Report: Schedule of Courses

Trigger:
A printed copy of the schedule of classes is needed for review and/or a copy of the schedule of classes needs to be electronically distributed via e-mail.

Concept

In the myZou system, you may create, run, print, and e-mail a report of the Schedule of Classes that will display the following information: Term, Academic Unit, Department, Subject. Individual course information that is displayed is: Subject, Course (Catalog) Number, Title, Credit Hours, Class#, Component, Section, Day, Time, Building, Room, Enrollment Capacity (ECAP), Requested Room Capacity (RCAP), Instructor.

Below is a sample of the Schedule of Classes Report:
myZou Schedule of Courses: Report: Schedule of Courses

Field(s) Comments

*Institution The campus must be entered to run the Schedule of Classes report

*Term A term's 4-digit code must be entered to run the Schedule of Classes report. A report may be run for any prior term, however, if a term prior to 2005 is enter, the information provided in the report may be minimal.

Schedule of Classes The Schedule of Classes check box on the Process Scheduler Request form, MUST be checked to generate the Schedule of Classes report.

Output - Results Comments

A copy of the Schedule of Classes report will be generated and made available for printing or emailing an electronic copy.

Additional Information

The Office of the University Registrar will notify the Academic Units and departments that the Class Schedule Process for a specific term is open for the departments to review and edit.
The term will be available for approximately 4 weeks for a first pass through the schedule. The term will then be closed for edits to the academic units and departments for approximately 4 weeks to allow the edits that were made to be updated by the scheduling system; Resource 25/Schedule 25. The myZou system will then open the terms Schedule of Classes Process for another 2 weeks to make any additional changes and to review the schedule for a final time.

Any changes that need to be made to the schedule after the term has been closed will need to be communicated to Central Scheduling by e-mailing the request to OURSchedule@missouri.edu.
Procedure

A printed copy of the Schedule of Courses may be used to review the current term that has been opened for scheduling and review changes that have been made to the opened term.

At the end of this topic, you will be able to:

1. Create a Schedule of Classes report
2. Run a saved Schedule of Classes report
3. View a Schedule of Classes report
4. Print and/or e-mail the Schedule of Classes report.

1.) Schedule of Classes
UM Schedule of Classes report. A variety of parameters may be entered to generate the report.

Navigation
Home>UM Processes and Reports>UM Student Records>Catalog/Schedule of Classes>Schedule of Classes
## Step 1

The Schedule of Classes report is located in the UM Processes and Reports menu. Click the **UM Processes and Reports** link.
**Step** | **Action**
--- | ---
2. | Click the **UM Student Records** button. [UM Student Records](#)
3. | Click the **Catalog/Schedule of Classes** button. [Catalog/Schedule of Classes](#)  
4. | Click the **Schedule of Classes** button. [Schedule of Classes](#)  
5. **Decision:** Please make a selection from the options listed below.
   - Create Schedule of Classes Report  
     Go to step 6 on page 7
   - Run Saved Schedule of Classes Report  
     Go to step 26 on page 17
### Step 6

To create a new report, click the **Add a New Value** tab.
7. In the **Run Control ID** field, enter the text the report will be saved as.

   **Note**: It is recommended that the name the report is saved under is intuitive.

   Enter "**FS2006_ACCTCY**".

   The Run Control ID field **cannot** contain any spaces. A space should be entered as an underscore ( _ ). If the report is unable to be saved, verify that no spaces are in the Run Control ID. If there is a space in the Run Control ID, Cancel out of the UM Schedule of Classes and re-enter the Run Control ID.

8. Click the **Search** button.

   This will display the forms where the parameters for the report are entered.
### Step 9.

The institution is a required field to run the Schedule of Classes Report. Enter the desired information into the **Institution** field. Enter "COLUM".

If a look up field has a list of values associated with it, clicking on the Magnifying Glass icon will display the Look Up field page. To search the list of values, enter the desired search information and click the Look Up button. Once the desired value is located, click on the value and it will automatically populate the field on the original page.

### Step 10.

The term is a required field to run the Schedule of Classes report. A report may be generated for any previous term, however, any report ran on 2005 and prior terms may only contain minimal/skeletal course information.

Enter the desired term into the **Term** field. Enter "3443".
### Step 11
The Schedule of Classes report can be run utilizing several parameters. Enter as many parameters as necessary.

**Um Sched Rpt 1 tab:**
- Academic Career
- Campus/Location
- Academic Organization
- Subject

**Um Sched Rpt 2 tab:**
- Component
- Catalog Number
- Day of Week
- Building Code
- Start Time (range)

The following example will generate a report based on Academic Organization. This report will list all of the courses and their schedule for a specific Acad Org.

**Note:** Each parameter may only have one value.

### Step 12
Enter the desired academic organization. Example: "C00100".

### Step 13
Click the **Save** button to save the report with the entered parameters.

Saving the report allows the report to be run again without having to re-enter parameters.

### Step 14
To generate the report, click the **Run** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>If the Schedule of Classes check box is not checked, click the <strong>Select check box</strong>. Only select the Schedule of Classes report, this report will have meaningful information. <strong>Note:</strong> Leave the Type field as &quot;Web&quot; and the Format field as &quot;PDF&quot;</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>OK</strong> button. Clicking the OK button will return you to the enter parameters page.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>17.</td>
<td>To view, print, or e-mail a copy of the report, click the <strong>Process Monitor</strong> link.</td>
</tr>
</tbody>
</table>

This will display the Process Monitor form.
18. The report will not be available until the Run Status says "Success" and the Distribution Status says "Posted".

Click the Refresh button to view changes to the Run Status and Distribution Status.

Click the Details link in order to view the report. This will display the Process Detail page.

Note: If viewing a previously ran report, click the Details link of the desired report to view.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>The View Log/Trace page contains the link to the pdf version of the report. Click the View Log/Trace link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
20. | **To view, print, or e-mail the report, click the **URL** link that contains the ".PDF" file extension.**

http://oos/001_377936.PDF

21. | The report will be displayed in a browser window in pdf format. From this point, you can either print the report or e-mail an electronic copy.

22. | **Decision:** Please make a selection from the options listed below.

- Print Schedule of Classes Report  
  Go to step 23 on page 16
- email Schedule of Classes Report  
  Go to step 29 on page 18
### Step 23
To print a hard copy of the report, Click the **Print** icon.

**Note:** Do NOT use browser print function to print the report, do so will only print one page of the report. Use the Print icon provided in Acrobat Reader to print the entire report.

### Step 24
Click the **OK** button to print the report.

### Step 25
A hard copy of the report has been printed.

**End of Procedure.** Remaining steps apply to other paths.
26. Clicking the Search button will display all of the saved Schedule of Classes reports that you have saved. You may save as many versions of the report as needed.

Once a search has been saved, it CANNOT be removed from the system.

Click the **Search** button.

27. Find and select the desired **Run Control ID** from the search results table.

28. This will open the report parameters page. You may make changes to the criteria if needed. If you save the report with changes, it will over-write the original saved report.

Go to step 14 on page 10
Step | Action
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29. | Click the **e-mail** icon on the Acrobat Reader tool bar.
   
   This will launch a new e-mail message and attach a copy of the `.report` in pdf format.

30. | Click the **Send Copy** button.
   
   This will attach a pdf version of the report to a new e-mail message.
   
   **Note:** Do not send the report as a link as the person receiving the link may not have access to view the report in myZou.

31. | Enter the recipients of the report, change the subject line to something more intuitive and enter the body of the e-mail.
   
   **End of Procedure.**