

Update Schedule Print Flag

This process is used by School Dean's Office staff or Registrars only to turn on the Display in Class Search option in the Schedule of Classes which makes the class(es) visible in Class Search.

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter tile**.

Alternatively, use the menu and navigate to > Curriculum Management > Schedule of Classes > Update Schedule Print Flag.

The **Update Schedule Print Flag** run control screen appears.

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

If this is the first time you have run this process, click the **Add a New Value** tab to create a new Run Control ID.

Run control IDs can be made of upper or lowercase letters and numbers. There can be no spaces, special characters or punctuation. To separate words in a run control ID, use an underscore.

Enter a name in the run control ID field (we recommend including your net ID in it like abc123_update_print_flags), 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.