

# ***OPUS TRAINING MANUAL***

## ***Department & School Staff***

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### ***➤ Class Rosters***

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## ***Introduction***

These instructions will assist you with the viewing & printing class rosters for your department...

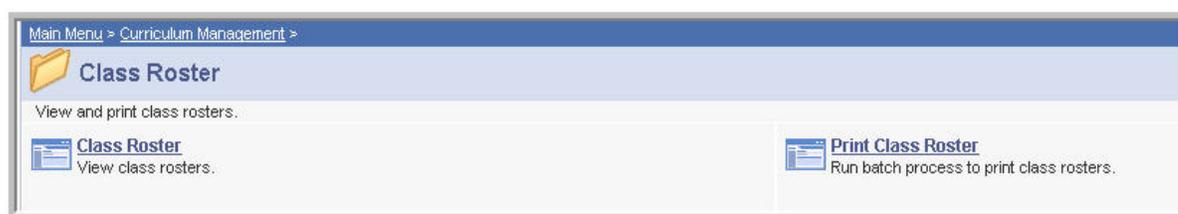
## ***Class Roster Print***

### **Navigation**

On the **OPUS Launcher** page choose - **CurriculumManagement – Class Roster**

A link directly to the Class Roster link is also available on the **Records Tab – Course Class Information – Class Roster**.

There are two links for class rosters. Choose Class Roster.



## View Class Roster

**Class Roster**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>Academic Institution:</b>	begins with ▾	EMORY	🔍
<b>Term:</b>	begins with ▾		🔍
<b>Subject Area:</b>	begins with ▾		🔍
<b>Catalog Nbr:</b>	begins with ▾		
<b>Class Nbr:</b>	= ▾		
<b>Class Section:</b>	begins with ▾		
<b>Session:</b>	= ▾		▾
<b>Course ID:</b>	begins with ▾		
<b>Course Offering Nbr:</b>	= ▾		

Search
Clear
[Basic Search](#)
📄 [Save Search Criteria](#)

### Input Dept Information for Search

In most cases, you will only need to use Academic Institution, Term, Subject Area and/or Catalog Nbr or Class Nbr when defining searches.

Academic Institution: Default to EMORY

Term: Choose the appropriate term (50X6 summer, 50X9 fall, 50X1 spring)

Subject Area: Chose the subject for the courses. Use the magnifying glass to drill down if you don't know the subject definition.

Catalog Nbr: If a special number or group of numbers is requested, enter the course number (SPAN 202, BIOL 470, etc.) Leave blank if no specific course number is requested. All offerings for the subject will be returned.

Class Nbr: Enter the 4-digit class number if a specific class is requested. (SPAN 202 000 – 2149)

Class Section: (Optional) used to refine search.

Session: (Optional) used to refine search.

Course ID: (Optional) course catalog id used to refine search.

Course Offering Nbr: (Optional) assigned course offering identifying number used to refine search.

**Class Roster**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Academic Institution:** begins with    
**Term:** begins with    
**Subject Area:** begins with    
**Catalog Nbr:** begins with   
**Class Nbr:** =   
**Class Section:** begins with   
**Session:** =    
**Course ID:** begins with   
**Course Offering Nbr:** =

[Basic Search](#) [Save Search Criteria](#)

**Search Results**  
 View All First  1-11 of 11  Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
EMORY	5086	MATH	107	1966	00A	Six Wk 1	007587	1	<a href="#">Intro Probability &amp; Statistics</a>
EMORY	5086	MATH	107	1971	00C	Six Wk 2	007587	1	<a href="#">Intro Probability &amp; Statistics</a>
EMORY	5086	MATH	109	1967	00A	Six Wk 1	007590	1	<a href="#">Game Theory, Graphs &amp; Math Models</a>
EMORY	5086	MATH	111	1968	00A	Six Wk 1	007591	1	<a href="#">Calculus I</a>
EMORY	5086	MATH	111	1974	00C	Six Wk 2	007591	1	<a href="#">Calculus I</a>
EMORY	5086	MATH	112	1972	00C	Six Wk 2	007594	1	<a href="#">Calculus II</a>
EMORY	5086	MATH	112	1973	01C	Six Wk 2	007594	1	<a href="#">Calculus II</a>
EMORY	5086	MATH	119	1969	00A	Six Wk 1	007600	1	<a href="#">Calculus W/ Bus Application</a>
EMORY	5086	MATH	119	1975	00C	Six Wk 2	007600	1	<a href="#">Calculus W/ Bus Application</a>
EMORY	5086	MATH	597R	2196	0PB	Regular	013911	1	<a href="#">Directed Study</a>
EMORY	5086	MATH	799R	2168	0PB	Regular	013962	1	<a href="#">Research</a>

In the search above, Math classes for summer 2008 have been requested.

The illustration below is a view of Math 107 00A for Summer 2008.

## Class Roster

**MATH 109 - 00A**      **Game Theory, Graphs & Math Models**

Lecture (1967) [Class Detail](#)

Summer 2008 | Six Week - First | Emory University | Undergraduate Emory College

▼ Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 11:30AM - 12:50PM	Math & Science Center - W303	Evelyn Bailey	05/20/2008 - 06/25/2008

\*Enrollment Status: Enrolled ▼

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**Enrollment Capacity:** 28      **Enrolled:** 8

Enrolled Students
Customize | Find | First 1-8 of 8 Last

	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<b>Information suppressed to protect student privacy.</b>		Graded	4.00	Associate in Arts - Arts & Sciences	Freshman
2			Graded	4.00	Liberal Arts & Sciences - Anthropology	Sophomore
3			Graded	4.00	Non-Degree Emory College - Transient Student	Non-Degree Undergraduate
4			Graded	4.00	Associate in Arts - Arts & Sciences	Sophomore
5			Graded	4.00	Associate in Arts - Arts & Sciences	Sophomore
6			Graded	4.00	Liberal Arts & Sciences - Art History	Senior
7			Graded	4.00	Liberal Arts & Sciences - Economics	Senior
8			Graded	4.00	Liberal Arts & Sciences - Religion	Senior

Return to Search | 
 Previous in List | 
 Next in List

The class roster includes:

**Subject, Catalog Nbr, Section, and Title of Course:** (MATH 109 00A Game ...)

**Term Information:** Summer 2008 | Six Week – First | etc.

**Meeting Information:** Days & Time, Room, Instructor, Meeting Dates

**Enrollment Status:** – the status is enrolled in the illustration but the view will change if dropped or all is chosen.

**Enrollment Capacity and Enrolled:** Max number allowed for enrollment and actual enrollment

**Enrolled Students:** Numbered list of students (enrolled for our illustration). List includes ID, Name, Grade Basis, Units, Program & Plan, and Academic Level.

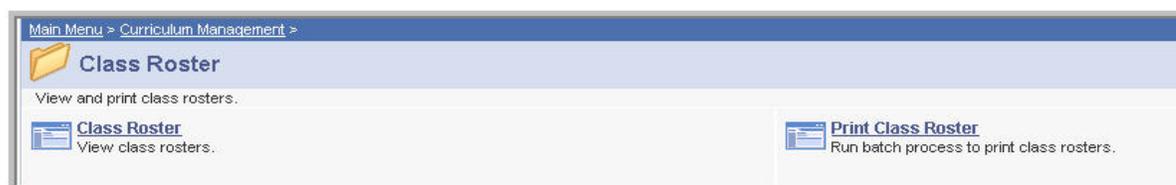
## Print the Class Roster

### Navigation

On the **OPUS Launcher** page choose – **Curriculum Management – Class Roster**

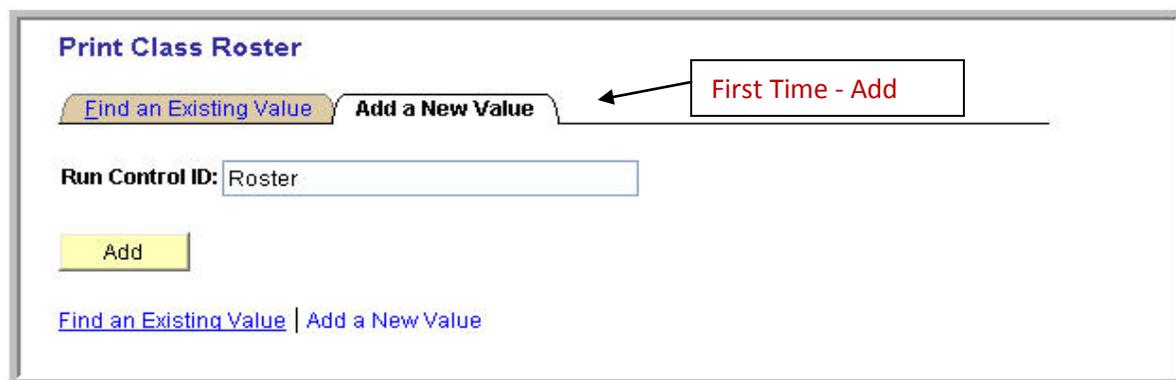
A link directly to the Class Roster link is also available on the **Records Tab – Course Class Information – Class Roster**.

There are two links for class rosters. Choose Print Class Roster.



### Run Control

You will need to set-up a run control the first time you use this process by “Adding a Value”. After the first time, you can re-use your search using the Existing Value”. See the illustrations below:



**Print Class Roster**

Run Control ID: Roster [Report Manager](#) [Process Monitor](#) [Run](#)

\*Academic Institution:  Emory University

\*Term:  Summer 2008

**Assignment** Find | View All 1 of 1

\*Session:   Display Permissions [+](#) [-](#)

\*Sort Option:

Select One of the Following

Academic Organization:

Subject Area:

Class Nbr:

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

OEE Start Date Range

From:

To:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

**Run Control ID:** This is the run control id you assigned for this process.

**Academic Institution:** EMORY

**TERM:** Choose the appropriate term.

#### Assignment:

Session: Choose Regular, Six WK1, or Six WK2 depending on the group required. Terms with

multiple sessions can be set-up by insert a row for each session using the 

Display Permissions: If you want to see permissions check (optional)

Sort Options: Choose Name

#### Select One of the Following:

**Academic Organization** (department or school): Optional if all rosters are required for a specific school or department – i.e. BUSINESS or ECONOMICS

**Subject Area:** Skip Academic Organization and choose the specific subject.

Or if you just want a specific class number, enter the four digit number for the class.

**Class Nbr:** 4 – digit number class number - 1967 (Use the magnifying glass to locate the specific 4-digit number with an advanced search or be prepared with the class nbr before you begin)

**Students In The Report:**

**Enrolled or Dropped Students:** (Usual – Enrolled but Dropped could be an option or both)  
Waitlisted Students is not used at this time.

**Subject Area:** Skip Academic Organization and choose the specific subject.

**OEE Start Date Range :**

Not used.



Use  to add a row. In most cases, only one row will be needed for your selection, unless the criteria choice is multiple class numbers, multiple sessions, multiple organizations, or multiple subjects.



Once the set-up is complete, select .

## Run the Job



Click

**Process Scheduler Request**

User ID: SHARR13      Run Control ID: roster

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Server Name:       Run Date: 08/10/2008

Recurrence:       Run Time: 10:56:35AM     

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Emory Class Roster	EUSR073	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	Web	PDF	<a href="#">Distribution</a>

Select Emory Class Roster, the Type = Web and Format = PDF, and click on OK.

## Go to the Process Monitor

**Print Class Roster**

Run Control ID: roster [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 51583

\*Academic Institution: EMORY Emory University

\*Term: 5086 Summer 2008

**Assignment** Find | View All 1 of 1

\*Session: Six Wk 1  Display Permissions

\*Sort Option: Name

Select One of the Following

Academic Organization:

Subject Area: MATH

Class Nbr:

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

OEE Start Date Range

From:

To:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

Click on the Process Monitor link.

## Monitor the Success of the Job

**Process List** [Server List](#)

View Process Request For

User ID: SHARR13 Type:  Last: 15 Days [Refresh](#)

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

**Process List** Customize | Find | View All | First 1-8 of 8 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	51583		SQR Report	EUSRR073	SHARR13	08/10/2008 10:56:35AM EDT	Success	Posted	<a href="#">Details</a>

1. Click on Refresh until the Run Status of the Job says POSTED.
2. Click on the "Details" link.

**Process Detail Page**

Process Detail	
<b>Process</b>	
<b>Instance:</b> 51583	<b>Type:</b> SQR Report
<b>Name:</b> EUSRR073	<b>Description:</b> Emory Class Roster
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted
<b>Run</b>	<b>Update Process</b>
<b>Run Control ID:</b> roster	<input type="radio"/> <b>Hold Request</b>
<b>Location:</b> Server	<input type="radio"/> <b>Queue Request</b>
<b>Server:</b> PSUNX	<input type="radio"/> <b>Cancel Request</b>
<b>Recurrence:</b>	<input checked="" type="radio"/> <b>Delete Request</b>
	<input type="radio"/> <b>Restart Request</b>
<b>Date/Time</b>	<b>Actions</b>
<b>Request Created On:</b> 08/10/2008 10:58:38AM EDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 08/10/2008 10:56:35AM EDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 08/10/2008 10:58:50AM EDT	Batch Timings
<b>Ended Process At:</b> 08/10/2008 10:59:05AM EDT	<a href="#">View Log/Trace</a> 

*Click the View Log/Trace link*

**View Log/Trace**

**Report**

**Report ID:** 43008      **Process Instance:** 51583      [Message Log](#)

**Name:** EUSRR073      **Process Type:** SQR Report

**Run Status:** Success

Emory Class Roster

**Distribution Details**

**Distribution Node:** PSFT1      Expiration Date: 11/09/2009

**File List**

**Name**

[SQR\\_EUSRR073\\_51583.log](#)

[eusrr073\\_51583.PDF](#) ←

[eusrr073\\_51583.out](#)

**Distribute To**

**Distribution ID Type**

User

05.000000AM EDT  
05.000000AM EDT  
05.000000AM EDT

**Right Click the Mouse on**

- Open
- Open in New Tab
- Open in New Window**
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties

Return

Open the PDF file by right clicking the mouse and choosing "Open in New Window".

