

Accessing Class Information –Reports and QCLASS

1. Running the Class Master Report – the class master report can be accessed through the JS Job Submission Menu – type JS

```

ST0000P0          ***** PBCC Student Information System *****          ST0000M0
Jan 23,08                      - Main Menu -                      8:59 AM

Code Function                      Code Function
-----
AD  Admissions Menu                CM  Comments Menu
AV  Advisement Menu                TB  Tables Menu
RG  Registration Menu              CO  Communication Requests Menu
CU  Curriculum Menu                JS  Job Submission Menu
SR  Student Records Menu           ?   Help
FT  Fees and Tuition Menu           .   Terminate
DA  Degree Audit Menu

Code:  __

*Student ID:  _____ *Term:  _____
Student SSN:  _____
*Name:  _____
Direct Command:  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn  quit  Restr
  
```

Type CU for Curriculum:

```

STS010P0          ***** PBCC Student Information System *****          STS010M0
Jan 23,08                      - Job Submission Menu -                      9:02 AM

Code Function
-----
ST  STUDENT JOBS - {REPORT} ONLY
UP  STUDENT JOBS - {UPDATE}& REPORT
AD  ADMISSIONS REQUESTS
AV  ADVISEMENT REQUESTS
CU  CURRICULUM REQUESTS
RG  REGISTRATION REQUESTS
SR  STUDENT RECORDS REQUESTS
DA  DEGREE AUDIT REQUESTS
SC  CALENDAR SCHEDULED JOBS MENU
TR  TERM SCHEDULED JOBS MENU
FA  FASTER JOBS
?   Help
.   Terminate

Code:  __
  
```

Scroll through the reports using the F8 key until you see STC271J1 Class Master, and place an "S" in the column labeled ACT to submit the report:

```

STS010P1          ***** PBCC Student Information System *****
Jan 23,08          - Browse Student Batch Jobs -                      9:07 AM

  Batch
  Act  Name          Description          Prior Process Job
-----
  ___ STC166J1 Course Special Designator          99 REPORT 50
  ___ STC167J1 Responsible Division and Department          99 REPORT 50
  ___ STC168J1 STC168J1 COURSES NOT OFFERED SINCE TERM 'X' 99 REPORT 50
  ___ STC169J1 Course Status          99 REPORT 50
  ___ STC192J1 STC192J1 PRE/CO REQUISITE COURSES          99 REPORT 50
  ___ STC232J1 STC232J1 MISSING CLASS DATE CODE REPORT    50 REPORT 50
  ___ STC235J1 STC235J1 CLASS FEES REPORT          99 REPORT 50
  S_ STC271J1 STC271J1 CLASS MASTER          99 REPORT 50
  ___ STC272J1 Class Master Responsible Division And Departm 99 REPORT 50
  ___ STC274J1 STC274J1 NON-CREDIT COORDINATOR REPORT    99 REPORT 50
  ___ STC276J1 Instructor Schedules by Term          99 REPORT 50
  ___ STC277J1 STC277J1 INSTRUCTOR SCHEDULES BY DIV/DEPARTME 99 REPORT 50
  ___ STC278J1 Instructor Schedule - Individual          99 REPORT 50
Batch Job Name: _____ System Area: _____ System Area Ind: _
Direct command...: _____
  Display Runs      Submit
  
```

Fill in the program parameters that meet your needs – not every field need be filled in. Term is required. The example below produces all credit classes at the Lake Worth Campus for the 2008-2 term – Change "RUN NOW" field to Y

```

UTL830N2          ***** Utility System *****          UTL830M1
Jan 23,08          - Maintain Run Jobs -                      1 more >
Run Status...: Pending
*Action (A,M,P,N,D,C) AD Requested on: 01/23/2008 at: 09:12:25.1
Job Name: STC271J1 STC271J1 CLASS MASTER >
Run Nbr.: Run Now: Y (N/Y)
Parameters          Value          Text
1 of 41 1 Effective Term.....: 20082 >
2 Class Type (C,N,T,A).....: C >
3 Campus/Center Code.....: 1 >
4 Course Id.....: _____ >
5 Time Block (D,E,W,O).....: _____ >
6 Print Totals Indicator.....: _____ >
7 Session Code.....: _____ >
8 CLASS STATUS.....: _____ >
9 INSTRUCTOR STATUS.....: _____ >
10 SPECIAL DESIGNATOR 01.....: _____ >
11 SPECIAL DESIGNATOR 02.....: _____ >
12 SPECIAL DESIGNATOR 03.....: _____ >
Number of Report Copies: 1_ *PrinterDest: WEB
Direct Command:
_____
  
```

Make sure to change printer destination to WEB; press F5 to submit report.

Report is retrieved through EmployeeWeb – access web page - <https://www.pbcc.edu/x5727.xml>

Sign in through EmployeeWeb – same LOGON ID and PASSWORD as email and other college services.

Employee Web

Employee Access

Password Required

Logon ID: Log on with your network-email ID.

Password: Use your network-email password.

Logon

Once you are in EmployeeWeb, click on Miscellaneous, PantherNet Reports on the pull down menu.

PALM BEACH COMMUNITY COLLEGE

INTRANET

Home Personal Faculty / Advisors Staff Miscellaneous Logoff

Quick Links

- Paystub Info
- Change Contact Info

Important Dates

NEWS

- 01/31/2008 > Paycheck Date
- 02/15/2008 > Paycheck Date
- 02/29/2008 > Paycheck Date

Employee Details

Employee Name:
Person ID:
Current Title:

Campus:
Department:

Exempt/Non-Exempt:
Work Hours:
Vacation leave earned:
Sick leave earned:
Personal leave available:

Reports that you have submitted will appear, click on the green text next to Class Master:

Please Note: The reports can be viewed in two ways, as plain text files or using Adobe Acrobat Reader Version 5 or higher. To upgrade to the latest version of Adobe Acrobat Reader click below.



Listing of Available Reports	
FCR030J1	Fcr030j1 Physical Room Inventory Report
FCR150J1	Fcr150j1 Available Space Report
FCR220J1	Fcr220j1 Room Utilization Reports
IRM627J1	Report: Reassignments
IRM629J1	Report: Assignments
IRM647J1	Report: Irm Instructor Load/Assignment Mismatch
IRM699J2	Pending Assignments awaiting Approval Report
IRM900J1	Approved Instructor Roll-Over
STC230J1	Stc230j1 Class Roll-Over
STC235J1	Stc235j1 Class Fees Report
STC271J1	Stc271j1 Class Master

The dates on which you have run the report will appear – click on the one you want to view or print:

PALM BEACH COMMUNITY COLLEGE
INTRANET

Home Personal Faculty / Advisors Staff Miscellaneous Logoff

Listing of Available Dates for Stc271j1 Class Master
[2008-01-17@2029](#)



Click on the “View report in PDF” option:

PALM BEACH COMMUNITY COLLEGE
INTRANET

Home Personal Faculty / Advisors Staff Miscellaneous Logoff

Please use PDF format to print reports!

Listing of Available Reports for
Stc271j1 Class Master
2008-01-17@2029

[View Report in PDF Format](#) [View Report in Text Format](#) [Delete Report from Server](#)

PALM BEACH COMMUNITY COLLEGE STUDENT INFORMATION SYSTEM DATE: 01/1
PGM: STC271B2 LIB: PBOCBASE CLASS MASTER REPORT PAGE: 1
Term: 20082 Campus: 1
Typ: C Cntr: Crs: Time-Blk: Div: Dept: Sess: Cls Stat:

Course	Course-Title	Days	Begins	Ends	TS	Hrs	Instructor	Max	Enr	Avl	Pd	Stat	Fees	Sess	Be
Ref #	Cntr	Sct	Bldg	Room											
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

The report will open in Acrobat and you can look at the report, save the report to your computer, or print the report to your local or network printer. In order to save money, you need not print the report – you can save it to your computer and use the Acrobat search features to find a needed class.

QCLASS

QCLASS is a tool in PantherNet to get quick looks at class data without printing large reports. QCLASS stands for “query class.” It is a very valuable and useful tool.

The QCLASS screen is accessed in the student system with the following command:

In the direct command line, type in CU QC QC:

```

ST0000P0          ***** PBCC Student Information System *****          ST0000M0
Jan 23,08          - Main Menu -          1:36 PM

Code Function      Code Function
-----
AD  Admissions Menu    CM  Comments Menu
AV  Advisement Menu    TB  Tables Menu
RG  Registration Menu   CO  Communication Requests Menu
CU  Curriculum Menu     JS  Job Submission Menu
SR  Student Records Menu
FT  Fees and Tuition Menu
DA  Degree Audit Menu   ?  Help
                          .  Terminate
-----

                                Code:  __

*Student ID:  _____ *Term:  _____
Student SSN:  _____
*Name:  _____
Direct Command:  CU QC QC
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit Restr

```

From this screen, the user can submit many different queries such as for a specific course, campus, enrollment numbers, special designators, etc. Each field with an asterisk has a help function to understand the codes valid for each field. For the Status field, the values are O (Open), F, (Full), C (cancelled), H (Hold), U (Unavailable). Please note that after drop and add, Full classes are changed to unavailable by PantherNet.

```

STC710P0          ***** PBCC Student Information System *****          STC710M0
Jan 23,08          - Query Class File (Online) -          01:37 PM
                                Retrieve Request...: N Save Request...: N

Totals Only.....: N
Cred, Noncred, Both or Test: C
*Terms...(Range)....From..:  _____ Thru..:  _____
or (Specific).....:  _____
Sessions.....:  _____
*Credit Type.....:  _____
*Special Designators.....:  _____
Status.....(OFCHU)..:  _ _ _ _
*Campus/Center.....:  _____
*Course.....:  _____
Enrollment.....:  0000 Thru 9999
*Budget Number.....(Local):  _____ (State):  _____
*Division.....:  _____ Department.:  _____
Building.....:  _____ Room.....:  _____
*Instructor(Last,First,Mi)..:  _____
Dates.....From..:  _____ Thru..:  _____
Times.....From..:  _____ Thru..:  _____
Days.....(MTWRFSSU)..:  _ _ _ _ _ Time Block.....(DEWO)..:  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit reset          main

```

Some Examples:

Looking at ACG2022 classes at the Lake Worth Campus with more than 20 students for the 2008-2 term. The report can be run with "Totals Only" which produces a summary screen (below) or left at N which produces a detailed listing by class.

```
STC710P0          ***** PBCC Student Information System *****          STC710M0
Jan 23,08          - Query Class File (Online) -                          01:37 PM
                      Retrieve Request...: N  Save Request...: N

Totals Only.....: N
Cred, Noncred, Both or Test: C
*Terms...(Range)....From..: 20082__ Thru..: 20082__
    or (Specific).....: _____
Sessions.....: _____
*Credit Type.....: _____
*Special Designators.....: _____
Status.....(OFCHU)..: _____
*Campus/Center.....: 1__
*Course.....: ACG2022__
Enrollment.....: 0020 Thru 9999
*Budget Number.....(Local): _____ (State): _____
*Division.....: _____ Department.: _____
Building.....: _____ Room.....: _____
*Instructor(Last,First,Mi): _____
Dates.....From..: _____ Thru..: _____
Times.....From..: _____ Thru..: _____
Days.....(MTWRFSSU)..: _____ Time Block.....(DEWO)..: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  reset                                          main
```

All classes in the 2008-2 term with less than 10 students:

```
STC710P0          ***** PBCC Student Information System *****          STC710M0
Jan 23,08          - Query Class File (Online) -                          01:37 PM
                      Retrieve Request...: N  Save Request...: N

Totals Only.....: N
Cred, Noncred, Both or Test: C
*Terms...(Range)....From..: 20082__ Thru..: 20082__
    or (Specific).....: _____
Sessions.....: _____
*Credit Type.....: _____
*Special Designators.....: _____
Status.....(OFCHU)..: _____
*Campus/Center.....: _____
*Course.....: _____
Enrollment.....: 0001 Thru 0009
*Budget Number.....(Local): _____ (State): _____
*Division.....: _____ Department.: _____
Building.....: _____ Room.....: _____
*Instructor(Last,First,Mi): _____
Dates.....From..: _____ Thru..: _____
Times.....From..: _____ Thru..: _____
Days.....(MTWRFSSU)..: _____ Time Block.....(DEWO)..: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  reset                                          main
```

The best way to learn how versatile the QCLASS tool is to use it. Since output is only produced to the screen, you can experiment and see how questions can be answered.

If you have any questions, please call or email Dr. Ginger Pedersen (pederseg@pbcc.edu, 1-3891).

January 2008