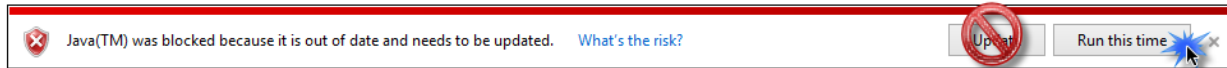
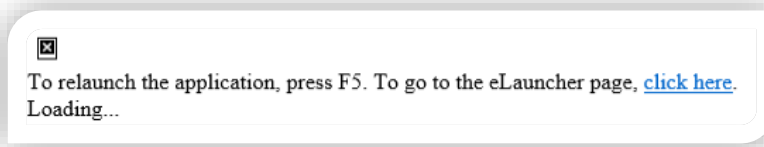


The link to the Course Schedule Report is available at [www.tnstate.edu/banner/toolkit.aspx](http://www.tnstate.edu/banner/toolkit.aspx) or you can access it directly by going to <https://evisions.tnstate.edu/CourseSchedule>.

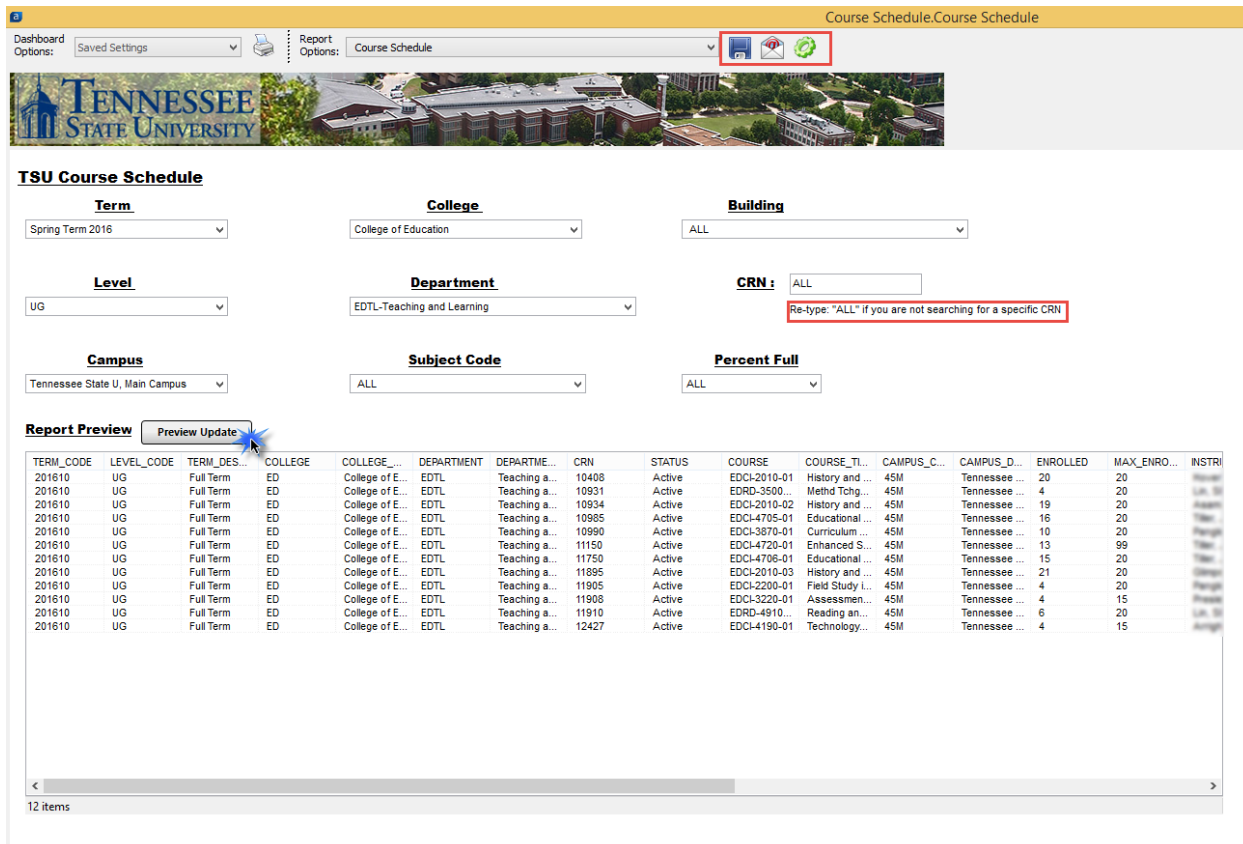
Be sure to use **Internet Explorer**; the report will not launch using other browsers.



- When the load page opens, select **Run this time**  located at the bottom of the window



- 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.




Course Schedule.Course Schedule

Dashboard Options: Saved Settings | Report Options: Course Schedule

**TSU Course Schedule**

**Term:** Spring Term 2016  
**College:** College of Education  
**Building:** ALL  
**Level:** UG  
**Department:** EDTL-Teaching and Learning  
**CRN:** ALL  
Re-type: "ALL" if you are not searching for a specific CRN  
**Campus:** Tennessee State U, Main Campus  
**Subject Code:** ALL  
**Percent Full:** ALL

**Report Preview** 

TERM_CODE	LEVEL_CODE	TERM_DES...	COLLEGE	COLLEGE_...	DEPARTMENT	DEPARTME...	CRN	STATUS	COURSE	COURSE_TL...	CAMPUS_C...	CAMPUS_D...	ENROLLED	MAX_ENRO...	INSTR1
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10408	Active	EDCI-2010-01	History and ...	45M	Tennessee ...	20	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10931	Active	EDRD-3500...	Method Tchg...	45M	Tennessee ...	4	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10934	Active	EDCI-2010-02	History and ...	45M	Tennessee ...	19	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10985	Active	EDCI-4705-01	Educational ...	45M	Tennessee ...	16	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10990	Active	EDCI-3870-01	Curriculum ...	45M	Tennessee ...	10	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11150	Active	EDCI-4720-01	Enhanced S...	45M	Tennessee ...	13	99	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11750	Active	EDCI-4706-01	Educational ...	45M	Tennessee ...	15	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11895	Active	EDCI-2010-03	History and ...	45M	Tennessee ...	21	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11905	Active	EDCI-2200-01	Field Study I...	45M	Tennessee ...	4	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11908	Active	EDCI-3220-01	Assessmen...	45M	Tennessee ...	4	15	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11910	Active	EDRD-4910...	Reading an...	45M	Tennessee ...	6	20	
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	12427	Active	EDCI-4190-01	Technology...	45M	Tennessee ...	4	15	

12 items

- 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_TL...	CAMPUS_C...	CAMPUS_D...	ENROLLED	MAX_ENRO...	INSTR
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10408	Active	EDCI-2010-01	History and ...	45M	Tennessee ...	20	20	History
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10931	Active	EDRD-3500...	Method Tch...	45M	Tennessee ...	4	20	U.S. St
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10934	Active	EDCI-2010-02	History and ...	45M	Tennessee ...	19	20	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10985	Active	EDCI-4705-01	Educational ...	45M	Tennessee ...	16	20	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	10990	Active	EDCI-3870-01	Curriculum ...	45M	Tennessee ...	10	20	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11150	Active	EDCI-4720-01	Enhanced S...	45M	Tennessee ...	13	99	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11750	Active	EDCI-4706-01	Educational ...	45M	Tennessee ...	15	20	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11895	Active	EDCI-2010-03	History and ...	45M	Tennessee ...	21	20	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11905	Active	EDCI-2200-01	Field Study I...	45M	Tennessee ...	4	20	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11908	Active	EDCI-3220-01	Assessmen...	45M	Tennessee ...	4	15	Teach
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	11910	Active	EDRD-4910...	Reading an...	45M	Tennessee ...	6	20	U.S. St
201610	UG	Full Term	ED	College of E...	EDTL	Teaching a...	12427	Active	EDCI-4190-01	Technology...	45M	Tennessee ...	4	15	Teach

- 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

Send an Email

Please choose the email server and fill in the desired fields before sending the email.

Email Server: hum-exchcas01 | Email Format: HTML

To: tiger1@tnstate.edu

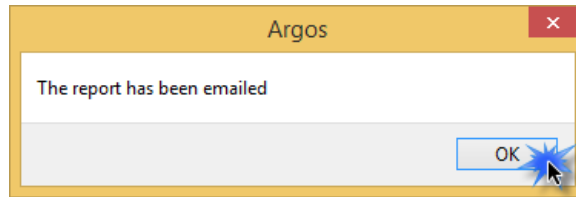
Subject: Course Schedule Report


Attachment Name: attachment.csv | Format: Comma Separated Values (\*.csv)

Body: Here is the Course Schedule Report we discussed. Please let me know if you have any questions.

Send | Cancel

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

	A	B	C	D	E	F	G	H	I	J	K	L
	TERM_CODE	LEVEL_CODE	TERM_DESCRIPTION	COLLEGE	COLLEGE_DESCRIPTION	DEPARTMENT	DEPARTMENT_DESCRIPTION	CRN	STATUS	COURSE	COURSE_TITLE	CAMPUS_CODE
1	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10408	Active	EDCI-2010-01	History and Fdns of Educ	45M
2	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10931	Active	EDRD-3500-01	Methd Tchng Engl Lang Arts I	45M
3	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10934	Active	EDCI-2010-02	History and Fdns of Educ	45M
4	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10985	Active	EDCI-4705-01	Educational Seminar Secondary	45M
5	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	10990	Active	EDCI-3870-01	Curriculum Developme	45M
6	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11150	Active	EDCI-4720-01	Enhanced Student Teaching	45M
7	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11750	Active	EDCI-4706-01	Educational Seminar Elementary	45M
8	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11895	Active	EDCI-2010-03	History and Fdns of Educ	45M
9	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11905	Active	EDCI-2200-01	Field Study in Education II	45M
10	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11908	Active	EDCI-3220-01	Assessment of Student Learning	45M
11	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	11910	Active	EDRD-4910-01	Reading and Study In S	45M
12	201610	UG	Full Term	ED	College of Education	EDTL	Teaching and Learning	12427	Active	EDCI-4190-01	Technology In The Sc	45M
13												
14												
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:
  - sorting by columns
  - deleting columns
- Remember to scroll to the left and right to view additional columns