9.2 Printing Schedule of Classes

Purpose: Use this document as a reference for printing the schedule of classes in ctcLink.

Audience: Student Records staff

- You must have at least one of these local college managed security roles:
- ZC CM Class Builder
- · ZD CM Class Builder
- ZD CM Course and Class Inquiry
- 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.

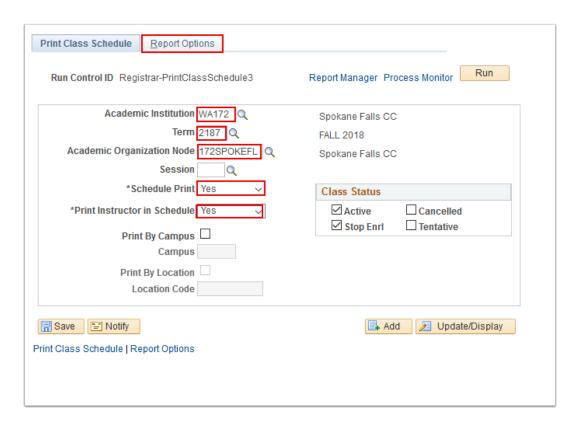
Printing the schedule of classes

Navigation: Menu > Curriculum Management > Schedule of Classes > Print Class Schedule

- 1. The **Print Class Schedule** run control ID search page displays. It defaults to Find an Existing Value. In this example, we'll create a new run control ID.
- 2. Select **Add a New Value**.
- 3. Enter Run Control ID.
- 4. Select **Add**.
- 5. The **Print Class Schedule** page displays.
- 6. Enter Academic Institution.
- 7. Enter **Term.**
- 8. Select a single **Academic Organization Node** from the lookup icon.
- 9. From the **Schedule Print** dropdown menu, select the classes to print in the report:
 - Yes Prints all classes with the Schedule Print checkbox selected on the Basic Data page.
 - No Prints all classes with the Scheduled Print checkbox unselected on the Basic Data page.
 - All Prints all classes, regardless of the Schedule Print checkbox setting on the Basic Data page.
- 10. From the **Print Instructor in the Schedule** dropdown menu, select wheter to display the instructor's name on the report:
 - Yes All instructors with **Print** checkbox selected on the **Meetings** page displays on the report.

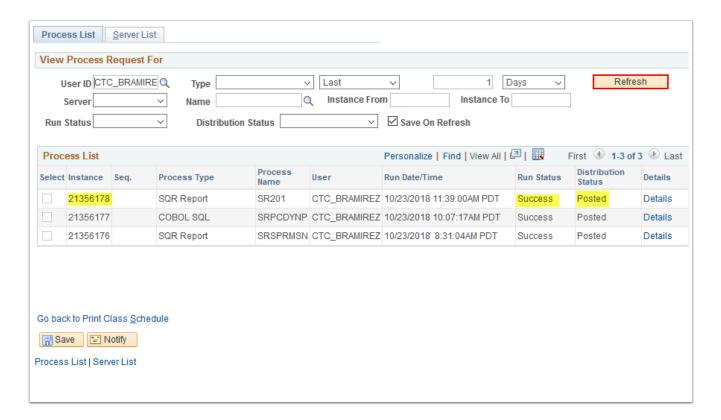
- No All instructors with **Print** check unchecked on the **Meeting** page display on the report.
- All All instructors display on the report, regardless of the **Print** checkbox setting on the Meeting page.

11. Select Report Options.



- 12. The **Report Options** page displays.
- 13. Select the checkboxes next to the appropriate options to print on the **Schedule of Classes** report.
- 14. Select the **Report Only** checkbox.
 - Note: If the Report Only checkbox is selected, the system creates a Schedule of Classes report without creating a .csv file. To create a .csv file, clear the checkbox and indicate a file in the File Path field.
 - For assistance with file path and file access procedures, please contact your ctcLink administrator.
- Select Run.
- 16. The **Process Scheduler Request** page displays.
- Select **OK**.
- 18. The Process Scheduler Request page disappears. The updated Report Options page displays. Note the Process Instance number.
- 19. Select **Process Monitor** link. Refer to the Process Monitor QRG for instructions.

20. The Process List page displays. Select Refresh until Run Status is 'Success' and Distribution Status is 'Posted' for the Process Instance number you noted above in step 18.



Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to **Printing Schedule of Classes**. This link will open in a new tab/window.