

## **Key Concepts for Power User Training**

In order to take Advanced User training, you should feel comfortable with the following basic concepts.

- How to determine which university data resources are required for different types of inquiries. As you know, the university has a wide variety of data tools available. When do you use Student Current? When do you use Course Daily or Course Tracking? When do you use Course Analytics? We will discuss this during training, but you should begin with a basic familiarity for “what’s out there” and what you can accomplish with it.
- What questions do you want to answer? Course Analytics is intended to provide information about courses and their enrollments, and it is intended to offer trend analysis. If you routinely report on these topics, then it is an excellent resource for you.
- What hardware/software is required to use these resources? We will be using Microsoft Access during training, though other programs can be used as well (FileMaker Pro; SPSS; any program that can create a connection to external data sources and allows SQL-type queries).
- Very Basic SQL. We will be using MS Access’s graphical interface in training, but it would be helpful to you to understand basic SQL commands such as “WHERE” or “GROUP BY” as used by Access.

## **Sequence of Training**

- Participants take a pre-test to determine if they meet the requisite skills for this training.
- Participants request access to the SQL server database Course Analytics 2.
- Training consists of live instruction that introduces the scope and uses of university direct access data resources and provides demonstrations and practice exercises.