

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 Basic Search Criteria
	Find an Existing Value Add a New Value
	<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.
	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
	Eind 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.
	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.
	Print Class Schedule Report Options
	Run Control rajones Report Manager Process Monitor Run
	Selection Criteria
	Academic Institution: UNICS Q. University of Northern Iowa
	Term:
	Academic Organization
	Session:
	*Schedule Print: Yes Class Status
	*Print Instructor in Yes Yes Active Cancelled Schedule:
	Schedule: Stop Enrl Tentative
	Campus:
	Print By Location:
	Location Code:
	 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
	<i>Meetings</i> 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.
	Print Class Schedule Report Options
	Run Control print_schd_classes_rj Report Process Run ID: Manager Monitor Monitor
	Report Options
	Print Meeting Pattern/Instr Print Meeting Pattern Topic
	Print Class Attributes
	Print Class Notes
	V Print Global Notes
	Print Sections Combined Print Class Characteristics
	Print Class Enrollment Limits
	✓ Print Class Nbr for Non-Enroll
	Print Requirement Designation
	Print Reserve Capacities
	Save Return to Search Previous in List Next in List Notify RAdd Display
	Print Class Schedule Report Options
7	
7.	Select the information you wish to print on the Schedule of Classes report.
	<i>Note:</i> 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.
0.	Click the Kull button.
	Result: The Process Scheduler Request page displays.
	Process Scheduler Request
	User ID: rajones Run rajones Control ID:
	Server Name: Run Date: 11/29/2010 Recurrence: Run Time: 1:51:41PM Reset to Current Date/Time
	Time Zone:
	Process List Select Description Process Name Process Type *Type *Format Distribution
	✓ Schedule of Classes SR201 SQR Report Web ▼ PDF ▼ Distribution
	OK Cancel
9.	Click the OK button.



Step	Action
10.	Click the Process Monitor link (upper right corner).
	Result: The Process List displays. Process List Server List View Process Request For User rajones Type: Last 1 Days Refresh
	ID: Server: Vame: Instance: to Run Distribution V Save On Refresh Status: Status:
	Process List Customize Find View All P First I 1 of 1 Last
	Select Instance Seq. Process Type Process Type Run Date/Time Run Status Distribution Details 14843 SQR Report SR201 rajones 11/29/2010 1:51:41PM CST Success Posted Details
11.	If needed, click the Refresh button until the Run Status = <i>Success</i> and the Distribution Status = <i>Posted</i> .
12.	Click the Details link.
13.	Click the View Log/Trace link.
	View Log/Trace Report Report 13665 ID: Instance: Instance: Process Type: SQR Report Run Success Status: Schedule of Classes Distribution Details From the second
	Distribution CSSPRD Expiration 12/06/20 Node: Date:
	File List Datetime Created Name File Size (bytes) Datetime Created
	SQR_SR201_14843.log 1,679 11/29/2010 2:04:49.610436PM CST 11/29/2010 2:04:49.610436PM
	sr201_14843.PDF 2.284 CST CST 11/29/2010 2:04:49.610436PM CST 11/29/2010 2:04:49.610436PM
	sr201_14843.out 1.373 Th2512010 2.04.49.010430FM CST
	Distribution ID Type Distribution ID User rajones
14.	Click the PDF link on the View Log/Trace page to view the Schedule of Classes report. <i>Result:</i> The report displays in the selected format (PDF in this case).
	Report ID: SE201 University of Northern Iowa Page No. 1 of 1 Schedule of Classes for FALL 2011 Run Date: 11/29/2010 Full Semester Run Time: 14:04:37 Social and Behavioral Sciences - Psychology - Subject: Psychology
	Subject Catalog Nor Section Class Nor Course Title Component Units Topics PSTCH 1001 01 30501 Intro To Psychology Lecture 3 Bidg: Baker Hall Room: 136 Days: Time: 15:00 - 16:30 Instructor: Staff Class Earl Op:1 Class Nail Cap:0 Class Wait Tot:0 Class Win Enrl:0 Attributes: Liberal Arts Core 558: Individ and Instit Perspect PSYCH 1001 02 30502 Intro To Psychology Lecture 3
	(In Person) Bidg: Baker Hall Room: 226 Days: MNF Time: 08:00 - 08:50 Instructor: Staff Class Entl Cap: 1 Class Entl Tot: 0 Class Mait Cap: 0 Class Mait Tot: 0 Class Min Enrl; 0 Attributes: Liberal Arts Core 58; Individ and Instit Perspect