How to Run the Class Enrollment Report

The following steps show how to run 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.

![My Dashboard and Advising Resources](image)

2. Observe the Advising Resources section.

3. Click the “Reporting Center” link in the Advising Resources section.
4. 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.

5. Click on the query name to run it.

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

7. Click the View Results button.
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

- 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.

![Reporting Center](https://bcswebqat.is.berkeley.edu)

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

![CALCENTRAL](https://bcswebqat.is.berkeley.edu)

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**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](https://shared-services-help.berkeley.edu/new_ticket/it)