Once the final examination schedule has been produced for a given term, it is the responsibility of the department/faculty to provide their instructors with the seating lists for exams held in current classrooms (excludes the gymnasiums). The following outlines the steps necessary to create a .pdf document for instructor distribution. **Note***: If a course is combined, the Final Exam Seating List (Unassigned) will not be created.*

1. Click the **Curriculum Management** link.

    ▸ Curriculum Management
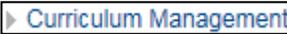
2. Click the **Exam Scheduling Reports** link.

    Exam Scheduling Reports

3. Click the **Exam Seating List - Unassigned** link.

    Exam Seating List - Unassigned

4. The first time the Exam Seating List report is run a Run Control ID must be entered. This only has to be completed once, otherwise press Search to Find an Existing Value (the previously created Run Control ID).

    Click the **Add a New Value** tab.

    Add a New Value

5.   The Run Control ID is a short description of the report. It must be one word with no spaces otherwise the process will not run. The name of the run control is not relevant to the success of the report.

Tip: Use underscores to join words for a run control ID e.g.: name_of_run_control

Click the **Add** button.

6.   Enter the Academic Org for the department or faculty or use the Look up tool.

Click the **Look up Academic Org** button.

UNIVERSITY OF CALGARY

7. Enter part of the name in the search by field and press Enter or Look Up (e.g. search for Science by entering "sc" into the begins with field.

Click the **Look Up** button.

Look Up

8. Enter the desired term or use the Look up tool. Click the **Look up Term** button. A list of terms displays. Select the desired term (e.g. 2141 Winter 2014 W14).

9. Click the **Exam Type** list. Ensure the Exam Type is set to Final Exam.
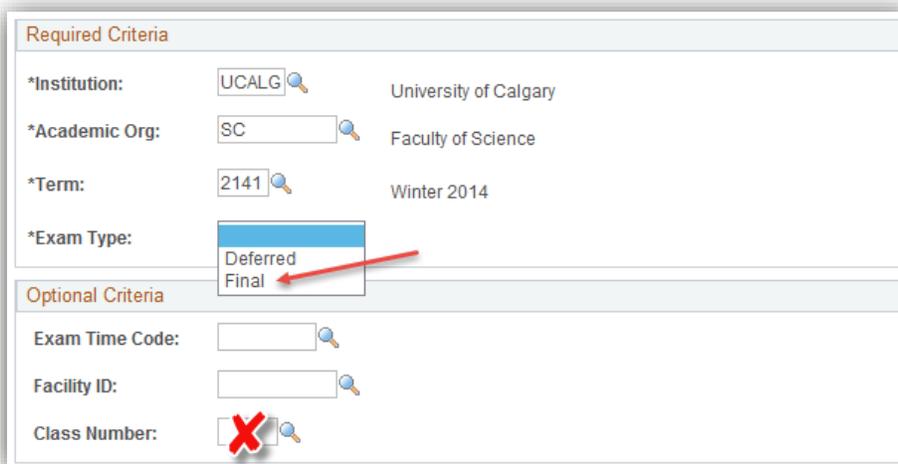
Click the **Final** list item.

Final

10. If desired, optional criteria may be used to refine the report output, except Class Number.
Click the **Run** button.

| Run |

11. The Process Scheduler request displays. The Format defaults to PDF; do not change this option.

Click the **Type** list.

| Web ⌄ |

12. Change the Type to Window to view the progress of the run control in a separate window
(avoids having to press "refresh").

Click the **Window** list item.

| Window |

Process Scheduler Request

User ID 04274535   Run Control ID examdemo1

Server Name	⌄	Run Date 2015/10/28 📅	Reset to Current Date/Time
Recurrence	⌄	Run Time 3:21:15PM	
Time Zone	🔍		
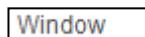
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Exam Seating List - Unassigned	UCESR003	SQR Report	Window ⌄	PDF ⌄	Distribution

| OK | Cancel |

13. Click the **OK** button.

| OK |
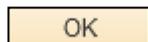
14. A separate window displays the progress of the run control (Queued, Processing and Success). When Success displays the report will be converted to .pdf.
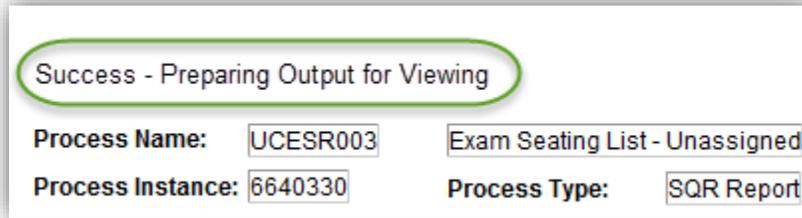
15. Once the process is successful, the seating list displays in .pdf format. Note: If the page appears blank, scroll down the page until the list of students displays. Print and distribute to instructors.

    Note: For FOIP reasons some information has been removed.
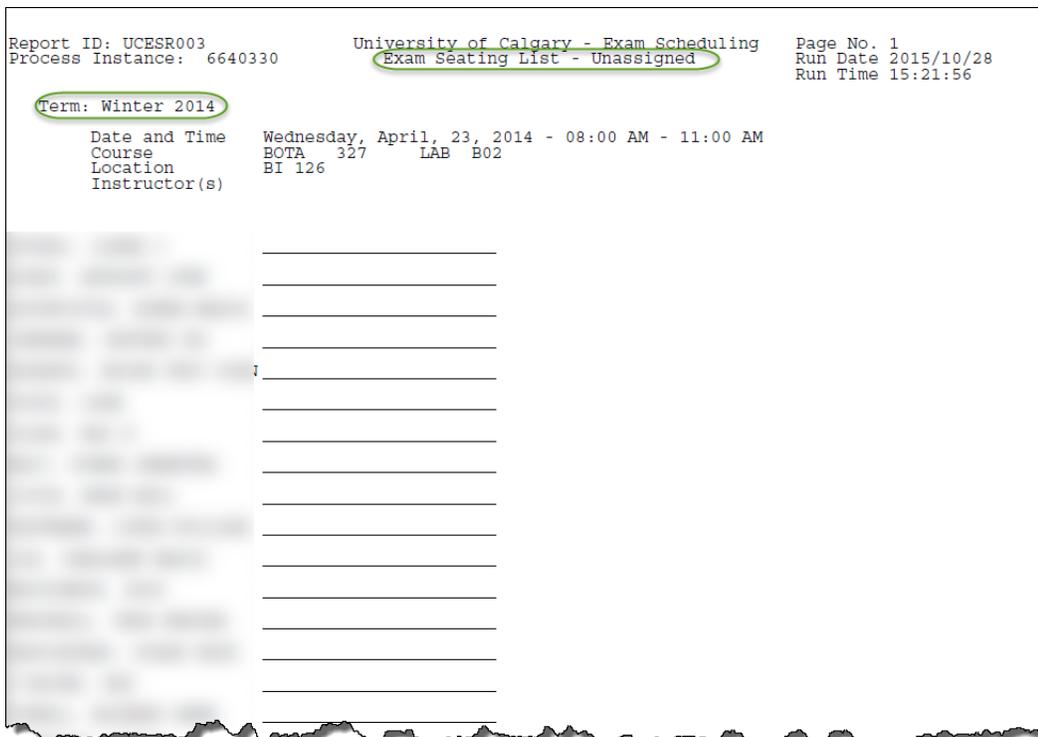
For the corresponding online learning, consult www.ucalgary.ca/registrar/training
End of Procedure.

June 2019