

# Print Class Schedule – Step by Step Guide

## Select –Main Menu - Curriculum Management - Schedule of Classes - Print Class Schedule

The screenshot displays the CaneLink 9 web application interface. At the top, the Miami University logo and 'CaneLink 9' branding are visible, along with navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the header, a breadcrumb trail indicates the current path: 'Favorites > Main Menu > Curriculum Management > Schedule of Classes > Print Class Schedule'. A search menu is open, showing a list of folders including 'Self Service', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Academic Advisement', 'Set Up SACR', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My Dictionary'. The 'Curriculum Management' folder is expanded, revealing sub-folders like 'Course Catalog', 'Schedule of Classes', 'Roll Curriculum Data Forward', 'Enrollment Requirements', 'Combined Sections', 'Class Roster', and 'Instructor/Advisor Information'. The 'Schedule of Classes' folder is further expanded, displaying a list of actions such as 'Class Search', 'Schedule New Course', 'Maintain Schedule of Classes', 'Schedule Class Meetings', 'Adjust Class Associations', 'Update Sections of a Class', 'Class Event Table', 'Print Class Schedule' (highlighted in yellow), 'Exam Code Table', 'Exam Code Table Report', 'Generate Exam Schedule', 'Class Notes Table', 'Class Notes Report', 'Class Notes Table Report', 'Global Notes Table', 'Global Notes Table Report', 'Resource Queue Cleanup', and 'Review Message Log'.

**Print Class Schedule-** If you have done the “Print Class Schedule” process before you would only need to click Search and the “PrintCS” you created prior will be in the Search Results, just click on it.

If you never ran this process then you would need to create “PrintCS”, so type “PrintCS” in the **Run Control ID** field, then click on Add a New Value, click Add

## Print Class Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### ▼ Search Criteria

Run Control ID: begins with ▼ PrintCS

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

**Selection Criteria** - When you click Search or Add you will get the below page – Enter Term, Academic Org code (Ex. **ENG. BUS, MTH**), Session and Campus. Then select the boxes in the **Class Status** field for the type of classes you want to display on the report. Then click the **Report Options** tab.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Print Class Schedule](#)

[Print Class Schedule](#) | [Report Options](#)

Run Control ID: printCS

Report Manager

Process Monitor

[Run](#)

Selection Criteria								
Academic Institution:	MIAMI	University of Miami						
Term:	2168	Fall 2016						
Academic Organization Node:	BMB	Biochem and Molecular Biology						
Session:	1	Regular Academic						
*Schedule Print:	Yes	<table border="1"> <thead> <tr> <th colspan="2">Class Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Active</td> <td><input type="checkbox"/> Cancelled</td> </tr> <tr> <td><input checked="" type="checkbox"/> Stop Enrl</td> <td><input checked="" type="checkbox"/> Tentative</td> </tr> </tbody> </table>	Class Status		<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> Stop Enrl	<input checked="" type="checkbox"/> Tentative
Class Status								
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Cancelled							
<input checked="" type="checkbox"/> Stop Enrl	<input checked="" type="checkbox"/> Tentative							
*Print Instructor in Schedule:	Yes							
Print By Campus:	<input checked="" type="checkbox"/>							
Campus:	GABLE	Gables Campus						
Print By Location:	<input type="checkbox"/>							
Location Code:	<input type="text"/>							

**Report Options** - select the boxes for the information you want in your report, make sure that the **Report Only** box is checked. Click **Save**. Then you click **Run**

**Favorites** | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Print Class Schedule**

**Print Class Schedule** | **Report Options**

Run Control ID: printCS Report Manager Process Monitor **Run**

**Report Options**

- Print Meeting Pattern/Instr  Report Only
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

You are now on the Process Scheduler Request page – you have to select the Server Name “**PSUNX**” and the Time Zone “**EST**” and click “**OK**”

**Process Scheduler Request**

User ID d.perry Run Control ID printCS

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**Server Name** PSUNX **Run Date** 09/02/2016   
**Recurrence**  **Run Time** 8:45:48AM   
**Time Zone** EST  Eastern Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

Now you are back on the Run Control ID page and the system should have given a Process Instance#, now click on “**Process Monitor**” link.

Print Class Schedule | **Report Options**

Run Control ID: printCS      Report Manager      **Process Monitor**      Run

**Process Instance: 1196258**

**Report Options**

- Print Meeting Pattern/Instr       Report Only
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

Now you will see the Run Status is “*Queued*” – you can wait a few minutes and the **Run Status** will either change to “*Processing*” or “*Success*” depending on how large the report is. If after a few minutes you still have not gotten a Success you click the Refresh button a few times and you will then get Success. Once you get “Success” click on “Details” link.

Process List | **Server List**

**View Process Request For**

User ID: d.perry    Type:    Last:    1 Days    Refresh

Server: PSUNX    Name:    Instance:    to:    Save On Refresh

Run Status:    Distribution Status:    Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1196276		SQR Report	SR201	d.perry	09/02/2016 9:17:24AM EDT	Queued	N/A	Details

Process Detail page after clicking “Details”. Now click on the “**View Log/Trace**” link.

**Process Detail**

Process	
<b>Instance</b> 1196276	<b>Type</b> SQR Report
<b>Name</b> SR201	<b>Description</b> Schedule of Classes
<b>Run Status</b> Success	<b>Distribution Status</b> Posted

Run	Update Process
<b>Run Control ID</b> printCS <b>Location</b> Server <b>Server</b> PSUNX <b>Recurrence</b>	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On</b> 09/02/2016 9:17:29AM EDT <b>Run Anytime After</b> 09/02/2016 9:17:24AM EDT <b>Began Process At</b> 09/02/2016 9:17:41AM EDT <b>Ended Process At</b> 09/02/2016 9:17:55AM EDT	<a href="#">Parameters</a> Transfer <a href="#">Message Log</a> <a href="#">Batch Timings</a> <a href="#">View Log/Trace</a>

You are now on the “View Log/Trace” page, now click **PDF** to display the report.

**View Log/Trace**

Report			
<b>Report ID</b> 931803	<b>Process Instance</b> 1196276	<a href="#">Message Log</a>	
<b>Name</b> SR201	<b>Process Type</b> SQR Report		
<b>Run Status</b> Success			

Schedule of Classes

Distribution Details			
<b>Distribution Node</b> OOD_REPNODE	<b>Expiration Date</b>	09/09/2016	

File List		
Name	File Size (bytes)	Datetime Created
SQR_SR201_1196276.log	1,711	09/02/2016 9:17:55.756847AM EDT
sr201_1196276.PDF	17,617	09/02/2016 9:17:55.756847AM EDT
sr201_1196276.out	1,373	09/02/2016 9:17:55.756847AM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	d.perry

[Return](#)

The Report – Your report is displaying all the information fields you selected. You can download this report as well.

Report ID: SR201

University of Miami  
**Schedule of Classes for Spring 2017**  
 Campus: Gables Campus  
 Regular Academic

Page No. 1 of 9  
 Run Date: 09/02/2016  
 Run Time: 09:17:41

School of Business Admin - Business - Subject: Business

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
BUS	101	T	6997	FIRST Step	Lecture (In Person)	3	
	Bldg: Whitten LC		Room: 120	Days: TuTh	Time: 17:00 - 18:15		Instructor: McPhillip, Ellenmarie
	Class Enrl Cap: 125		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0
BUS	150	JY	6643	BUS ANALYTICS	Discussion (In Person)	3	
	Bldg: GPC		Room: NORM	Days: W	Time: 17:00 - 18:15		Instructor: Barber, Maryann M
	Class Enrl Cap: 180		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0
BUS	150	KS	6644	BUS ANALYTICS	Discussion (In Person)	3	
	Bldg: GPC		Room: NORM	Days: W	Time: 18:30 - 19:45		Instructor: McKenry, Mary C
	Class Enrl Cap: 180		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0
BUS	150	N	6647	BUS ANALYTICS	Lecture (In Person)	3	
	Bldg: Dooly Memorial		Room: 312	Days: TuTh	Time: 08:00 - 09:15		Instructor: Barber, Maryann M
	Class Enrl Cap: 45		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0
BUS	150	N1	6648	BUS ANALYTICS	Lecture (In Person)	3	
	Bldg: Dooly Memorial		Room: 316	Days: TuTh	Time: 08:00 - 09:15		Instructor: Plant, Robert Thomas
	Class Enrl Cap: 45		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0
BUS	150	O	6649	BUS ANALYTICS	Lecture (In Person)	3	
	Bldg: Dooly Memorial		Room: 312	Days: TuTh	Time: 09:30 - 10:45		Instructor: Barber, Maryann M
	Class Enrl Cap: 45		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0
BUS	150	P	6650	BUS ANALYTICS	Lecture (In Person)	3	
	Bldg: Dooly Memorial		Room: 312	Days: TuTh	Time: 11:00 - 12:15		Instructor: Barber, Maryann M
	Class Enrl Cap: 45		Class Enrl Tot: 0	Class Wait Cap: 300	Class Wait Tot: 0		Class Min Enrl: 0

Created: 9/2/2016