



Overview

This section introduces the steps for printing the Schedule of Classes. The results are by Academic Organization, not by Subject.

At the completion of this section, you will be able to:

- Run and view the Schedule of Classes report for a term

Print the Schedule of Classes

Path: Main Menu → Campus Solutions → Curriculum Management → Schedule of Classes → Print Class Schedule

6. Navigate to the **Print Class Schedule** component.

- Click the Add a New Value tab.
- Type in a Run Control ID
 - You only need to add a Run Control ID the first time you print the Class Schedule. After the Run Control ID is added, you can reuse it each time you need to print the Class Schedule.
- Click Add.

Print Class Schedule

Find an Existing Value Add a New Value

Run Control ID: printclasssched

Add

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- Complete the applicable fields on the Print Class Schedule page:
 - Term
 - Academic Organization Node
 - Session – leave blank to get results for all sessions
 - Schedule Print
 - Print Instructor in Schedule
 - Campus
 - Class Status

The screenshot shows the 'Print Class Schedule' report options page. At the top, there are two tabs: 'Print Class Schedule' (selected) and 'Report Options'. Below the tabs, the 'Run Control ID' is 'printclassschedule', and there are links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. The main section is titled 'Selection Criteria' and contains several fields: 'Academic Institution' (OSUSI), 'Term' (1168), 'Academic Organization Node' (D0547), 'Session' (blank), '*Schedule Print' (All), and '*Print Instructor in Schedule' (All). There are also checkboxes for 'Print By Campus' and 'Print By Location', and a 'Location Code' field. On the right side, there is a 'Class Status' section with four checkboxes: 'Active', 'Cancelled', 'Stop Enrl', and 'Tentative', all of which are checked. The background of the form is light gray with blue headers for the sections.

- Click the Report Options tab. Check any applicable boxes:
 - 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
 - Report Only (always check)

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Print Class Schedule | Report Options

Run Control ID: printclassschedule | 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

Report Only

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

7. Click **Save** and then click **Run**.
8. Confirm the Server Name field is blank.
 - o It will default to the correct server.
9. Select the **Schedule of Classes** checkbox. (Process Name SR201OS).
 - o The OS at the end of the process name indicates it is a custom OSU report.
10. Click **OK**.
 - o After you click OK, the Print Class Schedule page will be displayed.

Process Scheduler Request

User ID: 200275509 | Run Control ID: printclassschedule

Server Name: | Run Date: 04/30/2013 | Recurrence: | Run Time: 3:46:41PM | Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201OS	SQR Report	Web	PDF	Distribution

OK | Cancel

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11. Click the **Process Monitor** link.

The screenshot shows a web interface for printing a class schedule. At the top, there are two tabs: 'Print Class Schedule' and 'Report Options'. Below the tabs, the 'Run Control ID' is 'printclassschedule'. To the right, there are links for 'Report Manager' and 'Process Monitor' (circled in red), and a 'Run' button. Below this is a 'Report Options' section with a list of checkboxes, all of which are checked:

- 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

There is also a 'Report Only' checkbox which is checked.

- The Process Instance number (ex., 6029875) or the Process Type (ex., SR201OS) will help you identify the process you just ran.
- The process is finished when the Run Status is “Success” and Distribution Status is “Posted”. Click the Refresh button to update the Run Status immediately (“Queued” and “Processing” indicate the process is still running).

The screenshot shows the 'Process List' page. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with search filters: User ID (200275509), Type (Last), 1 Days, Refresh button, Server, Name, Instance (to), Run Status, Distribution Status, and Save On Refresh checkbox.

Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6029875		SQR Report	SR201OS	200275509	04/30/2013 3:46:41PM EDT	Success	Posted	Details


12. Click the **Details** link to view the **Schedule of Classes** report.

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13. Click the **View Log/Trace** link.

Process Detail			
Process			
Instance:	6133311	Type:	SQR Report
Name:	SR2010S	Description:	Schedule of Classes
Run Status:	Success	Distribution Status:	Posted
Run		Update Process	
Run Control ID:	printclassschedule	<input type="radio"/> Hold Request	
Location:	Server	<input type="radio"/> Queue Request	
Server:	PSUNX	<input type="radio"/> Cancel Request	
Recurrence:		<input type="radio"/> Delete Request	
		<input type="radio"/> Restart Request	
Date/Time		Actions	
Request Created On:	05/21/2013 10:38:10AM EDT	Parameters	Transfer
Run Anytime After:	05/21/2013 10:38:07AM EDT	Message Log	
Began Process At:	05/21/2013 10:38:31AM EDT	Batch Timings	
Ended Process At:	05/21/2013 10:38:42AM EDT	View Log/Trace	

14. Select the **PDF** report to be viewed.

View Log/Trace		
Report		
Report ID:	1658053	Process Instance: 6133311 Message Log
Name:	SR2010S	Process Type: SQR Report
Run Status:	Success	
Schedule of Classes		
Distribution Details		
Distribution Node:	hcosu_node	Expiration Date: 05/28/2013
File List		
Name	File Size (bytes)	Datetime Created
SQR_SR2010S_6133311.log	1,978	05/21/2013 10:38:42.726359AM EDT
sr201os_6133311.PDF 	82,946	05/21/2013 10:38:42.726359AM EDT
sr201os_6133311.out	1,374	05/21/2013 10:38:42.726359AM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	200275509	

15. View the report.

Session	Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
1	PSYCH	1100	0010	26283	Intro Psychology	Lecture	3	
<p>Bldg: Lazenby Hall Room: 0002 Days: MWF Time: 08:00 - 08:55 GA: 5SM Instr</p> <p>Class Enrl Cap: 60 Class Enrl Tot: 26 Class Wait Cap: 999 Class Wait Tot: 0 Class Min Enrl: 0</p> <p>Attributes: GE Diversity: Social Diversity in the US, GE Social Science: Individuals and Groups, Regular Delivery with Moderate Use of Technology</p> <p>Class Equivalents: PSYCH1100/PSYCH100</p> <p>Room Characteristics: Video/Data Projection(1)</p>								
1	PSYCH	1100	0020	29981	Intro Psychology	Lecture	3	
<p>Bldg: Psychology Building Room: 0010 Days: MWF Time: 08:00 - 08:55 GA: 5SM Instr</p> <p>Class Enrl Cap: 60 Class Enrl Tot: 11 Class Wait Cap: 999 Class Wait Tot: 0 Class Min Enrl: 0</p> <p>Attributes: GE Diversity: Social Diversity in the US, GE Social Science: Individuals and Groups, Regular Delivery with Moderate Use of Technology</p> <p>Class Equivalents: PSYCH1100/PSYCH100</p> <p>Room Characteristics: Video/Data Projection(1)</p>								
1	PSYCH	1100	0030	26285	Intro Psychology	Lecture	3	
<p>Bldg: Psychology Building Room: 0014 Days: MWF Time: 08:00 - 08:55 GA: 5SM Instr</p> <p>Class Enrl Cap: 60 Class Enrl Tot: 4 Class Wait Cap: 999 Class Wait Tot: 0 Class Min Enrl: 0</p> <p>Attributes: GE Diversity: Social Diversity in the US, GE Social Science: Individuals and Groups, Regular Delivery with Moderate Use of Technology</p> <p>Class Equivalents: PSYCH1100/PSYCH100</p> <p>Room Characteristics: Video/Data Projection(1)</p>								