

The Detailed Class Schedule Report creates a robust excel file that has been customized to accommodate various filtering and calculation requirements for schedulers. Using the excel report you can manipulate the data in a more informative method. In this lesson you will be able to download the report to excel to view the scheduled classes for your department or faculty.

For training in Excel, consult: <https://www.ucalgary.ca/hr/lynda.com>

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



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



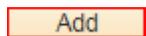
3. Click the **Detailed Class Schedule** link.



4. When creating a Detailed Class Schedule Report the first time, you will have to Add a New Value. Or if a Run Control ID has already been created, press Search. Click the **Add a New Value** tab.



5. You will be prompted to enter a Run Control ID (name of what you wish to call the report), for example demo_detailed_class. The name of the Run Control must be one word with no spaces or the process will not complete. **Tip:** Use underscores to join a series of words. Click the **Add** button.





Detailed Class Schedule

Find an Existing Value **Add a New Value**

Run Control ID demo_detailed_class x

Add

6. On Detailed Class Schedule, complete at least the required fields. Click the **From Term Look Up** button.



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7. Enter the specific term (e.g. 2181 for Winter 2018) and press **Enter** or **Look Up**. You may also enter the term directly. Click the **Look Up** button.

Look Up

8. The To Term field will auto populate (e.g. 2181 Winter 2018). You may also select a different To Term date if desired. Click the **Look up Academic Group** button.



9. Select the applicable Academic Group (e.g. SC Faculty of Science). Click the **SC** link.

SC

10. To further refine the report, **Optional Criteria** may be entered if desired. Click the **Look up Academic Career** button.



11. Select the applicable Academic Career (e.g. UGRD Undergraduate Programs). Click the **UGRD** link.

UGRD

12. Click the **Look up Academic Org** button. Select the applicable Academic Org (e.g. CPSC Dept of Computer Science). Click the **CPSC** link.

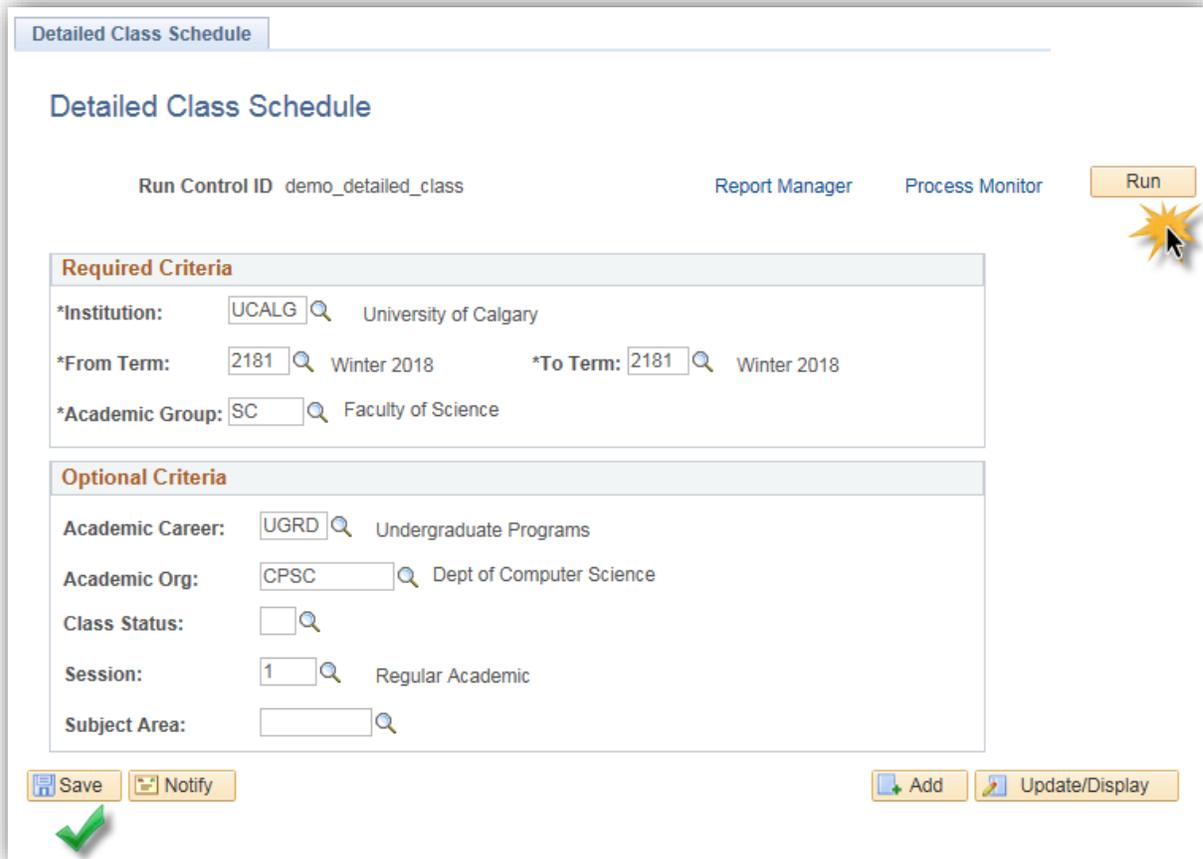
CPSC

13. Click the **Look up Session** button. Select the applicable session (e.g. Regular Academic). Click the **Regular Academic** link.

Look Up Session	
Select one of the following values:	
1	Regular Academic
BW	Block Week
CAP	CAAP Summer Institute
DEP	Dept/Faculty Offering
GSP	Group Study Programs
LA1	Law Regular Academic
LBW	Law Block Week
LPA	Law: Part A
LPB	Law: Part B
NS	Non-Standard
PA	Multi-Term: Part A
PB	Multi-Term: Part B
PRE	Pre-Session Study
SSC	Special Sessions On Campus
SSO	Special Sessions Off Campus
UCQ	Qatar Nursing Program
<input type="button" value="Cancel"/>	

14. Run the report or, if desired, save it for later. Once you create a run control you will only need to press Find an Existing Value next time you run this report. Click the **Run** button.

Run



Detailed Class Schedule

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

Required Criteria

*Institution: UCALG University of Calgary

*From Term: 2181 Winter 2018 *To Term: 2181 Winter 2018

*Academic Group: SC Faculty of Science

Optional Criteria

Academic Career: UGRD Undergraduate Programs

Academic Org: CPSC Dept of Computer Science

Class Status:

Session: 1 Regular Academic

Subject Area:

Save Notify Add Update/Display

15. On Process Scheduler Request click the Type drop down to select Window. Selecting **Window** will enable the process scheduler to run and open a window to monitor the progress of the report. When the option Window is selected, three windows display indicating the process of the report. First Queued will display, then Processing and the last window, Success will display indicating the report has been successfully created and posted. Click the **Window** list item.

Window

16. Click the **OK** button.

OK

17. The process schedule will indicate "Queued" when the report has been queued for processing. This step eliminates pressing "Refresh" on process scheduler. As the report continues, Processing displays.

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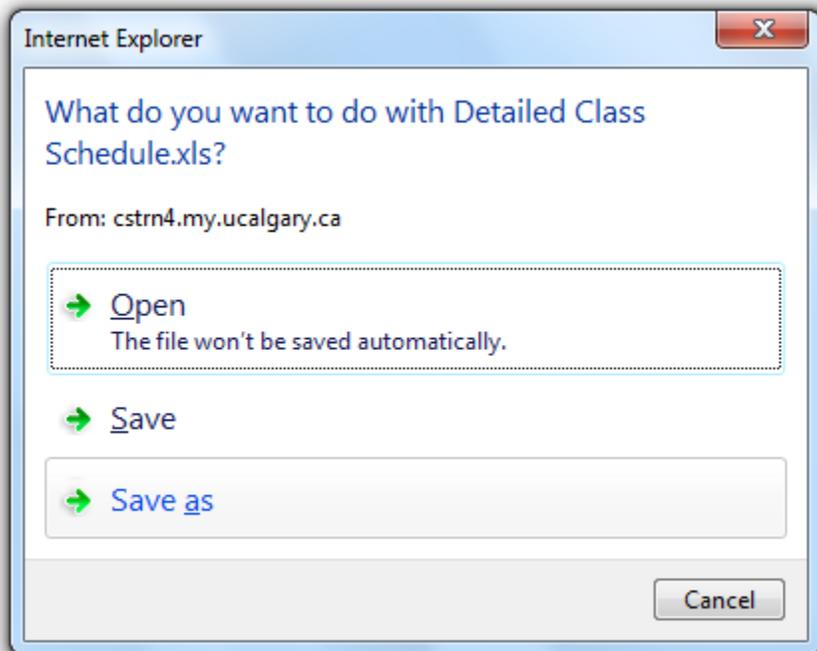
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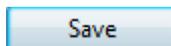
18. When **Success, preparing output for viewing** displays the report is complete.



19. You will be prompted to Open, Save or Save as. Click the **Save as** button.



20. Save the file as desired. Click the **Save** button.



21. A customized excel spreadsheet displays containing several columns of data that can be manipulated as desired. Scroll to the right to view additional columns.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Subject	Course Ca	Course ID	Class Nbr	Acad Care	Acad Grou	Course De	FCEF	GFC Hours	Acad Org	Requisite	Enroll Typ	Class Assc	Compone	Class Sec
2	CPSC	203	107154	10313	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	N	1 LEC	01	
3	CPSC	203	107154	12162	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T01	
4	CPSC	203	107154	10314	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T02	
5	CPSC	203	107154	10315	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T03	
6	CPSC	203	107154	10316	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T04	
7	CPSC	203	107154	10317	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T05	
8	CPSC	203	107154	10318	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T06	
9	CPSC	203	107154	15458	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T07	
10	CPSC	203	107154	15760	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	1 TUT	T08	
11	CPSC	203	107154	13140	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	E	5 LEC	05	
12	CPSC	203	107154	12414	UGRD	SC	Intro Prob H		4-0	CPSC	(Please se	N	5 TUT	T09	
13	CPSC	217	160416	10861	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	N	1 LEC	01	
14	CPSC	217	160416	10862	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T01	
15	CPSC	217	160416	10863	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T02	
16	CPSC	217	160416	10864	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T03	
17	CPSC	217	160416	10865	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T04	
18	CPSC	217	160416	10866	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T05	
19	CPSC	217	160416	11127	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T06	
20	CPSC	217	160416	11365	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T07	
21	CPSC	217	160416	11491	UGRD	SC	Intro CPSC H		3-2T	CPSC	(Please se	E	1 TUT	T08	

22. There are several columns of data that can be manipulated. Note, for FOIP reasons the instructor information has been removed.

AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	
SAT	SUN	Location	Facility	Room	Size	Enroll Stat	Enroll Tot	Enroll Cap	Waitlist C	Class Assc	Reserved	Consent	Combined	Instructor	Crse Units
N	N	MAIN	EDC 179	200	O		187	200	0		N				
N	N	MAIN	MS 252	27	C		25	25	0		N				
N	N	MAIN	MS 252	27	C		25	25	0		N				
N	N	MAIN	MS 252	27	C		25	25	0		N				
N	N	MAIN	MS 252	27	O		24	25	0		N				
N	N	MAIN	MS 252	27	O		22	25	0		N				
N	N	MAIN	MS 252	27	O		24	25	0		N				
N	N	MAIN	MS 252	27	O		22	25	0		N				
N	N	REDDEER	RDC	999	O		7	35	0	Y	N				
N	N	REDDEER	RDC	999	O		7	35	0	Y	N				
N	N	MAIN	ST 135	168	C		168	168	0		N				
N	N	MAIN	MS 160	30	C		26	26	0		N				
N	N	MAIN	MS 160	30	O		22	26	0		N				
N	N	MAIN	MS 160	30	C		0	25	0		N				
N	N	MAIN	MS 160	30	C		25	25	0		N				
N	N	MAIN	MS 160	30	O		0	25	0		N				
N	N	MAIN	MS 160	30	O		25	26	0		N				
N	N	MAIN	MS 160	30	C		0	25	0		N				
N	N	MAIN	MS 160	30	O		25	26	0		N				
N	N	MAIN	MS 160	30	C		0	25	0		N				
N	N	MAIN	MS 160	30	O		25	26	0		N				

23. From Detailed Class Schedule, if you wish to monitor the previous run control requests, you can view the history in the Process Monitor. Click the [Process Monitor](#) link.

[Process Monitor](#)

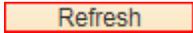
24. To view the previous run control requests, enter the amount of days to check (e.g. 2) and press Refresh. Enter the desired information into the **Type** field. Enter a valid value e.g. "2".

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25. You can also press the **Refresh** button when not using the window option when running a batch process. Click the **Refresh** button.



26. A list of previously requested run controls display. To view the results click on Details at the end of the line. Click the **Details** link.

The screenshot shows a web interface with a 'Process List' tab selected. At the top, there are search and filter options for 'View Process Request For', including fields for User ID, Type, Last, Days (set to 2), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a yellow starburst. Below this is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Run Date/Time' column is circled in green. The 'Details' link for the first row is also circled in green and has a green arrow pointing to it.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10061591		Application Engine	UCTTB005		2018/05/14 1:58:56PM MDT	Success	Posted	Details
<input type="checkbox"/>	10061590		Application Engine	UCTTB005		2018/05/14 1:24:50PM MDT	Success	Posted	Details
<input type="checkbox"/>	10061589		SQR Report	UCTTR005		2018/05/14 12:12:24PM MDT	Success	Posted	Details
<input type="checkbox"/>	10061588		SQR Report	UCTTR005		2018/05/14 11:53:54AM MDT	Success	Posted	Details

27. Click the **View Log/Trace** link.

[View Log/Trace](#)

The screenshot shows a 'Process Detail' page. It contains several sections: 'Process' with fields for Instance (10061591), Name (UCTTB005), Run Status (Success), Type (Application Engine), Description (Detailed Class Schedule), and Distribution Status (Posted); 'Run' with fields for Run Control ID (demo_detailed_class), Location (Server), Server (PSUNX), and Recurrence; 'Date/Time' with fields for Request Created On (2018/05/14 1:59:05PM MDT), Run Anytime After (2018/05/14 1:58:56PM MDT), Began Process At (2018/05/14 1:59:16PM MDT), and Ended Process At (2018/05/14 1:59:31PM MDT). The 'View Log/Trace' link is circled in green. There are also 'Update Process' and 'Actions' sections with various radio buttons and links.

28. Click the **Detailed Class Schedule** link to view the excel file.

View Log/Trace

Report

Report ID	5556346	Process Instance	10061591	Message Log
Name	UCTTB005	Process Type	Application Engine	
Run Status	Success			

Detailed Class Schedule

Distribution Details

Distribution Node	PSREPORTS	Expiration Date	2018/06/28
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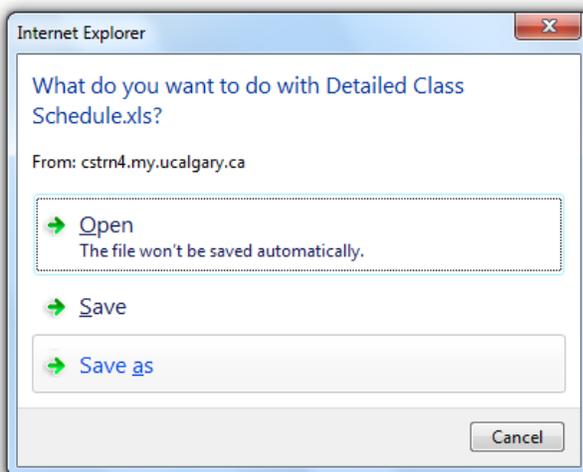
File List

Name	File Size (bytes)	Datetime Created
AE_UCTTB005_10061591.stdout	879	2018/05/14 1:59:31.832941PM MDT
Detailed Class Schedule.xls	68,190	2018/05/14 1:59:31.832941PM MDT

Distribute To

Distribution ID Type	*Distribution ID
User	<input type="text"/>

29. You will be prompted to Open, Save or Save as. Click the **Open** button, if desired, to view the customized excel spreadsheet.



For the corresponding online learning, consult www.ucalgary.ca/ittraining For training on how to manipulate the excel spreadsheet consult: <https://www.ucalgary.ca/hr/lynda.com>

End of Procedure.