Copy Research Department Class Instructors

This process takes the instructors assigned to each section of one tutorial course (also known as the designated master class – Subject and Catalog #) and copies the instructors' information to the same section #s of all other tutorial courses offered by the department.

Tutorials sections include internships, tutorial, research sections, etc. In PeopleSoft, Tutorials sections should be designated as **T01, T02**.

Example:
  If the Master Class = MAT 699
    The faculty information and access will be copied as follows:

  From MAT 699 Section **T01**, to MAT 487 **T01**, to MAT 475 **T01**
  From MAT 699 Section **T02**, to MAT 487 **T02**, to MAT 487 **T02**

This process also validates the Instructor/Advisor Table. It provides you with an Exception Report which helps you in identifying an instructor that is not available/active on the Instructor/Advisor Table.

SU Copy Dept Class Instr

First, make sure that your Master class is set up correctly in the PeopleSoft Schedule of Classes because the information from this class will be copied to the other tutorial sections.

Navigation:

SBU > SBU Student Records > Report > SU Copy Dept Class Instr

SU Copy Dept Class Instr
Enter any information you have and click Search. Leave fields blank fo

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 ◀ 1-3 of 3 ▶ Last

Run Control ID	Language Code
PSREPORTS	English
SCHEDULING	English
psoftreports	English

Click Search and select the PSREPORTS **Run Control ID**.

If you do not have one, click **Add a New Value** to create a Run Control ID.

Enter the Report parameters:

Reports Only will create the appropriate reports for viewing in Excel and will NOT update anything in the class schedule. You should select this Report Option first. After you have cleaned up the errors and entered all of the correct and appropriate information to your schedule, you can run the process using the MASTER File you updated.

Run the Process:

Go back to the **SU Copy Dept Class Instr** page.

This time under **Report Options** select *Update & Reports.*

Click **Run**.

This will run the process to update all of the active TUTORIAL SECTIONS in your Department and will create the appropriate reports for viewing in Excel.

View Your Reports:

Click the **Report Manager** link.

This will bring you to the **Report List** page.

Click **Refresh** until you see *Posted* in the Status column, and then click the **Details** link.

This will take you to the **Report Detail** page. You will see two *.csv* files. Click each one and save them. Then open them with Excel.

Report Detail

Report

Report ID:	12103	Process Instance:	2530416	Message Log
Name:	SUSR8367	Process Type:	SQR Process	
Run Status:	Success			

Copy Research Dept Class Instr

Distribution Details

Distribution Node: psnsrepos1   Expiration Date: 01/24/2008

File List

Name	File Size (bytes)	Datetime Created
Assignments_2530416.CSV	21,714	01/17/2008 3:51:41.000000PM EST
Exceptions_2530416.CSV	4,649	01/17/2008 3:51:41.000000PM EST
SQR_SUSR8367_2530416.log	1,720	01/17/2008 3:51:41.000000PM EST
susr8367_2530416.out	1,979	01/17/2008 3:51:41.000000PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	SRDPTSCH

OK   Cancel

Click **OK** to return to the Report Manager.

The **Assignment** Report will provide information on the classes which were (or will be) updated with the instructor information. It will also provide information when the instructor does not have an active/available status on the **Instructor/Advisor Table**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	3/20/2007							Reports Only					Assignment Report		
2	SUBJ	CAT#	STRM	SESS	SECT	MTG#	SEQ	CURRENTLY ASSIGNED	EMPLID	ROLE	AVAIL	GRD RSTR ACCESS	CRSE ID	CRSE OFFER#	COMMENTS
3	MAT	475	1074	B	T01	1	1			PI		A	203734	2	Will Be Assigned
4	MAT	475	1074	B	T02	1	1			PI		A	203734	2	Will Be Assigned
5	MAT	487	1074	B	T01	1	1			PI		A	203728	4	Will Be Assigned
6	MAT	487	1074	B	T02	1	1			PI		A	203728	4	Will Be Assigned
7	MAT	487	1074	B	T04	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
8	MAT	487	1074	B	T05	1	1			PI		A	203728	4	Will Be Assigned
9	MAT	487	1074	B	T06	1	1			PI		A	203728	4	Will Be Assigned
10	MAT	487	1074	B	T07	1	1			PI		A	203728	4	Will Be Assigned
11	MAT	487	1074	B	T08	1	1			PI		A	203728	4	Will Be Assigned
12	MAT	487	1074	B	T09	1	1			PI		A	203728	4	Will Be Assigned
13	MAT	487	1074	B	T10	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
14	MAT	487	1074	B	T11	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
15	MAT	487	1074	B	T12	1	1			PI		A	203728	4	Will Be Assigned
16	MAT	487	1074	B	T14	1	1			PI		A	203728	4	Will Be Assigned
17	MAT	487	1074	B	T15	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
18	MAT	487	1074	B	T16	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
19	MAT	487	1074	B	T17	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
20	MAT	487	1074	B	T18	1	1			PI	Sabbatical	A	203728	4	Will Be Assigned
21	MAT	487	1074	B	T19	1	1			PI		A	203728	4	Will Be Assigned
22	MAT	487	1074	B	T20	1	1			PI		A	203728	4	Will Be Assigned
23	MAT	487	1074	B	T20	1	2			ADM		A	203728	4	Will Be Assigned
24	MAT	487	1074	B	T21	1	1			PI		A	203728	4	Will Be Assigned
25	MAT	487	1074	B	T22	1	1			PI		A	203728	4	Will Be Assigned

The **Exceptions** Report will provide information on the classes which were not (will not be) updated with the instructor information and you'll find the reason in the Comments.

	A	B	C	D	E	F	G	H	I	J
1	3/20/2007		Reports Only							Exception Report
2	SUBJ	CAT#	STRM	SESS	SECT	MTG#	SEQ	CRSE ID	CRSE OFFER#	COMMENTS
3	MAT	487	1074	B	T03	1	1	203728	4	Section Not On Master
4	MAT	495	1074	B	T13	1	1	203618	1	Section Not On Master
5	MAT	698	1074	B	T01	1	2	304561	2	Section Not On Master
6	MAT	698	1074	B	T03	1	1	304561	2	Section Not On Master
7	MAT	698	1074	B	T04	1	2	304561	2	Section Not On Master
8	MAT	698	1074	B	T16	1	2	304561	2	Section Not On Master
9	MAT	698	1074	B	T33	1	1	304561	2	Section Not On Master
10	MAT	475	1074	B	T04	1	1		0	Master Section Not On Target
11	MAT	475	1074	B	T05	1	1		0	Master Section Not On Target
12	MAT	475	1074	B	T06	1	1		0	Master Section Not On Target
13	MAT	475	1074	B	T07	1	1		0	Master Section Not On Target
14	MAT	475	1074	B	T08	1	1		0	Master Section Not On Target
15	MAT	475	1074	B	T09	1	1		0	Master Section Not On Target
16	MAT	475	1074	B	T10	1	1		0	Master Section Not On Target
17	MAT	475	1074	B	T11	1	1		0	Master Section Not On Target
18	MAT	475	1074	B	T12	1	1		0	Master Section Not On Target
19	MAT	475	1074	B	T14	1	1		0	Master Section Not On Target
20	MAT	475	1074	B	T15	1	1		0	Master Section Not On Target
21	MAT	475	1074	B	T16	1	1		0	Master Section Not On Target
22	MAT	475	1074	B	T17	1	1		0	Master Section Not On Target
23	MAT	475	1074	B	T18	1	1		0	Master Section Not On Target
24	MAT	475	1074	B	T19	1	1		0	Master Section Not On Target
25	MAT	475	1074	B	T20	1	1		0	Master Section Not On Target