

All report names listed are found in Class Schedule AOC WorkCenter > Report & Query > Query Viewer

All Courses		
	Query Description	Query Name
	<b>Course Master File</b>	SFO_CS_SR_OSB_CRSE_MASTER
	<b>Class Schedule Report</b>	SFO_CS_SR_OSB_CLASS_SCHED
	<b>Duplicate Sections Report</b> <ul style="list-style-type: none"> <li>• Duplicate sections must be deleted. Then added as a different section number</li> </ul>	SFO_CS_SR_OSB_AUDIT_DUP_SXN
	<b>Section '99' Report</b> <ul style="list-style-type: none"> <li>• Do not schedule section 99. Any sections returned from this report must be deleted.</li> </ul>	SFO_CS_SR_OSB_SXN_99
	<b>Associated Class Audit Report</b> <ul style="list-style-type: none"> <li>• For Sections less than 10, these sections have a leading '0'? i.e. 01, 02, 03...</li> <li>• Does Section Nbr = Associated Class Nbr?</li> <li>• Auto Enroll sections Is LAB/ACT Associated class the same as the LEC/SEM Associated Class Nbr?</li> </ul>	SFO_CS_SR_OSB_ASSOC_CLS_AUD
	<b>Print Control Audit Report</b> <ul style="list-style-type: none"> <li>• Report for auditing <ul style="list-style-type: none"> <li>➢ Sch Print = Y/N</li> <li>➢ Class Type = E,T, S, or X Note: S and X used for Enrollment period</li> <li>➢ Consent = N, I, or D</li> <li>➢ Instructor Print = Y or N</li> <li>➢ Instructor Role = PI, SI, or TA</li> </ul> </li> </ul>	SFO_CS_SR_OSB_PRNT_CNTL
	<b>Missing Meeting Pattern Report</b> <ul style="list-style-type: none"> <li>• Returns sections by Component missing meeting pattern</li> <li>• For SUP component courses, Pat is ARR.</li> </ul>	SFO_CS_SR_OSB_AUDIT_MTGPAT
	<b>Auditing Pat and Days Checkbox</b> <ul style="list-style-type: none"> <li>• Returns sections where the Pat box and Days checkboxes do not match</li> <li>• To correct, enter the meeting pattern in the Pat box so the Days checkboxes is the same as the Pat box.</li> <li>• No correction needed for M-F Pat if the Days checkboxes is MTWRF.</li> </ul>	SFO_CS_SR_OSB_AUDIT_PAT
	<b>Room Utilization Report</b> <ul style="list-style-type: none"> <li>• For section to be housed by Schedule25, Enter term and search by Building = NEED; Room = ROOM</li> </ul>	SFO_CS_SR_OSB_RM_UTILIZATION

<b>All Courses (con'd)</b>		
	<b>Query Description</b>	<b>Query Name</b>
	<b>Room Characteristics Audit</b> Review for Schedule25 to be housed in University classrooms. <ul style="list-style-type: none"> <li>• For CourseStream sections, coded with BOTH Room Char 01 and 05</li> <li>• Courses requiring GEOG or HIST maps                GEOG = Room Char 03                HIST = Room Char 04</li> </ul> Note: There are no university classrooms with <b>both</b> GEOG and HIST maps.	SFO_CS_SR_OSB_AUDIT_ROOM_CHAR
	<b>Enroll Cap and Enr Limit Audit</b> <ul style="list-style-type: none"> <li>• Exception for Enroll less than 10, use 18 for Room Capacity</li> </ul>	SFO_CS_SR_OSB_AUDIT_ENR_CAP
	<b>Class notes Report</b> <ul style="list-style-type: none"> <li>• All active Class Notes to attach to sections</li> </ul>	SFO_CS_SR_OSB_CLS_NOTES
	<b>Class notes for Sections</b> <ul style="list-style-type: none"> <li>• Search by Class Note Nbr. and Subject for sections with note attached.</li> </ul>	SFO_CS_SR_OSB_AUDIT_CLS_NOTES
	<b>Free Form Notes Report</b>	SFO_CS_SR_OSB_FREE_FORM_NOTES
	<b>ARR Sections missing TBA Hours</b> <ul style="list-style-type: none"> <li>• LEC, SEM, LAB, ACT sections with ARR must have TBA hours</li> </ul>	SFO_CS_SR_OSB_AUDIT_MISS_TBA
	<b>TBA Hour Report</b>	SFO_CS_SR_OSB_AUDIT_TBA
	<b>Tentative Sections Report</b> <ul style="list-style-type: none"> <li>• Reports all of the Class Status = Tentative Sections for augmentation purposes</li> </ul>	SFO_CS_SR_OSB_TENTATIVE_SXN

<b>Combined Sections</b>		
	<b>Query Description</b>	<b>Query Name</b>
	<b>Combined Sections Report</b> <ul style="list-style-type: none"> <li>• Check that Combined Enroll Capacity totals to all of the individual section enroll capacity</li> <li>• Check that Combined Waitlist Capacity totals to all of the individual section waitlist capacity</li> </ul>	SFO_CS_SR_OSB_CMBND_SXN
	<b>Course Master File – XLST</b>	SFO_CS_SR_OSB_CRSE_XLST
	<b>Cross-listed Sections Audit</b> <ul style="list-style-type: none"> <li>• Lists XLST sections requiring Combined Sections ID</li> </ul>	SFO_CS_SR_OSB_AUDIT_XLST
	<b>Course Master File – PAIR</b>	SFO_CS_SR_OSB_CRSE_PAIR
	<b>Paired Sections Audit</b> <ul style="list-style-type: none"> <li>• Lists PAIR sections either missing paired course or Combined Sections ID</li> </ul>	SFO_CS_SR_OSB_AUDIT_PAIR

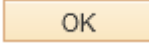

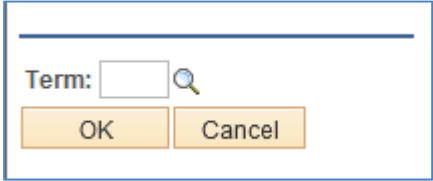


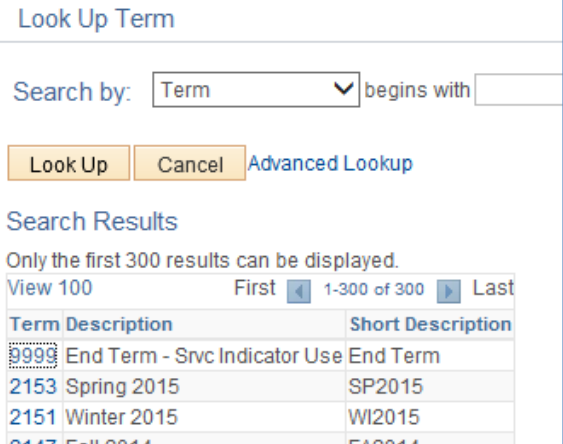
Multiple Component Courses		
	Query Description	Query Name
	<b>Audit Missing Component</b> <ul style="list-style-type: none"> <li>• Reports sections that are missing other component</li> </ul>	SFO_CS_SR_OSB_AUDIT_MULTCOMP
	<b>Audit Mult Comp Enr Wait Cap</b> <ul style="list-style-type: none"> <li>• Audit Enrollment Limit and Wait Capacities are the same for LEC/SEM and ACT/LAB</li> </ul>	SFO_CS_SR_OSB_AUD_MLT_ENR_WAIT

Topic Courses		
	Query Description	Query Name
	<b>Course Master File – Topics</b>	SFO_CS_SR_OSB_CRSE_CAT_TPC_GNC
	<b>Topics Sections Report</b> <ul style="list-style-type: none"> <li>• Report of all scheduled Topics sections</li> </ul>	SFO_CS_SR_OSB_AUDIT_TPC_SXN
	<b>Missing Topics Audit Report</b> <ul style="list-style-type: none"> <li>• Lists Topics sections missing Topics attached</li> </ul>	SFO_CS_SR_OSB_AUDIT_MISS_TPC
	<b>Topics Audit in Basic and Meet</b> <ul style="list-style-type: none"> <li>• Lists sections where Topics in Basic Data and Meeting are not the same</li> </ul>	SFO_CS_SR_OSB_AUD_SAME_TPC_ID

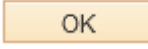
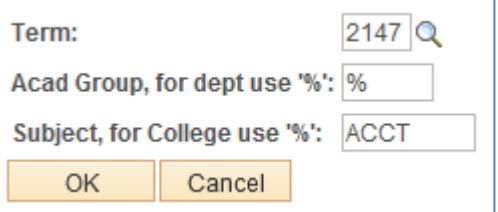

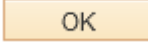
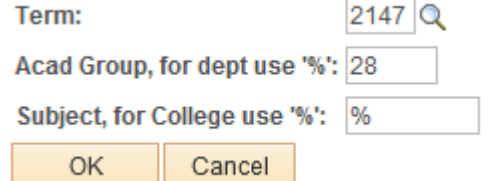

Faculty								
	Query Description	Query Name						
	<b>Faculty Schedule Report</b>	SFO_CS_SR_OSB_FACULTY_SCHED						
	<b>Faculty Acad Org</b> <ul style="list-style-type: none"> <li>• Search by Acad Org to return list of Faculty available to teach</li> </ul>	SFO_CS_SR_OSB_FACULTY_ORG						
	<b>Instructor Org Report</b> <ul style="list-style-type: none"> <li>• Search by SFSU ID for attached Acad Org</li> <li>• If no value returns <b>and</b> ETRAC has been submitted, fill out CS Instructor Advisor Form on AR's website <a href="http://academic.sfsu.edu/ar/sched/schedule.php">http://academic.sfsu.edu/ar/sched/schedule.php</a></li> </ul>	SFO_CS_SR_OSB_INSTR_ORG						
	<b>Instructor Role in Meeting Pattern</b> <ul style="list-style-type: none"> <li>• Check Instructor Role and Access in Meeting Pattern</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">*Instructor Role</td> <td style="text-align: center;">Print</td> <td style="text-align: center;">Access</td> </tr> <tr> <td style="text-align: center;">Prim In ▼</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Approv ▼</td> </tr> </table> </div> <ul style="list-style-type: none"> <li>➤ Primary Instructor = Approve</li> <li>➤ Secondary Instructor = Approve</li> <li>➤ TA = Grade</li> </ul>	*Instructor Role	Print	Access	Prim In ▼	<input checked="" type="checkbox"/>	Approv ▼	SFO_CS_SR_OSB_INSTR_ROLE_MTG
*Instructor Role	Print	Access						
Prim In ▼	<input checked="" type="checkbox"/>	Approv ▼						

**Common Prompt Types**

1. Term only prompt

<p>Query Prompt</p> <ul style="list-style-type: none"> <li>Enter Term, then click </li> <li>or</li> <li>Use look up  for Term</li> </ul>											
<p>From  - Look Up Term:</p> <ol style="list-style-type: none"> <li>Click on Term – this will bring you back to the Query Prompt.</li> <li>Click </li> </ol>	 <p><b>Look Up Term</b></p> <p>Search by: Term <input type="text"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>Only the first 300 results can be displayed.</p> <p>View 100 First <input type="button" value="1-300 of 300"/> Last</p> <table border="1"> <thead> <tr> <th>Term Description</th> <th>Short Description</th> </tr> </thead> <tbody> <tr> <td>9999 End Term - Svc Indicator Use</td> <td>End Term</td> </tr> <tr> <td>2153 Spring 2015</td> <td>SP2015</td> </tr> <tr> <td>2151 Winter 2015</td> <td>WI2015</td> </tr> <tr> <td>2147 Fall 2014</td> <td>FA2014</td> </tr> </tbody> </table>	Term Description	Short Description	9999 End Term - Svc Indicator Use	End Term	2153 Spring 2015	SP2015	2151 Winter 2015	WI2015	2147 Fall 2014	FA2014
Term Description	Short Description										
9999 End Term - Svc Indicator Use	End Term										
2153 Spring 2015	SP2015										
2151 Winter 2015	WI2015										
2147 Fall 2014	FA2014										

2. Term, Acad Group, Subject prompt

<p><u>Department User</u></p> <ul style="list-style-type: none"> <li>Enter Term</li> <li>Acad Group – always enter %</li> <li>Enter Subject (example is ACCT)</li> <li>Click </li> </ul>	 <p>Term: <input type="text" value="2147"/> </p> <p>Acad Group, for dept use '%': <input data-bbox="1166 1220 1260 1251" type="text" value="%"/></p> <p>Subject, for College use '%': <input data-bbox="1170 1268 1300 1299" type="text" value="ACCT"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p><u>College User</u></p> <ul style="list-style-type: none"> <li>Enter Term</li> <li>Acad Group (college code) Values are: 28, 38, 40, 50, 67 or 88</li> <li>Enter Subject – always enter %</li> <li>Click </li> </ul>	 <p>Term: <input type="text" value="2147"/> </p> <p>Acad Group, for dept use '%': <input data-bbox="1170 1440 1260 1472" type="text" value="28"/></p> <p>Subject, for College use '%': <input data-bbox="1170 1499 1300 1530" type="text" value="%"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>