

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.

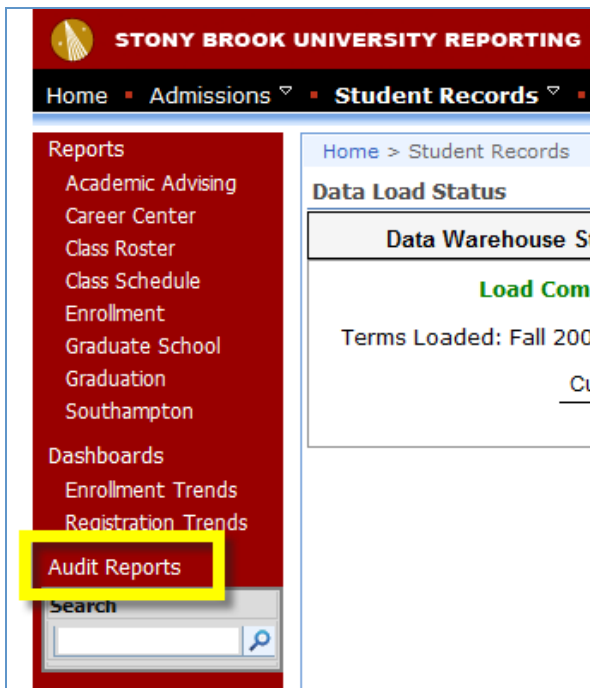
Stony Brook University Reporting is a “data warehouse” including student and course data from PeopleSoft. The site is located on a “remote” terminal server. You must log in using your **NetID**.

For information about logging in to SBU Reporting go to:

<http://it.stonybrook.edu/help/kb/requesting-access-to-sbu-reporting>











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



Choose **Audit Reports** in the left navigation pane

A list of **Class Schedule** reports is displayed.

Type	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

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

To Generate a Report

- Click on the report name

Parameters

Term

Subject

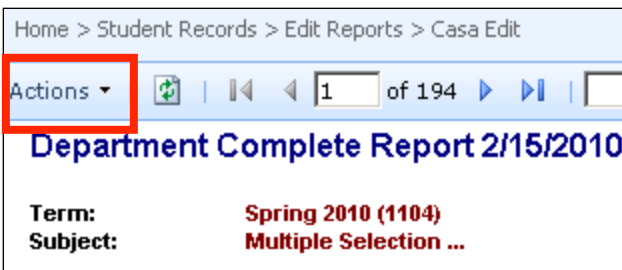
- ANP
- ANP-S
- ANT
- ANT-S
- ARB
- ARH
- ARH-S

Select the report **Parameters**

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

Click Apply

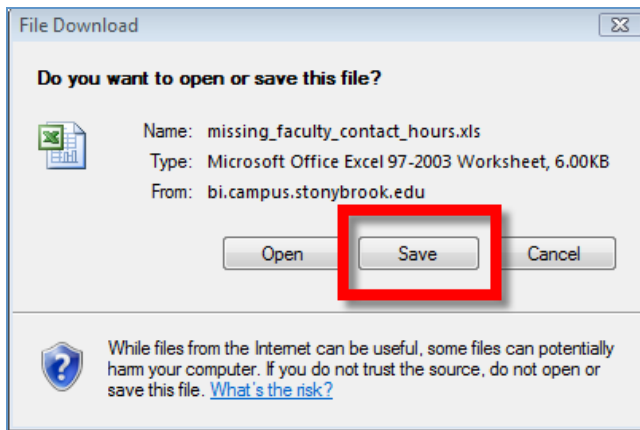
To Print or Save the Report



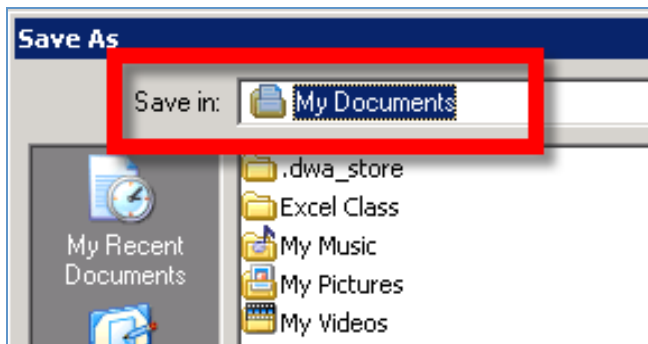
Click the **Actions** arrow

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 overnight. You will not see changes you make in PeopleSoft until the next day.

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