

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="margin-top: 10px; text-align: center;"> Save Return to Search Previous in List Next in List Notify Add Update/Display </div> <p style="font-size: small; text-align: center;">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
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*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"/>																																		
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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. Important: Select the alpha code for a department, not the numeric code. The alpha codes display toward the end of the list.																																		
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](#)

Report Options

11

Report Only

- 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

Eliminate Subject Page Breaks

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

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

11. Click to mark the option for **Report Only**.
 The Report Only checkbox is marked.
 Click on **Save** to save the changes made.

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

Steps

Process Scheduler Request

User ID: _____ Run Control ID: SOC

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

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

13. 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 .
The Report Options page is displayed.

18. Click the [Report Manager](#) link.
The Report Manager pages are displayed.

19. Click on the 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.

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

Steps

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


Class Mbr	Course Mbr	Course Title	Meeting Location	Week Days	Times	Component Dates	Credits	Session	Capacity	Enrolled	Vacancies
11554	4200113-001	Chemical Engineering Computa	Whitby Hall 210	Tu	09:50AM - 09:40AM	01/14/2008 - 05/04/2008	2.00	1	25	24	1
17561	4200113-002	Chemical Engineering Computa	Whitby Hall 210	M	09:50AM - 09:40AM	01/14/2008 - 05/04/2008	2.00	1	25	23	2
11555	4200113-011	Chemical Engineering Computa	Whitby Hall 210	Th	09:50AM - 09:40AM	01/14/2008 - 05/04/2008	0.00	1	25	25	0
11556	4200113-012	Chemical Engineering Computa	Whitby Hall 210	W	09:50AM - 09:40AM	01/14/2008 - 05/04/2008	0.00	1	25	22	3
11557	4200114-001	Chemical Engineering Design I	TSA	TSa		01/14/2008 - 05/04/2008	1.00	1	20	0	20
11558	4200115-001	Equilibrium Thermodynamics	Auburn Science and Engineering 01	MTuWTF	11:00AM - 11:50AM	01/14/2008 - 05/04/2008	4.00	1	20	20	0
11559	4200114-001	Chemical Engineering Design II	TSa	TSa		01/14/2008 - 05/04/2008	1.00	1	20	0	20
14497	4200114-002	Chemical Engineering Design II	TSa	TSa		01/14/2008 - 05/04/2008	2.00	1	20	0	20
11560	4200115-001	Materials Science	Whitby Hall 210	TuTh	09:55AM - 10:45AM	01/14/2008 - 05/04/2008	2.00	1	40	32	8
11601	4200116-001	Chemical Reaction Engineering	Whitby Hall 210	W	01:45PM - 03:00PM	01/14/2008 - 05/04/2008	1.00	1	25	14	11
11602	4200115-001	Fluid & Thermal Operations	Whitby Hall 210	MTuTh	11:00AM - 11:50AM	01/14/2008 - 05/04/2008	1.00	1	20	14	6
11603	4200116-001	Chemical Engineering Lab	Whitby Hall 210	W	11:00AM - 11:50AM	01/14/2008 - 05/04/2008	0.00	1	20	13	7
14752	4200116-011	Chemical Engineering Lab	Auburn Science and Engineering 01	W	01:10PM - 04:00PM	01/14/2008 - 05/04/2008	1.00	1	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.