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](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.
To Generate a Report

• Click on the report name

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.