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

1. Academic Institution defaults to AKRON. Do not change.

2. Enter Term. -OR-
   Use the Lookup tool and then 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 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 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

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 Run . The Process Scheduler Request page is displayed.
Steps

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 **OK**. The Report Options page is displayed.

18. Click the **Report Manager** link. The Report Manager pages are displayed.

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

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 **Refresh** 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:

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

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.

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.