

Print an MS Review or a Class Enrollment Report

The **Master Schedule Review (MS Review)** is the Excel report that you use to review all of the classes that you have scheduled for the specified term.

The **Class Enrollment Report** (Excel or pdf) gives you the enrollment statistics for your classes in the specified term.

Navigation:

SBU > SBU Student Records > Curriculum Management > Scheduling Reports

The screenshot shows a search interface with two tabs: "Find an Existing Value" (highlighted in red) and "Add a New Value". Below the tabs, there is a search field with the text "Search by: Run Control ID begins with" and a text input box containing "psreports". A "Case Sensitive" checkbox is present and unchecked. A "Search" button (highlighted in red) and a link for "Advanced Search" are visible. Below the search field, there is a "Search Results" section with a table. The table has two columns: "Run Control ID" and "Language Code". The first row of the table has "psreports" in the first column and "English" in the second column. The "psreports" cell is highlighted in red.

If you already have a Run Control ID, click **Search** and then choose the Run Control ID from the list (as shown in this example).

The screenshot shows the "Add a New Value" tab (highlighted in red) selected. Below the tabs, there is a "Run Control ID:" label followed by a text input box containing "psreports". An "Add" button (highlighted in red) is located below the input box. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

If you do not have a Run Control ID, click the **Add a New Value** tab and add the new Run Control ID (we suggest that you call it **MSREVIEW** for your msreview reports and **PSREPORTS** for other reports).

This will bring you to the **Scheduling Reports** page:

Scheduling Reports | Report Options

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

Available Report Types

Master Schedule Review Enrollment (PDF)
 Printed Class Schedule Enrollment (CSV)

Selection Criteria

Academic Institution: USBNY SUNY at Stony Brook
*Term: 1098 Fall 2009
Academic Organization Node:
Subject Area: WRT Writing
Session:
*Schedule Print: Yes
*Print Instructor in Schedule: Yes
Academic Career:
Campus:
Location Code:

Class Status

Active Cancelled
 Inactive Tentative

[Class Component Selection](#)


[Save](#) [Return to Search](#)

Enter the parameters for your report:

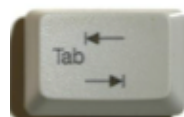
1. Select the Report Type from **Available Report Types** – The Master Schedule Review report is generated in .csv format (Excel). The Enrollment report can be generated in either .csv format (for Excel) or .pdf format (Adobe Acrobat).

From **Selection Criteria**:

2. Enter the **Term**.
3. Select one of the following:

- **Academic Organization Node** - click the Lookup button  and select the department. This report will give you **all** classes in your **department**.
- **Subject Area** - enter the 3-character Subject Area Code if you want to see only the classes in a particular Subject Area.

IMPORTANT! If you have a value in the Academic Organization Node field the Subject Area field will gray out and vice versa. This is because only one of these fields is allowed at a time in this search. If you want to make the grayed out field active, you must delete the value in the other field and then press TAB



4. Select the **Academic Career**; otherwise, leave this field blank and your report will include classes for all Academic Careers.
5. If you want the report to include classes for a specific Campus (or Distance Learning), select the **Campus** and **Location Code**. Otherwise, leave this field blank.
6. If you want only specific components, click the **Class Component Selection** link, enter each class component, and then click OK. Otherwise, your report includes all components.
7. Select the **Class Status** for the classes that you want to include in your report (Active, Inactive, Cancelled, Tentative).
8. Go to the **Report Options** tab and select the fields that you would like included in your report. For your Final MS Review (after scheduling), we recommend including the following fields (checked in the image below):

Scheduling Reports **Report Options**

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

Report Options

<input type="checkbox"/> Print Class Nbr	<input checked="" type="checkbox"/> Print Reserve Capacity Data
<input checked="" type="checkbox"/> Print Course Title	<input type="checkbox"/> Print Sections Combined Info
<input type="checkbox"/> Print Course Description	<input checked="" type="checkbox"/> Print Waitlist Capacities
<input checked="" type="checkbox"/> Print Requirement Designation	<input checked="" type="checkbox"/> Print Instructor
<input type="checkbox"/> Print Units	<input type="checkbox"/> Print Complete Instr Info
<input checked="" type="checkbox"/> Print Session Code	<input checked="" type="checkbox"/> Print Enrollment Data
<input checked="" type="checkbox"/> Print Campus	<input type="checkbox"/> Print Requested Room Capacity
<input checked="" type="checkbox"/> Print Location	<input checked="" type="checkbox"/> Print Facility Information
<input checked="" type="checkbox"/> Print Auto Enroll 1	<input type="checkbox"/> Print Academic Group
<input checked="" type="checkbox"/> Print Auto Enroll 2	<input checked="" type="checkbox"/> Print Consent
<input checked="" type="checkbox"/> Print Associated Class	<input type="checkbox"/> Print Course Attributes
<input type="checkbox"/> Print Class Notes	<input type="checkbox"/> Print Ownership
<input checked="" type="checkbox"/> Print Requisites	
<input checked="" type="checkbox"/> Print Class Status	

In particular, check

- Location (especially for courses not on main campus)
 - Associated Class (should be same as section # or 9999 for auto enroll sections)
 - Requisites (verify accuracy and if enforced as required)
 - Reserve Capacity Data (check reserves and capacities)
 - Facility Information (review room and be sure enroll cap doesn't exceed room cap)
 - Consent (check accuracy of consent to enroll: dept, instructor, or no consent)
9. Click the **Run** button. Your request is sent to be processed on the server.

To retrieve your report:

1. Click **Report Manager** to go to the Reports

Scheduling Reports | Report Options

Run Control ID: psreports

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

Available Report Types

Master Schedule Review
 Enrollment (PDF)
 Printed Class Schedule
 Enrollment (CSV)

Selection Criteria

2. Your report will only be listed in the **Report List** once the process has run successfully on the server.
3. Click Refresh repeatedly until the Status columns changes to Posted.
4. You can open the report when the Status column says Posted. To do so, click on Details

Administration | Archives

View Reports For

User ID: SRDPTSCH | Type: [] | Last: 1 Days | [Refresh](#)

Status: [] | Folder: [] | Instance: [] to: []

Report List

Select	Report ID	Pres Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	885188	3507195	Scheduling Reports	10/23/2009 12:50:34PM	Acrobat (*.pdf)	Posted	Details

Report Detail

Report

Report ID: 885184 | Process Instance: 3507191

Name: SU_SR012 | Process Type: SQR Report

Run Status: Success

Scheduling Reports

Distribution Details

Distribution Node: psnsrepos2 | Expiration Date: 11/23/2009

File List

Name	File Size (bytes)	Distribution ID
CLSSCHED.CSV	18,825	10/23/2009 12:50:34PM
SQR_SU_SR012_3507191.log	1,768	10/23/2009 12:50:34PM
su_sr012_3507191.out	24,341	10/23/2009 12:50:34PM

Distribute To

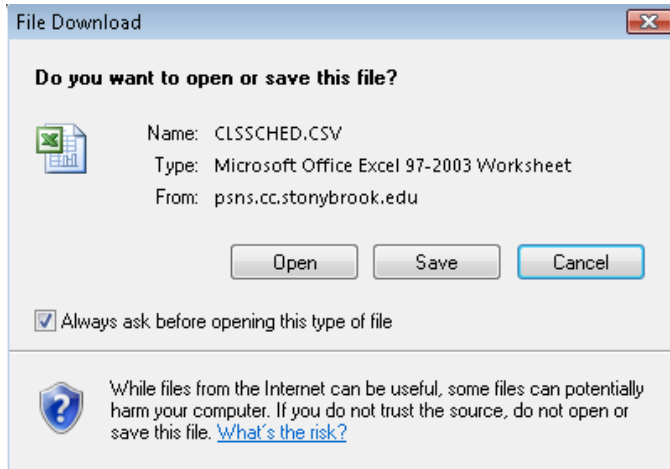
Distribution ID Type	*Distribution ID
User	SRDPTSCH

OK | Cancel

Click the **.csv** file or the **.pdf** file to open the report.

Note: If you don't see a **.csv** or **.pdf** file, then the report did not produce any output. Go back and check the parameters entered on the *Scheduling Reports* page to make sure they are correct; then run your report again.

If the report is in **.csv** format, it can be saved and opened in Excel.

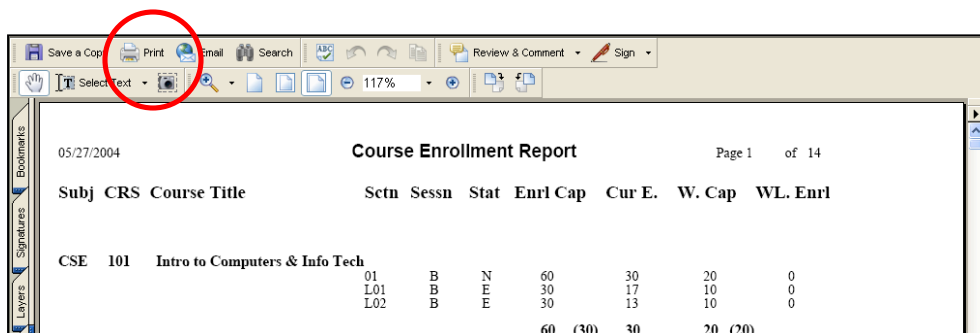


At this dialog box click **Save**.

After saving, cancel out of the **Report Detail** window.

Click **Go back to Scheduling Reports** to return to that page.

If the report is in **.pdf** format, it will open in Adobe Acrobat.



Click the **Print** button to print the report.

Click the **Close** button (X) in the upper right corner of the Adobe window to close it.

Cancel out of the **Report Detail** window.

Click **Go back to Scheduling Reports** to return to that page.