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.


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.