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

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

Click **Details**.

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

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)

- 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)

- 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.