

Open / Closed Class Report

Home > Campus Community > USM Campus Community > Reporting > Open and Closed Classes

FIRST TIME ONLY:

1. Click on the **Add a New Value** tab.

Open and Closed Classes
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** ← 1

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

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

2. Run Control ID: Enter a "title" for this process.
NOTE: Run Control ID's cannot have spaces contained in them.

3. Click on the **Add** button.

Open and Closed Classes

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


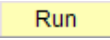
Run Control ID: ← 2

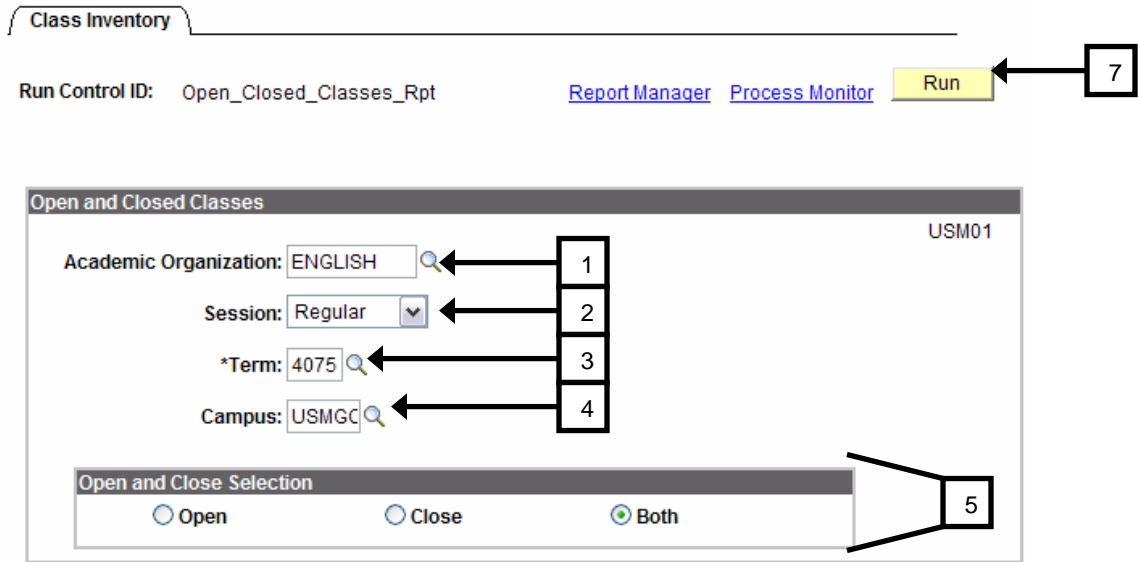
Add ← 3

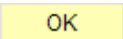
4. On returning here, you can use the **Find an Existing Value** tab and enter the process title you entered.
5. It will display in the Search Results area. Simply, click on it and continue the process.

EVERY TIME:

1. Academic Organization: Enter the academic org code or use the 🔍 search.
2. Session: Enter the session type or use the ▾ button.
3. Term: Enter the term code or use the 🔍 search.
4. Campus: Enter the campus code or use the 🔍 search.

5. Open and Close Selection: Click on open, closed, or both.
6. Click on the  button.
7. Click on the  button.



8. Server Name: Choose "PSUNX."
9. Type: Choose "Web."
10. Format: Choose "PDF."
11. Click on the  button.

Process Scheduler Request

User ID: W301906 8 Run Control ID: Open_Closed_Classes_Rpt

Server Name: PSUNX Run Date: 10/30/2007

Recurrence: Recurrence dropdown Run Time: 11:20:03AM Reset to Current Date/Time

Time Zone: Time Zone dropdown

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Open and Closed Classes	ACAR015	SQR Report	Web 9	PDF 10	Distribution

11 → OK Cancel

12. Click on the [Report Manager](#) link.

Class Inventory

Run Control ID: Open_Closed_Classes_Rpt 12

[Report Manager](#) [Process Monitor](#) Run

Process Instance: 2037446

Open and Closed Classes

Academic Organization: ENGLISH USM01

13. Click on the Refresh button until you see “Posted” in the Status column.

NOTE: This may take several clicks.

14. Under the “Description” column, click on the [Open and Closed Classes](#) link associated with your report once status is “Posted.”

Administration Archives

View Reports For

User ID: W301906 Type: Type dropdown Last: 1 Days Refresh 13

Status: Status dropdown Folder: Folder dropdown Instance: Instance dropdown to: to dropdown

Report List Customize Find View All First 1 of 1 Last

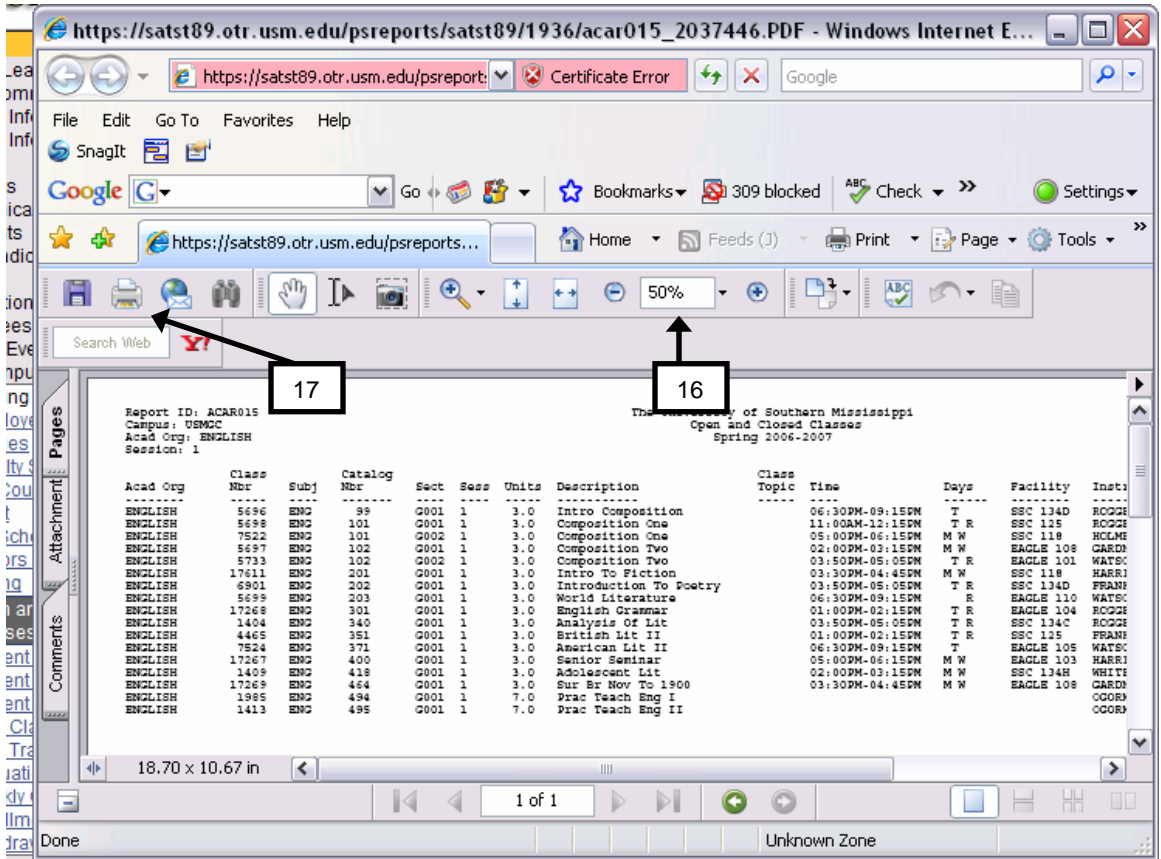
Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1936	2037446	Open and Closed Classes 14	10/30/2007 11:24:27AM	Acrobat (*.pdf)	Posted	Details

15. A new window will appear.

NOTE: Turn off all pop-up blockers!!!!

16. Use the “zoom” feature to enlarge the view.

17. Use the  button to print.



The screenshot shows a Windows Internet Explorer browser window displaying a PDF report. The address bar shows the URL: https://satst89.otr.usm.edu/psreports/satst89/1936/acar015_2037446.PDF. The report content includes the following table:

Acad Org	Class Nbr	Subj	Catalog Nbr	Sect	Sess	Units	Description	Class Topic	Time	Days	Facility	Instr
ENGLISH	5696	EN2	99	G001	1	3.0	Intro Composition		06:30PM-09:15PM	T	SEC 134D	ROGGE
ENGLISH	5698	EN2	101	G001	1	3.0	Composition One		11:00AM-12:15PM	T R	SEC 125	ROGGE
ENGLISH	7522	EN2	101	G002	1	3.0	Composition One		05:00PM-06:15PM	M W	SEC 118	HOLME
ENGLISH	5697	EN2	102	G001	1	3.0	Composition Two		02:00PM-03:15PM	M W	EAGLE 108	GARDI
ENGLISH	5733	EN2	102	G002	1	3.0	Composition Two		03:50PM-05:05PM	T R	EAGLE 101	WATSC
ENGLISH	17611	EN2	201	G001	1	3.0	Intro To Fiction		03:30PM-04:45PM	M W	SEC 118	HARRI
ENGLISH	6901	EN2	202	G001	1	3.0	Introduction To Poetry		03:50PM-05:05PM	T R	SEC 134D	FRANK
ENGLISH	5699	EN2	203	G001	1	3.0	World Literature		06:30PM-09:15PM	R	EAGLE 110	WATSC
ENGLISH	17268	EN2	301	G001	1	3.0	English Grammar		01:00PM-02:15PM	T R	EAGLE 104	ROGGE
ENGLISH	1404	EN2	340	G001	1	3.0	Analysis Of Lit		03:50PM-05:05PM	T R	SEC 134C	ROGGE
ENGLISH	4465	EN2	351	G001	1	3.0	British Lit II		01:00PM-02:15PM	T R	SEC 125	FRANK
ENGLISH	7524	EN2	371	G001	1	3.0	American Lit II		06:30PM-09:15PM	T	EAGLE 105	WATSC
ENGLISH	17267	EN2	400	G001	1	3.0	Senior Seminar		05:00PM-06:15PM	M W	EAGLE 103	HARRI
ENGLISH	1409	EN2	418	G001	1	3.0	Adolescent Lit		02:00PM-03:15PM	M W	SEC 134H	WHITE
ENGLISH	17269	EN2	464	G001	1	3.0	Sur Br Nov To 1900		03:30PM-04:45PM	M W	EAGLE 108	GARDI
ENGLISH	1985	EN2	494	G001	1	7.0	Prac Teach Eng I					COOR
ENGLISH	1413	EN2	495	G001	1	7.0	Prac Teach Eng II					COOR

Callout 16 points to the Print icon in the browser toolbar. Callout 17 points to the Search Web button in the browser toolbar.