Accessing Class Schedule Audit Reports

Edit reports for departments to use to finalize class schedule data (previously called CASA Reports) are now accessed in **the Stony Brook University Reporting** site. They are no longer available in PeopleSoft.

Stony Brook University Reporting is a "data warehouse" including student and course data from PeopleSoft. The site is located on a "remote" terminal server. You must log in using your **NetID**.

For information about logging in to SBU Reporting go to: http://it.stonybrook.edu/help/kb/requesting-access-to-sbu-reporting

Stony Brook Univ	ersity Report	ting
Admissions	Student Records	ProClarity
Home		
There are currently no active announcements. Welcome to the Stony Brook Ur	iversity Reporting s	ite!
University Reporting provides common data mode	le and etandard report libraries	for several areas of

Once you are in SBU Reporting click the **Student Records** heading

STONY BROOK UNIVERSITY REPORTING		
Home • Admissions \heartsuit • Student Records \heartsuit •		
Reports	Home > Student Records	
Academic Advising	Data Load Status	
Career Center Class Roster	Data Warehouse S	
Class Schedule	Load Com	
Enrollment	Terms Loaded: Fall 200	
Graduate School Graduation		
Southampton		
Dashboards		
Enrollment Trends		
Registration Trends		
Audit Reports		
Search		

enrollment, plans, courses, graduation, faculty instruction and more.

Choose Audit Reports in the left navigation pane

A list of Class Schedule reports is displayed.

Class Schedule				
Туре	Name	Report Description		
	Department Complete Report	All sections and instructors by subject		
	Department Error Report	Missing instructor, location, time, or contact hours, by subject		
	Distance Learning Sections	Sections identified as distance learning by location, campus, facility, or instruction type		
	Manhattan Sections	Stony Brook, Manhattan sections identified by location, campus, or facility		
	Missing Faculty Contact Hours	Missing Faculty Contact Hours by subject		
	Missing Student Contact Hours	Missing student Contact hours by subject		
	Off-Campus Sections	Other off-campus sections identified by location, campus, or facility		
	Southampton Sections	Southampton sections identified by location, campus, or facility		

- \rightarrow Open the **Department Complete Report** to see all the data for a term.
- → Open the **Department Error Report** to see what errors remain.
- \rightarrow Open the other reports to see other views of the data and errors.

To Generate a Report

• Click on the report name

Parameters	
Term Spring 2010 (1104)	
Subject	
	~
🗹 ANP	
🗹 ANP-S	
🗹 ANT	
🗹 ANT-S	
🗖 ARB	
🗆 ARH	
ARH-S	-

Select the report **Parameters**

You can choose more than one Subject in a single report.

Click Apply

To Print or Save the Report





Click the Actions arrow

Choose **Print** to print the report as you see it displayed

Choose **Export > Excel** to export the report as an Excel workbook

Click Save



Exported reports will be saved to your **MySBfiles** folder even though the destination folder in the *Save As* dialog box says **My Documents**

To access your reports in your MySBfiles folder:

- Log out of the SBU Reporting terminal server (or minimize it)
- Open My Computer
- Open your MySBfiles folder (under Network Location)

Important Data Note on Updates

These reports are updated <u>overnight</u>. You will not see changes you make in PeopleSoft until the next day.

These reports show <u>current data</u>. You will see the current section enrollment and currently open sections.