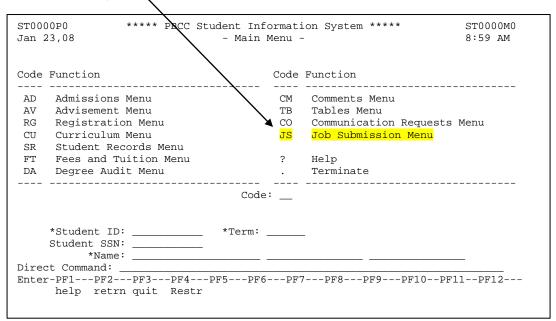
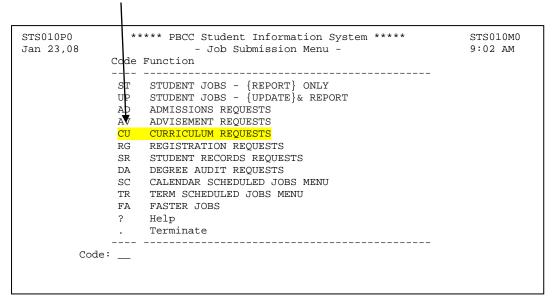


Accessing Class Information – Reports and QCLASS

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



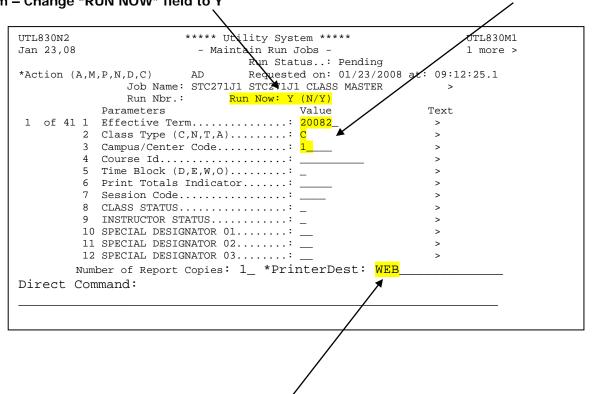
Type CU for Curriculum:



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

	***** PBCC Student Information System ***	* *		0.5.	
Jan 23,08	- Browse Student Batch Jobs -		9:	07 AM	
Batch Act Name	Description	Prior	Process	Job Step	
	/				
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 PRE/CO REQUISITE COURSES		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					
Dispinal man					

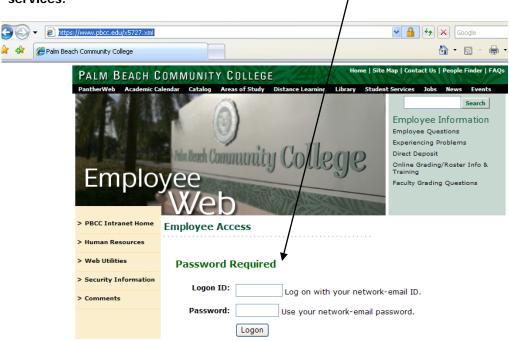
Fill in the program parameters that meet your needs – not every field need be filled in. Term is required. The example below produces all credit classes at the Lake Worth Campus for the 2008-2 term – Change "RUN NOW" field to Y



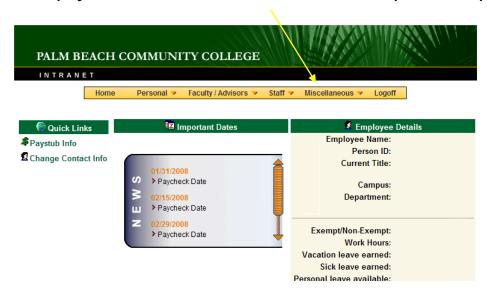
Make sure to change printer destination to WEB; press F5 to submit report.

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.



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



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.



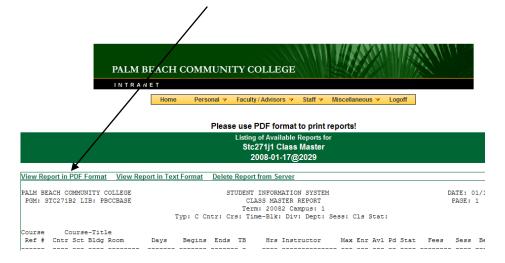
	Listing of Available Reports
FCR030J1	Fcr030j1 Physical Room Inventory Report
FCR150J1	Fcr150j1 Available Space Report
FCR220J1	Fcr220j1 Room Utilization Reports
IRM627J1	Report: Reassignments
IRM629J1	Report: Assignments
IRM647J1	Report: Irm Instructor Load/Assignment Mismatch
IRM699J2	Pending Assignments awaiting Approval Report
IRM900J1	Approved Instructor Roll-Over
STC230J1	Stc230i1 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:





Click on the "View report in PDF" option:

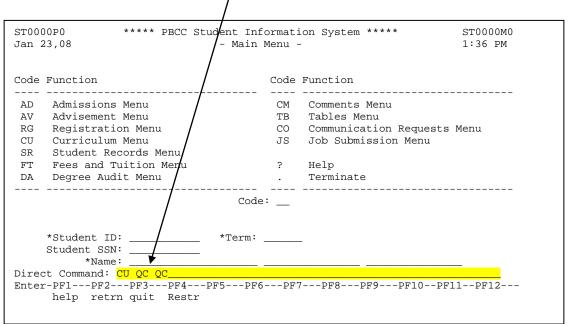


The report will open in Acrobat and you can look at the report, save the report to your computer, or print the report to your local or network printer. In order to save money, you need not print the report – you can save it to your computer and use the Acrobat search features to find a needed class.

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:



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.

```
***** PBCC Student Information System *****
STC710P0
                                                       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....: ____ _
*Special Designators.....: __ _ _ _ _ _ _ _ _ _ _ _ _ _ _
______ Status.....(OFCHU).: _ _ _ _ _
*Campus/Center....: ___
*Course....:
Enrollment.....: 0000 Thru 9999
                             _ (State): _
*Budget Number.....(Local): _____
*Division..... Department.: ____
Building..... Room....: ____
_ _ _ Time Block.....(DEWO).:
Days......(MTWRFSU): _ _ _ _ Time Block.....(DEWO): _ Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
    help retrn quit reset
```

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.

```
***** PBCC Student Information System *****
STC710P0
                                                   STC710M0
                 - Query Class File (Online) -
Jan 23,08
                                                    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....: ____ _
Status.....(OFCHU): _ _ _ _ *Campus/Center....: 1____
*Course....: <u>ACG2022_</u>
Enrollment..... 0020 Thru 9999
*Budget Number.....(Local): ____ (State): ___
*Division..... Department.: ____
Building..... Room....: ____
_ _ _ _ Time Block.....(DEWO).:
Days......(MTWRFSU).: _ _ _ _ Time Block......(DEWO).: _ Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---
    help retrn quit reset
```

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

```
***** PBCC Student Information System *****
STC710P0
                                                     STC710M0
                   - Query Class File (Online) -
                                                        01:37 PM
Jan 23,08
                 Retrieve Request...: N Save Request...: N
Totals Only....: N
Cred, Noncred, Both or Test: C
*Terms...(Range).....From..: 20082__ Thru..: 20082_
    or (Specific)....:
Sessions....: ____ ___
Status.....(OFCHU):: _ _ _ _
*Campus/Center....: ___
*Course....:
Enrollment...... 0001 Thru 0009
*Budget Number.....(Local): ____ (State): ____
*Division....: ____ Department.: ____
Building....: Room....:
*Instructor(Last,First,Mi)::
Dates.......From.:: Thru.::
Days......(MTWRFSU):: _____ Tir
                              _ _ _ Time Block.....(DEWO).: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     help retrn quit reset
```

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 (pederseq@pbcc.edu, 1-3891).

January 2008