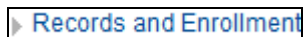


The following lesson outlines how to download a Summary Report of Student Enrollment.

Graduate Program Administrators can generate this report to review and confirm the course enrolments for the students within a defined graduate program. By including the classes students are registered in, this report can assist GPA's should a program wish to continue to monitor the courses which are being taken by its students.

Undergraduate Academic Advisors and **Faculty Advising Staff** may wish to use the report to identify students who are enrolled in a particular Academic Program/Degree/Plan/Primary Plan combination. The use of the Optional Criteria when producing the report makes the output more flexible to meet a variety of needs for enrolment information.

1. Click the **Records and Enrollment** link.



2. Click the **Enrollment Reporting** link.



3. Click the **Student Enrollment Report** link.



4. When running the report for the first time you will need to Add a New Value and enter a Run Control ID (name for the report). If you have already created a Run Control ID click **Search** to view the saved Run Control ID.

Click the **Add a New Value** link.



5. Enter a Run Control ID. You may name it anything (e.g. your ID#). The name of the Run Control ID has no effect on the outcome of the report; however it must be **ONE WORD** with **NO SPACES**. In this example we have used underscores to join the words of the run control ID.

Student Enrollment Report

Find an Existing Value | Add a New Value

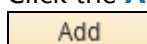
Run Control ID:

Add 

Find an Existing Value | Add a New Value

One word no spaces; however underscores can be used

Click the **Add** button.



Summary Report of Student Enrollment

SA - Registration



6. Click the **Look up Academic Career** button.



7. Three Academic Careers display; **GRAD** (Graduate Programs), **MED** (Medicine Programs) and **UGRD** (Undergraduate Programs). Select the applicable Career (e.g. GRAD).

Look Up Academic Career ✕

Search by: Academic Career begins with [Help](#)

[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Academic Career	Description	Short Description
GRAD	Graduate Programs	Graduate
MED	Medicine Programs	MED
UGRD	Undergraduate Programs	UGRD

Click the **GRAD** link.



8. You may enter the desired Term directly or use the Look Up button to view the list of Terms. Click the **Look up Term** button and select the desired Term (e.g. 2145 Summer 2014).
9. Click the **Look up Academic Program** button and select the applicable Academic Program (e.g. GSSMTH Graduate Studies Master's Thesis). Click the **GSMTH** link.



10. If desired Optional Criteria may also be selected to further define search results. Click the **Look up Degree Plan** button.




11. From the Look Up Degree Plan, enter the first one or two letters of the degree plan (e.g. **ms** for Masters of Social Work and press Enter or Look Up) to refine the search list and select the applicable Degree Plan.
12. Click the **Look up Primary Plan** button and enter the first letter or two of the Primary Plan (e.g. **so** for Social Work - Area of Study SOWK-AOS) and press **Enter** or **Look Up**.



13. To view the classes that students are registered in "Include Classes" should be indicated. Once the Student Enrollment Report criteria has been entered, including any optional criteria (if desired) press **Run**.

Student Enrollment Report

Run Control ID: summary_report_demo Report Manager Process Monitor Run 

Required Criteria

*Institution: University of Calgary

*Academic Career: Graduate Programs

*Term: Summer 2014

*Academic Program: Graduate Studies Master's Thesis

Include/Exclude
 Include Classes
 Exclude Classes

Optional Criteria

Degree Plan: Master of Social Work

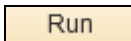
Primary Plan: Social Work

Other Plan:

From Date:

Save Notify Add Update/Display

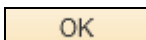
Click the **Run** button.



14. Process Scheduler Request displays allowing you to enter the Type and Format of the Report Summary. Click the **Type** list.
15. From the Type drop down:
Email allows users to email the report to others (e.g. Deans, Heads, Directors, etc.)
Printer will print the report to a desired network printer
Web allows you to navigate to the Process Monitor to open the file (Excel or .PDF)
Window opens a new window to watch the process scheduler (Queued, Processing, Success). For example select Window.
 Click the **Window** list item.
16. Click the **Format** list to select the desired format of the Summary Report. The format drop down allows you to download the file into Excel (CSV) or .PDF format. For example select .PDF. Click the **PDF** list item.



17. Click the **OK** button.



Summary Report of Student Enrollment

SA - Registration



18. A new window opens displaying the progress of the report:
Queued indicates the report has been "queued" for processing,
Processing indicates the report is being processed,
Success indicates the report is complete and will be prepared for viewing if .PDF format was selected. If you choose to download the document to Excel (CSV) you may save it prior to opening.

Success
Preparing File for Viewing

Process Name: UCRGR004 Student Enrollment Report
Process Instance: 5593733 Process Type: SQR Report

19. If .PDF was selected the file will display. Please note for FOIP purposes some information has been removed.

Report ID: UCRGR004
Process Instance: 5593735

University of Calgary - Registration
Student Enrollment Report

Page No. 1
Run Date 2014/09/0
Run Time 09:49:44

Career: Graduate Programs

Term: Summer 2014
From Date: Not Specified

ID	Name	Program	Degree	Primary	Subject	Catalog_Nbr	Class	Comp	Description
		GSMTH	MSW-DBG	SOWK-AOS	SOWK	699	S01	SEM	Special Topics Seminar II
		GSMTH	MSW-DBG	SOWK-AOS	SOWK	696B	B02	LAB	Advanced Practicum
		GSMTH	MSW-DBG	SOWK-AOS	SOWK	696B	B02	LAB	Advanced Practicum
		GSMTH	MSW-DBG	SOWK-AOS	SOWK	696B	B02	LAB	Advanced Practicum
		GSMTH	MSW-DBG	SOWK-AOS	SOWK	696B	B02	LAB	Advanced Practicum

***** End of Report *****

End of Procedure.

For the corresponding online learning, consult www.ucalgary.ca/ittraining