

UNIVERSITY *of* WISCONSIN
LA CROSSE

Printing Schedule of
Classes



Student Information System Project

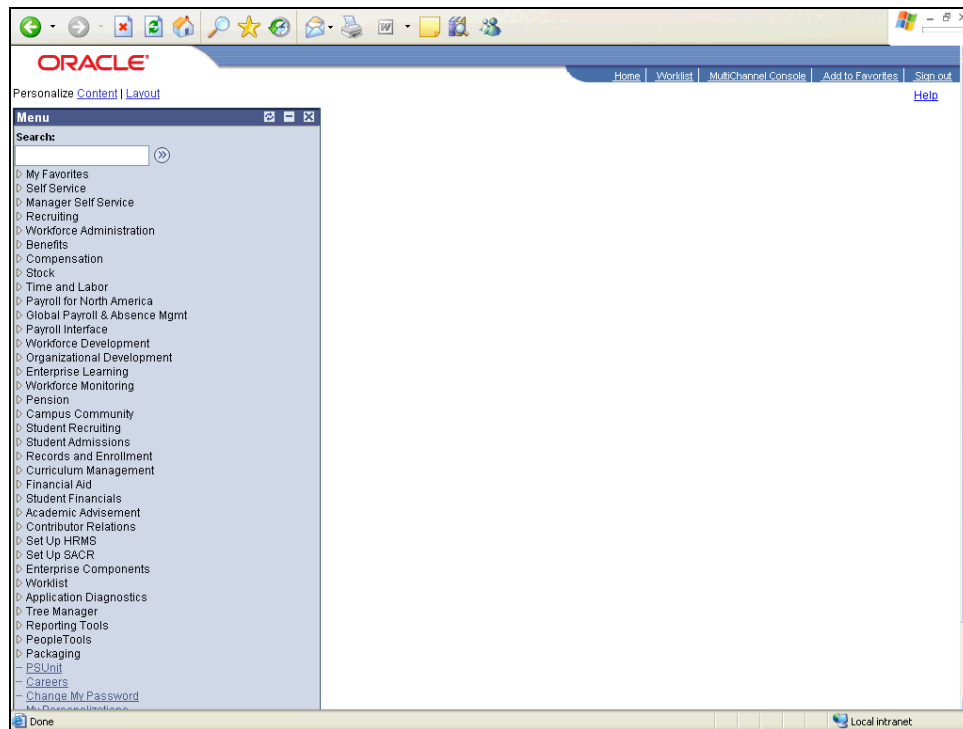
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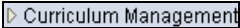
Printing the Schedule of Classes

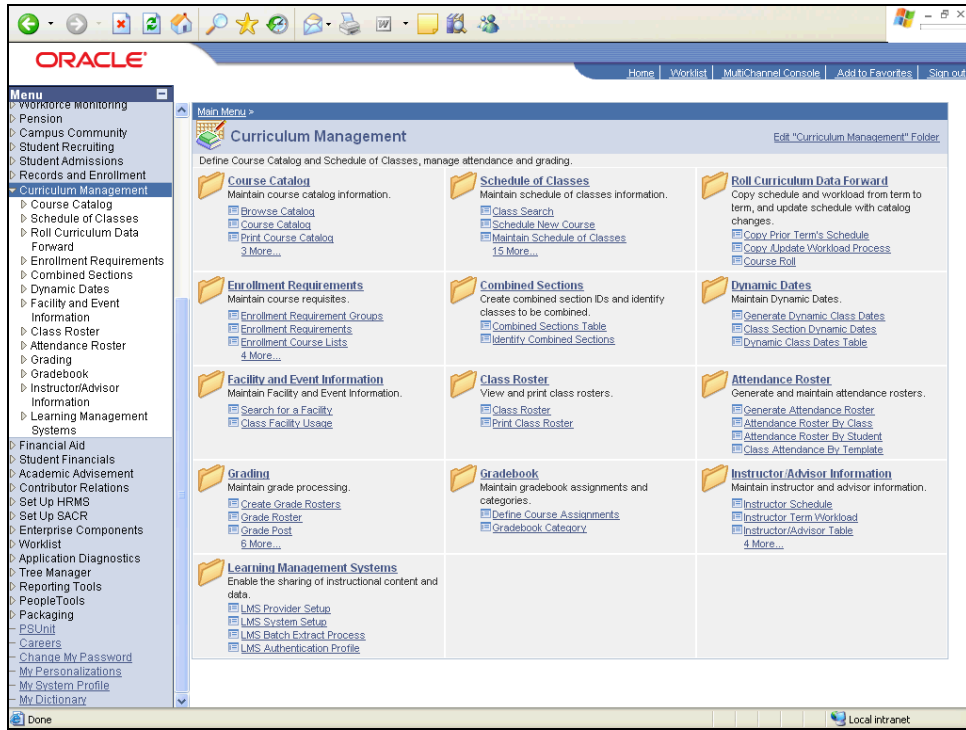
Use the **Schedule of Classes** report component to print the schedule of classes report for a term.

In this topic, you will run and view the **Schedule of Classes** report for a term.

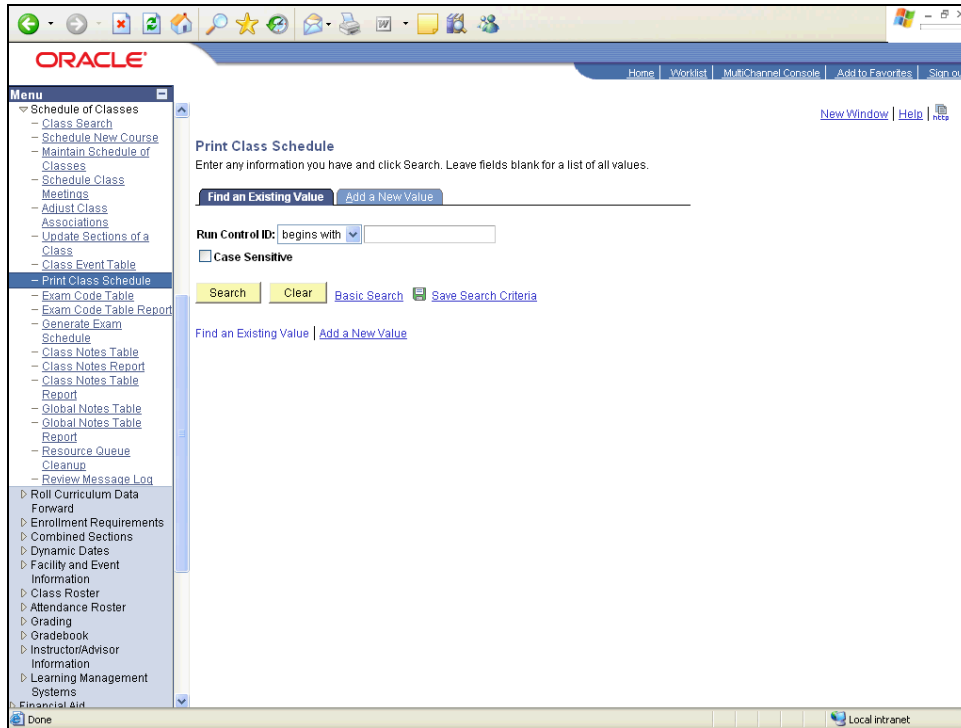
Procedure



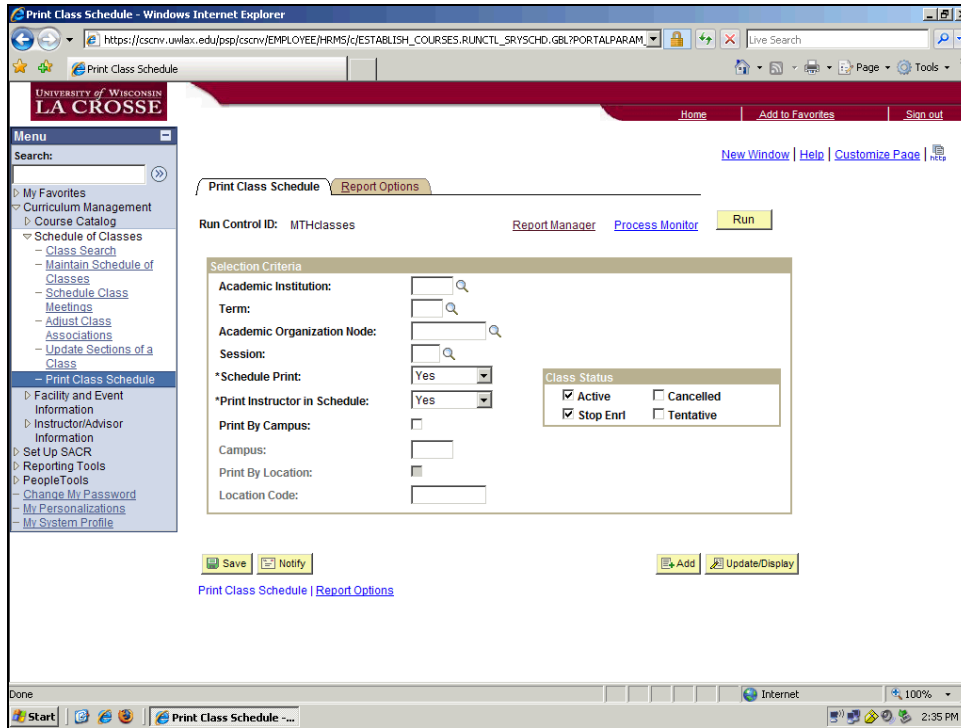
Step	Action
1.	Begin by navigating to the Print Class Schedule page. Click the Curriculum Management link. 



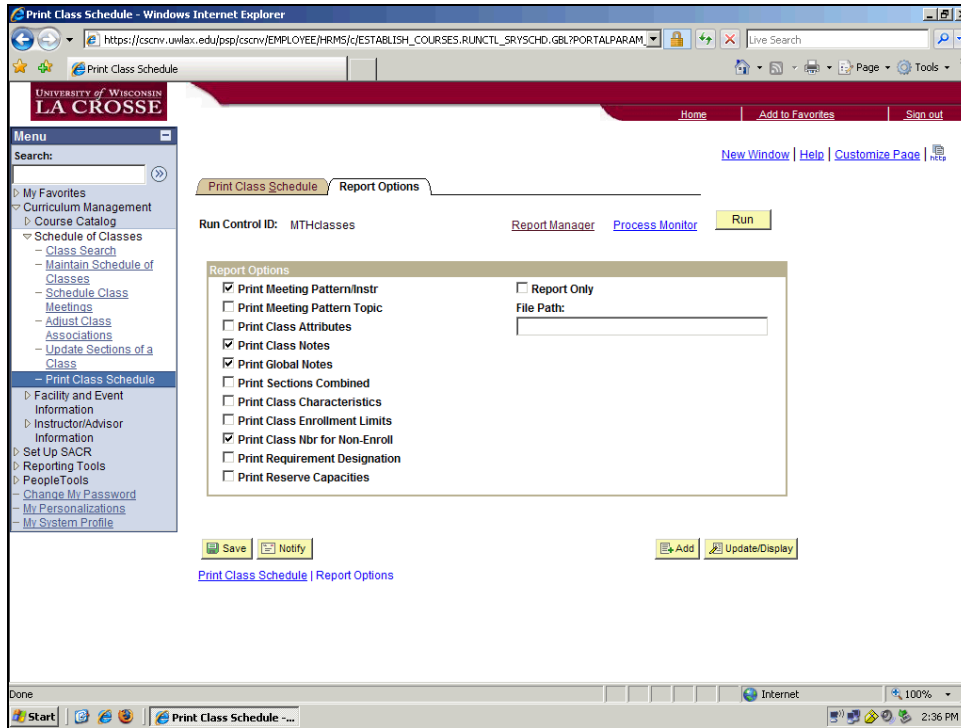
Step	Action
2.	Click the Schedule of Classes link.
3.	Click the Print Class Schedule link.



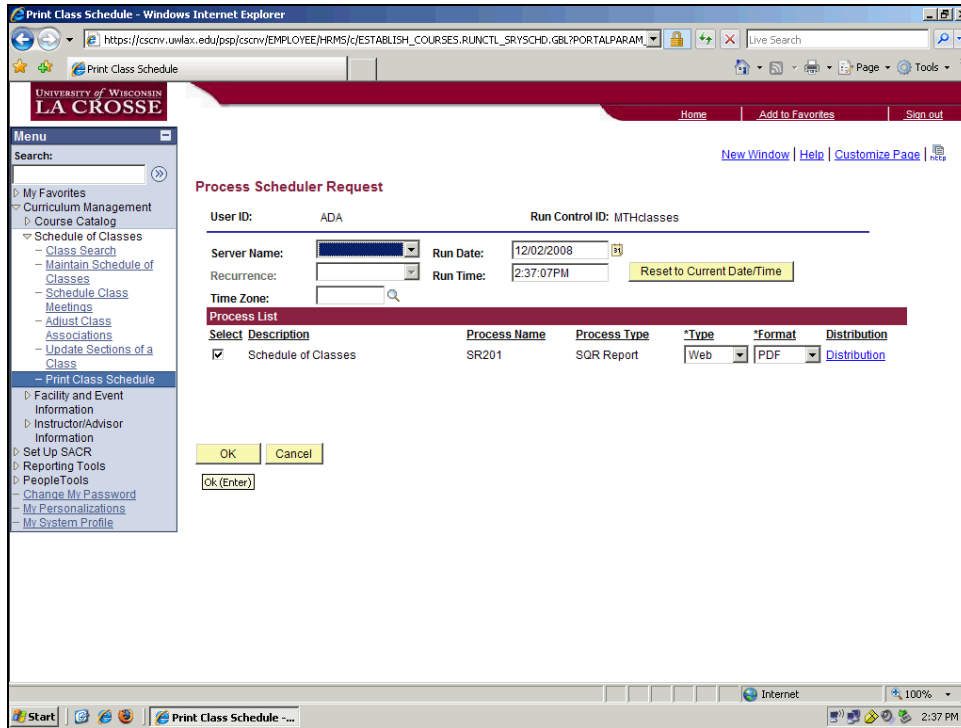
Step	Action
4.	<p>You can run this report by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the report may help you remember it for future use.</p> <p>Click the Add a New Value tab.</p>
5.	<p>A Run Control ID is an identifier that, when 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> <p>At UWL we suggest you include "Timetable" or "Classes" in the run control ID so you know it is associated with printing the Schedule of Classes for your department. Do not include any spaces.</p>
6.	<p>Click the Add button.</p> <div data-bbox="414 1606 527 1642" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add</div>

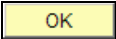


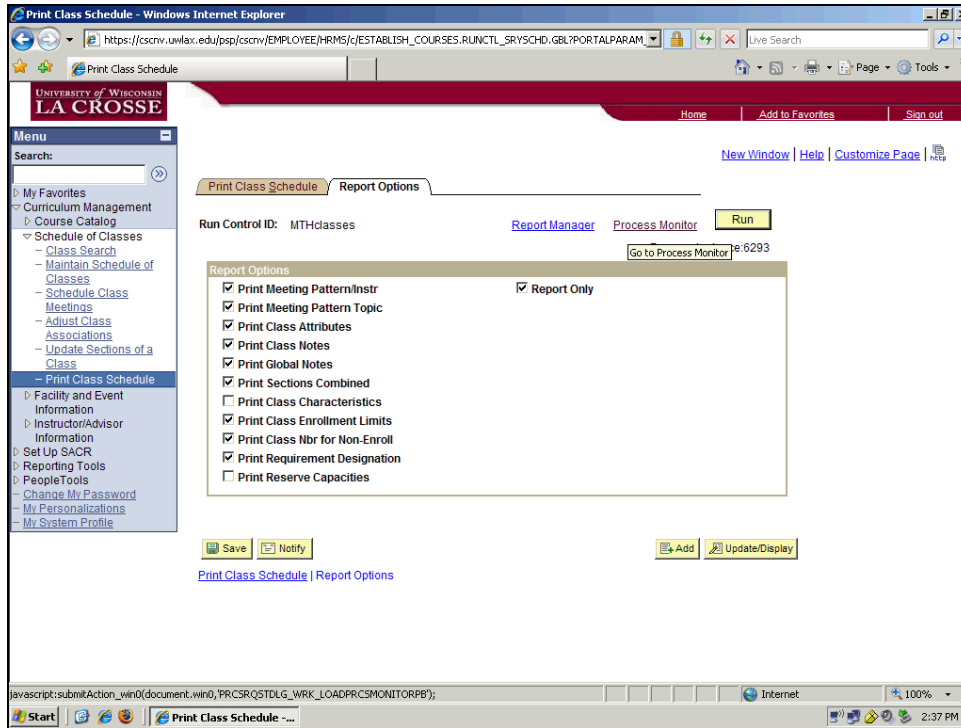
Step	Action
7.	Enter the desired information into the Academic Institution field. Enter " uwlac ".
8.	Enter the desired information into the Term field. Enter " 2094 ".
9.	At UWL you can enter your academic department to get a list of all classes scheduled. If your department has more than one subject, all of them will be pulled into the list. Choose an entry from the list that ends in "DEPT", such as MTHDEPT. The report will not run if you choose just MTH. Enter the desired information into the Academic Organization Node field. Enter " mthdept ".
10.	Click the Report Options tab. Report Options



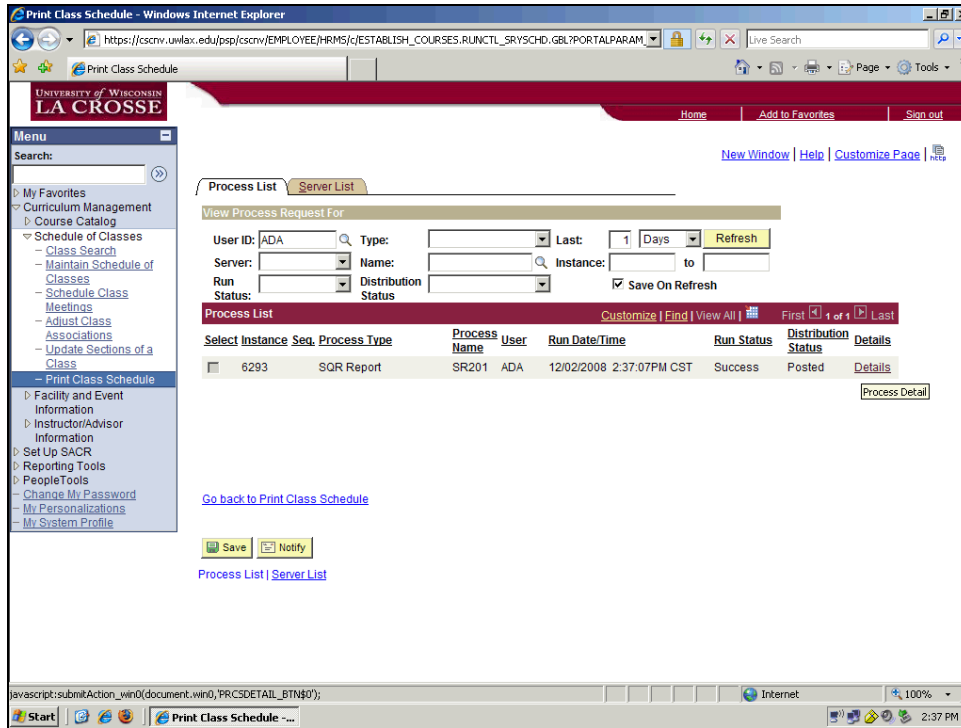
Step	Action
11.	Review the report options and click on those you would like to appear in your report. Click the Print Requirement Designation option. <input data-bbox="418 1178 719 1209" type="checkbox"/> Print Requirement Designation
12.	Click the Report Only option. <input data-bbox="418 1293 557 1325" type="checkbox"/> Report Only
13.	Click the Save button. <input data-bbox="418 1409 505 1440" type="button" value="Save"/>
14.	Click the Run button. <input data-bbox="418 1524 513 1556" type="button" value="Run"/>



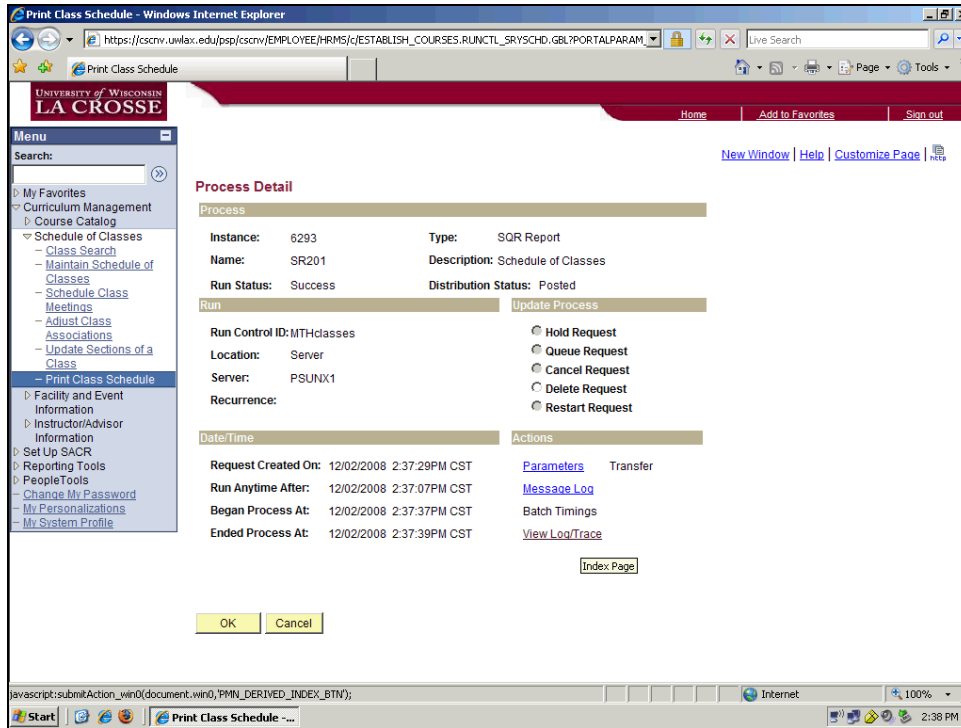
Step	Action
15.	Click the OK button. 



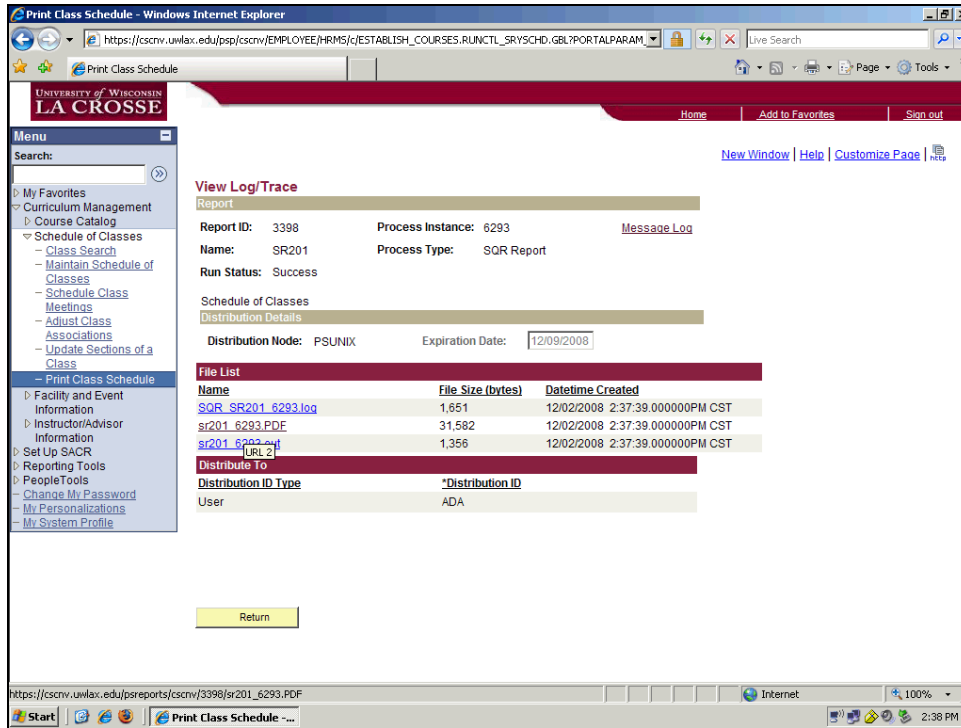
Step	Action
16.	Click the Process Monitor link. <u>Process Monitor</u>



Step	Action
17.	<p>The process may take a few minutes. You can click the Refresh button to check on the status. When the Distribution Status indicates the report is Posted, you will be able to click on the Details button to find your report.</p> <p>Click an entry in the Details column.</p> <p>Details</p>



Step	Action
18.	<p>The report and any error messages will appear behind the View Log/Trace link.</p> <p>Click an entry in the Parameters column.</p> <p><u>View Log/Trace</u></p>



Step	Action
19.	Look for the .PDF file type. Click an entry in the Name column. sr201_6293.PDF
20.	Classes will appear by session. The Regular Session will appear first. In this example, MTH051 is not on this page because it was offered in 7W1 and 7W2.
21.	You have successfully generated the Schedule of Classes report. End of Procedure.