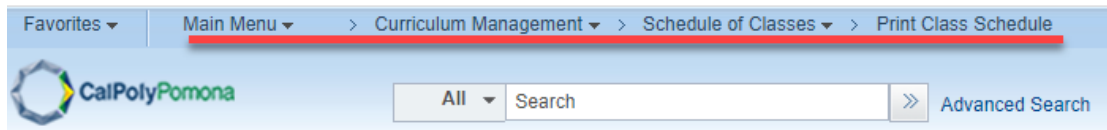


1. Navigate to Print Class Schedule
2. Run Control ID
 - a. Click on the Search button to view a list of your Run Control IDs. Select the appropriate ID from your list. If you do not have a run control ID for 'Print Class Schedule' proceed to 'D'
 - b. If you do have a run control ID, select search and continue to number 3
 - c. Note: You may use the same Run Control ID to print the class schedule for different terms, sessions, academic organization, subject areas, and class nbr.
 - d. Click on 'Add a New Value' tab/link and enter a Run Control ID. A Run Control ID cannot have any spaces; an underscore should be used in place of a space. Click on the Add button after you have entered a Run Control ID.



Print Class Schedule

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

Run Control ID

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Print Class Schedule

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

Run Control ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

3. Report Criteria

- Required Fields: Term, Academic Organization node, Session, Schedule print, Print Instructor in Schedule
- Select which class status(s) you would like to see on the report
- Select other information you would like to see on the report in the 'Report Options'
- Once all options have been selected, save and run.

Print Class Schedule **Report Options**

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

Academic Institution <input type="text" value="POCMP"/>	Cal Poly Pomona
Term <input type="text" value="2227"/>	Fall Semester 2022
Academic Organization Node <input type="text" value="348-HST"/>	History
Session <input type="text" value="1"/>	Regular Academic Session
*Schedule Print <input type="text" value="Yes"/>	Class Status
*Print Instructor in Schedule <input type="text" value="Yes"/>	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Cancelled
Print By Campus <input type="checkbox"/>	<input checked="" type="checkbox"/> Stop Enrl <input checked="" type="checkbox"/> Tentative
Campus <input type="text"/>	
Print By Location <input type="checkbox"/>	
Location Code <input type="text"/>	

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

CalPolyPomona

All Search >> Advanced Search Last Search Results

Print Class Schedule **Report Options**

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

Report Options

Print Meeting Pattern/Instr Report Only

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

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

4. When you select run it will take you to the Process Scheduler Request window
 - a. Server name: PSUNX
 - b. Type: Web
 - c. Format: PDF
 - d. Ok

Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

CalPolyPomona

All Search >> Advanced Search Last Search Results

Process Scheduler Request

User ID Run Control ID Print_Class_Schedule

Server Name PSUNX Run Date 03/25/2022

Recurrence Run Time 12:48:55PM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	POMSR201	SQR Report	Web	PDF	Distribution

OK Cancel

5. When you select ok will take you back to the Print Class Schedule page, but it will now have generated a Process Monitor number
 - a. Select Process Monitor

6. It will then take you to the View Process Request For page
 - a. Click on the Refresh button periodically until the Run Status shows “Success” and Distribution Status shows Posted”
 - b. Click on the Details link to view report processing details

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5480635		SQR Report	POMSR201	012884898	03/25/2022 2:48:41PM PDT	Success	Posted	Details

7. Select View Log/Trace

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Print Class Schedule > Process Monitor

CalPolyPomona All ▾ Search >> Advanced Search Last Search Results

Process Detail

Process

Instance 5480473 Type SQR Report
 Name POMSR201 Description Schedule of Classes
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID Print_Class_Schedule
 Location Server
 Server PSUNX
 Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 03/25/2022 12:49:12PM PDT Parameters Transfer
 Run Anytime After 03/25/2022 12:48:55PM PDT Message Log
 Began Process At 03/25/2022 12:49:40PM PDT Batch Timings
 Ended Process At 03/25/2022 12:49:53PM PDT **View Log/Trace**

OK Cancel

8. Select the link ending PDF

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Print Class Schedule > Process Monitor

CalPolyPomona All ▾ Search >> Advanced Search Last Search Results

View Log/Trace

Report

Report ID 3371350 Process Instance 5480473 Message Log
 Name POMSR201 Process Type SQR Report
 Run Status Success

Schedule of Classes

Distribution Details

Distribution Node CPOMPRD Expiration Date 05/09/2022

File List

Name	File Size (bytes)	Datetime Created
SQR_POMSR201_5480473.log	1,662	03/25/2022 12:49:53.358850PM PDT
pomsr201_5480473.PDF	19,652	03/25/2022 12:49:53.358850PM PDT
pomsr201_5480473.out	5,578	03/25/2022 12:49:53.358850PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	012884898

Return

9. Your report will look similar to the sample below

Report ID: SR201

Cal Poly Pomona
Schedule of Classes for Fall Semester 2022
Regular Academic Session

Page No. 1 of 11
Run Date: 03/25/2022
Run Time: 12:49:40

Letters, Arts, & Social Sci - History - Subject: History

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
HST	1100	01	71621	The Study and Pract of Hst	Lecture (Face-to-Face)	3	
	Bldg: 5	Room: 143	Days: MW	Time: 16:00 - 17:15			Instructor: Lewis, Daniel K
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
HST	1101	01	70218	World Civilizations to 1500	Lecture (Face-to-Face)	3	
	Bldg: 9	Room: 283	Days: TuTh	Time: 08:30 - 09:45			Instructor: Staff
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
HST	1101	03	70221	World Civilizations to 1500	Lecture (Face-to-Face)	3	
	Bldg: 5	Room: 124	Days: TuTh	Time: 17:30 - 18:45			Instructor: Staff
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
HST	1101	04	70472	World Civilizations to 1500	Lecture (Face-to-Face)	3	
	Bldg: 9	Room: 283	Days: MW	Time: 14:30 - 15:45			Instructor: Staff
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
HST	1101	05	70216	World Civilizations to 1500	Lecture (Fully Asynchronous)	3	
	Bldg: TBA	Room: TBA	Days: TBA	Time: TBA			Instructor: DeVore, David J
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
HST	1102	01	70971	World Civilizations from 1500	Lecture (Face-to-Face)	3	
	Bldg: 9	Room: 283	Days: TuTh	Time: 13:00 - 14:15			Instructor: Mohlicke, Anne E
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
	Class Equivalents: HST 1102 = HST 1102H						
HST	1102	02	71622	World Civilizations from 1500	Lecture (Fully Asynchronous)	3	
	Bldg: TBA	Room: TBA	Days: TBA	Time: TBA			Instructor: Lewis, Robert W
	Class Enrl Cap: 48	Class Enrl Tot: 0	Class Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0		
	Class Equivalents: HST 1102 = HST 1102H						