

The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Basic Academic Support Training Manual



THE UNIVERSITY *of*
NEW ORLEANS



Basic Academic Support

Welcome to the **Basic Academic Support** module! This module contains the information and tools needed to learn the common tasks a member of Academic Support performs while working with students.

Goal To have the skills and knowledge to Advise Students

Participate at the end of this module, you will be able to.....
Objectives

1. Remove Permissions
2. Add Service Indicators
3. Delete Service Indicators
4. View Student Addresses
5. Course Status
6. Print UNO Class Rosters

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

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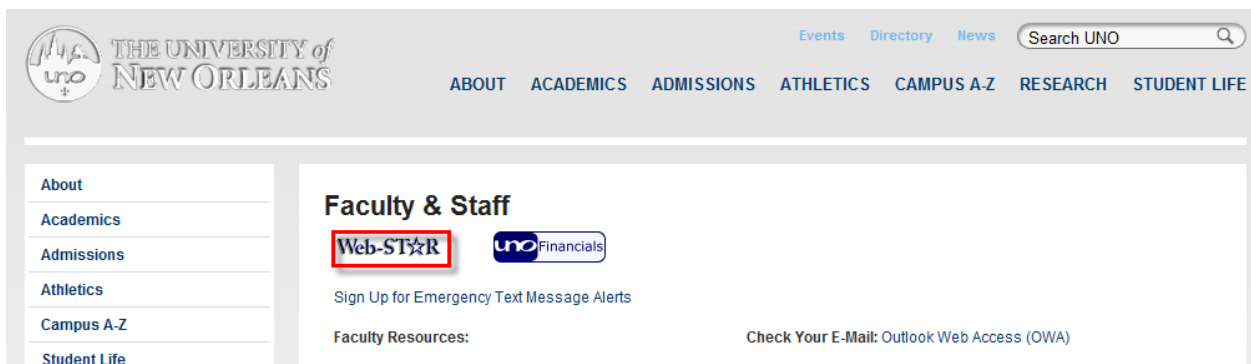
Basic Academic Support

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the Web-STAR logo.
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Step 4. Select the **Faculty/Staff** link.



Step 5. Enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.

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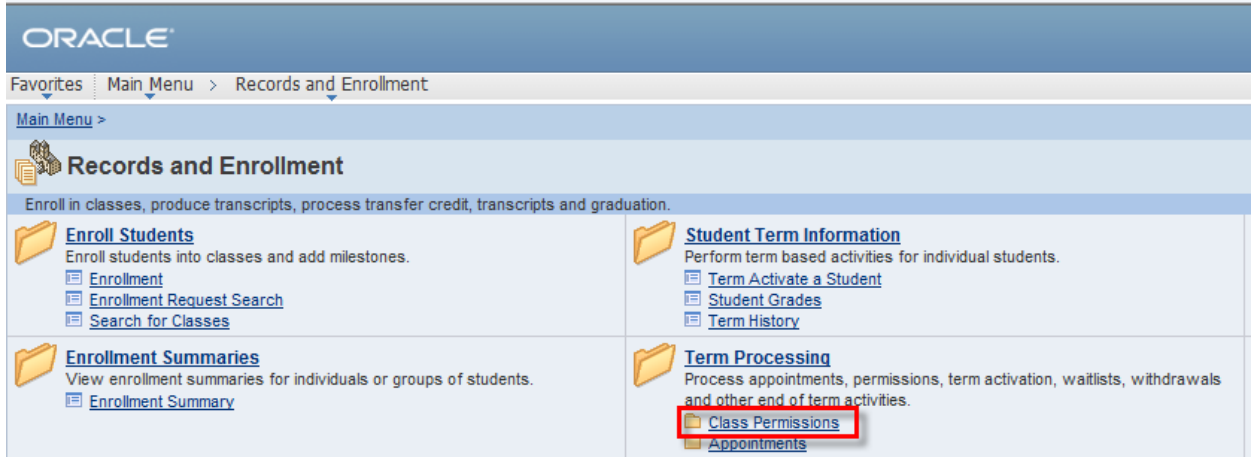
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p style="text-align: center;">Set Trace Flags</p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
Italiano	Magyar																								
Nederlands	Norsk																								
Polski	Português																								
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ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

Class Permissions

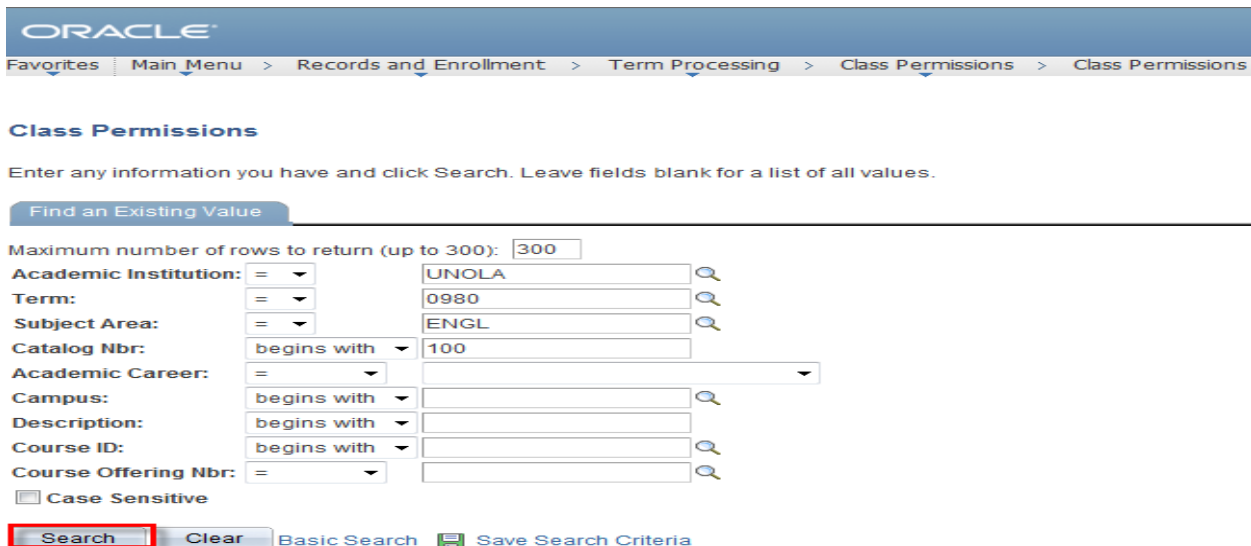
Class permissions give permission for student to add a full class, a consent of department class and freshman into a graduate course. Class permissions will not allow students to take more classes than their unit load dictates.

Add Class Permissions

Step 1.	Navigate to Records and Enrollment, Term Processing, Class Permission.
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Step 2.	Enter the desired information into the Subject Area and Catalog Nbr fields. four- digit semester for the course, or select the magnifying class to look up a valid semester code.
Step 3.	Enter the abbreviation for the subject area of the course (e.g. ENGL, CHEM, or select the magnifying class to look up a valid subject code).
Step 4.	Enter the four digit catalog number for the course.
Step 5.	Click the Search button.




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Step 6. Select the plus icon to add a new row.

Use the previous button to add the student to a different section of the course.

Use the plus icon to allow a student to register for the selected course.

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		12/17/2010	+	-
2				Used	04/05/2010	12/17/2010	+	-
3				Used	04/16/2010	12/17/2010	+	-

- | | |
|----------------|--|
| Step 7. | <p>Note: Notice because this is a class permission you must make sure you select the correct section by clicking on the row numbers.</p> <p>Enter the student ID.</p> |
| Step 8. | <p>Select the General Info Tab. Your user name/ID will auto populate the Issued field. Notice the Expiration Date defaults. If you do not want to use this date it can be changed.</p> <p>Note: If there is already one or more student for this section, you must click the “Add New Row” button to insert a new row. Do not type over existing ID numbers.</p> |
| Step 9. | <p>Select the save  Save button.</p> |

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Favorites | Main Menu > Records and Enrollment > Term Processing > Class Per

Permission to Add | **Permission to Drop**

Course ID: 004953 Course Offering Nbr:
Academic Institution: University of New Orleans
Term: 2010 Fall Undergrad
Subject Area: ENGL English
Catalog Nbr: 100 Intensive Engl Intl

If the course selected has more than one section, use the next row and previous row buttons to select the appropriate section.

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Section Class Nbr: 10668 Class Status: Active
Class Section: 001 Class Type: Enrollment Section
Component: Seminar Instructor: Gaffney, Barbara M

Student Specific Permissions

Defaults

Expiration Date: 12/17/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Assign More Permissions: Generate

Class Permission Data Cus 1 of 1 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1		2220991	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save | Return to Search | Notify

If another student exist, select the add a row button to add additional students.

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Remove Class Permissions

Step 1.	Navigate to the Class Permissions page.
Step 2.	Locate the student ID and name in the Class Permission Data section. Note: Check the Status column to see whether or not the student has already added the class.
Step 3.	To remove the permission before they use it, click the “Delete Row” icon.

ORACLE

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add | **Permission to Drop**

Course ID: 002949 Course Offering Nbr: 1
 Academic Institution: University of New Orleans
 Term: 2010 Fall Undergrad
 Subject Area: PSYC Psychology
 Catalog Nbr: 1000 General Psychology

Class Section Data Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 12017 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Lecture Instructor:

Student Specific Permissions

Defaults

Expiration Date: 12/17/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate

Class Permission Data First 1-3 of 3 Last

General Info | **Permission** | Comments

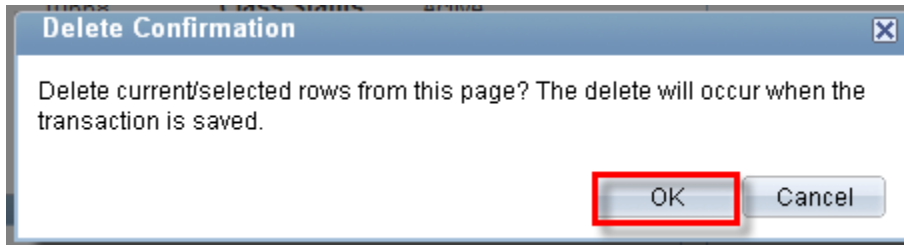
Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		12/17/2010	+	-
2				Used	04/05/2010	12/17/2010	+	-
3				Used	04/16/2010	12/17/2010	+	-

Save | Return to Search | Previous in List | Next in List

Click the delete row icon to remove a student's permission.



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Step 4. The Delete Confirmation page will appear. Select OK.



Step 5. Click the save  button.

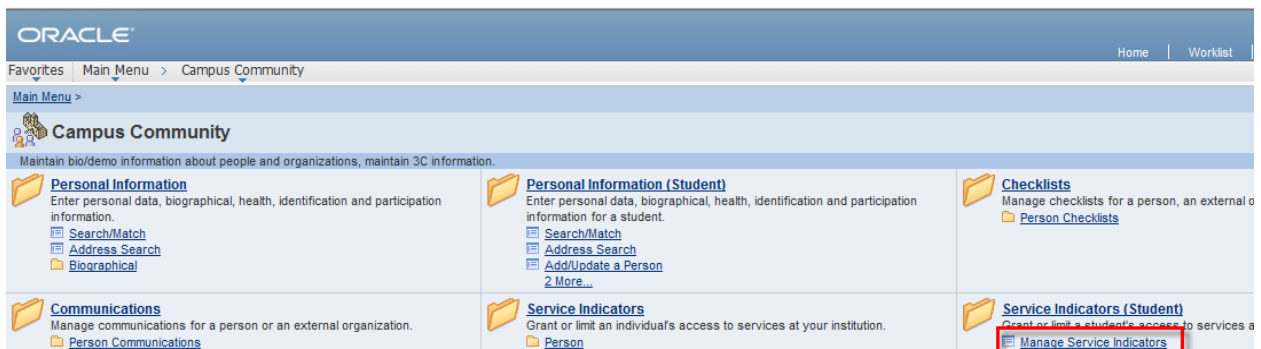
Service Indicators: Including Holds & Flags

Service indicators are used as negative  indicators that prevent individuals from receiving certain services or positive  indicators that designate special services to be provided. Examples of service indicators are:

- Transcript Holds
- Registration Hold
- Past Due Balance
- Advising Holds
- Perkins MPN

Service Indicator Inquiry

Step 1. Navigate to Campus Community, Service Indicators (Student), Manage Service Indicators.



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Step 2.	Enter the Student ID in the Empl ID field or use the Last Name and First Name fields.
Step 3.	Click the search button.

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Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#)

Step 4.	Select the desired Academic Career from the search results. If you enter an ID you will return to the Manage Service Indicators page. If you search by name and more than one record is met, a list of search results will display.
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Search Results

View All First 1-3 of 3 Last

Empl ID	Academic Career	National ID	Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
2220991	Non Credit	USA	SSN	*****2013	10/12	Male	Gator, Ali Test Student	(blank)	GATOR	ALI	
2220991	Graduate	USA	SSN	*****2013	10/12	Male	Gator, Ali Test Student	(blank)	GATOR	ALI	
2220991	Undergrad	USA	SSN	*****2013	10/12	Male	Gator, Ali Test Student	(blank)	GATOR	ALI	

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Step 5. Click on the link in the Code column to view the details of the service indicator.

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Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Ali Gator 2220991

Display: Effect **All** Institution University of New Orleans Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall				
AGE	Past Due Balance	Aged from Credit History	UNOLA	0000	Begin Term			11/18/2010	
NOD	Do Not Drop	Registered and Paid	UNOLA	0830	2005 Fall			08/16/2005	

+ Add Service Indicator

Step 6. The Edit Service Indicator page displays the details of the indicator. Click **OK** button to return to the Manage Service Indicator page.

ORACLE

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Edit Service Indicator

Ali Gator 2220991 Release

*Institution: UNOLA University of New Orleans

*Service Indicator Code: ADV Advising Required

*Service Ind Reason Code: ADV Advising Required

Description: Please contact your academic advisor to discuss your class schedule.

Effect: Negative

Effective Period

Start Term: 0980 2010 Fall End Term: End Date: Main Content

Assignment Details

*Department: 8200600000 Enrollment Management

Reference: Amount: 0.000 Currency: USD

Contact Information

Contact ID: Contact Person: Placed Person ID: Placed By: Placed Method: Manual Release Process:

Add a Service Indicator

Step 1.	The Manage Service Indicators page is used to view service indicators assigned to and individuals ID. To add a service indicator to the selected student, Select the “Add Service Indicator” link or the add service indicator icon. Note: You will only be allowed to add service indicators if you have been granted permission.
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ORACLE

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Ali Gator 2220991

Display: Effect All Institution University of New Orleans Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall				
AGE	Past Due Balance	Aged from Credit History	UNOLA	0000	Begin Term			11/18/2010	
NOD	Do Not Drop	Registered and Paid	UNOLA	0830	2005 Fall			08/16/2005	

Step 2.	The Institution should default to UNOLA. If it does not to select the Institution from the Lookup List by clicking the magnifying glass to the right of the field. Select UNOLA .
Step 3.	Select a Service Indicator Code . To select a service indicator Code form the Lookup List, click the magnifying glass to the right of the fields. You will see the codes that you have security access to choose.
Step 4.	Select a Service Indicator Reason Code . To select a service indicator Reason Code from the Lookup List, click the magnifying glass to the right of the field. Note: Only reason codes that are associated with the specific service indicator on the Service Indicator Codes page are available. The system will display the effect associated with the service indicator code you select, either Positive or Negative. The system will also populate the Department field based on the department entering the Service Ind.
Step 5.	Select Start Term . To select the start term from the Lookup List, click the magnifying glass to the right of the field. Note: Selecting an End Term is optional.
Step 6.	Select Start Date . This is the date the Service Indicator becomes active. To select the start date click on the calendar picker. Note: Start Term and Start Dates are minimum requirements. Note: Selecting an End Date is optional. In the Contact ID field, enter the ID and name of the person to contact with question about this service indicator.
Step 7.	Enter additional comments in the comment section if necessary. Note: Anyone who has access to view service indicators will be able to see this information.

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Step 8. Select the Apply button. **Note:** If you click ok, the service indicator is not saved and the page will return to the list of Service Indicators on the Mange Service Indicators page.

ORACLE

Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

*Institution: University of New Orleans

*Service Indicator Code: Advising Required

*Service Ind Reason Code: Advising Required

Description:

Effect: Negative

Effective Period

Start Term: 2011 Spr End Term:

Start Date: End Date:

Assignment Details

*Department: Enrollment Management

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Comments

Services Impacted

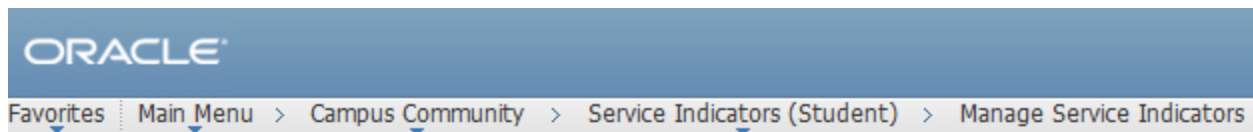
Impact	Description	Basis - Date	Basis - Term	Term Category
1 IENR	Initial Enroll	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 12/14/2010 2:32:38PM

User ID: Gafeney,LaToyia Dounyelle

Delete a Service Indicator

Step 1.	Navigate to the service indicator page.
Step 2.	Enter the Student's ID in the ID field or use the Last Name and First Name fields.
Step 3.	Click on the Search button.



Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

Step 4.	If you enter and ID you will return to the Manage Service Indicators page. If you search by name and more than one record met your search criteria, the search results will display. If there is a list returned, click on any link for the appropriate service indicator in the Code column.
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Basic Academic Support

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Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Manage Service Indicators

Ali Gator 2220991

Display: Effect **All** Institution University of New Orleans Refresh

+ Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall			12/14/2010	
ADV	Advising Required	Advising Required	UNOLA	0980	2010 Fall				
AGE	Past Due Balance	Aged from Credit History	UNOLA	0000	Begin Term			11/18/2010	
NOD	Do Not Drop	Registered and Paid	UNOLA	0830	2005 Fall			08/16/2005	

+ Add Service Indicator

Step 5. Click the **Release** button. This button only appears if you have security to remove specific Service Indicators.

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Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators

Edit Service Indicator

Ali Gator 2220991

Release

*Institution: UNOLA University of New Orleans

*Service Indicator Code: ADV Advising Required

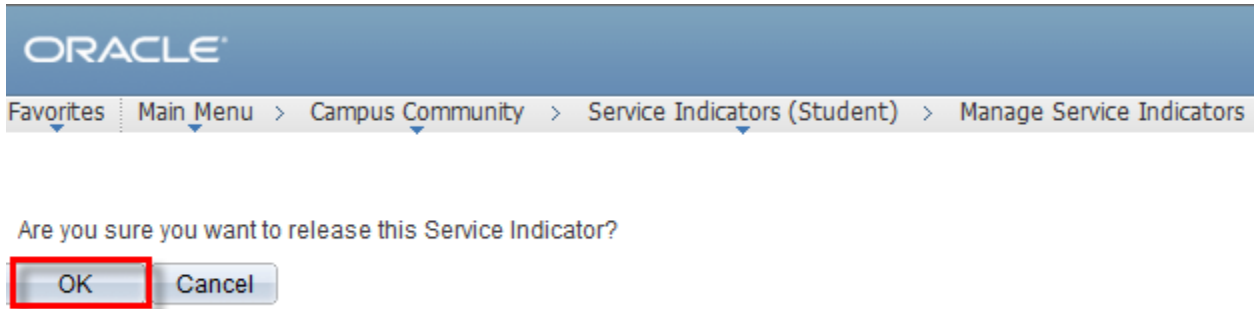
*Service Ind Reason Code: ADV Advising Required

Description: Please contact your academic advisor to discuss your class schedule.

Effect: Negative

Step 6. Select the **OK** button to release and save.

Basic Academic Support

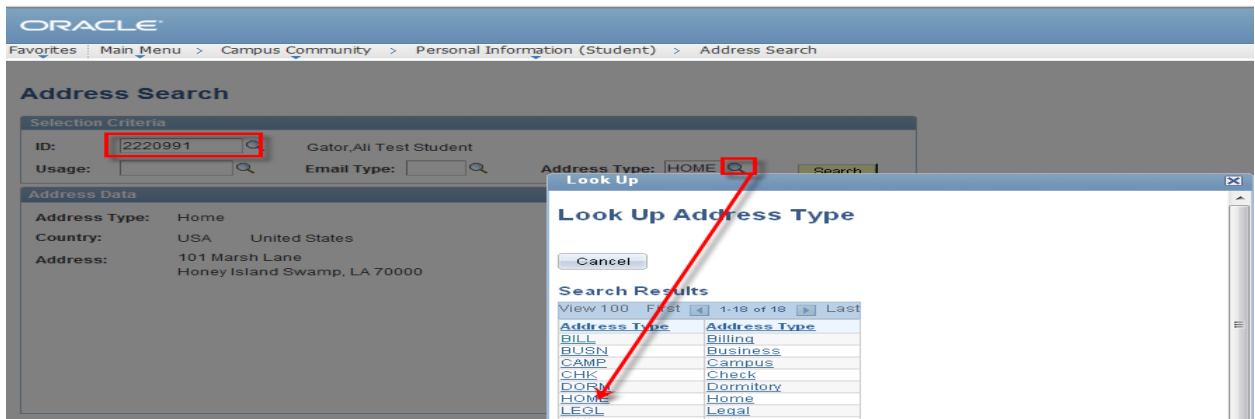


View Student Addresses

Step 1. Navigate to Campus Community, Personal Information (Student) Address Search



Step 2. Enter the students ID number and select the magnifying glass next to the Address Type field.



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Step 3. Select the search button. The Address page will appear and display the address on file for the student. **Note:** It is possible for a student to have several different addresses.

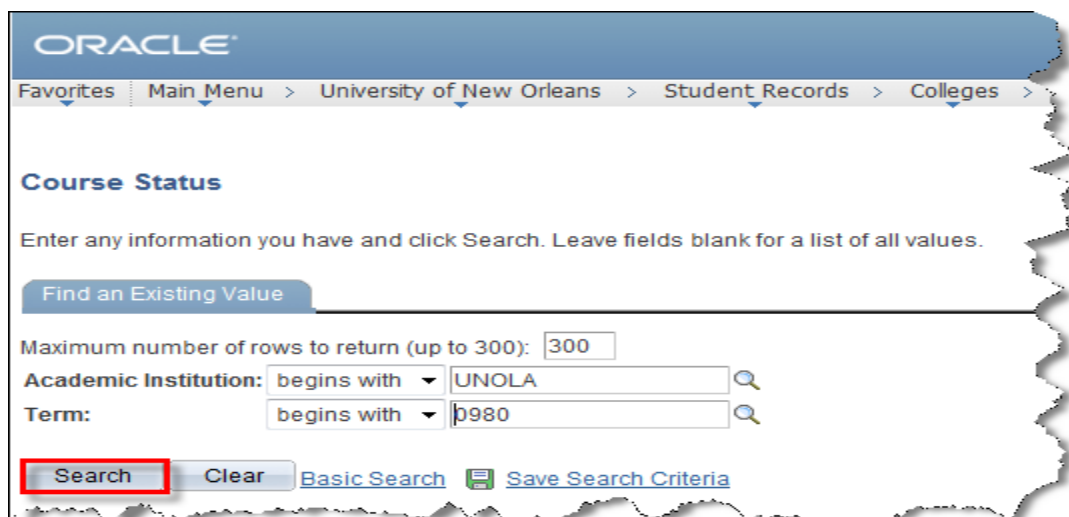
Course Status

The course status page allows you to view details about individual course offerings for a given semester. Information includes capacity, number of students enrolled, meeting time and location.


Step 1. Navigate to University of New Orleans, Student Records, Colleges, Classes and Rosters, Course Status.



Step 2. Enter the Academic Institution and four-digit Term.



Basic Academic Support

Step 3.	Enter the Academic group (equivalent to college) or Subject (equivalent to department).
Step 4.	Select the  icon.

Step 5.	Select the View all link to display the complete list.
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Step 6. To print a report, select the **print** icon on the course status page.


ORACLE

Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > Course Status

Course Status

Academic Institution: UNOLA
Term: 0980 2010 Fall

Academic Group
 Subject Psychology
 Class Section Range - From: to: Show secondary times

 [Report Manager](#)

	Subject	Cat #	Section	Description	Class Nbr	Enrl Stat	Class Status	Enrollment Cap	Total Enrolled	Room Cap	Days	Start Time
1	PSYC	1000	001	General Psychology	12017	Open	Active	228	30		MWF	8:00AM
2	PSYC	1000	002	General Psychology	12018	Open	Active	228	34		MWF	10:00AM
3	PSYC	1000	003	General Psychology	12019	Open	Active	228	28		TTH	1:30PM
4	PSYC	1009	190	General Psychology Honors	12020	Open	Active	25	15		TTH	11:00AM
5	PSYC	1310	001	General Statistics	12021	Open	Active	30	21		MW	1:30PM

Step 7. To retrieve the report, select the **Report Manager** link.


ORACLE

Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > Course Status

Course Status

Academic Institution: UNOLA
Term: 0980 2010 Fall

Academic Group
 Subject Psychology
 Class Section Range - From: to: Show secondary times

 [Report Manager](#)

	Subject	Cat #	Section	Description	Class Nbr	Enrl Stat	Class Status	Enrollment Cap	Total Enrolled	Room Cap	Days	Start Time
1	PSYC	1000	001	General Psychology	12017	Open	Active	228	30		MWF	8:00AM
2	PSYC	1000	002	General Psychology	12018	Open	Active	228	34		MWF	10:00AM
3	PSYC	1000	003	General Psychology	12019	Open	Active	228	28		TTH	1:30PM
4	PSYC	1009	190	General Psychology Honors	12020	Open	Active	25	15		TTH	11:00AM
5	PSYC	1310	001	General Statistics	12021	Open	Active	30	21		MW	1:30PM

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Step 8.	Click the Administration tab.
Step 9.	Select the Course Status Report link.
Step 10.	The report will display in a separate window.

The screenshot shows the Oracle system interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters >. Below this is a tabbed interface with 'Administration' selected. Underneath, there is a 'View Reports For' section with fields for User ID (E2368975), Type (dropdown), Last (dropdown), and Days (1). Below that is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Course Status Report' link in the Description column is highlighted with a red box.

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3396	1882090	Course Status Report	01/09/2011 6:46:46PM	Acrobat (*.pdf)	Posted	Details

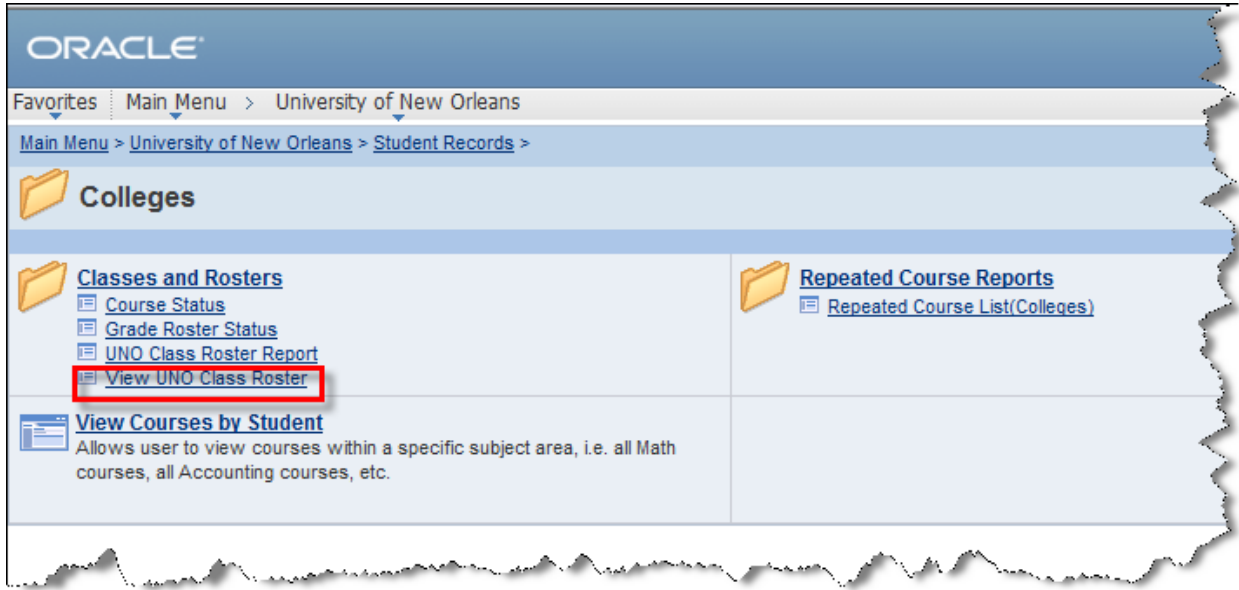
The screenshot shows a PDF report window with a toolbar at the top. The report content includes the following information:

Program ID: ZSRRR009 University of New Orleans 01/09/2011 18:47:05
 Term: 0990 - 2010 Fall Course Status Report
 Session: Regular Academic Session Start Date: 09/21/2010 End Date: 12/17/2010
 Selected by Subject

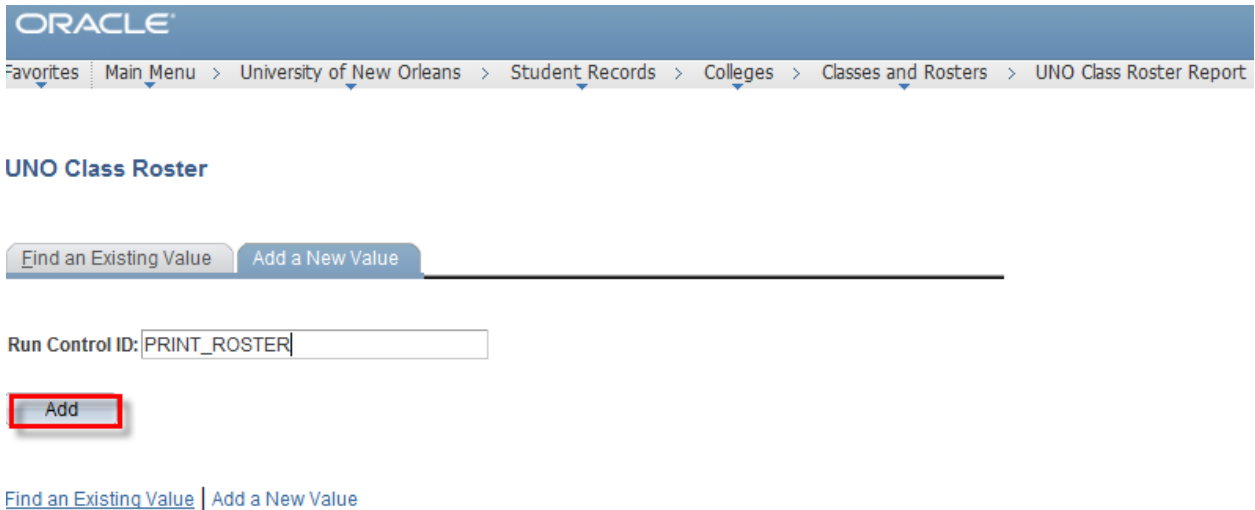
Subject Nbr	Sect	Course Title	Start Days Time	End Time	Bldg	Room Nbr	Enroll Status	Class Status	Room Cap	Enroll Cap &	Total
PSYC 1000	001	General Psychology	MWF 09:00 AM	09:50 AM			Open	Active	0	229	30
PSYC 1000	002	General Psychology	MWF 10:00 AM	10:50 AM			Open	Active	0	229	34
PSYC 1000	003	General Psychology	TTH 01:30 PM	02:45 PM			Open	Active	0	229	28

View UNO Class Roster Report

Step 1.	Navigate to University of New Orleans, Student Records, Colleges, Classes and Rosters, UNO Class Roster Report.
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Step 2.	Enter a Run Control ID. Note: Run Controls are specific to your user ID. When you create the first Run Control to print rosters, you can use the same one for future request.
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Basic Academic Support

Step 3.	Enter the Academic Institution, four-digit term, check Specific Class and enter class number.
Step 4.	Select Run to generate the report.

The screenshot shows the Oracle UNO Class Roster Report interface. At the top, the Oracle logo and navigation breadcrumbs are visible: Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > UNO Class Roster Report. Below this, a 'Class Roster' tab is active. The 'Run Control ID' is 'PRINT_ROSTER', with links for 'Report Manager' and 'Process Monitor'. A 'Run' button is circled in red and labeled with a '5'. The form fields are as follows: '*Academic Institution:' is 'UNOLA' (circled in red and labeled '1'); '*Term:' is '0980' (circled in red and labeled '2'); 'Specific Class:' has a checked checkbox (circled in red and labeled '3'); 'Class Nbr:' is '10002' (circled in red and labeled '4'). A search window is open showing a table with columns for Sequence Number, Session, Academic Organization, Subject Area, Specific Class, and Class Nbr. The table contains one row: A&S, 1119, 195, and Local Greece. An 'Include:' section on the right has checkboxes for 'Enrolled' (checked), 'Waiting', 'Drop', and 'Permissions'. At the bottom of the search window, there are '+', '-', and 'Find' buttons.

Step 5.	Select Ok .
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The screenshot shows the Oracle Process Scheduler Request dialog box. At the top, the Oracle logo and navigation breadcrumbs are visible: Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > UNO Class Roster Report. Below this, the 'Process Scheduler Request' title is shown. The 'User ID' is 'E2368975' and the 'Run Control ID' is 'PRINT_ROSTER'. The 'Server Name' is a dropdown menu. The 'Run Date' is '01/09/2011' and the 'Run Time' is '7:00:33PM'. There is a 'Reset to Current Date/Time' button. The 'Time Zone' is a dropdown menu with a search icon. Below this is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table contains one row: [checked] UNO Class Roster, ZSRCLRST, SQR Report, Web, PDF, Distribution. At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' circled in red.

Basic Academic Support

Step 6. To retrieve the report, select **Report Manager**.

The screenshot shows the Oracle report manager interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > UNO Class Roster Report. Below this, there is a 'Class Roster' tab. The main area contains a 'Run Control ID: PRINT_ROSTER' and a 'Process Instance: 1882091'. A 'Report Manager' button is highlighted with a red box. Other buttons include 'Process Monitor' and 'Run'. Below these are search fields for 'Academic Institution' (UNOLA) and 'Term' (0980). A search results table is visible with columns for 'Sequence Number', 'Session', 'Academic Organization', 'Subject Area', 'Specific Class', and 'Class Nbr'. The 'Include' section has checkboxes for 'Enrolled' (checked), 'Waiting', 'Drop', and 'Permissions'. The search results table shows 'A&S 1119 195 Classical Greece'.

- Step 7.** Select the **Administration** tab.
- Step 8.** Select Refresh. **Note:** You may need to click the button more than once.
- Step 9.** Select the UNO Class Roster link in the description column.

The screenshot shows the Oracle report manager interface with the 'Administration' tab highlighted in red. Below the breadcrumb trail, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The 'View Reports For' section has fields for 'User ID' (E2368975), 'Type' (Last), and 'Days' (1). A 'Refresh' button is highlighted in red. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with 'UNO Class Roster' highlighted in red in the 'Description' column.

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3397	1882091	UNO Class Roster	01/09/2011 7:01:01PM	Acrobat (*.pdf)	Posted	Details

Step 10. The report will display in a separate window.

The screenshot shows a report window with the following text: Report ID: ZSRCLRST, 2010 Fall, A&S 1119 Classical Greece, University of New Orleans, Regular Academic Session, 195 Lecture. Below this is a table with columns: Student ID, Name, Term Start, Acad Level, Grading Basis, Hours, Program, Plan, Sub Plan, and Enrollment Status.

Student ID	Name	Term Start	Acad Level	Grading Basis	Hours	Program	Plan	Sub Plan	Enrollment Status
2340768	Allesandro, Brittany L	Sophomore	GRD	3.00	USCI	CSCI			Enrolled
2400343	Dubois, Marshall Savela	Freshman	GRD	3.00	ULART	ENGL			Enrolled
2391224	Letize, Misty Dawn	Sophomore	GRD	3.00	USCI	BIOSB			Enrolled
2398027	Ornes, Sara Ghanin	Sophomore	GRD	3.00	ULART	HIST			Enrolled
2391391	Solis, Jimmy Andre	Freshman	GRD	3.00	UBADM	PACCT			Enrolled
2392702	Umrigar, Ayesha Peal	Freshman	GRD	3.00	USCI	BIOSB			Enrolled