## **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 Add .

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.

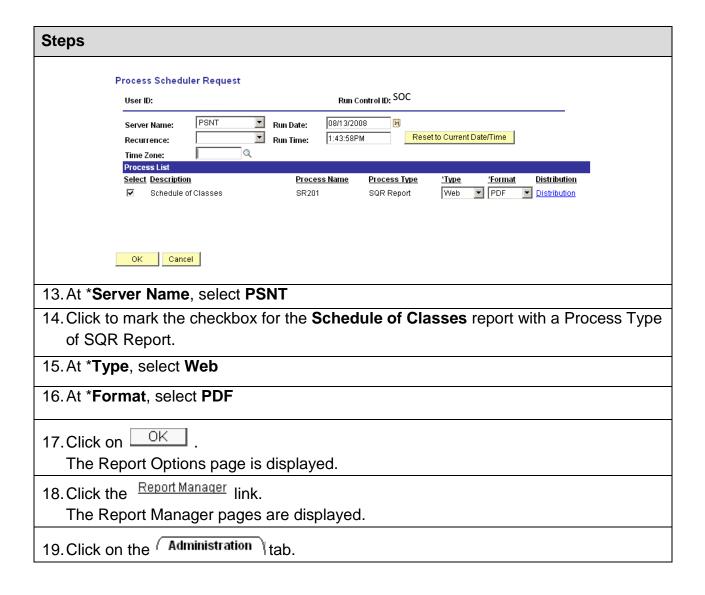
On the Find an Existing Value page, click Search.

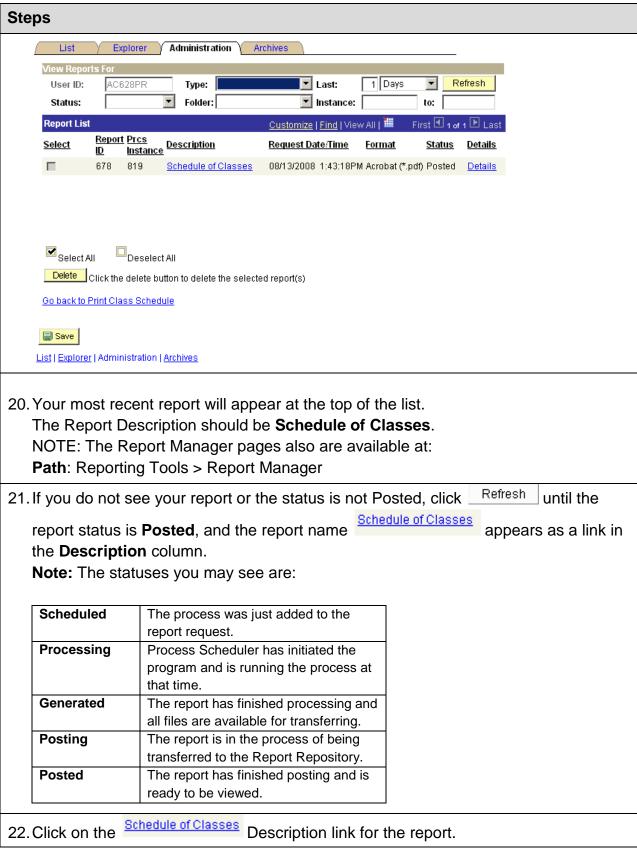
In the **Search Results** that appear under the blue bar, click the link **SOC**.

The Schedule of Classes page is displayed.

Steps	
	Print Class Schedule Report Options
	Run Control ID: SOC Report Manager Process Monitor Run
	Selection Criteria
	Academic Institution: AKRON C The University of Akron
	Term: 4081 Q 2008 Spring
	Academic Organization Node: CHEME Chemical Engineering  Session: Regular Academic Session
	Session: Regular Academic Session  'Schedule Print: Yes Class Status
	'Print Instructor in Schedule: Yes   Active  Cancelled
	Print By Campus:
	Campus:
	Print By Location:
	Location Code:
	Save Add Dypdate/Display
1	Academic Institution defaults to AKRON.
١.	
	Do not change.
2.	Enter <b>Term</b> .
	-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 <a> , then</a> <a> Look Up</a>
	College of all of the Oniversity of Aktori. Click the Lookup tool - , then
	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 <b>Report Options</b> 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 Global Notes Print Sections Combined Print Class Characteristics Print Class Enrollment Limits Print Class Nor Non-Enroll Print Requirement Designation Print Reserve Capacities	
■ Save	
10. Click to mark any of the Report Options that are needed.	
11. Click to mark the option for <b>Report Only</b> .  The Report Only checkbox is marked.  Click on <b>Save</b> to save the changes made.	
12. Click on The Process Scheduler Request page is displayed.	

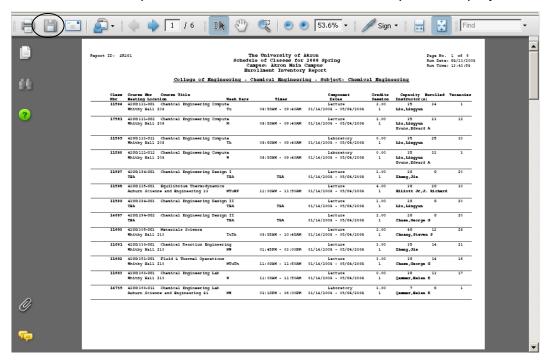




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## **Steps**

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



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 |x|.

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.