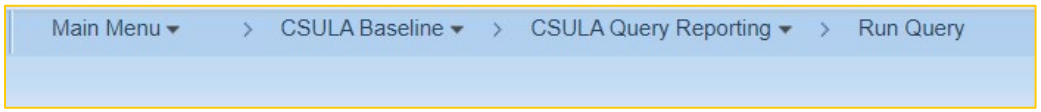
Using the Schedule of Classes Export Report

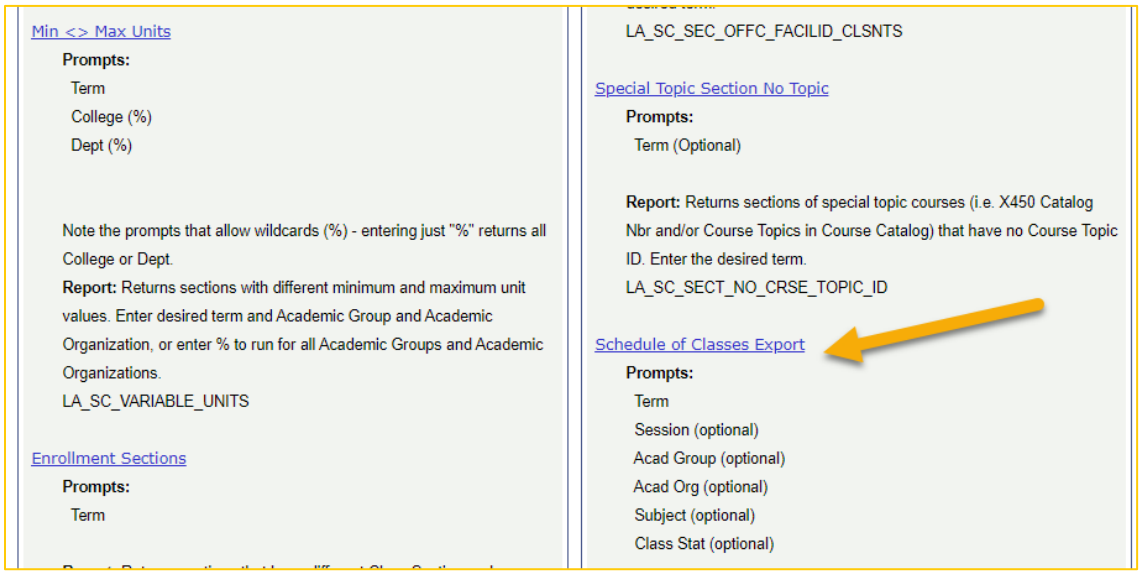
This report returns a list of all sections scheduled for the term.

University Scheduling uses this report to send the weekly report of outstanding data quality issues.

1. Within GET, go to **Main Menu** > **CSULA Baseline** > **CSULA Query Reporting** > **Run Query**.



2. Within the **Schedule of Classes** group, select *Schedule of Classes Export*.



3. Enter the term code in the *Term* field. For example, to run the query for Spring 2022 enter 2223.

4. The additional prompts are optional and may be used as needed. To run the query for all sections, leave the optional prompt fields blank.

   a. To run the query for a specific session only, enter the Session in the *Session* field.

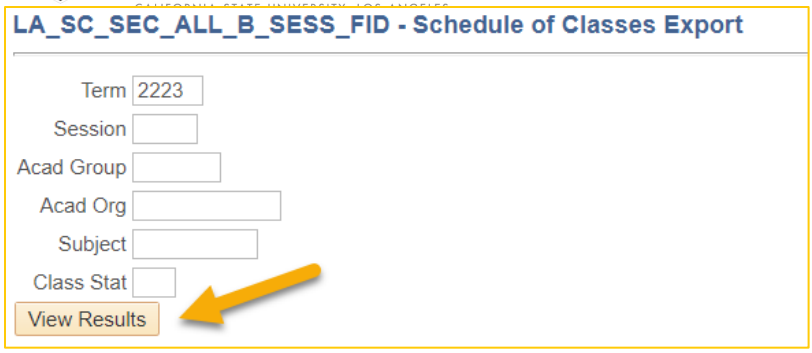
   b. To run the query for a specific college only, enter the Academic Group in the *Acad Group* field.

   c. To run the query for a specific department only, enter the Academic Organization in the *Acad Org* field.

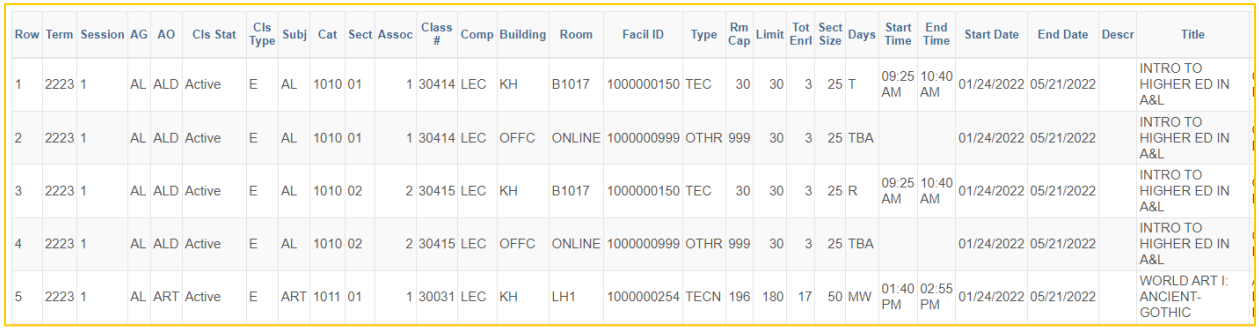
   d. To run the query for a specific subject area only, enter Subject Area in the *Subject* field.

   e. To run the query for a specific class status only, enter the Class Status in the *Class Stat* field.

5. Click *View Results*.



6. The query will return an HTML list of sections that meet the criteria you entered.



Row	Term	Session	AG	AO	Cls Stat	Cls Type	Subj	Cat	Sect	Assoc	Class #	Comp	Building	Room	Facil ID	Type	Rm Cap	Limit	Tot Enrl	Sect Size	Days	Start Time	End Time	Start Date	End Date	Descr	Title
1	2223	1	AL	ALD	Active	E	AL	1010	01	1	30414	LEC	KH	B1017	1000000150	TEC	30	30	3	25	T	09:25 AM	10:40 AM	01/24/2022	05/21/2022		INTRO TO HIGHER ED IN A&L
2	2223	1	AL	ALD	Active	E	AL	1010	01	1	30414	LEC	OFFC	ONLINE	1000000999	OTHR	999	30	3	25	TBA			01/24/2022	05/21/2022		INTRO TO HIGHER ED IN A&L
3	2223	1	AL	ALD	Active	E	AL	1010	02	2	30415	LEC	KH	B1017	1000000150	TEC	30	30	3	25	R	09:25 AM	10:40 AM	01/24/2022	05/21/2022		INTRO TO HIGHER ED IN A&L
4	2223	1	AL	ALD	Active	E	AL	1010	02	2	30415	LEC	OFFC	ONLINE	1000000999	OTHR	999	30	3	25	TBA			01/24/2022	05/21/2022		INTRO TO HIGHER ED IN A&L
5	2223	1	AL	ART	Active	E	ART	1011	01	1	30031	LEC	KH	LH1	1000000254	TECN	196	180	17	50	MW	01:40 PM	02:55 PM	01/24/2022	05/21/2022		WORLD ART I: ANCIENT-GOTHIC

a. Sections that have multiple meeting pattern records, multiple instructors, and/or multiple attributes will have multiple rows on the report. Some rows will be duplicated. Export the query results to Excel to filter or remove the duplicates as needed.

b. The Start Date and End Date columns that immediately follow the Start Time and End Time columns are reflect the *Start/End Date* fields on the **Basic Data** page. The Start Date and End Date columns that immediately follow the IP ATTR column reflect the *Start/End Date* fields on the **Meetings** page.

c. The Limit column reflects the *Enrollment Capacity* field on the **Enrollment Cntrl** page, and the Rm Cap column indicates the capacity of the assigned room.

7. To export the report, click on Excel Spreadsheet, CSV Text File, or XML File, depending on what your needs are.

