

Running a 1650s Class Roster Report

When scheduling the 1650s Class Roster report, there are a number of options available and it looks a little overwhelming. The only options you have to select are When, Format and Parameters. You can ignore: Database Logon, Destination, Print Settings, Server Group and Events.

Schedule
MCCD_SR_1650s Class Roster (One Class)

Instance title:

When
Run object:
Object will run now.

Database Logon

Destination

Format

Print Settings

Server Group

Events

Parameters

From the **When** category, you can leave the Run object drop-down as "Now." If you want to schedule a report in the future, change that selection.

Expand the **Format** category. From the Report Format drop-down, review the options. The easiest to read is Adobe Acrobat format (you will see the report in PDF). However, also notice that the data can be saved in Excel format (which is useful if you are using the report data in a spreadsheet).

Expand the **Parameters** category. Notice the parameters will be empty if you are scheduling a new report. If you are rescheduling a previous report, you can modify only those parameters that have changed.

| Parameter | Value |
|-------------------|--------------|
| Institution, Term | Empty, Empty |
| Print Addresses? | Empty |
| 45th day roster | Empty |
| Note on Bottom | Empty |
| Enrollment Status | Empty |
| Basis? | Empty |
| Class Number | Empty |

Running a 1650s Class Roster Report

You have to fill in all of the parameters. To do so, click the Empty link for each item.

Institution, Term: select Phoenix College and the desired term. Click the OK button.

Parameters

Enter prompt values.

| Institution/Term | Institution/Term |
|--|----------------------------------|
| Select Institution to report: | |
| <input type="text" value="PCC01 - Phoenix College"/> | <input type="button" value="v"/> |
| <input type="checkbox"/> Set to Null | |
| Select Term to report: | |
| <input type="text" value="4082 - Spring 2008"/> | <input type="button" value="v"/> |
| <input type="checkbox"/> Set to Null | |

Print Addresses: select Y (Yes) or N (No). Click the OK button.

Parameters

Enter prompt values.

| Include student addresses on this report? | Print Addresses? |
|---|----------------------------------|
| <input type="text" value="Y"/> | <input type="button" value="v"/> |

45th Day Roster: select True – Yes or False – No. Click the OK button.

Parameters

Enter prompt values.

| Is this a 45th day Roster? (NC or Clock programs, select No.) | 45th day roster |
|---|----------------------------------|
| <input type="text" value="True - Yes"/> | <input type="button" value="v"/> |

Running a 1650s Class Roster Report

Note on Bottom: select the standard note or enter a value of your choosing in the text box. Click the OK button.

Parameters

Enter prompt values.

If this IS NOT a 45th day roster, select the standard note for this roster, or type in your own free form Note on Bottom
note:

...

Enter a Value:

OK

Enrollment Status: select the type of students you wish to view on this roster (dropped, enrolled and/or waiting). Highlight each one and use the > to move to the selected column or use >> to select all. Click the OK button.

Parameters

Enter prompt values.

Select the Enrollment Status(s) for this Report: Enrollment Status

Available Values:

- Dropped
- Enrolled
- Waiting

Selected Values:

- Dropped
- Enrolled
- Waiting

Remove Remove All

OK

Running a 1650s Class Roster Report

Basis: select Y (Yes) or N (No). Click the OK button.

Parameters

Enter prompt values.

| | |
|---|--------|
| Display the grade basis on this report? | Basis? |
| <input type="text" value="Y - Yes"/> | |

OK

Class Number: enter the class number you are retrieving the roster for. Click the OK button.

Parameters

Enter prompt values.

| | |
|--|--------------|
| Enter Class Number: | Class Number |
| Please specify a Number value between 10000.0 and 99999.0. | |
| <input type="text"/> | |

OK

Once all values are filled in, click the Schedule button.

Parameters

| Parameter | Value |
|-------------------|--|
| Institution, Term | PCC01 - Phoenix College, 4082 - Spring 2008 |
| Print Addresses? | Y |
| 45th day roster | true - Yes |
| Note on Bottom | Please sign and Date in ink: _____ Date: _____ |
| Enrollment Status | Dropped, ... |
| Basis? | Y - Yes |
| Class Number | 25,095.00 |

To view the report, click on its instance time link.