



Colleague – XSTI Student Information Report

The XSTI mnemonic generates lists of students based on various criteria. This list contains demographic and contact information that many departments and student service organizations may find useful. To generate a student information report:

1. Access the Student Information Report screen.
2. Enter the search information for the report.
3. Submit the report for processing.
4. Open and save the report in Microsoft Excel.

Detailed Instructions

1 Access the Student Information Report screen.

- a. Log into the Colleague web interface at <http://webui.twu.edu>.
- b. Browse to XSTI **OR** use the mnemonic XSTI in the Quick Access tool (Fig. 1).

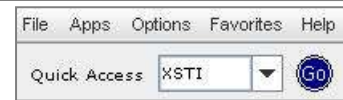


Fig. 1

2 Enter the search information for the report.

- a. Type the Term for which the report will be run (Fig. 2). This is the only field that is required on this screen, all other fields are optional.
- b. Type in any student criteria for the report:
 - Academic Level – i.e. GM (graduate master's)
 - Academic Program – i.e. MATH.BS
 - Class Level – i.e. JR
 - Major – i.e. 55220 Nursing
 - Student Type – residency, federation, or other student special status
 - Ethnicity – i.e. White, Non-Hispanic
 - Student – individual student's Colleague IDs
 - Location – Campus location
 - Department – department that contains the student's major
 - GPA – student's grade point average starting at **FROM** up to and including **TO**
 - Credit Hours – student's cumulative credit hours earned starting at **FROM** up to and including **TO**

Term

Fig. 2

Academic Level.....	1	
Academic Program.....	1	
Class Level.....	1	
Major.....	1	
Student Type.....	1	
Ethnicity		
Student(s).....	1	
Location(s).....	1	
Department(s).....	1	
GPA.....FROM		TC
Credit Hours.....FROM		TC

Fig. 3

NOTE: If you do not know what information to type into a field, type an ellipsis (...) in the field and press the Tab button on your keyboard. This will bring up a list of codes that can be typed in that field.

3 Submit the report for processing.

- Click **Save All** to proceed to the next screen.
- On the next screen, click **Save All** again. There is no need to enter any information on this screen
- Depending on the types and number of criteria used in the search, the report may run for a lengthy time.

4 Open the report in Microsoft Excel.

- Wait for Colleague to compile the results
- You will receive an email with a file in CSV format. (Fig. 4)
- Double-click the saved file to open it in Microsoft Excel
- After you have viewed the report, save the report in Excel format

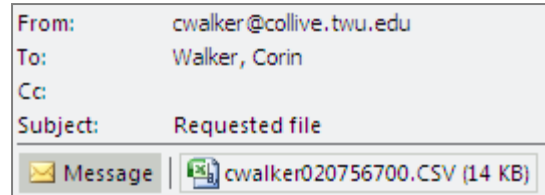


Fig. 4

Every report will list the following information for students who meet the criteria selected in step 2 (Fig. 5):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	ID	LEVEL	CLASS	MAJOR	LAST NAME	FIRST NAME	GENDER	ETHNICITY	LOCATION	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	GPA	CREDITS
2	000000	UD	JR	Management	Pioneer	Jill	F	INTERNATIONAL	DEN	304 Administration	Denton TX	76204	940-898-1000	jpioneer@twu.edu	3.25	14	

Fig. 5

- Colleague ID – the student’s colleague ID
- Level – degree level (i.e. undergraduate, master’s, etc)
- Class – class level (i.e. Jr, Sr, etc)
- Major – the student’s major
- Last name – student’s last name
- First name – student’s first name
- Gender – student’s gender
- Ethnicity – student’s ethnicity
- Location – campus location where the student enrolled
- Address – student’s mailing address
- City State Zip – city, state, and zip code of the student’s mailing address
- Phone – student’s phone number
- Email – student’s email address
- GPA – current semester’s grade point average
- Credits – cumulative credits that the student has completed



Helpdesk
940-898-3971
helpdesk@twu.edu
<https://portal.twu.edu/helpdesk>

Training Team
trainer@twu.edu
<https://portal.twu.edu/iss-training/>

