

Once the final examination schedule has been produced for a given term, it is the responsibility of the department/faculty to provide their instructors with the seating lists for exams held in current classrooms (excludes the gymnasiums). The following outlines the steps necessary to create a .pdf document for instructor distribution. **Note:** *If a course is combined, the Final Exam Seating List (Unassigned) will not be created.*

- Click the Curriculum Management link.
 ▶ Curriculum Management
- 2. Click the Exam Scheduling Reports link. Exam Scheduling Reports
- 3. Click the Exam Seating List Unassigned link. Exam Seating List - Unassigned
- 4. The first time the Exam Seating List report is run a Run Control ID must be entered. This only has to be completed once, otherwise press Search to Find an Existing Value (the previously created Run Control ID).

Click the Add a New Value tab.

Add	0	Mour	Mal	110
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_				

Exam Seating List - Unassigned				
Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Value Add a New Value				
Search Criteria				
Search by: Run Control ID begins with				
Search Advanced Search Press Search to view previously created Run Control ID				

SA – Exam Scheduling



5. The Run Control ID is a short description of the report. It must be one word with no spaces otherwise the process will not run. The name of the run control is not relevant to the success of the report.

Tip: Use underscores to join words for a run control ID e.g.: name_of_run_control

Click the **Add** button.

Exam Seating List - Unassigned
Find an Existing Value Add a New Value
Run Control ID: run_control_ID ×
Add

6. Enter the Academic Org for the department or faculty or use the Look up tool.

Click the **Look up Academic Org** button.



7. Enter part of the name in the search by field and press Enter or Look Up (e.g. search for Science by entering "sc" into the begins with field.

Look Up Academic	Org			
Search by: Acader	nic Organization 🚿	begins with SC		Help
Look Up Cancel	Advanced Looku	q		
obaron noodito				
View 100		First 🕢 1 of 1	Last	
View 100 Academic Organization	Description	First ④ 1 of 1 Academic Institution	Last Campus	

- Enter the desired term or use the Look up tool. Click the Look up Term button. A list of terms displays. Select the desired term (e.g. 2141 Winter 2014 W14).
- 9. Click the **Exam Type** list. Ensure the Exam Type is set to Final Exam.

Required Criteria		
*Institution:	UCALG 🔍	University of Calgary
*Academic Org:	SC 🔍	Faculty of Science
*Term:	2141 🔍	Winter 2014
*Exam Type:	Deferred	
Optional Criteria	Final	
Exam Time Code:		
Facility ID:	Q	
Class Number:		

Click the Final list item.

Final





- If desired, optional criteria may be used to refine the report output, except Class Number.
 Click the Run button.
- 11. The Process Scheduler request displays. The Format defaults to PDF; do not change this option.

Click the **Type** list.

12. Change the Type to Window to view the progress of the run control in a separate window (avoids having to press "refresh").

Click the **Window** list item.

User ID 04274535		Run Control ID	examdemo1
Server Name Recurrence Time Zone	✓ Run E	ate 2015/10/28 ime 3:21:15PM	Reset to Current Date/Time
Process List Select Description	Process Name	Process Type	*Type *Format Distribution
Exam Seating List - Unassigned	UCESR003	SQR Report	Window V PDF V Distribution
OK Cancel			

13. Click the **OK** button.



14. A separate window displays the progress of the run control (Queued, Processing and Success). When Success displays the report will be converted to .pdf.

Success - Preparing Output for Viewing				
Process Name: UCESR003	Exam Seating List - Unassigned			
Process Instance: 6640330	Process Type: SQR Report			

15. Once the process is successful, the seating list displays in .pdf format. Note: If the page appears blank, scroll down the page until the list of students displays. Print and distribute to instructors.

Note: For FOIP reasons some information has been removed.

Report ID: UCESR003 Process Instance: 6640	University of Calgary - Exam Scheduling Exam Seating List - Unassigned	Page No. 1 Run Date 2015/10/28 Run Time 15:21:56
Date and Time Course Location Instructor(s)	Wednesday, April, 23, 2014 - 08:00 AM - 11:00 AM BOTA 327 LAB B02 BI 126	

For the corresponding online learning, consult www.ucalgary.ca/registrar/training **End of Procedure.**