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Course Objectives

This course focuses on printing common reports in PeopleSoft Student Administration version 9. Prior to taking this course, you should attend the course titled PeopleSoft SA/HR for New Users. The New Users course covers basic concepts, terminology and navigation.

In class, you will:

- Run a student schedule report (enrollment summary)
- Run a class roster report
- Run a query
- Review ZipReports, an online reporting tool

In the Appendices of this manual, detailed instructions are given for:

- Student grade report
- Grade rosters
- Unofficial transcripts
- Phase report (schedule of classes)
- Student study list report
- Course catalog report

Lesson 1: Print a Student Schedule (Enrollment Summary)

Discussion

In the New User class, you viewed an enrollment summary, also called a study list or enrollment summary. In this lesson, you will view and print the enrollment summary.

When the enrollment summary is viewed, it displays as shown below.

Enrollment Summary

Student Esq,Joseph Quincy 1229982

Term: 2008 Fall **Career:** Undergrad The University of Akron [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status Reason	Acad Prog	Grading Basis	Units Taken
78228	3300	111	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	4.00
	English Composition I		Lecture						
72582	7100	495	Regular	801	Enrolled	Drop	BUSU	NewReassmt	
	Senior Exhibition		Lecture						
73264	7600	105	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Introductn to Public Speaking		Lecture						

Find | View All First 1-3 of 3 Last

Return to Search
 Previous in List
 Next in List

However, when this same enrollment summary is printed, additional information is included. The course dates, meeting times, meeting place and instructor name are present as shown here.

Report ID: SRSTDNT2 CLASS SCHEDULE Page No. 1
 Run Date 11/26/2008
 Run Time 08:55:35

Name: Student Esq, Joseph Quincy **Career:** Undergraduate
ID: 1229982 **Program:** Business Undergraduates
Term: 2008 Fall

<u>Class No.</u>	<u>Subject</u>	<u>Catalog</u>	<u>Session</u>	<u>Section</u>	<u>Status</u>	<u>Credits Taken</u>	<u>Grading Basis</u>	<u>Class Dates</u>
78228	3300	111	1	002	Enrolled	4.00	ABC/NC	08/25/2008-12/07/2008
	English Composition I				Lecture			
	Leigh Hall		207	MTWF	7:30am - 8:20am		Giaconia, Jennifer Y	
72582	7100	495	1	801	Enrolled	0.00	NewReassmt	08/25/2008-08/25/2008
	Senior Exhibition				Lecture	Dropped		
	Folk Hall		102	M	5:00pm - 5:30pm		Loven, Del Rey	
73264	7600	105	1	002	Enrolled	3.00	ABC/NC	08/25/2008-12/07/2008
	Introductn to Public Speaking				Lecture			
	Kolbe Hall		236	TTh	7:45am - 9:00am		Spiker, Julia A	

Process

Steps

1. Navigate using the following path:

Records and Enrollment> Enrollment Summaries> Enrollment Summary

Enrollment Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Academic Career:

Academic Institution: AKRON

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

[Basic Search](#) [Save Search Criteria](#)

2. Use **ID 1229982** or the ID provided by your instructor. In the **Academic Career** field, use the drop down to select the option for Undergraduate.
3. The Term field can be used to narrow down the search. To select a Term, use the **Lookup Term** button or type the appropriate term value.

Term	Description	Short Description
9999	End Term - Svc Indicator Use	End Term
4177	2017 Fall	2017 Fall
4173	2017 Summer	2017 Summe
4171	2017 Spring	2017 Sprin
4167	2016 Fall	2016 Fall
4163	2016 Summer	2016 Summe
4161	2016 Spring	2016 Sprin
4157	2015 Fall	2015 Fall
4153	2015 Summer	2015 Summe
4151	2015 Spring	2015 Sprin
4147	2014 Fall	2014 Fall
4143	2014 Summer	2014 Summe
4141	2014 Spring	2014 Sprin
4137	2013 Fall	2013 Fall
4133	2013 Summer	2013 Summe




In class, select 4087, which is 2008 Fall.

Steps




4. Review the Enrollment Summary page that displays.

[New Wind](#)

Enrollment Summary

Student Esq,Joseph Quincy 1229982   

Term: 2008 Fall Career: Undergrad The University of Akron [Print Study List](#) [Report Manager](#)




Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 76816	3100	100	Regular	001	Enrolled	Enrolled	BUSU	ABC/NC	4.00
	Introduction to Botany		Lecture						
 74548	5400	500	Regular	800	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Postsecondary Learner		lec or www						
 72153	5540	120	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	0.50
	Archery		Lecture						

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)








5. Use the View Tools to verify that all the rows are displayed.

If necessary, select **View All** to get a list of all courses the student is taking for Fall 2008.

Enrollment Summary

Student Esq,Joseph Quincy 1229982   

Term: 2008 Fall Career: Undergrad The University of Akron [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
 76816	3100	100	Regular	001	Enrolled	Enrolled	BUSU	ABC/NC	4.00
	Introduction to Botany		Lecture						
 74548	5400	500	Regular	800	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Postsecondary Learner		lec or www						
 72153	5540	120	Regular	002	Enrolled	Enrolled	BUSU	ABC/NC	0.50
	Archery		Lecture						
 72424	6200	201	Regular	001	Enrolled	Enrolled	BUSU	ABC/NC	3.00
	Accounting Principles I		lec or www						
 77131	8200	360	Regular	072	Enrolled	Enrolled	BUSU	ABC/NC	5.00
	Nursing Care of Adults		LRC						
 77132	8200	360	Regular	073	Enrolled	Enrolled	BUSU	Non-Graded	
	Nursing Care of Adults		Practicum						
 73673	8200	360	Regular	101	Enrolled	Enrolled	BUSU	Non-Graded	
	Nursing Care of Adults		Lecture						

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

6. To process the report, click on the **Print Study List** link.

7. To view or print the report, click on the **Report Manager** link.

The Report Manager pages display.

If necessary, click on the **Administration** tab to display the list of your reports.

Steps

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | 1-8 of 8

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3139	4540	Individual Student Study Rpt	12/17/2008 10:08:46AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3138	4539	Study List Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3137	4538	Student Class Schedule Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3136	4536	Student Class Schedule Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3135	4535	Study List Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3133	4533	Course Catalog	12/17/2008 9:40:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3127	4525	Grade Roster Print	12/16/2008 12:58:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3126	4524	Grade Roster Print	12/16/2008 12:55:34PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Enrollment Summary](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

8. This page does not automatically refresh its display. To view and print the report, the report Status must be **Posted**. Click on the button to update the status. It may be necessary to click on the Refresh button more than one time.

9. When the status is Posted, you can click on the link for the report in the **Description** column.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | 1-8 of 8

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3139	4540	Individual Student Study Rpt	12/17/2008 10:08:46AM	Acrobat (*.pdf)	Posted	Details

Chapter 2: Printing Reports that Use Run Control IDs

Discussion

What is a Run Control ID?

A Run Control ID is an identification code that represents:

- your PeopleSoft ID
- the process you are running, such as printing a Class Roster
- your criteria for that process, such as Academic Institution **Akron**, Term **4087**, Session **Regular**, Sort Option **Name**, Subject Area **3100**, Students in the Report **Enrolled Students**.

Each process that you run needs its own unique Run Control ID. If you print class rosters and print grade rosters, you will create one Run Control ID for printing class rosters and one Run Control ID for printing grade rosters.

When do you create a Run Control ID?

The first time that you run a process, you need to create a Run Control ID. Some examples of processes are gathering the data to print a Class Roster or gathering the data to print a Grade Roster.

When you run the process in the future, you use the same Run Control ID as the first time that you ran the process. You can change the criteria each time you run the process.

What are the characteristics of a Run Control ID?

A Run Control ID can be up to 30 alphanumeric characters in length. It cannot contain spaces. Some examples of Run Control IDs are **ClassRoster** or **GradeRoster**.

In this lesson, you will print Class Rosters to create and reuse a Run Control ID and to review the use of the Process Scheduler, Report Manager, and Adobe Reader in the Print process.

Class Roster Report

The Class Roster Report lists the students in a class and includes: ID, Name, Grade Basis, Academic Level, Program, Enrollment Status, Phone and E-mail Address. It also can include those students who have dropped or withdrawn from the class.

Some of the reports in PeopleSoft, like the Class Roster, require the use of a Run Control ID.

In this lesson, you will run a Class Roster report, as an example of a report that requires a Run Control ID. This is a report that is run frequently. A copy of this report for a single class number is shown here. The students' names and IDs are hidden in this copy, but will appear in the actual report.

Report ID: SRCLSRST	The University of Akron CLASS ROSTER REPORT	Page No. 1 Run Date 11/26/2008 Run Time 09:53:39
Term: 2008 Fall Session: Regular Academic Session		
Course: (71681) 4200:101-011 Tools for Chemical Engineering Laboratory		LIB 274A 2.00 Credits ENROLLMENT: 42
Instructor: Ju,Lu-Kwang Start Date: 08/25/2008	End Date: 12/07/2008	

<u>Student ID and Name</u>	<u>Grd Base</u>	<u>Level</u>	<u>Program</u>	<u>Phone</u>	<u>Email Address</u>	<u>Enroll Stat</u>
	ANC	Freshman	Univ Coll		afa2@uakron.edu	Enrolled
	ANC	Freshman	Univ Coll	330/922-4485	jrb105@uakron.edu	Enrolled
	ANC	Freshman	Engr US	740/537-1010	bab77@uakron.edu	Enrolled
	ANC	Freshman	Engr US	330/673-8825	esb6@uakron.edu	Enrolled
	ANC	Freshman	Univ Coll	330/264-5156	brc29@uakron.edu	Enrolled
	ANC	Freshman	Univ Coll	724/981-4402	kmc80@uakron.edu	Enrolled
	ANC	Freshman	Engr US	330/899-9919	clc74@uakron.edu	Enrolled
	ANC	Sophomore	Univ Coll	419/756-0964	rlc41@uakron.edu	Enrolled
	ANC	Freshman	Univ Coll	234/567-7016	spcl2@uakron.edu	Enrolled
	ANC	Freshman	Engr US	330/343-3492	dkd8@uakron.edu	Enrolled
	ANC	Freshman	Engr US	330/239-0331	snd55@uakron.edu	Enrolled
	ANC	Freshman	Engr US	330/294-0540	mcfl6@uakron.edu	Enrolled
	ANC	Freshman	Engr US	440/997-5801	dli6@uakron.edu	Enrolled
	ANC	Freshman	Engr US	330/837-5134	erk15@uakron.edu	Enrolled

Create the Run Control ID

Steps

1. Enter the **path**:

Curriculum Management > Class Roster > Print Class Roster

The Print Class Roster – Find an Existing Value page displays.

Print Class Roster

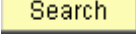
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Search | [Advanced Search](#)

Find an Existing Value | [Add a New Value](#)

2. If you have an existing Run Control ID, click  and select the appropriate Run Control ID from the Search Results.

-OR-

Click on the **Add a New Value** link to create a Run Control ID.

Type a new Run Control ID (case sensitive, no spaces, 30 or fewer alphanumeric characters).

In class, type **ClassRosterPrint** and click on .

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | [Add a New Value](#)

The Print Class Roster page displays.


Enter the Criteria


Steps				
<p>Print Class Roster</p> <p>Run Control ID: ClassRosterPrint Report Manager Process Monitor <input type="button" value="Run"/></p> <p>'Academic Institution: AKRON The University of Akron</p> <p>'Term: <input type="text"/> </p> <p>Assignment Find View All 1 of 1</p> <p>'Session: Regular <input type="button" value="+"/> <input type="button" value="-"/> 'Be Sure to Select Appropriate Session for Summer Classes</p> <p>'Sort Option: Name <input type="button" value="v"/> <input type="checkbox"/> Display Permissions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p>Select One of the Following</p> <p>Academic Organization: <input type="text"/> </p> <p>Subject Area: <input type="text"/> </p> <p>Class Nbr: <input type="text"/> </p> </td> <td style="width: 33%; padding: 5px;"> <p>Students In The Report</p> <p><input checked="" type="checkbox"/> Enrolled Students</p> <p><input type="checkbox"/> Dropped Students</p> </td> <td style="width: 33%; padding: 5px;"> <p>OEE Start Date Range</p> <p>From: <input type="text"/></p> <p>To: <input type="text"/></p> </td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p>		<p>Select One of the Following</p> <p>Academic Organization: <input type="text"/> </p> <p>Subject Area: <input type="text"/> </p> <p>Class Nbr: <input type="text"/> </p>	<p>Students In The Report</p> <p><input checked="" type="checkbox"/> Enrolled Students</p> <p><input type="checkbox"/> Dropped Students</p>	<p>OEE Start Date Range</p> <p>From: <input type="text"/></p> <p>To: <input type="text"/></p>
<p>Select One of the Following</p> <p>Academic Organization: <input type="text"/> </p> <p>Subject Area: <input type="text"/> </p> <p>Class Nbr: <input type="text"/> </p>	<p>Students In The Report</p> <p><input checked="" type="checkbox"/> Enrolled Students</p> <p><input type="checkbox"/> Dropped Students</p>	<p>OEE Start Date Range</p> <p>From: <input type="text"/></p> <p>To: <input type="text"/></p>		
<p>1. Academic Institution is AKRON.</p>				
<p>2. Select a Term from the Lookup list by clicking and then <input type="button" value="Look Up"/></p> <p>-OR-</p> <p>Enter the Term code.</p> <p>In class, select 4087.</p>				
<p>3. Session defaults to Regular. Regular is the correct session for Fall or Spring terms. For Summer sessions, select the appropriate session from the drop down list.</p>				
<p>4. Sort Option defaults to Name. Leave the default.</p>				


Steps

5. From this frame, select one criterion for the Class Roster to be run.
Select either Academic Organization **OR** Subject Area **OR** Class Nbr.


Select One of the Following



Academic Organization: 


Subject Area: 

Class Nbr: 

To select an Academic Organization, enter the organization's alpha code or use the Lookup tool. (If you select an Academic Organization, you do not select a Subject Area or Class Nbr.)


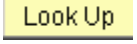
- a) Click on the Lookup tool  to the right of the field.
- b) On the Lookup page, click on the **Advanced Lookup** link.
- c) Select **contains** from the drop down list for Description.
Then, enter a word or a few characters of a word that is in the Academic Organization's description. This field is case sensitive. Type in title case (first letter of a word is in caps.)

Academic Institution:	<input type="text" value="AKRON"/>	
Academic Organization:	<input type="text" value="begins with"/> 	<input type="text"/>
Description:	<input type="text" value="contains"/> 	<input type="text" value="Eng"/>

- d) Click .
- e) Select an Academic Organization from the Search Results that display at the bottom of the page. **Select an alpha code.**





For example, select CHEME for Chemical Engineering.

To select a Subject, enter the 4-digit subject code or use the Lookup tool. (If you select a Subject Area, you do not select an Academic Organization or Class Nbr.)

- a) Click on the Lookup tool  to the right of the field.
- b) Click  ...
- c) Select a Subject from Search Results that display at the bottom of the page.
This is a numeric code.

Steps

To select a **Class Nbr**, enter the class number or use the Lookup tool. (If you select a Class Nbr, you do not select an Academic Organization or Subject.)


- a) Click on the Lookup tool  to the right of the field.
- b) On the Lookup page, click on the **Advanced Lookup** link.
- c) To search by Subject and Catalog Nbr:
 - Click the Lookup tool  for Subject. Then, click  to select the Subject from the search results.
 - In the Catalog Nbr field, enter the number or click  to get a list of Catalog Nbrs for the Subject you selected.
 - Select a Class Nbr from Search Results that display at the bottom of the page.

6. From this frame, select the checkboxes for those types of students that are to be included in the report.

Students In The Report
<input checked="" type="checkbox"/> Enrolled Students
<input checked="" type="checkbox"/> Dropped Students


Steps

7. OPTIONAL:

To run more than one Class Roster at a time, click on the **Add a Row tool**  and repeat steps 5 and 6.



If a row is added, click on **View All** to see all the rows on one page, as shown here.

Print Class Roster


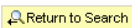

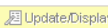
Run Control ID: ClassRosterPrint [Report Manager](#) [Process Monitor](#) 

*Academic Institution: The University of Akron
 *Term: 2008 Fall

Assignment Find | **View 1** 1-2 of 2


*Session: *Be Sure to Select Appropriate Session for Summer Classes  
 *Sort Option: Display Permissions

Select One of the Following	Students In The Report	OEE Start Date Range
Academic Organization: <input type="text" value="CHEME"/> Subject Area: <input type="text"/> Class Nbr: <input type="text"/>	<input checked="" type="checkbox"/> Enrolled Students <input checked="" type="checkbox"/> Dropped Students	From: <input type="text"/> To: <input type="text"/>
Academic Organization: <input type="text"/> Subject Area: <input type="text"/> Class Nbr: <input type="text" value="75668"/>	<input checked="" type="checkbox"/> Enrolled Students <input type="checkbox"/> Dropped Students	From: <input type="text"/> To: <input type="text"/>

In class, enter the **Class Nbr: 75668**.

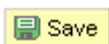
8. OPTIONAL:

If a row is added in error, click to place the cursor in that row and click on the **Delete a Row tool**  for that row.

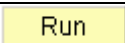
In class, select the first row with CHEME as the Academic Organization.

A message displays to confirm the deletion. Click on OK to confirm the deletion. Click on Cancel if you do not want to delete the row.

9. Click



10. Click



The Process Scheduler Request page displays.

Use the Report Manager

Steps

List
Explorer
Administration
Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | 1-9 of 9

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3140	4541	Class Roster	12/17/2008 10:19:13AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3139	4540	Individual Student Study Rpt	12/17/2008 10:08:46AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3138	4539	Study List Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3137	4538	Student Class Schedule Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3136	4536	Student Class Schedule Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3135	4535	Study List Report	12/17/2008 9:55:36AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3133	4533	Course Catalog	12/17/2008 9:40:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3127	4525	Grade Roster Print	12/16/2008 12:58:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3126	4524	Grade Roster Print	12/16/2008 12:55:34PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Print Class Roster](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

1. This page does not automatically refresh its display.

To view and print the report, the report **Status** must be **Posted**.

Click on the button to update the status. It may be necessary to click on the Refresh button more than one time.

2. When the status is Posted, click on the link for the report in the **Description** column.

3. A new window opens with Adobe Reader. The report displays.

Steps

Report ID: SRCLSRST The University of Akron Page No. 1
 CLASS ROSTER REPORT Run Date 11/26/2008
 Run Time 09:53:39

Term: 2008 Fall
 Session: Regular Academic Session

Course: (71681) 4200:101-011 Tools for Chemical Engineering Laboratory LIB 274A
 2.00 Credits
 ENROLLMENT: 42

Instructor: Ju, Lu-Kwang
 Start Date: 08/25/2008 End Date: 12/07/2008

Student ID and Name	Grd Base	Level	Program	Phone	Email Address	Enroll Stat
		Freshman	Univ Coll		afa2@uakron.edu	Enrolled
		Freshman	Univ Coll	330/922-4485	jrb105@uakron.edu	Enrolled
		Freshman	Engr US	740/537-1010	bab77@uakron.edu	Enrolled
		Freshman	Engr US	330/873-8825	esb6@uakron.edu	Enrolled
		Freshman	Univ Coll	330/264-5156	bro29@uakron.edu	Enrolled
		Freshman	Univ Coll	724/981-4402	kmc80@uakron.edu	Enrolled
		Freshman	Engr US	330/889-8919	clc744@uakron.edu	Enrolled
		Sophomore	Univ Coll	419/756-0964	rlc41@uakron.edu	Enrolled
		Freshman	Univ Coll	234/567-7016	spc12@uakron.edu	Enrolled
		Freshman	Engr US	330/343-3492	dks8@uakron.edu	Enrolled
		Freshman	Engr US	330/239-0331	smd5@uakron.edu	Enrolled
		Freshman	Engr US	330/294-0540	mcf1@uakron.edu	Enrolled
		Freshman	Engr US	440/997-5801	dli6@uakron.edu	Enrolled
		Freshman	Engr US	330/837-5134	erkl5@uakron.edu	Enrolled

The Student IDs and Names are hidden in this screenshot. They will print in the report.

4. Use the Printer tool in the Adobe toolbar to print the report.
5. Close the report window by clicking on its **X**.
The Report Manager displays.
6. Click on the **Go back to Print Class Roster** link to create another report.
-OR-
Click on the **Home** link in the Navigation header to return to the main menu page.

Before running reports, be sure to follow the instructions in the New Users' manual to set up pop-up blockers and the Excel downloads.

Lesson 3: Run a Query

Discussion

Queries are memorized questions. These questions access the data stored in the PeopleSoft SA/HR database: historical, current and future. You may be asked to run a query to obtain the answer to a question for your department or college.

For example, the Registrar's office may send you an e-mail that asks you to run a query to obtain information, such as the final exam schedule or a list of the students who were awarded degrees at the end of the previous term.

The Query Viewer allows you to run existing queries that use data to which you have security access, view the results and print the results.

The Query Viewer enables you to:

- Search for a query by its name, part of its name or a part of its description
- Run a query
- Download the results of a query into a Microsoft Excel spreadsheet
- Print a query

Process

Steps
<p>1. Navigate using the following path:</p> <p style="text-align: center;">Reporting Tools > Query > Query Viewer</p> <p style="text-align: center;">Query Viewer</p> <p style="text-align: center;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: <input type="text" value="Query Name"/> begins with <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Search"/> Advanced Search</p>
<p>2. <u>If the beginning characters of or the complete Query Name are known</u>, remain on the Basic Search page.</p> <p>a) In the blank edit box, enter the complete Query Name or the first few characters of the Query Name.</p> <p>b) In class, search by Query Name begins with upkr.</p> <p>c) Click <input type="button" value="Search"/>.</p>

Steps

3. Review the Search Results.

Query							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UPKR2_NRSGRAD_CRBYTERM_NSERGRP	UA_NURS_GRAD_CR_BYTERM_STUDGRP	Public		HTML	Excel	Schedule	Favorite
UPKR_COPY_QRY	Query for class	Public		HTML	Excel	Schedule	Favorite
UPKR_DEGREES_AWARDED	Degrees Only by Term	Public		HTML	Excel	Schedule	Favorite
UPKR_EOT_PROBATION_CALC	for EOT Acad Standng AcadGroup	Public		HTML	Excel	Schedule	Favorite
UPKR_JULIE	Fall class sections	Public		HTML	Excel	Schedule	Favorite
UPKR_NURSGRAD_BYTERM_NSERGRP	UA_NURS_GRAD_BY_TERM_STDNTGRP	Public		HTML	Excel	Schedule	Favorite
UPKR_NURSGRAD_CRBYTERM_NSERGRP	UA_NURS_GRAD_CR_BYTERM_STUDGRP	Public		HTML	Excel	Schedule	Favorite
UPKR_NURS_GRAD_BYTERM_STDNTGRP	UA_NURS_GRAD_BY_TERM_STDNTGRP	Public		HTML	Excel	Schedule	Favorite
UPKR_NURS_GR_CR_BYTERM_STUDGRP	for susan bradford	Public		HTML	Excel	Schedule	Favorite
UPKR_REPORTING_QRY	Query for reporting class	Public		HTML	Excel	Schedule	Favorite
UPKR_UNIV_ADVISERS	Adviser list with email	Public		HTML	Excel	Schedule	Favorite

4. If the Query Name is not known, but a few characters or a key word in the Description are known, click on the **Advanced Search link.**

Query Viewer
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

- 5. To search by a few characters or a key word in the Description:**
- Click on the down arrow for the logical operator for Description (where it says begins with).
 - Select **contains**. This means that the characters that you know could be anywhere in the description – beginning, middle or end.
 - In the blank edit box, enter the characters or key word that you know.
 - In class, enter the key word **reporting**.

Description:

e) Click .

Steps

6. Review the Search results.

Query							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
LCS_KW_LEAVE_REPORTING	Leave Reporting	Public		HTML	Excel	Schedule	Favorite
UA_TOPS_FA_SUBSIDY_ATTRIBUTES	for state reporting	Public		HTML	Excel	Schedule	Favorite
UCLE_NCA_GRADS	NCA reporting on GA salaries	Public		HTML	Excel	Schedule	Favorite
UHRIS_ORG_CHANGE_3	Dept reporting to a Location	Public		HTML	Excel	Schedule	Favorite
ULCS0001	Leave Reporting	Public		HTML	Excel	Schedule	Favorite
UPKR_REPORTING_QRY	Query for reporting class	Public		HTML	Excel	Schedule	Favorite

7. Locate the query and select the link for:

- **HTML** (to open the query in the web browser)
-OR-
- **Excel** (to run the query directly to a Microsoft Excel spreadsheet).

8. In class, click on the **Excel** link for the query, UPKR_REPORTING_QRY.

Some queries contain prompts. In this example the following prompt displays:

Term:

ID	Name	Career	Term	Primary Academic Program

- In class, use 4087 (which is 2008 Fall) in the Term field.
- Click .

Steps


9. The results will display in Excel. Save the results to an Excel file, if you wish.

The screenshot shows an Excel spreadsheet with the following data:

ID	Term	Career	Elig Enrl	Prim Prog
10341	4087	UGRD	Y	FAAUP
10364	4087	UGRD	Y	FAAU
10545	4087	UGRD	Y	FAAUP
10716	4087	UGRD	Y	FAAUP
10740	4087	UGRD	Y	FAAUP
10837	4087	UGRD	Y	FAAUP
1133225	4087	UGRD	Y	FAAU

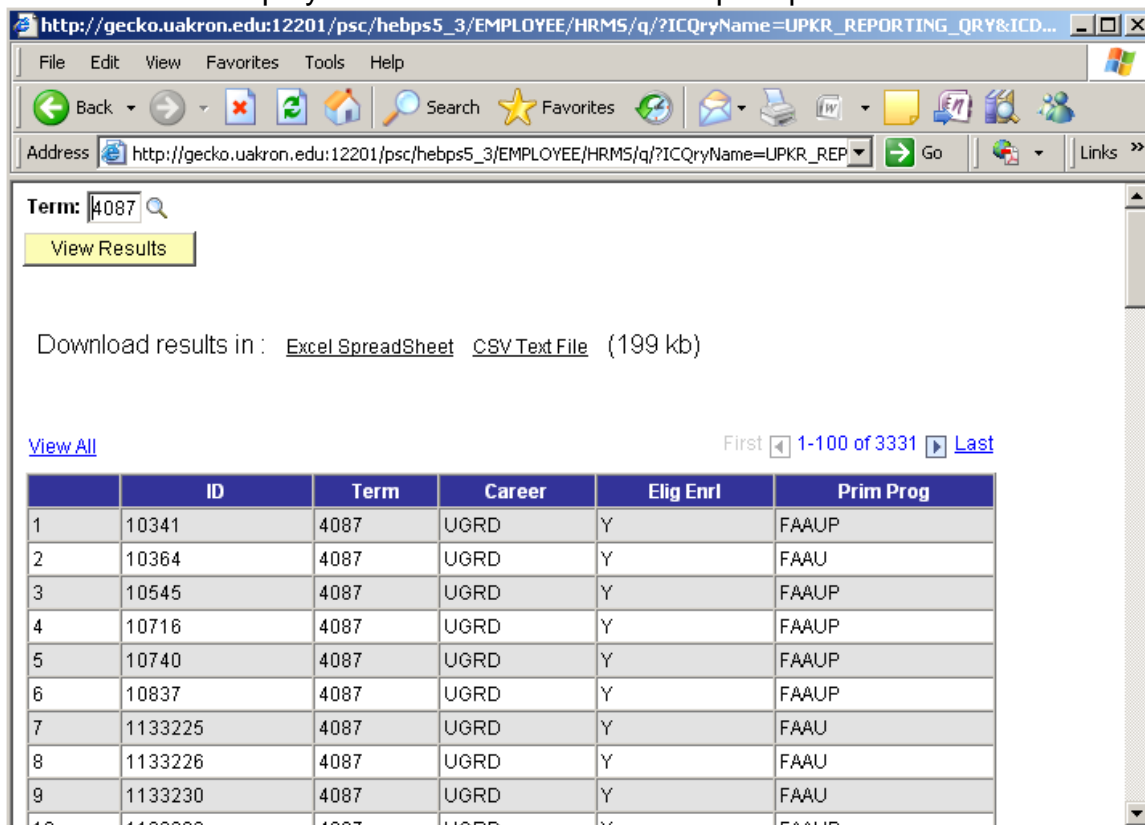
10. When you are finished with the data, close the Excel window and the report window (with the prompt and the view results button) to return to the original PeopleSoft window with the Query Viewer.

11. Run the query using the **HTML** link:

- Click on the **HTML** link for UPKR_REPORTING_QRY.
- At the prompt, enter the Term code 4087.
- Click .

Steps

12. The results will display in the same window as the prompt.



Term:

Download results in: [Excel Spreadsheet](#) [CSV Text File \(199 kb\)](#)

[View All](#) First [Last](#)

	ID	Term	Career	Elig Enrl	Prim Prog
1	10341	4087	UGRD	Y	FAAUP
2	10364	4087	UGRD	Y	FAAU
3	10545	4087	UGRD	Y	FAAUP
4	10716	4087	UGRD	Y	FAAUP
5	10740	4087	UGRD	Y	FAAUP
6	10837	4087	UGRD	Y	FAAUP
7	1133225	4087	UGRD	Y	FAAU
8	1133226	4087	UGRD	Y	FAAU
9	1133230	4087	UGRD	Y	FAAU

13. From the results window, you can:

- Preview the query results
- Download the results to an Excel spreadsheet
- Download the results to a CSV text file (Comma Separated Value).

Select Excel Spreadsheet for data that has some formatting for a report appearance.

Select CSV Text File for data that has little formatting. This file may be opened in Excel or in a database program, such as Access. Use the CSV format if the data will be used for a Word mail merge.

14. When you are finished with the data, close the Excel window, if open, and the report window (with the prompt and the view results button) to return to the original PeopleSoft window with the Query Viewer.

15. Click on the **Home** link to return to the main menu.

Lesson 4: ZipReports

Discussion

ZipReports is a business intelligence tool. It allows you to access the most frequently requested student administration and admissions data that is stored in PeopleSoft. As with all PeopleSoft data, your security level determines the data that you may view.

ZipReports presents a collection of pre-defined queries (memorized questions) and reports that access data that is extracted from the PeopleSoft production tables. Admissions, Records and Campus Community data currently are extracted Sunday through Friday nights. The data you will be using will be up-to-date as of the previous day. Financial Aid data is extracted weekly on Saturday. This data you will be using will be up-to-date as of the previous Saturday.

The data will be in a reporting format that can be viewed and printed from within ZipReports or the data may be exported to Excel. Excel allows you to further manipulate the data through sorting, filtering, formatting and editing.

You are encouraged to use ZipReports for your PeopleSoft query needs, because ZipReports is easy to use and the query results are received quickly.

For **current data** about students, you may use ZipReports. When historical data about students is needed, you must use PeopleSoft.

The following query groups are available for student records and admissions:

- Active students by academic program and plan
- Undergraduate new freshmen and transfer applicants
- Class information queries
- Degrees awarded
- Currently enrolled student information queries
- Enrolled selected majors with specific coursework
- Enrolled selected majors without specific courses

ZipReports query results provide student data in a reporting format for your current, operational management needs.

To obtain your security and learn how to use ZipReports, attend Software Training's one hour class. To register for a class, go to <https://www.uakron.edu/seminars> .

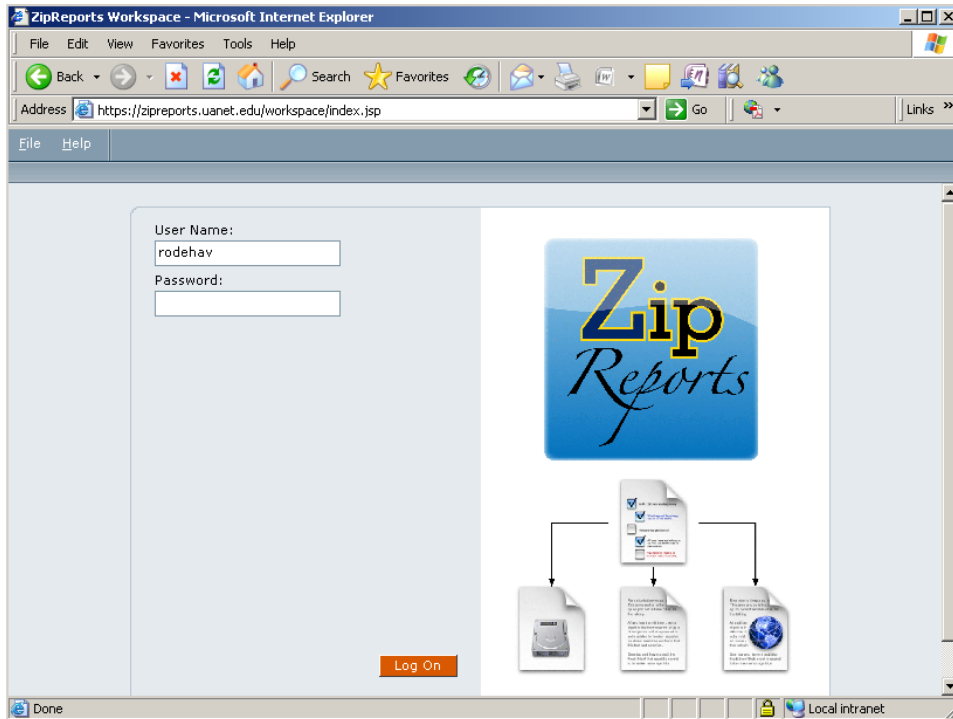
Demonstration

Your instructor will review the data available in ZipReports.

Steps

1. The Internet Explorer is opened.

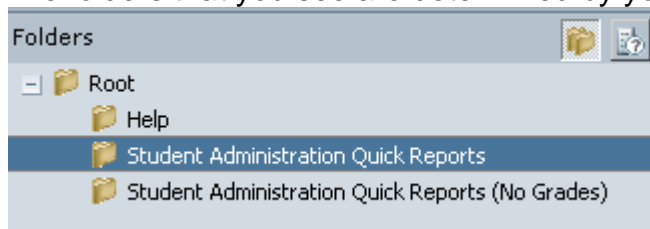
The ZipReports workspace is accessed at <https://zipreports.uanet.edu> .



2. Enter your UAnet ID and password.

Click .

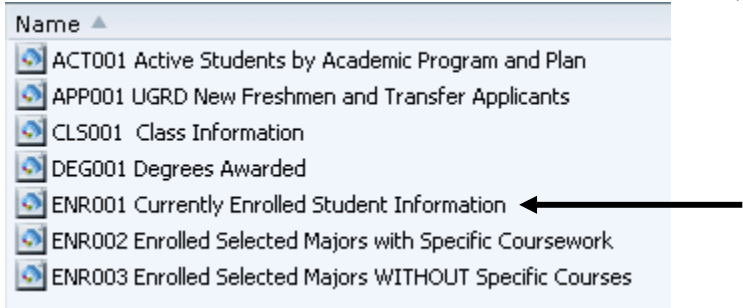
3. Select a folder of query types from the left column.
The folders that you see are determined by your security.



Steps

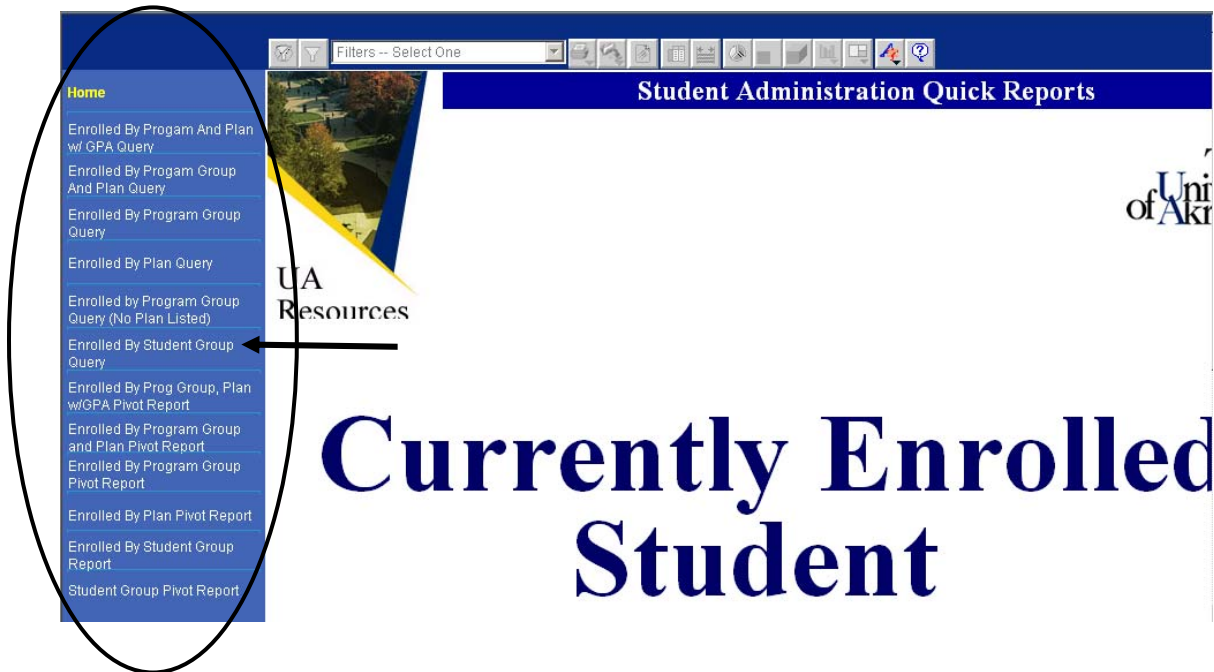
4. Select a query group from the right column by double-clicking on the query group name.

In the main Student Administration/Admissions data, the query groups are:



In class, the Currently Enrolled Student Information group is selected.

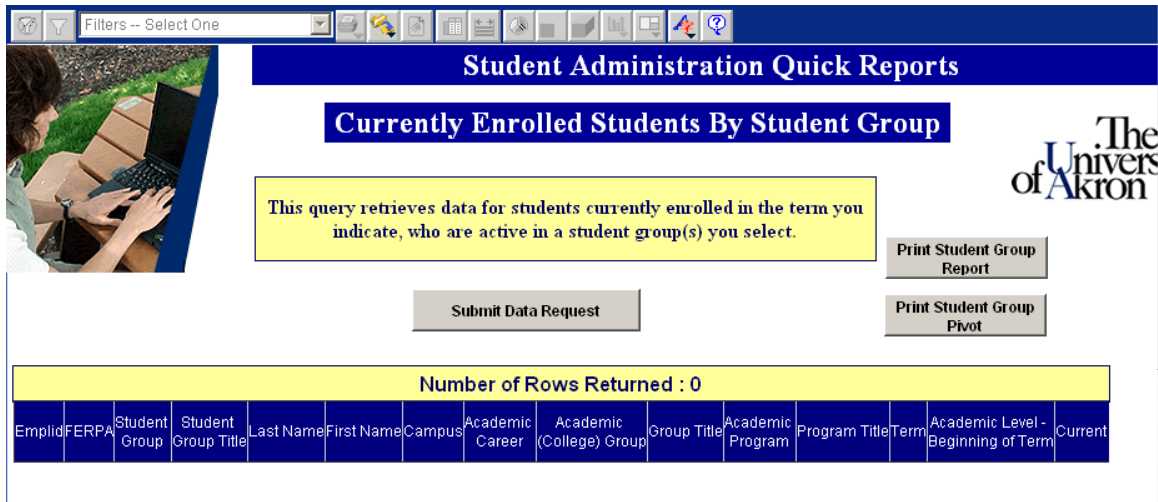
5. From the list of queries and reports in the left column, select a query. (Reports cannot be used until after the query is run and the results display.)



In class, the Enrolled by Student Group query is selected.

Steps

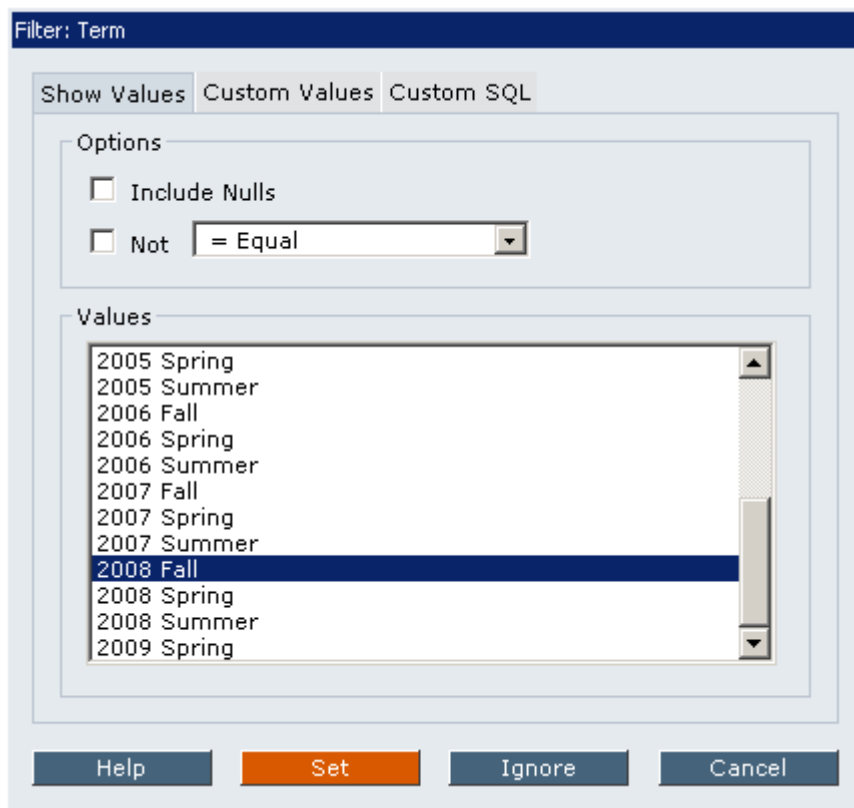
6. The right side of the page is modified. It will look similar to this.



7. Click

Submit Data Request

8. Respond to a series of prompts to set your criteria for the records that you want to see.



Steps

9. The results can be previewed at the bottom of the page.

Use the download tool to create an Excel file that contains the data.

Student Administration Quick Reports

Currently Enrolled Students By Student Group

This query retrieves data for students currently enrolled in the term you indicate, who are active in a student group(s) you select.

Submit Data Request

Print Student Group Report


Print Student Group Pivot

Number of Rows Returned : 470

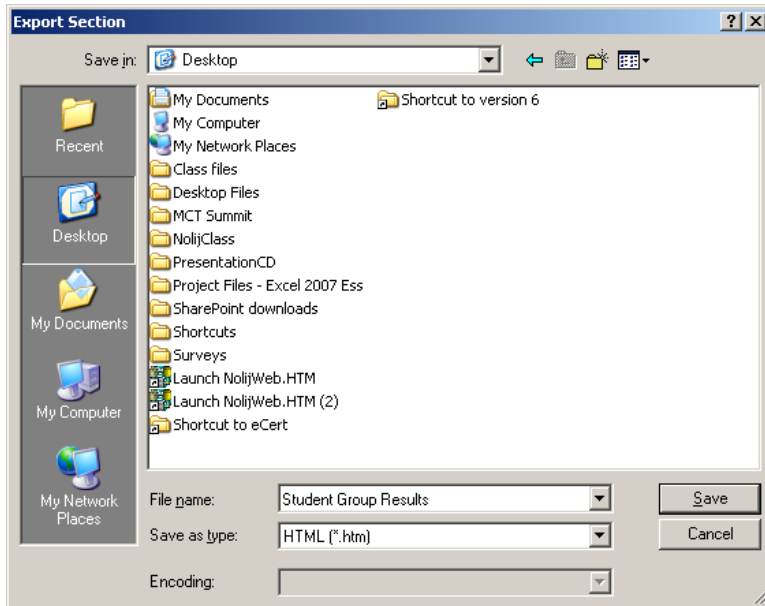
Emplid	FERPA	Student Group	Student Group Title	Last Name	First Name	Campus	Academic Career	Academic (College) Group	Group Title
	N	ATH	Athlete			AKRON	UGRD	EDUC	College of Education
	N	ATH	Athlete			AKRON	UGRD	FAA	Fine & Applied Arts
	N	ATH	Athlete			AKRON	UGRD	NURS	College of Nursing
	N	ATH	Athlete			AKRON	UGRD	UNIV	University College
	N	ATH	Athlete			AKRON	UGRD	UNIV	University College
	N	ATH	Athlete			AKRON	UGRD	C&T	Summit College
	N	ATH	Athlete			AKRON	UGRD	FAA	Fine & Applied Arts
	N	ATH	Athlete			AKRON	UGRD	UNIV	University College

In this screenshot, the student IDs, Last Names and First Names are hidden. This data will display and be available, when you run the query.

Steps

10. To download the data to Excel, click on the download tool  , as shown in step 9 on the previous page.

The Export Section dialog box displays



11. Save the query results with these steps.

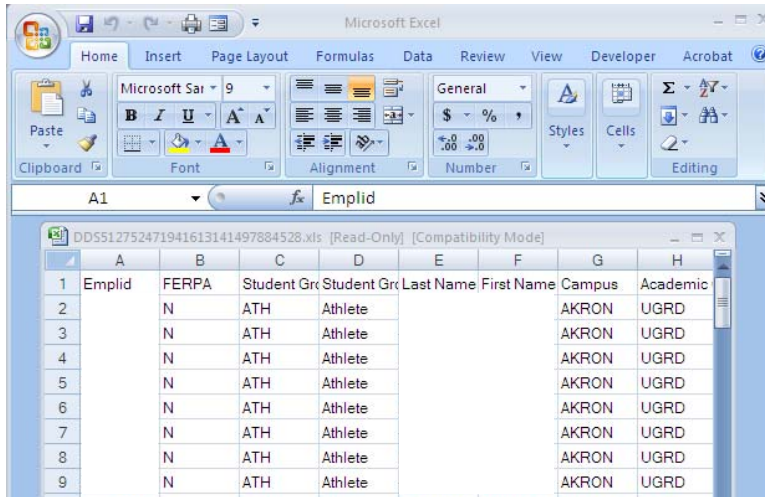
- Navigate to the disk and folder in which to save the query results.
- At File name, enter a name for the file.
- At Save as type, click on the down arrow and select a format. The most frequent choices are Excel (*.xls) and PDF (*.pdf).

In class, select Excel (*.xls).

- Click on Save.

Steps

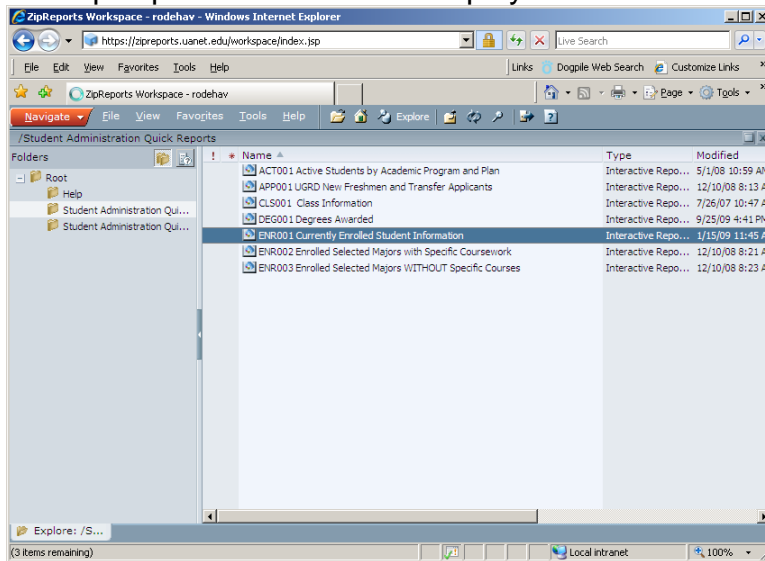
12. To view the query results, open the file in Excel or Adobe Reader, as appropriate.



In this screenshot, the student IDs, Last Names and First Names are hidden. This data will display and be available, when you run the query.

13. Close the Excel worksheet and Excel, when your work is completed.

14. Close the query results window in ZipReports.
The ZipReports main window displays.



15. When your work is completed in ZipReports, click on the Log off tool , on the right side of the ZipReports toolbar.

Appendix: Additional Reports

Discussion

In this appendix, detailed instructions are given for reports that sometimes are run at the beginning or the end of a term. These reports are:

- Phase report (schedule of classes)
- Unofficial transcripts
- Student grade report
- Grade rosters
- Student study list report
- Course catalog report

Phase Report (Schedule of Classes Report)

The Phase 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 black; 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: 20%;"><input type="text" value="AKRON"/></td> <td style="width: 50%;">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 black; 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;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </div> <p style="text-align: center; font-size: small;">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 . -OR- Use the Lookup tool and then Look Up to select the Term from the list.																																		
3.	Enter Academic Organization Node . You have the option of running the Schedule of Classes by subject/Department, College or all of The University of Akron. Click the Lookup tool , then Look Up to make your selection.																																		
4.	Enter Session . Leave this blank (unless you want data for only one of the Summer sessions).																																		
5.	Enter *Schedule Print . Select Yes or All. All shows the non-print courses.																																		
6.	Enter *Print Instructor in Schedule . Enter Yes or All.																																		
7.	If you want to print Akron, Wayne of Summit College only sections, checkmark Print by Campus . The Campus field will become available. Click on and then Look Up to select the Campus to print.																																		
8.	Click to mark any/all of the Class Status checkboxes: Active, Stop Enrl or Cancelled.																																		
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](#) Run

Report Options

Print Meeting Pattern/Instr

Print Meeting Pattern Topic

Print Class Attributes

Print Class Notes

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

11 Report Only

Eliminate Subject Page Breaks

Save
Return to Search
Notify

Add
Update/Display

[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 Run .
The Process Scheduler Request page is displayed.

Ver. 2009.10.13

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pstrain@uakron.edu

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Steps																				
<p>Process Scheduler Request</p> <p>User ID: _____ Run Control ID: SOC</p> <hr/> <p>Server Name: <input type="text" value="PSNT"/> Run Date: <input type="text" value="08/13/2008"/> <input type="button" value="BT"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="1:43:58PM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> <input type="button" value="Q"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Schedule of Classes</td> <td>SR201</td> <td>SQR Report</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="PDF"/></td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>							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
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. At *Server Name , select PSNT																				
14. Click to mark the checkbox for the Schedule of Classes report with a Process Type of SQR Report.																				
15. At *Type , select Web																				
16. At *Format , select PDF																				
17. Click on <input type="button" value="OK"/> . The Report Options page is displayed.																				
18. Click the Report Manager link. The Report Manager pages are displayed.																				
19. Click on the <input type="button" value="Administration"/> tab.																				

Steps

List
Explorer
Administration
Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | 1 of 1

Select	Report ID	PrCs 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

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Print Class Schedule](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

20. Your most recent report will appear at the top of the list.
 The Report Description should be **Schedule of Classes**.
 NOTE: The Report Manager pages also are available at:
Path: Reporting Tools > Report Manager

21. If you do not see your report or the status is not Posted, click until the report status is **Posted**, and the report name [Schedule of Classes](#) appears as a link in the **Description** column.
Note: The statuses you may see are:

Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	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.

Ver. 2009.10.13

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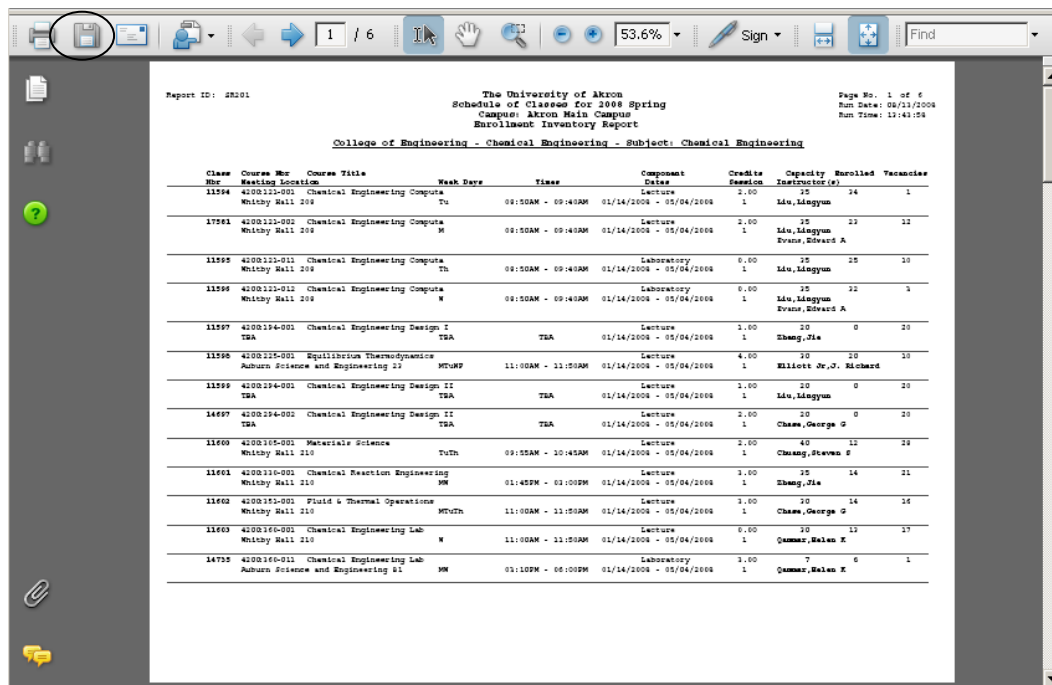
pstrain@uakron.edu

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Steps

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

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




Report ID: 28201

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

Page No. 1 of 6
Run Date: 09/11/2008
Run Time: 13:43:08

College of Engineering - Chemical Engineering - Subject: Chemical Engineering


Class Mbr	Course Mbr	Course Title	Week Days	Times	Component	Credits	Capacity	Enrolled	Vacancies
11594	4200113-001	Chemical Engineering Computa	Tu	09:50AM - 09:40AM	Lecture	2.00	25	14	1
17564	4200113-002	Chemical Engineering Computa	M	09:50AM - 09:40AM	Lecture	2.00	25	22	3
11595	4200113-011	Chemical Engineering Computa	Th	09:50AM - 09:40AM	Laboratory	0.50	25	25	0
11596	4200113-012	Chemical Engineering Computa	W	09:50AM - 09:40AM	Laboratory	0.50	25	22	3
11597	4200114-001	Chemical Engineering Design I	TSA	TSA	Lecture	1.00	20	0	20
11598	4200115-001	Equilibrium Thermodynamics	MTuW	11:00AM - 11:50AM	Lecture	4.00	20	20	0
11599	4200114-002	Chemical Engineering Design II	TSA	TSA	Lecture	1.00	20	0	20
14897	4200114-002	Chemical Engineering Design II	TSA	TSA	Lecture	2.00	20	0	20
11600	4200115-001	Materials Science	TuTh	09:55AM - 10:45AM	Lecture	2.00	40	32	8
11601	4200115-001	Chemical Reaction Engineering	MT	01:45PM - 03:00PM	Lecture	3.00	25	14	11
11602	4200115-001	Fluid & Thermal Operations	MTuTh	11:00AM - 11:50AM	Lecture	3.00	20	14	6
11603	4200116-001	Chemical Engineering Lab	W	11:00AM - 11:50AM	Lecture	0.50	20	13	7
14755	4200116-011	Chemical Engineering Lab	MT	03:10PM - 05:00PM	Laboratory	3.00	7	6	1

24. Click on the printer tool  in Adobe Reader to print the Schedule of Classes 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 21-26 for each report.

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

The Report Options page is displayed.

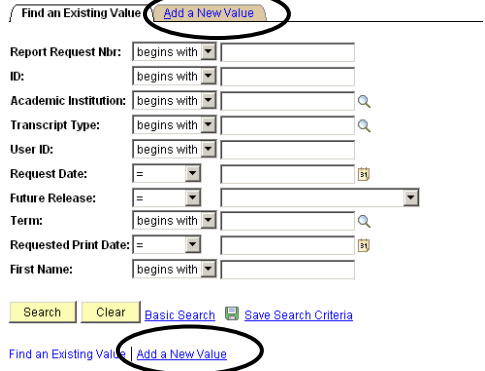
Unofficial Transcripts

This procedure is used to view and print Unofficial (UNOFF) transcripts

When accessing the Transcript Request component, click the Add a New Value link to create a new request. If you search for the transcript using the Transcript Request – Find an Existing Value page, you will be viewing a dated transcript.

Path: Records and Enrollment > Transcripts > Transcript Request

View a Transcript

Steps
<p>1. Select the path as shown above.</p> <p>The Transcript Request –Find an Existing Value page is displayed. Enter criteria to access a previously run transcript for a student.</p> <p>To run an up-to-date transcript, continue to step 2.</p> <p>Transcript Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 
<p>2. Click on the Add a New Value link or the Add a New Value tab. The Request Header page appears.</p>

Steps

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 09/18/2008 User ID: AC628PR

*Institution: AKRON The University of Akron

*Transcript Type: OFF The University of Akron

Freeze Record

Override Service Indicator

*Output Destination: Printer

Number of Copies:

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 09/18/2008

Request Reason: Student's Request

Cancel Request

Save
Refresh

Add
Update/Display

Request Header | Request Detail | Report Results | Report Errors

Required fields are indicated by an asterisk before the field name.

3. For **Institution**, select or type **AKRON**.
4. Click on the down arrow at **Transcript Type** to view and select **UNOFF**.
5. At ***Output Destination**, select **Page** or **Printer**:
Note: Selecting **Printer** will give you the option of indicating the number of copies you need on the Request Header page. This will produce the copies within Adobe Acrobat.
6. Click on the Request Detail folder tab.
The Request Detail page is displayed.

Steps

Request Header Request Detail **Report Results** Report Errors

Report Request Nbr: 000000000 On Request Process Request
Print

Transcript Type: OFF The University of Akron Report Manager

Seq Nbr	ID	Number of Copies	
1	<input type="text"/>	1	+

Find | View All First 1 of 1 Last

Save Refresh Add Update/Display

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

7. Enter the appropriate *ID:
 Type an ID or search for an ID by pressing **Alt + 5** (five).
 On the Lookup ID page, type your criteria and then click Lookup.

Lookup ID

EmplID:

National ID:

Campus ID:

Last Name:

First Name:

Lookup Clear Cancel [Basic Lookup](#)

8. Enter the **Number of Copies, if more than one for the same student.**

Steps

Request Header
Request Detail
Report Results
Report Errors

Report Request Nbr: 000000000 On Request

Transcript Type: OFF The University of Akron

Process Request

Print

Report Manager

Find | View All
First 1 of 1 Last

Seq Nbr	ID	Name	Number of Copies	
1	1229982	Joseph Studento	1	<div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border: 1px solid black; width: 20px; height: 15px; margin-right: 5px; display: flex; align-items: center; justify-content: center;">+</div> <div style="border: 1px solid black; width: 20px; height: 15px; margin-right: 5px; display: flex; align-items: center; justify-content: center;">-</div> </div> <div style="border: 1px solid black; width: 40px; height: 15px; margin-left: 10px; display: flex; align-items: center; justify-content: center;">Send</div>

Save

Refresh

Add

Update/Display

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

9. (Optional)

To run more than one transcript at a time, click the **Add a Row button** + and repeat step 7.

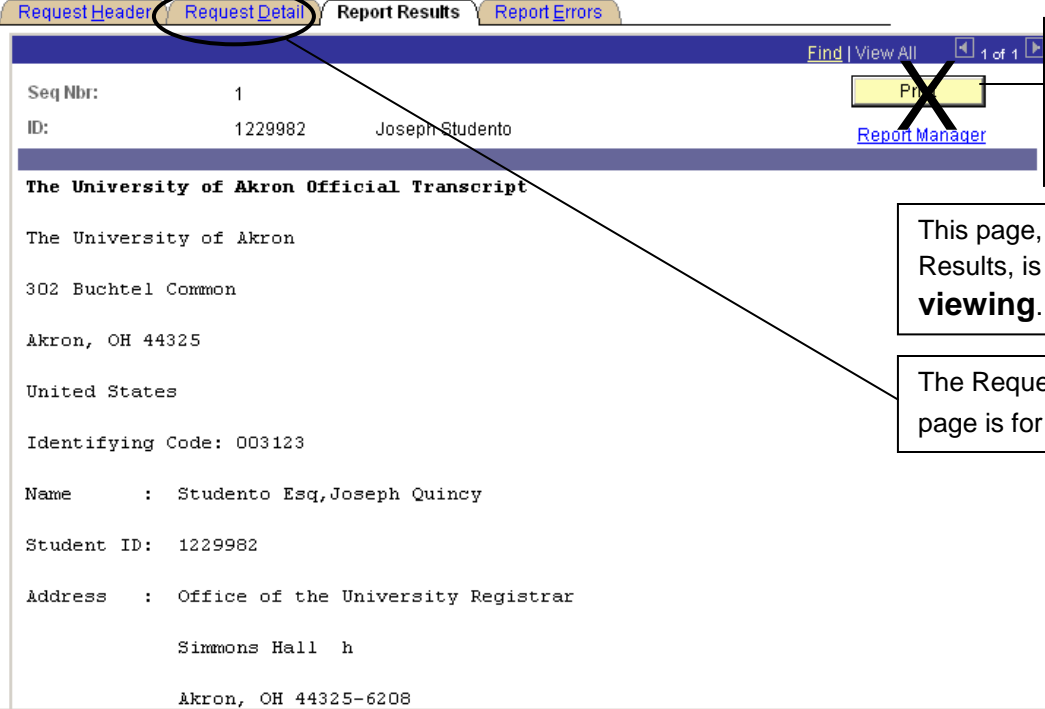
Note: If you continue to use the + on the last row added, the transcripts will be printed in alphabetical order from the Request Detail page.

To delete a row, place the cursor in that row and click on that row's Delete a Row button -. At the prompt, confirm the deletion by clicking on OK.

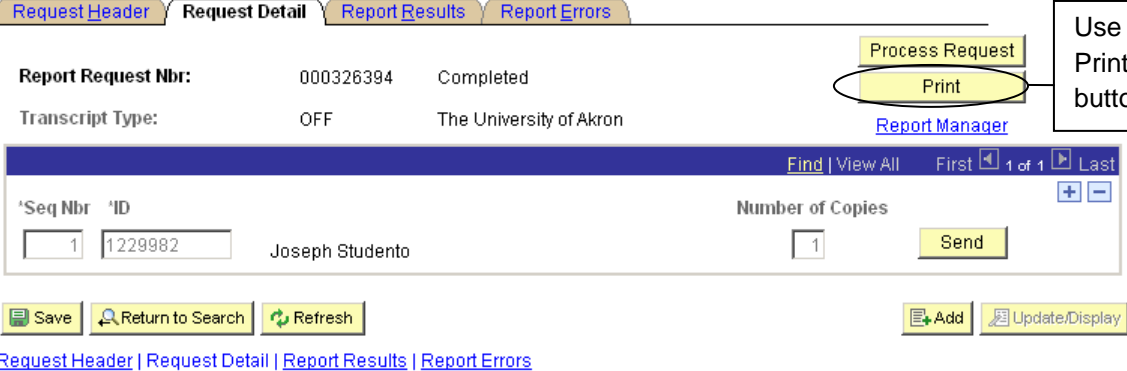
10. Click on the Process Request button.

The system processes the transcript request, and moves you to the **Report Results** page where you can view the transcript(s).

Print a Transcript

What you do	What happens/Notes
	<p data-bbox="1242 367 1421 535">This is not the correct Print button.</p> <p data-bbox="1096 556 1421 682">This page, Report Results, is for viewing.</p> <p data-bbox="1096 703 1421 798">The Request Detail page is for printing.</p>

11. Click on the **Request Detail** tab.
The Request Detail page is displayed.



Use this Print button.

12. Click on the **Print** button on the Report Results page to send the transcript report to the Report Manager.

13. Click on the **Report Manager** link.
The Report Manager pages are displayed.
If necessary, click on the **Administration** tab.

Steps

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For
 User ID: Type: Last: Days
 Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | 1 of 1

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2808	3715	Transcript Print All	09/18/2008 3:34:26PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All
 Click the delete button to delete the selected report(s)

[Go back to Transcript Request](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

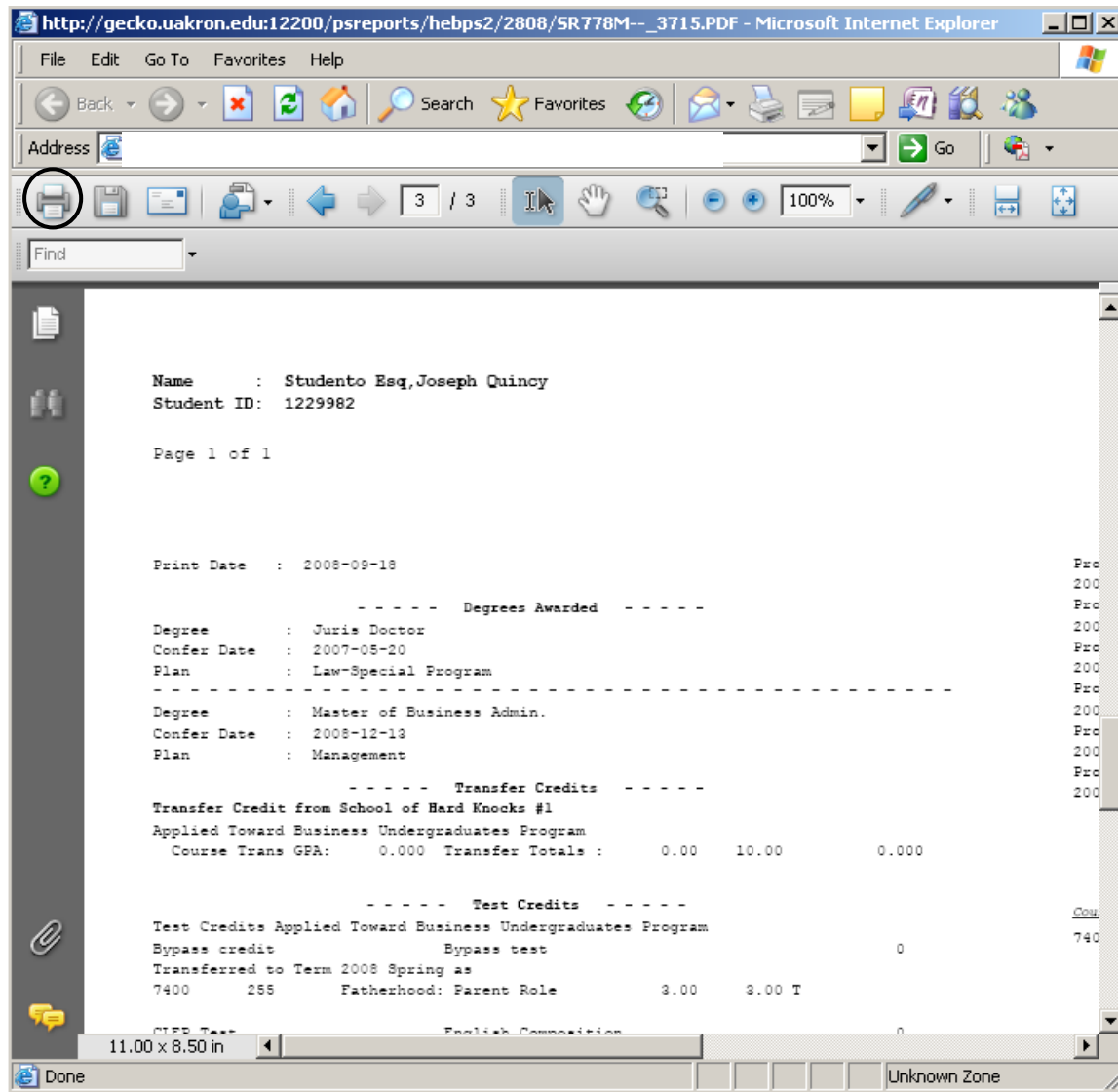
14. If you do not see your report or the status is not Posted, click until the report status is **Posted**, and the report name appears as the link [Transcript Print All](#) in the Description column.

Note: The statuses you may see are:


Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	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.

15. Click on the [Transcript Print All](#) link for the report. The Transcript is displayed in an Adobe Reader window.

Steps



16. Click the printer button  in the Adobe Reader toolbar to print the transcript.

17. Click on the window's close button  .
 The report window is closed

18. Click on the [Go back to Transcript Request](#) link.
 The Transcript Request page is displayed.

Student Grade Inquiry and Report

Use these instructions to view and print a student’s grade information for a selected term.

Path: Records and Enrollment > Student Term Information > Student Grades

Steps

1. Enter the path as shown above.
The Student Grades-Find an Existing Value page is displayed.

2. Enter the student’s ID, Academic Career, Academic Institution and Term.

Student Grades
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:

Academic Career:

Academic Institution:

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

[Basic Search](#)

3. Click on **Search**.
The Student Grade Inquiry page appears.

Click on the Term Statistics tab to see the GPA for this term.

Student Grade Inquiry | **Term Statistics**

1930856 [Report Manager](#)

Term: 2008 Fall Career: Undergrad Institution: The University of Akron

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	72442	6200	301	Lecture	001	A	A	ABC/NC	3.00	Regular	Cost Management
Detail	72450	6200	420	Lecture	001	A	A	ABC/NC	3.00	Regular	Advanced Accounting
Detail	72453	6200	430	Lecture	800	A	A	ABC/NC	3.00	Regular	Taxation I
Detail	76666	6400	321	Lecture	001	A	A	ABC/NC	3.00	Regular	Business Law I
Detail	75004	6500	330	Lecture	003	A	A	ABC/NC	3.00	Regular	Principles of Operations Mgmt
Detail	72560	6800	305	Lecture	003	A	A	ABC/NC	3.00	Regular	International Business

[Student Grade Inquiry | Term Statistics](#)

Click on any of the column headings to **sort** the rows of information.

Click on the **Detail** link to get the specific details on each class, if needed.

4. Click on **Print**.
Processing and then **Saved** appear briefly in the upper right hand corner of the page.

Steps

- Click on the [Report Manager](#) link.
The Administration page of the Report Manager is displayed.

Your reports are listed on the Administration tab.

When the status of the report is Posted, click on the **Description** link to view, print or save the report.

Check the report's status. If the status is not **Posted**, click the Refresh button until the status is Posted. You may need to Refresh more

- 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.

- Click on the [Description](#) link for the report.
A second and separate Report window is opened. In this second window, the Student Grade Report is displayed in the browser with the Adobe Reader toolbar available.

Steps

Use the Print button in the Adobe Reader toolbar.

<u>Class No.</u>	<u>Subject</u>	<u>Catalog</u>	<u>Session</u>	<u>Section</u>	<u>Units Taken</u>	<u>Grading Basis</u>	<u>Official Grade</u>	<u>Grade Points</u>
72442	6200 Cost Management	301	1	001 Lecture	3.00	ABC/NC	WD	0.000
72449	6200 Intermediate Accounting II	322	1	800 Lecture	3.00	ABC/NC		0.000
76666	6400 Business Law I	321	1	001 Lecture	3.00	ABC/NC	C+	6.900
75004	6500 Principles of Operations Mgmt	330	1	003 Lecture	3.00	ABC/NC	B-	8.100
72560	6800 International Business	305	1	003 Lecture	3.00	ABC/NC	B	9.000

8. Click on the printer button in the Adobe Reader toolbar. The Print dialog box is displayed. Click OK. The Student's Grade Report prints.
9. Click on the report window's close button . The report window is closed. The Report Administration page is displayed.
10. Click on the link **Go back to Student Grades** to print a grade report for another student or click on the **Home** link in the Navigation header to return to the main page.

Print Grade Rosters

Discussion

An example of a grade roster is shown below. In this example, the student IDs and names are hidden for security reasons. The IDs and names will appear in the Grade Roster report that you print.

Report ID: SRRSTRPT	GRADE ROSTER REPORT	Page No. 1
		Run Date 12/09/2008
		Run Time 11:26:22
Term: 2004 Spring	Institution: The University of Akron	
Course: 3100 101	Session: 1	Section: 701
Class Title: Introduction to Zoology	Class Nbr: 10739	
Grade Roster Type: Final Grade		
Instructor(s): Rock, Emily A; Smith, Forrest		

<u>Student ID</u>	<u>Student Name</u>	<u>Grade Input</u>	<u>Grade Official</u>	<u>Grade Basis</u>	<u>Academic Career</u>	<u>Units</u>	<u>Roster Status</u>
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		A-	A-	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		WD	WD	ABC/NC	Undergrad	4.00	Graded
		WD	WD	ABC/NC	Undergrad	4.00	Graded
		B+	B+	ABC/NC	Undergrad	4.00	Posted

If the Grade Roster report is run before grade input, the Grade Input and Grade Official columns will be blank. If the Grade Roster report is run after grade input, but before the Registrar’s Office processes the grades and the grades become “official,” the Grade Official column will be blank.

Keep in mind that the Grade Rosters report can be very long if you are running rosters for all classes within a subject.

Path: Curriculum Management > Grading > Print Grade Roster

Steps

1. Enter the **path** as shown above.
The Class Roster Print – Find an Existing Value page is displayed.

Grade Roster Print

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](#)

Run Control ID: begins with

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Click on to select an existing Run Control ID, if you previously have run the Grade Roster report.
If you select , a list of all Run Control IDs appears under Search Results. From the list, select the Run Control ID that you previously created for the Grade Roster report and **go to Step 5**.

-OR-

If this is the first time that you have run a Grade Roster report, click on the [Add a New Value](#) link to create a new Run Control ID.

If you select [Add a New Value](#), the Grade Roster Print - Add a New Value page is displayed. **Go to Step 3**.

Grade Roster Print

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

3. At **Run Control ID**, enter a new Run Control ID (case sensitive, no spaces, 30 or fewer alpha-numeric characters).
NOTE: You may wish to name it **GradeRoster**.
Use this same Run Control ID whenever you run the Grade Roster report.

4. Click on .
The Grade Roster Print page is displayed.

Steps

Grade Roster Print

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

'Academic Institution: AKRON The University of Akron Print Note Area

'Term: 4087 2008 Fall Print Incomplete Area

Grade Roster: Final

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class + -

Academic Organization: BIOL

Session:

Class End Date From:

Class End Date To:

Campus:

Print Options

Grdng Auth 'Instructor Print Option

Print Course Administrator

Print Blind Grading ID

Save
Return to Search
Notify
Add
Update/Display

5. Select ***Academic Institution:**
Enter AKRON.

6. Select ***Term:**
Enter the Term code.
-OR-

Click on the Lookup tool .

- A. On the Lookup Term page, click Lookup .
- B. Select the Term you need from the Search Results at the bottom of the page. You may need to use the scroll bar to locate the row you want.

Lookup Term

Term:

Description:

Short Description:

Lookup Clear Cancel [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information abc

[View All](#) First 1-100 of 300 Last

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
4177 2017 Fall	2017 Fall
4173 2017 Summer	2017 Summe
4171 2017 Spring	2017 Sprin
4167 2016 Fall	2016 Fall

The Grade Roster Print page is displayed with the Term code you selected.

Steps

7. At **Grade Roster Type**, select **Final** from the drop down.

8. If you need to print a roster for a specific class, click to mark the **Specific Class** checkbox.

Leave the checkbox blank if you need to print the Grade Rosters for all classes in a subject.

If you placed a mark in the **Specific Class** checkbox, proceed to **step 9**.

If you left the checkbox for Specific Class blank, because you need to print the rosters for **all classes in a subject**, proceed to **step 11**.

If you placed a mark in the Specific Class checkbox, the page looks similar to this:

Grade Roster Print

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

*Academic Institution: The University of Akron Print Note Area
 *Term: 2008 Fall Print Incomplete Area
 Grade Roster:

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class Class Nbr:

Print Options

*Instructor Print Option
 Print Course Administrator
 Print Blind Grading ID

Steps

9. Select **Class Nbr:**

Enter the specific class number.

-OR-




Click the Lookup button  . The Lookup Class Nbr page is displayed.

A. Enter the Subject Area code.



B. Click .

C. Select the appropriate class from the list of Search Results at the bottom of the page.

Lookup Class Nbr

Academic Institution: AKRON
 Term: 4047
 Subject Area: 
 Catalog Nbr:
 Class Nbr:
 Academic Group: 
 Term Alternate Key: 
 Session:
 Class Section:

Search Results

[View All](#) First  1-100 of 124  Last

Subject Area	Catalog Nbr	Class Nbr	Academic Group	Term	Alternate Key	Session	Class Section	Academic Career
3100	103	70683	A&S	4047		Regular	001	Undergrad
3100	103	70684	A&S	4047		Regular	002	Undergrad
3100	103	70685	A&S	4047		Regular	003	Undergrad

The Grade Roster Print page is displayed with the Class Nbr that you selected.

10. If you are printing a Grade Roster for a specific class, proceed to step 13.

Steps

11. If you are printing Grade Rosters for all classes in a subject, select **Academic Organization**.

Enter the Academic Organization code.

-OR-

Click the Lookup button . The Lookup Academic Organization page is displayed.

A. In the Description field, select **contains** at the drop down and enter a word or 3 or 4 consecutive characters of a word that appear in the Academic Organization’s name. (This field is case sensitive.)

B. Click .

C. Select the appropriate Academic Organization from the Search Results at the bottom of the page. **Select an alpha code.**

Look Up Academic Organization

Academic Institution: AKRON
 Academic Organization: begins with
 Description: contains
 [Basic Lookup](#)

Search Results

View All First 1-3 of 3 Last


Academic Organization	Description
3100	Biology
BIOL	Biology
3110	Biology / NEUCOM

The Grade Roster Print page is displayed with the Academic Organization code that you selected.

12. If you are printing Grade Rosters for all classes in a subject, select **Campus**:

Enter the Campus.

-OR-

Click , click , and select the campus.

Campus	Description	Short Description	Location Code
AKRON	Akron Main Campus	Akron Main	SA-AKRON
CANDT	Summit College	Summit	SA-AKRON
WAYNE	Wayne Campus	Wayne	SA-WAYNE

13. For all class rosters, in the Print Options area, **Instructor Print Option** should be set to **All**.

14. For all class rosters, click to unmark the checkbox for **Print Blind Grading ID**.

The Print Blind Grading ID checkbox is blank.

Print Options

*Instructor Print Option
 Print Course Administrator
 Print Blind Grading ID

Steps

If you are creating a Grade Roster for a Specific Class, the page looks similar to this.

Grade Roster Print

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

'Academic Institution: The University of Akron Print Note Area
 Print Incomplete Area

'Term: 2008 Fall

Grade Roster:

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class Class Nbr:

Print Options

'Instructor Print Option

Print Course Administrator

Print Blind Grading ID

If you are creating Grade Rosters for an entire subject, the page looks similar to this.

Grade Roster Print

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

'Academic Institution: The University of Akron Print Note Area
 Print Incomplete Area

'Term: 2008 Spring

Grade Roster:

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class

Academic Organization: Biology

Session:

Class End Date From:

Class End Date To:

Campus:

Print Options

'Instructor Print Option

Print Course Administrator

Print Blind Grading ID

15. Click on

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

Steps

Process Scheduler Request

User ID: _____ R Run Control ID: GradeRoster

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Print	SRRSTRPT	SQR Report	Web	PDF	Distribution

17. Select **Server Name:**
Choose **PSNT** from the drop down list.

18. The **Select** checkbox should be marked.

Select

19. **Type** is **Web**.

20. **Format** is **PDF**.

21. Click on .

The request for the Grade Roster report is processed. The Grade Roster Print page is displayed.

22. Click on the [Report Manager](#) link.

The Report Manager pages are displayed.

23. If necessary, click on the folder tab to place that page on top.

Ver. 2009.10.13

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pstrain@uakron.edu

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Steps

Check the report's status. If the status is not **Posted**, click the Refresh button until the status is Posted. You may need to Refresh more than once.

When the status is Posted, click on the report's name in the Description column.

24. 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 **Grade Roster Print** link is available in the Description column.

Note: The statuses you may see are:

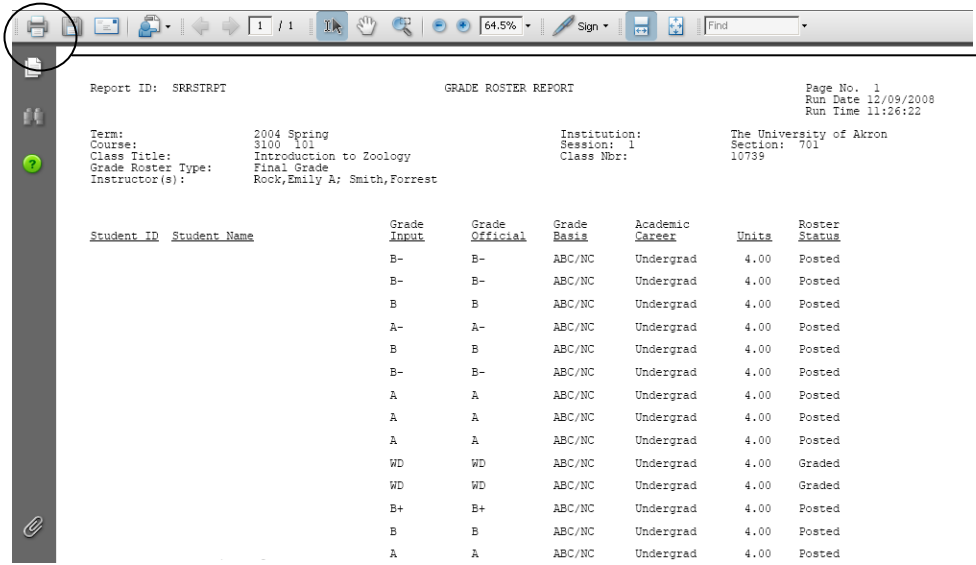
Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred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

25. Click on the **Grade Roster Print** link for the report.

A separate report window is opened.

The Grade Roster report is displayed with the Adobe Reader toolbar available.


Steps



Use the Print button in the Adobe Reader toolbar.

The students' IDs and Names have been hidden in this example.

Student ID	Student Name	Grade Input	Grade Official	Grade Basis	Academic Career	Units	Roster Status
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		A-	A-	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		WD	WD	ABC/NC	Undergrad	4.00	Graded
		WD	WD	ABC/NC	Undergrad	4.00	Graded
		B+	B+	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted

26. Click on the **Print button**  in the Adobe Reader toolbar.
The Print dialog box is displayed.

27. Change any print options that you want.
Click on OK.
The Grade Roster report is printed.

28. Close the report window by clicking on its X.
The window is closed and the Report List page is displayed.

29. Click on the [Go back to Grade Roster Print](#) link, if you need to print another Grade Roster report.

If you are done printing Grade Rosters, click on the [Home](#) link in the Navigation header (in the top, right corner of the page).

Print Course Catalog

The Course Catalog contains the permanent information about courses – information that generally does not change from year-to-year or term-to-term, except for changes through the Curriculum Process. **Do not confuse the Course Catalog with the Phase Report (Schedule of Classes). There is no scheduling information in the Course Catalog.** See the instructions in this manual for the Phase Report, if you need course scheduling information.

The new Print Course Catalog report in PeopleSoft V9 will allow you to print a catalog for the entire Organization (AKRON) or for an Academic Organization such as University College.

As a rule, newly approved courses are added before the start of a new term. If this report is beneficial to you, run it once each term, at the beginning of the term.



At this writing, the Course Catalog Report is 742 pages in length.

Steps

1. Navigate using the following path:

Curriculum Management > Course Catalog > Print Course Catalog

[Print Course Catalog](#)

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](#)

Run Control ID: begins with

Search Clear [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. If this is the first time you are running the report, go to step 3.

If you previously have run this report, click on the **Search** button to search for and select an existing Run Control ID.

If you select the **Search** button, a list of all Run Control IDs appears under Search Results. From the list, select the appropriate Run Control ID. Go to step 4.

Steps

Print Course Catalog

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](#)

Run Control ID: begins with

[Basic Search](#)

Search Results

[View All](#) [First](#) [1-9 of 9](#) [Last](#)

Run Control ID	Language Code
ACB28PR	English
ClassRoster	English
ClassRosterALK	English
ClassRosterPKR	English
GradeRoster	English
PSid	English
PrintCourseCat	English
SOC6	English

3. Click on the **Add a New Value** link if you want to create a new Run Control ID.

If you select the **Add a New Value** link, the Print Course Catalog -Add a New Value page is displayed.

Print Course Catalog

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Type a new Run Control ID (case sensitive, no spaces, 30 or fewer characters). Click on the **Add** button.

Steps

4. The Print Course Catalog criteria page is displayed.

Print Course Catalog

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

Selection Criteria

From Date: 01/01/1900

End Date: 06/23/2008

Academic Institution: AKRON The University of Akron

Academic Organization: UNIV University College

Academic Group:

Academic Career:

Report Options

Course Approved:

Catalog Print:

Report Only

Print Course Topics

Print Require Group

Print Course Attributes

Print Course Equivalent

Print Requirement Designation

Print Component Characteristic

Print OEE Designator

Select **AKRON** as the Academic Organization to print the entire catalog.

Select parameters.

Click on to select an **alpha code** for an Academic Organization such as UNIV for University College.

5. **From Date:** Select a date. Use 01/01/1900.

6. **End Date:** Select a date. Use the current date (today's date).


7. **Academic Institution:** AKRON.

Steps

8. **Academic Organization:** Select AKRON to print the entire catalog.
-OR-

Click on  to lookup an alpha code.

The value must be an alpha code.

If you click on , DO NOT select a number.

Look Up Academic Organization

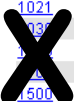
Academic Institution: AKRON
 Academic Organization: begins with
 Description: begins with
 Look Up Clear Cancel [Basic Lookup](#)

Search Results

[View All](#) First 1-100 of 245 Last

Academic Organization	Description
1020	Developmental Programs
1021	ST: Developmental Programs
1091	English Language Institute
1101	Peace Studies
1102	University College
1500	Aerospace Studies

View tools




Use the View tools and scroll bar to move forward/down through the Search results to see the alpha codes, which follow the numbers.


8200	Nursing
8300	Public Health
9200	School of Law
9801	Polymer Science & Polymer Engr
9821	Inter Pol Sci & Pol Engr
9841	Polymer Engineering
9871	Polymer Science
A&S	Arts & Sciences
ACCOUNT	Accountancy
AKRON	The University of Akron
ALLIEDHEAL	Allied Health
ART	Myers School of Arts
ARTSCO	Deans's Office
ASSOC	Associate Studies
BIOI	Biology


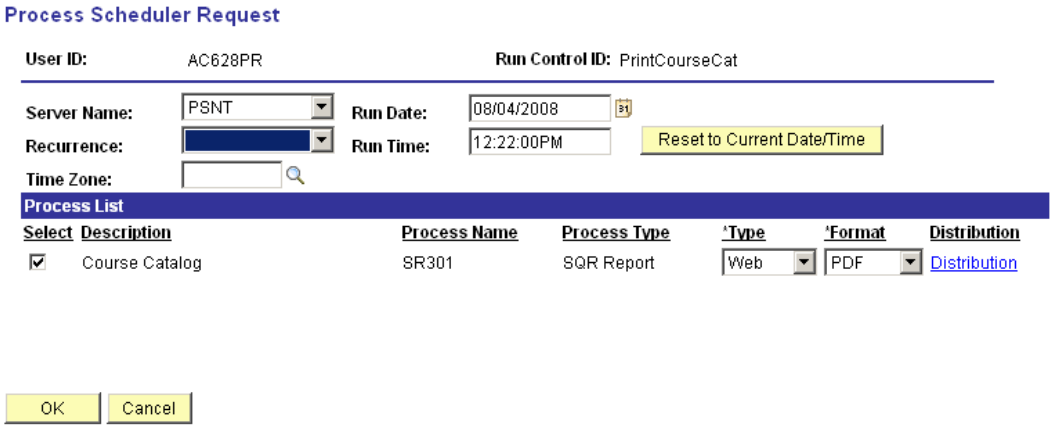
SELECT AN ALPHA CODE.

9. OPTIONAL:

Academic Group: Type or click on  to select a value.

10. OPTIONAL:

Academic Career: Type or click on  to select a value.


Steps	
11. Course Approved: Select a value from the drop down list.	
12. Catalog Print: Select Yes from the drop down list.	
13. Report Only: Click to mark this box.	<input checked="" type="checkbox"/> Report Only
14. Print Course Topics: Choose to mark or unmark this box.	
15. Leave these defaults.	<input checked="" type="checkbox"/> Print Require Group <input checked="" type="checkbox"/> Print Course Attributes <input checked="" type="checkbox"/> Print Course Equivalent <input checked="" type="checkbox"/> Print Requirement Designation <input checked="" type="checkbox"/> Print Component Characteristic
16. Click the Save button.	
17. Click on the Run button.	
18. Server Name: PSNT	
19. Select: Mark this box.	<input checked="" type="checkbox"/> <u>Select</u>
20. Type: Web	

Steps

21. **Format:** PDF

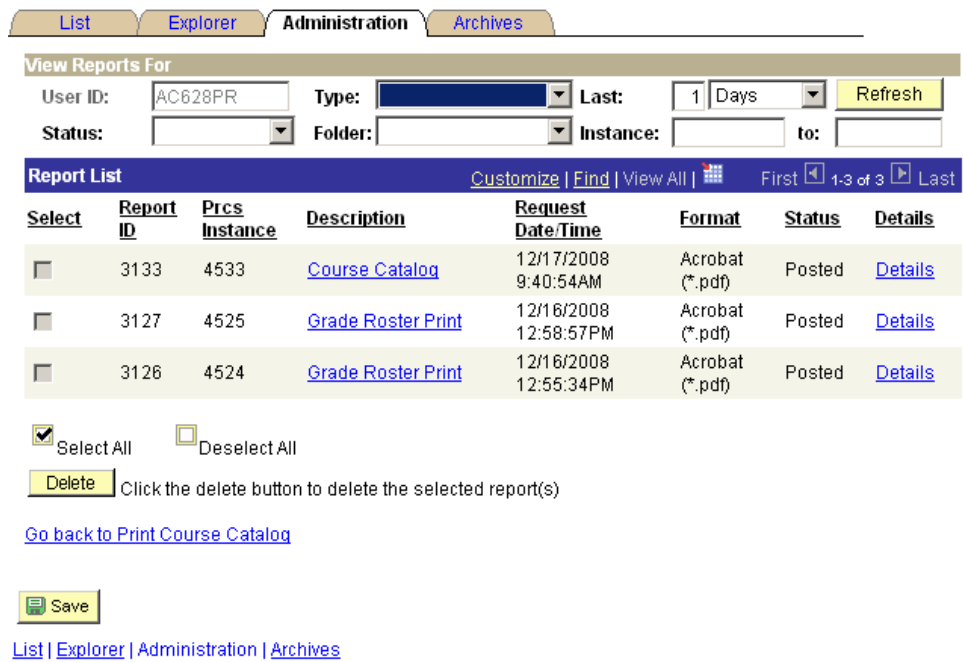
22. Click on the **OK** button.

23. Note the Process Instance number.



24. Click on the [Report Manager](#) link.
The Report Manager pages display.

25. If necessary, click on the **Administration** tab to place that page on top.



Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3133	4533	Course Catalog	12/17/2008 9:40:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3127	4525	Grade Roster Print	12/16/2008 12:58:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3126	4524	Grade Roster Print	12/16/2008 12:55:34PM	Acrobat (*.pdf)	Posted	Details

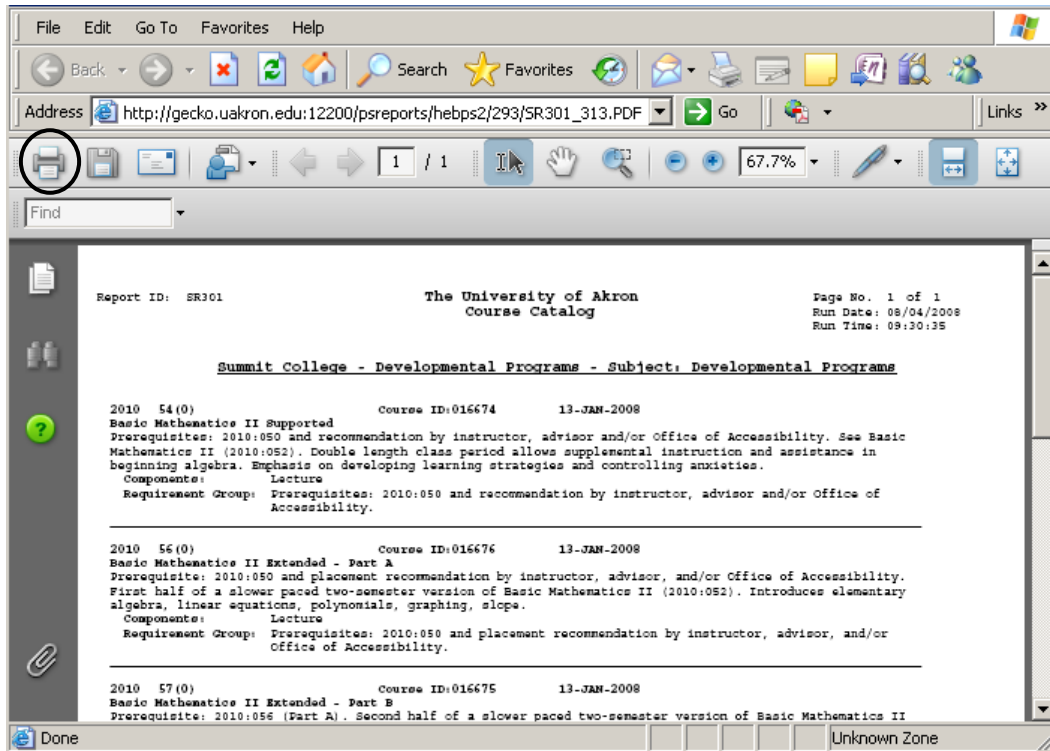
26. Note the **Status** for the report. It must be **Posted** in order to view and print the report.

If you do not see your report or the status is not Posted, click **Refresh** until the report status is **Posted**, and the **Course Catalog** link is available in the Description column.


27. To view and to print the Course Catalog, click on the **Description** link, **Course Catalog**.

Steps

28. A second window is opened with Adobe Reader.
The report is displayed.



29. Click  in the Adobe Reader toolbar to print the Course Catalog report.

30. Close the Adobe Reader window by clicking on its .

31. You may wish to click on the **Go back to Print Course Catalog** link to return to the Print Course Catalog page.

–OR–

Click on the **Home** link in the Navigation header to return to the main menu page.

Student Study List (by Groups and by Program)

Path: Records and Enrollment > Enrollment Summaries > Student Study List Report

What you do	What happens/Notes																								
<p>1. Select the path as shown above. The Student Study List –Find an Existing Value page is displayed.</p> <p>Student Study List 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>Run Control ID: begins with <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value Add a New Value</p>																									
<p>2. If this is the first time that you are running this report, click on the Add a New Value link or the Add a New Value tab and add a new Run Control ID. Run Control IDs can be a maximum of 30 alpha-numeric characters. No spaces are allowed. Click Add.</p> <p>Student Study List</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="StudentStudyList"/></p> <p>Add</p> <p>-OR-</p> <p>Click on Search to select an existing Run Control ID from the list. Select an existing value from the list that is displayed.</p> <p>Student Study List 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>Run Control ID: begins with <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results View All First 1-11 of 11 Last</p> <table border="1"> <thead> <tr> <th>Run Control ID</th> <th>Language Code</th> </tr> </thead> <tbody> <tr><td>AC&Z8PPR</td><td>English</td></tr> <tr><td>ClassRoster</td><td>English</td></tr> <tr><td>ClassRosterALK</td><td>English</td></tr> <tr><td>ClassRosterPKR</td><td>English</td></tr> <tr><td>GradeRoster</td><td>English</td></tr> <tr><td>PSid</td><td>English</td></tr> <tr><td>PrintCourseCat</td><td>English</td></tr> <tr><td>RunControlIDMoreCharacters</td><td>English</td></tr> <tr><td>SOC&</td><td>English</td></tr> <tr><td>StudentStudyList</td><td>English</td></tr> <tr><td>StudyList</td><td>English</td></tr> </tbody> </table> <p>The Student Study List page is displayed.</p>	Run Control ID	Language Code	AC&Z8PPR	English	ClassRoster	English	ClassRosterALK	English	ClassRosterPKR	English	GradeRoster	English	PSid	English	PrintCourseCat	English	RunControlIDMoreCharacters	English	SOC&	English	StudentStudyList	English	StudyList	English	
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StudentStudyList	English																								
StudyList	English																								


What you do	What happens/Notes																								
<p>Student Study List</p> <p>Run Control ID: StudentStudyList</p> <p style="text-align: right;"> Report Manager Process Monitor <input type="button" value="Run"/> </p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="width: 15%;">*Institution</th> <th style="width: 15%;">*Term</th> <th style="width: 20%;">Academic Career</th> <th style="width: 20%;">Academic Program</th> <th style="width: 30%;">Student Group</th> </tr> </thead> <tbody> <tr> <td>AKRON</td> <td>4087</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>	*Institution	*Term	Academic Career	Academic Program	Student Group	AKRON	4087				<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>See step 5 for the valid field selection combinations. Use the Lookup tool or the drop down arrow to select field values.</p> </div>														
*Institution	*Term	Academic Career	Academic Program	Student Group																					
AKRON	4087																								
<p>3. Select *Institution. Enter AKRON. This is a required field.</p>																									
<p>4. Select *Term. This is a required field.</p> <p>Enter the Term or click on the Lookup tool and then <input type="button" value="Look Up"/>.</p> <p>Scroll through the Search Results to locate and select the Term.</p> <p>Look Up Term</p> <p>Term: <input type="text" value="begins with"/></p> <p>Description: <input type="text" value="begins with"/></p> <p>Short Description: <input type="text" value="begins with"/></p> <p> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup </p> <p>Search Results</p> <p>Only the first 300 results can be displayed. Enter more information above and search</p> <p>View All First <input type="button" value="←"/> 1-100 of 300 <input type="button" value="→"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="width: 30%;">Term Description</th> <th style="width: 70%;">Short Description</th> </tr> </thead> <tbody> <tr><td>9999 End Term - Svcs Indicator Use</td><td>End Term</td></tr> <tr><td>4177 2017 Fall</td><td>2017 Fall</td></tr> <tr><td>4173 2017 Summer</td><td>2017 Summe</td></tr> <tr><td>4171 2017 Spring</td><td>2017 Sprin</td></tr> <tr><td>4167 2016 Fall</td><td>2016 Fall</td></tr> <tr><td>4163 2016 Summer</td><td>2016 Summe</td></tr> <tr><td>4161 2016 Spring</td><td>2016 Sprin</td></tr> <tr><td>4157 2015 Fall</td><td>2015 Fall</td></tr> <tr><td>4153 2015 Summer</td><td>2015 Summe</td></tr> <tr><td>4151 2015 Spring</td><td>2015 Sprin</td></tr> <tr><td>4147 2014 Fall</td><td>2014 Fall</td></tr> </tbody> </table>	Term Description	Short Description	9999 End Term - Svcs Indicator Use	End Term	4177 2017 Fall	2017 Fall	4173 2017 Summer	2017 Summe	4171 2017 Spring	2017 Sprin	4167 2016 Fall	2016 Fall	4163 2016 Summer	2016 Summe	4161 2016 Spring	2016 Sprin	4157 2015 Fall	2015 Fall	4153 2015 Summer	2015 Summe	4151 2015 Spring	2015 Sprin	4147 2014 Fall	2014 Fall	
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4153 2015 Summer	2015 Summe																								
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4147 2014 Fall	2014 Fall																								


What you do	What happens/Notes
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5. After entering the Institution and Term, as required, enter the values for:

- Student Group
- OR-
- Academic Program
- OR-
- Academic Career and Academic Program
- OR-
- Academic Career and Student Group

Use one the four field selection combinations, as indicated in above and shown on the following page.

If selecting **Student Group**, enter the value or click on the Lookup tool  and then

 to select a value from the list.

Look Up Student Group

Academic Institution: AKRON

Student Group:

Description:


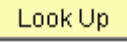
Short Description:

   [Basic Lookup](#)

Search Results

[View All](#) First Last

Student Group Description	Short Description
DBLC Nursing Maling Laura Conley	Nurs L C
ANPC Post-MSN Adult/Gero NP Cert	AGNPC
APSB UC-PSEOP Option B Akron Campus	UC-PSEOP B
ATH Athlete	Athlete
ATHW Athletes-Wayne	Athletes-W
BHCN Behavior Health Clin Nur Spec	BHCNS
BHNP Post-MSN Beh Health NP Cert	BHNPC
BMII Part Time Path BMII	BMII
BSMD BSMD students	BSMD

If selecting **Academic Program**, enter the value or click on the Lookup tool  and then  to select a value from the list.

Look Up Academic Program

Academic Institution: AKRON

Academic Program:

Description:

Short Description:


Academic Group:

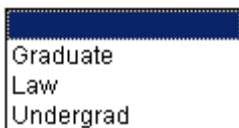
   [Basic Lookup](#)



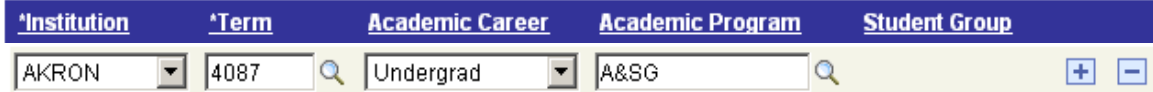




Search Results

[View All](#) First Last

Academic Program Description	Short Description	Academic Group
A&SQ Arts & Sciences orad	A&S orad	A&S
A&SGN Arts & Sciences orad nondegree	AS GR ND	A&S
A&SU Arts & Sciences undergraduate	Arts & Sci	A&S
A&SUP Arts & Sciences Postbac	A&S PB	A&S
BUSG College of Business Graduate	Bus orads	BUS
BUSGN Business orad nondegree	BUS GRND	BUS

If selecting **Academic Career**, enter the value or click on the down arrow  to select a value from the list.



What you do	What happens/Notes
<p>The four field selection combinations are:</p> <p>A. Institution, Term, and Student Group.</p>  <p>B. Institution, Term, and Academic Program.</p>  <p>C. Institution, Term, Academic Career and Academic Program.</p>  <p>D. Institution, Term, Academic Career and Student Group.</p> 	
<p>6. Click .</p> <p>If one of the correct field selection combinations was not made, an error message similar to this one is displayed.</p>  <p>Click on OK and enter the values for the appropriate fields. See the field selection combinations A through D, which are shown above.</p>	
<p>7. Click .</p> <p>The Process Scheduler Request page is displayed.</p>	

What you do	What happens/Notes																												
<p>Process Scheduler Request</p> <p>User ID: AC628PR Run Control ID: StudentStudyList</p> <hr/> <p>Server Name: <input type="text" value="PSNT"/> Run Date: <input type="text" value="09/24/2008"/> <input type="button" value="B1"/></p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="9:16:24AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Study List Report</td> <td>SR775---</td> <td>Crystal</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="PDF"/></td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Student Class Schedule Report</td> <td>SRSTDLS</td> <td>SQR Report</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="PDF"/></td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Study List Job</td> <td>SRSTDYLS</td> <td>PSJob</td> <td><input type="text" value="(None)"/></td> <td><input type="text" value="(None)"/></td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>		Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Study List Report	SR775---	Crystal	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution	<input checked="" type="checkbox"/>	Student Class Schedule Report	SRSTDLS	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution	<input checked="" type="checkbox"/>	Study List Job	SRSTDYLS	PSJob	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>	Distribution
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8. Select Server Name: Enter PSNT .																													
9. Select all three of the items in the Process List .																													
<p>Process List</p> <p>Select Description</p> <p><input checked="" type="checkbox"/> Study List Report</p> <p><input checked="" type="checkbox"/> Student Class Schedule Report</p> <p><input checked="" type="checkbox"/> Study List Job</p>																													
10. Click <input type="button" value="OK"/> .																													
<p>The report instructions are sent to the server.</p> <p>The Student Study List page is displayed.</p>																													
<p>Student Study List</p> <p>Run Control ID: StudentStudyList Report Manager Process Monitor <input type="button" value="Run"/></p> <p style="text-align: right;">Process Instance:3982,3983,3984</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th>*Institution</th> <th>*Term</th> <th>Academic Career</th> <th>Academic Program</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="AKRON"/></td> <td><input type="text" value="4087"/> <input type="button" value="Q"/></td> <td><input type="text" value="Law"/></td> <td><input type="text" value="LAWE"/> <input type="button" value="Q"/></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p>		*Institution	*Term	Academic Career	Academic Program	<input type="text" value="AKRON"/>	<input type="text" value="4087"/> <input type="button" value="Q"/>	<input type="text" value="Law"/>	<input type="text" value="LAWE"/> <input type="button" value="Q"/>																				
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11. Note the Process Instance numbers. These are the three job numbers.																													
12. Click on the Report Manager link. The List page of the Report Manager is displayed.																													

What you do	What happens/Notes												
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">List Explorer Administration Archives</p> <hr/> <p style="margin: 0;">View Reports For</p> <p style="margin: 0;">Folder: Instance: to: Refresh</p> <p style="margin: 0;">Name: Created On: Last: 1 Days</p> <p style="margin: 0; background-color: #003366; color: white; padding: 2px;">Reports Customize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>1</td> <td>Report</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1	Report					
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance								
1	Report												

13. Click on the **Administration** tab.
 The Administration page of the Report Manager is displayed.

List Explorer Administration Archives

View Reports For

User ID: AC628PR Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2980	3985	Student Class Schedule Report	09/24/2008 9:20:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2979	3983	Student Class Schedule Report	09/24/2008 9:20:30AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2978	3982	Study List Report	09/24/2008 9:20:30AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All


Delete Click the delete button to delete the selected report(s)

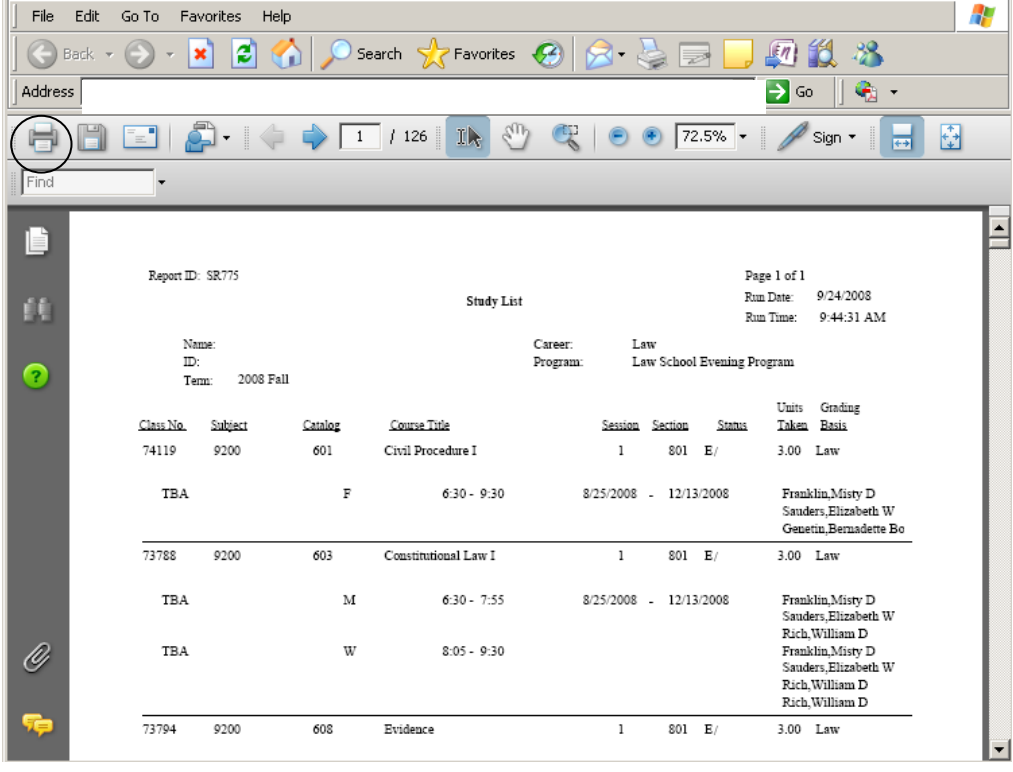

[Go back to Student Study List](#)


Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

14. Use the **PrcsInstance** column and the **Description** column to locate the report to be printed.

What you do	What happens/Notes										
	<p>15. The report is not complete and available for printing until the Status column reads Posted.</p> <p>Click on  to update the display and to see the change in the Status. The display does not refresh automatically. You may need to click on the Refresh button more than once until the Status changes and the column reads Posted.</p> <p>In the Report Manager, there are several status levels:</p> <table border="1" data-bbox="238 556 886 1220"> <tbody> <tr> <td data-bbox="238 556 464 667">Scheduled</td> <td data-bbox="467 556 886 667">The process was just added to the report request.</td> </tr> <tr> <td data-bbox="238 669 464 814">Processing</td> <td data-bbox="467 669 886 814">Process Scheduler has initiated the program and is running the process at that time.</td> </tr> <tr> <td data-bbox="238 816 464 961">Generated</td> <td data-bbox="467 816 886 961">The report has finished processing and all files are available for transferring.</td> </tr> <tr> <td data-bbox="238 963 464 1108">Posting</td> <td data-bbox="467 963 886 1108">The report is in the process of being transferred to the Report Repository.</td> </tr> <tr> <td data-bbox="238 1110 464 1220">Posted</td> <td data-bbox="467 1110 886 1220">The report has finished posting and is ready to be viewed.</td> </tr> </tbody> </table>	Scheduled	The process was just added to the report request.	Processing	Process Scheduler has initiated the program and is running the process at that time.	Generated	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.
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	<p>16. Once the report status is Posted, use the Description column to locate the report and click on the Study List Report link which appears above the links for the <u>Student Class Schedule Report</u>.</p> <p>The report is displayed in a separate Adobe Reader window.</p>										

What you do	What happens/Notes
	 <p>The screenshot shows the Adobe Reader interface. The printer icon in the toolbar is circled in red. The main content area displays a 'Study List' report for Report ID: SR775. The report includes details for three courses: Civil Procedure I, Constitutional Law I, and Evidence. The printer icon is highlighted with a red circle.</p>
<p>17. Use the Printer tool  in the Adobe Reader toolbar to print the report.</p>	
<p>18. Close the Adobe Reader window by clicking on its X. The Administration page of the Report Manager is displayed.</p>	
<p>19. Click on the Student Class Schedule Report link. The Report Detail page is displayed.</p>	

What you do	What happens/Notes													
<p>Report Detail</p> <p>Report</p> <p>Report ID: 2983 Process Instance: 3988 Message Log</p> <p>Name: SRSTDLST Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Student Class Schedule Report</p> <p>Distribution Details</p> <p>Distribution Node: HEBPS2 Expiration Date: 10/01/2008</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR SRSTDLST 3988.log</td> <td>1,623</td> <td>09/24/2008 9:44:52.000000AM EDT</td> </tr> <tr> <td>SRSTDLST 3988.out</td> <td>12,354</td> <td>09/24/2008 9:44:52.000000AM EDT</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>AC628PR</td> </tr> </tbody> </table>		Name	File Size (bytes)	Datetime Created	SQR SRSTDLST 3988.log	1,623	09/24/2008 9:44:52.000000AM EDT	SRSTDLST 3988.out	12,354	09/24/2008 9:44:52.000000AM EDT	Distribution ID Type	Distribution ID	User	AC628PR
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<p>Two (2) reports are available.</p>														
<p>20. Click on the link that begins with SRSTDLST and ends with out.</p> <p>A second, separate browser window is opened.</p> <p>This report lists the students for whom class schedules were produced.</p>														
<pre> SRSTDLST: Study List Begin ----- Program Start: 24-SEP-2008 09:44:24_AM Emplid: 1138606 Name: Abbott, Lou Academic Career: LAW Emplid: 1177709 Name: Ace, Ventura A Academic Career: LAW Emplid: 1891824 Name: Adams, Lucretia J Academic Career: LAW Emplid: 1203003 Name: Agate, Rocco M Academic Career: LAW </pre>														
<p>21. To print this list, use the Print command in the browser, such as File, Print in Internet Explorer.</p>														
<p>22. Close this second window by clicking on its X.</p> <p>The Report Detail page is displayed.</p>														
<p>23. Click .</p> <p>The Administration page of the Report Manager is displayed.</p>														