



## Printing Class Schedules

You can print a report of your scheduled classes for a given term by your academic organization (department number). These instructions will guide you in completing this process.

<p>1. Navigate to:</p> <p style="text-align: center;"><b>Main Menu &gt; Curriculum Management &gt; Schedule of Classes &gt; Print Class Schedule</b></p>	
<p>2. On the <b>Find an Existing Value</b> page,</p> <ul style="list-style-type: none"> <li>Click <b>Search</b>.</li> </ul> <p><i>If you have an existing run control, it will appear in the Search Results.</i></p>	
<p>3. From the Search Results,</p> <ul style="list-style-type: none"> <li>Click the desired run control, such as <i>NURS_SCH</i></li> <li><i>Skip to Step 6</i></li> </ul> <p>If there were no matching values, then skip to step 4.</p>	
<p>4. On the <b>Find an Existing Value</b> page,</p> <ul style="list-style-type: none"> <li>Click the <b>Add a New Value</b> tab</li> </ul>	
<p>5. On the <b>Add a New Value</b> tab,</p> <ul style="list-style-type: none"> <li>In the <b>Run Control ID</b>, enter a name, such as <i>NURS_SCH</i></li> <li>Click <b>Add</b></li> <li>Skip to step 6</li> </ul>	



6. The **Print Class Schedule** page opens. In the **Selection Criteria** section,

- **Academic Institution**, enter *BKCOMP*
- **Term**, enter the desired term, such as *2158* or use the icon to find one.
- **Academic Organization Node**, enter the desired node, such as *515-* or use the icon to find one.
- **Session**, select *1* for main campus or *10W* for Extended University classes
- **Schedule Print**, select *Yes*
- **Print Instructor Schedule**, select *Yes*

**Selection Criteria**

Academic Institution:

Term:

Academic Organization Node:

Session:

\*Schedule Print:

\*Print Instructor in Schedule:

Print By Campus:

7. You have two options for printing. Select one of the options by skipping to the specified step.

- Print your campus schedules for Main and AVC , skip to step 9
- Print your schedules by campus and location, skip to step 8



When the Print by Campus is unchecked, your report will print main and AVC campus schedules

8. To print your class schedules by campus and location,

- **Print by Campus**, check the box
- **Campus**, enter the campus you would like to print by, such as *Main* or use the icon to find one.
- **Print by Location**, check the box
- **Location Code**, enter the campus you would like to print by, such as *BKSFLD* or use the icon

**Selection Criteria**

Academic Institution:  Cal State Univ., Bakersfield

Term:  Fall 2015

Academic Organization Node:  Nursing

Session:  Regular Academic Session

\*Schedule Print:

\*Print Instructor in Schedule:

Class Status

Active  Cancelled

Stop Enrl  Tentative

CSUB Main Campus

CSU Bakersfield Main Campus

Print By Campus:

Campus:

Print By Location:

Location Code:

9. Click the **Report Options** tab.

Run Control ID: NURS\_SCH

10. The **Report Option** tab opens. In the **Report Options** section,

- Check the boxes based on what you want to see on your report
- Be sure to check the **Report Only** box
- Click the  button

**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

11. On the **Process Scheduler Request** page, click the  button

User ID: \_\_\_\_\_ Run Control ID: NURS\_SCH

Server Name: \_\_\_\_\_ Run Date: 01/20/2015

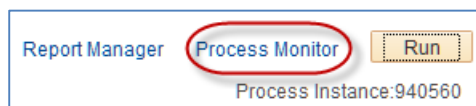
Recurrence: \_\_\_\_\_ Run Time: 1:35:20PM

Time Zone: \_\_\_\_\_

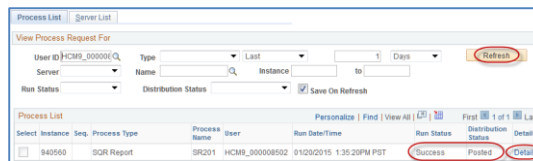
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution



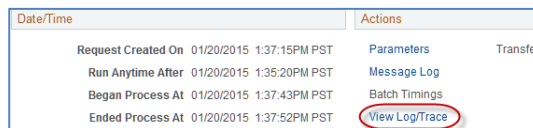
12. On the **Report Options** page, click the **Process Monitor** link.



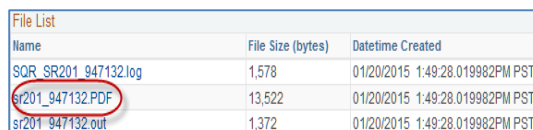
13. On the **Process List** page,
- Click **Refresh** until the **Run Status** says “Success” and the **Distribution Status** says “Posted.”
  - Click the **Details** link



14. On the **Process Detail** page,
- Click the **View Log/Trace** link



15. In the **File List** section,
- Click the file that ends in .PDF, such as *sr201\_555501.PDF*
- The file will open in a new tab or browser window, make sure your popup blockers are disabled.



16. You are now looking at your PDF report – Schedule of Classes. You can print or save the report. Your report will look similar to the following:

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
NURS	240	01	81130	First Steps: Nursing Practice Lecture	(Face to Face)	1	Instructor: Wilson,Debra J
Bldg: Romberg Nurs EducatRoom: 105 Days: M Time: 10:45 - 11:35							
Class Enrl Cap: 60 Class Enrl Tot: 50 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0							
NURS	261	01	81136	Concepts Fundamental to NursinLecture	(Face to Face)	5	Instructor: Wilson,Debra J He,Hongxin
Bldg: Romberg Nurs EducatRoom: 105 Days: MTh Time: 08:00 - 10:20							
Class Enrl Cap: 60 Class Enrl Tot: 60 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0							
NURS	262	01	81137	Hlth Assess/Fndmntl Nurs SkillClinical	(Face to Face)	4	Instructor: Wilson,Debra J
Bldg: Romberg Nurs EducatRoom: 105 Days: TuW Time: 07:00 - 12:30							
Class Enrl Cap: 10 Class Enrl Tot: 10 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0							
Non-refundable lab fee of \$20.00 required.							
NURS	262	02	81139	Hlth Assess/Fndmntl Nurs SkillClinical	(Face to Face)	4	Instructor: He,Hongxin
Bldg: Romberg Nurs EducatRoom: 102 Days: TuW Time: 07:00 - 12:30							
Class Enrl Cap: 10 Class Enrl Tot: 10 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0							
Non-refundable lab fee of \$20.00 required.							
NURS	262	03	81139	Hlth Assess/Fndmntl Nurs SkillClinical	(Face to Face)	4	Instructor: Johnson-Dawkins,Denise A
Bldg: Romberg Nurs EducatRoom: 115 Days: TuW Time: 07:00 - 12:30							
Class Enrl Cap: 10 Class Enrl Tot: 10 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0							
Non-refundable lab fee of \$20.00 required.							
NURS	262	04	81140	Hlth Assess/Fndmntl Nurs SkillClinical	(Face to Face)	4	Instructor: Beglin,Kelley H
Bldg: Romberg Nurs EducatRoom: 116E Days: TuW Time: 07:00 - 12:30							
Class Enrl Cap: 10 Class Enrl Tot: 10 Class Wait Cap: 0 Class Wait Tot: 0 Class Min Enrl: 0							
Non-refundable lab fee of \$20.00 required.							