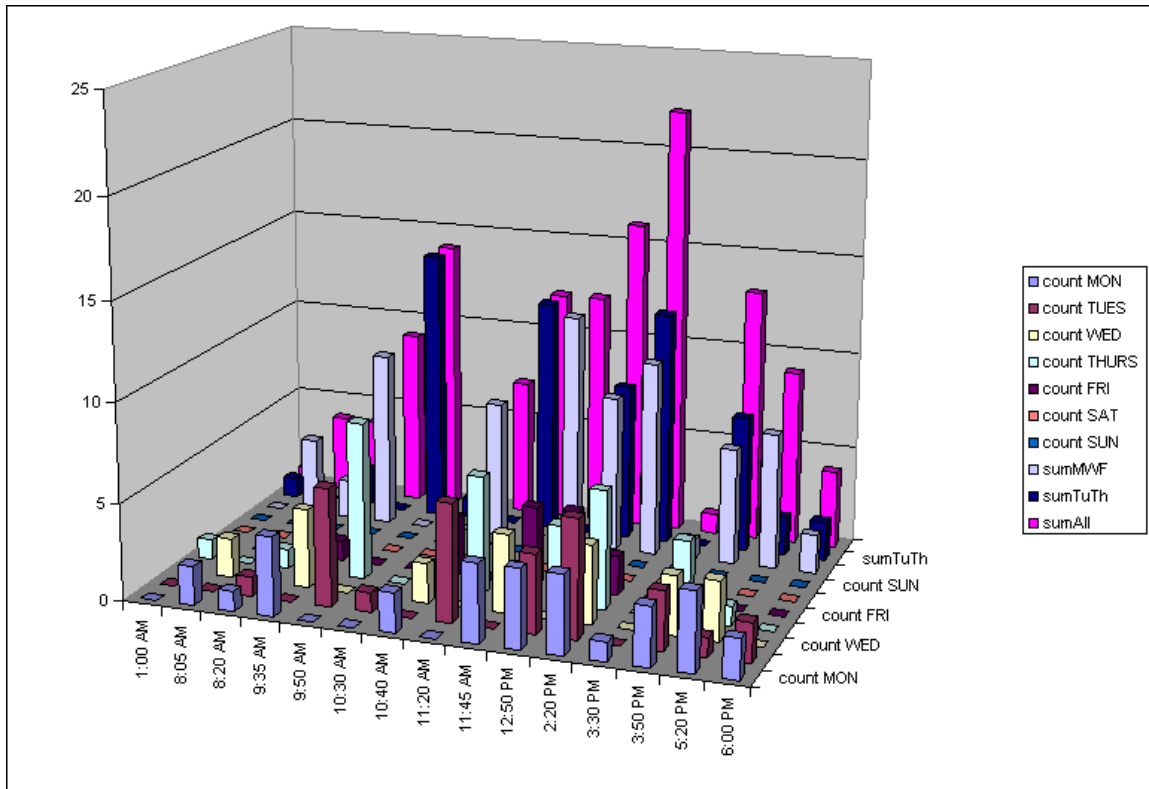


# Print Meeting Vector Counts

This report provides a visual representation of class distribution for a specified semester based on class start time.



**Navigation:**

**SBU → SBU Student Records → Report → SU Meeting Vector Counts**

**SU Meeting Vector Counts**  
Enter any information you have and click Search. Leave field

[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Run Control ID begins with

Case Sensitive

**Search** [Advanced Search](#)

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

<a href="#">Run Control ID</a>	<a href="#">Language Code</a>
<a href="#">SRDPTSCH</a>	English
<a href="#">psreports</a>	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**.

SU Meeting Vector Count

Run Control ID: psreports

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

Academic Institution: USBNY SUNY at Stony Brook

\*Term: 1094 Spring 2009

Subject Area:

Acad Org: MATHEMATIC Mathematics

<b>Academic Career</b> <input checked="" type="checkbox"/> Ugrd <input checked="" type="checkbox"/> Grad	<b>Components</b> <input checked="" type="checkbox"/> All Components <input type="checkbox"/> Lecture <input type="checkbox"/> Eve Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Seminar <input type="checkbox"/> Recitation <input type="checkbox"/> Supervised	<b>Room Cap Range</b> <input checked="" type="checkbox"/> All Room Sizes <input type="checkbox"/> 104-183 <input type="checkbox"/> 0-29 <input type="checkbox"/> 184-218 <input type="checkbox"/> 30-60 <input type="checkbox"/> 219-266 <input type="checkbox"/> 61-69 <input type="checkbox"/> 267-348 <input type="checkbox"/> 70-103 <input type="checkbox"/> 349 and Higher
----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Select the **Term**.

Select the **Subject Area** or **Acad Org** (not both). (Choose **SB (Stony Brook University)** if you'd like to show all departments).

Select the **Academic Career**.

Select the **Component(s)**.

Select the **Room Cap Range**.

Click **Run**.

Click the **Report Manager** link.

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

Administration Archives

View Reports For

User ID: SRDPTSCH Type: Last: 1 Days Refresh

Status: Folder: Instance: to

Report List Customize Find View All First 4 of 3 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	453197	3032644	<a href="#">Vector Meeting Counts</a>	01/15/2009 2:02:32PM	Comma delimited (*.csv)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	453193	3032639	<a href="#">Course Schedule Sheets</a>	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 Meeting Vector Counts](#)

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: 453197 Process Instance: 3032644 [Message Log](#)

Name: SUSR8VEC Process Type: SQR Report

Run Status: Success

Vector Meeting Counts

Distribution Details

Distribution Node: psnsrepos2 Expiration Date: 02/14/2009

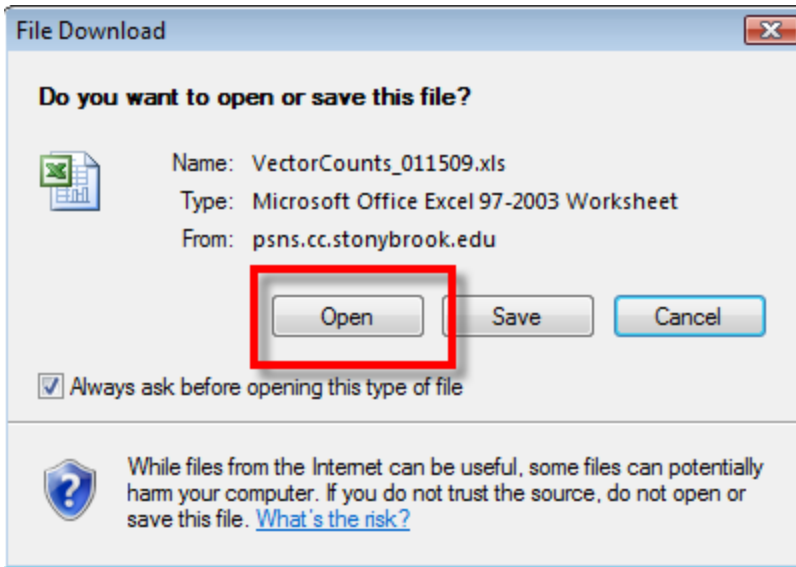
File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SUSR8VEC_3032644.log</a>	1,721	01/15/2009 2:03:01.000000PM EST
<a href="#">VectorCounts_011509.CSV</a>	1,673	01/15/2009 2:03:01.000000PM EST
<a href="#">SQR_SUSR8VEC_3032644.log</a>	2,045	01/15/2009 2:03:01.000000PM EST

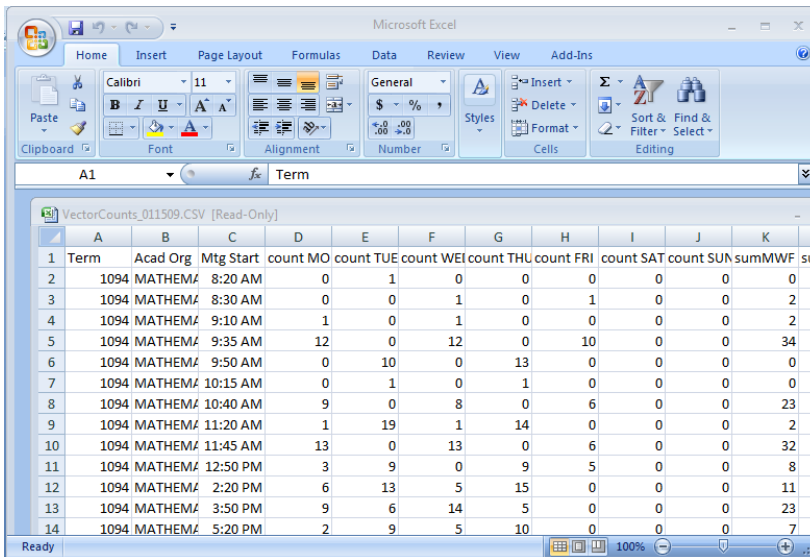
Distribute To

Distribution ID Type	*Distribution ID
User	SRDPTSCH

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

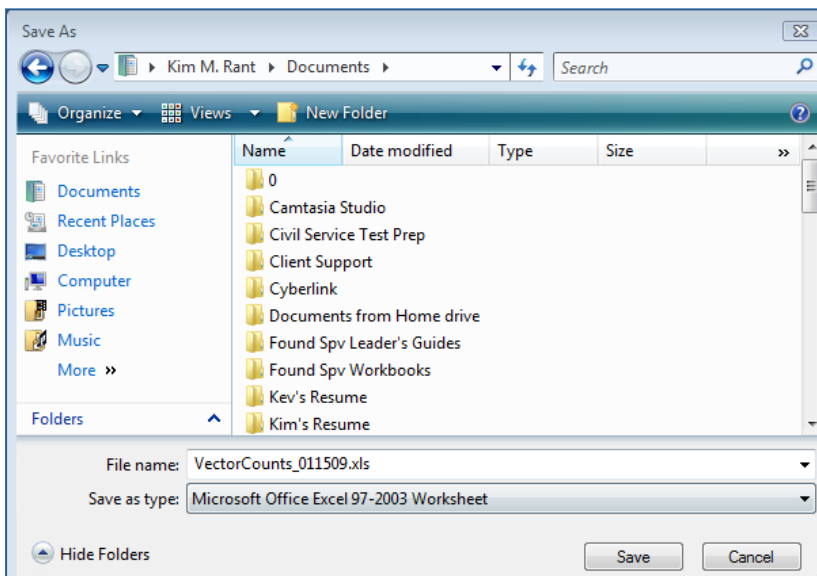


Click **Open**



Excel opens with the spreadsheet displayed

Click **File > Save As**



Complete the **Save As** dialog box making sure that you select **Microsoft Office Excel Worksheet** in the **Save as type** field

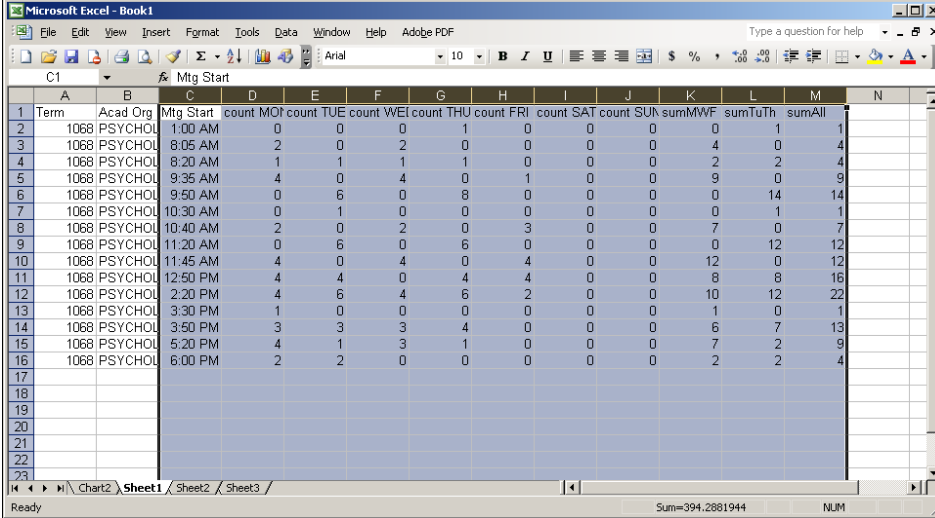
Click **Save**

## Generating the Chart

For this information to be useful, you need to generate a chart in Excel.

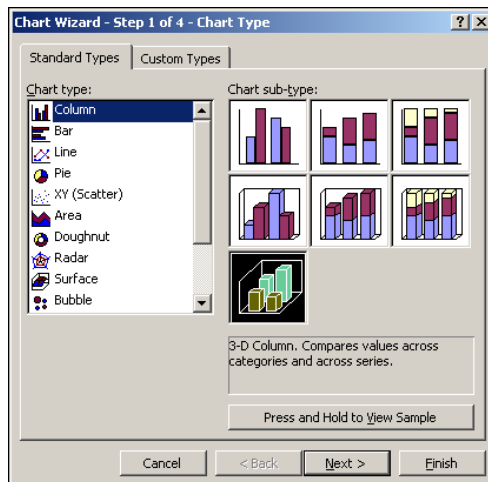
**For Excel 2003:**

- Select **columns C (Mtg Start) through M (sumALL)**

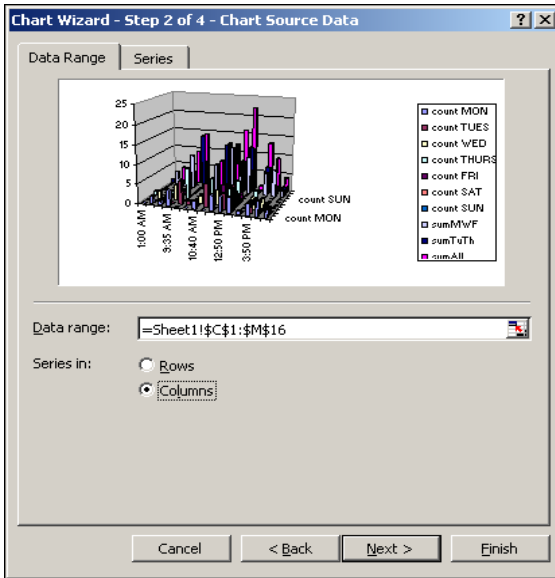


1	Term	Acad Org	Mtg Start	count MO	count TUE	count WED	count THU	count FRI	count SAT	count SUN	sumMWF	sumTuTh	sumAll
2	1068	PSYCHOU	1:00 AM	0	0	0	1	0	0	0	0	1	1
3	1068	PSYCHOU	8:05 AM	2	0	2	0	0	0	0	4	0	4
4	1068	PSYCHOU	8:20 AM	1	1	1	1	0	0	0	2	2	4
5	1068	PSYCHOU	9:35 AM	4	0	4	0	1	0	0	9	0	9
6	1068	PSYCHOU	9:50 AM	0	6	0	8	0	0	0	0	14	14
7	1068	PSYCHOU	10:30 AM	0	1	0	0	0	0	0	0	1	1
8	1068	PSYCHOU	10:40 AM	2	0	2	0	3	0	0	7	0	7
9	1068	PSYCHOU	11:20 AM	0	6	0	6	0	0	0	0	12	12
10	1068	PSYCHOU	11:45 AM	4	0	4	0	4	0	0	12	0	12
11	1068	PSYCHOU	12:50 PM	4	4	0	4	4	0	0	8	8	16
12	1068	PSYCHOU	2:20 PM	4	6	4	6	2	0	0	10	12	22
13	1068	PSYCHOU	3:30 PM	1	0	0	0	0	0	0	1	0	1
14	1068	PSYCHOU	3:50 PM	3	3	3	4	0	0	0	6	7	13
15	1068	PSYCHOU	5:20 PM	4	1	3	1	0	0	0	7	2	9
16	1068	PSYCHOU	6:00 PM	2	2	0	0	0	0	0	2	2	4
17													
18													
19													
20													
21													
22													
23													

- Click the **Insert** menu and select **Chart** (or click the **Chart Wizard** button on the toolbar)

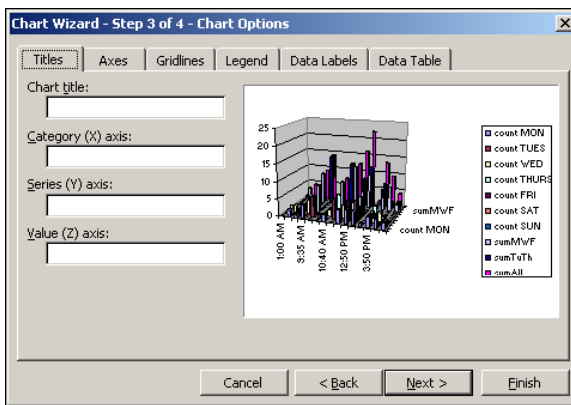


Select the **3-D column** chart type and click **Next**

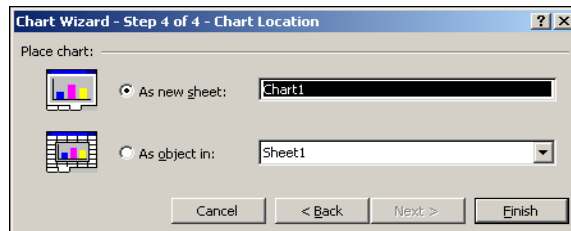


The **Data Range** should already be filled in based on columns C through M that you selected before.

Under **Series In** select **Columns** and click **Next**



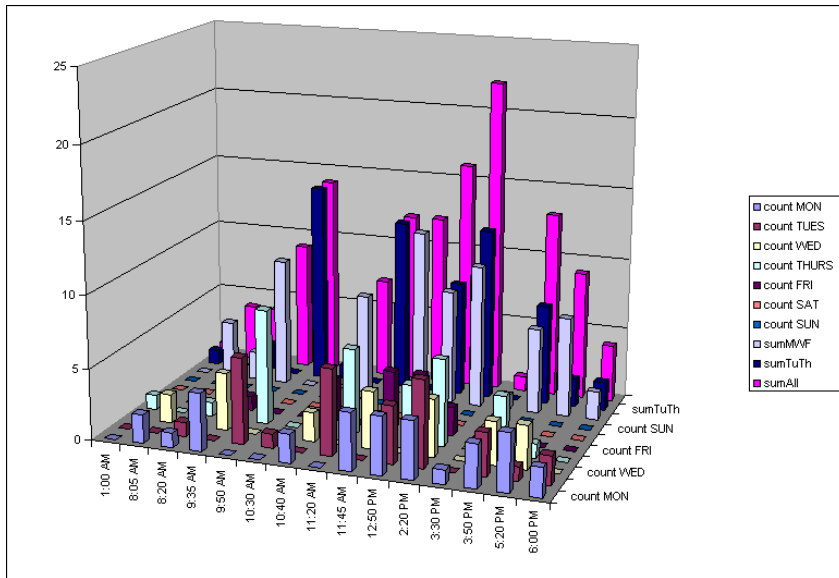
Enter a **Chart Title** and click **Next**



Select **As new sheet** and click **Finish**

This will place the chart on a separate worksheet within the workbook

The resulting chart should give you a visual representation of your course distribution. You can change the perspective on the chart by hovering your cursor over the “corners” if the chart, and spinning it around.



Don't forget to **save** the workbook again.

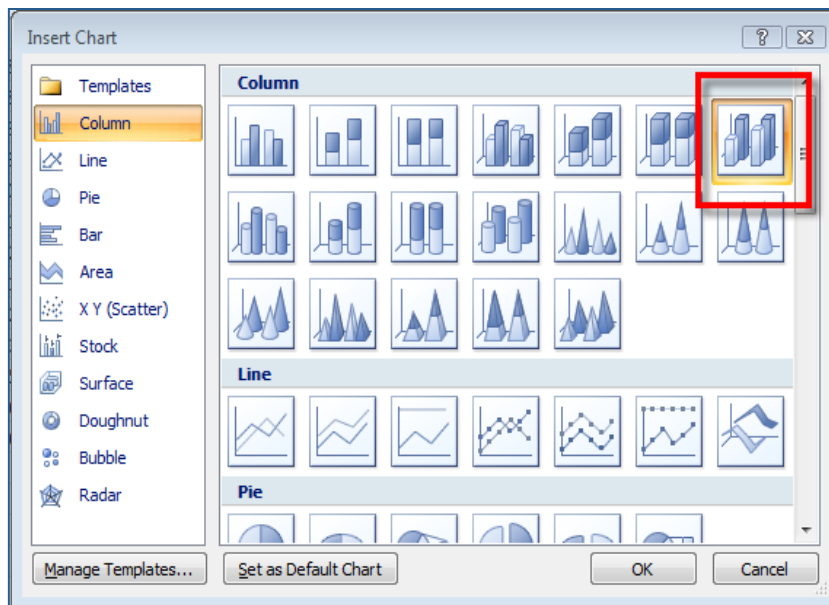


**For Excel 2007:**

- Select columns C (Mtg Start) through M (sumALL)

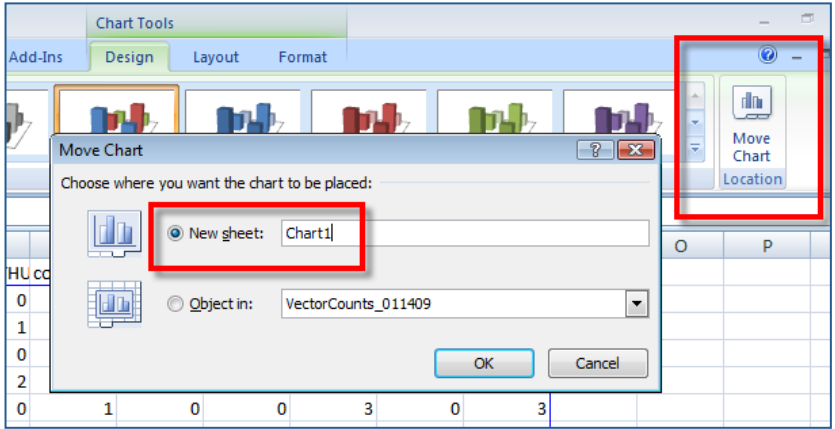
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Term	Acad Org	Mtg Start	count MO	count TUE	count WED	count THU	count FRI	count SAT	count SUN	sumMWF	sumTuTh	sumAll	
2	1088	WOMENSTUDY	8:05 AM	1	0	1	0	0	0	0	2	0	2	
3	1088	WOMENSTUDY	8:20 AM	0	1	0	1	0	0	0	0	2	2	
4	1088	WOMENSTUDY	9:35 AM	2	0	2	0	2	0	0	6	0	6	
5	1088	WOMENSTUDY	9:50 AM	0	2	0	2	0	0	0	0	4	4	
6	1088	WOMENSTUDY	10:40 AM	1	0	1	0	1	0	0	3	0	3	
7	1088	WOMENSTUDY	11:20 AM	0	3	0	3	0	0	0	0	6	6	
8	1088	WOMENSTUDY	12:50 PM	1	4	0	5	1	0	0	2	9	11	
9	1088	WOMENSTUDY	1:00 PM	1	0	0	0	0	0	0	1	0	1	
10	1088	WOMENSTUDY	2:20 PM	3	1	4	2	0	0	0	7	3	10	
11	1088	WOMENSTUDY	3:50 PM	2	3	2	2	0	0	0	4	5	9	
12	1088	WOMENSTUDY	5:20 PM	2	1	1	1	0	0	0	3	2	5	
13	1088	WOMENSTUDY	6:50 PM	0	2	0	1	0	0	0	0	3	3	
14	1088	WOMENSTUDY	6:55 PM	2	0	2	0	0	0	0	4	0	4	
15														
16														
17														

- Click the **Insert** tab and in the **Charts** group click the **Column** button and then click **All Chart Types** (at the bottom)



Click the **3-D Column** chart type

Click **OK**



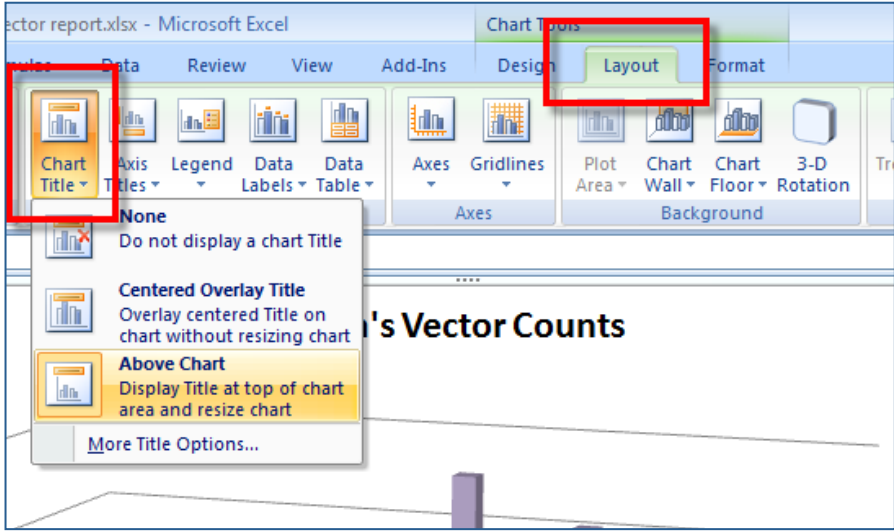
While still in the **Design** tab click **Move Chart Location**

Choose **New Sheet**

Click **OK**

This will place the chart on a separate worksheet within the workbook

Click some of the options in the **Chart Layout** group to find a layout that works best for you.



Click the **Layout** tab

Click **Chart Title** in the **Labels** group and enter a Title for your chart

Don't forget to **save** the workbook again.