View and Print Reports

The three most popular reports consistently used by Academic Departments:

- Courses by Room Term and Campus
- Courses by Subject with Building and Room
- Courses by Instructor Selected Term and Campus

Each report has user-configurable parameters, and is located in the same file folder: **Collin College Welcome Week Reports.** Here are the steps to view and print a report:

1) Click on the **Reporting** tab.



2) Select **Reports**. A list of report folders is displayed. Click on the + icon to expand the **Collin College Welecome Week Reports** folder with the list of reports.

| Report List | | |
|------------------------------|----------------|--|
| Report Name ^2 Description | | |
| Collin College Frequent Repo | orts (5 Items) | |
| Collin College Welcome Weel | k Reports (| |

- Locate the report you would like to view and click the report name (we will use Courses by Subject with Building and Room) for these instructions.
- 4) When initializing viewing of a report, the Parameter Panel is hidden. To expand it click on the (?) icon.



5) The Report will have user-configurable parameters, which are displayed in the panel to the left of the report viewer.



6) For this report, you will select **Enter Term** and **Enter Campus** parameters. You will see a **circled arrow** icon to the right of the **Select Term** and a **right-arrow** icon. Before and during a term, you may want to click on the circled-arrow icon

to refresh the data (due to updates of classroom changes) Click on the **right-arrow** to select your term, and then click **OK**. Click on the **right-arrow** across **Enter Campus**, and select your campus code from the drop-down list (locate a list of the campus codes on the Ad Astra homepage).

| E | nter Values | × |
|-----|---------------|----------|
| | Select Campus | Campus |
|) | Enter Campus | |
|) | PC | ~ |
| | | |
| | сс | |
| | CEC | cel |
| 001 | CHE | - 2:405 |
| .01 | CY | 2.40P |
| н | FVC | |
| 003 | PC | - 12:45 |
| 003 | PSC | - 11:15 |
| с | RB | |
| 003 | SC | - 11:00 |
| 010 | ТА | - 11:00 |
|)11 | wc | - 5:00 |

7) Click Apply to generate the report.



8) To print the report, select the icon with an **arrow facing right**, next to the printer icon.



A drop-down list will appear, click on the drop-down list, and select **PDF**.

| Export | > |
|----------------------|---|
| File Form | nat: |
| C | Crystal Rev PDF Microsoft E. Microsoft Excel (97-2003) Data-Only Microsoft Excel (97-2003) Data-Only Microsoft Word (97-2003) Microsoft Word (97-2003) - Editable Rich Text Format (RTF) |
| 1303 00: 1311 00: | Character Separated Values (CSV) 1 XML 1 |

Click **Export**. The report will download into a PDF, and then you can print the PDF.

| Export | × |
|--------------|--------|
| File Format: | |
| PDF | - |
| e All Pages | |
| Select Pages | |
| From: | |
| | |
| | |
| | Export |

Important Note: The last generated report is the default when you return to the Report Parameter Panel.

All Parameter settings are the same, except several reports have a different parameter selection box. A multi-select parameter prompt box is featured on other reports. In this case, select a **Campus Code** value and click on the center singled-grey arrow to move the **Campus Code** value to the Selected Value Box. Click **OK**.

| Сатри | elect Campus |
|-----------------|--|
| Selected Values | lect Campus |
| Remove All | CC CEC CHE CY FVC PC PSC |
| Remove | PC PSC |

If you return to the same report and need to select a different **Campus Code** value, click the **Remove All** button and follow the steps above to choose a new **Campus Code** value.

| Select Campus | | Camp |
|-------------------|------------------|-------------------|
| Select Campus | | |
| Available Values: | Selected Values: | |
| СС | A PC | 4 |
| CEC | | |
| CHE | | |
| CY | | |
| FVC | | |
| PC | | |
| DCC | | |
| | | Remove Remove All |