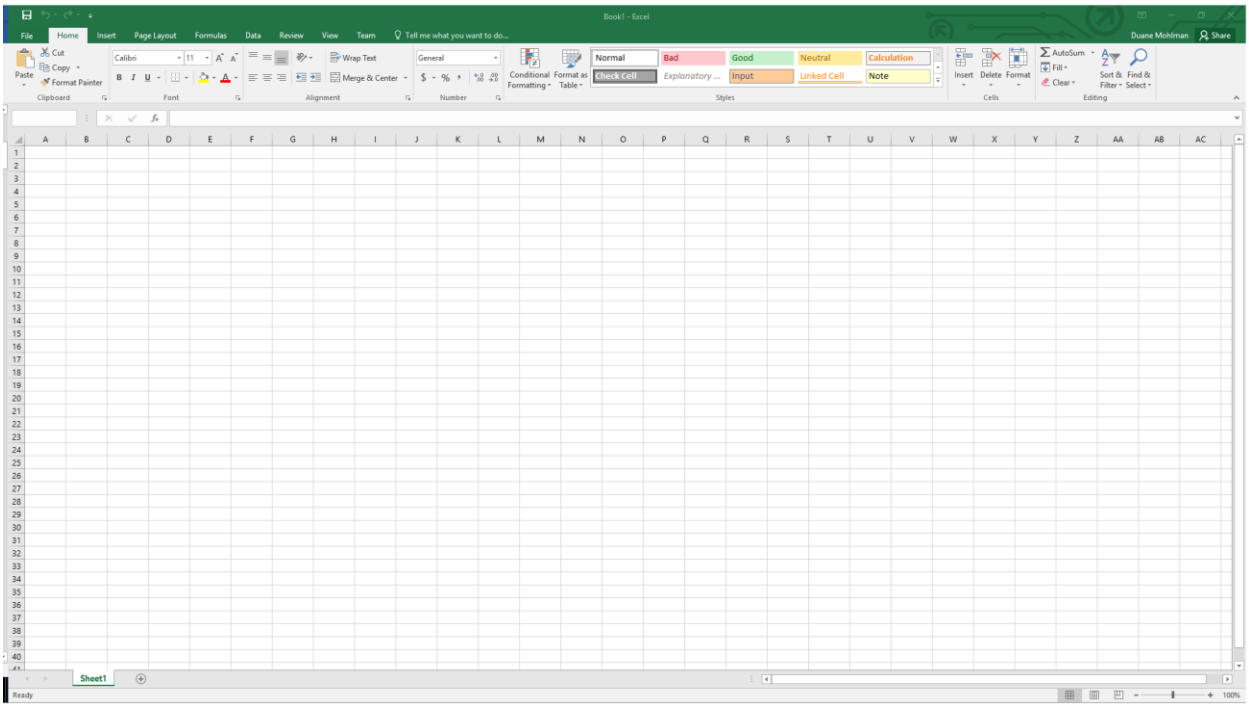
ODBC Connection for Excel 2016

Linking nulook Tables

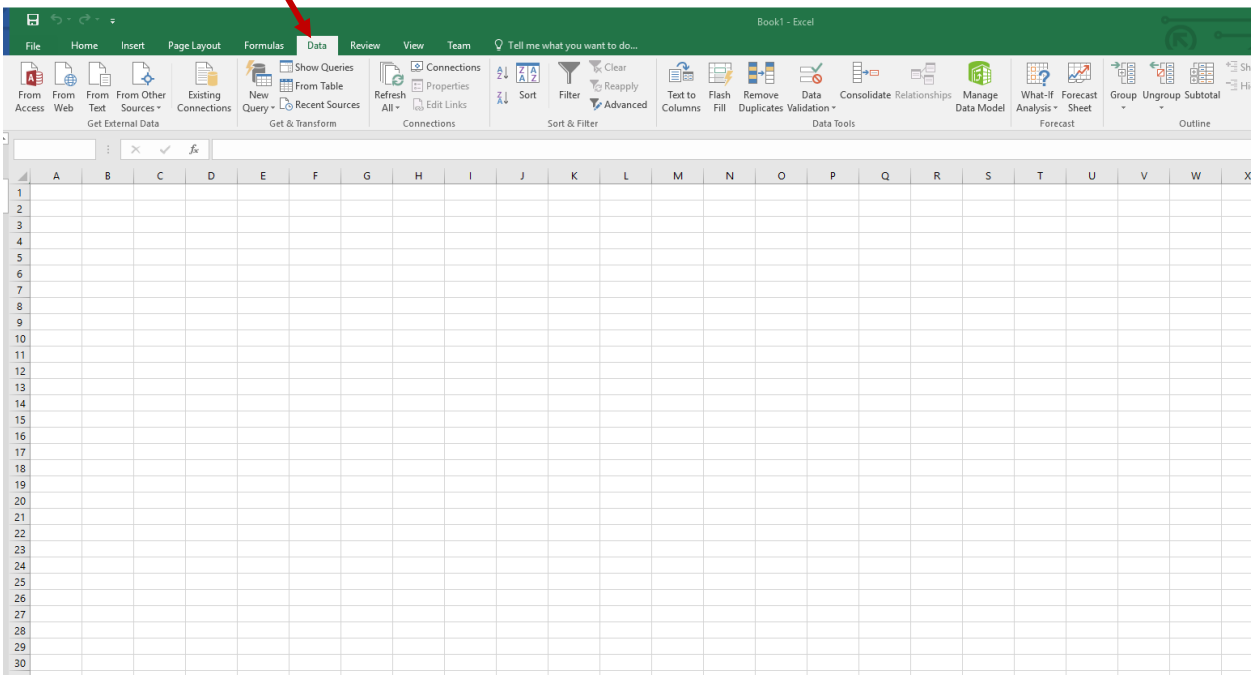
Institutional Research, Analytics and Decision Support
UNIVERSITY OF NEBRASKA-LINCOLN

APRIL 2016

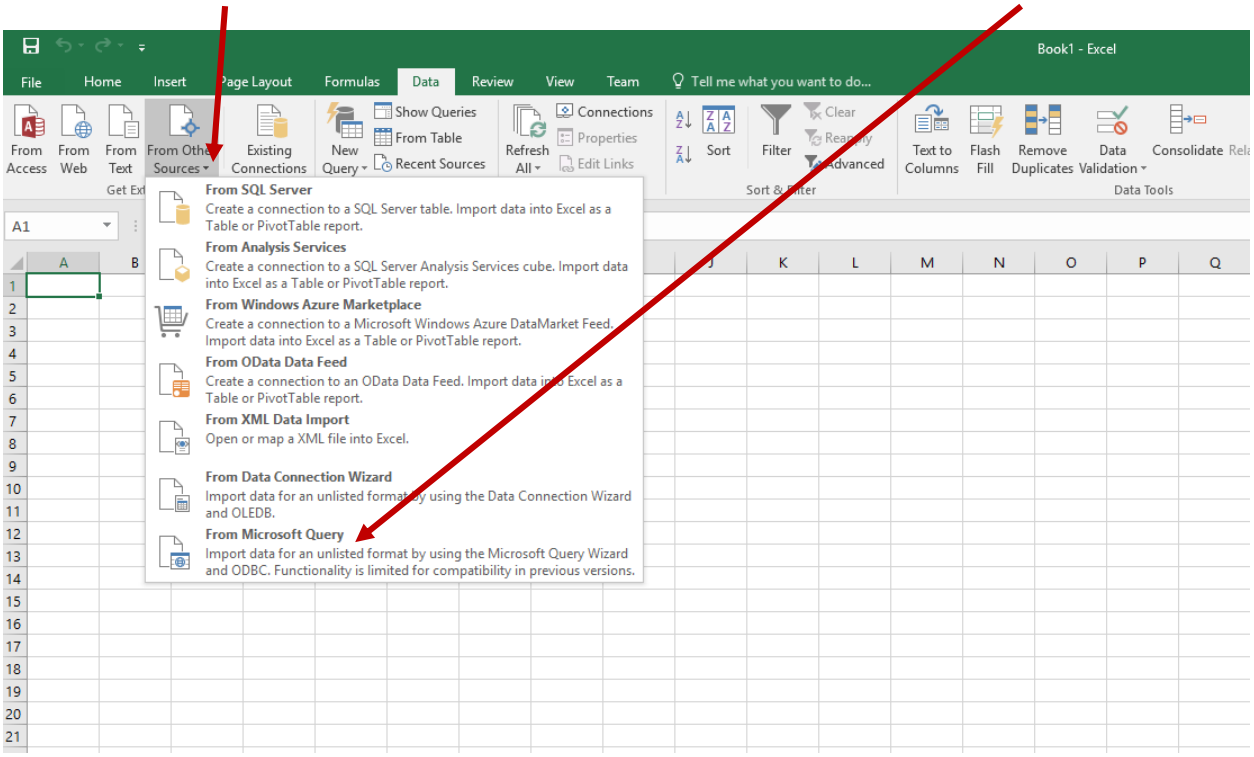
Open an Excel 2016 file. For this example, we will use a new (or blank) Excel file.



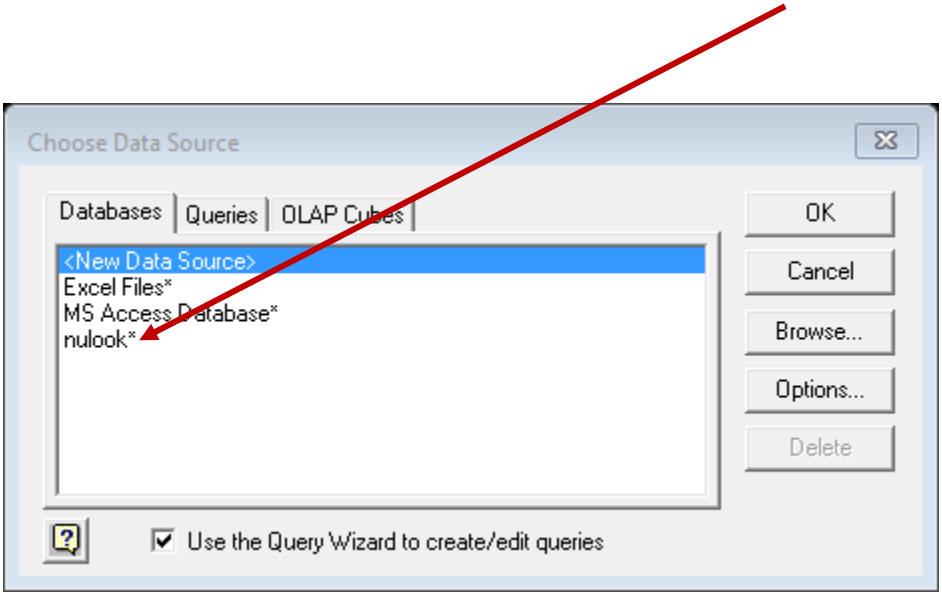
Click on “**Data**” tab



Click the small down arrow on “**From Other Sources**” and select “**From Microsoft Query**”

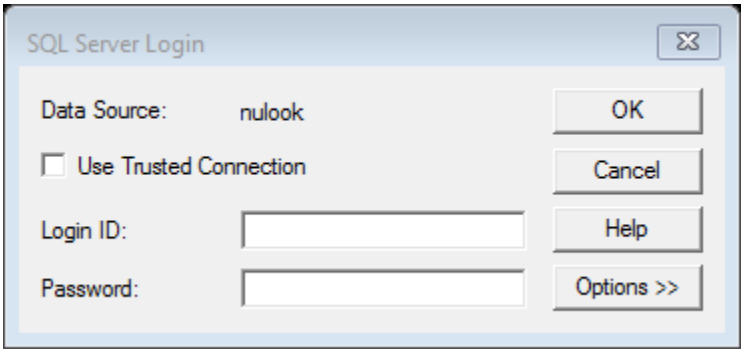


The "**Choose Data Source**" window will open. Click on "**nulook***" and click "**OK**"

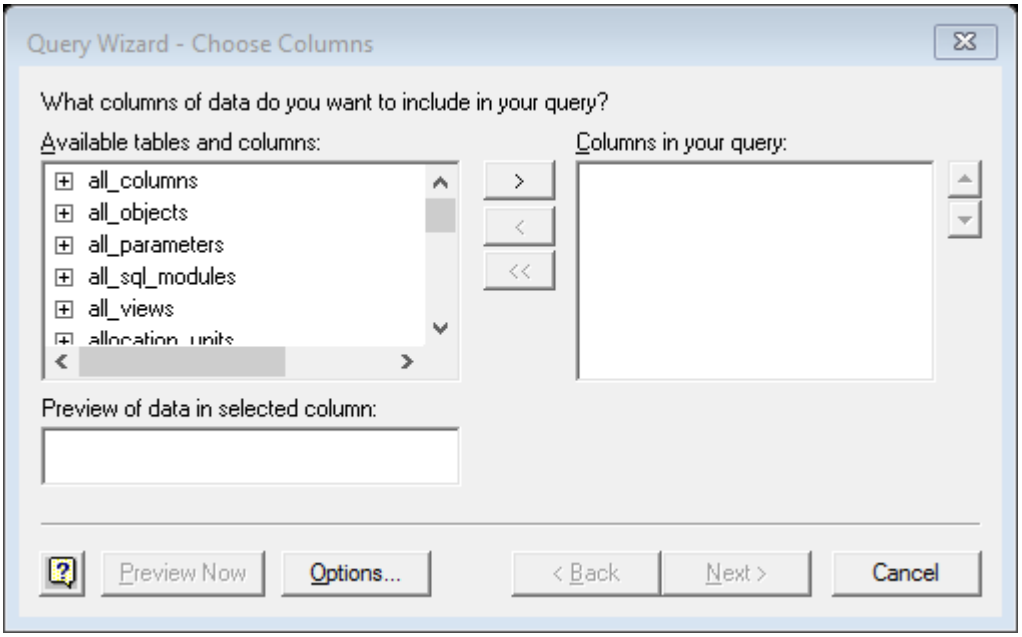


The "**SQL Server Login**" window will open.

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…

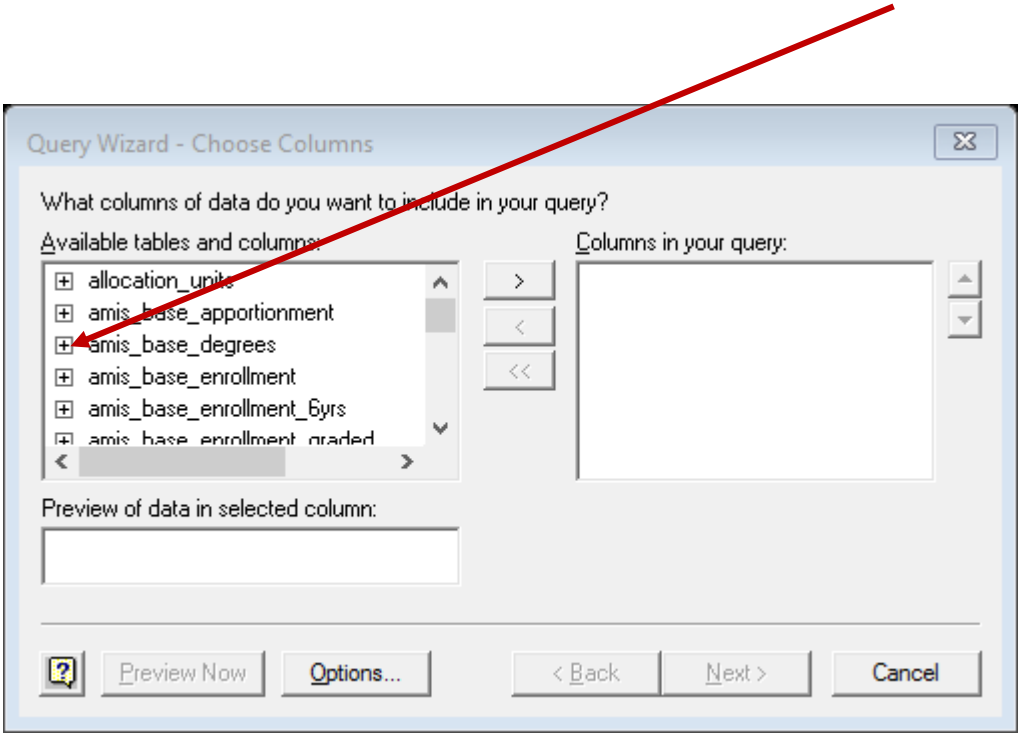
Click on the "plus sign" to select individual fields (see Example of *Selecting Individual Fields and Filtering*).

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.).

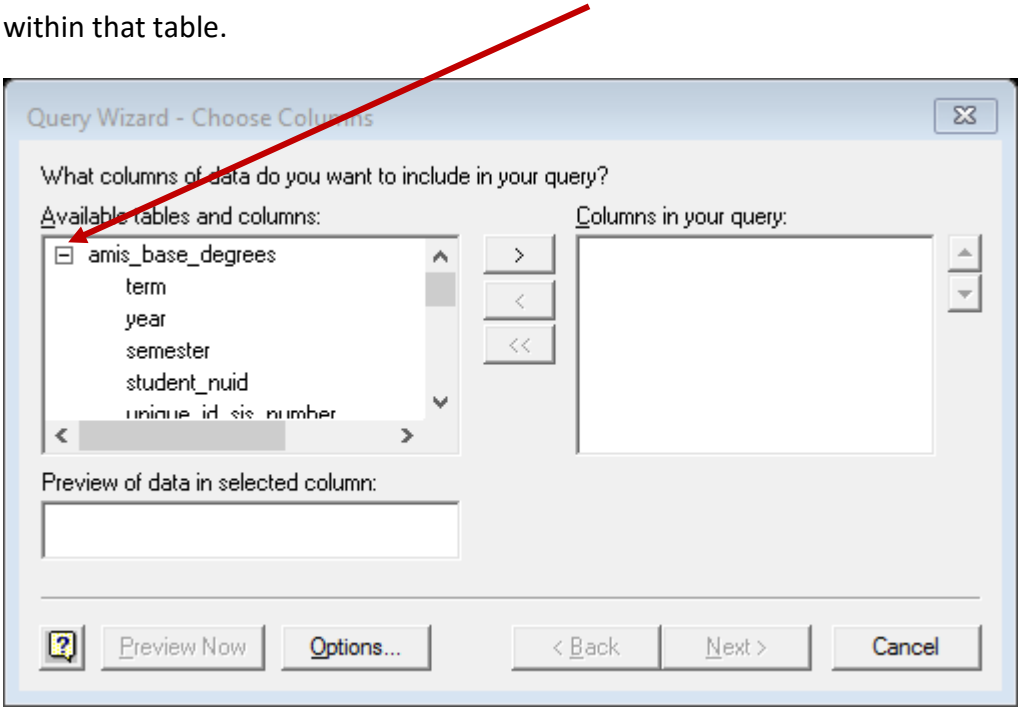
Example of Selecting Individual Fields and Filtering

For this example, we wil 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.

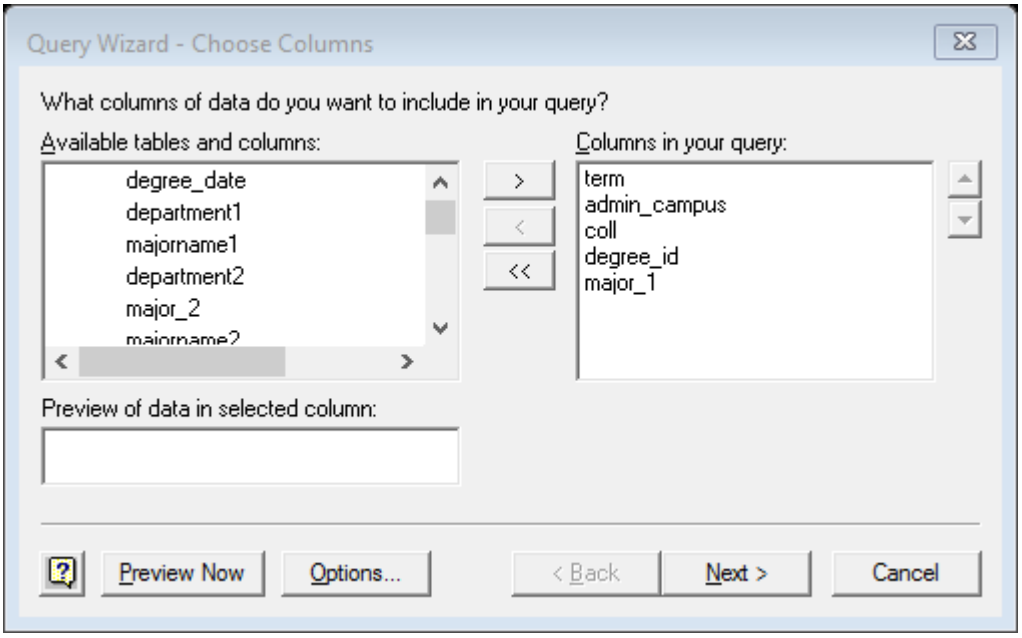


To select a field, either

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.

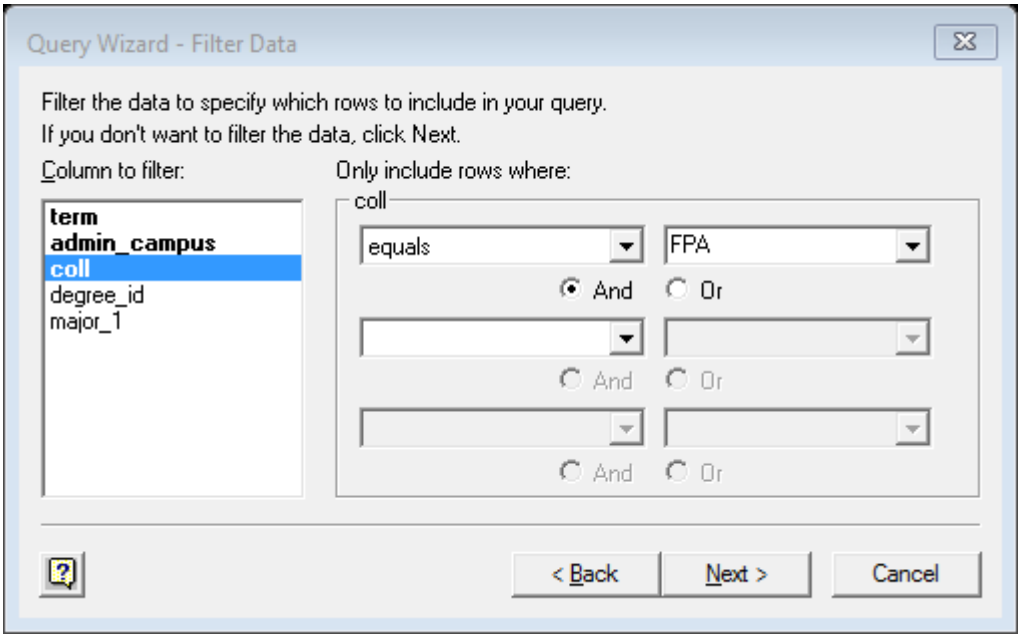
Single-click on "**term**"
Select "**equals**" from the drop-down menu
Type in "**20161**" (i.e. Fall 2015), or select it from the now-populated drop-down menu

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 critieria are now in **bold**.*

Click on "**Next**"

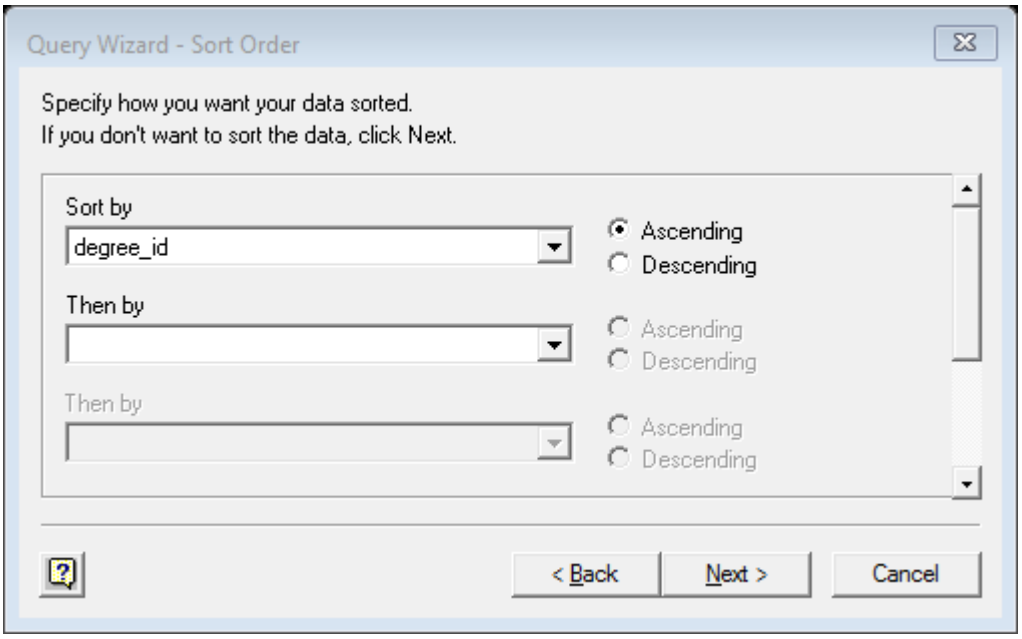


The "**Query Wizard – Sort Order**" window will open.

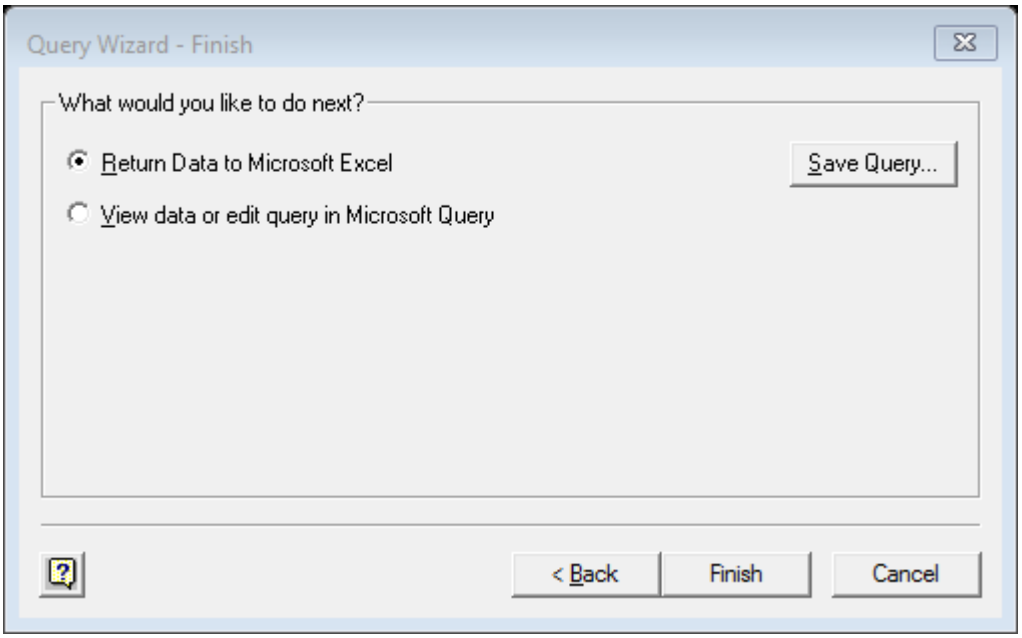
If needed, we can select a field to sort by. In this example, let's sort by "**degree_id**"

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**".

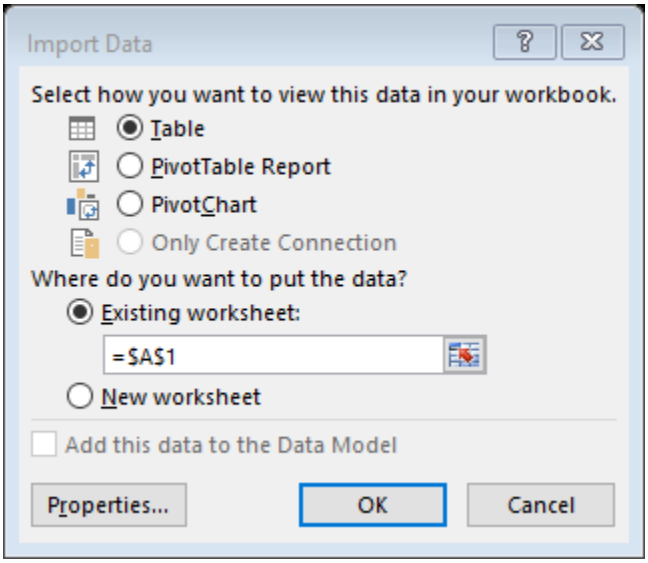


The "**Query Wizard – Finish**" window will open. Take the default "**Return Data Microsoft Excel**", and click "**Finish**".



The "**Import Data**" window will open.

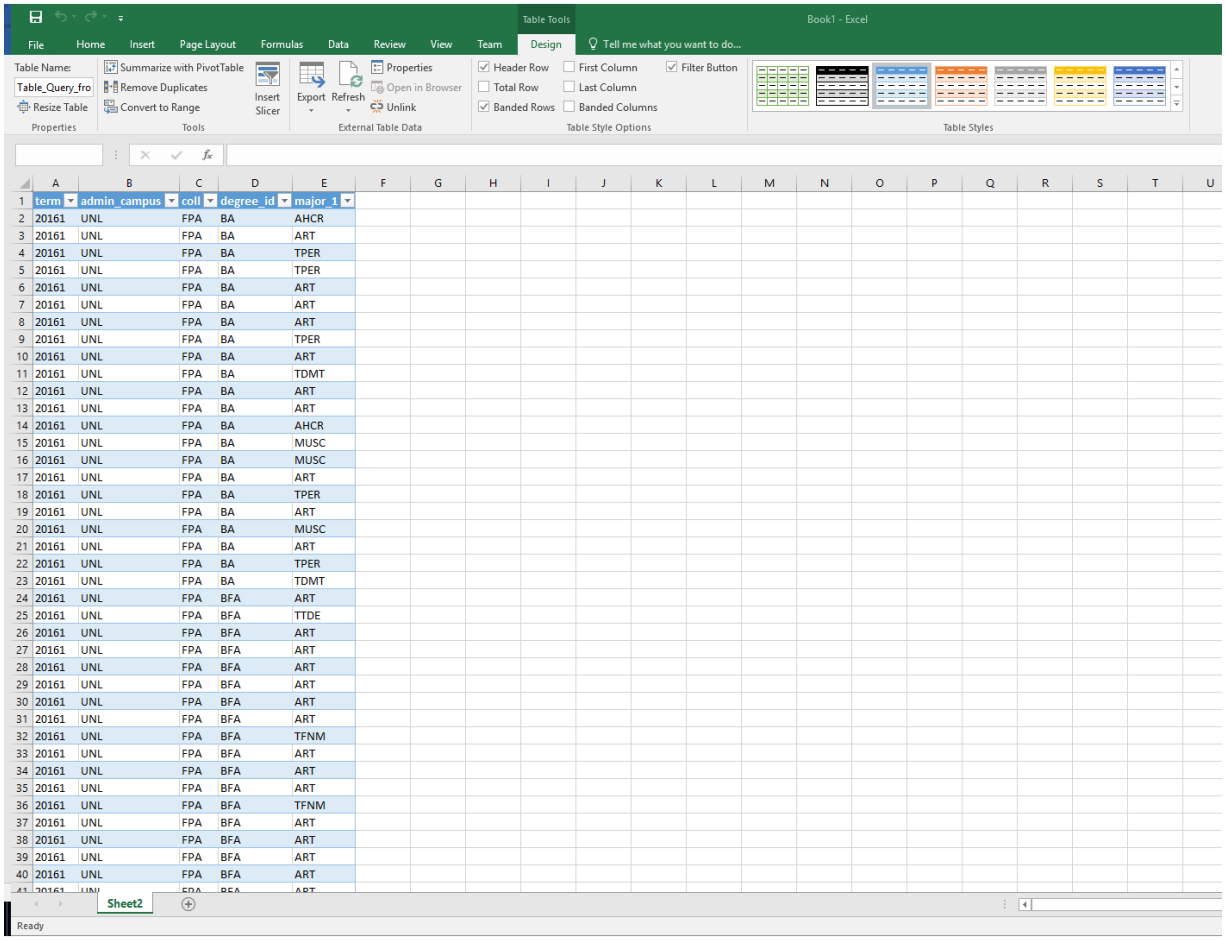
To import your data, take the default option of "**Table**" and click "**OK**".



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.



	A	B	C	D	E
1	term	admin_campus	coll	degree_id	major_1
2	20161	UNL	FPA	BA	AHCR
3	20161	UNL	FPA	BA	ART
4	20161	UNL	FPA	BA	TPER
5	20161	UNL	FPA	BA	TPER
6	20161	UNL	FPA	BA	ART
7	20161	UNL	FPA	BA	ART
8	20161	UNL	FPA	BA	ART
9	20161	UNL	FPA	BA	TPER
10	20161	UNL	FPA	BA	ART
11	20161	UNL	FPA	BA	TDMT
12	20161	UNL	FPA	BA	ART
13	20161	UNL	FPA	BA	ART
14	20161	UNL	FPA	BA	AHCR
15	20161	UNL	FPA	BA	MUSC
16	20161	UNL	FPA	BA	MUSC
17	20161	UNL	FPA	BA	ART
18	20161	UNL	FPA	BA	TPER
19	20161	UNL	FPA	BA	ART
20	20161	UNL	FPA	BA	MUSC
21	20161	UNL	FPA	BA	ART
22	20161	UNL	FPA	BA	TPER
23	20161	UNL	FPA	BA	TDMT
24	20161	UNL	FPA	BFA	ART
25	20161	UNL	FPA	BFA	TTDE
26	20161	UNL	FPA	BFA	ART
27	20161	UNL	FPA	BFA	ART
28	20161	UNL	FPA	BFA	ART
29	20161	UNL	FPA	BFA	ART
30	20161	UNL	FPA	BFA	ART
31	20161	UNL	FPA	BFA	ART
32	20161	UNL	FPA	BFA	TFNM
33	20161	UNL	FPA	BFA	ART
34	20161	UNL	FPA	BFA	ART
35	20161	UNL	FPA	BFA	ART
36	20161	UNL	FPA	BFA	TFNM
37	20161	UNL	FPA	BFA	ART
38	20161	UNL	FPA	BFA	ART
39	20161	UNL	FPA	BFA	ART
40	20161	UNL	FPA	BFA	ART