RIC Rooms Campus Planning Interface Reports

There are six academic reports available in the Campus Planning Interface to assist you in monitoring and maintaining your academic unit's courses and instructors. They can be accessed under the Reports option on the Campus Planning Interface menu bar. For any academic report, you can specify the parameters, options, and format for the report, or you can generate the report according to memorized settings. Not all reports require the same parameters, nor do they all have the same options available. In addition, you can generate different reports in different formats.

This section covers the following topics:

- **Generate an Academic Report**

- **Understand Report Descriptions and Options**

GENERATE AN ACADEMIC REPORT

1. On the Campus Planning Interface menu bar, click Reports to open the Reports menu, and then click the option for the report that you are generating. For example, to generate the Course List report, click **Reports** > **Course List**.

2. On the **Setup** drop-down list, do one of the following:

   o To generate the report according to the filter settings that you want (parameters, options, and so on), leave user-specified selected, then go to the next step.

   o To run the report with filter settings that have been saved, or memorized, select the memorized report, and then go to Step 5.

3. On the **Date Range** tab, select the domain, term, and scenario for which you are generating the report.

4. Specify the report parameters, options, and format.

Tip: For brevity and ease, the parameters and options that are available for each report are not discussed here. Instead, the options are discussed in **Report Descriptions and Options**. Contact your EMS administrator if you need assistance in generating any of these reports.

5. Optionally, in the Report Comment field, enter a comment that is to be printed on the report. The comment can be a maximum of 255 characters, including spaces.

6. Click **Generate Report**. Two tabs are opened in your browser.

   One tab is named < > Report and the second tab is simply named the same as the report that you generated. For example, if you generated the Course List report, then the first tab is named Course List Report and the second tab is named Course List. An onscreen preview of the report opens on the second tab. Use your browser's scroll features to scroll through a multiple page report. To close the report and return to the Campus Planning Interface, close the second tab.

   Tip: Unless you change the filter settings, all subsequent reports are generated and printed according to the parameters and options that you have specified and in the format that you specified.

UNDERSTAND REPORT DESCRIPTIONS AND OPTIONS

This section provides a description of every report that is available in the Campus Planning Interface.

It also defines the options that are available for each report:

- **Course List**

- **Course Preferences**

- **Preferences Summary**

- **Instructor Back-to-Back**

- **Instructor Summary**

- **Final Exam Schedule**

COURSE LIST

Provides a list of courses and course dates.

Note: This report is often sent out to academic units for review when the Domain Scheduler is finished with room assignments.

There are options to include courses without room assignments and to print User Defined Fields that are associated with courses. Formats include:

- By Course

- By Instructor

- By Academic Department By Course

- By Academic Department By Instructor

- By Day of Week

- By Location

- By Estimated Enrollment

- By Start Time

- By Subject

- By Course Type

COURSE PREFERENCES

DESCRIPTION

Used after Set Preferences mode to provide a list of courses and course dates with their preferences and requirements.

Format Choices:

- By Course

- By Academic Department By Course

- By Academic Department by Instructor

PREFERENCES SUMMARY

DESCRIPTION

After running an optimization scenario, this report is used to summarize the following information:

N/A

- The number of each type of preference or requirement.

- The number of the preferences that can be met from the optimization process.

- The number of preferences that cannot be met from the optimization process.

You can generate this report for each different scenario that was optimized.

INSTRUCTOR BACK-TO-BACK

DESCRIPTION

Lists the courses that have instructors who are scheduled to teach two courses at the same time (Conflicts) and

- The days of the week that are to be included in the instructor's schedule.

instructors who are teaching back to back in different locations within the time gap that is specified in Options.

- The time gap (in minutes) between classes on the specified days that determines *back to back*.

INSTRUCTOR SUMMARY

DESCRIPTION

This report includes the following values per instructor:

N/A

- Number of sections

- Number of teaching hours

- Number of credit hours

- Total estimated enrollment

- Total actual enrollment

- Number of sections in Prime Time

- Number of Time Block violations

FINAL EXAM SCHEDULE * NOT USED AT THIS TIME*

ALL EXAMS ARE SCHEDULED THROUGH PEOPLE SOFT

DESCRIPTION

Displays a list of courses with their corresponding final exam date, time, and

- **All Assigned:** All courses that have been assigned to a room by the final exam session

room as assigned by the final exam session.

- **Different Rooms:** All courses that have been scheduled in room that was not the same that was used all semester for the course for the final exam

- **Unassigned:** All courses that have not been scheduled in a room for the final exam

- **Final Exam Not Scheduled:** All courses for which no final exam was scheduled