Print Class Schedule



- 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.

Favorites 👻	Main Menu 👻	> C	urriculum Management 🗸 🚿 Schedul	e of Classes 🗸 🕞 Print Class Schedule
CalPoly	yPomona		All - Search	Advanced Search

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 begins with
Search Clear Basic Search 🖾 Save Search Criteria
Find an Existing Value Add a New Value

Favorites 🔻	Main Menu 👻	$>$ Curriculum Management $\bullet>$ Schedule of Classes $\bullet>$ Print Class Sche	dule
CalPol	yPomona	All Search Advance	l Search
Print Class	Schedule		
Find an Existi	ng Value Add a I	w Value	
Run Control ID	Print_Class_Schedu	8	
Add			

- Find an Existing Value | Add a New Value
- 3. Report Criteria
 - a. Required Fields: Term, Academic Organization node, Session, Schedule print, Print Instructor in Schedule
 - b. Select which class status(s) you would like to see on the report
 - c. Select other information you would like to see on the report in the 'Report Options'
 - d. Once all options have been selected, save and run.

Favorites - Main Menu - Curriculum Mana	agement
CalPolyPomona All -	Search 🔊 Advanced Search 🧕 Last Search Results
Print Class Schedule Report Options	
Run Control ID Print_Class_Schedule	Report Manager Process Monitor Run
Academic Institution POCMP Q	Cal Poly Pomona
Term 2227 Q	Fall Semester 2022
Academic Organization Node 348-HST	History
Session 1 Q	Regular Academic Session
*Schedule Print Yes 🗸	Class Status
*Print Instructor in Schedule Yes 🗸	Active Cancelled
Print By Campus	Stop Enri Tentative
Campus	
Print By Location	
Location Code	
Save Return to Search T Previous in List	t Next in List TNotify Add Display
Print Class Schedule Report Options	

CalPolyPomona	All V Search	Advanced Search Q Last Search Results	
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Print Class Schedule Report Options	5		
Run Control ID Print_Class_Schedule	Report Manager Process Mor	nitor	
Report Options			
 Print Meeting Pattern/Instr Print Meeting Pattern Topic Print Class Attributes Print Class Notes Print Global Notes Print Sections Combined Print Class Enrollment Limits Print Class Nbr for Non-Enroll Print Requirement Designation Print Reserve Capacities 	Report Only		
Return to Search	Previous in List 🗐 Next in List 🔄 Notify	Add J Update/Display	
Print Class Schedule Report Options			
a. Server name: Pb. Type: Webc. Format: PDFd. Ok			
a. Server name: PS b. Type: Web c. Format: PDF d. Ok Main Menu → > Cur	-		ch Results
a. Server name: P b. Type: Web c. Format: PDF d. Ok Main Menu → > Cur CalPolyPomona	SUNX	es	ch Results
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a. Server name: P b. Type: Web c. Format: PDF d. Ok s ▼ Main Menu ▼ > Cur CalPolyPomona	SUNX	es → Print Class Schedule Advanced Search Q Last Searc	ch Results
a. Server name: PS b. Type: Web c. Format: PDF d. Ok S ▼ Main Menu ▼ > Cur CalPolyPomona S Scheduler Request User ID Server Name PSUNX Recurrence	SUNX riculum Management	es → Print Class Schedule Advanced Search Q Last Searc P Print_Class_Schedule	ch Results
a. Server name: PS b. Type: Web c. Format: PDF d. Ok s ▼ Main Menu ▼ > Cur calPolyPomona s Scheduler Request User ID Server Name PSUNX Recurrence Time Zone Q	SUNX riculum Management Schedule of Class All Search Run Control II Run Date 03/25/2022	es → Print Class Schedule Advanced Search Q Last Searc P Print_Class_Schedule	ch Results
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- 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

Favorites → Main Menu → Cu	All V Search	→ Schedule of C	Classes 👻 🖒 Pi	rint Class Schedule	Q Last Search Results
Print Class Schedule Report Options]				
Run Control ID Print_Class_Schedule			rocess Instance	Run e:5480473	
Academic Institution POC	MP Q	Cal Poly Pomona			
Term 2227	7 Q	Fall Semester 2022	2		
Academic Organization Node 348-	HST Q	History			
Session 1	Q	Regular Academic	Session		
*Schedule Print Yes	~	Class Status			
*Print Instructor in Schedule Yes	*	Active	Cancelled		
Print By Campus		Stop Enrl	Tentative		
Campus					
Print By Location					
Location Code					
Return to Search the I	Previous in List	Next in List	Notify	Add 🖉 Update/Dis	splay

- 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

Favorites 🗸	Main Me	nu 👻 > Curriculum	Management 👻 >	Schedule	of Classes 👻 > Print Class Sch	edule > Pro	cess Monitor	
CalPolyF	Pomona	All	 Search 		>>> Advance	d Search 🛛 🔯 L	ast Search Re	esults
	Server Lis							
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User ID		🔍 Туре	~	Last	v 1	All 🗸	Re	fresh
Server		➤ Name	Q	Instance Fi	rom Instance To		Report N	lanager
Run Status		✓ Distribution \$	itatus	~	Save On Refresh			
Process List					Personalize Find View All	키 📑 👘 Firs	st 🕢 1-50 o	f 56 🕑 Last
Select Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
5480635		SQR Report	POMSR201	012884898	03/25/2022 2:48:41PM PDT	Success	Posted	Details

7. Select View Log/Trace

Favorites - Main Menu -	 Curriculum Manageme 	ent → Schedule of Classes → P	Print C	lass Schedule >	Process Monitor
CalPolyPomona	All - Searc	h	»	Advanced Search	a Last Search Results
rocess Detail					
Process					
Instance 5480473		Type SQR Report			
Name POMSR20	1	Description Schedule of Classes			
Run Status Success	Distr	ibution Status Posted			
Run		Update Process			
Run Control ID Print_Cla	ass_Schedule	O Hold Request			
Location Server		O Queue Request			
Server PSUNX		Cancel Request			
Recurrence		 Delete Request Re-send Content 		Postart Poquest	
		Content		Restart Request	
Date/Time		Actions			
Request Created On 0	3/25/2022 12:49:12PM PDT	Parameters Transfe	er		
Run Anytime After 0	3/25/2022 12:48:55PM PDT	Message Log			
Began Process At 0	3/25/2022 12:49:40PM PDT	Batch Timings			
Ended Drocose At 0	3/25/2022 12:49:53PM PDT				
OK Cancel Select the link endin		View Log/Trace			
OK Cancel Select the link endin	g PDF	t v > Schedule of Classes v > F	Print (Class Schedule	> Process Monitor
OK Cancel Select the link endin	g PDF	nt → Schedule of Classes → F			
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9. Your report will look similar to the sample below

aport	ID:	SR201				Schedu	le of Class	Poly Pomona es for Fall Semester Academic Session	2022	Page No. 1 of 1: Run Date: 03/25/20 Run Time: 12:49:40
<u>Letters, Arts, & Social Sci - History - Subject: History</u>										
Subje		Catalog Nbr	Sect	ion Class Nbs			act of Hst	Component	Units Topics	
	ldg:		01	Room: 143	Days:		Time: 16:0	(Face-to-Face)	Instructor: Le	wis,Daniel K
с	lass	Enrl Cap: 48		Class Enrl	Tot: 0	Class	Wait Cap:48	Class Wait Tot: 0	Class Min Enrl: 0	
HST		1101	01	70218				Lecture (Face-to-Face)	3	
в	ldg:	9		Room: 283	Days:	TuTh	Time: 08:3	0 - 09:45	Instructor: St	aff
С	lass	Enrl Cap: 48		Class Enrl	Tot: 0	Class	Wait Cap:48	Class Wait Tot: 0	Class Min Enrl: 0	
HST		1101	03	70221 Room: 124	World C Days:		ons to 1500	(Face-to-Face)	3	
	ldg:	Enrl Cap: 48		Class Enrl	-		Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0	dII
			0.4	70472					3	
HST	ldg:	9	04	70472 Room: 283	World C Days:		.ons to 1500 Time: 14:3	Lecture (Face-to-Face) 0 - 15:45	3 Instructor: St	aff
с	lass	Enrl Cap: 48		Class Enrl	Tot: 0	Class	Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0	
HST		1101	05	70216	World C	ivilizati	ons to 1500	Lecture (Fully Asynchronous)	3	
в	ldg:	TBA		Room: TBA	Days:	TBA	Time: TBA		Instructor: De	Vore,David J
с	lass	Enrl Cap: 48		Class Enrl	Tot: 0	Class	Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0	
HST		1102	01	70971	World C	ivilizati	ons from 1500	Lecture (Face-to-Face)	3	
в	ldg:	9		Room: 283	Days:	TuTh	Time: 13:0	0 - 14:15	Instructor: Wo	hlcke,Anne E
		Enrl Cap: 48 Equivalents:	HST	Class Enrl 1102 = HST 110		Class	Wait Cap:48	Class Wait Tot: 0	Class Min Enrl: 0	
HST		1102	02	71622	World C	ivilizati	ons from 1500	Lecture (Fully Asynchronous)	3	
в	ldg:	TBA		Room: TBA	Days:	TBA	Time: TBA	(ruily Asynchronous)	Instructor: Le	wis,Robert W
		Enrl Cap: 48		Class Enrl 1102 = HST 110	Tot: 0	Class	Wait Cap: 48	Class Wait Tot: 0	Class Min Enrl: 0	

Office of Academic Programs – Curriculum and Scheduling Rev. 11/2020