OVERVIEW

Before Print is turned on, it is important to run this series of reports on your department's schedule of classes. These reports will look for errors in the schedule that can prevent students from being able to register for the classes:

1. Error Report
2. Staffing Report
3. Instructor/Advisor Report
4. Cross-Listed Classes Report

All reports are run from Query Report Viewer. The report names all begin with CW_SOC.

1) Error Report

Before turning on the Print checkbox, all departments must run the Error Report, which will locate and identify any errors that might compromise students' ability to register for classes. Once the Error Report is run, it is the responsibility of departments to correct any errors.

This topic contains directions on how to run the Schedule of Classes Error Report. For directions on how to correct each of the errors that may be reported, please see the Error Report Help Guide on the University Registrar's website.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Reporting Tools > BI Publisher > **Query Report Viewer**.

2. The **Query Report Viewer** search screen appears.

3. Click **Search**.

4. Locate **CW_SOC_ERROR**.

5. Click the **View Report** link.

6. The **Error Report (CW_SR_SOC_ERROR_REPORT_BIP)** screen appears.

7. Enter the term code of the term being reviewed into the **Term** field, or click the **Look Up Term** button for a list of term codes.

8. Leave CASE1 in the **Institution** field.

9. Click the **Look up Academic Organization** button. Select the appropriate Academic Organization from the list.

10. Click the **OK** button.

    Depending on your browser, after a few minutes, either the **Schedule of Classes Error Report** appears in PDF (Adobe Acrobat) format or you will receive a notification that it has been downloaded and you need to locate the download.

    Any class that is owned by the academic organization that has an error or warning associated with a class section will appear in the list, along with a description of the error or warning.

Errors are items that may compromise the ability of students to register for a class. Errors begin appearing on page 1.

Warnings appear for items that are not ideal in the set up of a class, but will not compromise the ability of students to register for it. Warnings appear on a separate page.

If the report does not appear, check your internet browser settings to determine if a pop-up blocker is turned on. Turn off all pop-up blockers to ensure that SIS reports and windows can appear.

For help with the Schedule of Classes, contact courses@case.edu.

11. For a list of possible errors and warnings, along with explanations of each, click the link at the bottom of each page.

12. Click the **Print** icon to print the report. Click the **Save** icon to save the report to a local or remote drive. Use the **Back** and **Forward** arrows to navigate between pages (if more than one page exists).

This completes the process of running the **SOC Error Report**.

It is the responsibility of each academic organization to correct errors found in its portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made.

2) Instructor/Advisor Report

The **Instructor/Advisor Report** lists the instructors and advisors available to a department.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Reporting Tools > BI Publisher > **Query Report Viewer**.

2. The **Query Report Viewer** search screen appears.

3. Click **Search**.

4. Locate **CW_SOC_INSTR**.

5. Click the **View Report** link.

6. The **SOC Instructor Advisor Report (CW_SR_SOC_INSTRADV_RPT_BIP)** screen appears.

7. Enter the term code of the term being reviewed into the **Term** field, or click the **Look Up Term** button for a list of term codes.

8. Leave CASE1 in the **Institution** field.

9. Click the **Look up Academic Organization** button. Select the appropriate Academic Organization from the list.

10. Click the **OK** button.

Depending on your browser, after a few minutes, either the **Instructor/Advisor Report** appears in PDF (Adobe Acrobat) format or you will receive a notification that it has been downloaded and you need to locate the download.

Each instructor in the academic organization appears in the report. If an instructor/advisor appears who is no longer with the university, please email courses@case.edu so that individual can be inactivated in SIS.

Click the **Print** button to print the report. Click the **Save** button to save the report to a local or remote drive. Use the Back and Forward arrow buttons to move between pages in the report.

This completes the process of running the **Instructor/Advisor Report**.

3) Staffing Report

The Staffing Report displays all instructors assigned to an academic organization, and the classes to which they are assigned. The instructor's type (Primary, Secondary, TA, or Grading Proxy) and access to enter and approve grades in the Faculty Self-Service grade roster is displayed for each class section. If the instructor is a primary instructor for a section, but does not have access to either approve or enter grades, the message "NO ACCESS" will appear in the Grade Approval column of the report. This error is also reported on the SOC Error Report.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Reporting Tools > BI Publisher > **Query Report Viewer**.

2. The **Query Report Viewer** search screen appears.

3. Click **Search**.

4. Locate **CW_SOC_STAFF**.

5. Click the **View Report** link.

6. The **SOC Staffing Report (CW_SR_SOC_STAFFING_RPT_BIP)** screen appears.

7. Enter the term code of the term being reviewed into the **Term** field, or click the **Look Up Term** button for a list of term codes.

8. Leave CASE1 in the **Institution** field.

9. Click the **Look up Academic Organization** button. Select the appropriate Academic Organization from the list.

10. Click the **OK** button.

Depending on your browser, after a few minutes, either the **Staffing Report** appears in PDF (Adobe Acrobat) format or you will receive a notification that it has been downloaded and you need to locate the download.

Each grey box in the report contains the name of an instructor assigned to the academic organization. Underneath each instructor's name are the classes the individual teaches, the instructor's role (Primary Instructor, Secondary Instructor, TA or Grading Proxy) and level of access to the Faculty Self-Service Grade Roster for the particular class section (either Approve or Grade).

If the message NO ACCESS appears in the Grading Access column, the instructor will not have access to enter or submit grades for students at mid-semester or final grade times. To correct this problem, a value must be chosen in the Access dropdown box next to the instructor's name on the Meetings tab on the **Maintain Schedule of Classes** screen.

Please note: This error will also appear on the SOC Error Report.

Click the **Print** button to print the report. Click the **Save** button to save the report to a local or remote drive. Use the **Back** and **Forward** arrow buttons to move between pages in the report.

This completes the process of running the **SOC Staffing Report**.

It is the responsibility of each academic organization to correct errors found in their portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made.

4) Cross-Listed Classes Report

The Cross-Listed Classes Report displays all courses assigned to an academic organization that are cross-listed with other courses. If there is an error in the setup of any single cross-listed course or class section, the report will display and explain the error and how it relates to the sections with which it is (or should be) scheduled.

For example, if the class sections of three cross-listed courses are scheduled but not combined, the report will display an error. Also, if two sections of cross-listed courses are combined but a third is missed, an error will appear.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Reporting Tools > BI Publisher > **Query Report Viewer**.

2. The **Query Report Viewer** search screen appears.

3. Click **Search**.

4. Locate **CW_SOC_XLIST**.

5. Click the **View Report** link.

6. The **SOC Cross Listings (CW_SR_SOC_XLIST_RPT_BIP)** screen appears.

7. Enter the term code of the term being reviewed into the **Term** field, or click the **Look Up Term** button for a list of term codes.

8. Leave CASE1 in the **Institution** field.

9. Click the **Look up Academic Organization** button. Select the appropriate Academic Organization from the list.

10. Click the **OK** button.

Depending on your browser, after a few minutes, either the **Cross Listings Report** appears in PDF (Adobe Acrobat) format or you will receive a notification that it has been downloaded and you need to locate the download.

All cross-listed courses assigned to the academic organization appear in the report. For each cross-listed course, any sections that have been created will appear with their scheduling information.

Please note: Many of the errors noted on the report will also be detected by the SOC Error Report.

If a section of a cross-listed course has been created but not assigned a meeting pattern, the message "ERROR: No Meeting Pattern Assigned" will appear on the report below the class section. Each section of a cross-listed course must be assigned the same meeting pattern as all other sections.

If a section of a cross-listed course has been given a meeting pattern, but it is different from the meeting pattern for the rest of the cross-listed sections, the message "ERROR: No Meeting Day/Time Assigned" will appear.

If a section has been scheduled but not combined with the rest of the cross-listed sections, the message "ERROR: This section has not been combined" will appear. Once a cross-listed section is scheduled, it must be combined with the rest of the sections of every one of its cross-listed courses.

If any sections are missing from a combined cross-listed course, the message "ERROR: Not all offerings have been scheduled for section group [number]" will appear. If one section of a cross-listed course is scheduled, all other courses in the cross-listing must also have a section scheduled.

Use the Back and Forward arrows in the Adobe window to view all pages of the report. Click on the Printer icon to print the report. Click on the Save icon to save the report to a local or remote drive.

This completes the process of running the SOC **Cross-Listed Classes Report**.

It is the responsibility of each academic organization to correct errors found in their portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made.