

The Detailed Class Schedule Report will create either a .pdf and/or an Excel file that you can download to view scheduled classes for your department or faculty. It is recommended to create a Detailed Class Schedule Report when timetabling.

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



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

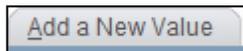


3. Click the **Detailed Class Schedule** link.



4. When creating a Detailed Class Schedule Report the first time, you will have to Add a New Value.

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



5. You will be prompted to enter a Run Control ID which is just the name of what you would like to call the report. For example winter2131 indicating the term Winter 2013. The name of the Run Control must be all one word with no spaces or the process will not complete.



Enter the desired information into the **Run Control ID** field.

6. Click the **Add** button.



7. Detailed Class Schedule will display. Indicate the desired term you would like to generate the report for (e.g. 2131 for Winter 2013). You may enter it directly or use the Look Up tool to locate the desired term.

Enter the desired information into the **From Term** field.

8. You can enter the same To Term or press Enter and the field will autopopulate with the same From Term. You may also select a different To Term date.

9. You can enter the Academic Org directly or use the Look up tool to locate the Academic Org.

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



10. A list of Academic Organizations will display. You can enter the desired Academic Org in the Search by field and press Enter or Look Up or scroll down the list.

11. If desired, the Detailed Class Schedule Report can be downloaded into an Excel Spreadsheet.

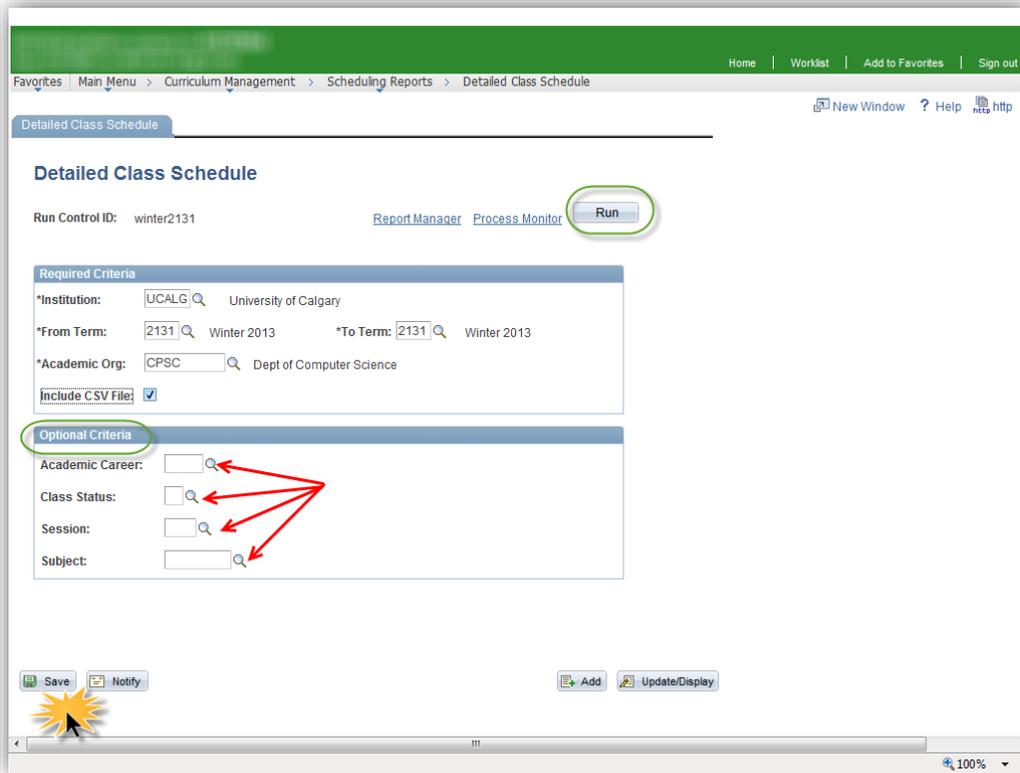
Click the **Include CSV File** option.

Print Detailed Schedule Class Report

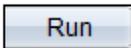
SA - Timetabling



- If desired, Optional Criteria may be entered. The Run Control ID may also be saved for later if you do not wish to run the report at this time.

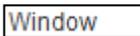


Click the **Run** button.

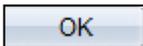


- The Process Schedule Request will display. Click the **Type** list. When selecting Window from the Type list, the report will open a new window to display the process as it Queues, Processes and Successfully creates the report. Web requires additional steps to open the .PDF file using the Report Manager.

Click the **Window** list item.



- Click the **OK** button.



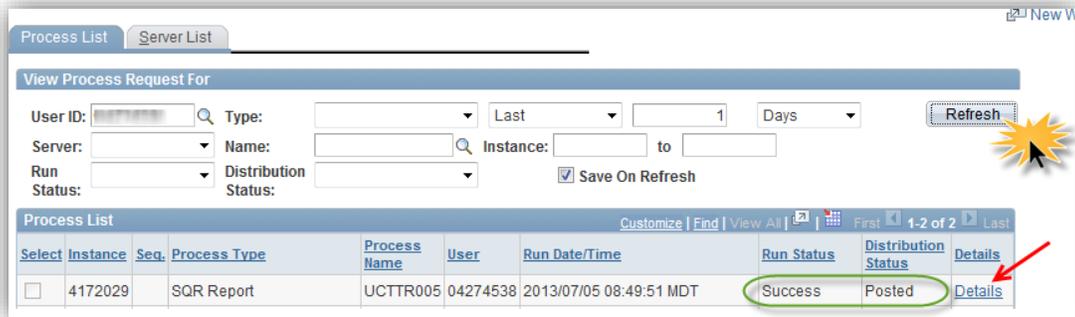
- When the option Window is selected, three windows will appear indicating the process of the report. First Queued will display, then Processing and the last window, Success will display indicating the report has been successfully created and posted.

16. If the Web option is selected, it will be necessary to press the refresh button to view the success of the report creation. Keep pressing Refresh until Success and Posted are displayed.

Click the **Refresh** button.



17. Once the Process indicates Success and Posted you can navigate to where the .PDF and/or Excel Spreadsheet can be opened.

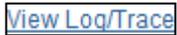


Click the **Details** link.



18. If View Log/Trace is not highlighted the report has not successfully been created.

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



Print Detailed Schedule Class Report

SA - Timetabling



- 19. When successful, the .PDF file will be listed and/if requested, the Excel file .xls will also be listed.

View Log/Trace

Report

Report ID: 2661018 Process Instance: 4172029 [Message Log](#)

Name: UCTTR005 Process Type: SQR Report

Run Status: Success

Detailed Class Schedule

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 2013/08/19

File List

Name	File Size (bytes)	Datetime Created
Detailed Class Sched.xls	48,796	2013/07/05 08:50:41.998091 MDT
SQR UCTTR005 4172029.log	1,739	2013/07/05 08:50:41.998091 MDT
ucttr005 4172029.PDF	45,593	2013/07/05 08:50:41.998091 MDT
ucttr005 4172029.out	731	2013/07/05 08:50:41.998091 MDT

Distribute To

Distribution ID Type	*Distribution ID
User	04274538

Click the **.PDF** link.

- 20. The Detailed Class Schedule will display. Note: Some information has been removed for FOIP reasons.

Report ID: UCTTR005 University of Calgary - Timetabling Page No. 1
Process Instance: 4172029 Detailed Class Schedule Run Date 2013/07/05
From Term: Winter 2013 To Term: Winter 2013 Run Time 08:50:27

Class Enrl/ Assoc Non-Enrl	Class Section	Trm	Sec	Meeting Pattern	Facility	Location	Instr Mode	Enrl Cap	Wait Cap	Room Size	Class Stat	Alt Stat	Week	Retract	Serv Cap	Consent	Instructor	Instr Role
Computer Science - Department of Computer Science																		
CPSC 165 161901 Intro Analysis of Algorithms 0 17 HOURS CPSC																		
Requisites: Prerequisites: CPSC 113 & 119. (Please see University Calendar for more information.)																		
1	E	LAB	B01	W	HW	TWTF		09:00-11:50	ET	061	MAIN	P	25	0	32	O	Woolson, B	PI
Notes: Runs in Block week - Jan. 2nd to 7th.																		
CPSC 203 107154 Intro Problem Solve Appl Soft H 3-2T-1 CPSC																		
1	N	LEC	01	W	1	TR		12:30-13:45	EREL	161	MAIN	P	150	0	152	C	Woolson, B	PI
Notes: LEC 01 MUST REGISTER IN B01 and TUT 01 OR TUT 02 OR TUT 03 OR TUT 04 OR TUT 05 OR TUT 06																		
1	E	TUT	T01	W	1	TR		11:00-11:50	MS	237	MAIN	P	25	0	25	C		
1	E	TUT	T02	W	1	TR		14:00-14:50	MS	236	MAIN	P	25	0	25	C		
1	E	TUT	T03	W	1	TR		15:00-15:50	MS	236	MAIN	P	25	0	25	C		
1	E	TUT	T04	W	1	TR		16:00-16:50	MS	237	MAIN	P	25	0	25	C		
1	E	TUT	T05	W	1	MW		10:00-10:50	MS	237	MAIN	P	25	0	25	C		
1	E	TUT	T06	W	1	MW		12:00-12:50	MS	237	MAIN	P	25	0	25	C		
2	N	LEC	02	W	1	TR		14:00-15:15	EREL	161	MAIN	P	150	0	152	C		
Notes: LEC 02 MUST REGISTER IN B01 and TUT 07 or TUT 08 or TUT 09 or TUT 10 or TUT 11 or TUT 12																		
2	E	TUT	T07	W	1	MW		09:00-09:50	MS	237	MAIN	P	25	0	25	C		
2	E	TUT	T08	W	1	MW		17:00-17:50	MS	237	MAIN	P	25	0	25	C		

- 21. When the option Include CSV file is selected an Excel file will be included on the File List.

Click the **Detailed Class Sched.xls** link.

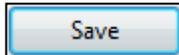
[Detailed Class Sched.xls](#)

22. When the prompt window displays, select **Save As**.

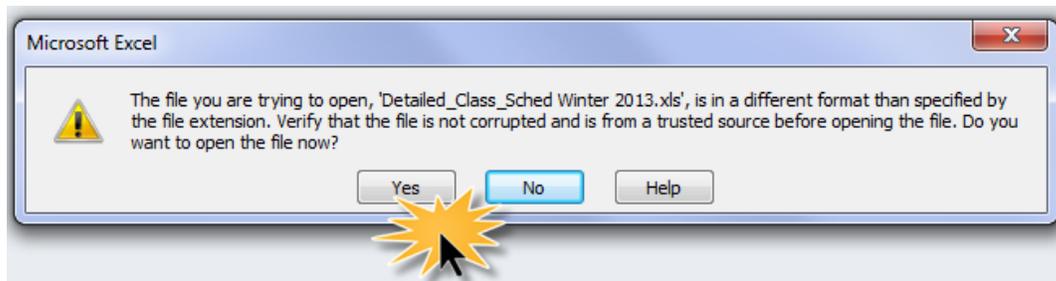
Click the **Save as** button.

23. Enter a file name and save the file.

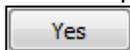
Click the **Save** button.



24. You will see this prompt when opening the excel file.

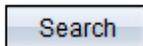


Click the **Yes** button. The excel file will open displaying the Detailed Class Schedule and you can manipulate the file as desired.



25. To run a Detailed Class Schedule Report from a previously saved Run Control, from the Detailed Class Schedule, press Search and any previously saved Run Controls will be listed.

Click the **Search** button. Click on the desired Run Control..



The previous details of the selected Run Control will be displayed and you can Run the report again.

The next part of the lesson will explain how to view Detailed Class Schedule Reports that were run previously.

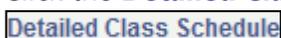
1. Click the **Curriculum Management** link.



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



3. Click the **Detailed Class Schedule** link.



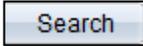
Print Detailed Schedule Class Report

SA - Timetabling



- To navigate to the Report Manager, open a previously saved Run Control. From the Detailed Class Schedule, press Search and any previously saved Run Controls will be listed.

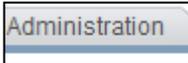
Click the **Search** button. Click on a desired Run Control..



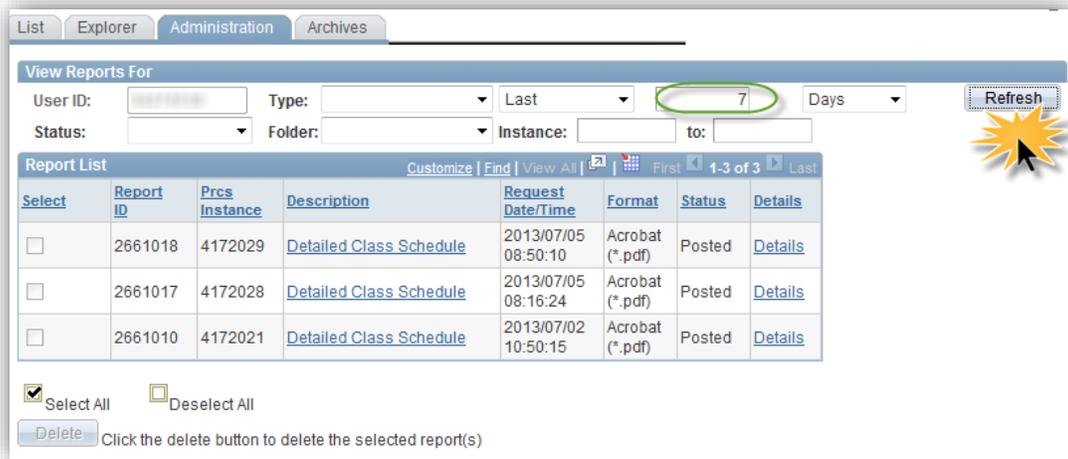
- Click the **Report Manager** link.



- Click the **Administration** tab.



- You can use the View Reports fields as desired. For example, you can view reports created in the Last 7 Days.



Click the **Refresh** button. Based on the View Report criteria the results will be displayed.



End of Procedure.

