Print Course Schedule Sheets

This report prints the department class schedule in a weekly grid format.

Navigation:

SBU → SBU Student Records → Report → SU Crse Schedule Sheets

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.

Select the Term

Select the Subject Area or the Academic Org (not both)

Select the Display Options
Select the Academic Career

Click Run

Click the Report Manager link.
Click **Refresh** until you see **Posted** under the Status column.

Click **Details**

This will take you to the **Report Detail Page**

Click the **.pdf** file under File List to open the report.
The report will appear in a separate Adobe Acrobat window.

To save the report click File > Save As.

Then close the Adobe Acrobat window.

Click Cancel at the Report Detail page.