Print a Student Schedule (Enrollment Summary)

Discussion

In this lesson, you will view and print the enrollment summary.

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

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.
Process

Steps

1. Navigate using the following path:

   Records and Enrollment > Enrollment Summaries > Enrollment Summary

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.

   In class, select 4087, which is 2008 Fall.
Steps

4. Review the Enrollment Summary page that displays.

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.

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

8. This page does not automatically refresh its display. To view and print the report, the report Status must be **Posted**. Click on the **Refresh** 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.
Steps

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

![Adobe Reader window]

11. Use the Printer tool in the Adobe toolbar to print the report.

12. Close the report window by clicking on its X. The Report Manager displays.

13. Click on the **Go back to Enrollment Summary** link to do another report.

- **OR-**

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