Access Student Records Reports in SBU Reporting

Once you are logged in to the “remote” server an Internet Explorer window is displayed open to the Stony Brook University Reporting site. You will not be able to access any other websites while connected to the terminal server.

Click Student Records at the top of the page or on the left navigation pane.
The first page you will see is the **Announcements** page. The **Data Load Status** displays the date and time of the last download from PeopleSoft, the Terms that were loaded and the Current Registration Term.

**Data Load Status**

**Data Warehouse Status Report: Wednesday, August 03, 2011**

**Load Completed: 8/3/2011 3:01:54 AM**

Terms Loaded: Fall 2009 through Fall 2012; Total Terms Loaded = 13

Current Registration Term

Fall 2011 (1113)

**Announcements**

There are currently no active announcements.
**Report Libraries**

Reports are organized into Libraries. You will only see the Report Libraries that you have been given access to.

For instance, the Enrollment library contains reports like “Eligible and Registered by Plan” (a list of active student in your major) or “Student Group Members” (a list of students in a student group such as EOP, Honors College, etc.).

The “Class Roster Simple” report in the Class Roster library includes contact information for each student in a course.

The Graduation library contains various Degree Candidate reports.

Department Class Schedulers can access the Audit Reports needed to clean up their class schedule so that it is ready for reporting to SUNY.
This is the **Report List** page. Make sure you read the **Description** and select the correct report!

![Click the icon to select a report](image)

<table>
<thead>
<tr>
<th>Reports</th>
<th>Home</th>
<th>Admissions</th>
<th>Finance</th>
<th>Student Records</th>
<th>ProClarity</th>
<th>Search this site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Roster</td>
<td>Report Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Roster</td>
<td>Class Roster by Course (Subject Catalog)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Click the icon to select a report**
**Specify Report Parameters**

Most reports require that you specify report parameters.

Click the drop down arrow and select the Report Parameter(s).

(Some fields allow you to select multiple parameters).

Then click Apply.
**Export Your Report to Excel**

While connected to the “remote” server you have access to Excel and you can save reports to your MySBfiles folder. You cannot save to your My Documents folder.

1. Click Actions > Export.
2. Choose Excel.

A new window opens, displaying the File Download dialog box. Do not click Open.

3. Click Save.
Make sure the Save As location points to your MySBfiles folder.

Just enter a File name and click Save.

Close the dialog box when the download is complete. You will return to SBU Reporting.
<table>
<thead>
<tr>
<th>#</th>
<th>Plan</th>
<th>All Academic Plans</th>
<th>Campus</th>
<th>Acad Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AASBA</td>
<td>AASBA, UNHMINOR, KORMINOR</td>
<td>WEST</td>
<td>Full Time</td>
</tr>
<tr>
<td>2</td>
<td>AASBA</td>
<td>AASBA</td>
<td>WEST</td>
<td>Full Time</td>
</tr>
<tr>
<td>3</td>
<td>AASBA</td>
<td>AASBA, SOAMINOR</td>
<td>WEST</td>
<td>Full Time</td>
</tr>
<tr>
<td>4</td>
<td>AASMINOR</td>
<td>AASMINOR, CFSMINOR, FSYBA</td>
<td>WEST</td>
<td>Full Time</td>
</tr>
</tbody>
</table>
How to Access Your Report

After you have logged off of SBU Reporting (or just minimize it) you can access your reports in your MySBfiles folder.

If you are using a campus computer signed on to the sunysb.edu domain:

- Open My Computer

You will find your MySBfiles folder as a mapped drive under Network Location in My Computer.

If your campus computer is not signed on to the domain then you will not see a mapped drive to MySBfiles and you will have to map the drive yourself. To learn how to do this, visit our website at:

http://it.cc.stonybrook.edu/networking/mysbfiles

You have read-only access to the files in your MySBfiles folder from anywhere. Just type the following URL in your web browser:

https://mysbfiles.stonybrook.edu/home
Log Off

When you are finished working in Stony Brook University Reporting you must log off of the “remote” server.

Click the Start button and choose Log Off.

This will bring you back to your computer’s desktop.