

The following explains how to print the Examination Timetable in .pdf format and/or .csv (Excel) format. Department/faculty administrators can print a copy of the final examination timetable for a term once the examination timetable is finalized by Enrolment Services.

## View Final Examination Table in .PDF Format:

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

2. Click the **Exam Scheduling Reports** link.  

3. Click the **Final Exam Timetable Print** link.  

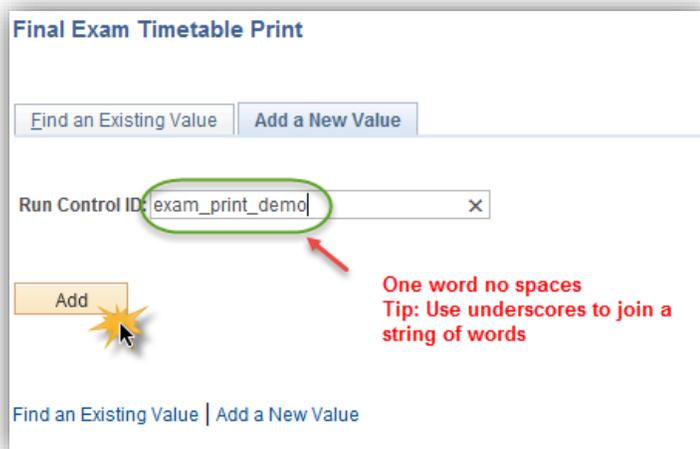
4. The first time you run the report, a Run Control ID must be created. You only have to do this once. The Run Control must be one word, no spaces. The name does not affect the outcome of the report. For subsequent reports, click Search for the saved Run Control ID.

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



5. The Run Control ID must be one word. **Tip:** Use underscores to join a string of words.

Click the **Add** button.



**Final Exam Timetable Print**

Find an Existing Value | Add a New Value

Run Control ID: exam\_print\_demo

**One word no spaces**  
**Tip: Use underscores to join a string of words**

Find an Existing Value | Add a New Value

# View Final Examination Timetable

## SA – Exam Scheduling

6. Enter any required criteria for the print out. You can enter the Term directly or use the Look up tool (e.g. Winter 2014 2141)

Click the **Look up Term** button.



7. Enter the Academic Org directly or use the Look up tool.  
Click the **Look up Academic Org** button.



8. Enter part of the academic org in the begins with field and press Look up (e.g. AR for Faculty of Arts).

Click the **Academic Org** link.

9. Click the **Exam Type** list.

Click the **Final** list item.

Final

10. When Page Break by Subject is selected it will produce a report with each course subject separated by a page break.

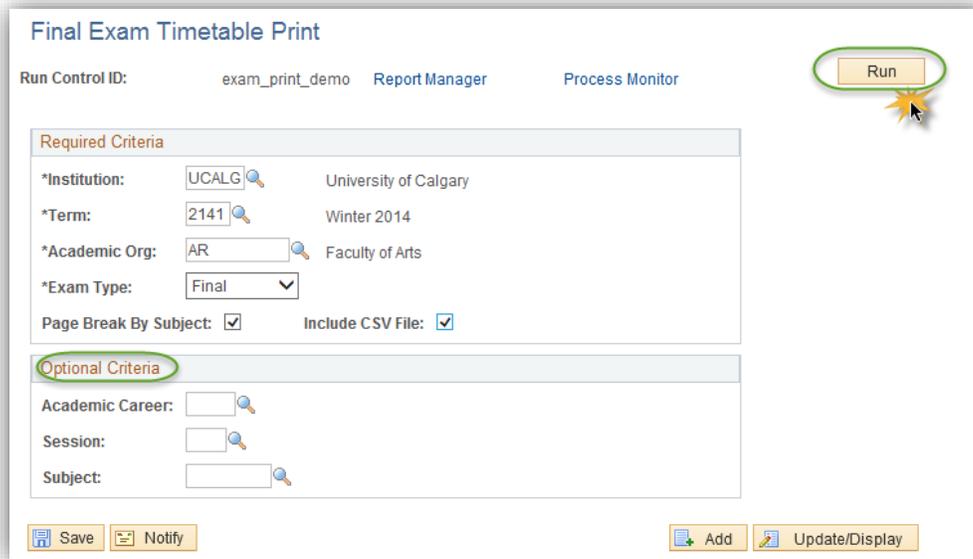
Click the **Page Break By Subject** option.

11. *Optional:* A .CSV file can also be requested by selecting Include CSV File. This file can then be downloaded in Excel to manipulate the data.

Click the **Include CSV File** option if desired.

12. Once familiar with running reports, refine the output by using the Optional Criteria fields. Once you have completed the required criteria for the report you can run the process and proceed to the Process Scheduler Request menu.

Click the **Run** button.

**Final Exam Timetable Print**

Run Control ID: exam\_print\_demo Report Manager Process Monitor

**Required Criteria**

\*Institution: UCALG University of Calgary

\*Term: 2141 Winter 2014

\*Academic Org: AR Faculty of Arts

\*Exam Type: Final

Page Break By Subject:  Include CSV File:

**Optional Criteria**

Academic Career:

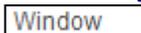
Session:

Subject:

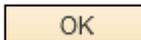
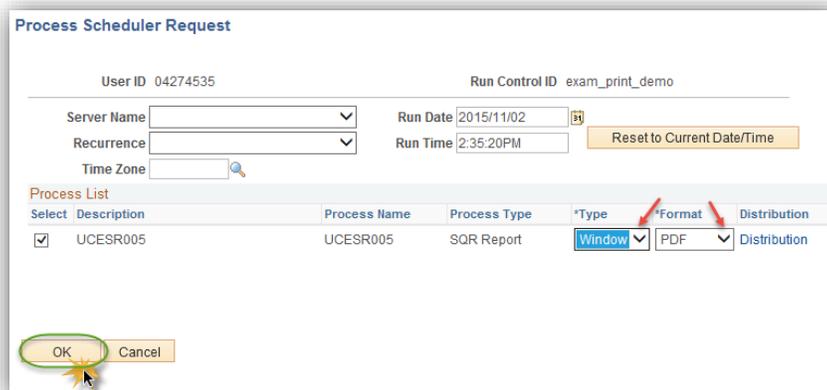
Save Notify Add Update/Display

13. On Process Scheduler Request change the field Type to Window to run the process in a new window.

Click the **Type** list and click the **Window** list item.



14. Click the **OK** button.

**Process Scheduler Request**

User ID 04274535 Run Control ID exam\_print\_demo

Server Name  Run Date 2015/11/02

Recurrence  Run Time 2:35:20PM

Time Zone

Reset to Current Date/Time

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UCESR005	UCESR005	SQR Report	Window	PDF	Distribution

OK Cancel

# View Final Examination Timetable

## SA – Exam Scheduling

15. A new window will open displaying the progress of the run control parameters selected. The status will change from Queued to Processing and Success. Processing indicates the process is still running, success indicates the process was successful and will prepare the document for viewing.
16. Once the process scheduler has completed the run control and it is successful, the final examination timetable will display in .pdf format. You can print or save the timetable. Scroll through the document if the option Page Break by Subject was selected as each subject will be on a separate page.

Report ID: UCESR005	University of Calgary - Exam Scheduling	Page No. 1		
Process Instance: 6640353	Final Examination Timetable	Run Date 2015/11/02		
		Run Time 14:36:16		
<b>Term: Winter 2014</b>				
<u>Course</u>	<u>Section Topic</u>	<u>Date</u>	<u>Time</u>	<u>Facility ID</u>
ACWR 203	LEC 01	----- Sat Apr 26	----- 3:30-6:30 PM	----- SA 124A

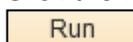
Report ID: UCESR005	University of Calgary - Exam Scheduling	Page No. 2		
Process Instance: 6640353	Final Examination Timetable	Run Date 2015/11/02		
		Run Time 14:36:16		
<b>Term: Winter 2014</b>				
<u>Course</u>	<u>Section Topic</u>	<u>Date</u>	<u>Time</u>	<u>Facility ID</u>
ALMC 202	LEC 01	----- Mon Apr 28	----- 3:30-5:30 PM	----- KNB 128
ALMC 204	LEC 01	----- Sat Apr 26	----- 3:30-5:30 PM	----- EEEL 345

### View the Final Examination Timetable in Excel (.CSV):

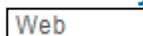
The following explains how to print the exam schedule report excel spreadsheet from the process monitor.

1. Once you have completed the required criteria for the process monitor, run the process.

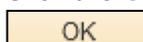
Click the **Run** button.



2. Click the **Type** list and click the **Web** list item.



3. Click the **OK** button.



4. Once the Process Instance number displays you can view the Process Monitor (this number will change each instance).

Click the **Process Monitor** link.

[Process Monitor](#)

5. Note the Run Status processes from Queued to Success and Posted. Clicking on Refresh helps to monitor the process.

Click the **Refresh** button.

[Refresh](#)

6. Once the Run Status is Success and the Distribution Status indicates Posted click on the Details link.

Click the **Details** link.

[Details](#)

7. The Process Detail will display a link to View Log/Trace.

Click the **View Log/Trace** link.

[View Log/Trace](#)

8. The File List displays the Examination\_Timetable\_Print.xls (Excel) and .PDF format. Select the .xls file.

Click the **Examination\_Timetable\_Print.xls** link.

[Examination\\_Timetable\\_Print.xls](#)

9. You will be prompted to Open, Save or Save As, selecte Save As. Once the file is saved you may open and manipulate the Excel file as desired.

## **View the Final Examination Timetable from Report Manager (both .PDF and .CSV):**

1. Once you have completed the Required Criteria and Run the process scheduler, a Process Instance number displays. (This number will change for every instance.)

Click the **Report Manager** link.

[Report Manager](#)

2. Click the **Administration** tab.

[Administration](#)

# View Final Examination Timetable

## SA – Exam Scheduling



3. Once the Status is Posted on the Report List click on Details to view the Report.  
Click the **Details** link.

[Details](#)

4. The File List will display both the .xls and .pdf files for you to select and, if desired, print for distribution.

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Examination_Timetable_Print.xls</a>	16,539	2015/11/02 2:45:05.314231PM MST
<a href="#">SQR_UCESR005_6640354.log</a>	1,738	2015/11/02 2:45:05.314231PM MST
<a href="#">ucesr005_6640354.PDF</a>	37,983	2015/11/02 2:45:05.314231PM MST
<a href="#">ucesr005_6640354.out</a>	833	2015/11/02 2:45:05.314231PM MST

### **End of Procedure.**

For the corresponding job aid consult: [www.ucalgary.ca/registrar/training](http://www.ucalgary.ca/registrar/training)