

University of Houston-Clear Lake

Running Class Schedule Report

Office of Academic Records

Running Class Schedule Report

Office of Academic Records

- I. Process Overview: This document will show the process on running the class schedule report in PeopleSoft. This is a custom process.

Navigation: Curriculum Management, Schedule of Classes, UHS Print Schedule of Classes

1. If this is your first time running the process, you will have to create a new run control. Click on Add A New Value.

Print UHS Class Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. The run control allows you to save your settings so everytime you run the report, they do not have to be entered. Enter a name for the report and click on Add.

Print UHS Class Schedule

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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3. Schedule of Classes Page

- a. Institution: 00759
- b. Term: Enter the term you want to run the schedule for. You can use to lookup to find the term.
- c. Academic Organization Node: If you want to run the entire schedule for all schools, enter 00759, otherwise you can click on the spyglass and select for a specific school.
- d. Session/Acad Group: You can leave these blank. It will print all scheduled classes for that term.
- e. Schedule Print: Select Yes
- f. Print Instructor in Schedule: Select Yes

These are optional and not required.

- g. Print by Campus: If you are wanting to print for a specific location, you will need to check the print by campus box. You will enter UHCL.
- h. Print by Location: This is only available when you check the Print by Campus Box. Check the box to select a specific location, like UHS-Sugarland.
- i. Class Status: Check Active to pull all Active classes

Schedule of Classes | **Report Options**

Run Control ID: 0001841 [Report Manager](#) [Process Monitor](#) [Run](#)

Selection Criteria	
Academic Institution:	00759 UH-Clear Lake
Term:	1750 Summer 2008
Academic Organization Node:	00759 UH-Clear Lake
Session/Acad Group:	
*Schedule Print:	Yes
*Print Instructor in Schedule:	Yes
Print By Campus:	<input type="checkbox"/>
Campus:	
Print By Location:	<input type="checkbox"/>
Location Code:	

Class Status	
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled
<input type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative
<input type="checkbox"/> Closed	<input type="checkbox"/> Added

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Schedule of Classes](#) | [Report Options](#)

4. Click on the Report Options Page

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- a. This page allows you to select more options in regards to additional class data to be included on your report. Generally, you will select: Print meeting Pattern, Print Sections Combined, Print Class Enrollment Limits.
5. Click Save. Then Click Run

Run Control ID: 0001841 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Options

Print Meeting Pattern/Instr Report Only
 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

Input/Output file
C:\TEMP\

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Schedule of Classes](#) | [Report Options](#)

6. Click on the Process Monitor Link. Then Click OK.

Process Scheduler Request

User ID: 0001841 Run Control ID: 0001841

Server Name: PSUNX Run Date: 06/04/2009 [Reset to Current Date/Time](#)
Recurrence: Run Time: 11:17:23AM
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	UCSR001	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

7. You will be returned to the Report Options page. You will see a Process Instance number under the Process Monitor Link. This indicates that your process is running. Click on the Process Monitor Link.

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Schedule of Classes | Report Options

Run Control ID: 0001841

[Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 2901634

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

Input/Output file
C:\TEMP\

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

[Schedule of Classes | Report Options](#)

8. You will click refresh until the Run Status shows Success. Click on the Details link.

Process List | [Server List](#)

View Process Request For

User ID: 0001841 Type: Last: 10 Days Refresh

Server: Name: Instance: to

Run: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First | 1-12 of 12 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3699807		SQR Report	UCSR001	0001841	06/04/2009 11:17:04AM CDT	Success	N/A	Details

9. Click on the View Log/Trace

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Process Detail

Process	
Instance: 3699807	Type: SQR Report
Name: UCSR001	Description: Schedule of Classes
Run Status: Success	Distribution Status: N/A

Run	Update Process
Run Control ID: 0001841	<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: 06/04/2009 11:17:20AM CDT	Parameters Transfer
Run Anytime After: 06/04/2009 11:17:04AM CDT	Message Log
Began Process At: 06/04/2009 11:17:50AM CDT	Batch Timings
Ended Process At: 06/04/2009 11:17:50AM CDT	View Log/Trace

10. There are two reports that are available for viewing, one is sorted by Instructor and the other is sorted by Subject. Click on the PDF link to view the report.

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View Log/Trace

Report

Report ID: 1503735 **Process Instance:** 3699807 [Message Log](#)
Name: UCSR001 **Process Type:** SQR Report
Run Status: Success

Schedule of Classes

Distribution Details

Distribution Node: PSUNX **Expiration Date:**

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
SQR UCSR001_3699807.log	1,701	06/04/2009 11:18:03.000000AM CDT
Sort by Instructor_3699807.pdf	4,395	06/04/2009 11:18:03.000000AM CDT
Sort by Subject_3699807.pdf	4,401	06/04/2009 11:18:03.000000AM CDT
ucsr001_3699807.out	3,509	06/04/2009 11:18:03.000000AM CDT

Distribute To

<u>Distribution ID Type</u>	<u>*Distribution ID</u>
User	0001841

[Return](#)

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Example of Class Schedule Report

Report ID: UCSR001A

UH-Clear Lake

Page No. 1
Run Date 8/1/2008
Run Time 1:52 PM

Schedule of Classes for Summer 2008

Class Nbr	Subj	Nbr	Sec	Course Title Topics	SCH	DC	SP	Room Size	Enrl Cap	Enrl Tot	Seats Open	Bldg	Room	Days	Time	Instructor	Pris
School of Business																	
25659	HADM	5232	01	Func Mgmt of Healthcare Orgs Students registering for Online courses offered by UHCL may order textbooks Online for HOME DELIVERY from UHCL's bookstore at www.uhclearlake.bncollege.com Please see the Web Classes section of the class schedule for Web orientation and access information. WEB-based course.	3			92	36	6	30	TBA	TBA	TBA	TBA	Ayadi,Mary O	Y
10096	ECON	3131	01	Money And Banking Students registering for Online courses offered by UHCL may order textbooks Online for HOME DELIVERY from UHCL's bookstore at www.uhclearlake.bncollege.com Please see the Web Classes section of the class schedule for Web orientation and access information. WEB-based course. Prerequisite must be completed prior to enrolling in class (See Catalog).	3			86	35	31	4	TBA	TBA	TBA	TBA	Belova,Eugenia Borisovna	Y
10098	ECON	3131	02	Money And Banking Students registering for Online courses offered by UHCL may order textbooks Online for HOME DELIVERY from UHCL's bookstore at www.uhclearlake.bncollege.com Please see the Web Classes section of the class schedule for Web orientation and access information. WEB-based course. Prerequisite must be completed prior to enrolling in class (See Catalog).	3			86	35	31	4	TBA	TBA	TBA	TBA	Belova,Eugenia Borisovna	Y
25760	LEGL	4931	01	Selected Topics In Legal Studs Const. Law Day '08	3			50	30	9	21	BAYOU	2122	TTh	03:00PM - 05:29PM	Benson,James C	Y
27548	HADM	5731	02	Org Chg & Quality Imprvmt HC Students registering for Online courses offered by UHCL may order textbooks Online for HOME DELIVERY from UHCL's bookstore at www.uhclearlake.bncollege.com Please see the Web Classes section of the class schedule for Web orientation and access information. WEB-based course. Prerequisite must be completed prior to enrolling in class (See Catalog).	3			92	30	10	20	TBA	TBA	TBA	TBA	Black,Kenneth U	Y
25766	MGMT	4132	03	Strategic Management Students registering for Online courses offered by UHCL may order textbooks Online for HOME DELIVERY from UHCL's bookstore at www.uhclearlake.bncollege.com Please see the Web Classes section of the class schedule for Web orientation and access information. WEB-based course. CONTROLLED CLASS: Obtain permission of the Academic Advising Office of the School offering the course. Prerequisite must be completed prior to enrolling in class (See Catalog).	3			60	25	25	0	TBA	TBA	TBA	TBA	Bodensteiner,Nau Mutir	Y