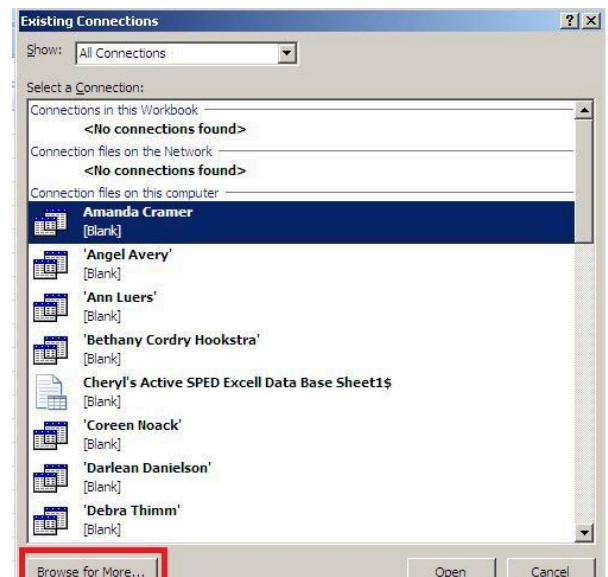
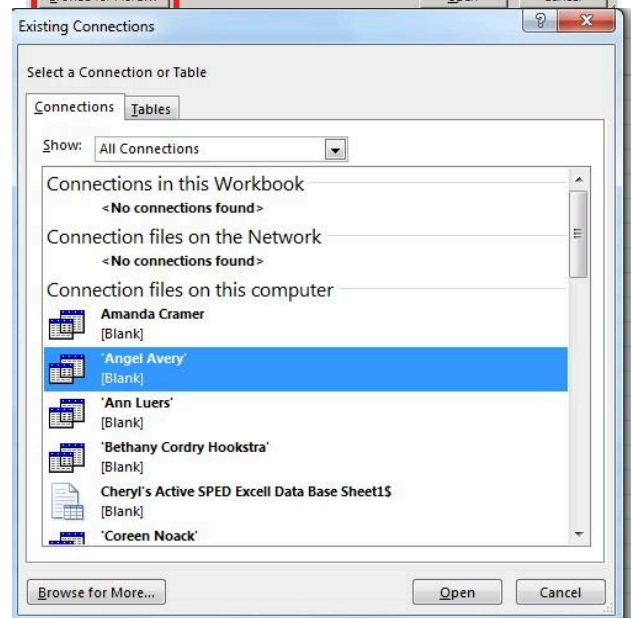


SPED - Run Case Load Queries:

- These queries are based on the current SPED "Bible"
- The queries will only work as the user who created them even though they are saved in the G-Drive and shared.
- There is already a data source created based on that spreadsheet
 - Called **Data Source for Caseload**
- Be sure the Name of the "Bible" file does not change.
 - Note - may have to recreate queries once the "Bible" has a more generic name.
 - At the end of the year, copy the current "Bible" and name it as you wish. But the main spreadsheet can not change name or location.
- Note: When the queries are created, save to G-Drive folder called Queries
 - Create a shortcut to that folder to your desktop - this makes it much easier to find.
- Open Excel
- Go to Data
 - Existing Connections
 - Browse for More
 - Find the Queries folder on your desktop.
 - Select the Query you want to run
 - Either double click the query or hit Open



- Your Queried Data will now be in an Excel Spreadsheet.
- Click into a cell below the last line and type in the Name and number of students
- Save as:
 - casemanager – on the Desktop
 - Replace
- Open - Word document – Sped Roster 071008
 - Located on your Desktop
 - When the dialog box comes up – hit Yes
 - Go to Mailing
 - Finish and Merge
 - Edit Individual Documents
 - Hit – OK

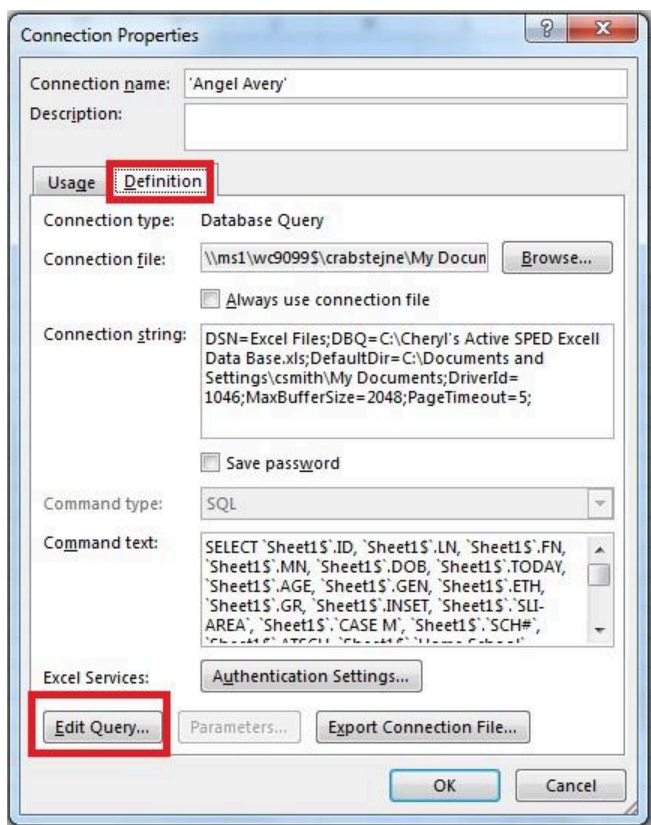
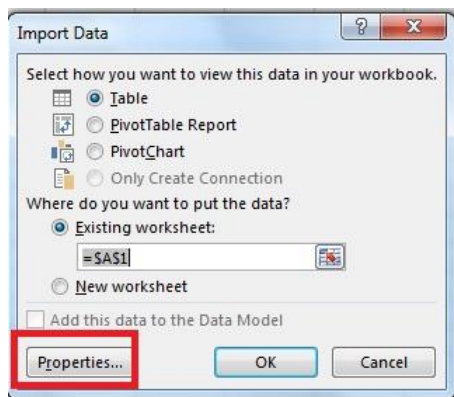


This will merge the data into a report you can now print out.

- Close Word and Start from the beginning for the next Staff Member

To change a query:

- Open Excel
- Go to Data
- Existing Connections
- Browse to the Sped Queries for Caseload
- Select the Properties button



- Select the Definition Tab
- Edit Query
- It will tell you you can't...but just say OK



- You will now see how the query is structured

Query1

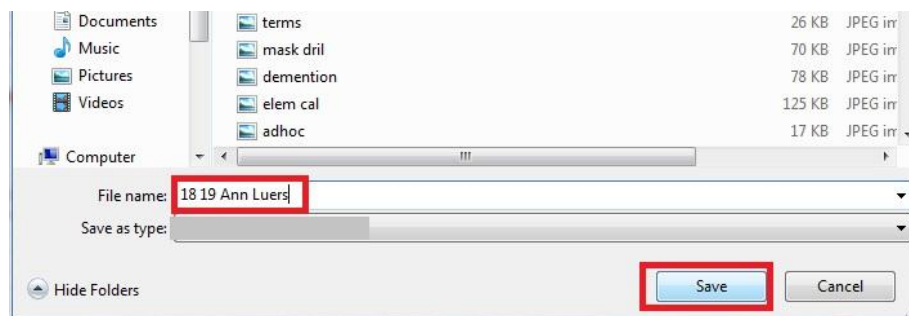
Sheet1\$

Criteria Field: CASE M
Value: 'Ann Luers'
or:

IMP1	IMP2	IMP3	IMP4	IMP5	IMP6	IMP7
'Ann Luers'						
	'Ann Luers'					
		'Ann Luers'				
			'Ann Luers'			
				'Ann Luers'		
					'Ann Luers'	
						'Ann Luers'

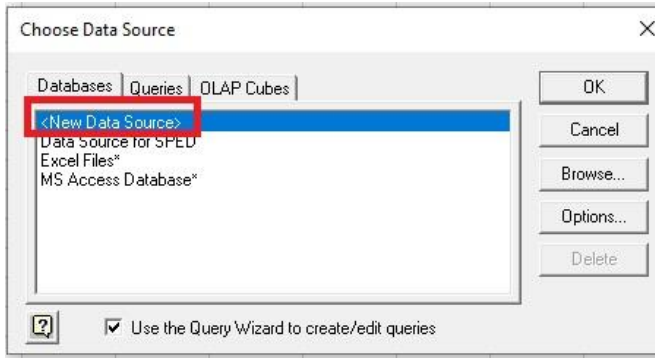
Trans	ESY	Instr Setting	IFSP	IEP	MDT	Initial Verif
Y	N	Public		2014-11-18 00:00:00	2014-11-18 00:00:00	2011-11-23 00:00:00
N	N	Public		2015-01-28 00:00:00	2014-02-20 00:00:00	2013-11-12 00:00:00
Y	N	Public		2015-02-10 00:00:00	2013-03-13 00:00:00	2007-02-28 00:00:00
Y	N	Public		2014-09-18 00:00:00	2014-09-18 00:00:00	2008-10-09 00:00:00
Y	N	Public		2014-04-01 00:00:00	2012-04-18 00:00:00	2009-04-24 00:00:00
Y	Y	ErChild-10+h/w		2014-05-15 00:00:00	2012-11-27 00:00:00	2009-11-13 00:00:00
Y	N	Public		2014-11-19 00:00:00	2013-05-07 00:00:00	2007-05-10 00:00:00

- You will need to type in the name of the new teacher and hit tab under Case M
- Go back and copy that name - make sure to include the ' marks
- Paste it in each of the columns as shown
- SAVE AS
- Be sure to rename it to the new teacher!!
- Hit Save - Be sure it is saving to your G-Drive Folder called Queries



Create a Query

- Data
- Get Data
- From other Sources
- From Microsoft Query
- New Data Source



Name it
Excel
Find the file
Connect

