

Print an MS Review or a Class Enrollment Report

The **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** gives you the enrollment statistics for your classes in the specified term.

Navigation:

SBU > SBU Student Records > Report > SU Scheduling Reports

SU Scheduling Report(s)

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Search Results

View All First 1 of 1 Last

Run Control ID	Language Code
psreports	English

[Find an Existing Value](#) | [Add a New Value](#)

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 “**psreports**”).

This will bring you to the **Scheduling Reports** page.

Scheduling Reports [Reports Options](#)

Run Control ID: psreports [Report Manager](#) [Process Monitor](#)

Report Type

MSReview **Enrollment** **Publication**

Selection Criteria

Academic Institution: SUNY at Stony Brook

***Term:** Fall 2007

Academic Organization Node:

Subject Area: Women's Studies

Session:

***Schedule Print:**

***Print Instructor in Schedule:**

Academic Career:

Campus:

Location Code:

Class Status

Active **Cancelled**

Inactive **Tentative**

[Class Component Selection](#)

Enter the parameters for your report:

1. Select the Report Type – **MSReview** or **Enrollment**.
2. Enter the **Term**.
3. Select one of the following:

- **Academic Organization Node** if you want the report for all classes in your department.



If you do not know the Academic Organization node for your department click the **Lookup** button to look it up.

- **Subject Area** if you want the report for only 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 vice versa. That's because only one of these fields is required, not both. If you want to make the

grayed out field active you must delete the value in the other field and then press your TAB key.

4. Select the **Academic Career** or 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. If you do not do this the report will include all components.
7. Select the **Class Status** for the classes that you want to include in your report (Active, Inactive, Cancelled and Tentative).
8. Go to the next tab – **Report Options** – and select the fields that you would like included on your report.

The screenshot shows a web application interface with two tabs: 'Scheduling Reports' and 'Reports Options'. The 'Reports Options' tab is active. At the top, there is a 'Run Control ID' field with the value 'psreports'. To the right of this field are two links: 'Report Manager' and 'Process Monitor'. A yellow 'Run' button is located to the right of these links and is circled in red. Below the 'Run Control ID' field is a 'Report Options' section with a blue header. This section contains a list of 20 checkboxes arranged in two columns. The checked items are: 'Print Class Nbr', 'Print Course Title', 'Print Instructor', 'Print Facility Information', and 'Print Prerequisites'. The unchecked items are: 'Print Course Description', 'Print Requirement Designation', 'Print Units', 'Print Session Code', 'Print Campus', 'Print Location', 'Print Auto Enroll 1', 'Print Auto Enroll 2', 'Print Associated Class', 'Print Class Notes', 'Print Class Status', 'Print Reserve Capacity Data', 'Print Sections Combined Info', 'Print Waitlist Capacities', 'Print Complete Instr Info', 'Print Enrollment Data', 'Print Requested Room Capacity', 'Print Academic Group', 'Print Consent', 'Print Course Attributes', and 'Print Ownership'.

9. Click the **Run** button. Your request is sent to be processed on the server.

To retrieve your report:

The screenshot shows the 'Scheduling Reports' interface. At the top, there are tabs for 'Scheduling Reports' and 'Reports Options'. Below the tabs, the 'Run Control ID' is set to 'psreports'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A yellow callout bubble points to the 'Report Manager' link with the text: 'Click the **Report Manager** link to go to the **Report List** page.'

Below the 'Run Control ID' section is a 'Report Options' section with two columns of checkboxes:

- Print Class Nbr
- Print Course Title
- Print Course Description
- Print Requirement Designation
- Print Units
- Print Session Code
- Print Campus
- Print Location
- Print Auto Enroll 1
- Print Auto Enroll 2
- Print Associated Class
- Print Class Notes
- Print Prerequisites
- Print Class Status
- Print Reserve Ca
- Print Sections Co
- Print Waitlist Cap
- Print Instructor
- Print Complete Ins
- Print Enrollment Data
- Print Requested Room Capacity
- Print Facility Information
- Print Academic Group
- Print Consent
- Print Course Attributes
- Print Ownership

Your report will only be listed in the Report List once the process has run successfully on the server.

The screenshot shows the 'Administration' interface. At the top, there are tabs for 'Administration' and 'Archives'. Below the tabs, there is a 'View Reports For' section with fields for 'User ID' (SRDPTSCH), 'Type', 'Last' (1 Days), 'Status', 'Folder', 'Instance', and 'to'. A 'Refresh' button is located to the right of the 'Last' field. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prcs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains two rows of reports, both with a status of 'Posted'. A yellow callout bubble points to the 'Refresh' button with the text: 'Keep clicking the **Refresh** button to refresh the page status'. Below the table, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a link to 'Go back to SU Scheduling Report(s)'. Another yellow callout bubble points to the 'Details' link in the table with the text: 'When the status displays "Posted" click the **Details** link to retrieve your report'.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4681	2522826	Scheduling Reports	11/02/2007 4:37:34PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	4679	2522824	Scheduling Reports	11/02/2007 4:24:44PM	Comma delimited (*.csv)	Posted	Details

Report Detail

Report

Report ID: 4679 **Process Instance:** 2522824 [Message Log](#)

Name: SU_SR012 **Process Type:** SQR Report

Run Status: Success

Scheduling Reports

Distribution Details

Distribution Node: pnsreposit **Expiration Date:** 11/09/2007

File List

Name	File Size (bytes)	Datetime Created
CLSSCHED.CSV	33,450	11/02/2007 4:25:10.000000PM EDT
SQR_SU_SR012_2522824.log	1,765	11/02/2007 4:25:10.000000PM EDT
su_sr012_2522824.out	24,341	11/02/2007 4:25:10.000000PM EDT

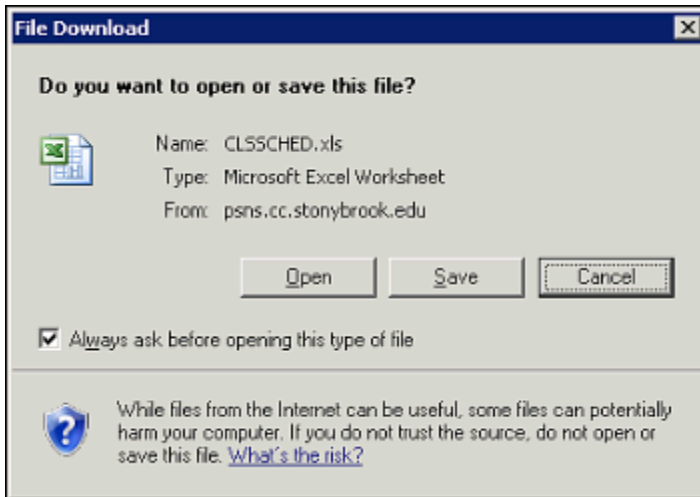
Distribute To

Distribution ID Type	Distribution ID
User	SRDPTSCH

Click the .csv file (MSReview Report) or the .pdf file (Class Enrollment Report) to open the report.

Note: If you don't see a .csv or .pdf file then the process ran but did not produce any output for a report. Go back and check the parameters entered on the Scheduling Reports page to make sure they are correct then run your report again.

The **MS Review** is in csv format and can be saved in Excel.



At this dialog box click **Save**. You can open the file later in Excel.

After saving, cancel out of the next window.

Click **Go back to SU Scheduling Reports** to return to that page.

The **Enrollment Report** is in *pdf* format and can be printed using Adobe Acrobat.

Subj	CRS	Course Title	Sctn	Sessn	Stat	Enrl Cap	Cur E.	W. Cap	WL	Enrl
CSE	101	Intro to Computers & Info Tech	01	B	N	60	30	20		0
			L01	B	E	30	17	10		0
			L02	B	E	30	13	10		0
						60 (30)	30	20 (20)		

Click the **Close** button (X) in the upper right corner of the Adobe window to close it.

Cancel out of the next window.

Click **Go back to SU Scheduling Reports** to return to that page.