**Class Schedule Guide Instructions**

How to run the Open/Closed Class report

1. Set up/Use run control



1. Enter Academic Organization (if you wish to only view your classes) – leave blank if you wish to view all classes; Session should be Regular; Term for Spring 2020 is 4205. Campus selection – check all boxes. Open and Closed Selection – choose Both. Click Run.



1. Server Name should be PSUNX; Type should be Web; Format should be PDF. Make sure the box is checked. Click Ok.



1. Click Process Monitor; Refresh until Run Status reads Success – Posted. Click Details.





1. Click View Log Trace.



1. Select the pdf file.



1. Print or save document. This information changes daily.