

## Print Schedule of Classes

This guide will help you generate a Schedule of Classes report.

### 1.0 PeopleSoft Production Logon

Navigate to <https://cms.csupomona.edu/psp/HPOMPRD/?cmd=login&languageCd=ENG> as shown below.

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

User ID:   
Password:   
**Sign In**

**Select a Language:**

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

Enter Intranet User ID & Password (Case Sensitive)

### 2.0 Navigate to Print Class Schedule

**ORACLE**

Favorites Main Menu > Curriculum Management

Main Menu > Curriculum Manac

**Schedule of Cl**  
Maintain schedule of classes

**Class Search**  
View the schedule of cl

**Schedule Class Mee**  
Add, view, and update i  
class.

**Class Event Table**  
Review a class section'

**Exam Code Table Report**  
Create a report of the exam code table.

**Global Notes Table**  
Define global notes.

- Course Catalog
- Schedule of Classes
- Roll Curriculum Data Forw.
- Enrollment Requirements
- Combined Sections
- Dynamic Dates
- Facility and Event Informa
- Class Roster
- Attendance Roster
- Grading
- Gradebook
- Instructor/Advisor Inform.

- Class Search
- Schedule New Course
- Maintain Schedule of Classes
- Schedule Class Meetings
- Adjust Class Associations
- Update Sections of a Class
- Class Event Table
- Print Class Schedule**
- Exam Code Table
- Exam Code Table Report
- Generate Exam Schedule
- Class Notes Table
- Global Notes Table
- Resource Queue Cleanup
- Review Message Log

Click Here

## Print Schedule of Classes

### 3.0 Run Control ID

- Step 1** Click 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 Step 2; otherwise proceed to section 4.0.



You may use the same Run Control ID to print Class Schedules for different terms, sessions, academic organization (node), and class statuses.

- Step 2** Click on 'Add a New Value' tab 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 Schedule of Classes

### 4.0 Report Criteria

The Print Class Schedule tab and Report Options tab must be filled out prior to running your report.

### 4.1 Fill in the following required fields on the Print Class Schedule tab:

- Academic Institution
- Term
- Academic Organization Node
- Session
- Schedule Print (located in the Maintain Schedule of Classes – Basic Data tab)
- Print Instructor in Schedule (located in the Maintain Schedule of Classes – Meetings tab)
- Class Status

**ORACLE**

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

**Print Class Schedule** Report Options

Run Control ID: Schedule\_of\_Classes\_Report [Report Manager](#) [Process Monitor](#) **Run**

**Selection Criteria**

<b>Academic Institution:</b>	POCMP	Cal Poly Pomona
<b>Term:</b>	2113	Spring Quarter 2011
<b>Academic Organization Node:</b>	166-MHR	Management & Human Res
<b>Session:</b>	1	Regular Academic Session
<b>'Schedule Print:</b>	All	
<b>'Print Instructor in Schedule:</b>	All	
<b>Print By Campus:</b>	<input type="checkbox"/>	
<b>Campus:</b>		
<b>Print By Location:</b>	<input type="checkbox"/>	
<b>Location Code:</b>		

**Class Status**

<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled
<input checked="" type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative

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

[Print Class Schedule](#) | [Report Options](#)

## Print Schedule of Classes

### 4.2 Fill in the following required fields on the Report Options tab:

- Print Meeting Pattern/Instr
- Print Meeting Pattern Topic
- Print Class Notes
- Print Sections Combined
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Report Only

ORACLE

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

Print Class Schedule | **Report Options**

Run Control ID: Schedule\_of\_Classes\_Report [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Options**

<input checked="" type="checkbox"/> Print Meeting Pattern/Instr	<input checked="" type="checkbox"/> Report Only
<input checked="" type="checkbox"/> Print Meeting Pattern Topic	
<input type="checkbox"/> Print Class Attributes	
<input checked="" type="checkbox"/> Print Class Notes	
<input type="checkbox"/> Print Global Notes	
<input checked="" type="checkbox"/> Print Sections Combined	
<input type="checkbox"/> Print Class Characteristics	
<input checked="" type="checkbox"/> Print Class Enrollment Limits	
<input checked="" type="checkbox"/> Print Class Nbr for Non-Enroll	
<input type="checkbox"/> Print Requirement Designation	
<input type="checkbox"/> Print Reserve Capacities	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

[Print Class Schedule](#) | [Report Options](#)

# Print Schedule of Classes

## 5.0 Run Report

ORACLE

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

Print Class Schedule | Report Options

Run Control ID: Schedule\_of\_Classes\_Report | Report Manager | Process Monitor | **Run**

**Selection Criteria**

Academic Institution: POCMP | Cal Poly Pomona  
Term: 2113 | Spring Quarter 2011  
Academic Organization Node: 166-MHR | Management & Human Res  
Session: 1 | Regular Academic Session

\*Schedule Print: All  
\*Print Instructor in Schedule: All

Print By Campus:   
Campus:   
Print By Location:   
Location Code:

**Class Status**

Active |  Cancelled  
 Stop Enrl |  Tentative

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

Print Class Schedule | Report Options

## 5.1 Process Scheduler Request

ORACLE

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

Process Scheduler Request

User ID: 003975270 | Run Control ID: Schedule\_of\_Classes\_Report

Server Name: **PSUNX** | Run Date: 05/26/2011 | Recurrence: | Run Time: 12:57:51PM | 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	SR201	SQR Report	Web	PDF	Distribution

OK | Cancel

If you select a report type of Email and would like to send the report to multiple people, click on the Distribution link. Email addresses should be separated by commas.

### Step 1

- Select "PSUNX" from the Server Name drop-down box.
- In the Type column, select either Web or Email. Selecting Web will allow you to return at a future date to review this report request. If selecting Email, the report will not be saved in the PeopleSoft report repository; therefore, you will only be able to access the report if saved in your email inbox.
- In the Format column, select either PDF or CSV.
- Click the OK button. This will return you to the Report Criteria page.

Proceed to section 6.0 if you selected a report type of Web; otherwise proceed to section 7.1 to view a sample report.

## Print Schedule of Classes

### 6.0 Process Monitor

If you have selected a Web type report, click on the Process Monitor link on either the *Print Class Schedule* or *Report Options* tab to view status and download report. If you have chosen an Email type report, it is not necessary to navigate to Process Monitor as the system will email you the report; check your e-mail inbox.

ORACLE

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

**Print Class Schedule** | Report Options

Run Control ID: Schedule\_of\_Classes\_Report | [Report Manager](#) | **Process Monitor** | Run

**Selection Criteria**

Academic Institution:	POCMP	Cal Poly Pomona
Term:	2113	Spring Quarter 2011
Academic Organization Node:	166-MHR	Management & Human Res
Session:	1	Regular Academic Session

'Schedule Print: All

'Print Instructor in Schedule: All

Print By Campus:

Campus:

Print By Location:

Location Code:

**Class Status**

<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled
<input checked="" type="checkbox"/> Stop Enrl	<input type="checkbox"/> Tentative

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

[Print Class Schedule](#) | [Report Options](#)

ORACLE

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

**Process List** | Server List

**View Process Request For**

User ID: 003975270 | Type: [ ] | Last: [ ] | 1 Days | Refresh

Server: [ ] | Name: [ ] | Instance: [ ] to [ ]

Run Status: [ ] | Distribution Status: [ ] |  Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	994699		SQR Report	SR201	003975270	05/26/2011 1:07:37PM PDT	Success	Posted	<a href="#">Details</a>

#### Step 1

- Click on the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows "Posted".
- Click on the Details link to view report processing details.

# Print Schedule of Classes

## 6.1 Report Process Detail

The screenshot shows the Oracle interface for viewing report process details. At the top, the Oracle logo is displayed. Below it is a breadcrumb trail: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule. The main content area is titled 'Process Detail' and is divided into several sections:

- Process:** Instance: 994699, Type: SQR Report, Name: SR201, Description: Schedule of Classes, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: Schedule\_of\_Classes\_Report, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request (selected), and Restart Request.
- Date/Time:** Request Created On: 05/26/2011 1:07:44PM PDT, Run Anytime After: 05/26/2011 1:07:37PM PDT, Began Process At: 05/26/2011 1:07:59PM PDT, Ended Process At: 05/26/2011 1:08:21PM PDT.
- Actions:** Links for Parameters (Transfer), Message Log, Batch Timings, and View Log/Trace (circled in red).

A callout box with the text 'Click here' points to the 'View Log/Trace' link. At the bottom left, there are 'OK' and 'Cancel' buttons.

# Print Schedule of Classes

## 7.0 View Report

**ORACLE**

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

### View Log/Trace

**Report**

**Report ID:** 1099      **Process Instance:** 994699      [Message Log](#)  
**Name:** SR201      **Process Type:** SQR Report  
**Run Status:** Success

Schedule of Classes

**Distribution Details**

**Distribution Node:** HAPOMTRN      **Expiration Date:** 05/28/2011

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SR201_994699.log</a>	1,625	05/26/2011 1:08:21.441064PM PDT
<a href="#">sr201_994699.PDF</a>	29,115	05/26/2011 1:08:21.441064PM PDT
<a href="#">sr201_994699.out</a>	1,372	05/26/2011 1:08:21.441064PM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	003975270

[Return](#)

If you selected the PDF report format, your file extension will end with “.PDF”. If you selected the CSV report format, your file extension will end with “.CSV”.

If no information meets your report criteria, you will not see a link to your report in the file list.



# Print Schedule of Classes

## 7.1 Report File

If you chose a **PDF** report format, your report will look similar to the sample report below.

Report ID: SR201

Cal Poly Pomona  
Schedule of Classes for Spring Quarter 2011  
Regular Academic Session

Page No. 1 of 11  
Run Date: 05/26/2011  
Run Time: 13:07:59

**Business Administration - Management & Human Resources - Subject: Management & Human Resources**

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
MHR	201	01	30105	Lvrgng Yourslf Twrd MHR Career	Lecture (Face-to-Face)	2	Instructor: Almaraz, Jeanne A
Bldg: 15		Room: 1807		Days: Tu	Time: 15:00 - 16:50		
Class Enrl Cap: 45		Class Enrl Tot: 42		Class Wait Cap: 50		Class Wait Tot: 14	
Class Min Enrl: 0							
MHR	201	02	33156	Lvrgng Yourslf Twrd MHR Career	Lecture (Online)	2	Instructor: Almaraz, Jeanne A
Bldg: TBA		Room: TBA		Days: TBA	Time: TBA		
Class Enrl Cap: 30		Class Enrl Tot: 28		Class Wait Cap: 30		Class Wait Tot: 19	
Class Min Enrl: 0							
You MUST attend one of the following orientation class meetings on: March 29 from 5-6pm OR March 30 from 11:45am-12:45pm. In 6-204.							
MHR	301	01	30107	Principles of Management	Lecture (Hybrid)	4	Instructor: Sharifzadeh, Mansour
Bldg: 15		Room: 1807		Days: Tu	Time: 08:00 - 09:50		
Bldg: TBA		Room: TBA		Days: TBA	Time: TBA	Instructor: Sharifzadeh, Mansour	
Class Enrl Cap: 117		Class Enrl Tot: 113		Class Wait Cap: 117		Class Wait Tot: 4	
Class Min Enrl: 0							
This is a HYBRID class and will meet face to face on Tuesdays.							
MHR	301	02	30881	Principles of Management	Lecture (Face-to-Face)	4	Instructor: Delgado, Ruben
Bldg: 9		Room: 333		Days: MWF	Time: 09:15 - 10:20		
Class Enrl Cap: 40		Class Enrl Tot: 38		Class Wait Cap: 40		Class Wait Tot: 6	
Class Min Enrl: 0							

If you chose a **CSV** report format, your report will look similar to the sample report below.

sr201\_994700.csv [Read-Only] - Microsoft Excel

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
MHR	201	1	30105	Lvrgng Yourslf Twrd MHR Career	Lecture	2	(Face-to-Face)
Bldg: 15		Room: 1807		Days: Tu	Time: 15:00 - 16:50	Instructor: Almaraz, Jeanne A	
Class Enrl: 45		Class Enrl Tot: 42		Class Wait Cap: 50		Class Wait Tot: 14	
Class Min Enrl: 0							
MHR	201	2	33156	Lvrgng Yourslf Twrd MHR Career	Lecture	2	(Online)
Bldg: TBA		Room: TBA		Days: TBA	Time: TBA	Instructor: Almaraz, Jeanne A	
Class Enrl: 30		Class Enrl Tot: 28		Class Wait Cap: 30		Class Wait Tot: 19	
Class Min Enrl: 0							
You MUST attend one of the following orientation class meetings on: March 29 from 5-6pm OR March 30 from 11:45am-12:45pm. In 6-204.							
MHR	301	1	30107	Principles of Management	Lecture	4	(Hybrid)
Bldg: 15		Room: 1807		Days: Tu	Time: 08:00 - 09:50	Instructor: Sharifzadeh, Mansour	
Bldg: TBA		Room: TBA		Days: TBA	Time: TBA	Instructor: Sharifzadeh, Mansour	
Class Enrl: 117		Class Enrl Tot: 113		Class Wait Cap: 117		Class Wait Tot: 4	
Class Min Enrl: 0							
This is a HYBRID class and will meet face to face on Tuesdays.							

Your report will provide information included in the report criteria.