9.2 Print Course Catalog

Purpose: Use this document as a reference for printing course catalogs in ctcLink.

Audience: All staff

- You must have at least one of these local college managed security roles:
- ZC CM Course Catalog
- ZD CM Course Catalog
- ZD CM Course and Class Inquiry
- ZD CM Local Configuration
- ZZ CM Course Catalog
- ZZ CM Local Configuration
- If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

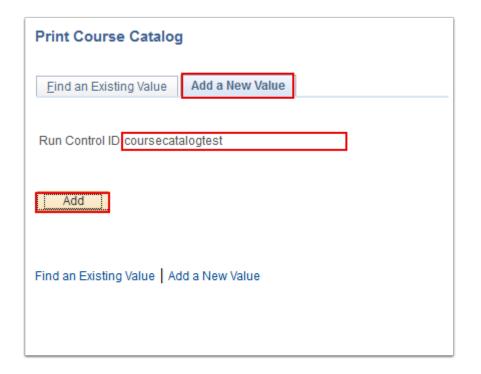
Printing Course Catalog

Navigation: NavBar > Navigator > Curriculum Management > Course Catalog > Print Course Catalog

- 1. The **Print Course Catalog** run control ID search page displays.
- 2. On the **Print Course Catalog** page, select Find an Existing Value if a Run Control ID has already been created.

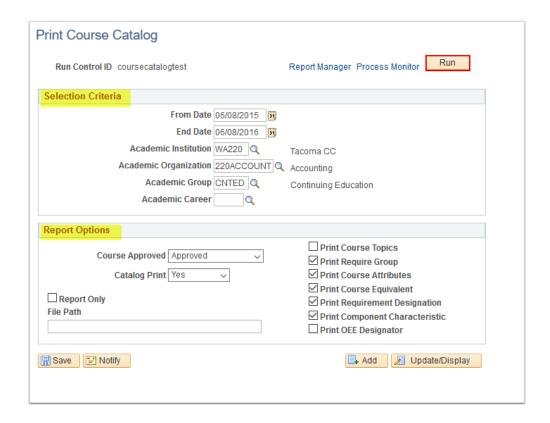
or

- 3. Select Add a New Value
- 4. Enter Run Control ID.
- 5. Select Add.

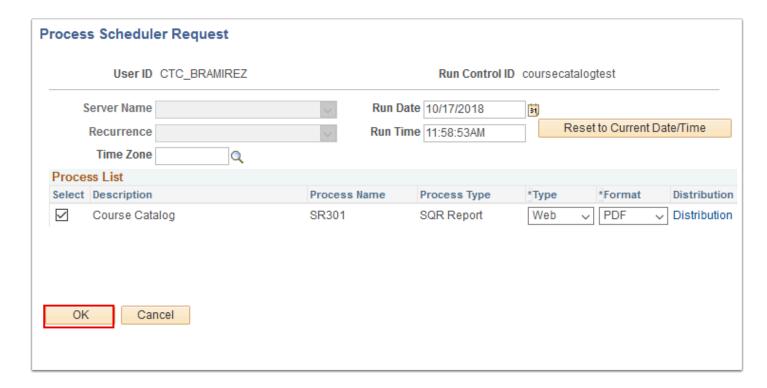


- 6. The **Print Course Catalog** page displays.
- 7. Enter **Selection Criteria**.
- 8. Select **Report Options**.
- 9. Select Run.

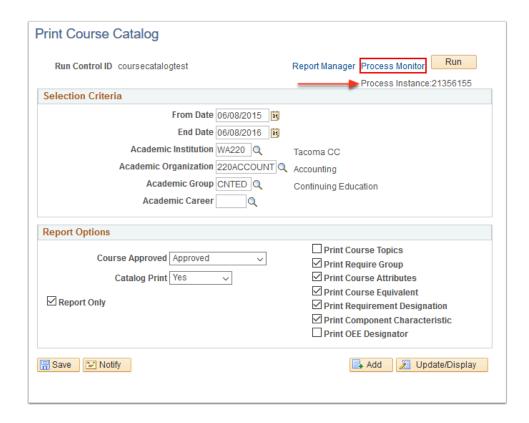
Note: If the **Report Only** check box is selected, ctcLink creates a Course Catalog report without creating a .csv file. Clear the Report Only check box to send the Course Catalog report to a specified file path location.



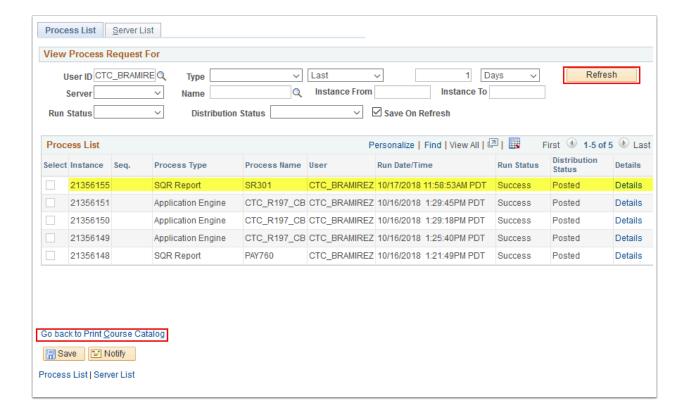
- 10. The **Process Scheduler Request** page displays.
- 11. Select OK.



- 12. The **Process Scheduler Request** page disappears. The updated **Print Course Catalog** page displays. Note the **Process Instance** number.
- 13. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.



14. The **Process List** page displays. Select **Refresh** until **Run Status** is 'Success' and **Distribution Status** is 'Posted'.



15. Process complete.