Screenshots for ReportMart

**PC users:** [http://reportmart1.stanford.edu](http://reportmart1.stanford.edu)

**Mac users:** [http://connect.stanford.edu](http://connect.stanford.edu)

Student Administration + Student Records > Course Scheduling > Course Catalog Data Rpt
Click on Process Report

For University Business Only

Stanford University Reporting: Course Catalog Data Report

CONFIDENTIALITY NOTICE

I understand and accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants, and I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

Description (Rpt PS_SR087)

Use this report to view your course catalog data as it currently exists in PeopleSoft. Click on the Process Report button to process the data. You will be prompted for a subject and whether or not Independent Study courses should be included. Click on the appropriate button to view data, export to Excel, view the report or go to the help page.

Instructions

To run the report, click the Process Report Button below. There will be a prompt for subject. In addition, there will be a prompt to include or exclude Independent Study courses. To INCLUDE the Independent Study courses, click IGNORE. To EXCLUDE Independent Study courses click OK.

When the queries are done, a "complete" prompt will display.

When processing is complete, you may view the report and/or results.

[Buttons: View Data, Export to Excel, View Course Catalog Data Report by Subject and Instructor, View Course Catalog Data Report by Subject and Catalog Number]
Select a Subject, click OK

**Stanford University Reporting: Course Catalog Data Report**

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**Description (Rpt PS_SR047)**

Use this report to view your course catalog data. It can be used to process data. You will be prompted to process the data. Next click on the appropriate button and process the data. When the report is completed, click on the report's button to process the data.

**Instructions**

To run the report, click the Process Report button. A prompt may be included or exclude Independent Study. To EXCLUDE independent study, select the Subject Type to exclude. When the report is completed, click on the report's button to process the data.

- Process Report
- View Data
- Export to Excel
- View Course Catalog Data Report by Subject and Instructor
- View Course Catalog Data Report by Subject and Catalog Number
Select Component Type, click Select All then OK

Stanford University Reporting: Course Catalog Data Report

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Description (Rpt PS_S5R007)

Use this report to view your course catalog data as a button to process the data. You will be prompted to be included. Next click on the appropriate button to have the report generated.

Instructions

To run the report, click the Process Report button below. A prompt to include or exclude Independent Study Courses should be displayed. Click on the appropriate button to have the report generated.

View Data

Export to Excel

View Course Catalog Data Report by Department and Instructor

View Course Catalog Data Report by Subject and Catalog Number
Click View Course Catalog Data Report by Subject and Instructor

Stanford University Reporting: Course Catalog Data Report

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Description (Rpt PS_SR087)

Use this report to view your course catalog data as it currently exists in Peoplesoft. Click on the Process Report button to process the data. You will be prompted for a subject and whether or not Independent Study courses should be included. Next, click on the appropriate button to view data, export to Excel, view the report or go to the help page.

Instructions

To run the report, click the Process Report button below. There will be a prompt for subject. In addition, there will be a prompt to include or exclude Independent Study courses. To INCLUDE the Independent Study courses, click OK. To EXCLUDE Independent Study courses, click OK again.

When the query is complete, a "Complete" prompt will display.

When processing is complete, you may view the report and/or run the report.

[Buttons: View Data, Export to Excel, View Course Catalog Data Report by Subject, View Course Catalog Data Report by Subject and Instructor, View Course Catalog Data Report by Subject and Catalog Number]
Time Schedule Report to verify course scheduling information
Student Administration + Student Records > Course Scheduling > Time Schedule (1072-Future)
Click on Process by: Subject

For University Business Use Only

Stanford University Reporting: Time Schedule Report (1972 to Future)

Description: (PS_SR109a)

This report displays courses as they will appear in the printed Time Schedule. Use the report throughout the year to assist you in monitoring your course setup and verifying instructor and T/As names for the printing of course evaluations.

As it only contains the information displayed in the printed Time Schedule (e.g., only the D1 section of independent study courses), use the Individual Study Sections report to verify those courses.

Instructions for Processing:

To run the Time Schedule Report, click on one of the process buttons below.

1. Limit classes by Subject.

Process by Academic School

2. Limit classes by choosing an Academic School allows you to choose an entire department or school's classes at once.

You will also be prompted to limit your courses by term. When you are done processing, click on the report button below to see the report.

Report Sections:

Choose a report section below.

1. Time Schedule Report

2. Export to Excel

Statement on Stanford Reporting Data:
Select a Value (Term), click OK

Description: (PS_SRI08a)
This report displays courses as they will appear in the Study
interface, assisting you in monitoring your course setup and verifying
information.
As it only contains the information displayed in the primary
interface, use the individual study sections report based on
selected terms.

Instructions for Processing:
To run the Time Schedule Report, click on one of the
sections below.
1. Limit classes by Subject
2. Limit classes by school
You will also be prompted to limit your classes by term. When you are done processing, click on the report
button below to see the report.

Report Sections:
Choose a report section below.
1. Time Schedule Report
2. Export to Excel

Statement on Stanford Reporting Data:
Select a Subject(s), click OK

Instructions for Processing:
To run the Time Schedule Report, click on one of the Processing by Subject options:
1. Limit classes by Subject
2. Limit classes by School

You will also be prompted to limit your classes by term. When you are done processing, click on the report button below to view the report.

Report Sections:
Choose a report section below:
1. Time Schedule Report
2. Export to Excel

Statement on Stanford Reporting Data:
Select the Component, click Select All, then click OK

For University Business Use Only
Stanford University Reporting: Time Schedule Report (1072 to Future)

Description:  (PS_SR108a)
This report displays courses as they will appear in the student schedule. It is useful for selecting courses for study.

As it only contains the information displayed in the production schedule, use the Individual Class Sections report to

Instructions for Processing:
To run the Time Schedule Report, click on one of the

1. Limit classes by Subject
2. Limit classes by Academic Year
3. Limit classes by School

You will also be prompted to limit your classes by term. When you are done processing, click on the report button below to save the report.

Report Sections:
Choose a report section below:

1. Time Schedule Report
2. Reports to Excel

1. Time Schedule Report: View class listings by subject and academic year. If you have more than one subject you wish to view, you may select the By Subject option in the report selection.

2. Reports to Excel: Export your time schedule data to an Excel worksheet. Formatted for landscape, legal size paper.
Click on time Schedule Report

Introduction

For University/Business Use Only

Stanford University Reporting: Time Schedule Report (1072 to Future)

Description: (PS_SRT109a)

This report displays courses as they will appear in the printed Time Schedule. Use the report throughout the year to assist you in monitoring your course setup and collecting Instructor and TA names for the printing of course evaluations.

As it only contains the information displayed in the printed Time Schedule (e.g., only the 01 section of independent study courses), use the Individual Study Sections report to verify those courses.

Instructions for Processing:

To run the Time Schedule Report, click on one of the process buttons below.

1. Limit classes by Subject.
2. Limit classes by choosing an Acad. Org. allows you to choose an entire department or school’s classes at once.

You will also be prompted to limit your classes by term. When you are done processing, click on the report button below to see the report.

Report Sections:

Choose a report section below.

1. Time Schedule Report
   1. Time Schedule Report for viewing and printing. If you launch this report and wish to return to this introduction, click on the Home icon on the title arrow located on the menu toolbar at the top.
   2. Exports your time schedule data to an Excel worksheet. Formatted for landscape, legal size paper.
## Time Schedule

### 2010-2011 Autumn

**Aeronautics & Astronautics (AA)**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat Nbr</th>
<th>Class Nbr</th>
<th>Course Title</th>
<th>Component</th>
<th>Sec</th>
<th>Units</th>
<th>Room</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Grading Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>130</td>
<td>5476</td>
<td>Introduction to Aeronautics and Astronautics</td>
<td>Lecture</td>
<td>01</td>
<td>3</td>
<td>360-306</td>
<td>TTh</td>
<td>9:30-10:45</td>
<td>Aoneau,J</td>
<td>LIP:CRNC</td>
<td></td>
</tr>
<tr>
<td>116N</td>
<td>71332</td>
<td></td>
<td>Electric Aircraft and Aircraft (Same as EE 250)</td>
<td>BU Int: Seminar - Exploratory Flight</td>
<td>01</td>
<td>3</td>
<td>B888134</td>
<td>MWF</td>
<td>12:00-2:00</td>
<td>Coul,Eng,p</td>
<td>Lepor</td>
<td>Preference to sophomores admitted. Applied due 9/03. Mondays at 8A, Thursdays at 11A.</td>
</tr>
<tr>
<td>A</td>
<td>180</td>
<td></td>
<td>Directed Research and Writing in Aeronautics</td>
<td>Individual Study</td>
<td>01</td>
<td>3-6</td>
<td>TBA</td>
<td>TBA</td>
<td>staff</td>
<td>Lepor</td>
<td>LIP:CRNC</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>180</td>
<td></td>
<td>Independent Study in Aeronautics</td>
<td>Individual Study</td>
<td>01</td>
<td>1-5</td>
<td>TBA</td>
<td>TBA</td>
<td>staff</td>
<td>Lepor</td>
<td>LIP:CRNC</td>
<td></td>
</tr>
<tr>
<td>210A</td>
<td>5915</td>
<td></td>
<td>Fundamentals of Compressible Flow</td>
<td>Lecture</td>
<td>01</td>
<td>3</td>
<td>TTh</td>
<td>11:00-12:15</td>
<td>Conwell, B</td>
<td>Lepor</td>
<td>3-unit option available. BCPD remote site (indicated by date).</td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td>236A</td>
<td>5789</td>
<td>Spacecraft Design</td>
<td>Lecture</td>
<td>01</td>
<td>3-5</td>
<td>360-381U</td>
<td>MWF</td>
<td>3:05-5:00</td>
<td>Blanken,A</td>
<td>Lepor</td>
<td>3-unit option available.</td>
</tr>
</tbody>
</table>