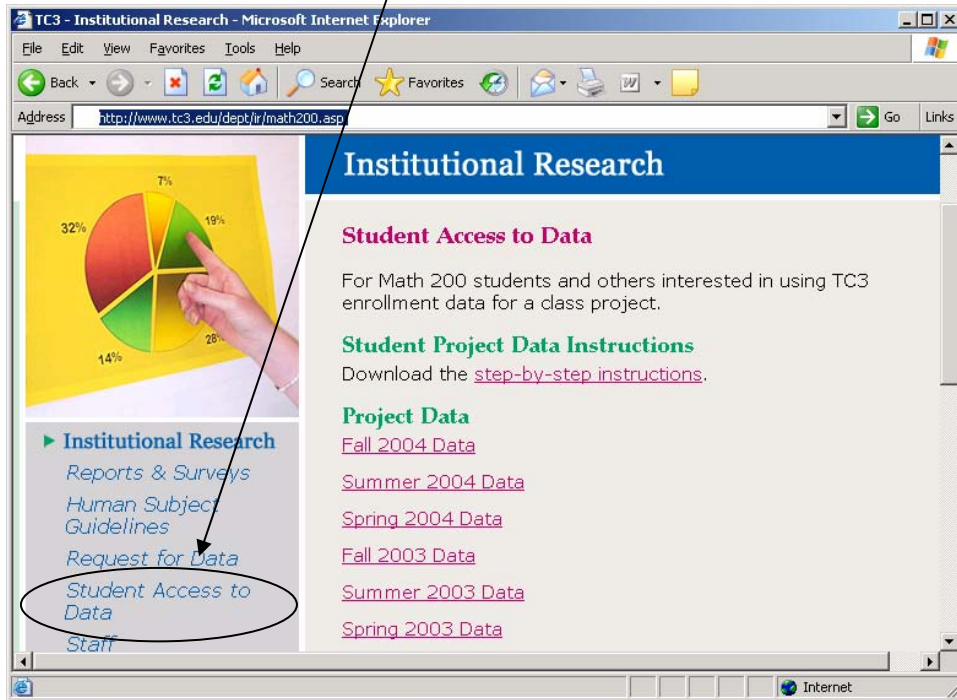


Instructions for using Math 200 student project data on the TC3 IR website

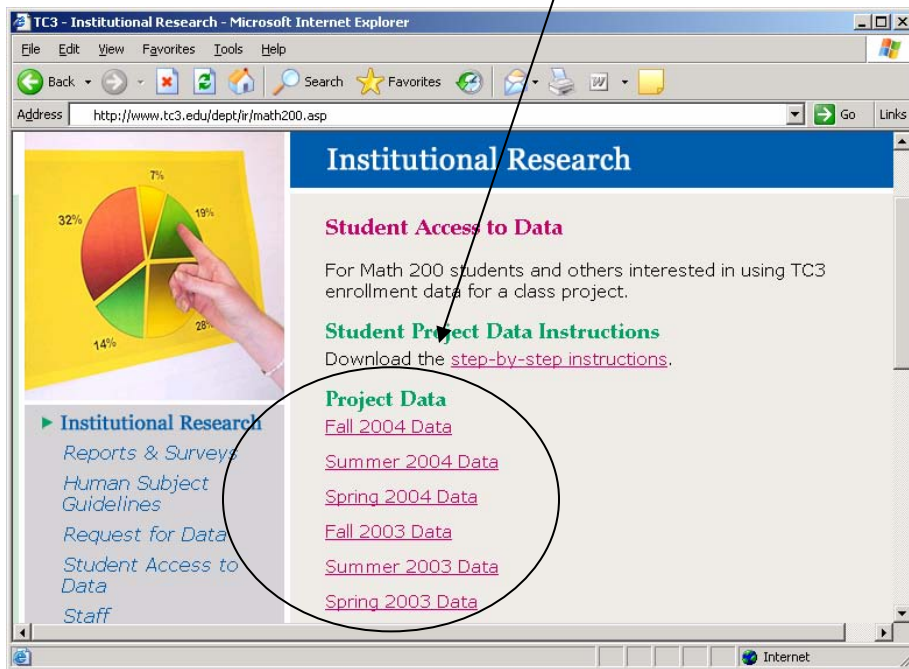
Go directly to <http://www.tc3.edu/dept/ir/math200.asp>

or to the Institutional Research Department web page at <http://www.sunyccc.edu/dept/ir>

Click on STUDENT ACCESS TO DATA (the menu on the left side of the screen)



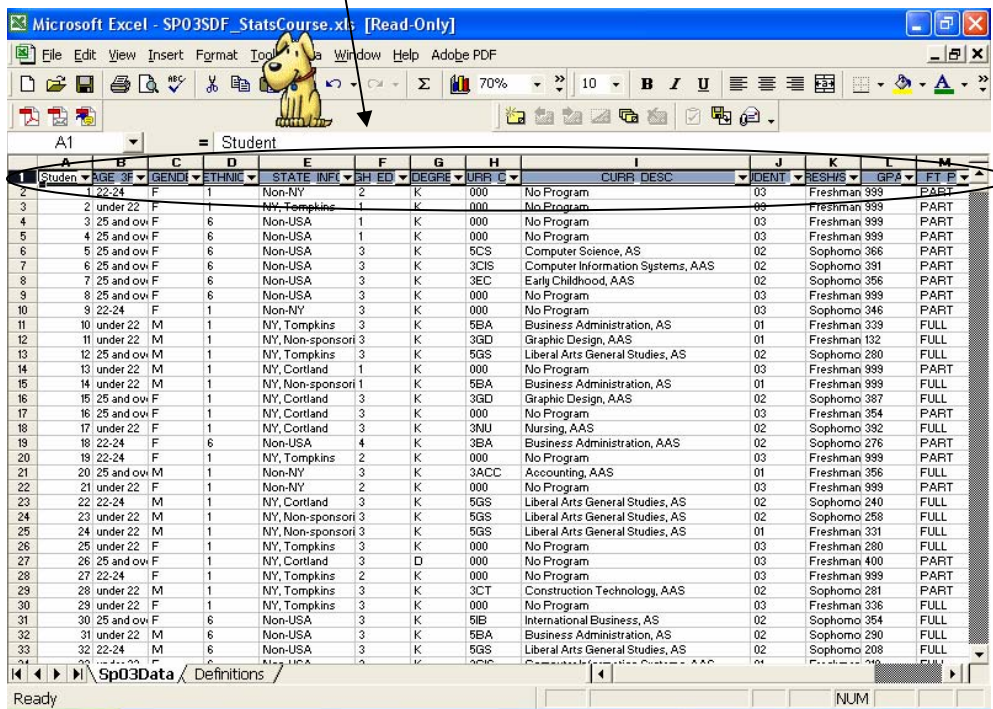
Select the semester you want by double clicking one of the links:



Wait a moment to temporarily download an Excel sheet.

The 1st tab contains data. The 2nd tab has the definitions to each field.

You'll notice a drop-down filter arrow at the top of each field in the data spreadsheet:



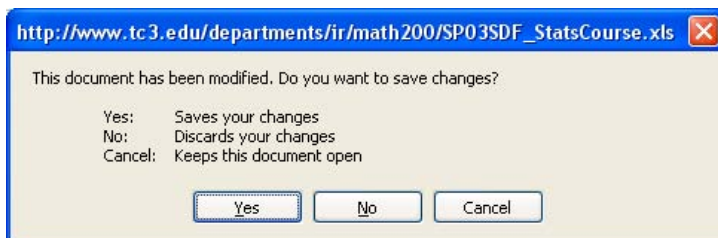
Select the field(s) you want to filter. This will give you a subset of the data.

You can filter on multiple fields. If you want to undo a filter, click on the same drop-down field and select **(All)**.

Then copy/paste the results into your own Excel sheet on your own disk.

When you are done, click the X in the top right corner to close out of Excel.

You will be asked if you want to save changes to the Excel document on the TC3 web page. Click **"No."**



Questions? Email the Institutional Research Department at apr@tc3.edu, stop in suite 229 or call 607-844-8211, x 4346 from 8:00-4:00, Monday – Friday.