

## Using Pivot Tables in Excel to Review Student Enrollments

1. Run the “Student Enrollments” report in EAB navigate, filtering for the term you want (upcoming) and “My Students Only” checkbox.
2. Export the report with the following filters (unless you want to use others):
  - a. Student name
  - b. Student email
  - c. Student ID
  - d. Classification
  - e. Major
  - f. GPA
  - g. Course name
  - h. Course number
  - i. Section (if you want)
  - j. Dropped?
  - k. Dropped Date
  - l. Credit hours
3. Download from EAB and open in Microsoft Excel.
4. If you included dropped classes in your download, filter those out first by highlighting the whole sheet and turning on filters

Student Name	Student E-mail	Student ID	Classification	Major	Cumulative GPA	Course Name
Little, Bryson	bplittle@email.sc.edu	E42405567	Sophomore (Fall 2021)	Criminology and Criminal Just	4 (Fall 2021)	Argumentation and Debate
Little, Bryson	bplittle@email.sc.edu	E42405567	Sophomore (Fall 2021)	Criminology and Criminal Just	4 (Fall 2021)	Environment and Society
Uhde, Ella	ehde@email.sc.edu	P72771519	Freshman (Fall 2021)	Criminology and Criminal Just	0 (Fall 2021)	Human Origins: An Introduction to Biolog
Uhde, Ella	ehde@email.sc.edu	P72771519	Freshman (Fall 2021)	Criminology and Criminal Just	0 (Fall 2021)	Rhetoric and Composition
Reasoner, Lauren	reasonel@email.sc.edu	W29750207	Freshman (Fall 2021)	Dance	0 (Fall 2021)	Business Ethics
Reasoner, Lauren	reasonel@email.sc.edu	W29750207	Freshman (Fall 2021)	Dance	0 (Fall 2021)	Rhetoric and Composition
Reasoner, Lauren	reasonel@email.sc.edu	W29750207	Freshman (Fall 2021)	Dance	0 (Fall 2021)	Business and Professional Speaking
MacDonald, William	macdonw@email.sc.edu	XS9435967	Sophomore (Fall 2021)	Criminology and Criminal Just	4 (Fall 2021)	Business and Professional Speaking
MacDonald, William	macdonw@email.sc.edu	XS9435967	Sophomore (Fall 2021)	Criminology and Criminal Just	4 (Fall 2021)	Introduction to Philosophy

5. Filter for “no” in the “dropped?” column and select and copy the whole sheet.
6. Create a new sheet and paste your information there.

Pinski, Mya	mpinski@email.sc.edu	Y76781247	Freshman (Fall 2021)	Criminology and Criminal Justice
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7. Highlight this whole sheet and select “insert” then “pivot table”. You do not need to change any of the information that auto populates.

Home **Insert** Draw Page Layout

PivotTable Recommended PivotTables Table Data from Picture

A1   *fx* Student Name

	A	B	C	D
1	Student Name	Student E-mail	Student ID	Classification
2	Little, Bryson	bplittle@ema	E42405567	Sophomore
3	Little, Bryson	bplittle@ema	E42405567	Sophomore
4	Uhde, Ella	euhide@ema	P72771519	Freshman (
5	Uhde, Ella	euhide@ema	P72771519	Freshman (

- a.
8. Drag "student name", "student ID", and "course number" to the "rows" box.

PivotTable Fields

FIELD NAME

Student Name  
 Student E-mail  
 Student ID  
 Classification  
 Major

Filters Columns

Major

Rows Values

Student Name  
Student ID  
Course Number

- a.
9. You can drag other items to the "filters" box if you want to be able to filter.
10. If you want to manipulate your list, copy it and re-paste it in another column. You can now use this information to easily work on your caseload scrub!