

Print Schedule of Classes

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PEOPLE
Soft

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Schedule of Classes

Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

1. **Run Control ID:** Enter a Run Control ID
The run control cannot contain any spaces.
2. Click the Search button.
3. Click any link on the Run Control ID you wish to use.

Identify parameters for schedule of classes and for a term

Home > Manage Student Records > Establish Courses > Report > Schedule of Classes

Schedule of Classes | Report Options

Run Control ID: cistu Report Manager Process Monitor Run

Selection Criteria	
Academic Institution:	CICMP <input type="text"/> Channel Islands
Term:	2028 <input type="text"/> Fall 2002
Academic Organization Node:	160 <input type="text"/> Business
Session:	<input type="text"/>
'Schedule Print:	Yes <input type="text"/>
'Print Instructor in Schedule:	Yes <input type="text"/>
Print By Campus:	<input type="checkbox"/>
Campus:	<input type="text"/>
Print By Location:	<input type="checkbox"/>
Location Code:	<input type="text"/>

Class Status
 Active Cancelled
 Stop Enrl Tentative

Schedule of Classes | Report Options

1. **Academic Institution:** The system defaults Academic Institution from the Operator Defaults pages.
 2. **Term:** Select the term for the schedule you want to print.
 3. **Academic Organization Node:** Select the Academic Organization Node.
Classes within all academic organizations below the selected academic organization node will print.
 4. **Schedule Print:** Select the Schedule Print value.
If you select YES, only those classes with the Schedule Print flag set to YES will print. If select NO, only those classes with the Schedule Print flag set to NO will print. If select ALL, all classes for the term will print regardless of how the Schedule Print flag is set for the class.
 5. **Print Instructor in Schedule:** Select whether the Instructor's name is printed.
This functions in the same way as the Schedule Print value.
 6. **Class Status:** In the Class Status group box indicate what status of classes to print.
- All additional selection criteria listed below is optional and is only used to limit the classes that will print on the schedule of classes report.
7. **Session:** Select the Session, if desired.
 8. **Print By Campus:** Select Print By Campus to enable the system to print the Schedule of Classes for only a specific campus.
 9. **Campus:** If you select the Print By Campus option you must then select the Campus for which you want the Schedule of Classes to print.

10. **Print By Location:** Select Print By Location to enable the system to print the Schedule of Classes for only a Location within a specific campus.
11. **Location:** If you select the Print By Location option you must then select the Location for which you want the Schedule of Classes to print.

Indicate Report Print Options

Screenshot of the 'Report Options' dialog box. The dialog has two tabs: 'Schedule of Classes' and 'Report Options'. Below the tabs, there is a 'Run Control ID' field with the value 'cistu', and three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Options' tab is active, showing a list of 14 options with checkboxes. The checked options are: 'Print Meeting Pattern/Instr', 'Print Class Notes', 'Print Global Notes', and 'Print Class Nbr for Non-Enroll'. There is also a 'Report Only' checkbox which is checked.

1. **Report Options:** Select all the report options that you would like to print in the Schedule of Classes.
2. **Report Only:** Select this to view the report and not have output files generated.
3. **File Path:** Enter the path to where you want the output files to go.
4. Click the **Run** button.

Printing the Schedule

1. **Server Name:** Select the server on which the process should run.
2. **Type:** Select the type of output you want. Options are Email, File, Printer, and Web
3. **Format:** Select the file format that should be used for output. PDF is the most common choice.
4. Click the OK button to run the process.
5. The Process Monitor and Report Manager can be used to check the status and results of the report.