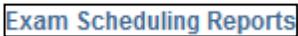


The following outlines steps to view the Final Examination Scheduling Request. Once you have completed entering your exam requests, department/faculty administrators can access exam scheduling reports to run a summary report that lists the final examination requests submitted to Enrolment Services for a specific term.

There are four ways to view the Final Examination Schedule Request; .pdf, Excel, from the Report Manager and you can also email the schedule.

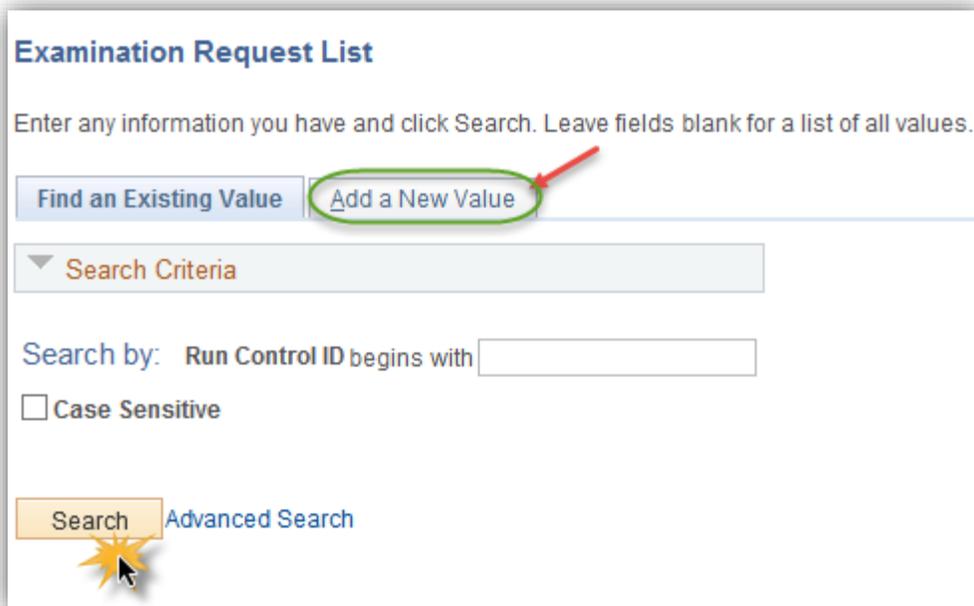
### Viewing the Scheduling Request in .PDF:

1. Click the **Curriculum Management** link.  

2. Click the **Exam Scheduling Reports** link.  

3. Click the **Examination Request List** link.  

4. The first time you run a report select Add a New Value, otherwise press **Search** to view previously added report run control id's.

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



**Examination Request List**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

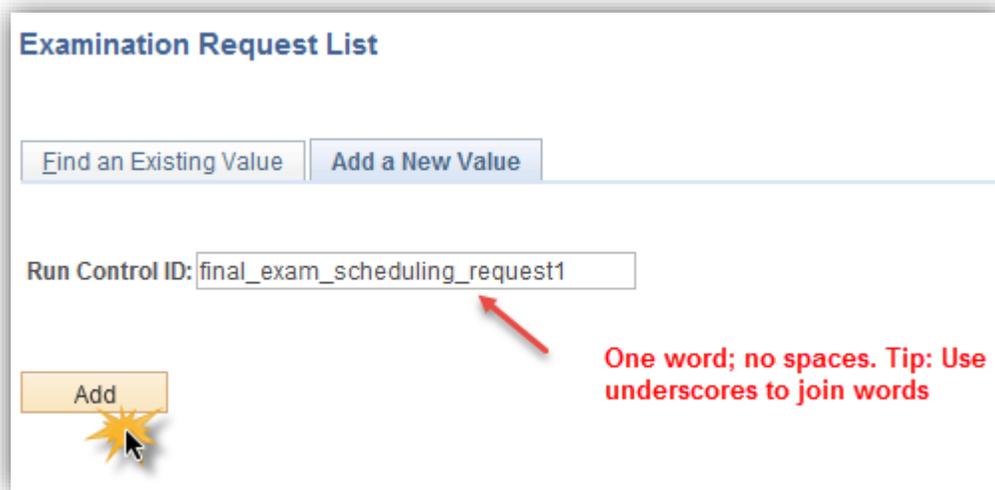
The screenshot shows the 'Examination Request List' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in green and has a red arrow pointing to it. Below the buttons is a 'Search Criteria' dropdown menu. Underneath, there is a 'Search by:' label followed by 'Run Control ID begins with' and a text input field. Below that is a 'Case Sensitive' checkbox. At the bottom, there is a 'Search' button and a link for 'Advanced Search'. A mouse cursor is visible over the 'Search' button.

# Viewing Final Examination Scheduling Requests

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5. Enter a run control ID. It must be one word and no spaces. **Tip:** Use underscores to join a series of words.

Click the **Add** button.



Examination Request List

Find an Existing Value Add a New Value

Run Control ID: final\_exam\_scheduling\_request1

Add

One word; no spaces. Tip: Use underscores to join words

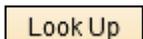
6. Enter the Academic Org (dept/faculty) directly or use the Look up tool.

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



7. Scroll through the list or enter part of the dept/faculty name in the begins with field and press Enter or Look Up. For example entering EN refines the search results to Engineering (e.g. EN Schulich School of Engineering).

Click the **Look Up** button.



8. Enter the term directly or use the Look up tool.

Click the **Look up Term** button and select the desired term (e.g. 2147 Fall 2014).



9. **Optional:** Selecting Page Break by Subject will produce a report with each subject on a separate page.

Click the **Page Break By Subject** option.

10. **Optional:** Include CSV File will produce a report in .CSV format that can be downloaded to Excel.

Click the **Include CSV File** option.

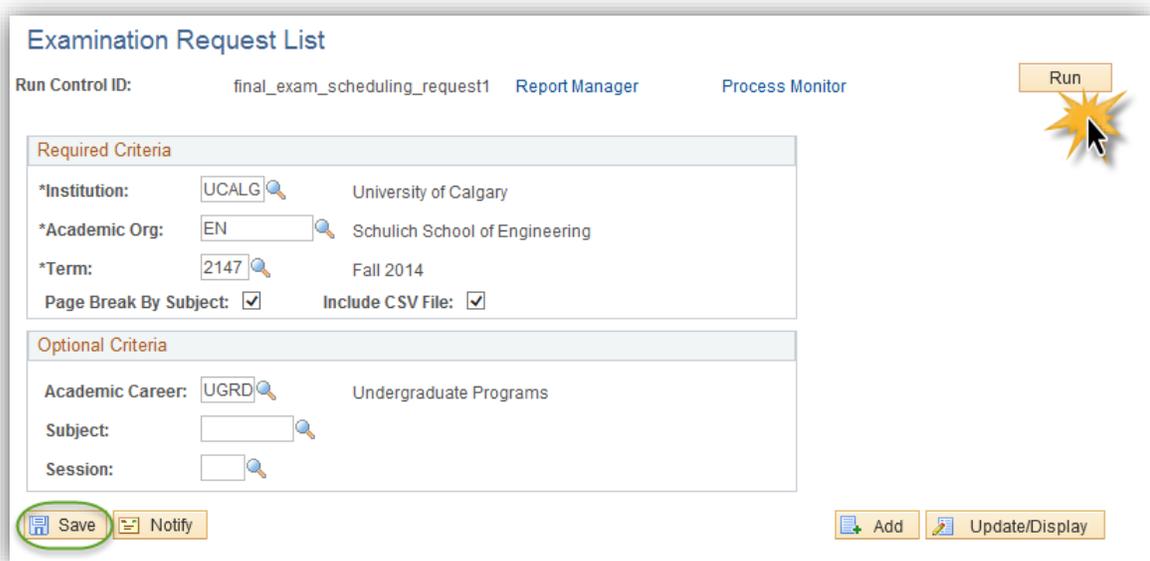
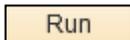
11. If desired, optional criteria may be used (e.g. UGRD Undergraduate Programs).

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



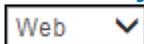
12. After entering the desired criteria you can run the report. Note that this is automatically saved for future run controls.

Click the **Run** button.



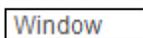
The screenshot shows the 'Examination Request List' interface. At the top, it displays 'Run Control ID: final\_exam\_scheduling\_request1', 'Report Manager', and 'Process Monitor'. A 'Run' button is highlighted with a yellow starburst. Below this, there are two sections: 'Required Criteria' and 'Optional Criteria'. The 'Required Criteria' section includes fields for '\*Institution:' (UCALG, University of Calgary), '\*Academic Org:' (EN, Schulich School of Engineering), and '\*Term:' (2147, Fall 2014). There are also checkboxes for 'Page Break By Subject:' and 'Include CSV File:'. The 'Optional Criteria' section includes 'Academic Career:' (UGRD, Undergraduate Programs), 'Subject:', and 'Session:'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

13. Click the **Type** list.



14. Selecting Window runs the process schedule in a separate window so you can view the progress without having to press the "refresh" button.

Click the **Window** list item.

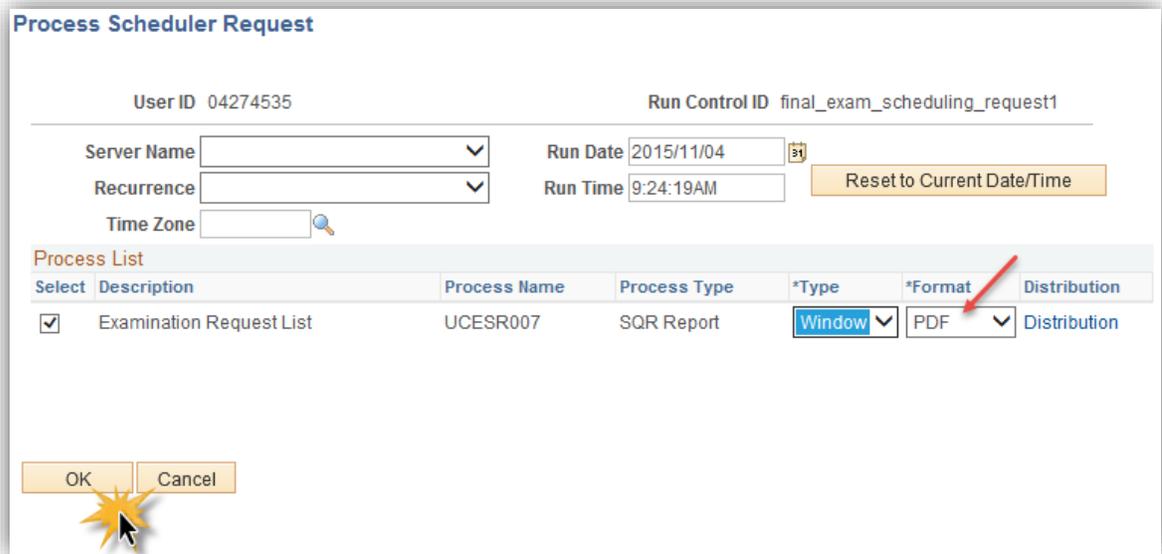
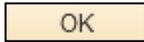


# Viewing Final Examination Scheduling Requests

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15. Leave the Format set to PDF.

Click the **OK** button.



The dialog box titled "Process Scheduler Request" contains the following fields and controls:

- User ID: 04274535
- Run Control ID: final\_exam\_scheduling\_request1
- Server Name: [Dropdown]
- Run Date: 2015/11/04 [Calendar icon]
- Recurrence: [Dropdown]
- Run Time: 9:24:19AM [Reset to Current Date/Time button]
- Time Zone: [Dropdown]
- Process List table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Examination Request List	UCESR007	SQR Report	Window	PDF	Distribution

At the bottom of the dialog are "OK" and "Cancel" buttons. A mouse cursor is pointing at the "OK" button, and a red arrow points to the "PDF" format dropdown in the table.

16. A new window displays the progress of the request. Queued indicates the request has been queued for processing. Once the process is complete Success and Success – Preparing Output for Viewing displays.

17. The .PDF displays the specifics of the report that were entered on the Exam Info Tab (Curriculum Management > Schedule of Classes). The Course Name and Number, Final Exam = Y yes, Preferred Location and the Notes area will contain the name of the instructor(s) removed for FOIP reasons. Note that this is Page No. 1 since the option page break by subject was selected each course is on a separate page. Print or save the examination schedule.

Report ID: UCESR007  
Process Instance: 6640366

Page No. 1  
Run Date 2015/11/04  
Run Time 09:24:57

Term: Fall 2014

University of Calgary - Exam Scheduling  
Examination Request List

Acad Org	Course		Enrl Tot	Final Exam	Dur	Evening Exam	Common Exam #	Common Exam With	Preferred Location	Notes
EN	EMEN 301	LAB B01	39	N						
EN	EMEN 301	LEC 01	39	Y	60				Current Classroom	
EN	EMEN 500A	LAB B01	8	N						
EN	EMEN 500A	LEC 01	8	N						
EN	EMEN 501	LAB B01	6	N						
EN	EMEN 501	LEC 01	6	N						
EN	EMEN 511	LAB B01	16	N						
EN	EMEN 511	LEC 01	16	Y	180				Current Classroom	
EN	EMEN 515	LEC 01	32	Y	180				Current Classroom	
EN	EMEN 519	LAB B01 (09)	8	N						
EN	EMEN 519	LEC 01 (09)	8	Y	180				Current Classroom	

Notes from Exam Info Tab

### Viewing the Scheduling Request in .CSV (Excel) Format:

The next steps will display how to download into a .CSV file for use in Excel. If desired you may change the required criteria on the Examination Request list.

- From the Examination Request list run control page, click the **Run** button.

- Click the **Type** list.

- Click the **Web** list item.

- Click the **OK** button.

# Viewing Final Examination Scheduling Requests

SA – Exam Scheduling



5. Note that **Include CSV File** is selected prompting the process to create a .CSV file (Excel). Click the **Process Monitor** link.

[Process Monitor](#)

The screenshot shows the 'Examination Request List' form. The 'Run Control ID' is 'final\_exam\_scheduling\_request1' and the user is 'Report Manager'. A 'Process Monitor' button is highlighted with a green circle and a starburst. The 'Required Criteria' section includes: \*Institution: UCALG (University of Calgary), \*Academic Org: EN (Schulich School of Engineering), \*Term: 2147 (Fall 2014), Page Break By Subject: checked, and Include CSV File: checked (circled in green with a red arrow). The 'Optional Criteria' section includes Academic Career: UGRD (Undergraduate Programs), Subject, and Session. At the bottom right, there is a 'Run' button and 'Process Instance: 6640367'. Other buttons include Save, Notify, Add, and Update/Display.

6. Note the Run Status = Success. However the job is not posted until the Distribution Status = Posted. Click the **Refresh** button.

[Refresh](#)

7. After the Distribution Status = Posted then you can navigate to the .CSV (Excel) file. Click the **Details** link.

[Details](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6640367		SQR Report	UCESR007	04274535	2015/11/04 9:30:26AM MST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6640366		SQR Report	UCESR007	04274535	2015/11/04 9:24:19AM MST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6640365		SQR Report	UCESR007	04274535	2015/11/04 9:10:24AM MST	Success	Posted	<a href="#">Details</a>

8. Click the [View Log/Trace](#) link.  
[View Log/Trace](#)

### Process Detail

**Process**

Instance 6640367	Type SQR Report
Name UCESR007	Description Examination Request List
Run Status Success	Distribution Status Posted

Run
Update Process

Run Control ID final_exam_scheduling_request1	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> <b>Delete Request</b>
	<input type="radio"/> Restart Request

Date/Time
Actions

Request Created On 2015/11/04 9:31:08AM MST	<a href="#">Parameters</a>	Transfer
Run Anytime After 2015/11/04 9:30:26AM MST	<a href="#">Message Log</a>	
Began Process At 2015/11/04 9:31:14AM MST	<a href="#">Batch Timings</a>	
Ended Process At 2015/11/04 9:31:29AM MST	<a href="#">View Log/Trace</a>	

OK
Cancel

9. The File List contains the Examination\_Request\_List.xls. Note also that a .PDF file has been created.

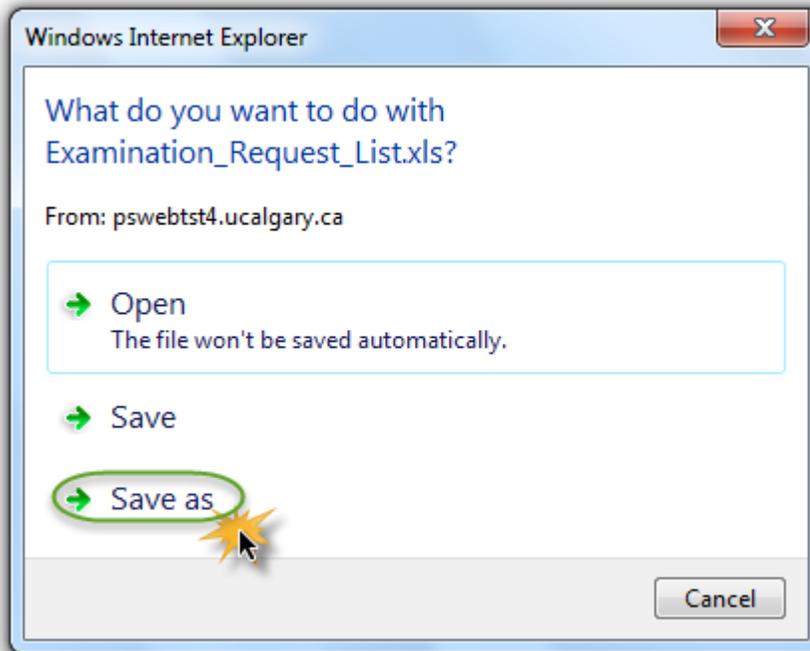
Click the [Examination\\_Request\\_List.xls](#) link.  
[Examination\\_Request\\_List.xls](#)

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Examination_Request_List.xls</a>	33,209	2015/11/04 9:31:29.077146AM MST
SQR_UCESR007_6640367.log	1,760	2015/11/04 9:31:29.077146AM MST
ucesr007_6640367.PDF	39,090	2015/11/04 9:31:29.077146AM MST
ucesr007_6640367.out	808	2015/11/04 9:31:29.077146AM MST

# Viewing Final Examination Scheduling Requests

SA – Exam Scheduling

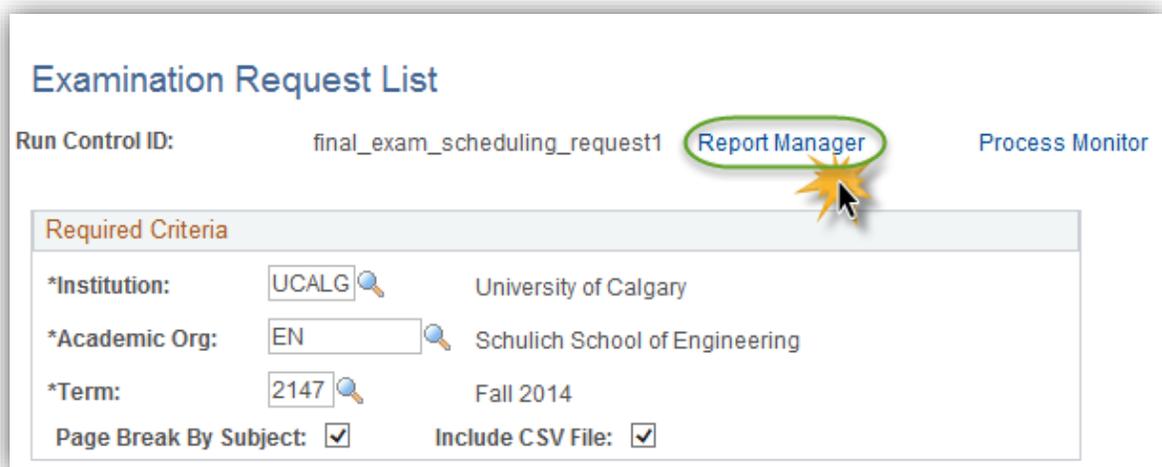
10. When you click on the .xls file you will be prompted to Open, Save or Save As. Select Save As and following the necessary prompts (not shown).



## Viewing the Scheduling Request in .PDF Format:

The next steps will display how to download into a .PDF file. If desired you may change the required criteria on the Examination Request list.

1. From the Examination Request List run control page, click the **Report Manager** link.  
[Report Manager](#)

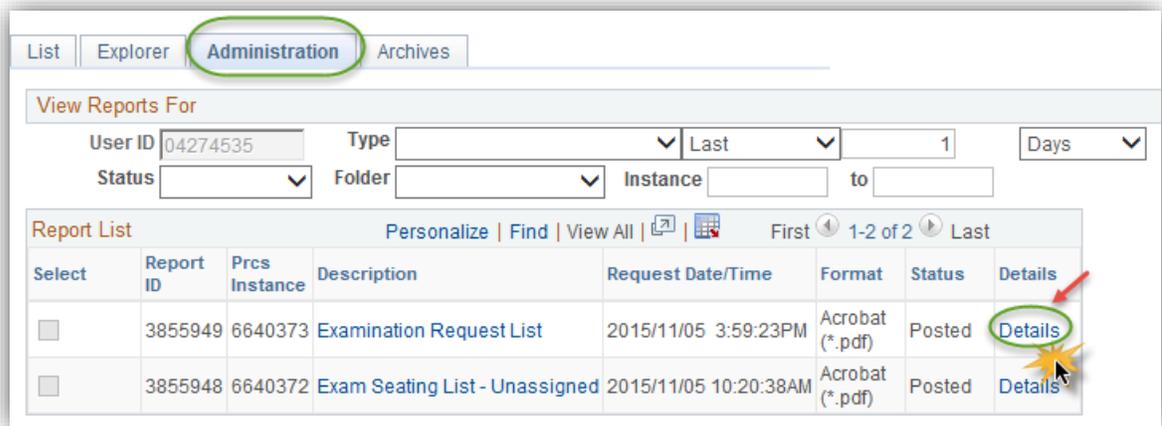


- Click the **Administration** tab.

[Administration](#)

- Click the **Details** link.

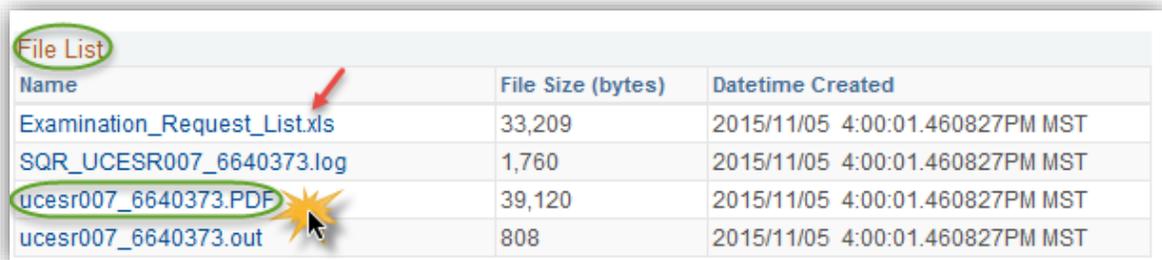
[Details](#)



Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3855949	6640373	Examination Request List	2015/11/05 3:59:23PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3855948	6640372	Exam Seating List - Unassigned	2015/11/05 10:20:38AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

- On Report Detail, the File List will display the .PDF document. Note the Examination\_Request\_List.xls is also available for download to Excel. Click the **.PDF** object.

[icesr007\\_6640373.PDF](#)



Name	File Size (bytes)	Datetime Created
<a href="#">Examination_Request_List.xls</a>	33,209	2015/11/05 4:00:01.460827PM MST
<a href="#">SQR_UCESR007_6640373.log</a>	1,760	2015/11/05 4:00:01.460827PM MST
<a href="#">icesr007_6640373.PDF</a>	39,120	2015/11/05 4:00:01.460827PM MST
<a href="#">icesr007_6640373.out</a>	808	2015/11/05 4:00:01.460827PM MST

- The .pdf displays the details of the examination requests that were entered on the Exam Info Tab (Curriculum Management > Schedule of Classes).

# Viewing Final Examination Scheduling Requests

SA – Exam Scheduling

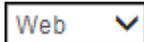
## Emailing the Final Examination Scheduling Requests:

The following steps explain how to email the examination schedule request from the Examination Request List.

1. Click the **Run** button.



2. Click the **Type** list.



3. Click the **Email** list item.



4. Leave the Format = PDF as this is the default when using the email feature.  
Click the **Distribution** link.



The screenshot shows a table titled "Process List" with the following columns: Select, Description, Process Name, Process Type, \*Type, \*Format, and Distribution. A red arrow points to the \*Format dropdown menu, which is currently set to PDF. A yellow starburst icon is placed over the Distribution link in the same row.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Examination Request List	UCESR007	SQR Report	Email	PDF	Distribution

5. Distribution Detail displays a composition window where you can enter a subject, message text and the emplid of the recipient(s). Each recipient must be on a separate row.

Click the **Add a new row** button.



6. Click the **ID Type** list.

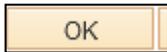


7. Click the **User** list item.



8. Enter any additional emplid's and when completed press OK. The .PDF will be emailed. There is no acknowledgement that the email has been sent. **Tip:** Include your own emplid on the list of recipients.

Click the **OK** button.



### Distribution Detail

Process Name: UCESR007  
Process Type: SQR Report  
Folder Name:   
Retention Days:

**Email Only**

Email Subject:  Email With Log:  Email Web Report:

Message Text:

Email Address List:

**Distribute To**

*ID Type	*Distribution ID		
User	0409	<input type="button" value="Search"/>	<input type="button" value="+"/> <input type="button" value="-"/>
User	Emplid	<input type="button" value="Search"/>	<input type="button" value="+"/> <input type="button" value="-"/>

### End of Procedure.

For the corresponding online learning, consult [www.ucalgary.ca/registrar/training](http://www.ucalgary.ca/registrar/training)