Using the Course Description Bulletin-Section Comparison Query
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About this Document
This document contains instructions for accessing and using the Course Description Bulletin-Section Comparison query, viewing and saving query results, as well as troubleshooting information.

What the Course Description Bulletin-Section Comparison Query Shows
The Course Description Bulletin-Section Comparison query shows active, credit-bearing sections for the term selected.

Uses for the Query
Use the Course Description Bulletin-Section Comparison Query to see side-by-side comparisons of course descriptions as shown in the Bulletin (Course Catalog) and Schedule of Classes (Section).

Bulletin vs. Section Descriptions
The Bulletin description is the official course description for the academic year, while the section description contains information for a specific section of a course offered for a particular semester, and can contain more specific information. Some departments require the description in the Bulletin to match that in the Schedule of Classes. That is left to departmental discretion. However, the description in the Schedule of Classes cannot be a major departure from the description on the Bulletin.

Changes to the Bulletin are made at the dean’s office or advising office, depending on your school. Schedule of Classes descriptions are changed by departmental course building staff.

Accessing the Query
The Hyperion query is named Course Description Bulletin-Section Comparison Query.bqy and is stored on the Operational Data Store (ODS) in the * BU Canned Queries/Catalog & Course Schedules folder. To access it, do the following:

1. Log in to Hyperion and click Explore to see the contents of the ODS.
2. Click * BU Canned Queries in the Folders listing on the left. The contents of this folder will be displayed in the large window on the right.
3. Double click Catalog & Course Schedules in the large window to display the contents of the folder.
4. Open the query in Interactive Reporting Web Client mode. For many users, this may be the default, in which case you can double click on the filename. If you are unsure, right click on Course Description Bulletin-Section Comparison Query.bqy, then choose Open As → and left click on Interactive Reporting Web Client. You should see the Course Description Bulletin/Section Comparison Login screen.

Notes:
See My Export Data button doesn't work and I can only see some of the query results... on page 8 to determine whether you are in Interactive Reporting Web Client mode.

If a pop-up blocker is activated on your computer and prevents you from opening the file, press and hold the CTRL key while left clicking your mouse to select Interactive Reporting Web Client.

You may need to download the Interactive Reporting Web Client if you do not already have it installed on your computer.

Navigating
Use the control buttons on the screens (Display Results, New Search, Export Data, Return to Login, and so on) to move between screens. Use the Help buttons to get help for the screen you are on, or allow your mouse pointer to hover over a field or title for help information.

Note: You may need to maximize your window size to see control buttons without having to use the scroll bar.
Logging in and Using the Query

1. At the **Course Description Bulletin/Section Comparison Login** screen, enter your ODS userid and password and click the **Login** button. Wait. The **Login** button will turn blue, which means the query is verifying your userid and password. When verification is complete, you will see the **Course Description Bulletin/Section Comparison Search** screen.

![Course Description Bulletin/Section Comparison Login](image)

2. From the **Course Description Bulletin/Section Comparison Search** screen, select a term for your search from the **Search by Term** dropdown.

   Note: Bulletin descriptions are from the fall semester of the Banner catalog. The Bulletin descriptions displayed will be from the fall of the academic year you select, regardless of the term you select. The Section descriptions are from the term you have selected.
3. You can refine your search by either subject or department by clicking on one of the radio buttons beneath the Select Search Criteria heading.

Note: You can select only subject or department, not subject and department. A subject search will only provide courses with the rubrics selected, while a department search will return all rubrics associated with the department(s) selected.

4. After choosing either Subject or Department, select the values for your search from the Subject or Department listboxes. These listboxes appear grayed out until you make a Search Criteria selection.

Notes: You can select multiple items from the same listbox, such as Subject, by pressing and holding the CTRL key while making your selections. You can select multiple, contiguous listbox entries by clicking the first selection in the group, then pressing and holding the Shift key while clicking the last selection in the group. Deselect one of a group of selected entries by pressing and holding CTRL while clicking the entry you want to deselect.

5. To process the query and display the resulting data, click Display Results. To deselect search selections, click Reset. Note that Reset does not deselect the Search Term selected. To change the Search Term, select a different term from the dropdown. When you click Display Results, you will see the Course Description Bulletin/Section Comparison Query Results screen, shown in Viewing and Saving Search Results on page 7, where you can export the data to an excel file.
Viewing and Saving Search Results

The Course Description Bulletin/Section Comparison Query Results screen displays the courses meeting the criteria you selected on the Course Description Bulletin/Section Comparison Search screen.

- Click **New Search** to return to the Search page where you can select another Subject or Department and reprocess the query.

  Note: You may need to maximize your screen size to see the **New Search** button and other control buttons on the screen without scrolling.

- Click the **Export Data** button to save the results to an Excel file, or in another format. You will be prompted to supply a Save location for your file. The filename defaults to **Course Desc Comparison _{academic period}_{mdyyyy}.xls**, where `{academic period}` is the Academic Period selected on the Course Description Bulletin/Section Comparison Search page, and `{mdyyyy}` is today’s date. For example, **Course Desc Comparison_201590_8242015.xls**. You can change the default by editing the filename in the Export Section popup, shown in the following screen capture. Select the **Save in** location and edit the **File name** if you wish. The file type defaults to xls for an Excel file, by you can change it by choosing a different type from the **Save as type** dropdown. Click **Save** when you’re done.
Troubleshooting

I can’t log into the query...

When you enter your userid and password on the Course Description Bulletin/Section Comparison Login screen, it may take a few seconds for them to be verified and for default values to be loaded into the search screen fields. When you click the Login button, it will turn blue. You may also see the Windows hourglass circle which means processing is being done. If the hourglass circle disappears, but the Login button remains blue, it means that it is still processing. When processing is complete, the Course Description Bulletin/Section Comparison Search window will open, unless there is a problem verifying your userid/password. You will receive an error message if you enter an invalid userid/password combination.

If you click the Login button and nothing happens, or the Login button turns blue briefly, and then returns to gray and nothing happens after several more seconds, it may mean that your ODS login has timed out. Try pressing the Login button again. You may be prompted to reenter your ODS userid and password. If this doesn’t work, try closing the program by clicking the X in the upper right hand corner of your computer screen. Click ‘no’ when prompted to save your changes, then reopen the program and try again.

My Export Data button doesn’t work and I can only see some of the query results...

The query is designed to work with the Interactive Reporting Web Client. When you first open the file, do so in this mode as described in step 4 on page 4. If you open the query in HTML mode, it may limit the results returned by your query and make it impossible to see a complete list of courses selected. It may also inactivate the Export Data button. You can tell that you are in HTML mode by the dashed line that surrounds the entry fields and control buttons that are activated by the cursor, as shown in the Userid field in the following screen capture. You may also notice truncation of text and titles. If this happens, exit the query and open the file in Interactive Reporting Web Client as described in Accessing the Query on page 3.
Using the Course Description Bulletin-Section Comparison Query

Enter your ODS userid and password, then click the Login button and wait for verification. When:

- Userid: 
- Password:
  
A dashed line surrounding the input field the cursor is in means that you are in HTML mode. Exit the query and start it up again in Interactive Reporting Web Client mode.