



## How Do I?

# View/Print Schedule of Classes

PeopleSoft version 9

1. Sign In to LEONet 9.  
*Remember to use CAPS when entering your User ID.*
2. Curriculum Management > Schedule of Classes > Print Class Schedule.
3. Click the **Search** button.
4. Key the Academic Organization in to the **Academic Organization Node** text box.  
*If you are unsure of the Academic Organization, select the magnifying glass to the right of the text box, select the **Look Up** button, and review and click on the desired Academic Organization.*
5. Key the Session in to the **Session** text box.  
*If you are unsure of the Session, select the magnifying glass to the right of the text box, select the **Look Up** button, and review and click on the desired Session.*
6. Click the **Run** button.  
*The Process Scheduler Request page will display.*

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution

7. Click the **OK** button.  
*The Print Class Schedule Page will be displayed.*

8. Click Process Monitor next to the **Run** button.
9. Click the Refresh button until the Run Status of the desired report is "Success."
10. Select Details from the Details column.
11. Select View Log/Trace located at the bottom of the Process Detail page.
12. Click on the sr201 in .pdf format.

Name	File Size (bytes)	Datetime Created
SQR_SR201_1524395.log	1,501	03/12/2008 2:46:39.000000PM CDT
sr201_1524395.PDF	104,691	03/12/2008 2:46:39.000000PM CDT
sr201_1524395.out	1,361	03/12/2008 2:46:39.000000PM CDT

*Your Class Schedule page should appear in a new window, as a .pdf. You can either save or print a copy.*

Subject	Catalog No.	Section	Class No.	Course Title	Credits	Days	Times	Instructor
ADJ	210	10	2170	GENERAL ACCOUNTING I	3			Robertson, Robert,Julie C.
ADJ	210	10	2170	GENERAL ACCOUNTING I	3			Robertson, Robert,Julie C.
ADJ	210	10	2170	GENERAL ACCOUNTING I	3			Robertson, Robert,Julie C.

13. Remember to Sign Out of LEONet when you have finished your session.