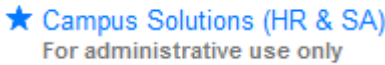


How to Run the Print Class Schedule Report

The Print Class Schedule report is used to verify the Schedule of Classes for a selected Term.

A. Log into .

B. Select  from the Faculty or Staff Center.

C. Navigate to **Curriculum Management > Schedule of Classes > Print Class Schedule**



The screenshot shows the myUMBC PeopleSoft Campus Solutions interface. The breadcrumb trail is: PS Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule. The page title is "Print Class Schedule". There are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs is a text input field labeled "Run Control ID:" containing the text "AMSTDEPT". Below the input field is a button labeled "Add" which is highlighted with a red box. At the bottom of the screenshot, there are two links: "Find an Existing Value" and "Add a New Value".

- 1) Search for an existing Run Control ID or Click the **Add a New Value** Tab.
- 2) Enter a Name for the Report – limit 30 characters, no spaces.
- 3) Click **Add**.

4) Enter **Term** , **Academic Org** and **Session**. Choose the **Class Status** options on which to report.

Print Class Schedule | **Report Options**

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

Selection Criteria

Academic Institution: UMBC1 UMBC

Term: 2112 Spring 2011

Academic Organization Node: AMERICANST American Studies

Session: 1 Regular Academic Session

*Schedule Print: All

*Print Instructor in Schedule: Yes

Print By Campus:

Campus:

Print By Location:

Location Code:

Class Status

Active Cancelled

Stop Enrl Tentative

Save Notify Add Update/Display

Print Class Schedule | [Report Options](#)

5) Select the **Report Options** Tab. Check or uncheck **Report Options** as needed.

6) Select the **Report Only** box. (**File Path:** disappears)

7) Click the **Run** button.

Print Class Schedule | **Report Options**

Run Control ID: AMSTDEPT [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 Notify Add Update/Display

Print Class Schedule | [Report Options](#)

Additional Options that can be selected are:

- Print Class Enrollment Limits
- Print Combined Sections
(only meaningful after the Registrar's Office combines sections for combined courses)

Note: UMBC is *not* using the fields associated with the other Report Options at this time. They include: Print Meeting Pattern Topic
Print Class Characteristics
Print Requirement Designation

The report will default to a .pdf file that can be displayed using your web browser.

8) Click **OK**.

Process Scheduler Request

User ID: BOERTEL Run Control ID: AMSTDEPT

Server Name: Run Date: 02/15/2011

Recurrence: Run Time: 10:02:20AM

Time Zone:

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

9) Select the **Process Monitor** link, once back at the Print Class Schedule Screen.

Run Control ID: AMSTDEPT [Report Manager](#)

Process Instance:707051

13) Locate the file with the extension **.pdf** and click the hyperlink to open the report.

View Log/Trace

| Report | | |
|-------------|---------|--|
| Report ID: | 402206 | Process Instance: 707051 Message Log |
| Name: | SR201 | Process Type: SQR Report |
| Run Status: | Success | |

Schedule of Classes

| Distribution Details | | |
|----------------------|--------------|-----------------------------|
| Distribution Node: | HR UMBC Dist | Expiration Date: 03/17/2011 |

| File List | | |
|--------------------------------------|-------------------|----------------------------------|
| Name | File Size (bytes) | Datetime Created |
| SQR_SR201_707051.log | 1,591 | 02/15/2011 10:03:39.472211AM EST |
| sr201_707051.PDF | 26,616 | 02/15/2011 10:03:39.472211AM EST |
| sr201_707051.out | 1,370 | 02/15/2011 10:03:39.472211AM EST |



| Distribute To | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | BOERTEL |

Understanding the Report

Use this button to send the report to the printer.

Use this button to Save the report.

Number of Pages

Magnify the Report.

Report ID: SR201

UMBC
Schedule of Classes for Fall 2009
Regular Academic Session

Page No. 1 of 3
 Run Date: 07/15/2009
 Run Time: 10:04:43

Coll Humanities & Soc Sci - Judaic Studies - Subject: Judaic Studies

| Subject | Catalog Nbr | Section | Class Nbr | Course Title | Component | Units | Topics | |
|----------------------|-------------|---|-----------------|--------------------------|-----------------|----------------|---------------------------|----|
| JDST | 100 | 1 | 3671 | Intro Judaic Studies | Lecture | 3 | | |
| Associated Class: | | 1 | Class Type: | Enrollment Sect | Grading Basis: | Student Option | | |
| Bldg: | | TBA | Room: | TBA | Days: | MW | Time: 01:00 PM - 02:15 PM | |
| Class Enrl Cap: | | 30 | Class Enrl Tot: | 2 | Class Wait Cap: | 30 | Class Wait Tot: 0 | |
| | | | Class Min Enrl: | 0 | Requested: | | 30 | |
| JDST | 200 | 1 | 3674 | Israel/Ancient Near East | Lecture | 3 | | |
| Associated Class: | | 1 | Class Type: | Enrollment Sect | Grading Basis: | Student Option | | |
| Bldg: | | FINE ARTS | Room: | 215 | Days: | TuTh | Time: 10:00 AM - 11:15 AM | |
| Class Enrl Cap: | | 60 | Class Enrl Tot: | 1 | Class Wait Cap: | 60 | Class Wait Tot: 0 | |
| Combined Section ID: | | 0212(ancs200 3624/jdst200 3674/rlst) - ANCS 200(#3624), RLST 201(#5131) | | | | | Class Min Enrl: | 0 |
| | | | | | | | Requested: | 60 |
| JDST | 273 | 1 | 3618 | Hist Of Jews:Modrn Times | Lecture | 3 | | |
| Associated Class: | | 1 | Class Type: | Enrollment Sect | Grading Basis: | Student Option | | |
| Bldg: | | TBA | Room: | TBA | Days: | TuTh | Time: 01:00 PM - 02:15 PM | |
| Class Enrl Cap: | | 45 | Class Enrl Tot: | 4 | Class Wait Cap: | 45 | Class Wait Tot: 0 | |
| Combined Section ID: | | 0417(RLST 273/HIST 273/JDST273) - HIST 273(#2974), RLST 273(#3243) | | | | | Class Min Enrl: | 0 |
| | | | | | | | Requested: | 50 |

Note: You must have the latest version of Adobe Acrobat Reader on your PC/MAC in order to see the Report.

Reading the Report

Subject Area

Class Number

Section#

Class Nbr:

Course Description

Component

Units

Instructor

| Subject | Catalog Nbr | Section | Class Nbr | Course Title | Component | Units | Topics | Instructor | Room/Enrollment /Waitlist Capacities | | | |
|--|-------------|-----------|-----------------|--------------------------|-----------------|----------------|-----------------|---------------------|--------------------------------------|----------------|------------|----|
| JDST | 100 | 1 | 3671 | Intro Judaic Studies | Lecture | 3 | | Buchdahl, Gustav | | | | |
| Associated Class: | | 1 | Class Type: | Enrollment Sect | Grading Basis: | Student Option | | | | | | |
| Bldg: | | TBA | Room: | TBA | Days: | MW | Time: | 01:00 PM - 02:15 PM | | | | |
| Class Enrl Cap: | | 30 | Class Enrl Tot: | 2 | Class Wait Cap: | 30 | Class Wait Tot: | 0 | Class Min Enrl: | 0 | Requested: | 30 |
| JDST | 200 | 1 | 3674 | Israel/Ancient Near East | Lecture | 3 | | | | | | |
| Associated Class: | | 1 | Class Type: | Enrollment Sect | Grading Basis: | Student Option | | | | | | |
| Bldg: | | FINE ARTS | Room: | 215 | Days: | TuTh | Time: | 10:00 AM - 11:15 AM | Instructor: | | | |
| Class Enrl Cap: | | 60 | Class Enrl Tot: | 1 | Class Wait Cap: | 60 | Class Wait Tot: | 0 | Class Min Enrl: | 0 | Requested: | 60 |
| Combined Section ID: 0212(ancs200 3624/jdst200 3674/rlst) - ANCS 200(#3624), RLST 201(#5131) | | | | | | | | | | | | |
| JDST | 273 | 1 | 3618 | Hist Of Jews:Modrn Times | Lecture | 3 | | | | | | |
| Associated Class: | | 1 | Class Type: | Enrollment Sect | Grading Basis: | Student Option | | | | | | |
| Bldg: | | TBA | Room: | TBA | Days: | TuTh | Time: | 01:00 PM - 02:15 PM | Instructor: | Katz, David A. | | |
| Class Enrl Cap: | | 45 | Class Enrl Tot: | 4 | Class Wait Cap: | 45 | Class Wait Tot: | 0 | Class Min Enrl: | 0 | Requested: | 50 |
| Combined Section ID: 0417(RLST 273/HIST 273/JDST273) - HIST 273 (#2974), RLST 273 (#3243) | | | | | | | | | | | | |

Room/Enrollment /Waitlist Capacities

Meeting Information

Associated Class

Class Type

Combined Course Information