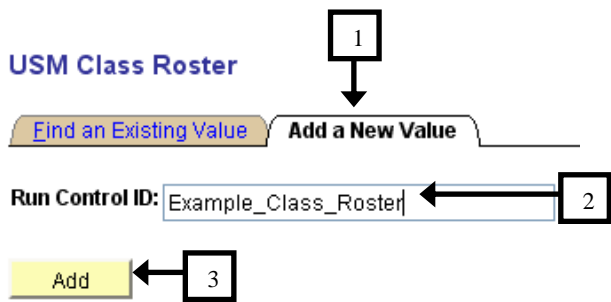

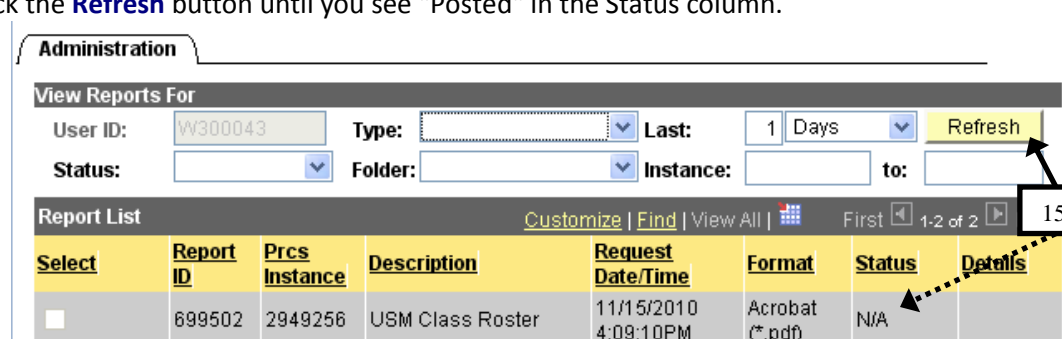
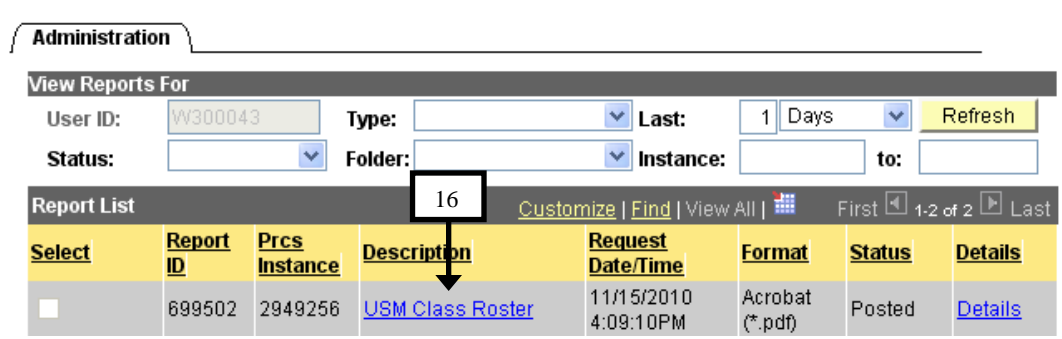
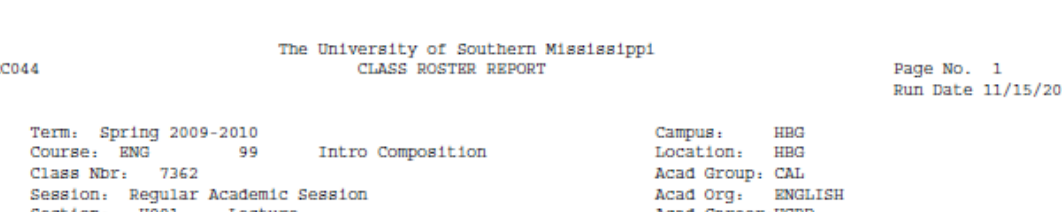


How to run a class roster for all classes in your department

Navigation: Campus Community > USM Campus Community > Reporting > USM Class Roster

Step	Action
1.	Click the Add a New Value link.
2.	Run Control ID: Enter a "title" for this process.
3.	<p>Click the Add button.</p>  <p>The screenshot shows the 'USM Class Roster' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Run Control ID:' label followed by a text box containing 'Example_Class_Roster'. At the bottom left, there is a yellow 'Add' button. Three numbered callouts are present: '1' points to the 'Add a New Value' button, '2' points to the 'Run Control ID' text box, and '3' points to the 'Add' button.</p>
4.	Enter the appropriate term code.
5.	Enter the desired campus (Hattiesburg, Gulf Coast, or Online).
6.	Enter the appropriate academic career (UGRD, GRAD).
7.	Enter the appropriate subject area.
8.	N = print rosters for the whole department Y = print a particular roster

Step	Action												
9.	Click the Run button.												
10.	Choose PSUNX for Server Name.												
11.	Choose Web for Type.												
12.	Choose PDF for the Format.												
13.	Click the OK button.												
	<p>Process Scheduler Request</p> <p>User ID: W300043 Run Control ID: example_title_for_process</p> <p>Server Name: PSUNX Run Date: 11/15/2010</p> <p>Recurrence: Run Time: 3:54:44PM Reset to Current Date/Time</p> <p>Time Zone: 11 12</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>USM Class Roster</td> <td>STRC044</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> </tr> </tbody> </table> <p>13 OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	<input checked="" type="checkbox"/>	USM Class Roster	STRC044	SQR Report	Web	PDF
Select	Description	Process Name	Process Type	*Type	*Format								
<input checked="" type="checkbox"/>	USM Class Roster	STRC044	SQR Report	Web	PDF								

Step	Action																
14.	<p>Click the Report Manager link.</p>  <p>Usm Rc Strc044</p> <p>Run Control ID: example_title_for_process Report Manager Process Monitor Run</p>																
15.	<p>Click the Refresh button until you see "Posted" in the Status column.</p>  <p>Administration</p> <p>View Reports For</p> <p>User ID: WV300043 Type: Last: 1 Days Refresh</p> <p>Status: Folder: Instance: to:</p> <p>Report List Customize Find View All First 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcls Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>699502</td> <td>2949256</td> <td>USM Class Roster</td> <td>11/15/2010 4:09:10PM</td> <td>Acrobat (*.pdf)</td> <td>N/A</td> <td></td> </tr> </tbody> </table>	Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	699502	2949256	USM Class Roster	11/15/2010 4:09:10PM	Acrobat (*.pdf)	N/A	
Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	699502	2949256	USM Class Roster	11/15/2010 4:09:10PM	Acrobat (*.pdf)	N/A											
16.	<p>Once you see "Posted" in the Status column, click on the USM Class Roster link.</p>  <p>Administration</p> <p>View Reports For</p> <p>User ID: WV300043 Type: Last: 1 Days Refresh</p> <p>Status: Folder: Instance: to:</p> <p>Report List Customize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcls Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>699502</td> <td>2949256</td> <td>USM Class Roster</td> <td>11/15/2010 4:09:10PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	699502	2949256	USM Class Roster	11/15/2010 4:09:10PM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	699502	2949256	USM Class Roster	11/15/2010 4:09:10PM	Acrobat (*.pdf)	Posted	Details										
17.	<p>Turn off pop-up blockers. The report will display in a new window.</p>  <p>STRC044 The University of Southern Mississippi CLASS ROSTER REPORT Page No. 1 Run Date 11/15/2010</p> <p>Term: Spring 2009-2010 Campus: HBG</p> <p>Course: ENG 99 Intro Composition Location: HBG</p> <p>Class Ndr: 7362 Acad Group: CAL</p> <p>Session: Regular Academic Session Acad Org: ENGLISH</p> <p>Section: H001 Lecture Acad Career:UGRD</p>																