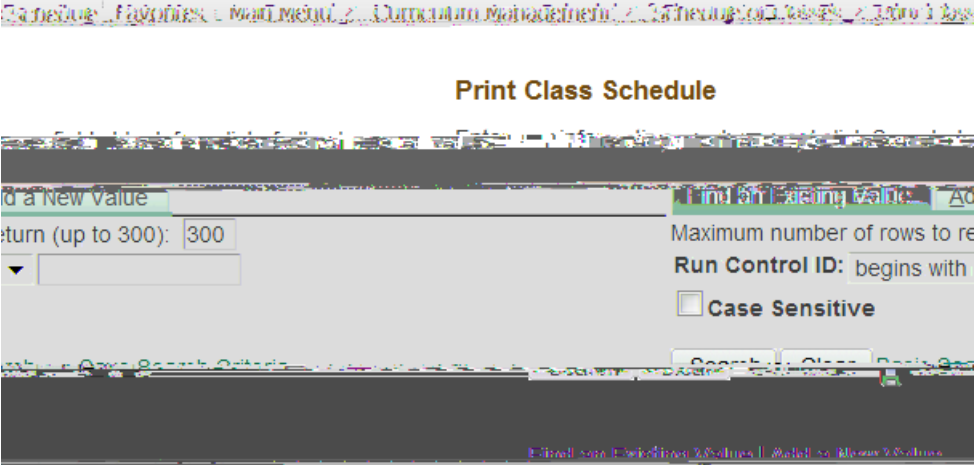
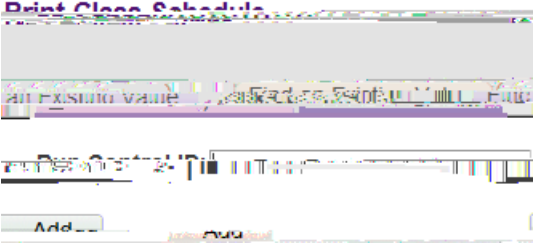
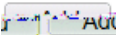
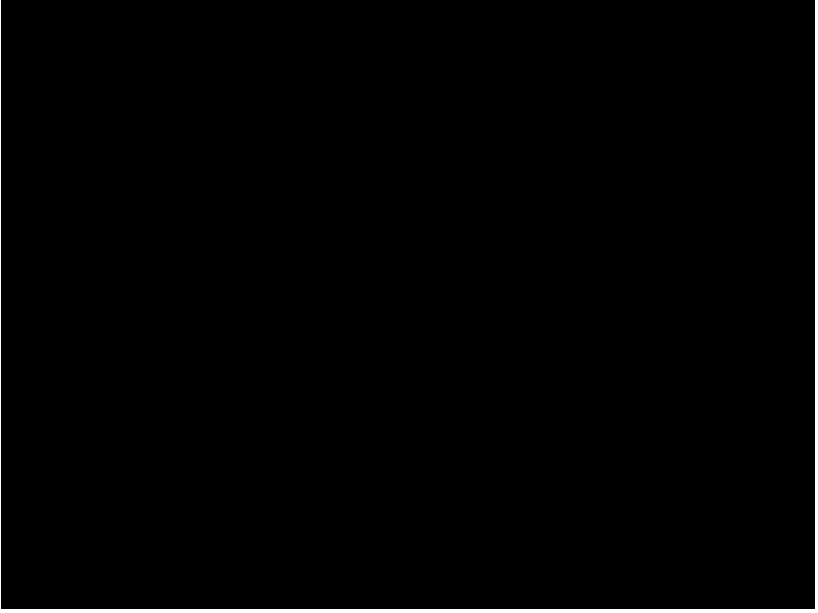
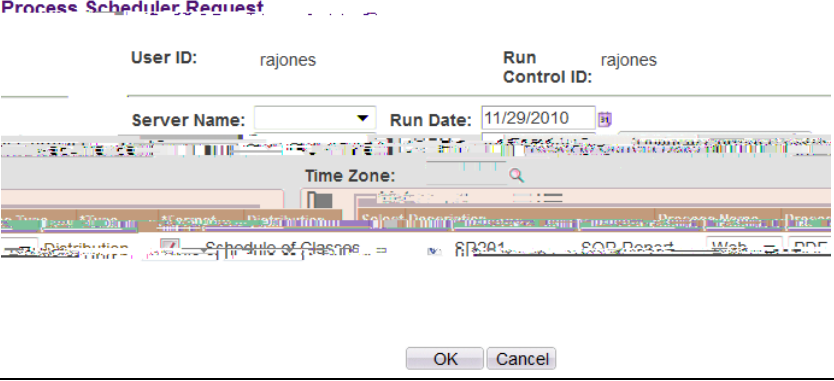


## Printing the Schedule of Classes

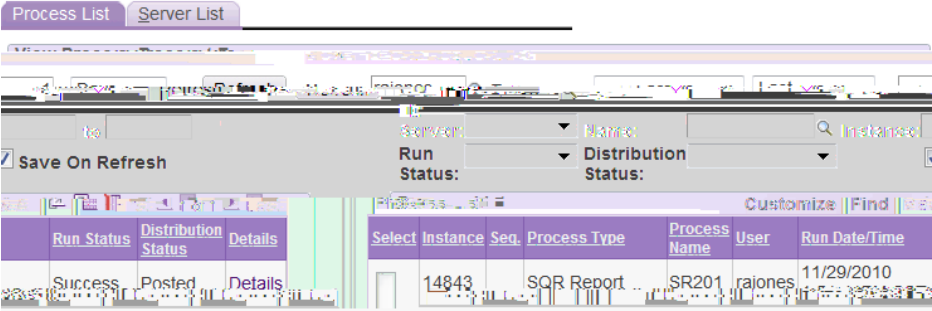
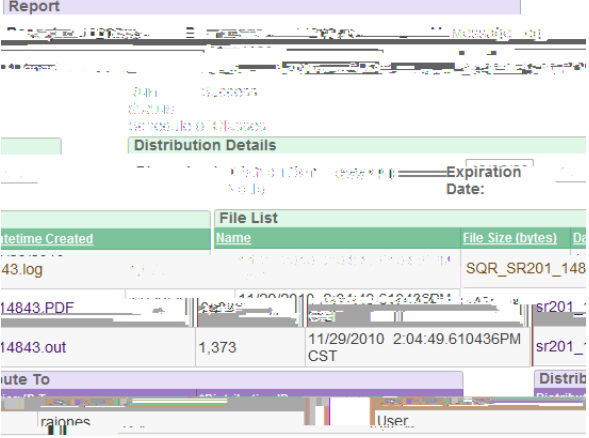
**Purpose:** Use the **Schedule of Classes** report component to print the schedule of classes report for a term. The following instructions describe how to run and view the **Schedule of Classes** report for a term.

Step	Action
1.	<p>Navigate to the <b>Print Class Schedule</b> page: <b>Main Menu &gt; Curriculum Management &gt; Schedule of Classes &gt; Print Class Schedule</b></p>  <p><b>Note:</b> The first time you run the report (Print Class Schedule) you will add a new run control. In the future, you may use the run control you have created.</p> <p>A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p>
2.	<p>Select the <b>Add a New Value</b> tab.</p> 
3.	<p>Enter the desired information in the <b>Run Control ID</b> field. Enter a valid value, such as your user name (e.g. "<b>rajones</b>").</p>
4.	<p>Click the <b>Add</b> button.</p>  <p><b>Result:</b> The <b>Print Class Schedule</b> tab displays.</p>



Step	Action
6.	<p>Select the <b>Report Options</b> tab.</p> 
7.	<p>Select the information you wish to print on the <b>Schedule of Classes</b> report.</p> <p><i>Note:</i> If you uncheck the <b>Report Only</b> check box, the system creates an excel file (.csv file) and displays a <b>File Path</b> field asking you to indicate where the file should be saved.</p>
8.	<p>Click the <b>Run</b> button.</p> <p><b>Result:</b> The <b>Process Scheduler Request</b> page displays.</p> 
9.	<p>Click the <b>OK</b> button.</p>



Step	Action
10.	<p>Click the <b>Process Monitor</b> link (upper right corner).</p> <p><b>Result:</b> The Process List displays.</p> 
11.	<p>If needed, click the <b>Refresh</b> button until the <b>Run Status</b> = <i>Success</i> and the <b>Distribution Status</b> = <i>Posted</i>.</p>
12.	<p>Click the <b>Details</b> link.</p>
13.	<p>Click the <b>View Log/Trace</b> link.</p> <p><b>Result:</b> The View Log/Trace page displays.</p> <p><b>View Log/Trace</b></p> 
14.	<p>Click the PDF link on the <b>View Log/Trace</b> page to view the Schedule of Classes report.</p> <p><b>Result:</b> The report displays in the selected format (PDF in this case).</p> 