

# BG@100

Bowling Green State University

**Version 2.4**  
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**PREPARED BY:**  
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### Process - Print Schedule of Classes

**Navigate to: Curriculum Management>Schedule of Classes>Print Class Schedule**

**Step 1** - Used to create a printed copy of the Class Schedule.

If this is not the first time you have run this report then on the first tab "Find an Existing Value" type your three initials and click search. If it is the first time then see step 1. below:

1. Click the **Add a New Value** tab.

#### Print 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**

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

2. Enter a value into the Run Control ID field, this should be your three initials.

#### Print Class Schedule

Find an Existing Value | **Add a New Value**

Run Control ID:

**Add**

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

3. **Click Add** button.

Creating a Run Control ID only needs to be done once. In the future, you can use the **Find an Existing Value** tab and use your three initials.

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#### Step 2 - populate field values

1. Fill out **Print Class Schedule** tab page with appropriate values.

Academic Org is the department, not the Subject. Always leave **Session blank**. **Campus** should be **blank**.

Print Class Schedule | Report Options

2. Click **Report Options** tab.

3. Selection all boxes on this page, then press **RUN** button.

Print Class Schedule | Report Options

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This screen appears. Just press **OK**.

#### Process Scheduler Request

User ID: LWAGGON      Run Control ID: llw

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Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

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

5. You will return back to the Main Page. **Click** the Process Monitor link.

[Print Class Schedule](#) | [Report Options](#)

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

Process Instance: 91782

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

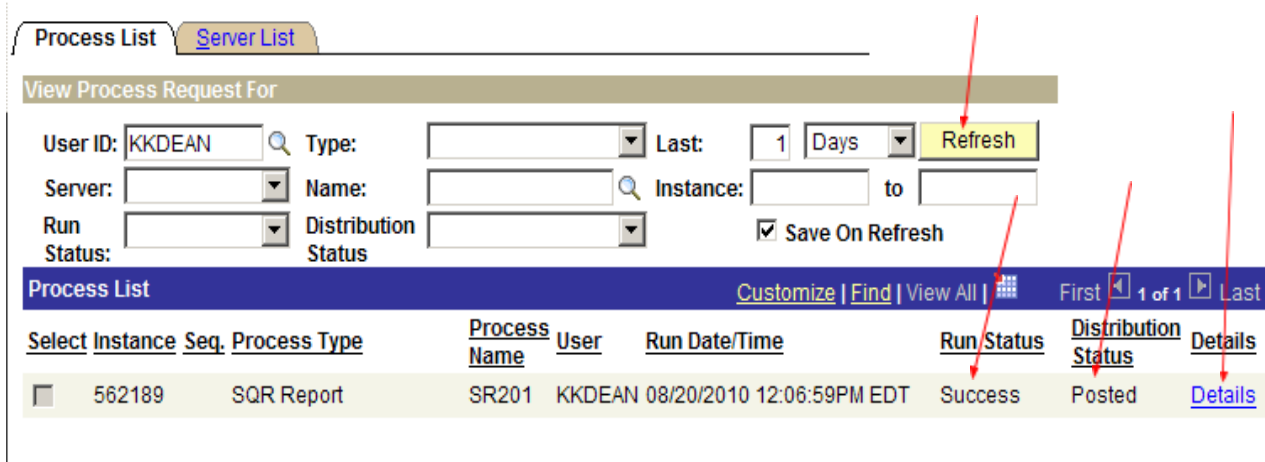
    

[Print Class Schedule | Report Options](#)

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6. Click the Refresh button  occasionally until the Run Status changes from 'Processing' to '**Success**' and the Distribution Status is '**Posted**'.

Once the job is completed, click on the blue **Details** link. (If there's more than one job, the top link is the newest.)



Process List [Server List](#)

View Process Request For

User ID:  Type:  Last:  Days

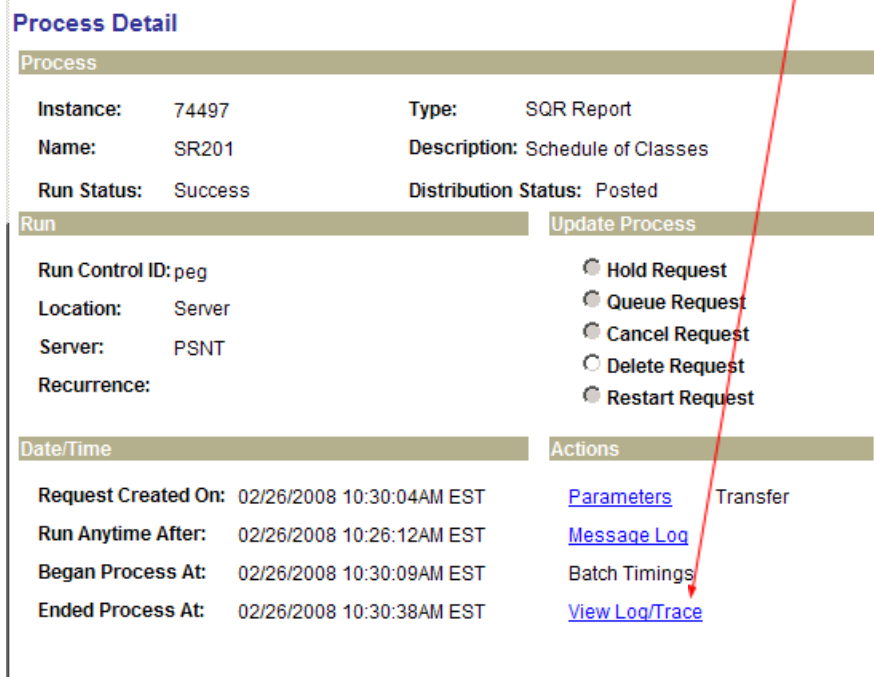
Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	562189		SQR Report	SR201	KKDEAN	08/20/2010 12:06:59PM EDT	Success	Posted	<a href="#">Details</a>

7. To review the report, click the '**VIEW LOG/TRACE**' link below.



Process Detail

Process

Instance: 74497 Type: SQR Report

Name: SR201 Description: Schedule of Classes

Run Status: Success Distribution Status: Posted

Run

Run Control ID: peg

Location: Server

Server: PSNT

Recurrence:

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

Date/Time

Request Created On: 02/26/2008 10:30:04AM EST [Parameters](#) Transfer

Run Anytime After: 02/26/2008 10:26:12AM EST [Message Log](#)

Began Process At: 02/26/2008 10:30:09AM EST Batch Timings

Ended Process At: 02/26/2008 10:30:38AM EST [View Log/Trace](#)

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8. Click on the **PDF** file to display the report.

#### View Log/Trace

##### Report

Report ID: 39453      Process Instance: 74497      [Message Log](#)  
 Name: SR201      Process Type: SQR Report  
 Run Status: Success

##### Schedule of Classes

##### Distribution Details

Distribution Node: PSHTTP      Expiration Date: 04/11/2008

##### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SR201_74497.log</a>	1,813	02/26/2008 10:30:38.000000AM EST
<a href="#">SR201_74497.PDF</a>	3,798	02/26/2008 10:30:38.000000AM EST
<a href="#">SR201_74497.out</a>	1,389	02/26/2008 10:30:38.000000AM EST

##### Distribute To

Distribution ID	Type	*Distribution ID
User		PEGGYJ

9. Review and/or print the Schedule of Classes report. Report displays in session order, then by Campus and Subject. Check the end of the report for classes in a different session.

Report ID: SR201

Bowling Green State University  
 Schedule of Classes for Fall Semester 2010  
 Campus: Main Campus  
 Regular Academic Session

Page No. 1 of 1  
 Run Date: 08/20/2010  
 Run Time: 12:07:34

College of Arts and Sciences - Africana Studies - Subject: Africana Studies

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
AFRS	2000	1001	78707	Intro to Africana Studies	Lecture	3	
Bldg: Paul J Olscamp HallRoom: 229      Days: TuTh      Time: 09:30 - 10:45      Instructor: Nwauwa,Apollos Okwuchukwu Class Enrl Cap:35      Class Enrl Tot:35      Class Wait Cap:10      Class Wait Tot:1      Class Min Enrl:0 Attributes: Humanities and Arts, Humanities and Art & International Perspective This class is subject to the 1st Day Attendance Policy							
AFRS	2000	1002	83642	Intro to Africana Studies	Lecture	3	
Bldg: Paul J Olscamp HallRoom: 225      Days: MWF      Time: 13:30 - 14:20      Instructor: Staff Class Enrl Cap:35      Class Enrl Tot:35      Class Wait Cap:10      Class Wait Tot:0      Class Min Enrl:0 Attributes: Humanities and Arts, Humanities and Art & International Perspective This class is subject to the 1st Day Attendance Policy							
AFRS	4000	1001	78733	Africana Studies Capstone	Lecture (Arranged)	3	
Bldg: TBA      Room: TBA      Days: TBA      Time: TBA      Instructor: Nwauwa,Apollos Okwuchukwu Class Enrl Cap:0      Class Enrl Tot:0      Class Wait Cap:0      Class Wait Tot:0      Class Min Enrl:0 Register for the Class within the Department							