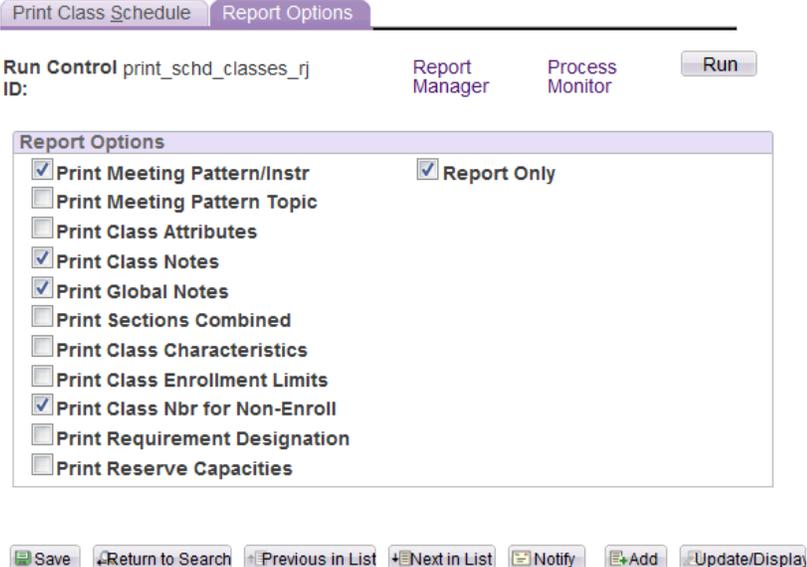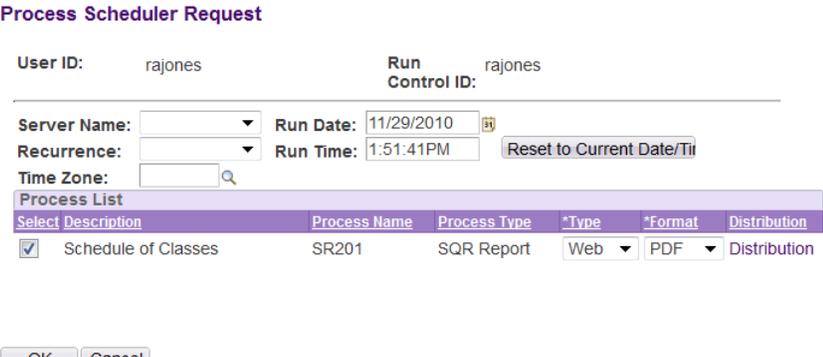# Printing the Schedule of Classes

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.	Navigate to the **Print Class Schedule** page: **Main Menu › Curriculum Management › Schedule of Classes › Print Class Schedule** Favorites | Main Menu › Curriculum Management › Schedule of Classes › Print Class Schedule **Print Class Schedule** Enter any information you have and click Search. Leave fields blank for a list of all values. [Find an Existing Value] [Add a New Value] Maximum number of rows to return (up to 300): 300 **Run Control ID:** begins with ▼ [ ] ☐ **Case Sensitive** [Search] [Clear] Basic Search 💾 Save Search Criteria Find an Existing Value | Add a New Value *Note:* 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. 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.
2.	Select the **Add a New Value** tab. **Print Class Schedule** [Find an Existing Value] [Add a New Value] **Run Control ID:** [ ] [Add]
3.	Enter the desired information in the **Run Control ID** field. Enter a valid value, such as your user name (e.g. "**rajones**").
4.	Click the **Add** button. [Add] *Result:* The **Print Class Schedule** tab displays.

Step	Action
5.	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.
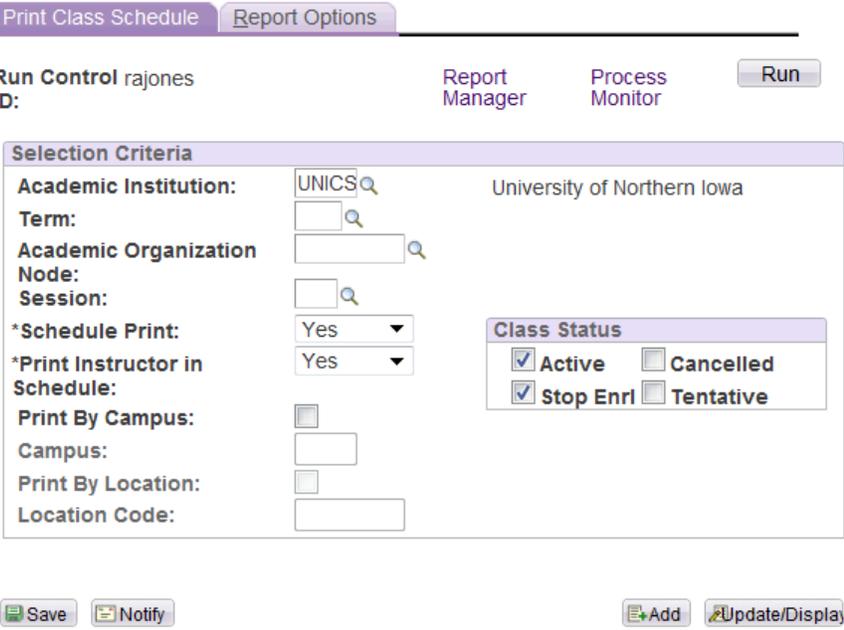
Complete the following:
- **Academic Institution** – Defaults to UNICS. DO NOT CHANGE
- **Term** – Select or enter the desired term (E.g. 2112 for Fall 2011)
- **Academic Organization Node** – Select the desired academic org
- **Session** – Select the appropriate session
- **Schedule Print** – Indicate which classes to print in the report:
  - Select **Yes** to print all classes with the **Schedule Print** check box selected on the *Basic Data* page.
  - Select **No** to print all classes with the **Schedule Print** check box cleared on the *Basic Data* page.
  - Select **All** to print all classes, regardless of the **Schedule Print** check box setting on the *Basic Data* page.
- **Print Instructor Schedule** – Indicate whether the instructor's name displays on the report:
  - Select **Yes** to have all instructors with the **Print** check box selected on the *Meetings* page display on the report.
  - Select **No** to have all instructors with the **Print** check box cleared on the *Basic Data* page display on the report.
  - Select **All** to have all instructors display on the report, regardless of the **Print** check box setting on the *Basic Data* page.
- **Print by Campus –** CURRENTLY NOT USED
- **Class Status** – Select all appropriate status values |

Step	Action
6.	Select the **Report Options** tab.
7.	Select the information you wish to print on the **Schedule of Classes** report. *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.
8.	Click the **Run** button. *Result:* The **Process Scheduler Request** page displays.
9.	Click the **OK** button.

Step	Action
10.	Click the **Process Monitor** link (upper right corner). *Result:* The Process List displays.
11.	If needed, click the **Refresh** button until the **Run Status** = *Success* and the **Distribution Status** = *Posted*.
12.	Click the **Details** link.
13.	Click the **View Log/Trace** link. *Result:* The View Log/Trace page displays.
14.	Click the PDF link on the **View Log/Trace** page to view the Schedule of Classes report. *Result:* The report displays in the selected format (PDF in this case).