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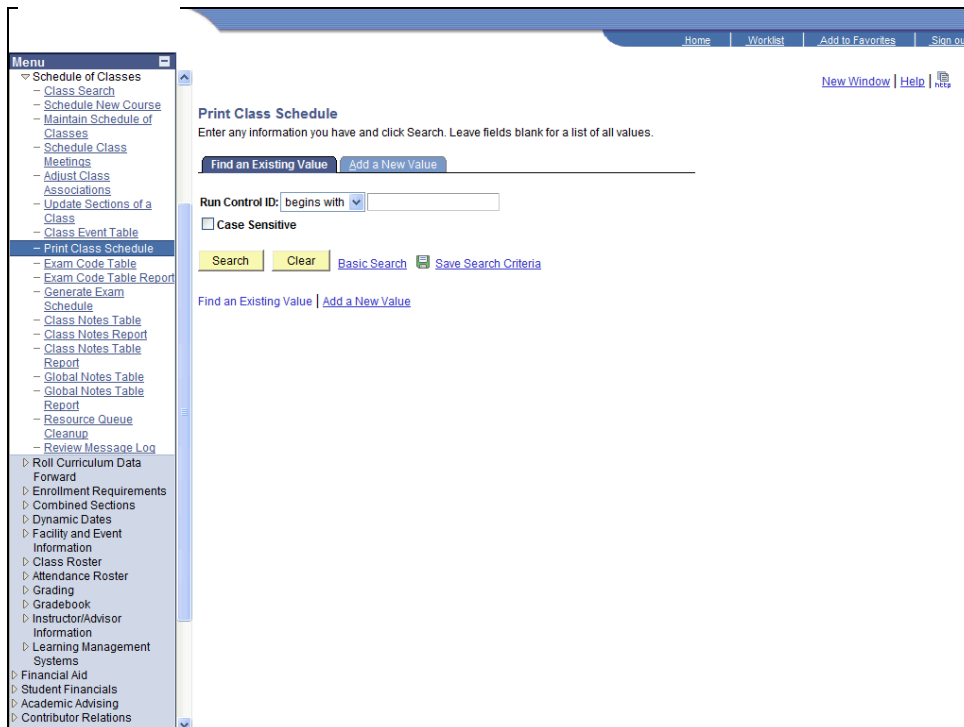
Printing the Schedule of Classes-100807

Concept

Use the **Schedule of Classes** report component to print the schedule of classes report for a term.

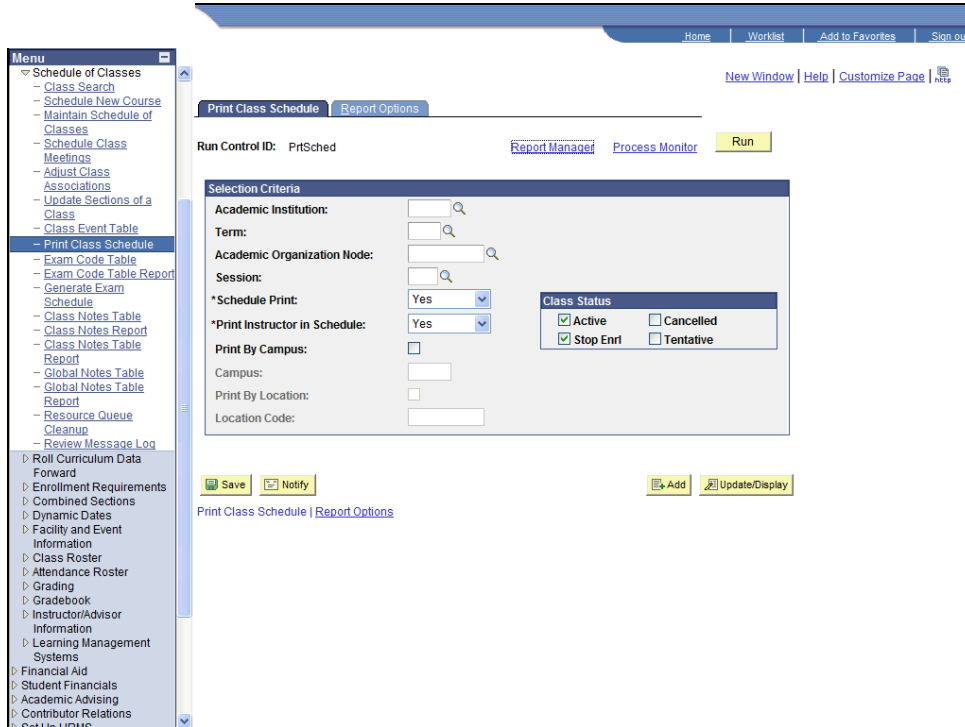
Procedure

Step	Action
1.	Navigate: Curriculum Management > Schedule of Classes > Print Class Schedule



2.	<p>If you already have a Run Control ID for this report, click Search and select it. If you need to create a new Run Control ID for this process, click the Add a New Value tab.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p> <p>Enter the new Run Control ID. Don't use blanks in the name.</p> <p>Click the Add button.</p> <p>Add</p>
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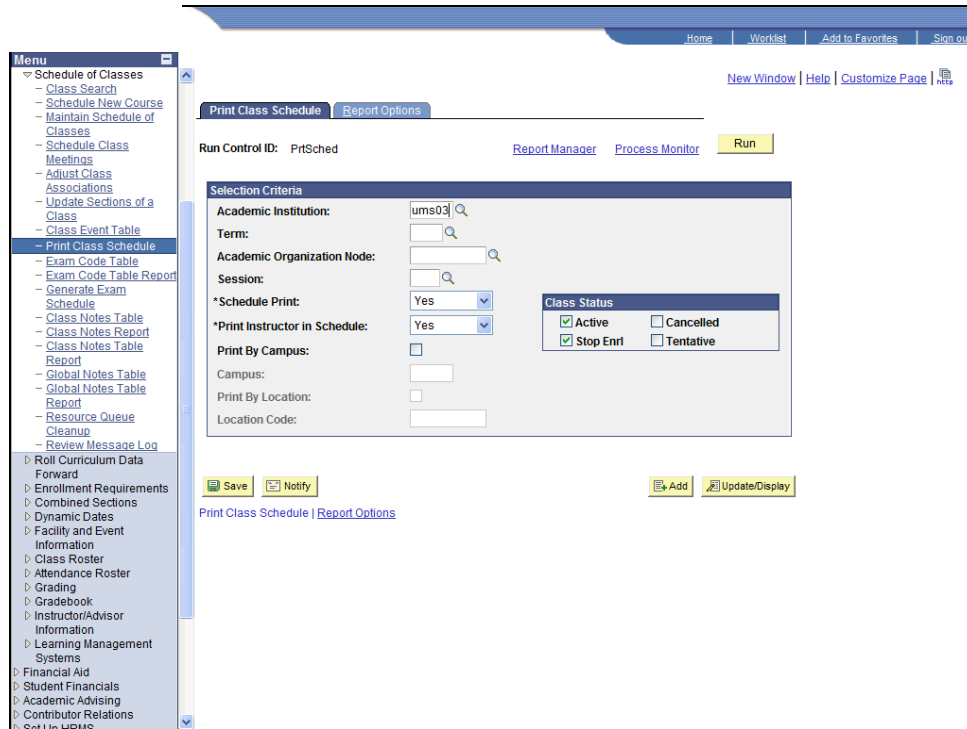
3.	On the Print Class Schedule page and the Report Options page, you enter criteria for your report.
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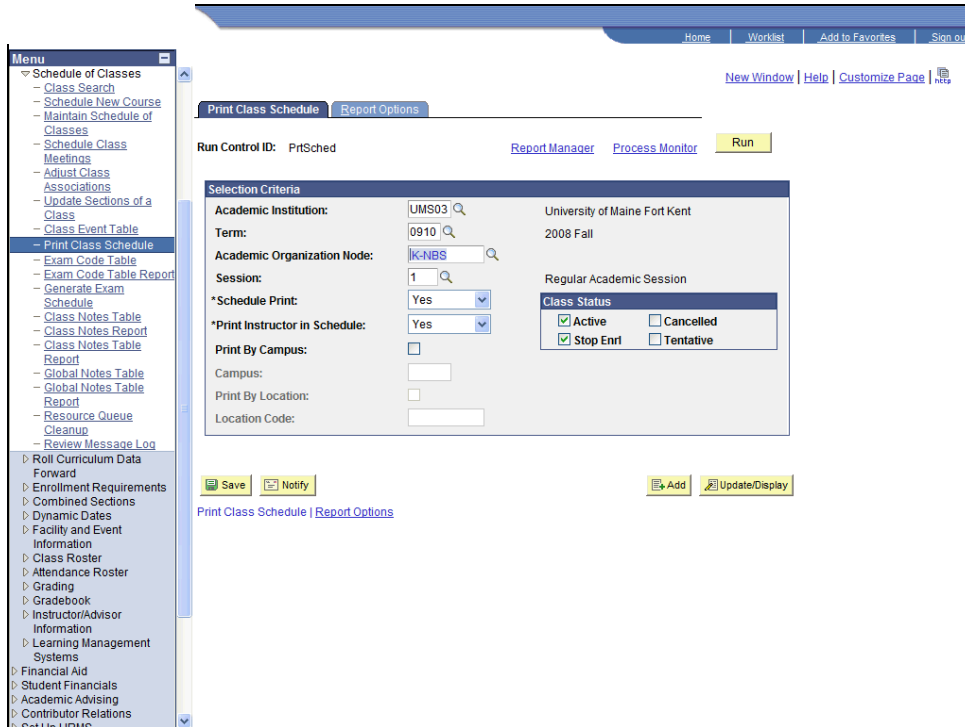
Step	Action
4.	Enter your Academic Institution code: <i>UMSxx</i> .

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Step	Action
5.	Enter the Term .
6.	You must select the Academic Organization .
7.	Select the Session .

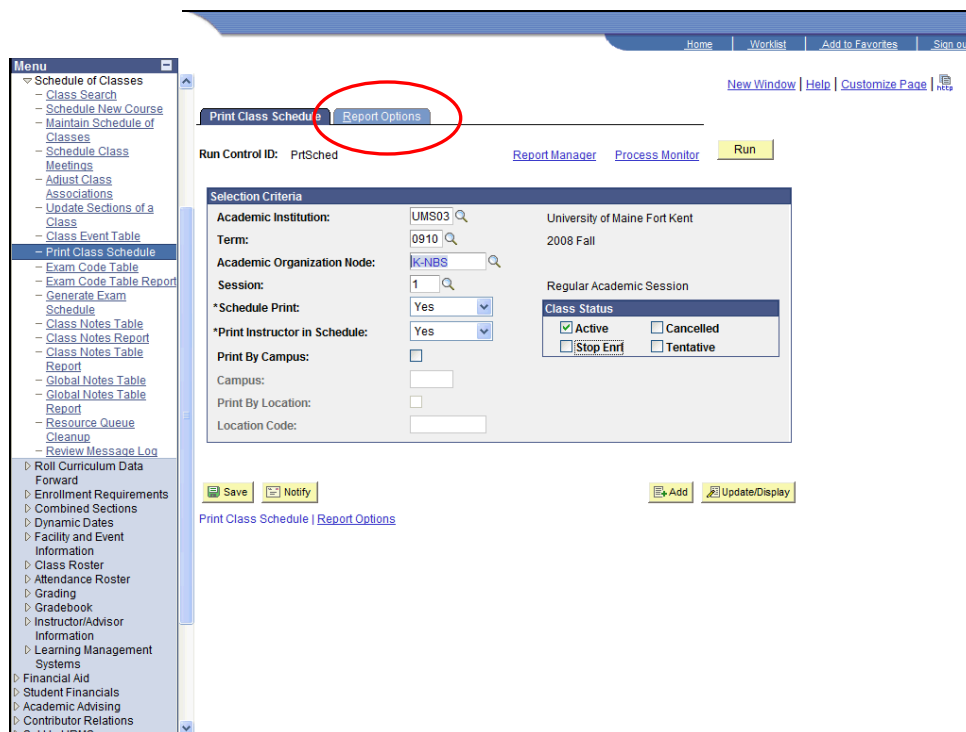


Step	Action
8.	<p>The Schedule Print field can be set to "Yes", "No" or "All." <i>All</i> means include all classes in the report. <i>Yes</i> means include those classes with the Schedule Print checkbox selected and <i>No</i> means include those classes with the Schedule Print checkbox deselected.</p> <p>To see or change the setting of the Schedule Print checkbox, go to Maintain Schedule of Classes and find the class.</p>
9.	<p>Select a value for the Print Instructor in Schedule field to determine whether the instructor's name appears on the report.</p> <p>Your choices are:</p> <p>Yes - all instructors with the Print checkbox selected on the Meetings page appear on the report,</p> <p>No - all instructors with the Print checkbox cleared on the Meetings page appear on the report, and</p> <p>All - all instructors appear on the report.</p>

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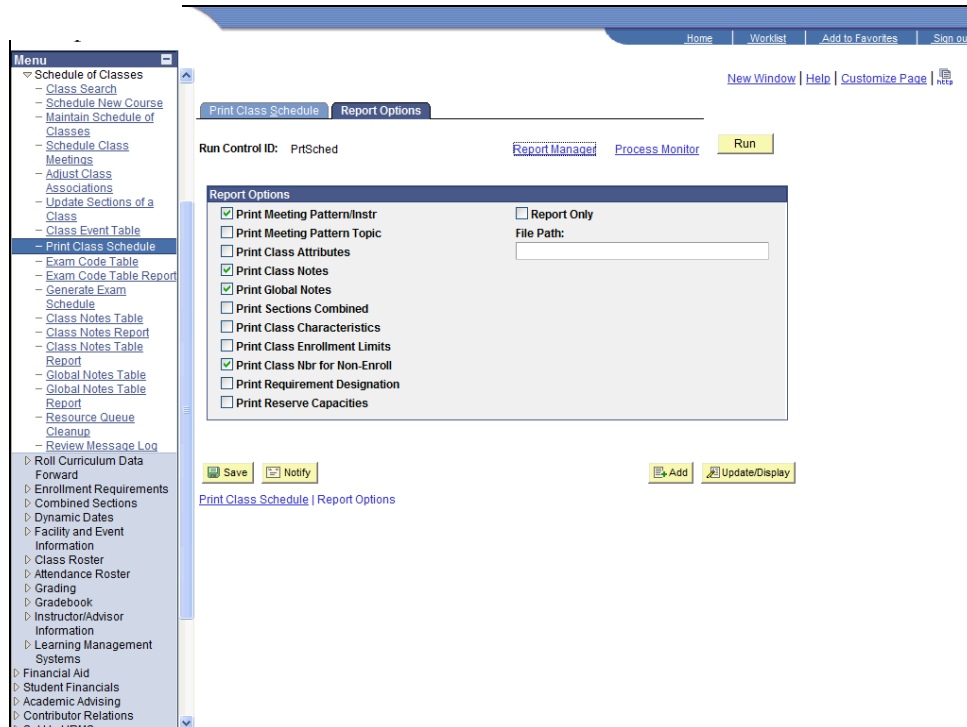
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Step	Action
10.	<p>Use the Class Status group box to indicate what status of classes to print on the schedule.</p> <p>Select the Print by Campus checkbox to print the schedule of classes based on campus rather than by class section number. Select the Campus to specify a single campus.</p> <p>Select the Print By Location checkbox to print the schedule of classes based on location within campus, rather than by class section number. Select the Location code to specify a single location.</p>



Step	Action
11.	<p>Click the Report Options tab.</p> <p>Report Options</p>

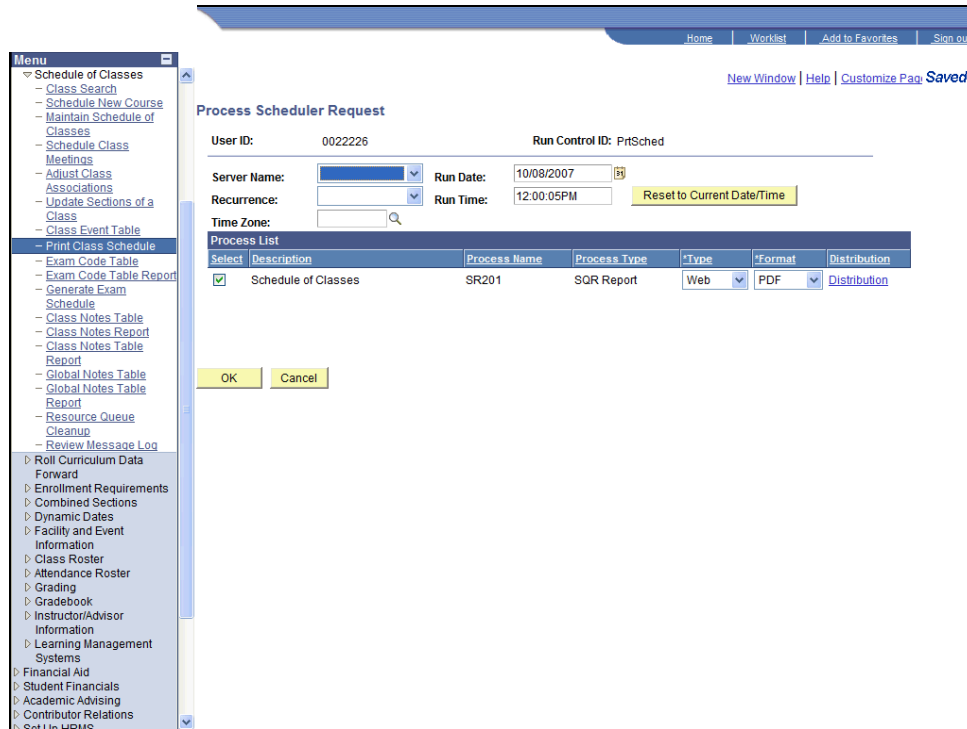
12.	On this page, we can control what data is printed for each class in the report. Use the checkboxes to select or deselect items.
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Step	Action
13.	<p>We don't want the report to be sent to a file on the database server. Instead we want to generate the report for online viewing (and perhaps for printing or saving from the online version).</p> <p>Click the Report Only option.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="checkbox"/> Report Only </div>
14.	<p>Click the Run button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;"> Run </div>

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Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Saved

Process Scheduler Request

User ID: 0022226 Run Control ID: Prtsched

Server Name: Run Date: 10/08/2007 [tt]

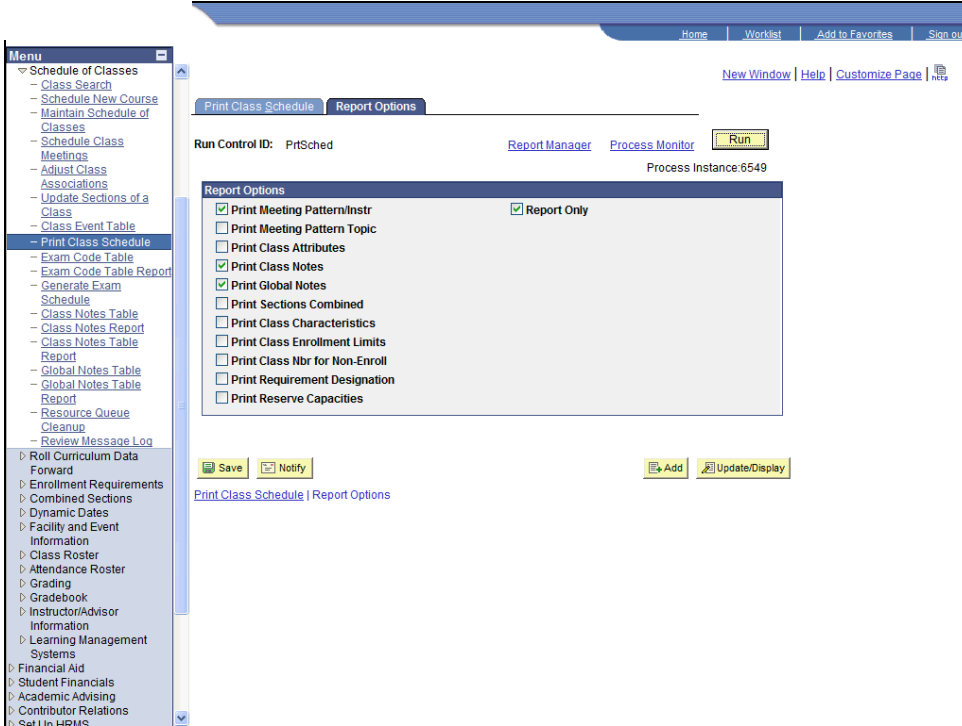
Recurrence: Run Time: 12:00:05PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution

Step	Action
15.	<p>Because this report Process Type is NOT Crystal, we leave the Server Name blank.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>

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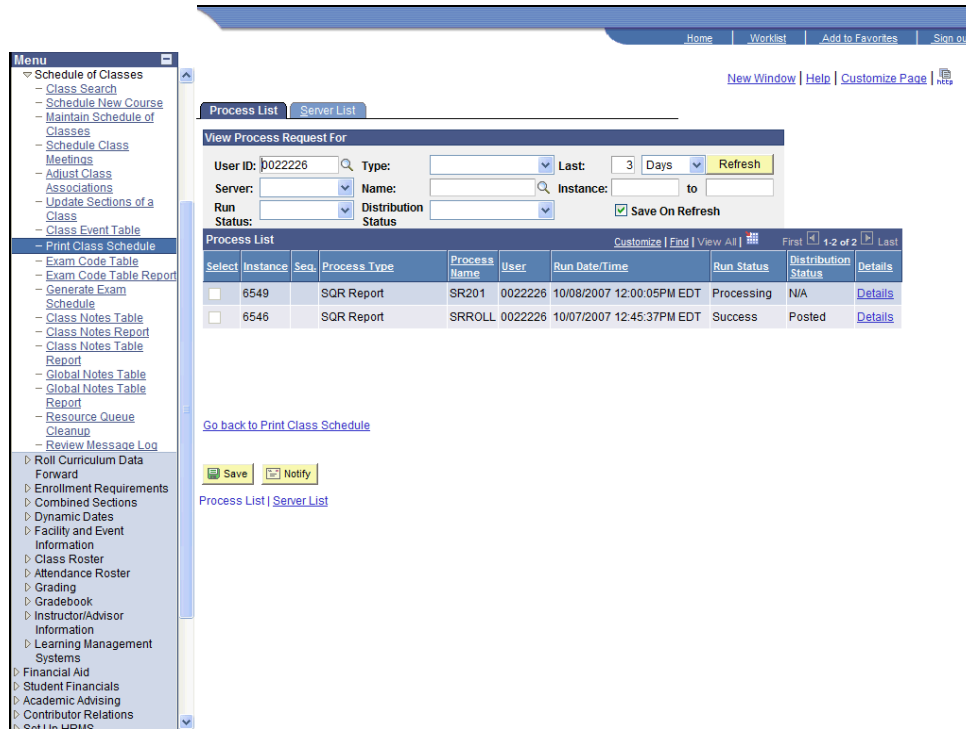


The screenshot shows the 'Print Class Schedule' and 'Report Options' tabs. The 'Run Control ID' is 'PrtSched' and the 'Process Instance' is '6549'. The 'Report Options' section contains several checkboxes, with 'Print Meeting Pattern/Instr', 'Print Meeting Pattern Topic', 'Print Class Attributes', 'Print Class Notes', and 'Print Global Notes' checked. The 'Process Monitor' link is highlighted in the top navigation bar.

Step	Action
16.	Click the Process Monitor link. Process Monitor


Process Document

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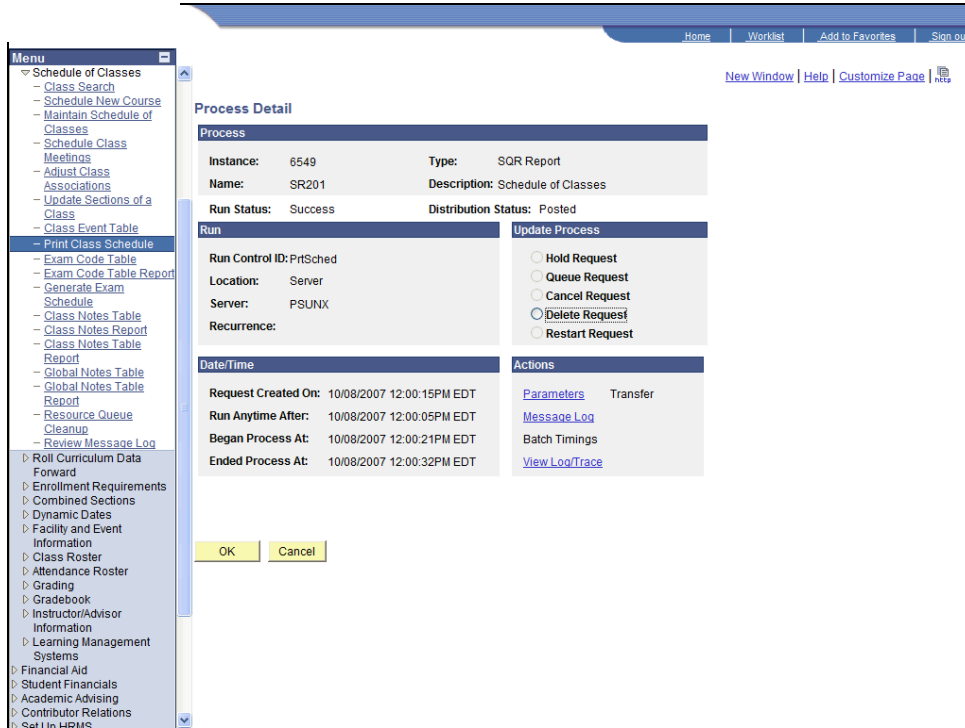
The screenshot displays the 'Process List' for 'SQR Report' processes. The interface includes a menu on the left, a 'View Process Request For' form at the top, and a table of process instances below. The table shows two instances: one with status 'Processing' and one with status 'Success'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6549		SQR Report	SR201	0022226	10/08/2007 12:00:05PM EDT	Processing	N/A	Details
<input type="checkbox"/>	6546		SQR Report	SRROLL	0022226	10/07/2007 12:45:37PM EDT	Success	Posted	Details

Step	Action
17.	<p>Click the Refresh button until you see Run Status of <i>Success</i> and Distribution Status of <i>Posted</i>.</p> <p>Once the results are Posted, we can look at the report.</p> <p>Click the Refresh button.</p> <p></p>
18.	<p>Click the Details link.</p> <p>Details</p>

Process Document

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The screenshot shows a web application interface with a menu on the left and a main content area. The menu includes options like 'Schedule of Classes', 'Class Search', 'Schedule New Course', 'Maintain Schedule of Classes', 'Schedule Class Meetings', 'Adjust Class Associations', 'Update Sections of a Class', 'Class Event Table', 'Print Class Schedule', 'Exam Code Table', 'Exam Code Table Report', 'Generate Exam Schedule', 'Class Notes Table', 'Class Notes Report', 'Class Notes Table Report', 'Global Notes Table Report', 'Global Notes Table Report', 'Resource Queue Cleanup', 'Review Message Log', 'Roll Curriculum Data Forward', 'Enrollment Requirements', 'Combined Sections', 'Dynamic Dates', 'Facility and Event Information', 'Class Roster', 'Attendance Roster', 'Grading', 'Gradebook', 'Instructor/Advisor Information', 'Learning Management Systems', 'Financial Aid', 'Student Financials', 'Academic Advising', 'Contributor Relations', and 'Set Up HRMS'.

The main content area is titled 'Process Detail' and shows the following information:

- Process:** Instance: 6549, Type: SQR Report, Name: SR201, Description: Schedule of Classes
- Run Status:** Success, Distribution Status: Posted
- Run:** Run Control ID: PrtSched, Location: Server, Server: PSUNX, Recurrence: (empty)
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request
- Date/Time:** Request Created On: 10/08/2007 12:00:15PM EDT, Run Anytime After: 10/08/2007 12:00:05PM EDT, Began Process At: 10/08/2007 12:00:21PM EDT, Ended Process At: 10/08/2007 12:00:32PM EDT
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace

At the bottom of the main content area, there are 'OK' and 'Cancel' buttons.

Step	Action
19.	Click the View Log/Trace link. View Log/Trace

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Home | Worklist | Add to Favorites | Sign out

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Menu

- ▼ Schedule of Classes
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanup
 - Review Message Log
- ▷ Roll Curriculum Data Forward
 - ▷ Enrollment Requirements
 - ▷ Combined Sections
 - ▷ Dynamic Dates
 - ▷ Facility and Event Information
 - ▷ Class Roster
 - ▷ Attendance Roster
 - ▷ Grading
 - ▷ Gradebook
 - ▷ Instructor/Advisor Information
 - ▷ Learning Management Systems
 - ▷ Financial Aid
 - ▷ Student Financials
 - ▷ Academic Advising
 - ▷ Contributor Relations
 - Set Up H&IUS

View Log/Trace

Report

Report ID: 4488 Process Instance: 6549 [Message Log](#)

Name: SR201 Process Type: SQR Report

Run Status: Success

Schedule of Classes

Distribution Details

Distribution Node: DEV Expiration Date: 10/18/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,308	10/08/2007 12:00:32.000000PM EDT
sr201_6549.PDF	58,022	10/08/2007 12:00:32.000000PM EDT
Trace File	1,361	10/08/2007 12:00:32.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	0022226

[Return](#)

Step	Action
20.	Click the PDF file. This contains the report. sr201_6549.PDF
21.	End of Procedure.