

## Print Course Schedule Sheets

This report prints the department class schedule in a weekly grid format.

### Navigation:

SBU → SBU Student Records → Report → SU Crse Schedule Sheets

**SU Crse Schedule Sheets**  
Enter any information you have and click Search. Leave fields blank for

Find an Existing Value Add a New Value

Run Control ID: begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

**Search Results**  
View All First 1-2 of 2 Last

Run Control ID	Language Code
SRDPTSCH	English
<b>psreports</b>	English

Click **Search** and select the *Run Control ID* called **psreports**.

If you haven't created a *Run Control ID* yet, click the **Add a New Value** tab. Do not use the *Run Control ID* one that is the same as your user name.

Enter a new *Run Control ID* (**psreports**) and click **Add**.

Crse Schedule Sheets

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

\*Academic Institution: USBNY SUNY at Stony Brook

\*Term: 1094 Spring 2009

Subject Area: MAT Women's Studies

Acad Org:

**Display Options**

- Show Instructors
- Show Facility Info
- Show Enroll Cap/Tot

**Academic Career**

- Undergrad
- Grad

**Save** **Add** **Update/Display**

Select the **Term**

Select the **Subject Area** or the **Academic Org** (not both)

Select the **Display Options**

Select the **Academic Career**

Click **Run**

Click the **Report Manager** link.

Administration Archives

View Reports For

User ID: SRDPTSCH Type: Last: 1 Days Refresh

Status: Folder: Instance:

Report List Customize Find View All First 1 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	453193	3032639	Course Schedule Sheets	01/15/2009 12:47:24PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	453178	3032621	Transcript Print All	01/15/2009 10:19:28AM	Acrobat (*.pdf)	Not Posted	

Select All  Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to SU Crse Schedule Sheets](#)

Save

Click **Refresh** until you see **Posted** under the Status column

Click **Details**

This will take you to the *Report Detail Page*

Report Detail

Report

Report ID: 453193 Process Instance: 3032639 [Message Log](#)

Name: SUSR8CSS Process Type: SQR Report

Run Status: Success

Course Schedule Sheets

Distribution Details

Distribution Node: pnsrepos2 Expiration Date: 02/14/2009

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SOR_SUSR8CSS_3032639.log</a>	1,697	01/15/2009 12:48:02.000000PM EST
<a href="#">susr8css_3032639.PDF</a>	108,631	01/15/2009 12:48:02.000000PM EST
<a href="#">susr8css_3032639.out</a>	985	01/15/2009 12:48:02.000000PM EST

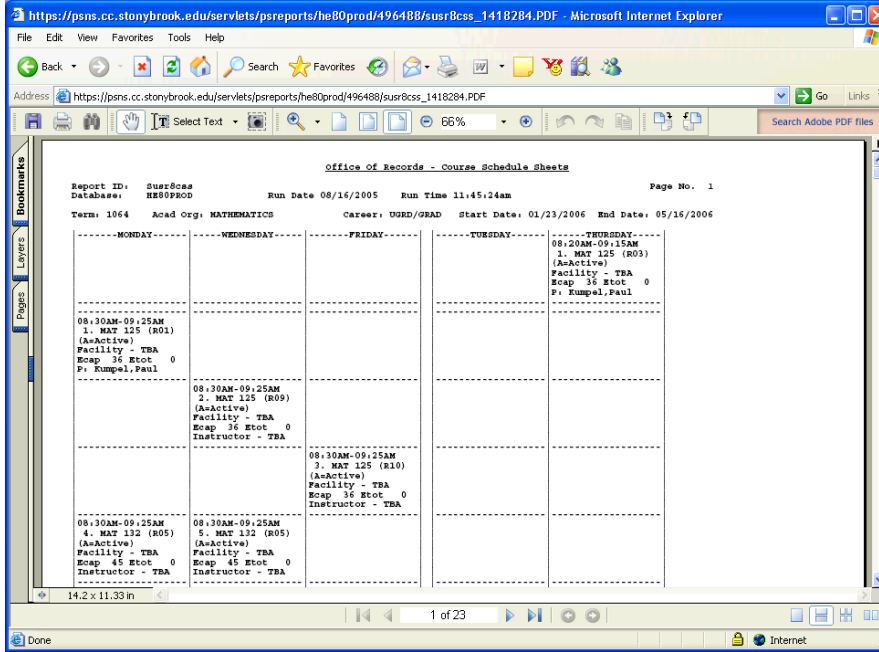
Distribute To

Distribution ID Type	*Distribution ID
User	SRDPTSCH

OK Cancel

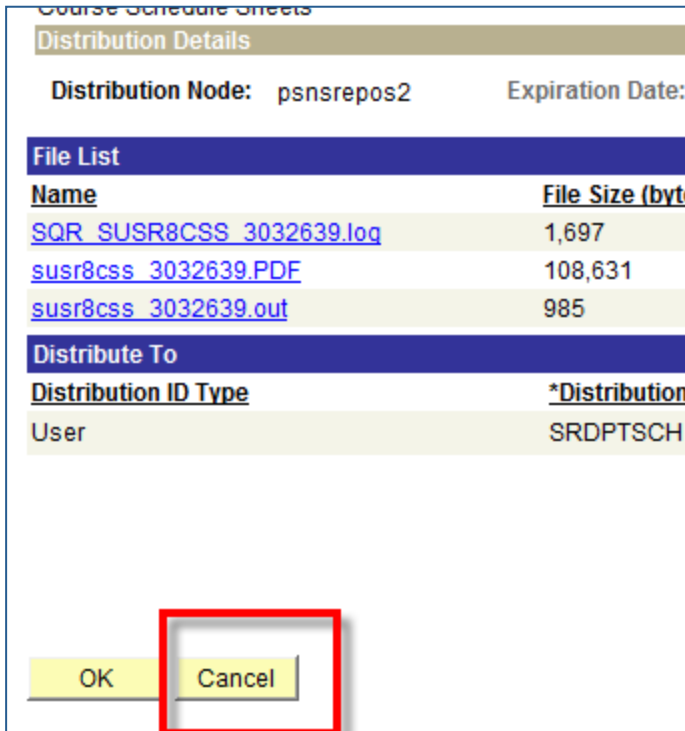
Click the **.pdf** file under File List to open the report

The report will appear in a separate Adobe Acrobat window.



To save the report click **File** > **Save As**.

Then close the Adobe Acrobat window.



Click **Cancel** at the *Report Detail* page.

12:47:24 PM

<input type="checkbox"/>	453178 3032621 Transcript Print All	01/15/2009 10:19:28 AM
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Select All     Deselect All

Click the delete button to delete the selected report(s)

[Go back to SU Crse Schedule Sheets](#)

Click **Go back to SU Crse Schedule Sheets**