



How to Run a Query in Campus Solution (Student System)

1. Open your browser and go to <http://panthersoft.fiu.edu>
2. Click on “Log In”
3. Under Staff Login click on “Student System – Campus Solution”
4. Enter your Panther ID and Password
5. Click Sign In
6. In the Menu (left-hand side) click on “Query Viewer”
7. A new screen will appear, asking to search for a query. In dropdown, make sure Query Name is selected and in empty textbox type the name of a query (see below for a list of useful queries)
8. Click Search
9. Search results will display. On the row where it shows the name of your query, click the Excel link
10. Click Favorites to add a query to your Favorites, so you don’t have to look up a query every single time you need it
11. A new window will pop displaying prompts. If you have a pop-up blocker, disable it in order to see this new window
12. Click View Results
13. A download will show at the bottom of the window. Click the download to open the Excel
14. An Excel should open. Once you have the Excel, you may filter as needed
15. Go to File > Save As
16. A window will display. Pick a destination for your file. Name your file.
17. Click Save
18. Congratulations, you have successfully Run PantherSoft Query.

Useful Queries:

Query Name	Prompt	Query Description
CNHS_ACTIVE_PLAN_SUBJECT	Academic Plan	List of Active students and every courses they have taken
CNHS_ACTIVE_STDNTS_COUNT	No Prompt	A student count per Academic Plan, including Subplan
CNHS_ACTIVE_STDNTS_PLAN	Academic Plan	List of Active students and biographical data (Address, Ethnicity, Gender, Phone, Email)
CNHS_ACTIVE_STDNTS_PLAN_GPA	Academic Plan	List of Active students, cumulative GPA, FIU Credits Only, Credits In Progress, Total Credits (FIU + Transfer)
CNHS_CLASS_ROSTER	Term, Subject, Catalog	Class roster with additional information (Grade, Instructor, Residency, cumulative GPA)
CNHS_COURSE_GROUP	Term	Detailed information on courses offered in the NWCNHS
CNHS_GRADS_PLAN_GPA	Grad term, Academic Term	List of graduate students, last term GPA, ethnicity, and gender