

The Course Schedule Report is available at: <u>https://www.tnstate.edu/CourseSchedule</u>.

8	Java(TM) was blocked because it is out of date and needs to be updated. What's the risk?	Run this time
•	When the load page opens, select Run this time Run this time window	located at the bottom of the
	☑ To relaunch the application, press F5. To go to the eLauncher page, <u>click here</u> . Loading	

• There will also be a message at the top of the screen, **do not** press the F5 key or click on the link to go to the eLauncher page. The report will open in less than 30 seconds.

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TERM_CODE	LEVEL_CODE	TERM_DES	COLLEGE	COLLEGE	DEPARTMENT	DEPARTME	CRN	STATUS	COURSE	COURSE_TI	CAMPUS_C	CAMPUS_D	ENROLLED	MAX_ENRO	INSTRI	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10408	Active	EDCI-2010-01	History and	45M	Tennessee	20	20	Rover	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10931	Active	EDRD-3500	Methd Tchg	45M	Tennessee	4	20	LM, 51	
201610	UG	Full Term	ED	College of E	EDIL	Teaching a	10934	Active	EDCI-2010-02	History and	45M	Tennessee	19	20	And and	
201610	UG	Full Term	ED	College of E	EDIL	Teaching a	10965	Active	EDCI-4705-01	Curriculum	45M	Tennessee	10	20	-	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11150	Active	EDCL4720.01	Enhanced S	4514	Tennessee	13	00	100	
201610	lig	Full Term	ED	College of E	EDTL	Teaching a	11750	Active	EDCL4706-01	Educational	45M	Tennessee	15	20	100	
201610	UG	Full Term	ED	College of F	EDTL	Teaching a	11895	Active	EDCI-2010-03	History and	45M	Tennessee	21	20	Carrier	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11905	Active	EDCI-2200-01	Field Study i	45M	Tennessee	4	20	Pange	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11908	Active	EDCI-3220-01	Assessmen	45M	Tennessee	4	15	Press	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11910	Active	EDRD-4910	Reading an	45M	Tennessee	6	20	Lm. 51	
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	12427	Active	EDCI-4190-01	Technology	45M	Tennessee	4	15	Arright	

- Make your selections using the pull-down lists
 - If you want all CRNs, re-type the word ALL in that field

- Preview Update
- Select the Preview Update button
- Your results will display in the bottom section of the screen

After your report has been generated, you have several options.

TERM_CODE	LEVEL_CODE	TERM_DES	COLLEGE	COLLEGE	DEPARTMENT	DEPARTME	CRN	STATUS	COURSE	COURSE_TI	CAMPUS_C	CAMPUS_D	ENROLLED	MAX_ENRO	INSTRI
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10408	Active	EDCI-2010-01	History and	45M	Tennessee	20	20	Rever.
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10931	Active	EDRD-3500	Methd Tchg	45M	Tennessee	4	20	LR. 51
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10934	Active	EDCI-2010-02	History and	45M	Tennessee	19	20	Asam
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10985	Active	EDCI-4705-01	Educational	45M	Tennessee	16	20	Tiles .
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	10990	Active	EDCI-3870-01	Curriculum	45M	Tennessee	10	20	Pangai
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11150	Active	EDCI-4720-01	Enhanced S	45M	Tennessee	13	99	Tiles .
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11750	Active	EDCI-4706-01	Educational	45M	Tennessee	15	20	The .
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11895	Active	EDCI-2010-03	History and	45M	Tennessee	21	20	Changel
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11905	Active	EDCI-2200-01	Field Study i	45M	Tennessee	4	20	Panja
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201610	UG	Full Term	ED	College of E	EDTL	Teaching a	11910	Active	EDRD-4910	Reading an	45M	Tennessee	6	20	La, 51
201610	UG	Full Term	ED	College of E	EDTL	Teaching a	12427	Active	EDCI-4190-01	Technology	45M	Tennessee	4	15	Arright

• Scroll from left to right and, if necessary, up and down to view all of the data in the report

You can choose to Save, Email or Save and Open the report.

- The **Save** icon will save the report to the location you choose
- The **Email** icon will Email a copy of the report

8	Send an Email 🛛 🚽 🗖 🗙										
Please choose the em	ail server and fill in the desired fields before sending the email.										
Email Server hum-exchcas01 V	Email Format										
To tiger 1@tnstate.edu Subject											
Course Schedule Report	Course Schedule Report										
attachment.csv	Comma Separated Values (*.csv)										
Body Here is the Course Schedule F	Report we discussed. Please let me know if you have any questions.										
	Send										

- Enter all of the information
 - You will have two options for Email Server, select either one
- o Click Send



- A confirmation notice will appear
- Click **OK** to close
- Select the **Save and Open** icon if you want to save a copy of the report have it open immediately in Excel

Image:												
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1	TERM_CODE	LEVEL_CODE	TERM_DESCRIPTION	COLLEGE	COLLEGE_DESCRIPTION	DEPARTMENT	DEPARTMENT_DESCRIPTION	CRN S	TATUS	COURSE	COURSE_TITLE	CAMPUS_CODE
2	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10408 A	Active	EDCI-2010-01	History and Fdns of Educ	45M
3	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10931 A	Active	EDRD-3500-01	Methd Tchg Engl Lang Arts I	45M
4	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10934 A	Active	EDCI-2010-02	History and Fdns of Educ	45M
5	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10985 A	Active	EDCI-4705-01	Educational Seminar Secondary	45M
6	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10990 A	Active	EDCI-3870-01	Curriculum Developme	45M
7	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11150 A	Active	EDCI-4720-01	Enhanced Student Teaching	45M
8	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11750 A	Active	EDCI-4706-01	Educational Seminar Elementary	45M
9	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11895 A	Active	EDCI-2010-03	History and Fdns of Educ	45M
10	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11905 A	Active	EDCI-2200-01	Field Study in Education II	45M
11	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11908 A	Active	EDCI-3220-01	Assessment of Student Learning	45M
12	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11910 A	Active	EDRD-4910-01	Reading and Study In S	45M
13	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	12427 A	Active	EDCI-4190-01	Technology In The Sc	45M
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15												

- When the report opens (either from the saved location or if you select the Save and Open option), you can work with Excel spreadsheet using features such as:
 - o sorting by columns
 - o deleting columns
- Remember to scroll to the left and right to view additional columns