Running Curriculum Management Report
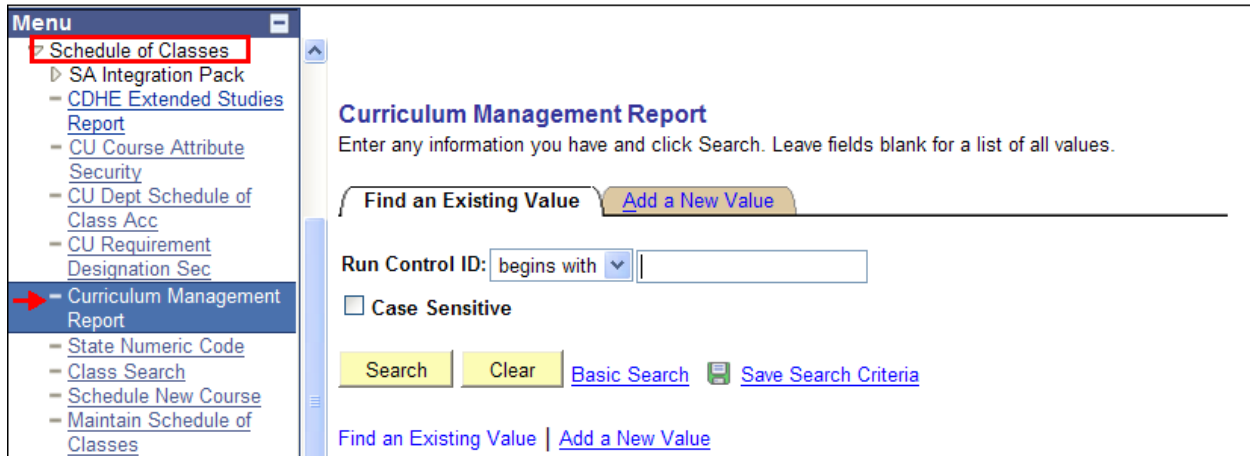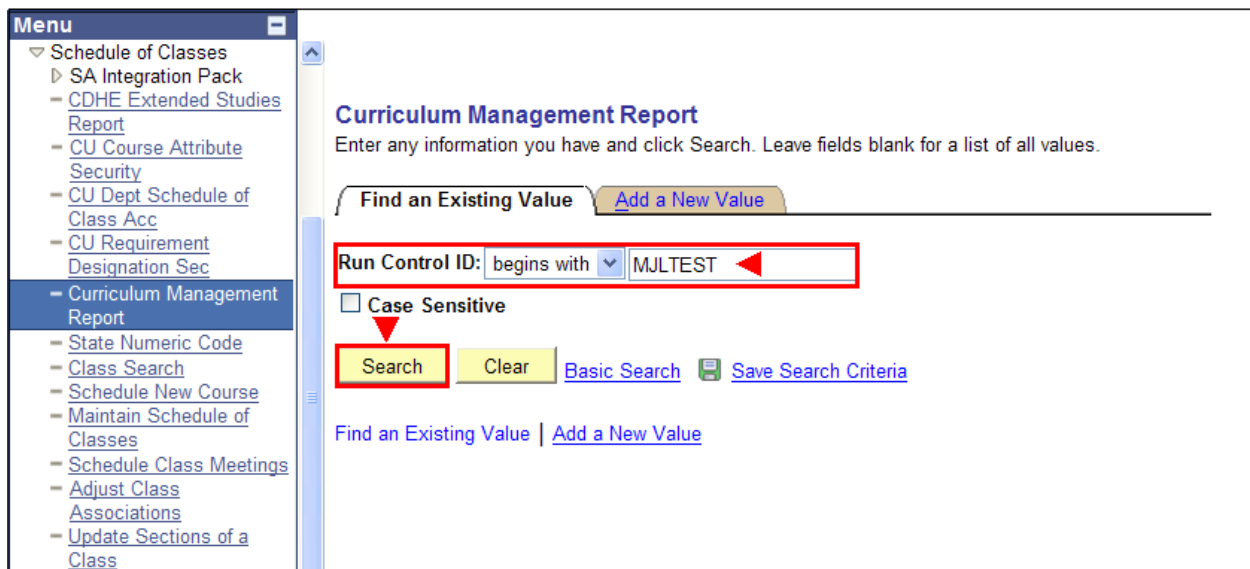
1. Navigate to: Home>Curriculum Management>Schedule of Classes>Curriculum Management Report

2. Enter Run Control ID (see below for instructions on how to create a run control)

3. Enter desired criteria

   Note: Lack of appropriate criteria in *Class Status* area must result in a failed attempt

Print Class Schedule / Report Options

Run Control ID: MJLTEST   Report Manager   Process Monitor   **Run**

Selection Criteria

*Academic Institution:	CUDEN 🔍	CU Denver
*Campus:	DC 🔍	Denver Campus
*Term:	2111 🔍	Spring 2011
Session:	🔍	
Academic Group:	CLAS 🔍	
Academic Organization:	D-ANTH 🔍	Anthropology
Subject:	🔍	
Catalog Nbr:		
Class Nbr:	🔍	
*Schedule Print:	Yes ▾	
*Print Instructor in Schedule:	Yes ▾	

Class Status

☑ Active   ☐ Cancelled
☐ Stop Enrl   ☐ Tentative

(For Wildcard Courses use-2#,2##)

Print Class Schedule / **Report Options**

Run Control ID: MJLTEST   Report Manager   Process Monitor   **Run**

Report Options

☑ Display Meeting Pattern/Instr
☑ Display Meeting Pattern Topic
☑ Display Class Attributes
☑ Display Class Notes
☑ Display Global Notes
☑ Display Sections Combined
☑ Display Class Characteristics
☑ Display Class Enrollment Limits
☑ Display Class Nbr for Non-Enroll
☑ Display Requirement Designation
☑ Display Reserve Capacities
☑ Display Class Consent
☑ Display Class Requisites
☑ Display Run Control Information on Report
☑ Display Student Enrolled Credit Hours

☐ Report Only
Input/Output file:

4. Hit button: Run

5. Server Name: Enter PSUNX
6. Hit button: OK

7. Click link: *Process Monitor*

8. *Hit button: Refresh*

Note: Keep hitting until status changes from *Queued* to *Success*

9. Click link (bottom of page): *Go back to Curriculum Management Report*

			Process List						
							Process List		
Process List	**Server List**								
View Process Request For									
User ID: LOPE000002	Type:			Last:	1 Days	Refresh			
Server:	Name:		Instance:		to				
Run Status:	Distribution Status			✓ Save On Refresh					

Process List — Customize | Find | View All | First ◄ 1-28 of 28 ► Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	3289478		SQR Report	CUSR201	LOPE000002	03/04/2011 11:11:24AM MST	Success	Posted	Details
☐	3289477		SQR Report	CUSR201	LOPE000002	03/04/2011 11:08:51AM MST	Success	Posted	Details
☐	3289476		SQR Report	CUSR201	LOPE000002	03/04/2011 11:01:13AM MST	Success	Posted	Details
☐	3289472		SQR Report	CUSR201	LOPE000002	03/04/2011 10:26:46AM MST	Success	Posted	Details
☐	3289471		SQR Report	CUSR201	LOPE000002	03/04/2011 10:25:27AM MST	Success	Posted	Details
☐	3289463		SQR Report	CUSR201	LOPE000002	03/04/2011 10:15:48AM MST	Success	Posted	Details
☐	3289458		SQR Report	CUSR201	LOPE000002	03/04/2011 9:49:09AM MST	Success	Posted	Details
☐	3289457		SQR Report	CUSR201	LOPE000002	03/04/2011 9:47:56AM MST	Success	Posted	Details
☐	3289456		SQR Report	CUSR201	LOPE000002	03/04/2011 9:28:32AM MST	Success	Posted	Details
☐	3289454		SQR Report	CUSR201	LOPE000002	03/04/2011 4:53:35AM MST	Success	Posted	Details
☐	3289453		SQR Report	CUSR201	LOPE000002	03/04/2011 4:51:44AM MST	Success	Posted	Details
☐	3289441		SQR Report	CUSR201	LOPE000002	03/03/2011 3:57:24PM MST	Success	Posted	Details
☐	3289399		SQR Report	SRROLL	LOPE000002	03/03/2011 2:58:53PM MST	Success	Posted	Details
☐	3289398		SQR Report	SRROLL	LOPE000002	03/03/2011 2:56:04PM MST	Success	Posted	Details
☐	3289397		SQR Report	SRROLL	LOPE000002	03/03/2011 2:52:49PM MST	Success	Posted	Details
☐	3289395		SQR Report	SRROLL	LOPE000002	03/03/2011 2:49:43PM MST	Success	Posted	Details
☐	3289369		SQR Report	SRROLL	LOPE000002	03/03/2011 2:38:37PM MST	Success	Posted	Details
☐	3289357		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 2:12:45PM MST	Success	Posted	Details
☐	3289356		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 2:12:27PM MST	Success	Posted	Details
☐	3289355		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 2:11:28PM MST	Success	Posted	Details
☐	3289352		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 2:10:43PM MST	Success	Posted	Details
☐	3289351		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 2:09:51PM MST	Success	Posted	Details
☐	3289350		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 2:09:50PM MST	Success	Posted	Details
☐	3289336		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 1:39:06PM MST	Success	Posted	Details
☐	3289335		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 1:39:06PM MST	Success	Posted	Details
☐	3289333		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 1:38:35PM MST	Success	Posted	Details
☐	3289332		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 1:37:45PM MST	Success	Posted	Details
☐	3289331		Application Engine	CUCOFSTP	LOPE000002	03/03/2011 1:37:45PM MST	Success	Posted	Details

Go back to Curriculum Management Report

Save | Notify

10. Click link: *Report Manager*

11. Click on tab: *Administration*
12. Click link: See example below (make sure *Pop-up Blocker is not active)*

Note: The report will only work if your criteria produce a result. If you experience a failed search try changing the criteria

Example: *Pop-up Blocker*

Example: Report