

Run Error Reports

Introduction

Before your classes are set to [Display in Class Search](#), it is important to run these four reports to look for errors that could prevent students from registering for your department's classes:

- Error Report
- Cross-Listed Classes Report
- Staffing Report
- Instructor/Advisor Report

Logging In

1. [Login to SIS](#) with your CWRU ID and associated passphrase.
2. From the Staff Home page, select the **SOC WorkCenter** tile.

Error Report

The Error Report will identify any errors that could prevent students from registering.

3. Choose **SOC Errors and Warnings** from the menu on the left.
4. Enter the term codes or click the **Look up Term** icon and select the appropriate values from the list.
5. Click **View Results**.
6. All class sections owned by the academic organization you selected that have an error or warning will appear in the list, along with a description of the error or warning.

Errors are items that may prevent students from registering for a class.

Warnings appear for items that are not ideal in the class's setup, but will not prevent students from registering for it.

7. Resolve all errors (and warnings, if appropriate).

See [Resolving the SOC Error Report](#) for instructions on resolving all the possible errors and warnings.

8. Rerun the report to verify that all errors have been corrected.

This completes the process of running the Error Report. To run another report, choose **Other SIS Links**, then **Reports** from the menu on the left.

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

Cross-listed Classes Report

The Cross-Listed Classes Report shows all courses assigned to an academic organization that are cross-listed with other courses. If there is an error in the setup of any 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.

9. Search for **CW_SOC_XLIST** and click the **View Report** link.
10. Enter the term code or click the **Look up Term** icon and select the appropriate value from the list.
11. Enter the Acad Org code or click the **Look up Acad Org** icon and select the appropriate value from the list.
12. Click **OK**.

Depending on your browser, the report will appear as a PDF or you will receive a notification that it has been downloaded and you need to locate the download.

13. All cross-listed courses assigned to the academic organization you selected will appear on the report.

Any errors in the cross-listing will be listed too. Possible errors are:

ERROR: No Meeting Pattern Assigned

If a section has been created but not assigned a meeting pattern, this message will appear below the class section.

Each section of a cross-listed course must be assigned the same meeting pattern as all other sections.

ERROR: No Meeting Day/Time Assigned

If a section of a cross-listed course has been given a meeting pattern, but it differs from the meeting pattern for the rest of the cross-listed sections, this message will appear.

ERROR: This section has not been combined

If a section has been scheduled but not combined with the rest of the cross-listed sections, this message 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.

ERROR: Not all offerings have been scheduled for section group [number]

If any sections are missing from a combined cross-listed course, this message 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.

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

This completes the process of running the Cross-Listed Classes Report. To run another report, return to the Query Report Viewer window in your browser.

Staffing Report

The Staffing Report displays instructors and their schedules based on the instructor's home department in SIS. The instructor's type (Primary, Secondary, TA, or Grading Proxy) and access to enter and approve grades on the grade roster are displayed for each class section.

14. Search for **CW_SOC_STAFF** and click the **View Report** link.
15. Enter the term code or click the **Look up Term** icon and select the appropriate value from the list.
16. Enter the Acad Org code or click the **Look up Acad Org** icon and select the appropriate value from the list.
17. Click **OK**.

Depending on your browser, the report will appear as a PDF or you will receive a notification that it has been downloaded and you need to locate the download.

18. All active instructors in the academic organization you selected will appear on the report, along with all the sections on which they're listed.

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.

This completes the process of running the Staffing Report. To run another report, return to the Query Report Viewer window in your browser.

Instructor/Advisor Report

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

19. Search for **CW_SOC_INSTR** and click the **View Report** link.
20. Enter the term code or click the **Look up Term** icon and select the appropriate value from the list.
21. Enter the Acad Org code or click the **Look up Acad Org** icon and select the appropriate value from the list.
22. Click **OK**.

Depending on your browser, the report will appear as a PDF or you will receive a notification that it has been downloaded and you need to locate the download.

23. All active instructors in the academic organization you selected will appear on the report.

If an instructor/advisor appears who is no longer with the university, please submit an [Add/Inactivate Instructor form](#) so that the individual can be inactivated in SIS.

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

Printing or Saving

Click the **Print** icon to print the report directly from your browser.

Click the **Download** icon to save the report to your computer.

Troubleshooting

If the report does not appear after clicking View Report, 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, contact courses@case.edu.

Refer to other guides to assist with additional edits to the schedule of classes.