



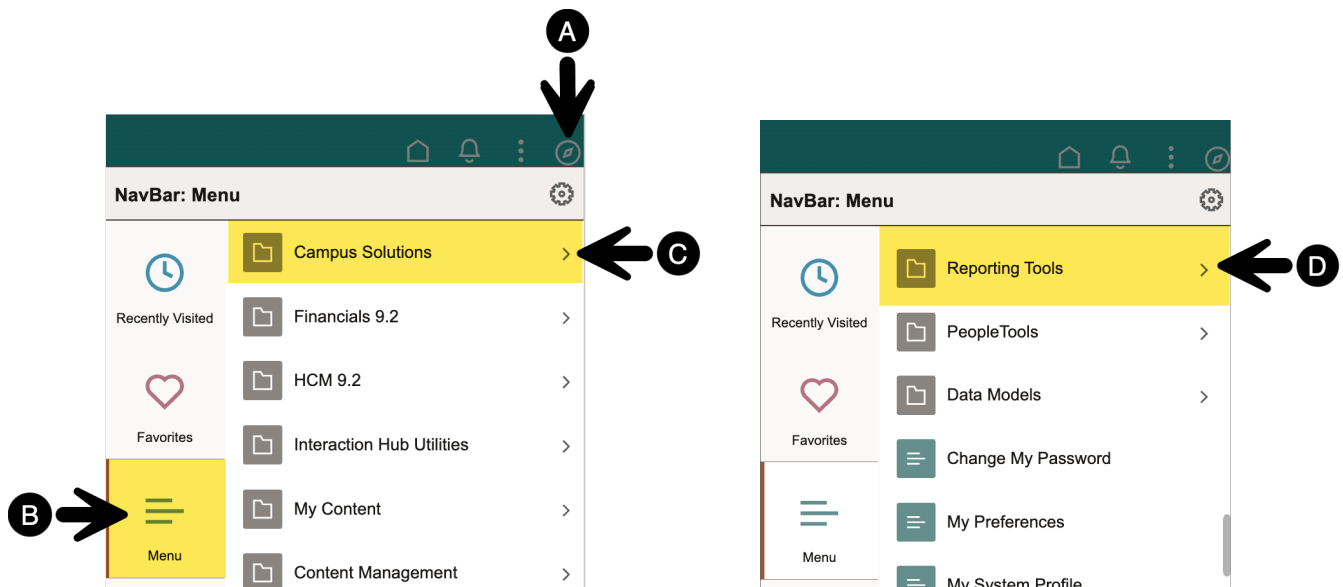
WORK BASED LEARNING – SECTION QUERY

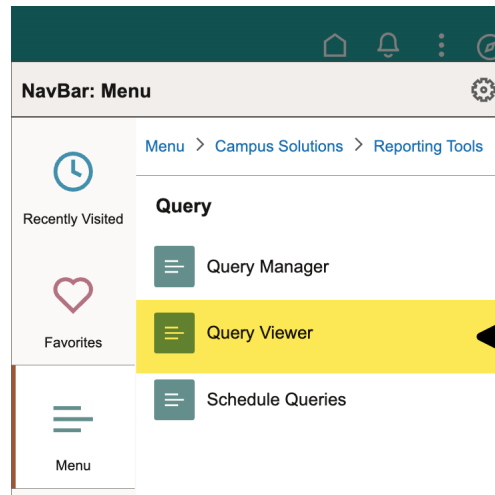
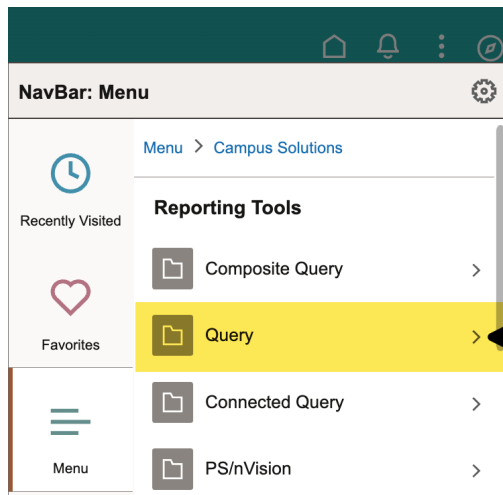
BUSINESS PROCESS: WORK-BASED LEARNING

DESCRIPTION

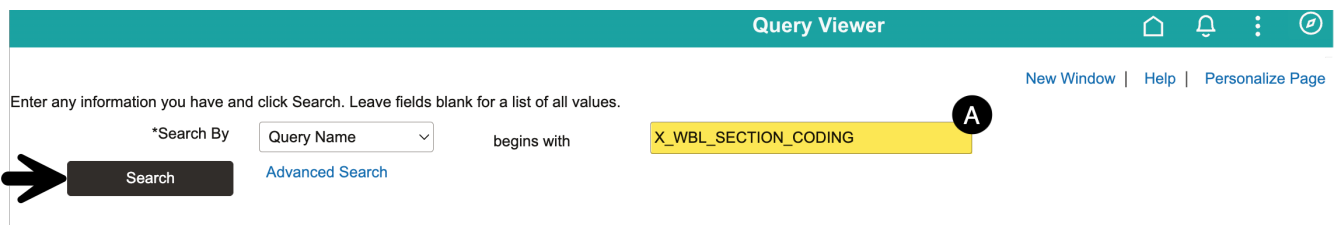
This job aid outlines the process for faculty work-based learning (WBL) coordinators to run the WBL Section Query which lists which class sections have been coded with WBL activities at the course or section-level. [You can view the District WBL Reporting Framework here.](#)

| Step | Instructions |
|------|--|
| 1 | <p>Login to your mySDCCD portal and navigate to the Query Viewer page.</p> <p>Navigation: Campus Solutions > Reporting Tools > Query > Query Viewer</p> <p>A. Click the compass icon </p> <p>B. Click the Menu option </p> <p>C. Campus Solutions</p> <p>D. Reporting Tools</p> <p>E. Query</p> <p>F. Query Viewer</p> |

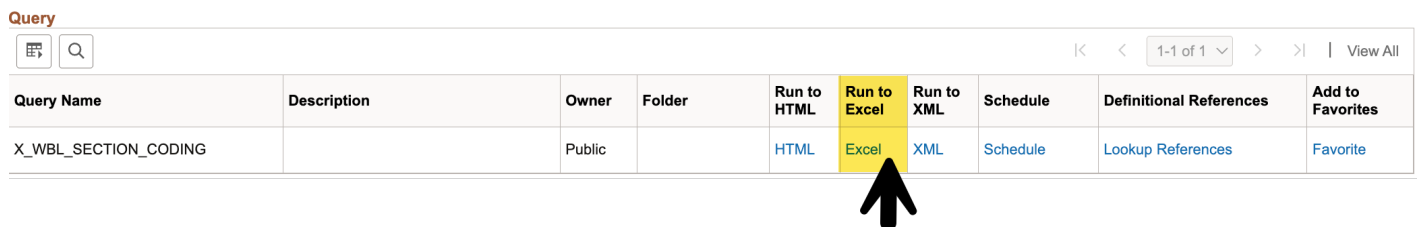




| Step | Instructions |
|------|---|
| 2 | <p>A. Enter the query name into the text field</p> <p>B. Click the search button</p> <p>Query Name: X_WBL_SECTION_CODING</p> |



| Step | Instructions |
|------|------------------------------|
| 3 | Click the Run to Excel link. |



| Step | Instructions |
|------|--|
| 4 | The prompts will display on a new web browser tab. Note: Ensure pop-up blocker is disabled for your web browser! |

X_WBL_SECTION_CODING

Term

College

[View Results](#)

| Row | Term | College | Subject | Catalog | Class Nbr | Instructor ID | Instructor Name | Instructor Email | SG21 Values |
|-----|------|---------|---------|---------|-----------|---------------|-----------------|------------------|-------------|
|-----|------|---------|---------|---------|-----------|---------------|-----------------|------------------|-------------|

| Step | Instructions |
|------|--|
| 5 | Enter the prompt values, then click the view results button. |

X_WBL_SECTION_CODING

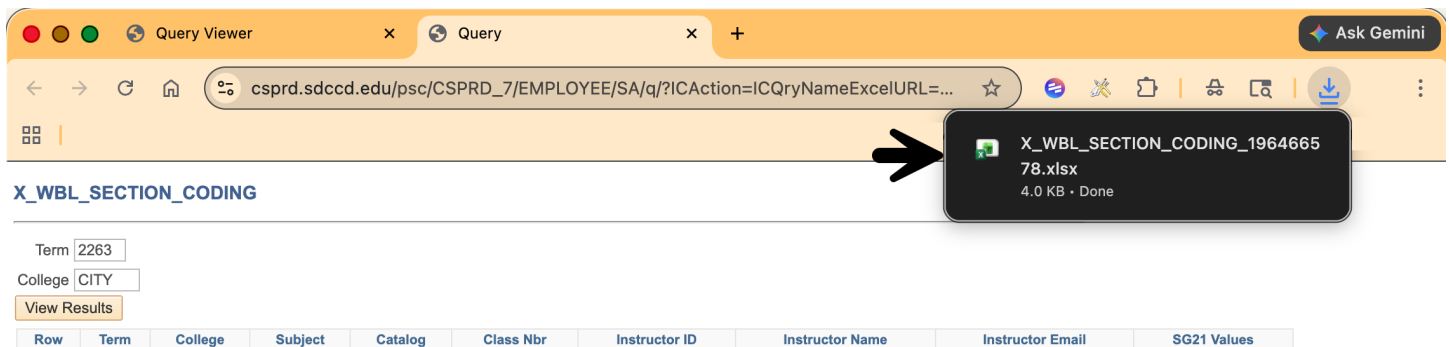
Term

College

[View Results](#)

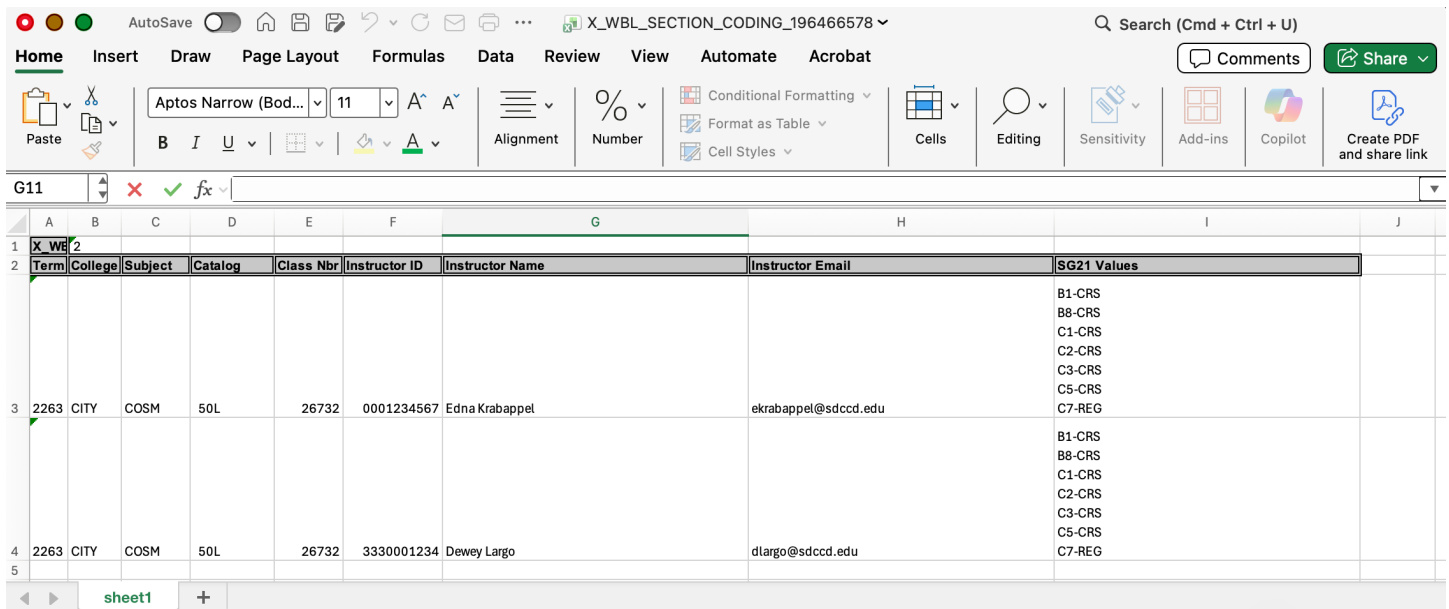
| Row | Term | College | Subject | Catalog | Class Nbr | Instructor ID | Instructor Name | Instructor Email | SG21 Values |
|-----|------|---------|---------|---------|-----------|---------------|-----------------|------------------|-------------|
|-----|------|---------|---------|---------|-----------|---------------|-----------------|------------------|-------------|

| Step | Instructions |
|------|---|
| 6 | Depending on your web browser or device settings, the Excel download may be found in a pop-up message, on the browser's URL box, or in your downloads folder. |



The screenshot shows a web browser window with two tabs: "Query Viewer" and "Query". The address bar shows the URL: `csprd.sdccd.edu/psc/CSPRD_7/EMPLOYEE/SA/q/?ICAction=ICQryNameExcelURL=...`. A download notification pop-up is visible in the bottom right corner, showing a file named "X_WBL_SECTION_CODING_196466578.xlsx" with a size of 4.0 KB and a status of "Done". Below the browser window, the "X_WBL_SECTION_CODING" form is visible, with the "Term" field set to "2263" and the "College" field set to "CITY". The "View Results" button is highlighted.

| Step | Instructions |
|------|--|
| 7 | Open the Excel file to view the coded sections. The SG21 values (Column I) displays course-level (CRS) and section-level (REG) coding of WBL activities. |



Course-level coding:

| Term | College | Subject | Catalog | Class Nbr | Instructor ID | Instructor Name | Instructor Email | SG21 Values |
|------|---------|---------|---------|-----------|---------------|-----------------|----------------------|--|
| 2263 | CITY | COSM | 50L | 26732 | 0001234567 | Edna Krabappel | ekrabappel@sdccd.edu | B1-CRS B8-CRS C1-CRS C2-CRS C3-CRS C5-CRS C7-REG |

Codes ending in CRS were coded at the course-level

Section-level coding:

| Term | College | Subject | Catalog | Class Nbr | Instructor ID | Instructor Name | Instructor Email | SG21 Values |
|------|---------|---------|---------|-----------|---------------|-----------------|----------------------|--|
| 2263 | CITY | COSM | 50L | 26732 | 0001234567 | Edna Krabappel | ekrabappel@sdccd.edu | B1-CRS B8-CRS C1-CRS C2-CRS C3-CRS C5-CRS C7-REG |

Codes ending in REG were coded at the section-level

| Step | Instructions |
|------|-----------------|
| 8 | End of Job Aid. |