



VIEWING THE PRINTED CLASS SCHEDULE

BUSINESS PROCESS: VIEWING THE PRINTED CLASS SCHEDULE
MODULE: CURRICULUM MANAGEMENT

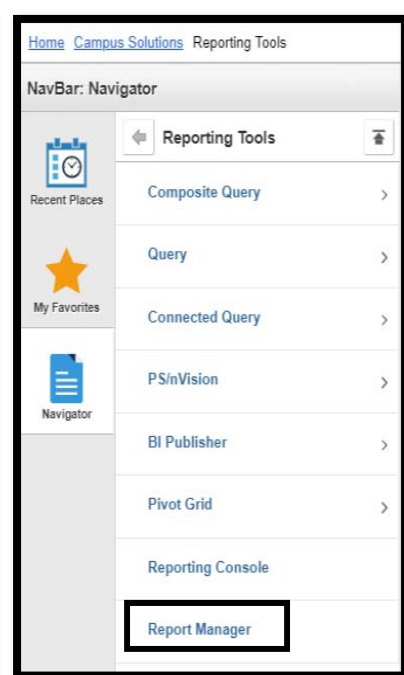
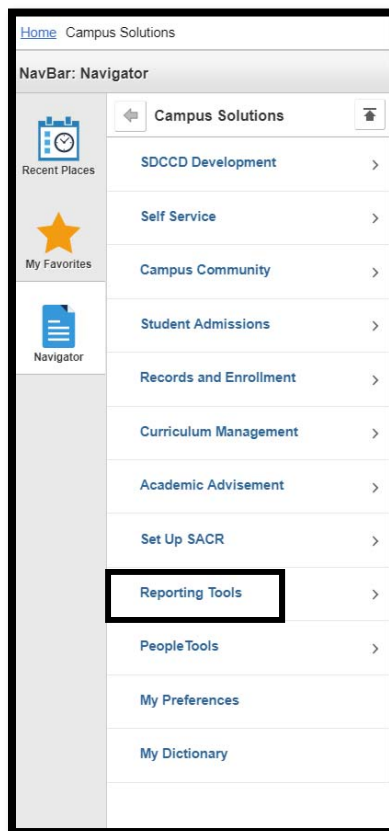
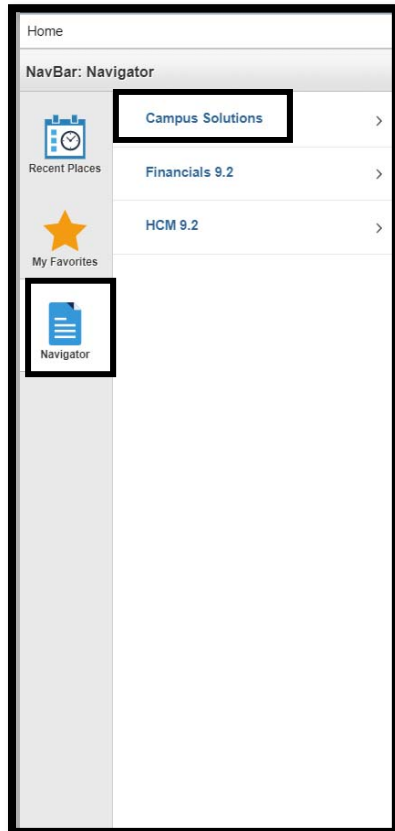
PREREQUISITES

You have the necessary security role to view the report in Report Manager.

INSTRUCTIONS

This Job Aid will go over how to view the Printed Class Schedule, a replacement of the Printer’s Proof. The report is in PDF format and may be printed or exported as a Word Document for editing. The sorting order of the report is Campus, Academic Organization, and then Subject.

STEP	Instructions
1)	Navigator > Campus Solutions > Reporting Tools > Report Manager





STEP	Instructions
2)	<p>The Printed Class Schedule report job runs very early in the morning on Tuesdays and Thursdays. You should see three reports, one for each Campus.</p> <p>Note: If you do not see any reports, you can expand your view by increasing the number of Days.</p> <p>The reports run in the following order: City, Mesa, and Miramar. The report with the smallest Process Instance number will correspond to City, the next highest Process Instance number will correspond with Mesa, and the highest Process Instance number will correspond with Miramar. You can sort the Process Instance numbers by clicking on the Process Instance number header.</p>

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize | Find | View All | First 1-3 of 3 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 X_CLSCHED	CLASS SCHED (X_CM_CLS_SCHED)	General	02/28/19 4:02AM	79155	113177
2 X_CLSCHED	CLASS SCHED (X_CM_CLS_SCHED)	General	02/28/19 4:04AM	79156	113178
3 X_CLSCHED	CLASS SCHED (X_CM_CLS_SCHED)	General	02/28/19 4:07AM	79157	113179

Save

List | Explorer | Administration | Archives

STEP	Instructions
3)	<p>Determine the correct Process Instance number for your campus. Click on the hyperlinked report name X_CLSCHED for your campus.</p>

View Reports For

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Name Created On Last 1 Days

Reports Personalize | Find | View All | First 1-3 of 3 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 X_CLSCHED	CLASS SCHED (X_CM_CLS_SCHED)	General	02/28/19 4:02AM	79155	113177
2 X_CLSCHED	CLASS SCHED (X_CM_CLS_SCHED)	General	02/28/19 4:04AM	79156	113178



STEP	Instructions
4)	Click on the PDF hyperlink for the report. The PDF will open in a new tab of your web browser.

Report

Report ID 79155 Process Instance 113177 [Message Log](#)
 Name X_CLSCHED Process Type SQR Report
 Run Status Success

Class Sched (X_CM_CLS_SCHED)

Distribution Details

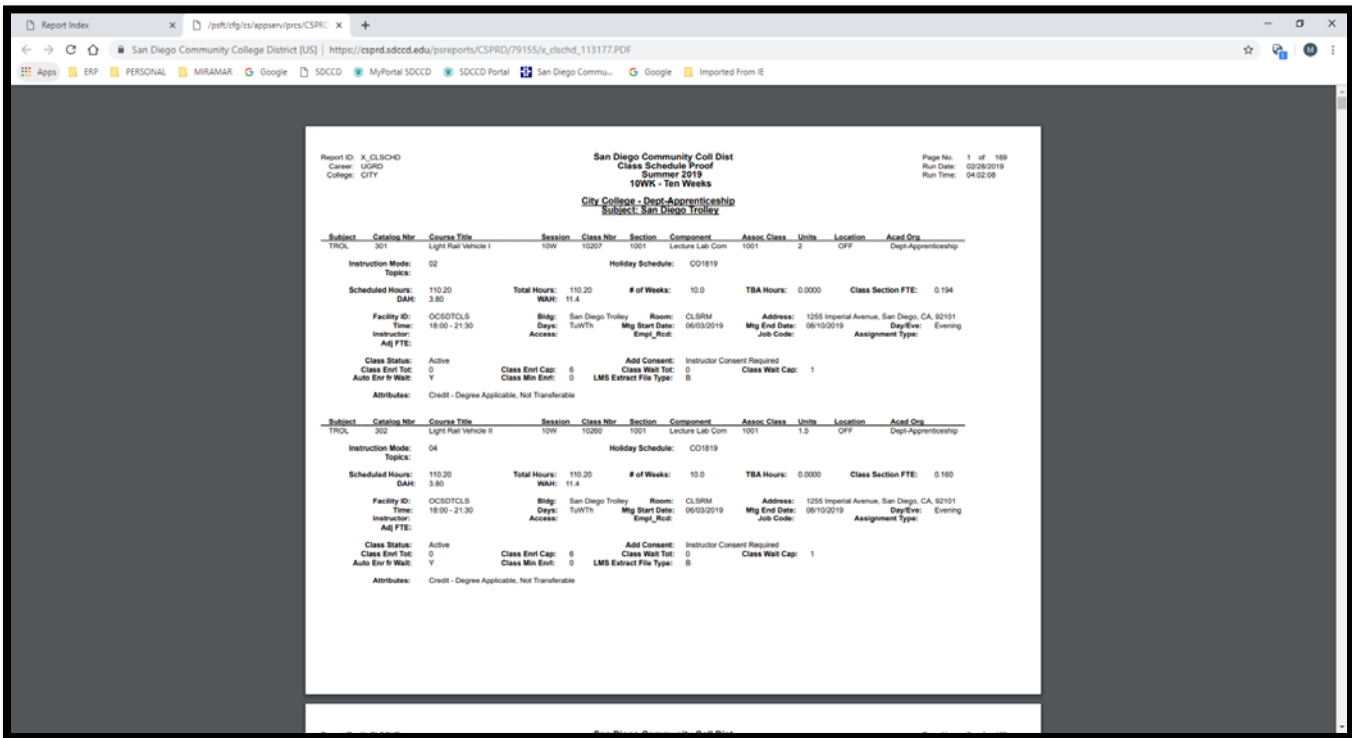
Distribution Node PSUNX Expiration Date 03/07/2019

File List

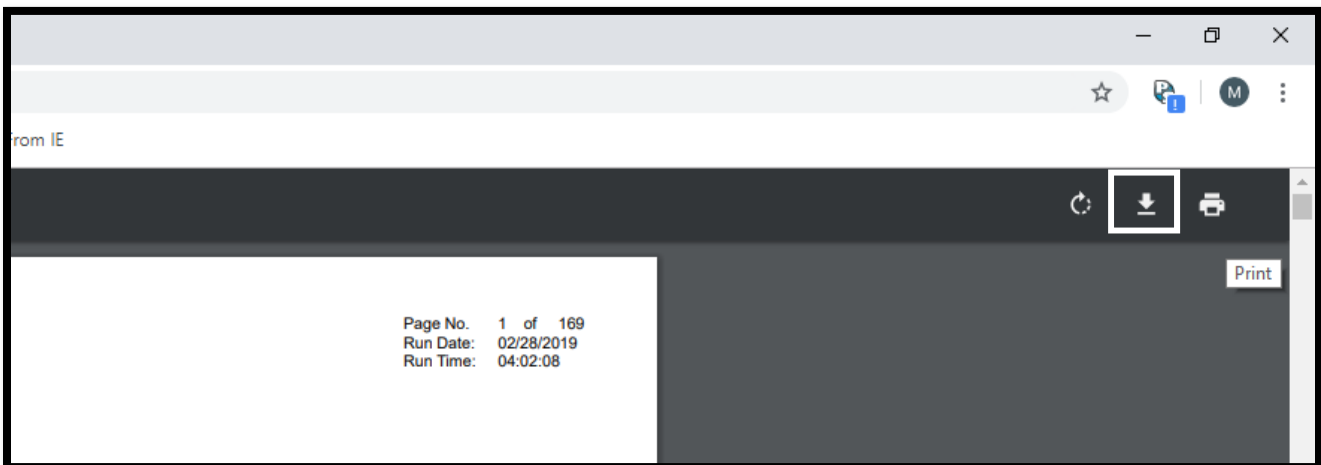
Name	File Size (bytes)	Datetime Created
SQR_X_CLSCHED_113177.log	1,640	02/28/2019 4:02:22.335850AM PST
x_clsched_113177.PDF ←	343,035	02/28/2019 4:02:22.335850AM PST
x_clsched_113177.out	1,986	02/28/2019 4:02:22.335850AM PST

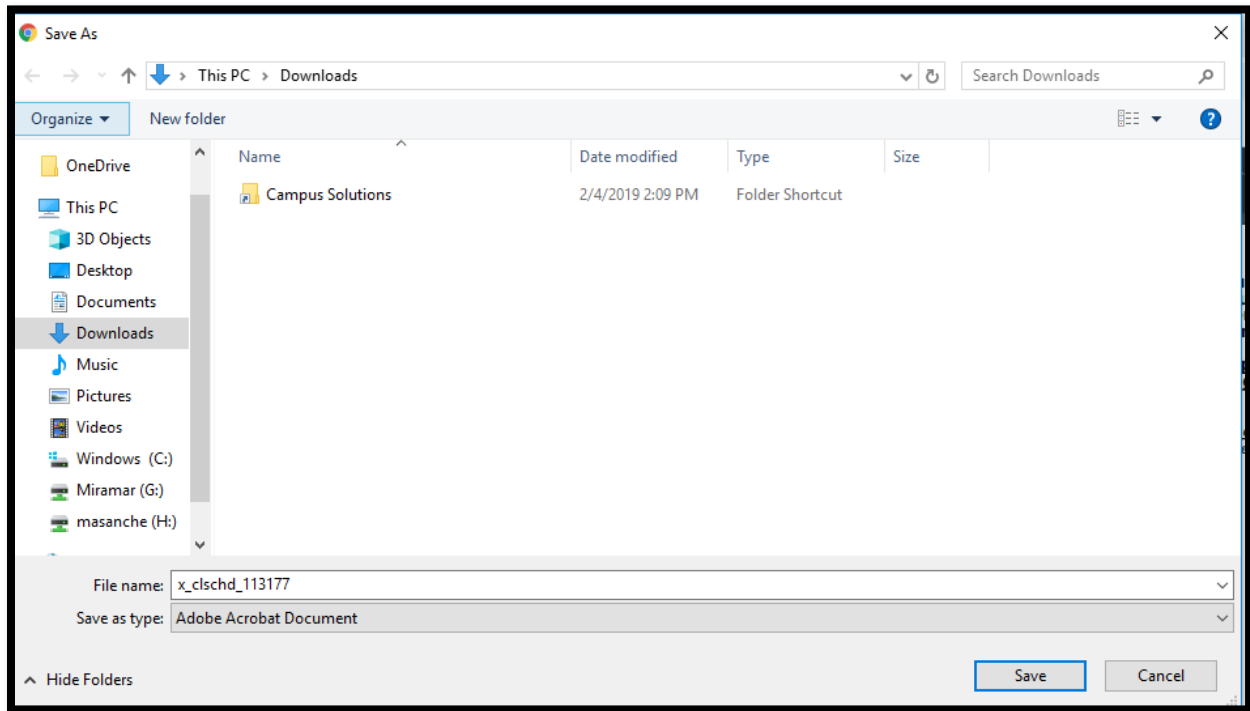
Distribute To

Distribution ID Type	*Distribution ID
User	CSBATCH
User	DPAYNE
User	MASANCHE
Role	X_CS_CM_REPORTS
Role	X_SR_ONLINE_LEARNING
Role	X_SR_SCHEDULE_PREP
Role	X_SR_SCHEDULE_PREP_CE



STEP	Instructions
5)	To download and save the PDF, use your browser's download function. The Save As dialog box will appear. Select the folder where you want to save the report. You can re-title the PDF document in the File Name field. Click Save .





STEP	Instructions
6)	To print the PDF, use your browser's print function. The Print window will appear. Adjust the print settings if necessary. Click Print .

Print

Total: 169 sheets of paper

Destination: w245printer

Pages: All
 e.g. 1-5, 8, 11-13

Copies: 1

Color: Color

More settings:

Print using system dialog... (Ctrl+Shift+P)

Report ID: X_CLSCHD
Career: UGRD
College: CITY

San Diego Community Coll Dist
Class Schedule Proof
Summer 2019
10WK - Ten Weeks

Page No. 1 of 169
Run Date: 02/28/2019
Run Time: 04:02:08

City College - Dept-Apprenticeship
Subject: San Diego Trolley

Subject	Catalog Nbr	Course Title	Session	Class Nbr	Section	Component	Assoc Class	Units	Location	Acad Org				
TRCL	301	Light Rail Vehicle I	10W	10207	1001	Lecture Lab Com	1001	2	OFF	Dept-Apprenticeship				
Instruction Mode:		02		Holiday Schedule:		CO1819								
Topics:														
Scheduled Hours:		110.20	Total Hours:		110.20	# of Weeks:		10.0	TBA Hours:		0.0000	Class Section FTE:		0.194
DAH:		3.80	WAH:		11.4									
Facility ID:		OCSDTCLS	Bidg:		San Diego Trolley	Room:		CLSRM	Address:		1255 Imperial Avenue, San Diego, CA, 92101			
Time:		18:00 - 21:30	Days:		TuWTh	Mtg Start Date:		06/03/2019	Mtg End Date:		08/10/2019			
Instructor:		Adj FTE:		Access:		Empl_Rcd:		Job Code:		Assignment Type:				
Class Status:		Active		Add Consent:		Instructor Consent Required								
Class Enrl Tot:		0		Class Enrl Cap:		6		Class Wait Tot:		0				
Auto Enr fr Wait:		Y		Class Min Enrl:		0		LMS Extract File Type:		B				
Attributes: Credit - Degree Applicable, Not Transferable														
Subject	Catalog Nbr	Course Title	Session	Class Nbr	Section	Component	Assoc Class	Units	Location	Acad Org				
TRCL	302	Light Rail Vehicle II	10W	10260	1001	Lecture Lab Com	1001	1.5	OFF	Dept-Apprenticeship				
Instruction Mode:		04		Holiday Schedule:		CO1819								
Topics:														