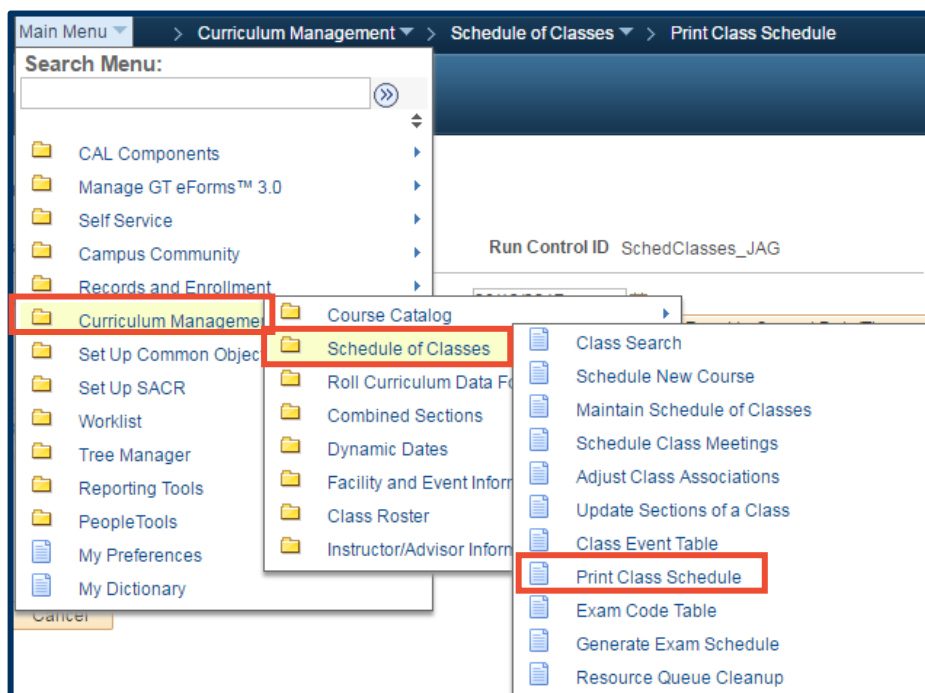


How to Print the Schedule of Classes

This job aid illustrates how to set up a Run Control ID for the purpose of printing an iteration of the Schedule of Classes and how to print a Schedule of Classes. The Run Control configuration is required to execute a print run.

1. From the **Main Menu**, navigate to: **Curriculum Management > Schedule of Classes > Print Class Schedule**.



2. Create a Run Control ID by selecting the **Add a New Value** tab.

NOTE: To use an existing Run Control, use the **Find an Existing Value** tab (see [Steps 18-20](#)).


The screenshot shows the Berkeley 'Print Class Schedule' interface. At the top, there is a navigation bar with the Berkeley logo. Below it, the title 'Print Class Schedule' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being highlighted with a red box. Below the tabs is a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty text input field. A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

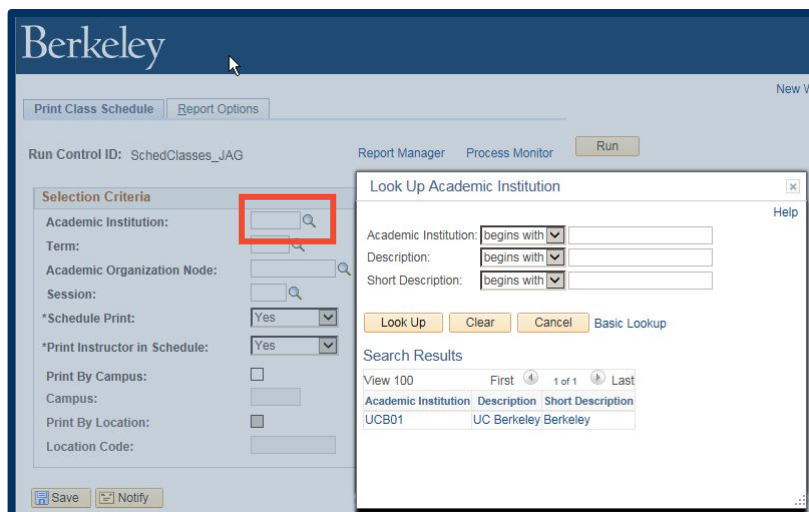
3. Input a **Run Control ID** for the catalog printing and select the **Add** button.


NOTE: Run Control IDs can be named using alpha characters, numeric characters and underscores only. Suggested Run Control names:
 Name of process_
 User's name/initials:
 PrintSched_JAG
 SchedClass_JG

The screenshot shows the Berkeley 'Print Class Schedule' interface with the 'Add a New Value' tab selected. The 'Run Control ID' text input field is highlighted with a red box and contains the text 'SchedClasses_JAG'. Below the input field is an 'Add' button.

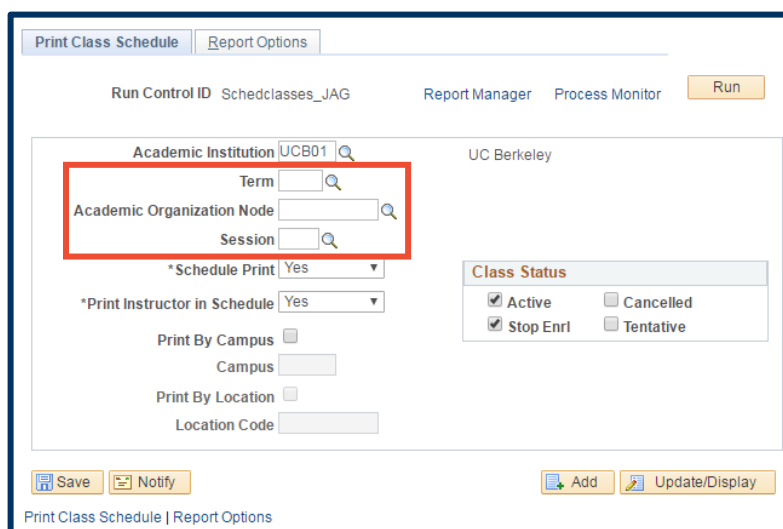
- The **Academic Institution** field should already be populated with "UCB01".

However, if it is blank, type in or use the **Lookup** magnifying glass () and select "UCB01" in the field.



- Using the **Lookup** button (), complete the information for **Term**, **Academic Organization Node** and **Session**.

NOTE: **Session** is an optional field. If you leave it blank all sessions from the term will be printed.



6. Select the **Report Options** tab on the top of the screen.

Select the desired **Report Options** and select **Run**.

NOTE: If you do not select “**Report Only**,” you will have to designate a file path to save your Run Control ID.

Print Class Schedule | **Report Options**

Run Control ID: SchedOfClasses_JAG Report Manager Process Monitor **Run**

Report Options

- Print Meeting Pattern/Instr
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

Report Only

Save Notify Add Update/Display

7. Choose “**PSUNX**” from the **Server Name** drop-down list and click **OK**.

Process Scheduler Request

User ID 1058444 Run Control ID: SchedOfClasses_JAG

Server Name (dropdown menu open showing PSUNX selected)

Run Date: 08/14/2015 Run Time: 3:29:37PM Reset to Current Date/Time

Select	Description	Class Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution

OK Cancel

8. After selecting **OK**, you will return to the **Report Options** tab. Select the **Save** button if you want to save your Run Control ID for future use.

9. Select **Process Monitor**.

Print Class Schedule | **Report Options**

Run Control ID SchedClasses_JAG2 Report Manager **Process Monitor** Run

Process Instance:3105843

Report Options

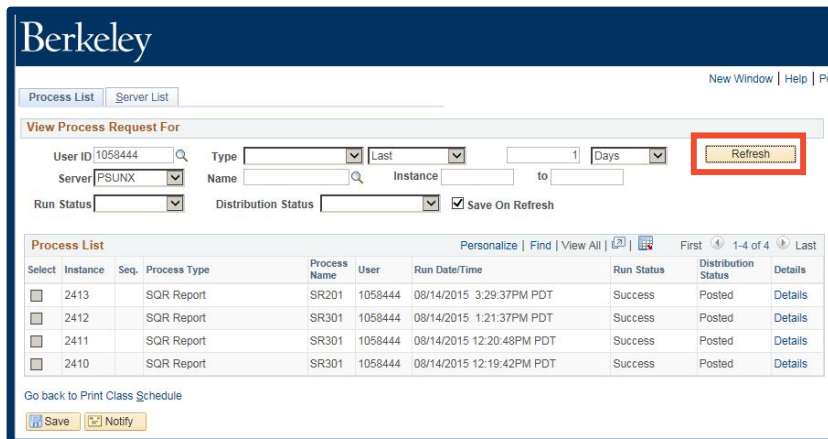
- Print Meeting Pattern/Instr
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

Report Only

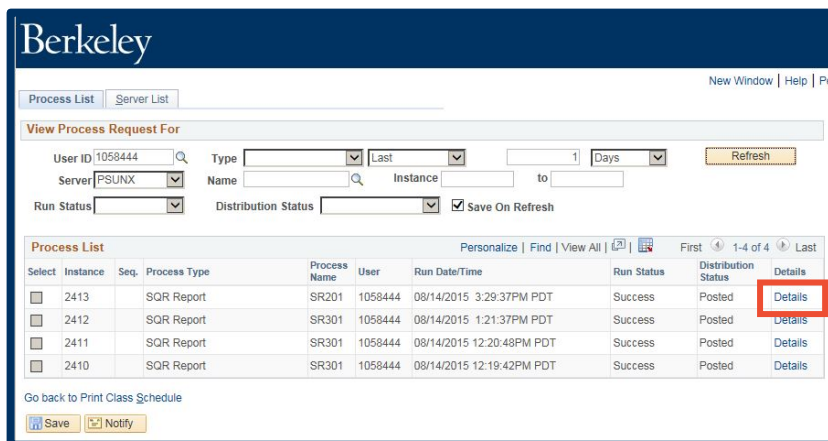
Save Notify Add Update/Display

Print Class Schedule | Report Options

10. The **Refresh** command button will refresh your list of the print run controls, showing you “**Success**” and “**Posted**” messages.



11. Select the **Details** link for the most recent Run Control ID in the Process List (typically at the top of list).



- From the Process Detail page, select the **View Log/Trace** link.

Berkeley

Process Detail

Process

Instance	2413	Type	SQR Report
Name	SR201	Description	Schedule of Classes
Run Status	Success	Distribution Status	Posted

Run | **Update Process**

Run Control ID	SchedOfClasses_JG	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX1	<input type="radio"/> Cancel Request
Recurrence		<input type="checkbox"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time | **Actions**

Request Created On	08/14/2015 3:31:09PM PDT	Parameters	Transfer
Run Anytime After	08/14/2015 3:29:37PM PDT	Message Log	
Began Process At	08/14/2015 3:31:30PM PDT	Batch Timings	
Ended Process At	08/14/2015 3:31:45PM PDT	View Log/Trace	

OK Cancel

- From the **View Log/Trace** page, find the **File List**, and select the link to the file with the **.PDF** extension.

Berkeley

View Log/Trace

Report

Report ID	822	Process Instance	2413	Message Log
Name	SR201	Process Type	SQR Report	
Run Status	Success			

Schedule of Classes

Distribution Details

Distribution Node	PSRPT1	Expiration Date	09/13/2015
-------------------	--------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_SR201_2413.log	1,762	08/14/2015 3:31:45.223781PM PDT
sr201_2413.PDF	58,092	08/14/2015 3:31:45.223781PM PDT
sr201_2413.out	1,373	08/14/2015 3:31:45.223781PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	1058444

Return

14. A new browser window opens, displaying the Schedule of Classes, as per your configurations.

From that *Adobe Acrobat* .pdf view, you can print or save the output using the Acrobat toolbar (a.)

When done, close the report tab to exit (b.)

UC Berkeley
Schedule of Classes for 2014 Fall
Regular Academic Session
College of Letters and Science - Anthropology - Subject: Anthropology

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
ANTHRO	C254	001	26695	Topics in Sta	Seminar (In-Person)	3	
Bldg:	stephens Hall	Room:	470	Days:	Tu	Time:	16:00 - 17:59
Instructor:	Marzotti, Massimo						
Class Enrl Cap:	3	Class Enrl Tot:	0	Class Wait Cap:	1	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	C262A	001	26696	Traditionalities	Seminar (In-Person)	4	
Bldg:	2224 Piedmont Avenu	Room:	15	Days:	F	Time:	12:00 - 14:59
Instructor:	Briggs, Charles L.						
Class Enrl Cap:	10	Class Enrl Tot:	0	Class Wait Cap:	20	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	C273	001	26698	Sta Research Sem	Seminar (In-Person)	3	
Bldg:	Hilgard Hall	Room:	112	Days:	W	Time:	10:00 - 11:59
Instructor:	Iles, Alastair T						
Class Enrl Cap:	5	Class Enrl Tot:	0	Class Wait Cap:	2	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	H195A	001	26529	Senior Honors	Tutorial (In-Person)	4	
Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	TBA
Instructor:	Agarwal, Sabrina C						
Class Enrl Cap:	25	Class Enrl Tot:	0	Class Wait Cap:	25	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	H195A	002	26530	Senior Honors	Tutorial (In-Person)	4	
Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	TBA
Instructor:	Brandes, Stanley H						
Class Enrl Cap:	10	Class Enrl Tot:	0	Class Wait Cap:	10	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	H195A	003	26531	Senior Honors	Tutorial (In-Person)	4	
Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	TBA
Instructor:	Briggs, Charles L.						
Class Enrl Cap:	15	Class Enrl Tot:	0	Class Wait Cap:	15	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	H195A	004	26532	Senior Honors	Tutorial (In-Person)	4	
Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	TBA
Instructor:	Cohen, Lawrence						
Class Enrl Cap:	20	Class Enrl Tot:	0	Class Wait Cap:	20	Class Wait Tot:	0
Class Min Enrl:	0						
ANTHRO	H195A	005	26533	Senior Honors	Tutorial (In-Person)	4	
Bldg:	TBA	Room:	TBA	Days:	TBA	Time:	TBA
Instructor:	Conkey, Margaret W						
Class Enrl Cap:	25	Class Enrl Tot:	0	Class Wait Cap:	25	Class Wait Tot:	0
Class Min Enrl:	0						

15. Back in the *Campus Solutions* browser window, select the **Return** button.

Berkeley

View Log/Trace

Report

Report ID 822 Process Instance 2413 Message Log

Name SR201 Process Type SQR Report

Run Status Success

Schedule of Classes

Distribution Details

Distribution Node PSRPT1 Expiration Date 09/13/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_SR201_2413.log	1,762	08/14/2015 3:31:45.223781PM PDT
sr201_2413.PDF	58,092	08/14/2015 3:31:45.223781PM PDT
sr201_2413.out	1,373	08/14/2015 3:31:45.223781PM PDT

Distribute To

Distribution ID Type *Distribution ID

User 1058444

Return

16. In the **Process Detail** window, select the **OK** button.

Process Detail

Process

Instance 2419 Type SQR Report
 Name SR201 Description Schedule of Classes
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID SchedOfClasses_JAG Hold Request
 Location Server Queue Request
 Server PSUNX1 Cancel Request
 Recurrence Delete Request
 Restart Request

Date/Time **Actions**

Request Created On 08/17/2015 8:34:25AM PDT Parameters Transfer
 Run Anytime After 08/17/2015 8:34:19AM PDT Message Log
 Began Process At 08/17/2015 8:34:37AM PDT Batch Timings
 Ended Process At 08/17/2015 8:34:51AM PDT [View Log/Trace](#)

OK Cancel

17. To save the Run Control ID of your Schedule of Classes, select the **Save** button.

Process List Server List

View Process Request For

User ID 1058444 Type Last 1 Days Refresh
 Server PSUNX Name Instance to
 Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First | 1-4 of 4 | Last

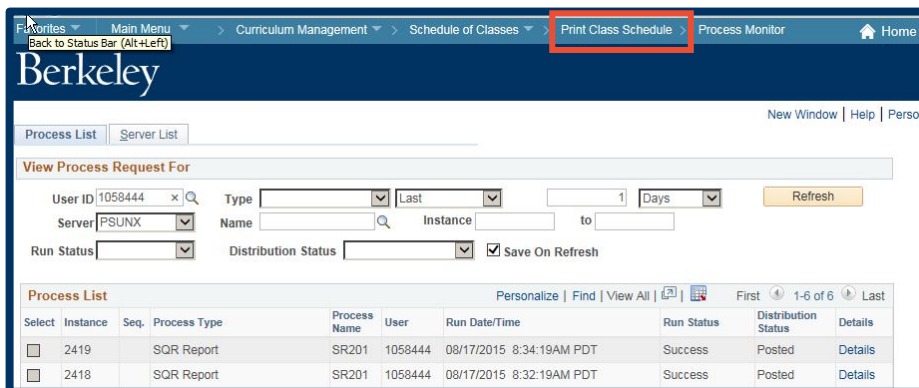
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2413		SQR Report	SR201	1058444	08/14/2015 3:29:37PM PDT	Success	Posted	Details
<input type="checkbox"/>	2412		SQR Report	SR301	1058444	08/14/2015 1:21:37PM PDT	Success	Posted	Details
<input type="checkbox"/>	2411		SQR Report	SR301	1058444	08/14/2015 12:20:48PM PDT	Success	Posted	Details
<input type="checkbox"/>	2410		SQR Report	SR301	1058444	08/14/2015 12:19:42PM PDT	Success	Posted	Details

Go back to Print Class Schedule

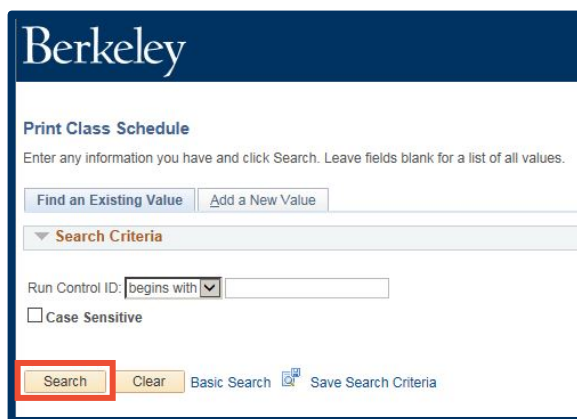
Save Notify

Searching for an Existing Schedule of Classes Run Control ID

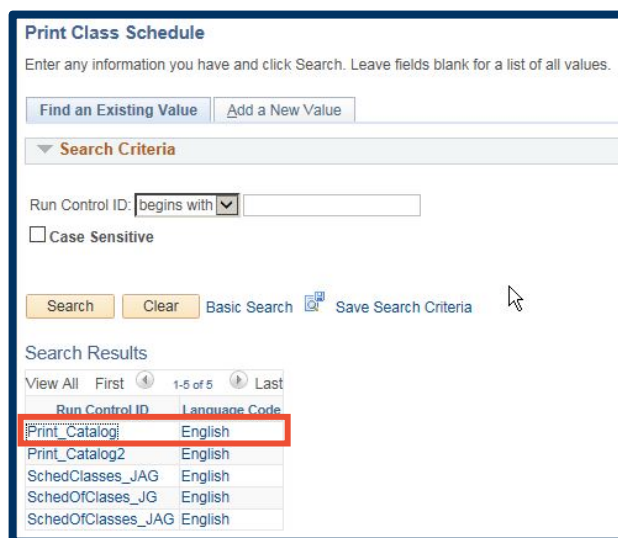
18. If you need to generate a report using existing Run Control ID, select the **Print Class Schedule** link in the **Navigation Bar**.



19. Select the **Search** button, to search for all Run Control IDs.



20. Locate the desired **Run Control ID**. Select it to open and run it, or to reconfigure and run it.



Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

- sis.berkeley.edu/training