

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 whether 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.

15. Select **Run**.

16. The **Process Scheduler Request** page displays.

17. 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 ListServer List

View Process Request For

User IDCTC_BRAMIRETypeLast1DaysRefresh

ServerNameInstance FromInstance To

Run StatusDistribution StatusSave On Refresh

Process ListPersonalizeFindView AllFirst1-3 of 3Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21356178		SQR Report	SR201	CTC_BRAMIREZ	10/23/2018 11:39:00AM PDT	Success	Posted	Details
<input type="checkbox"/>	21356177		COBOL SQL	SRPCDYNP	CTC_BRAMIREZ	10/23/2018 10:07:17AM PDT	Success	Posted	Details
<input type="checkbox"/>	21356176		SQR Report	SRSRMSN	CTC_BRAMIREZ	10/23/2018 8:31:04AM PDT	Success	Posted	Details

Go back to Print Class Schedule

SaveNotify

Process ListServer List

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.