

## View and Print Reports

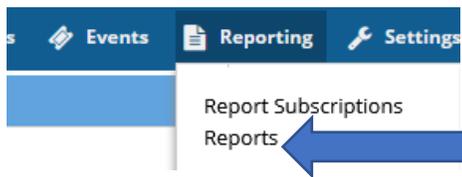
The three most popular reports consistently used by Academic Departments:

- Courses by Room Term and Campus
- Courses by Subject with Building and Room
- Courses by Instructor Selected Term and Campus

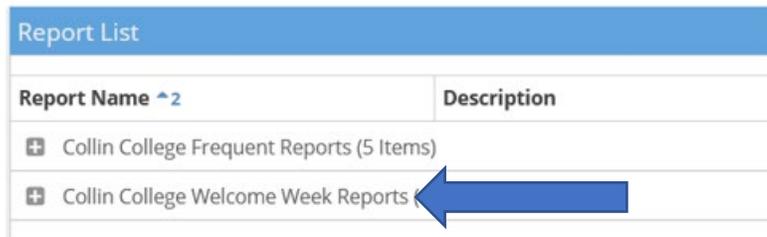
Each report has user-configurable parameters, and is located in the same file folder:

**Collin College Welcome Week Reports.** Here are the steps to view and print a report:

- 1) Click on the **Reporting** tab.



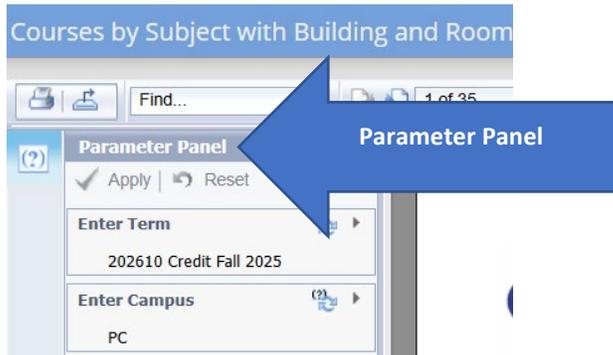
- 2) Select **Reports**. A list of report folders is displayed. Click on the + icon to expand the **Collin College Welcome Week Reports** folder with the list of reports.



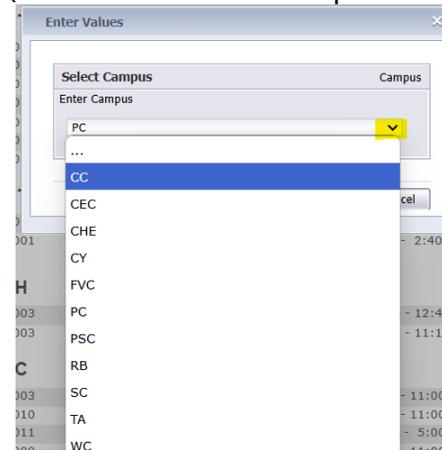
- 3) Locate the report you would like to view and click the report name (we will use **Courses by Subject with Building and Room**) for these instructions.
- 4) When initializing viewing of a report, the Parameter Panel is hidden. To expand it click on the (?) icon.



- 5) The Report will have user-configurable parameters, which are displayed in the panel to the left of the report viewer.



- 6) For this report, you will select **Enter Term** and **Enter Campus** parameters. You will see a **circled arrow** icon to the right of the **Select Term** and a **right-arrow** icon. Before and during a term, you may want to click on the circled arrow icon to refresh the data (due to updates of classroom changes) . Click on the **right-arrow** to select your term, and then click **OK**. Click on the **right-arrow** across **Enter Campus**, and select your campus code from the drop-down list (locate a list of the campus codes on the Ad Astra homepage).



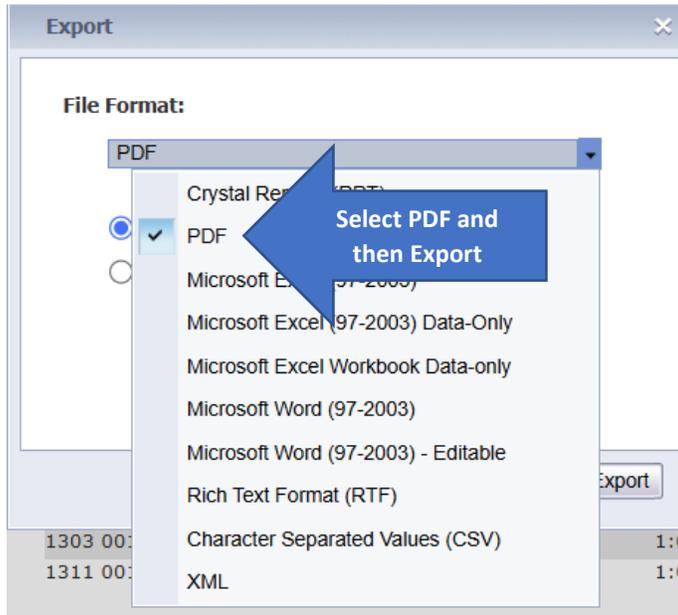
- 7) Click **Apply** to generate the report.



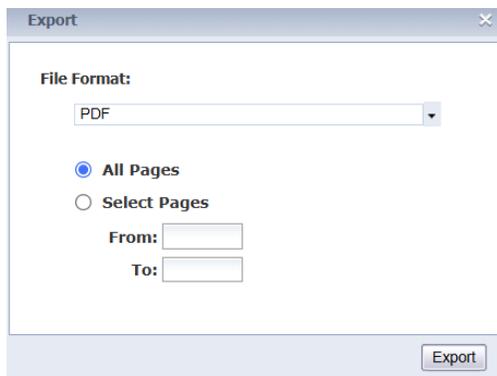
- 8) To print the report, select the icon with an **arrow facing right**, next to the printer icon.



A drop-down list will appear, click on the drop-down list, and select **PDF**.



Click **Export**. The report will download into a PDF, and then you can print the PDF.



**Important Note:** The last generated report is the default when you return to the Report Parameter Panel.

All Parameter settings are the same, except several reports have a different parameter selection box. A multi-select parameter prompt box is featured on other reports. In this case, select a **Campus Code** value and click on the center singled-grey arrow to move the **Campus Code** value to the Selected Value Box. Click **OK**.



If you return to the same report and need to select a different **Campus Code** value, click the **Remove All** button and follow the steps above to choose a new **Campus Code** value.

