

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

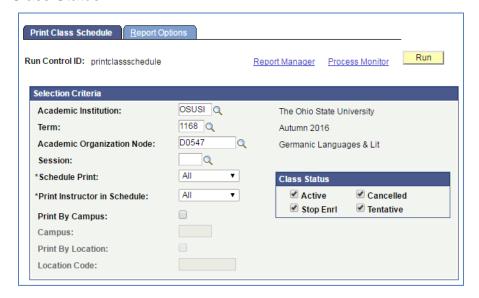
Print the Schedule of Classes

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

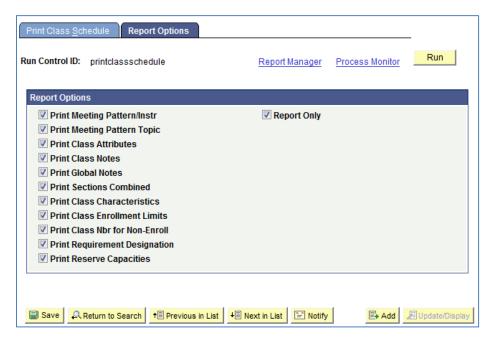
- 6. Navigate to the **Print Class Schedule** component.
 - Click the Add a New Value tab.
 - Type in a Run Control ID
 - You only need to add a Run Control ID the first time you print the Class Schedule.
 After the Run Control ID is added, you can reuse it each time you need to print the Class Schedule.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



- 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



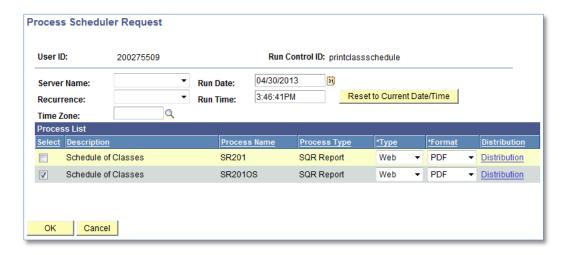
- Click the Report Options tab. Check any applicable boxes:
 - Print Meeting Pattern/Instr
 - Print Meeting Pattern Topic
 - Print Class Attributes
 - Print Class Notes
 - Print Global Notes
 - Print Sections Combined
 - Print Class Characteristics
 - Print Class Enrollment Limits
 - Print Class Nbr for Non-Enroll
 - Print Requirement Designation
 - Print Reserve Capacities
 - Report Only (always check)



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

10. Click **OK**.

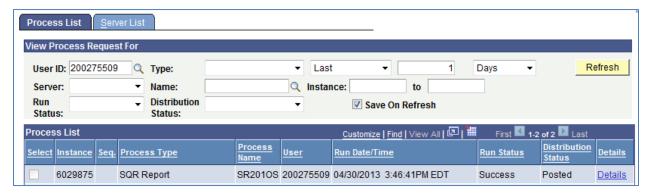
After you click OK, the Print Class Schedule page will be displayed.



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

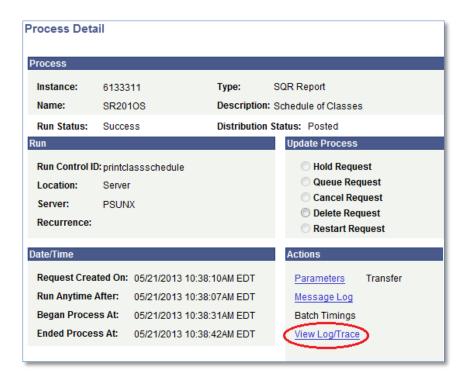


- The Process Instance number (ex., 6029875) or the Process Type (ex., SR201OS) will help you identify the process you just ran.
- The process is finished when the Run Status is "Success" and Distribution Status is "Posted". Click the Refresh button to update the Run Status immediately ("Queued" and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

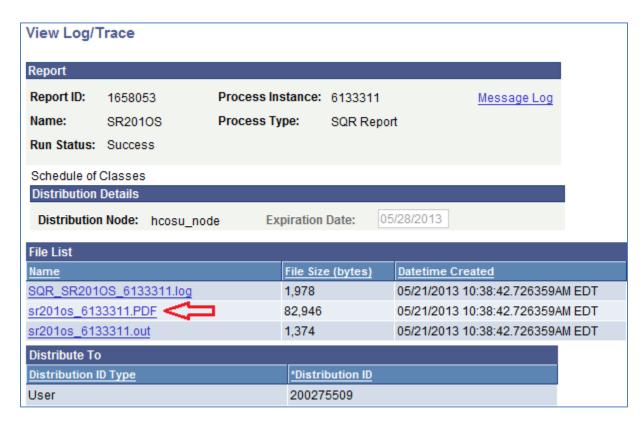


12. Click the **Details** link to view the **Schedule of Classes** report.

13. Click the View Log/Trace link.



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



15. View the report.

Repo	ort ID: SR201	Schedule of C Campu	State University lasses for Autumn 2013 is: Columbus Academic Term	1	Page No. 1 of 32 Run Date: 04/30/2013 Run Time: 15:47:32
Arts and Sciences - Psychology - Subject: Psychology					
	sion Subject Catalog Mbr Section Clas		Component	Units Topics	
1	PSYCH 1100 0010 2628	33 Intro Psychology	Lecture	3	
	Bldg: Lazenby Hall Room: 00	002 Days: MWF Time:	08:00 - 08:55	GA: 5SM	Instr
	Class Enrl Cap: 60 Class Enrl T Attributes: GE Diversity: Social Diver Class Equivalents: PSYCH100/PSYCH100 Room Characteristics: Video/Data Project	•			ate Use of Technology
1	PSYCH 1100 0020 2998	Intro Psychology	Lecture	3	
	Bldg: Psychology Building Room: 00	10 Days: MWF Time:	08:00 - 08:55	GA: 5SM	Instr
Class Enrl Cap:60 Class Enrl Tot:11 Class Wait Cap:999 Class Wait Tot:0 Class Min Enrl:0 Attributes: GE Diversity: Social Diversity in the US, GE Social Science: Individuals and Groups, Regular Delivery with Moderate Use of Technology Class Equivalents: PSYCH100/PSYCH100 Room Characteristics: Video/Data Projection(1)					
1	PSYCH 1100 0030 2628	35 Intro Psychology	Lecture	3	
	Bldg: Psychology Building Room: 00	Days: MWF Time:	08:00 - 08:55	GA: 5SM	Instr
	Class Enrl Cap: 60 Class Enrl T Attributes: GE Diversity: Social Dive Class Equivalents: PSYCH1100/PSYCH100 Room Characteristics: Video/Data Proje	rsity in the US, GE Social Scien		Class Min Enrl: 0 Regular Delivery with Moder	ate Use of Technology