

CSAR – Course Section Availability Report

To order a report showing your campus sections that are open, closed or cancelled at any given time or for certain sections, use the CSAR report. Enter <CSAR> in the Quick Access field.

The screenshot shows the 'CSAR-Section Availability Report' form. It includes several sections for configuring the report:

- Print Options:**
 - Print Open Sections: Yes
 - Print Closed Sections: Yes
 - Print Primary Only: No
 - Print by Loc or Fac: Location
- Global/Local and Comments:**
 - Print Global or Local: Global
 - Include Printed Comments: Yes
 - Name/Address Hierarchy:
- Search Criteria:**
 - Saved List Name:
 - Sec Dates Begin/End:
 - Terms: 05/FA Fall Term 2005
 - Subjects: BSC Biological Science
 - Courses:
 - Course Sections:
 - Synonyms:
 - Departments:
 - Divisions:
 - Schools:
 - Locations: 20 Ybor City Campus
 - Faculty Members:
- Additional Selection Criteria:** No

Callouts provide additional instructions:

- Yellow callout: "Fill these areas out as needed." (points to the Print Options section)
- Yellow callout: "If you want to include the Comment field, enter <Yes> here" (points to the Include Printed Comments field)
- Green callout: "Enter the Term here" (points to the Terms field)
- Green callout: "If you want to limit your selection to a particular course, enter it in the Subject field" (points to the Subjects field)
- Green callout: "You may specify a particular campus by entering your location number here" (points to the Locations field)

Figure 1

Press the **Save icon** to complete. Press the **Update button** to continue.

A new window will appear that asks how you want to get the report. If you send the file to the **_HOLD_** account, a report browser is accessed and displays a fully formatted report for your screen or can be printed out.

See figures 2-5 below.

Figure 2

Click the Save and Update button once again.

Figure 3

If you only need to see this report immediately, click the Save and Update button again. If you would like to rerun this report frequently, fill out the fields above. Click Save and Update.

You will get a window that quickly shows the report running.

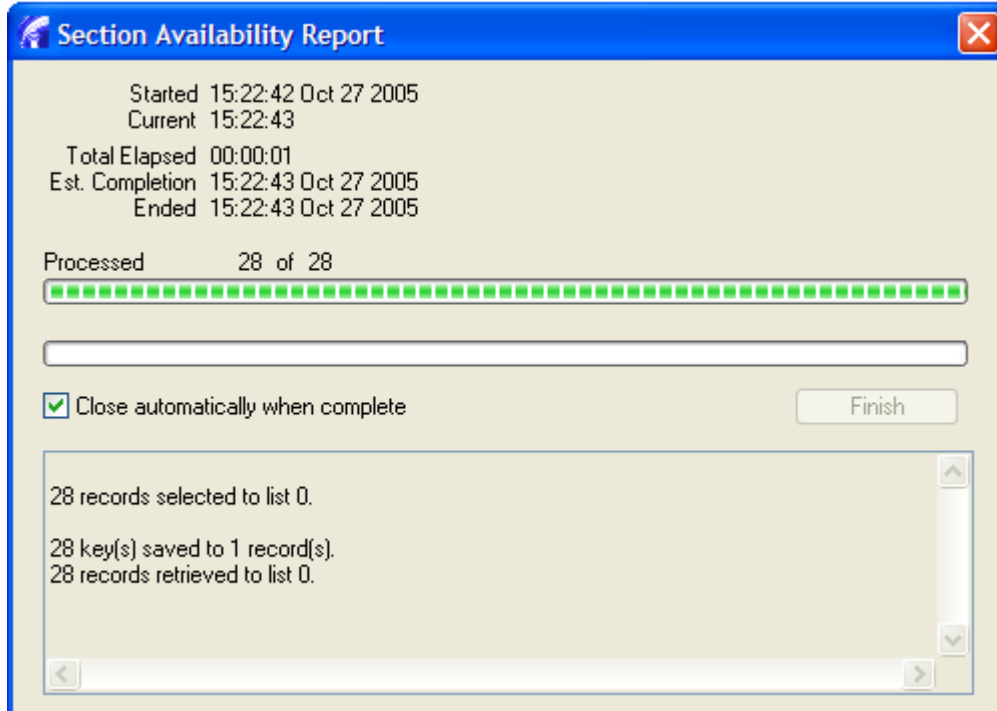


Figure 4

If the check box is checked the window will disappear on its own and display the Report Browser

Course Section/ Synonym	Title/ Faculty Members/ Comments	Room/ Instr Methods	Days	Start Time/Date End Time/Date	Room Cap	Credits/ CEU	Sect Min	Sect Cap	Used	Wait	Avail
BSC-1005C-39223 39223	Bio Foundations I		MW	11:00AM 08/24/05 11:50AM 12/13/05	26	3.00	17	30	31	0	-1
BSC-1005C-39224 39224	Bio Foundations I		T	07:00PM 08/24/05 08:40PM 12/13/05	30	3.00	17	30	28	0	2
BSC-1005C-39227 39227	Bio Foundations I		S	07:00PM 08/24/05 08:40PM 12/13/05	26						
				08:00AM 08/27/05 09:50AM 12/10/05	30	3.00	17	29	30	0	-1

Mandatory meeting dates:
8/27, 9/24, 10/22, 11/19,
12/10. Access to
Hillsborough County cable
TV or the Internet is
required. For more
information go to: www.
hccfl.edu/eCampus.

Figure 5

Observe what you need by using the toolbar buttons on the top of the window as in the screenshot above. This report can be run in several different ways according to your needs.

Close this newly generated window by click the red **X** in the top right corner.

An alternative processing method for the CSAR screen is the CSSC. Read below.

CSSC: Course Section Schedule Report

Enter <CSSC> in the Quick Access area of the screen: A new CSSC screen will appear.

Figure 1

Add the criteria for your needs in the top section, such as sort, print requisites, include printed comments. If you have a saved list of sets of sections, use the next area called: Saved List Name.

If you do not have a saved list proceed to the lower half of the page and **fill in the least amount of fields as required to obtain the information you need**. This may include a range of subject prefixes, course numbers, sections, term (fall, spring, summer) or locations.

Once complete, press the Save icon and press the Update button in the window box that is displayed. You will be taken through several screens that will enable printing. Next, send your selection to the Hold file. The report display promptly within the application.

Select the letter H from the drop down menu.

See figures 2-3 below

CSSC-Course Section Schedule

Peripheral: SETPTR.CDJ062.23883 Description: Course Section Schedule
 Process...: CSSC Description: Course Section Schedule

Output Device: H Hold/Browse File Output

Printer: _____

Form Name: _____

Banner: _____

Copies: 1

Defer Time: _____

Other Options:

1 NOEJECT

2 NFMT

3 NHEAD

Page Width: 132

Page Length: 66

Top Margin: 0

Bottom Margin: 0

Figure 2

Click Save then Update once then for another screen and your report will appear.

Report Browser

1/98

08/16/06 11:21AM

COURSE SECTION SCHEDULE
06/FA
Subject and Synonym Sort

Page 1

Course Section/ Synonym	Title/ Faculty Members/ Comments/ Requisites	Instr Meth Room	Days	---Start/End---	Time Date Freq	Credits	CEUs
ACG-2021-52072	Financial Acctng	LECT	TTH	05:30PM 08/23/06 Week 06:45PM 12/12/06		3.00	
	(P) # Take MAT-0024C(58) MAT-1033 MAC- STA-2023(5077) or STA-2023(972); # Take REA-0002C or ENC-1101; # Take ENC-0020C or ENC-1101;		MGF-1107				
ACG-2021-52073	Financial Acctng	LECT	MW	09:30AM 08/23/06 Week 10:45AM 12/12/06		3.00	
	Take MAT-0024C(58) MAT-1033 MAC- STA-2023(5077) or STA-2023(972); # Take REA-0002C or ENC-1101; # Take ENC-0020C or ENC-1101;		MGF-1107				
ACG-2021-52074	Financial Acctng	LECT	W	07:00PM 08/23/06 Week 09:45PM 12/12/06		3.00	
	(P) # Take MAT-0024C(58) MAT-1033 MAC-1105 MGF-1106 MGF-1107 STA-2023(5077) or STA-2023(972); # Take REA-0002C or ENC-1101; # Take ENC-0020C or ENC-1101;						

Figure 3

Print your report as needed.