INTRODUCTION

This topic will explain how to update print flags en masse for a subject or academic organization. This process is for Registrar's or Dean's Office staff only.

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

1. From the **NavBar**, click Navigator > Curriculum Management > Schedule of Classes > Update Schedule Print Flag.

   The **Update Schedule Print Flag Run Control** screen appears.

2. If you have run this report before, click **Search** for a list of run controls associated with your user ID.

   If this is the first time you have run this report, click the **Add a New Value** tab to create a new Run Control ID (e.g., youruserID_processname), and click **Add**.

3. Enter the **Term Code** or click the **Look up Term** icon (magnifying glass) and select the term for which you want to turn on print flags.

4. Enter the **Academic Organization** or click the **Look up Academic Organization** icon and select the name from the list.

   This will include any classes assigned to this academic org, which may include classes with several subject codes.

5. To turn on print flags for just one subject, enter the **Subject** or click the **Look up Subject** icon and select the subject name from the list. To run for all subjects in the academic organization, leave this field blank.

6. Click the **Run** button. The Process Scheduler Request screen appears.

7. Click **OK**.

8. Click the **Process Monitor** link. The Process Monitor appears.

9. Click the **Refresh** button periodically until the Run Status column displays **Success** and the Distribution Status column displays **Posted**.

10. When **Success** and **Posted** appear, the Schedule Print Flags have been updated.