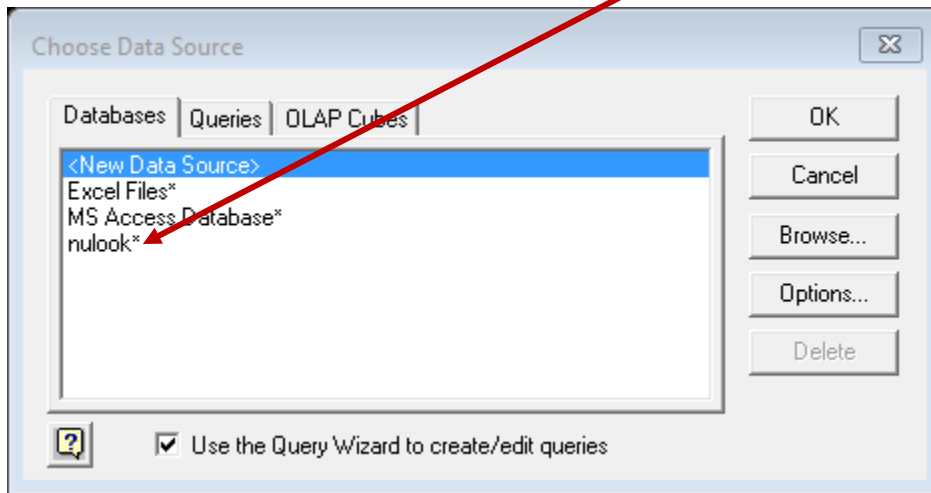
Click on "Data" tab



Click the small down arrow on "From Other Sources" and select "From Microsoft Query"

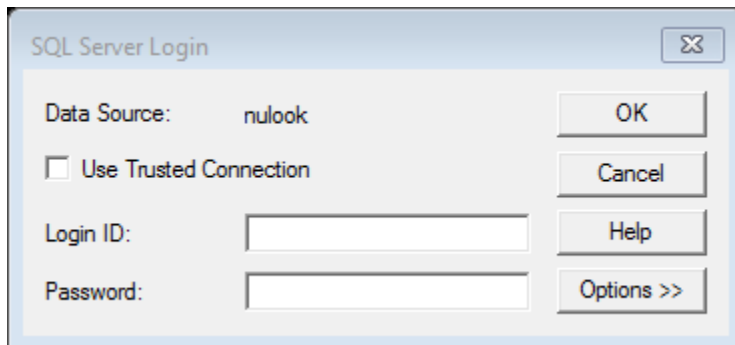


The “Choose Data Source” window will open. Click on “nulook*” and click “OK”

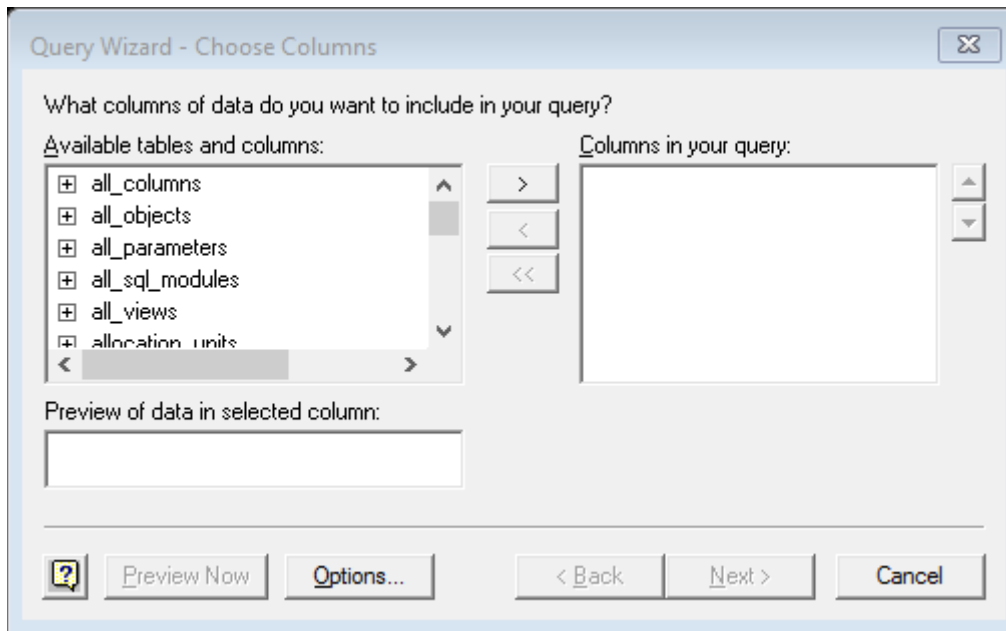


The “SQL Server Login” window will open.

Enter your **TrueYou** credentials. Note that your “Login ID” will probably be displayed; thus, only your “Password” will be needed, and click “OK”.



The “**Query Wizard – Choose Columns**” window will open. Scroll to the table you wish to use.



You now have a choice of importing the entire table, or selected fields.

If you want the entire table, simply highlight the table and click the right-facing arrow. Then click “**Next**” through the remaining prompts. The entire table will load into your Excel file.

Or, choose selected fields...

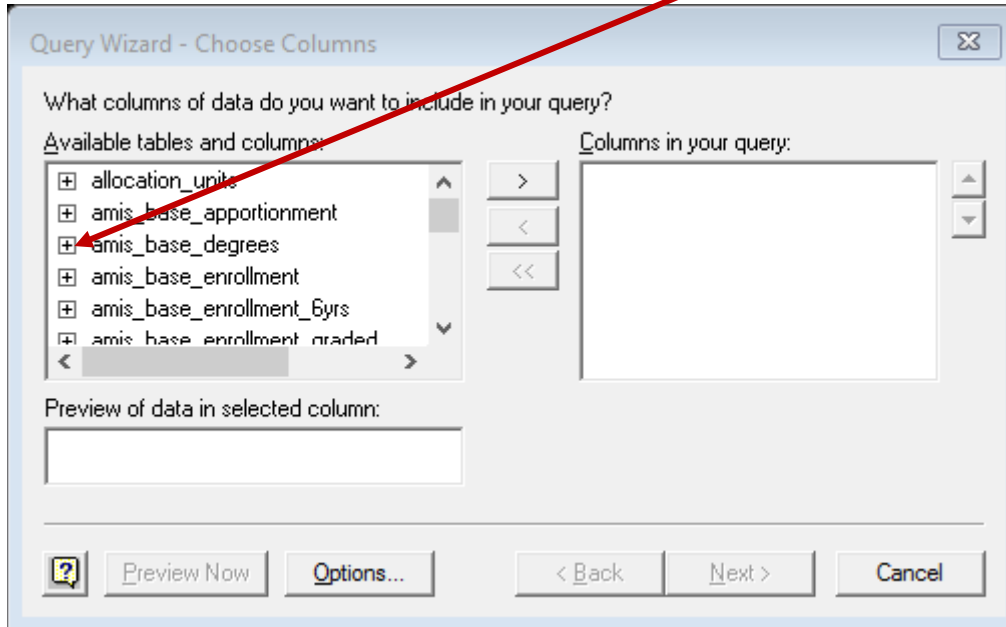
Click on the “plus sign” to select individual fields (see Example of *Selecting Individual Fields and Filtering*).

For either option, the remaining prompts provide an opportunity to filter your import (e.g. by selected terms, and/or for a specific college, etc.).

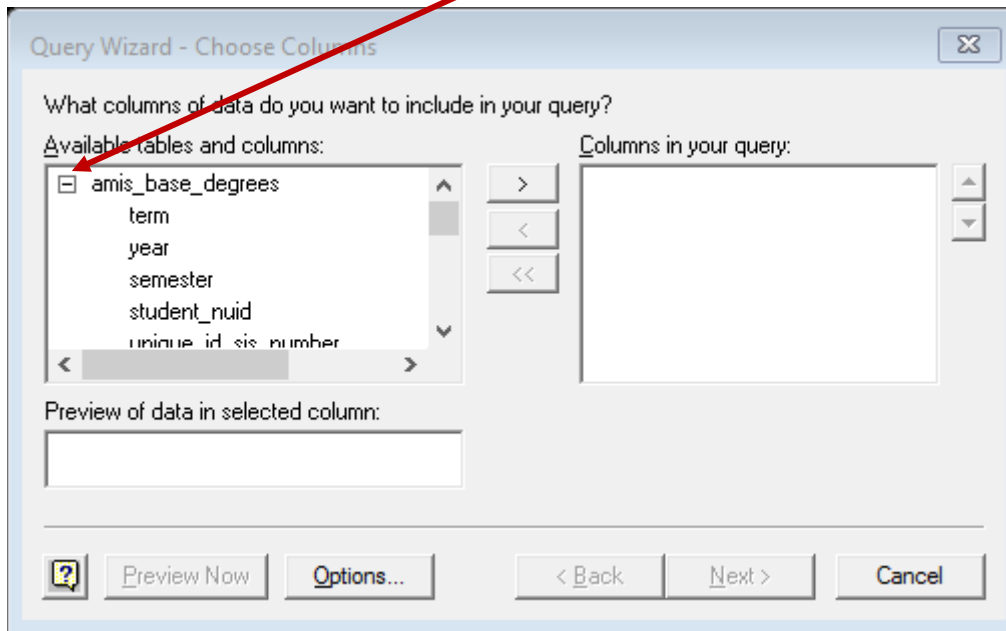
Example of Selecting Individual Fields and Filtering

For this example, we will use table “amis_base_degrees”.

Scroll down to table “amis_base_degrees”, and click on the “plus sign”.



Note that the “**plus sign**” now turns to a “**minus sign**” when opened. This will display the fields within that table.

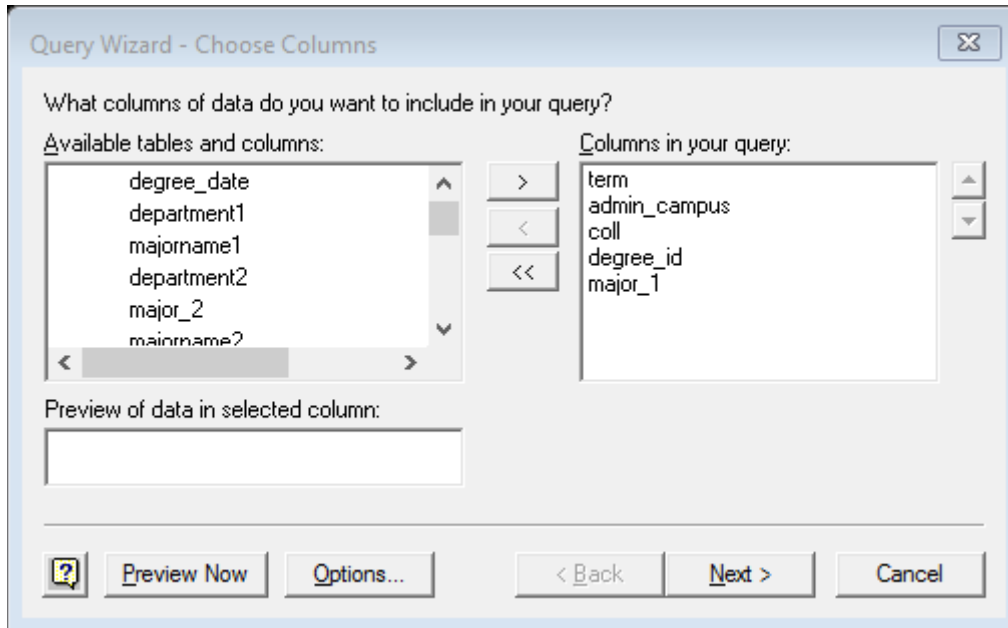


To select a field, either

1. Double-click on the field name, or
2. Single-click on the field name, and click on the right-facing arrow.

In either case, the field name will move from the “**Available tables and columns**” box to the “**Columns in your query**” box.

In this example, we would like a list of Fall 2015, undergraduate degrees and majors, in the Hixon-Lied College of Fine and Performing Arts. Therefore, select the following five fields, and click “Next”.



The “**Query Wizard – Filter Data**” window will open.

Single-click on “**term**”

Select “**equals**” from the drop-down menu

Type in “**20161**” (i.e. Fall 2015), or select it from the now-populated drop-down menu

Single-click on “**admin_campus**”

Select “**equals**” from the drop-down menu

Type in “**UNL**” or select it from the now-populated drop-down menu.

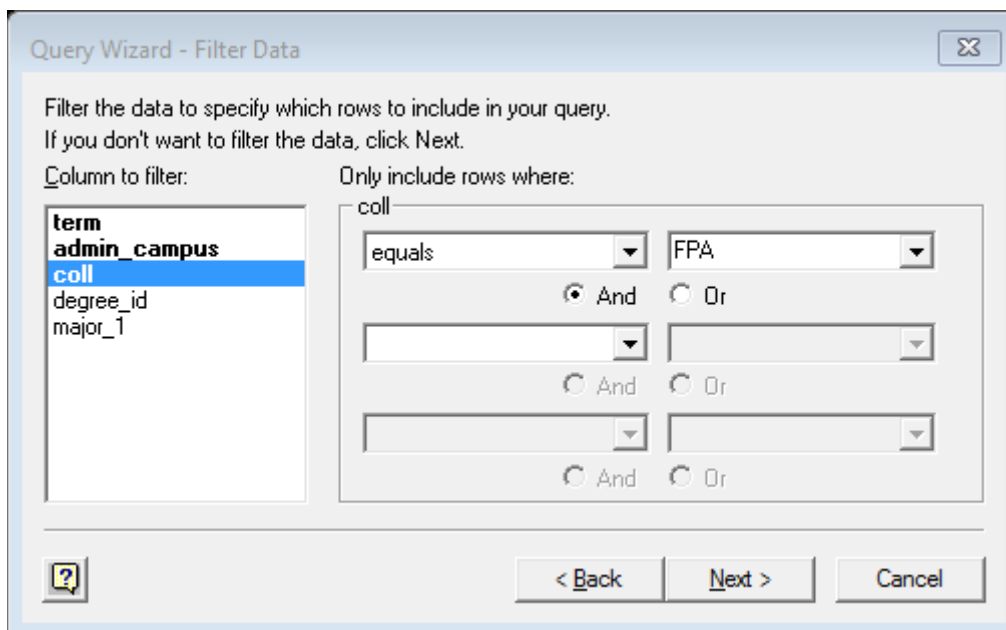
Single-click on “**coll**”

Select “**equals**” from the drop-down menu

Type in “**FPA**”, or select it from the now-populated drop-down menu

*Note that the three fields that have selection criteria are now in **bold**.*

Click on “**Next**”



The “**Query Wizard – Sort Order**” window will open.

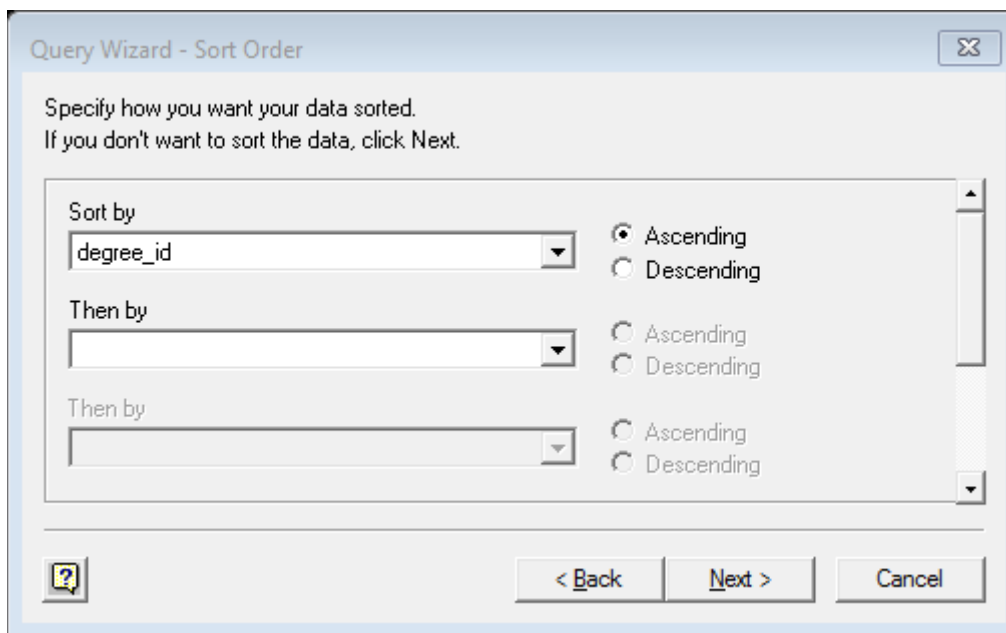
If needed, we can select a field to sort by. In this example, let’s sort by “**degree_id**”

Click on the “**Sort by**” drop-down menu

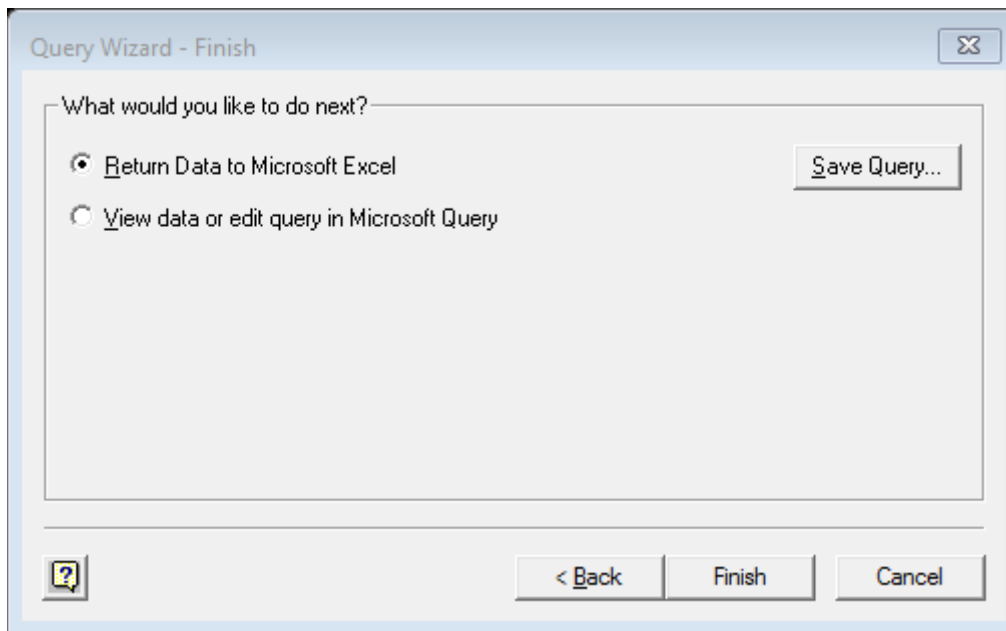
Select “**degree_id**”

Note that an “Ascending/Descending” option is available. Take the default of “**Ascending**”.

Click “**Next**”.

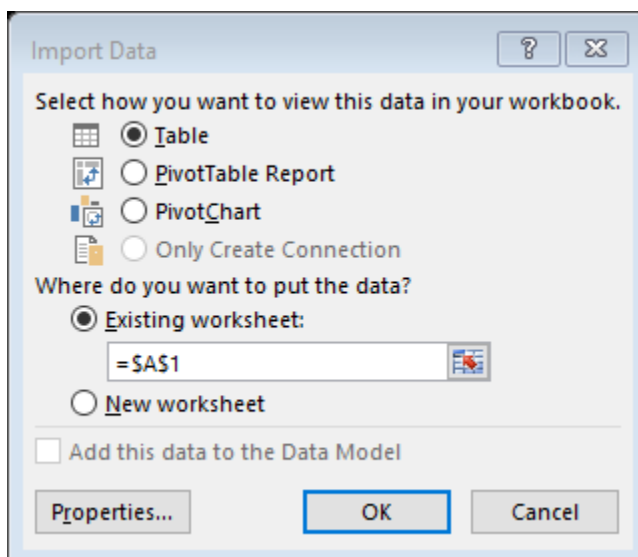


The “**Query Wizard – Finish**” window will open. Take the default “**Return Data Microsoft Excel**”, and click “**Finish**”.



The “**Import Data**” window will open.

To import your data, take the default option of “**Table**” and click “**OK**”.



Note: Depending upon the size of the data import, you may see a brief message, in Cell A1, that says “Query from NUlook...”)” that the data is importing.

Your Excel spreadsheet populates with the requested fields, including applied filters, and sorted by degree_id.

Remember to **save your new file** to your local PC and/or network drive.

The screenshot shows an Excel spreadsheet with a table of data. The table has the following columns: term, admin, campus, coll, degree_id, and major_1. The data is sorted by degree_id. The table contains 40 rows of data, starting with 20161 UNL FPA BA AHCR and ending with 20161 UNL FPA BFA ART.

term	admin	campus	coll	degree_id	major_1
20161	UNL	FPA	BA	AHCR	AHCR
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	TPER	TPER
20161	UNL	FPA	BA	TPER	TPER
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	TPER	TPER
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	TDMT	TDMT
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	AHCR	AHCR
20161	UNL	FPA	BA	MUSC	MUSC
20161	UNL	FPA	BA	MUSC	MUSC
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	TPER	TPER
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	MUSC	MUSC
20161	UNL	FPA	BA	ART	ART
20161	UNL	FPA	BA	TPER	TPER
20161	UNL	FPA	BA	TDMT	TDMT
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	TTDE	TTDE
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	TFNM	TFNM
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	TFNM	TFNM
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART
20161	UNL	FPA	BFA	ART	ART