

## Print Course Schedule Sheets

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This report prints the department class schedule in a weekly grid format.

### Navigation:

SBU → SBU Student Records → Report → SU Crse Schedule Sheets

**SU Crse Schedule Sheets**  
Enter any information you have and click Search. Leave fields blank for

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

Run Control ID: begins with

Case Sensitive

**Search** Clear [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
View All First  1-2 of 2  Last

| Run Control ID            | Language Code           |
|---------------------------|-------------------------|
| <a href="#">SRDPTSCH</a>  | <a href="#">English</a> |
| <a href="#">psreports</a> | <a href="#">English</a> |

Click **Search** and select the *Run Control ID* called **psreports**.

If you haven't created a *Run Control ID* yet, click the **Add a New Value** tab. Do not use the Run Control ID one that is the same as your user name.

Enter a new *Run Control ID* (**psreports**) and click **Add**.

Crse Schedule Sheets

Run Control ID: psreports [Report Manager](#) [Process Monitor](#) [Run](#)

\*Academic Institution: USBNY SUNY at Stony Brook

\*Term: 1094 Spring 2009

Subject Area: MAT Women's Studies

Acad Org:

Display Options

- Show Instructors
- Show Facility Info
- Show Enroll Cap/Tot

Academic Career

- Undergrad
- Grad

[Save](#) [Add](#) [Update/Display](#)

Select the **Term**

Select the **Subject Area** or the **Academic Org** (not both)

Select the **Display Options**

Select the **Academic Career**

Click **Run**

Click the **Report Manager** link.

Administration Archives

View Reports For

User ID: SRDPTSCH Type: Last: 1 Days [Refresh](#)

Status: Folder: Instance:

Report List [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

| Select                   | Report ID | Prce Instance | Description                            | Request Date/Time     | Format          | Status     | Details                 |
|--------------------------|-----------|---------------|--|-----------------------|-----------------|------------|-------------------------|
| <input type="checkbox"/> | 453193    | 3032639       | <a href="#">Course Schedule Sheets</a> | 01/15/2009 12:47:24PM | Acrobat (*.pdf) | Posted     | <a href="#">Details</a> |
| <input type="checkbox"/> | 453178    | 3032621       | Transcript Print All                   | 01/15/2009 10:19:28AM | Acrobat (*.pdf) | Not Posted |                         |

Select All  Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to SU Crse Schedule Sheets](#)

[Save](#)

Click **Refresh** until you see **Posted** under the Status column

Click **Details**

This will take you to the *Report Detail* Page

**Report Detail**

Report  
Report ID: 453193      Process Instance: 3032639      [Message Log](#)  
Name: SUSR8CSS      Process Type: SQR Report  
Run Status: Success

Course Schedule Sheets  
Distribution Details  
Distribution Node: pnsrepos2      Expiration Date: 02/14/2009

**File List**

| Name  | File Size (bytes) | Datetime Created                 |
|---|-------------------|----------------------------------|
| <a href="#">SQR_SUSR8CSS_3032639.log</a>    | 1,697             | 01/15/2009 12:48:02.000000PM EST |
| <b><a href="#">susr8css_3032639.pdf</a></b> | 108,631           | 01/15/2009 12:48:02.000000PM EST |
| <a href="#">susr8css_3032639.out</a>        | 985               | 01/15/2009 12:48:02.000000PM EST |

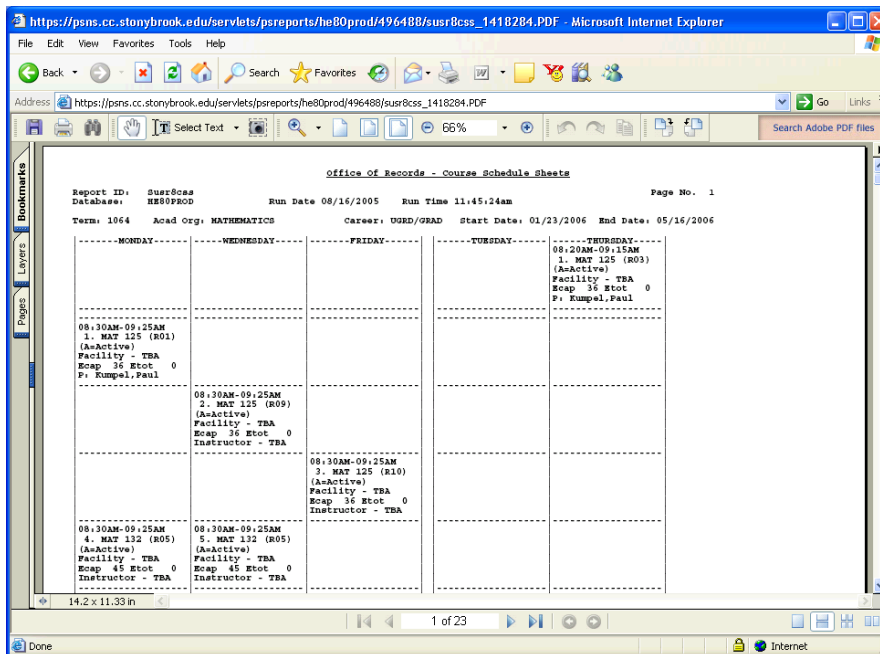
**Distribute To**

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User                 | SRDPTSCH         |

OK      Cancel

Click the **.pdf** file under File List to open the report

The report will appear in a separate Adobe Acrobat window.



To save the report click **File > Save As.**

Then close the Adobe Acrobat window.

Course Schedule Sheets

**Distribution Details**

Distribution Node: psnsrepos2      Expiration Date:

**File List**

| Name                                     | File Size (bytes) |
|--|-------------------|
| <a href="#">SQR_SUSR8CSS_3032639.log</a> | 1,697             |
| <a href="#">susr8css_3032639.PDF</a>     | 108,631           |
| <a href="#">susr8css_3032639.out</a>     | 985               |

**Distribute To**

| Distribution ID Type | *Distribution |
|----------------------|---------------|
| User                 | SRDPTSCH      |

OK      **Cancel**

Click **Cancel** at the *Report Detail* page.

|                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | 453178 3032621 Transcript Print All | 12:47:24PM<br>01/15/2009<br>10:19:28AM |
|--------------------------|-------------------------------------|--|

Select All       Deselect All

**Delete**      Click the delete button to delete the selected report(s)

**[Go back to SU Crse Schedule Sheets](#)**

**Save**

Click **Go back to SU Crse Schedule Sheets**