

Appendix D: Phase Report (Schedule of Classes Report)

The Class Offerings report allows Departments to create their own hard copy of the Schedule of Classes, if desired.

The FIRST TIME that you create this report, you will need to create a Run Control ID. This Run Control ID will store the options that you choose to set for the report that you are creating.

Path: Curriculum Management > Schedule of Classes > Print Class Schedule

The FIRST TIME that you create this report:

Enter the path as shown above.

On the Find an Existing Value page, click the [Add a New Value](#) link.

In the **Run Control ID** field, type **SOC**. Click .

The Schedule of Classes page is displayed.

Once you have created this report, to create it in the future:

Enter the path as shown above.

On the Find an Existing Value page, click .

In the **Search Results** that appear under the blue bar, click the link **SOC**.

The Schedule of Classes page is displayed.

Steps																																			
<div style="display: flex; justify-content: space-between; align-items: center;"> Print Class Schedule Report Options </div> <p>Run Control ID: SOC Report Manager Process Monitor Run</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Selection Criteria</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Academic Institution:</td> <td style="width: 30%;"><input type="text" value="AKRON"/></td> <td style="width: 40%;">The University of Akron</td> </tr> <tr> <td>Term:</td> <td><input type="text" value="4081"/></td> <td>2008 Spring</td> </tr> <tr> <td>Academic Organization Node:</td> <td><input type="text" value="CHEME"/></td> <td>Chemical Engineering</td> </tr> <tr> <td>Session:</td> <td><input type="text"/></td> <td>Regular Academic Session</td> </tr> <tr> <td>*Schedule Print:</td> <td><input type="text" value="Yes"/></td> <td></td> </tr> <tr> <td>*Print Instructor in Schedule:</td> <td><input type="text" value="Yes"/></td> <td></td> </tr> <tr> <td>Print By Campus:</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Campus:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Print By Location:</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Location Code:</td> <td><input type="text"/></td> <td></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Class Status</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Active</td> <td><input type="checkbox"/> Cancelled</td> </tr> <tr> <td><input type="checkbox"/> Stop Enrl</td> <td><input type="checkbox"/> Tentative</td> </tr> </table> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> Save Return to Search Previous in List Next in List Notify Add Update/Display </div> <p style="text-align: center; margin-top: 5px;">Print Class Schedule Report Options</p>		Academic Institution:	<input type="text" value="AKRON"/>	The University of Akron	Term:	<input type="text" value="4081"/>	2008 Spring	Academic Organization Node:	<input type="text" value="CHEME"/>	Chemical Engineering	Session:	<input type="text"/>	Regular Academic Session	*Schedule Print:	<input type="text" value="Yes"/>		*Print Instructor in Schedule:	<input type="text" value="Yes"/>		Print By Campus:	<input checked="" type="checkbox"/>		Campus:	<input type="text"/>		Print By Location:	<input type="checkbox"/>		Location Code:	<input type="text"/>		<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative
Academic Institution:	<input type="text" value="AKRON"/>	The University of Akron																																	
Term:	<input type="text" value="4081"/>	2008 Spring																																	
Academic Organization Node:	<input type="text" value="CHEME"/>	Chemical Engineering																																	
Session:	<input type="text"/>	Regular Academic Session																																	
*Schedule Print:	<input type="text" value="Yes"/>																																		
*Print Instructor in Schedule:	<input type="text" value="Yes"/>																																		
Print By Campus:	<input checked="" type="checkbox"/>																																		
Campus:	<input type="text"/>																																		
Print By Location:	<input type="checkbox"/>																																		
Location Code:	<input type="text"/>																																		
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled																																		
<input type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative																																		
1.	Academic Institution defaults to AKRON. Do not change.																																		
2.	Enter Term . This may default. Change as needed.																																		
3.	Enter Academic Organization Node . You have the option of running the Schedule of Classes by subject/Department, College or for all of The University of Akron. Click the down arrow to make your selection.																																		
4.	Enter Session . Leave this blank unless you want data for a particular session. (helpful for Summer)																																		
5.	Enter *Schedule Print . Select Yes or All (shows non-print courses, too).																																		
6.	Enter *Print Instructor in Schedule . Enter Yes or All.																																		
7.	If you want to print Akron or Wayne only sections, checkmark Print by Campus . The Campus field will be available. Click on the <input type="text"/> to select the Campus to print.																																		
8.	Click to mark any/all of the Class Status checkboxes: Active, Stop Enrl or Cancelled. Mark the boxes as needed.																																		
9.	Click the Report Options folder tab. The Report Options page is displayed.																																		

Steps

[Print Class Schedule](#)
Report Options

Run Control ID: SOC
[Report Manager](#)
[Process Monitor](#)

Report Options

<input checked="" type="checkbox"/> Print Meeting Pattern/Instr	<input checked="" type="checkbox"/> Report Only
<input type="checkbox"/> Print Meeting Pattern Topic	
<input type="checkbox"/> Print Class Attributes	
<input checked="" type="checkbox"/> Print Class Notes	
<input checked="" type="checkbox"/> Print Global Notes	
<input type="checkbox"/> Print Sections Combined	
<input type="checkbox"/> Print Class Characteristics	
<input type="checkbox"/> Print Class Enrollment Limits	
<input checked="" type="checkbox"/> Print Class Nbr for Non-Enroll	
<input type="checkbox"/> Print Requirement Designation	
<input type="checkbox"/> Print Reserve Capacities	<input type="checkbox"/> Eliminate Subject Page Breaks

[Print Class Schedule](#) | [Report Options](#)

10. Click to mark any of the Report Options that are needed.

11. Click to mark the option for **Report Only**.
The Report Only checkbox is marked.

12. Click on .
The Process Scheduler Request page is displayed.

Steps

Process Scheduler Request

User ID: _____ Run Control ID: SOC

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

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

13. Select ***Server Name**
Select PSNT.

14. Click to mark the checkbox for the **Schedule of Classes** report with a Process Type of SQR Report.
The Schedule of Classes report is checked.

15. Select ***Type**.
Select Web.

16. Select ***Format**.
Select PDF.

17. Click on .
The Report Options page is displayed.

18. Click the [Report Manager](#) link.
The Report List page is displayed.

Steps

19. Click on the **Administration** tab.

The screenshot shows the 'Administration' tab selected. The 'View Reports For' section includes a 'Refresh' button. The 'Report List' table has the following data:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	678	819	Schedule of Classes	08/13/2008 1:43:18PM	Acrobat (*.pdf)	Posted	Details

Below the table are buttons for 'Select All', 'Deselect All', 'Delete', and 'Save', along with a link to 'Go back to Print Class Schedule'.

20. Your most recent report will appear at the top of the list.
 The Report Description should be Schedule of Classes.
 NOTE: The Report List page also can be found at:
 Path: Reporting Tools > Report Manager

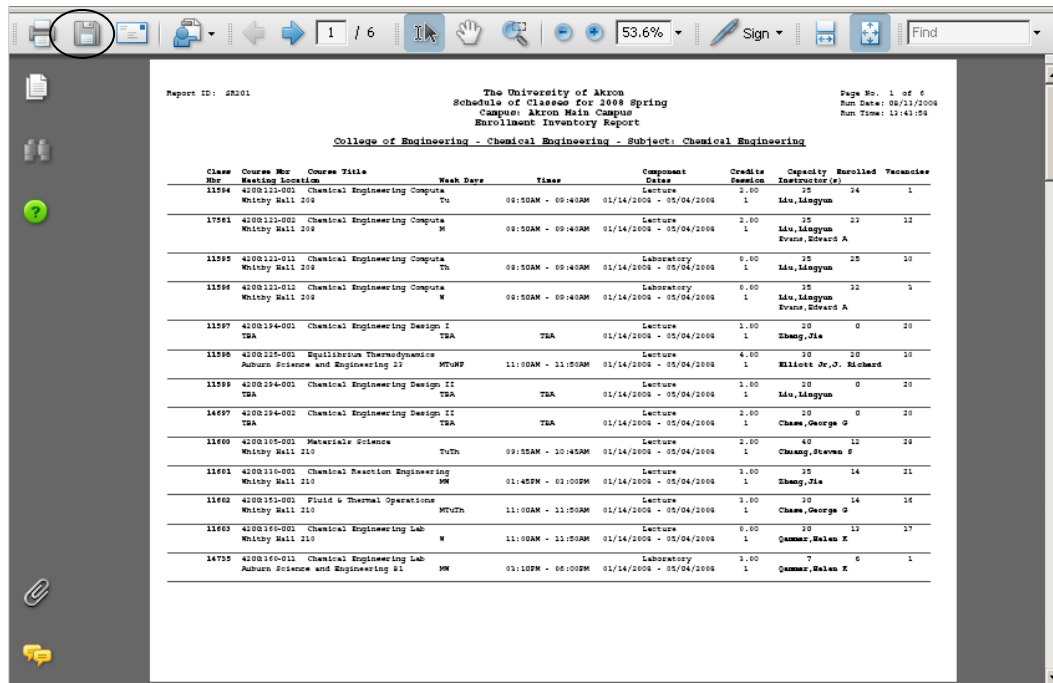
21. If the report's status is not **Posted**, click on the **Refresh** button.
 If you do not see your report or the status is not Posted, click **Refresh** until the report status is **Posted**, and the **View** link appears.
Note: The statuses you may see are:

Schedule d	The process was just added to the report request.
Processi ng	Process Scheduler has initiated the program and is running the process at that time.
Generat ed	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

22. Click on the [Schedule of Classes](#) Description link for the report.

Steps

23. A new window is opened for Adobe Reader and the Report is displayed.




Report ID: 48201

The University of Akron
Schedule of Classes for 2008 Spring
Campus: Akron Main Campus
Enrollment Inventory Report

Page No. 1 of 6
Run Date: 08/21/2008
Run Time: 12:43:08

College of Engineering - Chemical Engineering - Subject: Chemical Engineering


Class Nbr	Course Nbr	Course Title	Week	Days	Times	Component	Credits	Capacity	Enrolled	Vacancies	Instructor(s)
11554	4200122-002	Chemical Engineering Computa	Tu		08:50AM - 09:40AM	Lecture	2.00	35	34	1	Liu, Lingyun
17261	4200122-002	Chemical Engineering Computa	M		08:50AM - 09:40AM	Lecture	2.00	35	33	2	Liu, Lingyun Evans, Edward A
11592	4200122-012	Chemical Engineering Computa	Th		09:50AM - 09:40AM	Laboratory	0.00	35	25	10	Liu, Lingyun
11594	4200122-012	Chemical Engineering Computa	W		09:50AM - 09:40AM	Laboratory	0.00	35	32	3	Liu, Lingyun Evans, Edward A
11597	4200124-001	Chemical Engineering Design I	TSA			Lecture	1.00	20	0	20	Zhang, Jie
11598	4200125-001	Equilibrium Thermodynamics	MTWRF		11:00AM - 11:50AM	Lecture	4.00	30	30	0	Ellisot Jr, J. Richard
11599	4200124-001	Chemical Engineering Design II	TSA			Lecture	1.00	30	0	30	Liu, Lingyun
14697	4200124-002	Chemical Engineering Design II	TSA			Lecture	2.00	30	0	30	Chase, George G
11600	4200105-001	Materials Science	TuTh		09:55AM - 10:45AM	Lecture	2.00	40	12	28	Chuang, Steven F
11601	4200110-001	Chemical Reaction Engineering	W		01:45PM - 03:00PM	Lecture	1.00	35	14	21	Zhang, Jie
11602	4200122-001	Fluid & Thermal Operations	MTWTh		11:00AM - 11:50AM	Lecture	1.00	30	14	16	Chase, George G
11603	4200122-001	Chemical Engineering Lab	W		11:00AM - 11:50AM	Lecture	0.00	30	13	17	Gomez, Helen K
14729	4200126-011	Chemical Engineering Lab	W		01:10PM - 06:00PM	Laboratory	1.00	7	6	1	Gomez, Helen K

24. Click on the printer tool  in Adobe Reader.
Print the Class Offerings Report.

(Optional): You also may save the report in PDF format by clicking on the Save tool



in Adobe Reader.

25. Click on the report window's close button .

The report window is closed. The Administration page of the Report Manager is displayed.

26. (Optional): If you have additional reports to print, repeat steps 23-26 for each report.

27. Click on the link [Go back to Print Class Schedule](#)

The Report Options page is displayed.