

How to Run the Class Enrollment Report

The following steps show how to the class enrollment report via the Reporting Center, by way of CalCentral. This report shows class enrollment and Student ID, Name, Email, Career, Status, Waitlist Rank, and Grading Option.

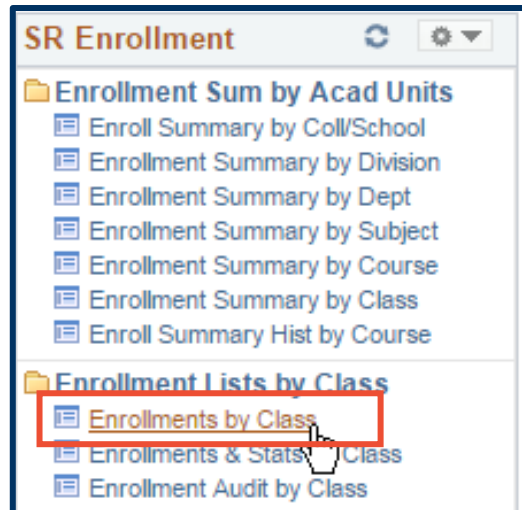
1. Log into CalCentral using your CalNet ID and passphrase. You arrive at the **My Dashboard** page.

2. Observe the **Advising Resources** section.
3. Click the **“Reporting Center”** link in the **Advising Resources** section.

- You are taken to the **Reporting Center** page, where you can run reports, search for queries, and make queries **Favorites**.

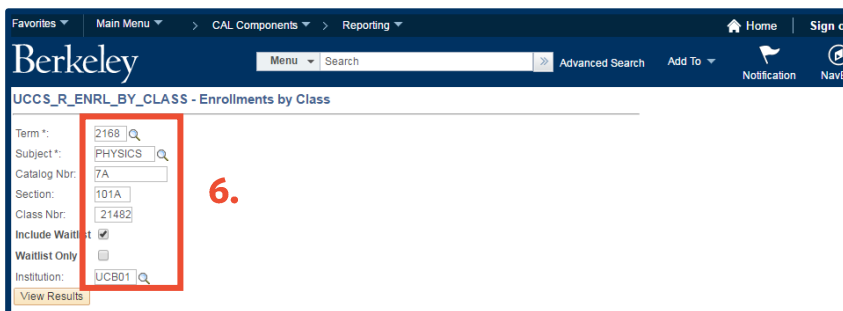
There you find the **Enrollments by Class** query, under the **SR Enrollment** section at the middle, left-hand of the page.

4.-5.



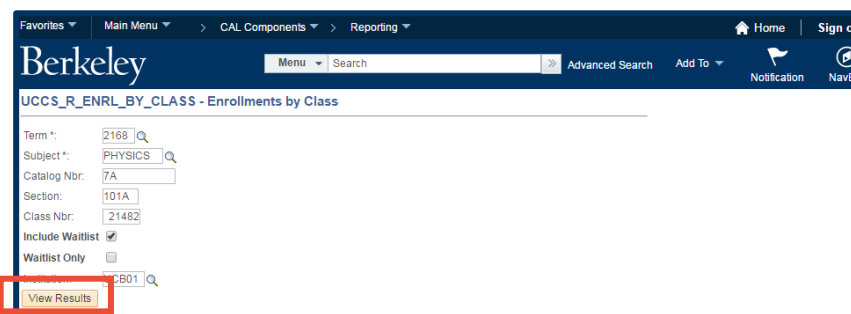
- Click on the query name to run it.

- Search for enrollments for a specific class, by entering various criteria, as in the example to the right.



- Click the **View Results** button.

7.



8. The resulting report displays 16 students enrolled for **Physics 7A**, lecture **section 101A**. This report shows:

- Student ID
- Name
- Email
- Career
- Status
- Waitlist Rank
- Grading Option

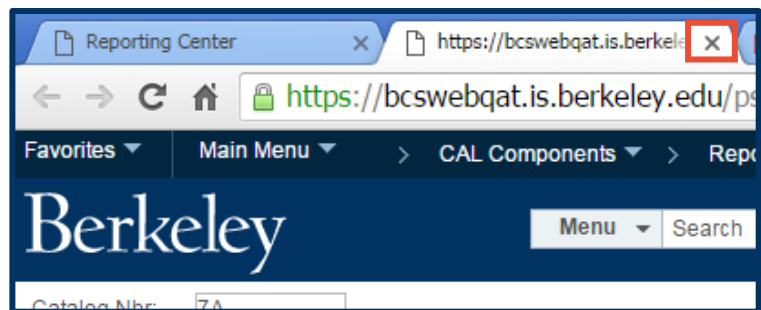
The screenshot shows the Berkeley Student Information System reporting interface. The page title is "UCCS_R_ENRL_BY_CLASS - Enrollments by Class". The search criteria are: Term #: 2168, Subject #: PHYSICS, Catalog Nbr: 7A, Section: 101A, Class Nbr: 21482. The "Include Waitlist" checkbox is checked, and "Waitlist Only" is unchecked. The institution is set to UCB01. A "View Results" button is visible. Below the search criteria, there are download options: "Excel SpreadSheet", "CSV Text File", and "XML File" (8 kb). The "View All" link is also present. The table below shows the first three rows of enrollment data.

	Term	Class Nbr	Subject	Catalog Nbr	Section	Component	Descr	ID	Name	Email	Career	Status	Waitlist Rank	Unit Taken	Grade Base	Ctlg Nbr Sort
1	2168	21482	PHYSICS	7A	101A	Lecture	Scient Engin Phys	216821482101A	Ch...	je...@berkeley.edu	UGRD	Enrolled		4.00	GRD	0007A
2	2168	21482	PHYSICS	7A	101A	Lecture	Scient Engin Phys	216821482101A	Di...	al...@berkeley.edu	UGRD	Enrolled		4.00	GRD	0007A
3	2168	21482	PHYSICS	7A	101A	Lecture	Scient Engin Phys	216821482101A	Fr...	ef...@berkeley.edu	UGRD	Enrolled	2	4.00	GRD	0007A

- Note that this report also can be exported to an **Excel**, **CSV**, or **XML** file.

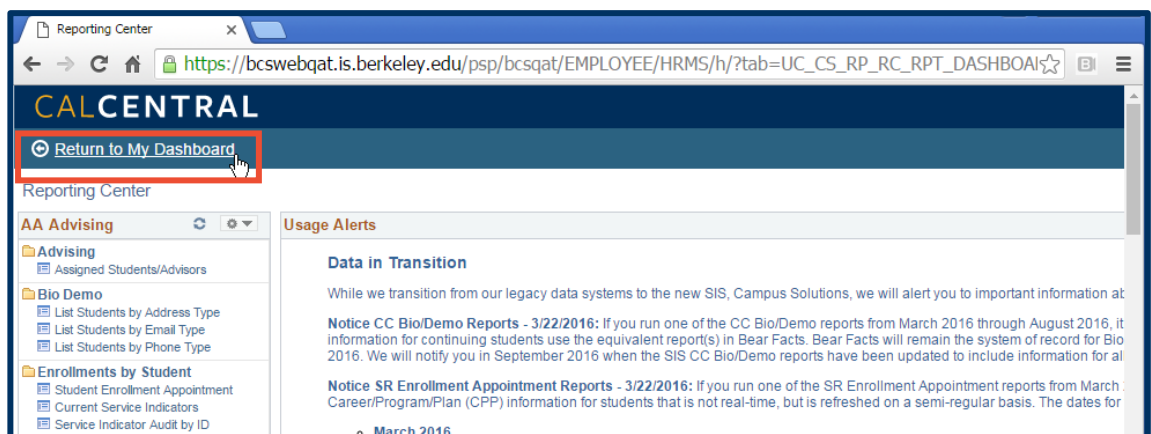
9. To exit the report, click the **Close icon** on the report tab.

9.



10. To return from the Reporting Center to My Dashboard, click the Return to My Dashboard link.

10.



Support:

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it