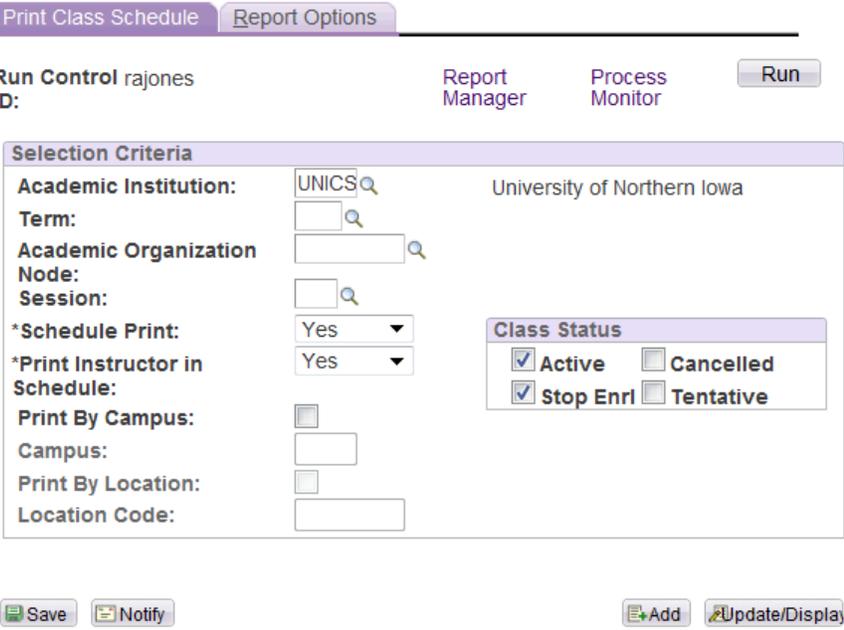
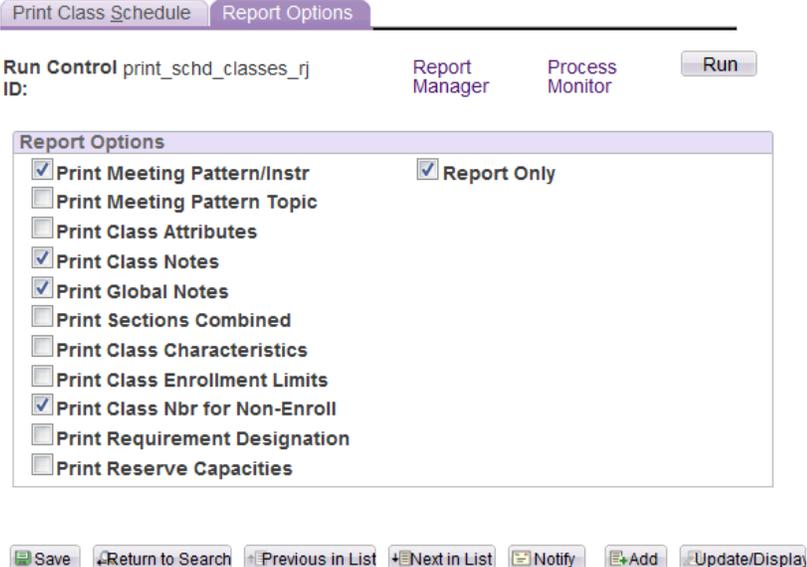
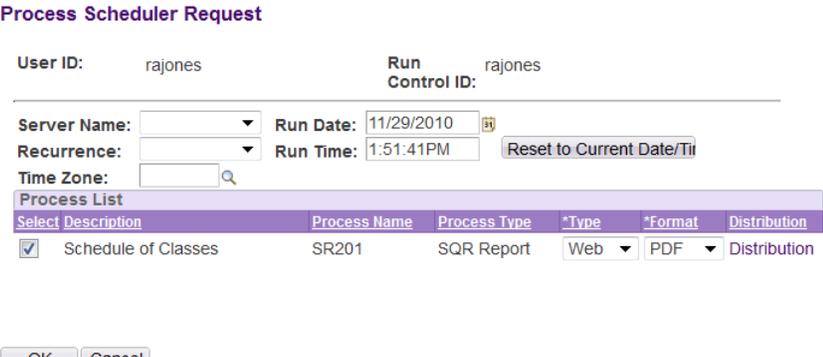


Printing the Schedule of Classes

Purpose: Use the **Schedule of Classes** report component to print the schedule of classes report for a term. The following instructions describe how to run and view the **Schedule of Classes** report for a term.

Step	Action
1.	<p>Navigate to the Print Class Schedule page: Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule</p> <p>Favourites Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule</p> <p>Print Class Schedule</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Run Control ID: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p> <p><i>Note:</i> The first time you run the report (Print Class Schedule) you will add a new run control. In the future, you may use the run control you have created.</p> <p>A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p>
2.	<p>Select the Add a New Value tab.</p> <p>Print Class Schedule</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p>
3.	<p>Enter the desired information in the Run Control ID field. Enter a valid value, such as your user name (e.g. "rajones").</p>
4.	<p>Click the Add button.</p> <p>Add</p> <p>Result: The Print Class Schedule tab displays.</p>

Step	Action
5.	<p>Use the Print Class Schedule page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</p>  <p>Print Class Schedule Report Options</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • Academic Institution – Defaults to UNICS. DO NOT CHANGE • Term – Select or enter the desired term (E.g. 2112 for Fall 2011) • Academic Organization Node – Select the desired academic org • Session – Select the appropriate session • Schedule Print – Indicate which classes to print in the report: <ul style="list-style-type: none"> - Select Yes to print all classes with the Schedule Print check box selected on the <i>Basic Data</i> page. - Select No to print all classes with the Schedule Print check box cleared on the <i>Basic Data</i> page. - Select All to print all classes, regardless of the Schedule Print check box setting on the <i>Basic Data</i> page. • Print Instructor Schedule – Indicate whether the instructor’s name displays on the report: <ul style="list-style-type: none"> - Select Yes to have all instructors with the Print check box selected on the <i>Meetings</i> page display on the report. - Select No to have all instructors with the Print check box cleared on the <i>Basic Data</i> page display on the report. - Select All to have all instructors display on the report, regardless of the Print check box setting on the <i>Basic Data</i> page. • Print by Campus – CURRENTLY NOT USED • Class Status – Select all appropriate status values

Step	Action
6.	<p>Select the Report Options tab.</p>  <p>Print Class Schedule Report Options</p>
7.	<p>Select the information you wish to print on the Schedule of Classes report.</p> <p>Note: If you uncheck the Report Only check box, the system creates an excel file (.csv file) and displays a File Path field asking you to indicate where the file should be saved.</p>
8.	<p>Click the Run button.</p> <p>Result: The Process Scheduler Request page displays.</p> 
9.	Click the OK button.



Step	Action																																																																								
10.	<p>Click the Process Monitor link (upper right corner).</p> <p>Result: The Process List displays.</p> <p>Process List Server List</p> <p>View Process Request For</p> <p>User: rajones Type: Last 1 Days Refresh</p> <p>ID: Server: Name: Instance: to</p> <p>Run: Distribution Status: Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>14843</td> <td></td> <td>SQR Report</td> <td>SR201</td> <td>rajones</td> <td>11/29/2010 1:51:41PM CST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	14843		SQR Report	SR201	rajones	11/29/2010 1:51:41PM CST	Success	Posted	Details																																																				
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12.	<p>Click the Details link.</p>																																																																								
13.	<p>Click the View Log/Trace link.</p> <p>Result: The View Log/Trace page displays.</p> <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 13665 Process Instance: 14843 Message Log</p> <p>Name: SR201 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Schedule of Classes</p> <p>Distribution Details</p> <p>Distribution Node: CSSPRD Expiration Date: 12/06/20</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_SR201_14843.log</td> <td>1,679</td> <td>11/29/2010 2:04:49.610436PM CST</td> </tr> <tr> <td>sr201_14843.PDF</td> <td>2,284</td> <td>11/29/2010 2:04:49.610436PM CST</td> </tr> <tr> <td>sr201_14843.out</td> <td>1,373</td> <td>11/29/2010 2:04:49.610436PM CST</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>rajones</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_SR201_14843.log	1,679	11/29/2010 2:04:49.610436PM CST	sr201_14843.PDF	2,284	11/29/2010 2:04:49.610436PM CST	sr201_14843.out	1,373	11/29/2010 2:04:49.610436PM CST	Distribution ID Type	*Distribution ID	User	rajones																																																								
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14.	<p>Click the PDF link on the View Log/Trace page to view the Schedule of Classes report.</p> <p>Result: The report displays in the selected format (PDF in this case).</p> <p>Report ID: SR201</p> <p>University of Northern Iowa Schedule of Classes for FALL 2011 Full Semester</p> <p>Social and Behavioral Sciences - Psychology - Subject: Psychology</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Catalog Nbr</th> <th>Section</th> <th>Class Nbr</th> <th>Course Title</th> <th>Component</th> <th>Units</th> <th>Topics</th> </tr> </thead> <tbody> <tr> <td>PSYCH</td> <td>1001</td> <td>01</td> <td>30501</td> <td>Intro To Psychology</td> <td>Lecture (In Person)</td> <td>3</td> <td></td> </tr> <tr> <td colspan="8">Bldg: Baker Hall Room: 136 Days: TuTh Time: 15:00 - 16:30 Instructor: Staff</td> </tr> <tr> <td colspan="8">Class Enrl Cap:1 Class Enrl Tot:0 Class Wait Cap:0 Class Wait Tot:0 Class Min Enrl:0</td> </tr> <tr> <td colspan="8">Attributes: Liberal Arts Core SB: Individ and Instit Perspect</td> </tr> <tr> <td>PSYCH</td> <td>1001</td> <td>02</td> <td>30502</td> <td>Intro To Psychology</td> <td>Lecture (In Person)</td> <td>3</td> <td></td> </tr> <tr> <td colspan="8">Bldg: Baker Hall Room: 226 Days: MWF Time: 08:00 - 08:50 Instructor: Staff</td> </tr> <tr> <td colspan="8">Class Enrl Cap:1 Class Enrl Tot:0 Class Wait Cap:0 Class Wait Tot:0 Class Min Enrl:0</td> </tr> <tr> <td colspan="8">Attributes: Liberal Arts Core SB: Individ and Instit Perspect</td> </tr> </tbody> </table> <p>Page No. 1 of 1 Run Date: 11/29/2010 Run Time: 14:04:37</p>	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics	PSYCH	1001	01	30501	Intro To Psychology	Lecture (In Person)	3		Bldg: Baker Hall Room: 136 Days: TuTh Time: 15:00 - 16:30 Instructor: Staff								Class Enrl Cap:1 Class Enrl Tot:0 Class Wait Cap:0 Class Wait Tot:0 Class Min Enrl:0								Attributes: Liberal Arts Core SB: Individ and Instit Perspect								PSYCH	1001	02	30502	Intro To Psychology	Lecture (In Person)	3		Bldg: Baker Hall Room: 226 Days: MWF Time: 08:00 - 08:50 Instructor: Staff								Class Enrl Cap:1 Class Enrl Tot:0 Class Wait Cap:0 Class Wait Tot:0 Class Min Enrl:0								Attributes: Liberal Arts Core SB: Individ and Instit Perspect							
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