Run Curriculum Management Report CU-SIS Instructions

Navigate to the following CU-SIS screen (Curriculum Management- Schedule of Classes- CU Curriculum Management Rprt) and click **Add a New Value** to create a run control (or find a previous ran report under Find an Existing Value).

Note= A new Run Control ID can be added under anything that the person running the report could easily locate again if needed. Click **Add** button:

Student Records	Curriculum Management Report
Curriculum Management Report	
Find an Existing Value Add a New Value	
*Run Control ID	
Add	
Find an Existing Value Add a New Value	

The Print Class Schedule tab will then display. Fill in the following values using COMM as an example and select Active under Class Status options:

Student Records	CL	J Curriculum Management	Rprt
			Net
Print Class Schedule Report (Options		
Run Control ID COMMO	N/OLExample	Report Manager Process N	Ionitor Run
Selection Criteria			
*Academic Institution:	CUSPG Q	CU Colorado Springs	
*Campus:		Colorado Springs Main Campus	
*Term:	<mark>2227 </mark> Q	Fall 2022	
Session:	٩		
Academic Group:	CLAS		
Academic Organization:	C-COMM	Communication	
Subject:	COMM	Class Status	
Catalog Nbr:	Q	Active Cancelled	
Class Nbr:		Stop Enrl Tentative	
*Schedule Print:	All 🗸	(For Wildcard Courses use-2#,2##)	
*Print Instructor in Schedule:	Yes 🗸		
Return to Search	↑ Previous in List	Next in List 💽 Notify 📑 Add	🖉 Update/Display
Print Class Schedule Report Option	s		

Next navigate over to the Report Options tab and fill in the following values including Report Only. Once report options are selected, click the **Run** button:

Student Records	CU Curriculum Management Rprt								
Print Class Schedule Report Options				Ν					
Run Control ID COMMON/OLExample	Repor	t Manager Proce	ss Monitor	n					
Report Options									
 Display Meeting Pattern/Instr Display Meeting Pattern Topic Display Class Attributes Display Class Notes Display Global Notes Display Sections Combined Display Class Enrollment Limits Display Class Nbr for Non-Enroll Display Requirement Designation Display Class Consent Display Class Requisites Display Class Requisites Display Run Control Information or Display Student Enrolled Credit Ho 	Report urs	ort Only							
🗐 Save 🛛 🔯 Return to Search	Previous in List 🗐 🛛	lext in List 🔄 N	otify 📑 Add	短 Update/Display					
Print Class Schedule Report Options									
Once the Process Scheduler Request	screen is displayed, o	click OK.		^					
	CO Curriculum Mar	hagement Rprt	Now Wit	໌ 					
Process Scheduler Request			New Wi	1001					
User ID SCHW001475	Run Control	D COMMON/OLExample							

	Server Name Recurrence Time Zone	✓✓	Run Date 05/03/2022 Run Time 3:15:09PM	ii) Re	eset to Current	Date/Time
Proce	ss List					
Select	Description	Process Name	Process Type	*Type	* Format	Distribution
Image: A start of the start	CUSR201	CUSR201	SQR Report	Web 🗸	PDF 🗸	Distribution

OK Cancel

You are returned to the Report Options screen. Click **Process Monitor**.

Keport Options	CU Curriculum Management Rprt				
Print Class Schedule Report Options					
Run Control ID COMMON/OLExample	Report Manager Process Monitor Run Process Instance:91352911				
Report Options					

The Process List is displayed with the most recent run controls on top. The process you have just ran should display "Queued" under Run Status. Click the **Refresh** button until "Posted" is displayed in Distribution Status:

Process List Server List											
View	View Process Request For										
User ID BCHW001475 Q Type V Last V 1 Days V Refresh											
s	erver PSU	JNX	✓ Name	Q	Instance From	Instance To		Report Man	ager		
Ru	n Status		✓ Distribution	Status	~	🗹 Save On Refresh			5		
Proc	ess List					Personalize Find View All		First 🕚 1-9 of	9 🕑 Last		
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details		
	75011752		SQR Report	CUSR201	SCHW001475	07/15/2020 11:25:04AM MDT	Queued	N/A	Details		
	75011702		SQR Report	CUSR201	SCHW001475	07/15/2020 11:21:02AM MDT	Success	Posted	Details		
	75011367		SQR Report	CUSR201	SCHW001475	07/15/2020 10:53:18AM MDT	Success	Posted	Details		
	75011251		SQR Report	CUSR201	SCHW001475	07/15/2020 10:50:19AM MDT	Success	Posted	Details		
	74992621		Application Engine	CU_BTHCLS_AE	SCHW001475	07/14/2020 4:50:39PM MDT	Success	Posted	Details		
						27// /2222 / /2 //D///DT	-	- · ·			

Then Click **Details**. The Process Detail page is displayed.

< 1	Print Class	s Schedul	e		Proc	ess Monitor		ራ	Q :
Proce	ess List	Server Lis	st					New Window	v Help Perso
View	Process	Request F	For						
R	Iser ID SCI Server PS un Status (cess List	HW001475 UNX	Q Type V Name V Distribution St	atus	✓ Last Q Instance	Instance Save On Refresh Personalize Find View A	Days ✓ To	First (1.3 c	anager
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	91352911		SQR Report	CUSR201	SCHW001475	05/03/2022 3:16:06PM MDT	Success	Posted	Details
	91352335		SQR Report	CUSR201	SCHW001475	05/03/2022 3:00:15PM MDT	Success	Posted	Details
	91352322		SQR Report	CUSR201	SCHW001475	05/03/2022 2:58:02PM MDT	Success	Posted	Details

Go back to Curriculum Management Report

🔚 Save 🔚 Notify

Process List | Server List

Click View Log/Trace. The File List is displayed:

ОΚ

Cancel

Process List	Process Mo	nitor	
Process Detail			New
Process			
Instance 91352911 Name CUSR201 Run Status Success Distrit Run Control ID COMMON/OLExample	Type SQR Report Description CUSR201 bution Status Posted Update Process Hold Request		
Location Server Server PSUNX Recurrence	Queue Request Cancel Request Delete Request Re-send Content	C Restart Request	
Date/Time	Actions		
Request Created On 05/03/2022 3:16:08PM MDT Run Anytime After 05/03/2022 3:16:06PM MDT Began Process At 05/03/2022 3:16:22PM MDT Ended Process At 05/03/2022 3:16:26PM MDT	Parameters Message Log Batch Timings View Log/Trace	Transfer	

From the File List select the **CU Curriculum Management Report.pdf** file. Download and save the PDF file:

Process List	Process Monitor
View Log/Trace	
Report	
Report ID 49105122	Process Instance 91352911 Message Log
Name CUSR201	Process Type SQR Report
Run Status Success	
CUSR201	
Distribution Details	
Distribution Node psreports	Expiration Date 06/07/2022
File List	
Name	File Size (bytes) Datetime Created
CU Curriculum Management Report.p	df 96,840 05/03/2022 3:16:26.023220PM MDT
SQR_CUSR201_91352911.log	1,806 05/03/2022 3:16:26.023220PM MDT
cusr201_91352911.out	1,461 05/03/2022 3:16:26.023220PM MDT
Distribute To	
Distribution ID Type	*Distribution ID
User	SCHW001475
User Return	SCHW001475

The PDF report data should look similar to this formatting:

					Camp Sc	CU Colorado pus: Colorado S hedule of Clas Main Campus Sem	lo Springs Springs Main ses for Fall (Colo Sprin	Campus 2020 ngs)		Page No. 1 of 47
				<u>Coll of Lett</u>	ers, A	rts & Sci - Co	mmunication	- Subject:	Communication	
Subject	t Catalog Nb	Sectio	on Class Nb	r Course Title		Component		Start date	End date Units Topics	
COMM	1000	001	10534	Contemporary Mass	Media	(Remote S	(nchronous)	08/24/2020	12/19/2020 3	
B	ldg: Meets			Room: REMOTELY	Cap: 0	Days: M	Time: 01:40PM-0	04:20PM Dt: 08/	24/2020-12/19/2020	
I	nstructor: Ba	aker, An	drea							
C	lass Status:	Active	Cla	ss Enrl Cap: 55	Cla	ass Enrl Tot: 31	Class War	Lt Cap: 50	Class Wait Tot: 0	Class Min Enrl: 0
*** tim	Remote Synch mes listed.**	ronous- *	This class	s will be taught sy	nchrono	usly as a remote s	ection, which m	means the cours	se will be conducted virtua	lly during the days and
COMM	1000	OL1	12389	Contemporary Mass	Media	Lecture (Online)		08/24/2020	12/19/2020 3	
B	ldg: Online			Room: COURSE	Cap: 0	Days: TBA	Time: TBA	Dt: 08/	24/2020-12/19/2020	
C. C. Sec	combined Sect	Active ion ID: for COM	Cla 0688(COMM IM Online De	ss Enrl Cap: 15 1000 OL1/COMM 1000 egree students.	Cla OL2) -	ASS Enrl Tot: 15 COMM 1000(#12410)	Class Wai Combined Clas	it Cap: 50 s Enrl Tot:27	Class Wait Tot: 0 Combined Class Wait Tot: 0	Class Min Enrl: 0
COMM	1000	OL2	12410	Contemporary Mass	Media	Lecture (Online)		08/24/2020	12/19/2020 3	
B	ldg: Online			Room: COURSE	Cap: 0	Days: TBA	Time: TBA	Dt: 08/	24/2020-12/19/2020	
I. C	nstructor:	Active	Cla	ss Enrl Cap: 15	Cla	as Enrl Tot: 12	Class Wai	it Cap: 50	Class Wait Tot: 0	Class Min Enrl: 0
C	ombined Sect	ion ID:	0688 (COMM	1000 OL1/COMM 1000	OL2) -	COMM 1000(#12389)	Combined Clas	s Enrl Tot:27	Combined Class Wait Tot:()
COMM	1020	002	10536	Interpersonal Com	municat	ion Lecture (Remote St	/nchronous)	08/24/2020	12/19/2020 3	
B	ldg: Meets			Room: REMOTELY	Cap: 0	Days: Th	Time: 08:00AM-1	L0:40AM Dt:08/	24/2020-12/19/2020	
I. C.	nstructor: Me lass Status:	Cormi Active	ck,Lindsey Cla	Jean ss Enrl Cap: 38	Cla	ass Enrl Tot: 24	Class Wai	it Cap: 50	Class Wait Tot:0	Class Min Enrl: 0
*** tim	Remote Synch mes listed.**	ronous- *	This class	s will be taught sy	nchrono	usly as a remote s	ection, which m	means the cour:	se will be conducted virtua	lly during the days and
COMM	1020	003	10537	Interpersonal Com	municat	ion Lecture	mehronous)	08/24/2020	12/19/2020 3	
в	ldg: Meets			Room: REMOTELY	Cap: 0	Days: Th	Time: 07:30PM-1	10:05PM Dt: 08/	24/2020-12/19/2020	
c	lass Status:	Active	Cla	ss Enrl Cap: 38	Cla	ass Enrl Tot: 6	Class Wait	Cap: 50	Class Wait Tot: 0	Class Min Enrl: 0

Note: All active course sections on main campus for the semester/subjects selected will populate even those hidden from the schedule.

Full term courses will populate at the top with courses with different session terms (Intensive, Session A, Session B, Spring Break, Pre-Term, Weekend University) always located at the end of the PDF report.

Departments should utilize the search function (Control + F) to locate the specific class and course numberings needed for scheduling tracking purposes.