Print an MS Review or a Class Enrollment Report

The Master Schedule Review (MS Review) is the Excel report that you use to review all of the classes that you have scheduled for the specified term.

The Class Enrollment Report (Excel or pdf) gives you the enrollment statistics for your classes in the specified term.

Navigation:

SBU > SBU Student Records > Curriculum Management > Scheduling Reports

If you already have a Run Control ID, click Search and then choose the Run Control ID from the list (as shown in this example).

If you do not have a Run Control ID, click the Add a New Value tab and add the new Run Control ID (we suggest that you call it MSREVIEW for your msreview reports and PSREPORTS for other reports).
This will bring you to the **Scheduling Reports** page:

![Scheduling Reports Page]

Enter the parameters for your report:

1. Select the Report Type from **Available Report Types** – The Master Schedule Review report is generated in .csv format (Excel). The Enrollment report can be generated in either .csv format (for Excel) or .pdf format (Adobe Acrobat).

From **Selection Criteria**:

2. Enter the **Term**.

3. Select one of the following:

   - **Academic Organization Node** - click the Lookup button and select the department. This report will give you all classes in your **department**.
   - **Subject Area** - enter the 3-character Subject Area Code if you want to see only the classes in a particular Subject Area.

**IMPORTANT!** If you have a value in the Academic Organization Node field the Subject Area field will gray out and vise versa. This is because only one of these fields is allowed at a time in this search. If you want to make the grayed out field active, you must delete the value in the other field and then press **TAB**.
4. Select the Academic Career; otherwise, leave this field blank and your report will include classes for all Academic Careers.

5. If you want the report to include classes for a specific Campus (or Distance Learning), select the Campus and Location Code. Otherwise, leave this field blank.

6. If you want only specific components, click the Class Component Selection link, enter each class component, and then click OK. Otherwise, your report includes all components.

7. Select the Class Status for the classes that you want to include in your report (Active, Inactive, Cancelled, Tentative).

8. Go to the Report Options tab and select the fields that you would like included in your report. For your Final MS Review (after scheduling), we recommend including the following fields (checked in the image below):

In particular, check
- Location (especially for courses not on main campus)
- Associated Class (should be same as section # or 9999 for auto enroll sections)
- Requisites (verify accuracy and if enforced as required)
- Reserve Capacity Data (check reserves and capacities)
- Facility Information (review room and be sure enroll cap doesn’t exceed room cap)
- Consent (check accuracy of consent to enroll: dept, instructor, or no consent)

9. Click the Run button. Your request is sent to be processed on the server.
To retrieve your report:

1. Click Report Manager to go to the Reports

2. Your report will only be listed in the Report List once the process has run successfully on the server.
3. Click Refresh repeatedly until the Status columns changes to Posted.
4. You can open the report when the Status column says Posted. To do so, click on Details

Click the .csv file or the .pdf file to open the report.

Note: If you don’t see a .csv or .pdf file, then the report did not produce any output. Go back and check the parameters entered on the Scheduling Reports page to make sure they are correct; then run your report again.
If the report is in \texttt{.csv} format, it can be saved and opened in Excel.

At this dialog box click \textbf{Save}.

After saving, cancel out of the \textbf{Report Detail} window.

Click \textbf{Go back to Scheduling Reports} to return to that page.

If the report is in \texttt{.pdf} format, it will open in Adobe Acrobat.

Click the \textbf{Print} button to print the report.

Click the \textbf{Close} button (X) in the upper right corner of the Adobe window to close it.

Cancel out of the \textbf{Report Detail} window.

Click \textbf{Go back to Scheduling Reports} to return to that page.