Running the Schedule of Classes Report

Security access to the Report Manager option in UAConnect is necessary to run this report. The process used to run this report is similar to all report processes in UAConnect.
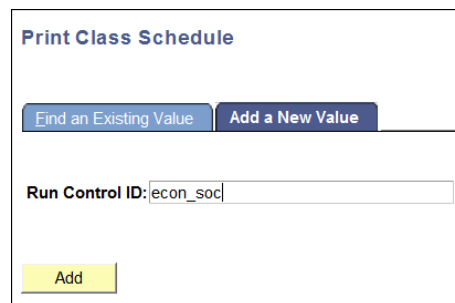
1   Run Control ID
Navigation: **Curriculum Management>Schedule of Classes>Print Class Schedule**

    1.1   If this is the first time to use your **Schedule of Classes Run Control ID**:

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

- Type the name in the Run Control ID field

- Click **ADD** to create your Schedule of Classes ID

- Once created, this run control id is available for use at any time

NOTE: The Run Control ID is a name *you* assign to your report. However, it is recommended that you use your department code and the Schedule of Classes (SOC) abbreviation as your Run Control ID name. *Example:* **econ_soc** *for Economics Schedule of Classes.*

Print Class Schedule

Find an Existing Value	**Add a New Value**

Run Control ID: econ_soc

Add

    1.2   If you have already created a Run Control Id:

- From the **Find an Exiting Value** tab

- Type the name of the run control id

- Click **Search**

- Your existing run control opens to the Print Class Schedule page

    1.3   Click the link in Search Results that describes the class to be added. This action opens the **Basic Data** page in the Schedule New Course component.

2   Print Class Schedule

From the Print Class Schedule page indicate the reporting parameters for your report. Define your query from this page before running the report.

2.1   Input **THEUA** in the **Academic Institution** field.

2.2   Input the **Term** code or click the magnifying glass icon to look up a list of available values.

2.3   Input the **Academic Organization Node** or click the magnifying glass icon to look up a list of available values. *This is your department code.*

2.4   Leave the **Session** field blank to search for all classes offered for that semester.

2.5   Select a value from the **Schedule Print** drop-down menu. Available values are:
- **Yes** – all classes with this check box selected on the Basic Data page will appear on the report.
- **No** – all classes with this check box cleared on the Basic Data page will *not* appear on the report.
- **All** – all classes appear on the report, regardless of the check box setting on the Basic Data page.

2.6   Select a value from the **Print Instructor in Schedule** drop-down menu. Available values are:
- **Yes** – all instructors with this check box selected on the Meetings page will appear on the report.
- **No** – all instructors with this check box cleared on the Meetings page will *not* appear on the report.
- **All** – all instructors appear on the report regardless of the check box setting on the Meeting page.

2.7   Check the **Print By Location** check box for specific locations (i.e. Global Campus Rogers).

NOTE: Once the report is created with this Run Control ID, the department code defaults with future use.

NOTE: In the **Class Status** group box, you will find additional options for viewing active classes (**Active**), cancelled classes, (**Cancelled**), tentative (**Tentative**), or classes where enrollment has been stopped (**Stop Enrl**).

3. *Report Options*
   3.1   Click the **Report Options** tab to define what information appears on the report.

   Click the **Report Options** tab to define what information appears on the report

NOTE: Check the **Report Only** check box to eliminate the **File Path** field or this error message will appear:
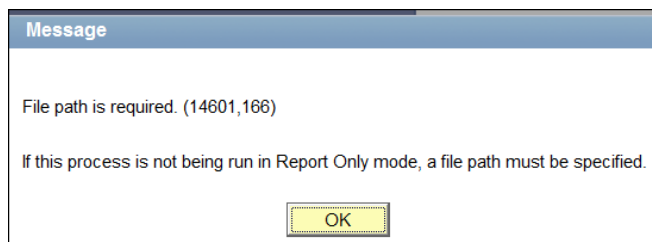
   3.2   After selecting the report options, click **RUN**. This action opens the Process Scheduler Request page.

   • Select the **Type** and **Format** to view the report from UAConnect.

     o Select **WEB** from the **Type** drop-down menu

o   Select **PDF** from the **Format** drop-down menu

3.3   Click Distribution to view options that allow other users to view the report when logging in to UAConnect, or send the report to them through e-mail (when the Type is set to **EMAIL**).

3.4   Click **OK** to leave the Distribution page and return to the Process Scheduler.

3.5   Click **OK** to run the report and return to the Schedule of Classes page

Process Scheduler Request

User ID: ▓▓▓▓▓   Run Control ID: econ_soc

Server Name: [▼]   Run Date: 10/11/2012 📅

Recurrence: [▼]   Run Time: 12:52:02PM   [Reset to Current Date/Time]

Time Zone: [🔍]

Process List

| Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Schedule of Classes	SR201	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]

4.   Report Options

After submitting the job via the Process Scheduler Request page, use Process Monitor to review the status of scheduled or running processes. View all processes to see the status of any job in the queue and control any processes you have initiated.

4.1   Click the Process Monitor link on either the Print Class Schedule page or the Report Options page. This action opens the Process List page where you may view the Run Status of the report.

Print Class Schedule | **Report Options**

Run Control ID: econ_soc   Report Manager   Process Monitor   [Run]

Process Instance:381

Report Options

☑ **Print Meeting Pattern/Instr**   ☑ **Report Only**

☐ **Print Meeting Pattern Topic**

NOTE: The Process Monitor is comprised of two pages: *Process List* and *Server List*.

- *Process List* allows you to monitor the process requests you have submitted.
- *Server List* allows you to monitor the Process Scheduler Server Agents within UAConnect.
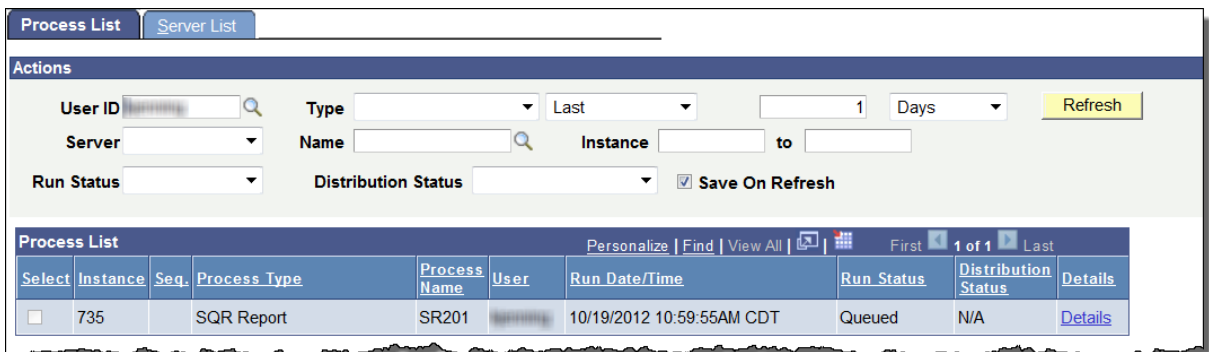
- The **Run Status** field cycles through these statuses:
  - ✓ Queued
  - ✓ Process
  - ✓ Posted
  - ✓ Success

4.2   Click **Refresh** at the top of the Process List page to check the current status of a process.

4.3   Once the **Run Status** indicates **Success** and the **Distribution Status** indicates **Posted**, click the Details link to view the Process Detail page
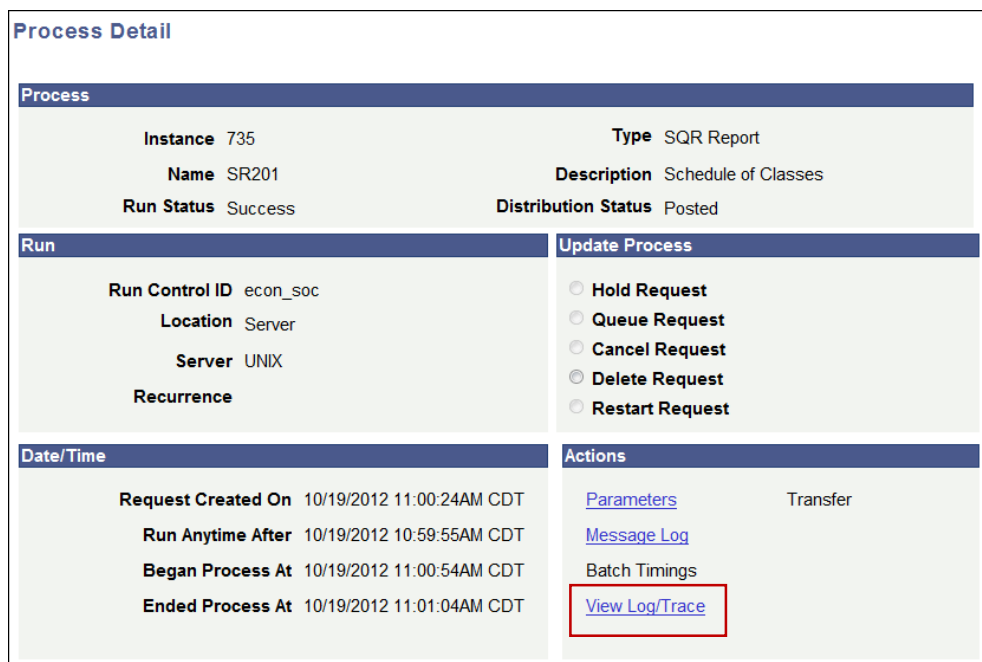
4.4   Click the View Log/Trace link in the Process Detail page to open a new window displaying a link to view the Schedule of Classes Report.

View Log/Trace

Report

Report ID:	2914661	**Process Instance:** 735	Message Log
Name:	SR201	**Process Type:** SQR Report	
Run Status:	Success		

Schedule of Classes

Distribution Details

Distribution Node: ftprn2　　　**Expiration Date:** 11/18/2012

File List

Name	File Size (bytes)	Datetime Created
SQR_SR201_735.log	1,535	10/19/2012 11:01:04.408342AM CDT
sr201_735.PDF	20,607	10/19/2012 11:01:04.408342AM CDT
sr201_735.out	1,374	10/19/2012 11:01:04.408342AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

4.5　　　Click the **.PDF** file to open Acrobat Reader and view the report.

```
Report ID:  SR201                        The University of Arkansas                        Page No.  1  of  8
                                     Schedule of Classes for Fall 2012                      Run Date: 10/19/2012
                                     Campus: Univ of Ark, Fayetteville                      Run Time: 11:00:54
                                          Regular Academic Session

                    Walton College of Business - Department of Economics - Subject: Economics

    Subject   Catalog Nbr  Section  Class Nbr   Course Title           Component        Units      Topics
    ECON      2013         001      1532        PRINC OF MACROECONOMICS Lecture          3
                                                                       (Face to Face)
       Bldg: Willard J. Walker HRoom: 0124    Days: MWF      Time: 14:30 - 15:20                 Instructor:

       Class Enrl Cap: 95        Class Enrl Tot: 89      Class Wait Cap: 0     Class Wait Tot: 0     Class Min Enrl: 0
       Class Equivalents: ECON 2013 - AGEC 2103

       Students will be expected to attend 1 hour a week of Economic Supplemental Instruction (ESI) for this course.

    ECON      2013         002      1533        PRINC OF MACROECONOMICS Lecture          3
                                                                       (Face to Face)
       Bldg: Willard J. Walker HRoom: 0124    Days: MWF      Time: 08:30 - 09:20                 Instructor:          R.
```