

Records -> Students -> Demographics

Content: The Demographics lister includes student data related to Student ID, gender, ethnicity, race, language, contact information, current employment, and education level.

Created: Whenever a new student ID is added to the database. Students are unduplicated.

Tip: While most demographics fields have a permanent value, a few of these fields are dated. For example, Years of School, Highest Degree or Diploma, and Employment are fields that may change over time and retain a history. Demographic History and Employment History can be found in the Navigator Panel when you open any student record in the Demographic lister.

Use to: Review a list of all students in the TE database, or to find students with specific demographics characteristics.

Example(s) Using this Lister:

1. On the Records menu, point to Students, and select Demographics.



2. Click Refresh.
3. For the first example, we will add (and subtract) a few columns from the lister.
4. Right-click anywhere on the gray bar at the top of the lister, and select "Show Age."

The screenshot shows the 'Students' lister interface. The table has the following columns: Site, Student ID, Name, Birth Date, Gender, Ethnicity, Races, and Native Language. The data is as follows:

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
6 - Southwest C...	000130472	Isabel Martinez	7/8/1957	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1965	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1969	Male	Not Hispanic or Latino	White	Other
1 - North Campus	005208216	Rick Williams	5/20/1982	Male	Not Hispanic or Latino	Black or African American	English
2 - South Campus	005208242	Richard Williams	5/20/1982	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	023945893	Trayla B Ford	3/16/1983	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1953	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1983	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1959	Male	Hispanic or Latino	White	Spanish

5. Repeat this process twice more – first, select "Show Last Name," and then "Show First Name."

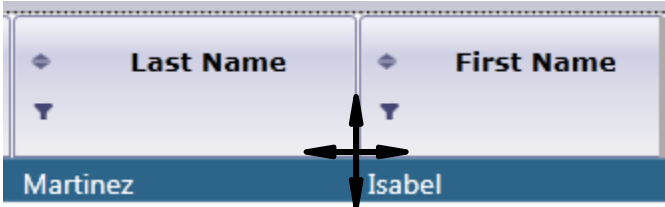
The screenshot shows the 'Students' lister interface with the 'Last Name' column added. The data is as follows:

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language	Last Name
6 - Southwest C...	000130472	Isabel Martinez	7/8/1957	Female	Hispanic or Latino	White	Spanish	Martinez
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1965	Male	Hispanic or Latino	White	Spanish	Macgrady
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1969	Male	Not Hispanic or Latino	White	Other	Mancillas
1 - North Campus	005208216	Rick Williams	5/20/1982	Male	Not Hispanic or Latino	Black or African American	English	Williams
2 - South Campus	005208242	Richard Williams	5/20/1982	Male	Not Hispanic or Latino	Black or African American	English	Williams
1 - North Campus	023945893	Trayla B Ford	3/16/1983	Female	Not Hispanic or Latino	White	English	Ford
1 - North Campus	034903948	Carmen Rodriguez	7/30/1953	Female	Hispanic or Latino		Spanish	Rodriguez
1 - North Campus	039493489	John W Bestway	7/15/1983	Male	Not Hispanic or Latino	White	English	Bestway
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1959	Male	Hispanic or Latino	White	Spanish	Casteneda
1 - North Campus	049485858	Carey D McGarnagle	6/8/1984	Male	Not Hispanic or Latino	White	English	McGarnagle
6 - Southwest C...	060882	Dora A Cabrera	11/27/1955	Female	Hispanic or Latino	White	Spanish	Cabrera
6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1979	Male	Hispanic or Latino	White	Spanish	Moreno
6 - Southwest C...	089465737	Orlando Tomas Lamas	5/10/1982	Male	Hispanic or Latino	White	Spanish	Lamas

- Drag your new Last Name and First Name columns so that appears like the screenshot below—that is, with both new columns to the right of Student ID but to the left of Name.

Site	Student ID	Last Name	First Name	Name
6 - Southwest C...	000130472	Martinez	Isabel	Isabel Martinez
6 - Southwest C...	000196111	Macgrady	Antonio	Antonio Macgrady
6 - Southwest C...	002440622	Mancillas	Romildo	Romildo Mancillas
1 - North Campus	005208216	Williams	Rick	Rick Williams
2 - South Campus	005208242	Williams	Richard	Richard Williams
1 - North Campus	023945893	Ford	Travla	Travla B Ford

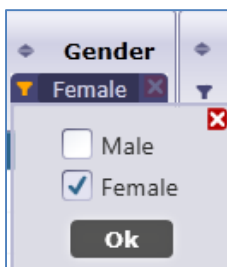
- Place your cursor in the slot between columns to resize the new columns.



- Right-click the header above the Name column, and select “Hide Full Name.”

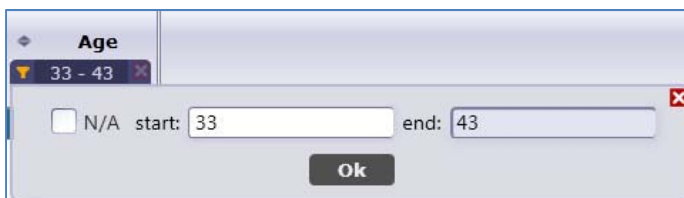


- Now, we will filter this lister to show only the female students from the ages of 33 to 43. Start by clicking the Add Filter button directly above the Gender column.



- Select Female, and click OK.

- Click the Add Filter button above the Age column. Type in 33 and 43 for the age range, like in the screenshot below. Click OK.



12. This filters the lister to show only female students from the age of 33 to 43.
13. To sort, find the double arrow directly above the Add Filter button. Above the age column, click the double arrow once to sort from 33-43, and click a second time to sort from 43-33.

Native Language	Age
Spanish	43
Russian	43
Other	43
Spanish	43
Chinese	43
Chinese	43
Spanish	42
Spanish	42
Other	42
Spanish	42
Spanish	42
Tagalog	42

14. Click the red X in the filter boxes for both Age and Gender to return to the full list of students.