

Faculty Reports

The three most used faculty reports have been bundled into one InfoMaker program for faculty convenience. Two of the reports are class lists - one roster or sign in list and one with student demographic information. The third report is the student information summary used for faculty advising.

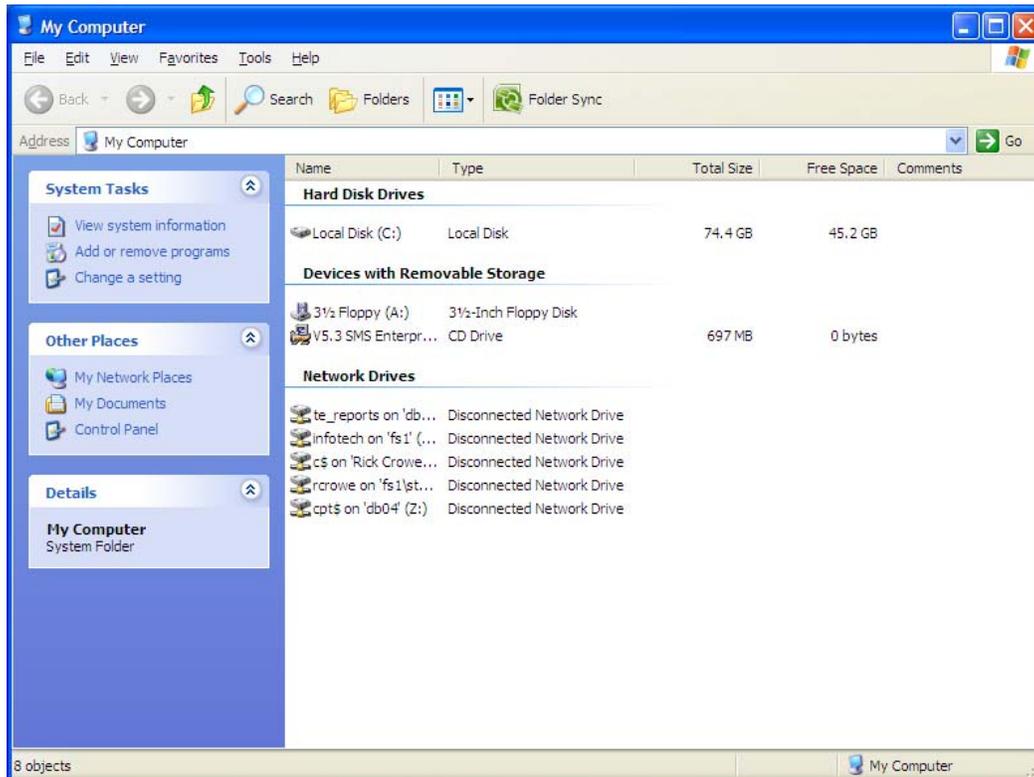
Creating the Shortcut

To access the reports you will want to create a shortcut on your desktop to the executable. Please follow these steps to create the shortcut.

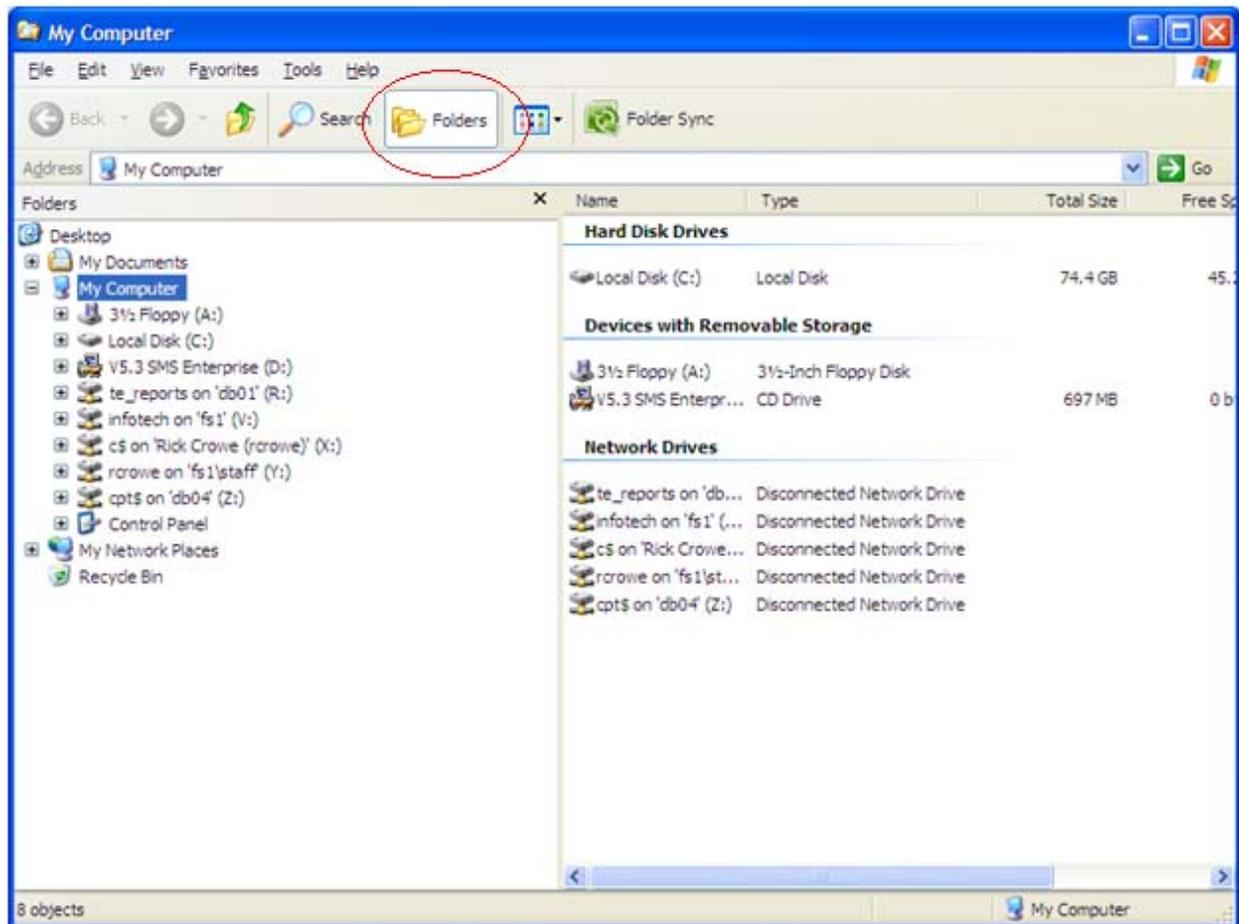
Step one: Click on the My Computer icon on your desktop



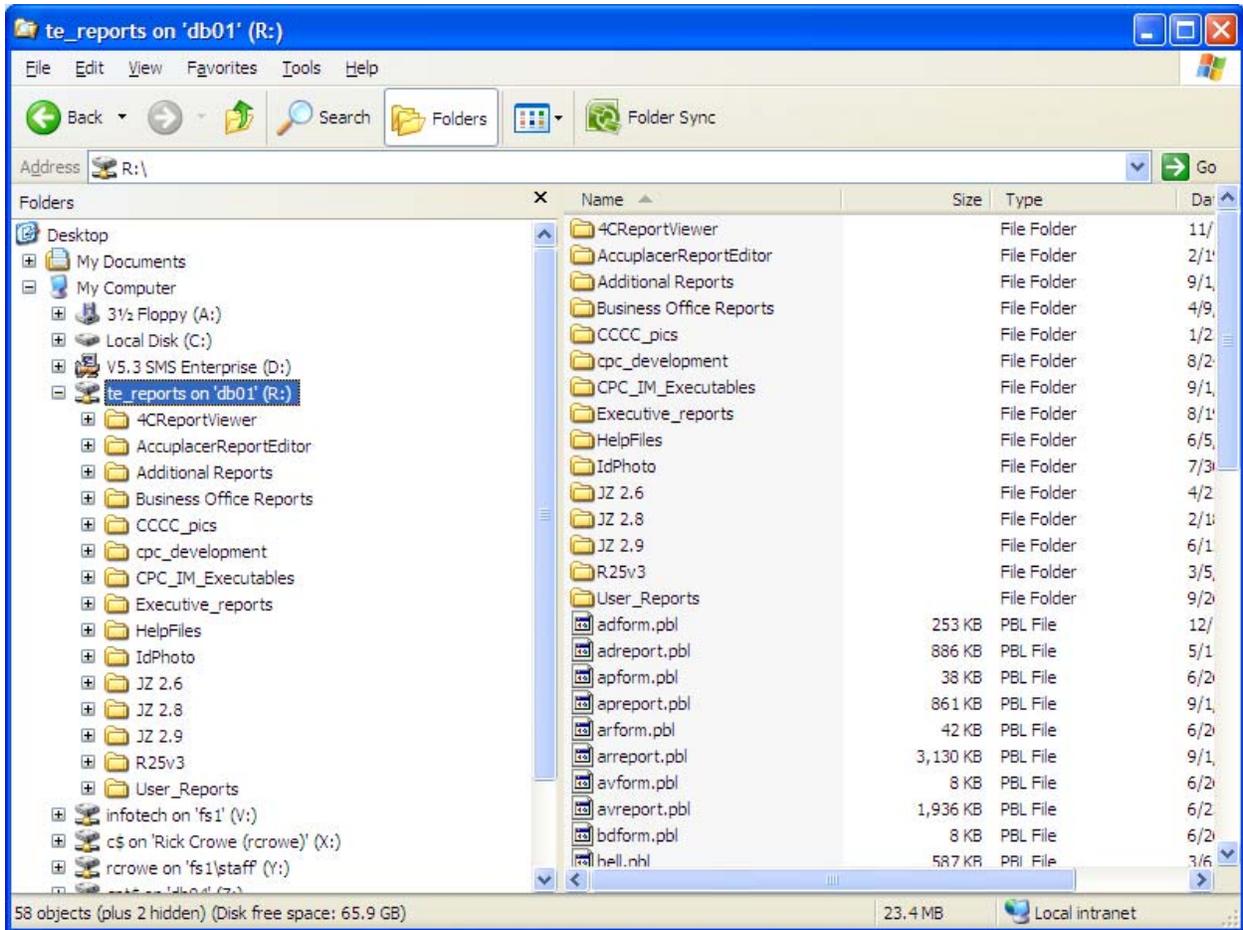
This will open the following window (yours will have different Network Drives but that is ok):



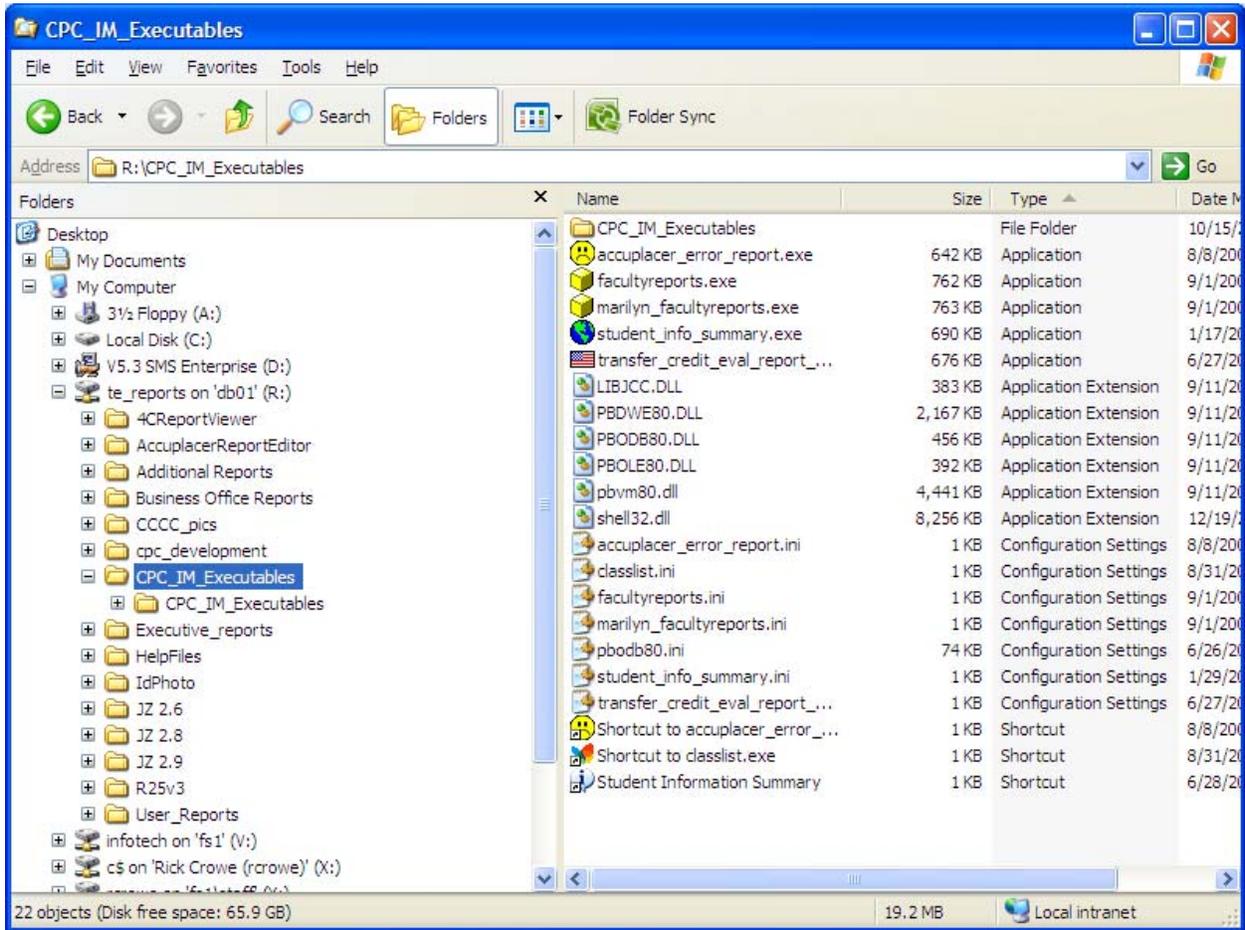
Step two: click on the Folders button next to the search button in the menu bar. This will open up the tree view on the left panel of the window and should look similar to this:



Step three: Locate the R: drive “te_reports on ‘db01’” and click on it. This will expand the tree and show you a list of folders. If you do not have an R: drive listed then please contact the Help Desk for assistance at extension 4004.

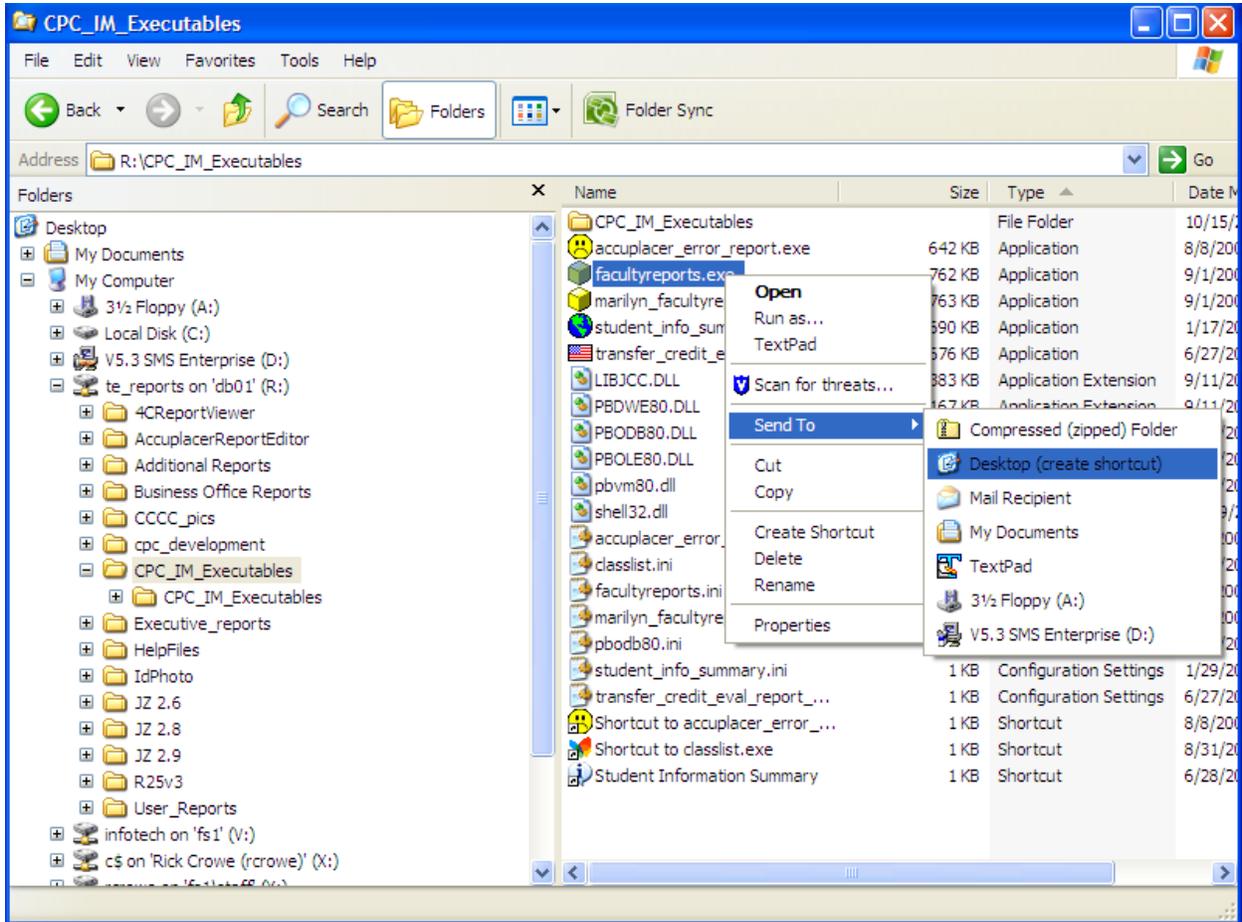


Step four: Locate the folder called “CPC_IM_Executables” and click on it. Your window should now look similar to this:



Step five: Locate and **right click** on the application “facultyreports” the one with the yellow box for an icon (Your window may not look exactly like the one below depending on your default view. This workstation is set up to default to “Details” view. To select a different view just click on View in the top menu bar. Even in Details view the name of the facultyreports application may or may not have the .exe extension showing depending on how your workstation is configured).

Move your mouse cursor down to “Send To” let it slide open and then move your mouse cursor down to “Desktop (create shortcut)” and click on it.



You should now have a new icon on your desktop that looks like this:



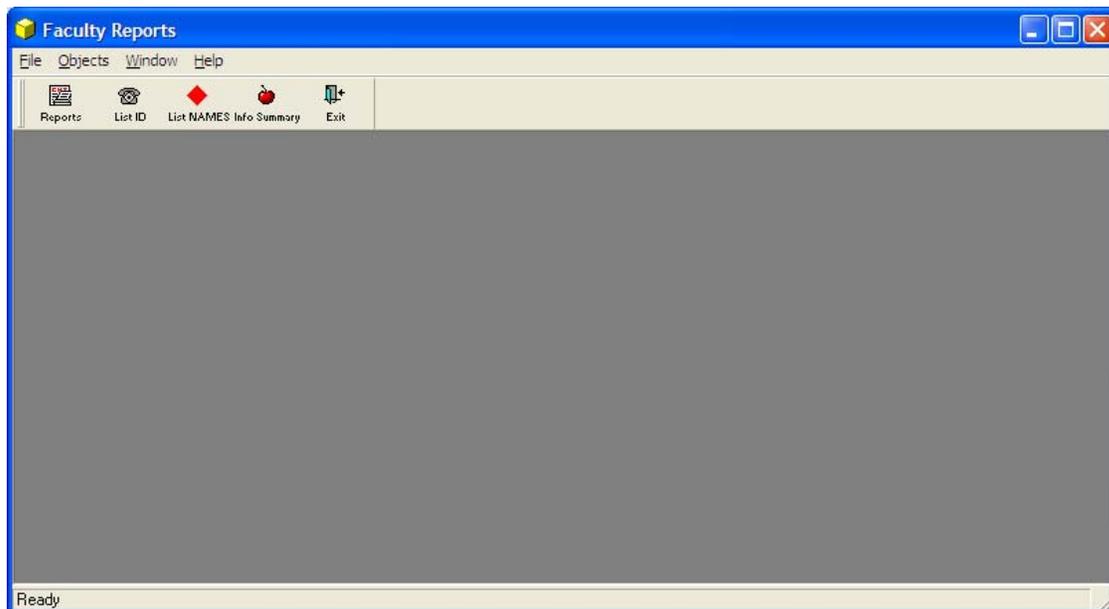
Using the Faculty Reports Application

To run the application click on the shortcut you just created on your desktop. You will first be presented with the SQL Server Login window that looks like this:

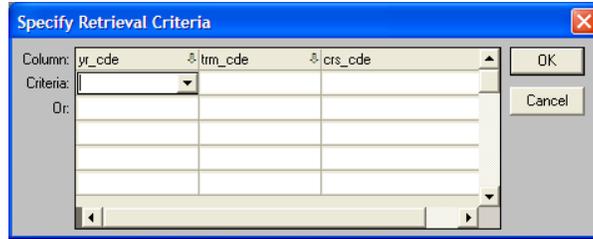


If the id in the "Login ID" field is not your id or is blank, tab into the field and put in your Jenzabar login id. Your Login ID is normally your network Login ID. If you are a new Jenzabar user your Login ID is your network Login ID and your starting password is Capcod + the last four of your social security number (e.g. Capcod4901). When you have entered your Login ID and password click "OK". If you have any trouble contact the Helpdesk at 4004 and they will have someone contact you to help.

The application will now open and you will be presented with a window that looks like this:



The first button "Reports" will open a pop-up window listing the three available reports. You will probably not use this button and will just use the three other icons. The "List ID" and "List Names" reports are the two class lists available through this application. The "List ID" report is a class list with student contact and miscellaneous academic information. The "List Names" report is a roster which can be used as a sign-in sheet. Both of the reports have the same prompt when run that looks like this:

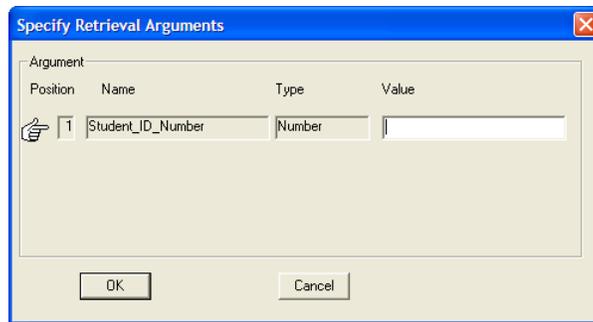


The dialog box titled "Specify Retrieval Criteria" has a blue title bar with a close button. It contains a table with three columns: "yr_cde", "trm_cde", and "crs_cde". The "yr_cde" column has a dropdown menu. Below the table are "Criteria:" and "Or:" labels. On the right side, there are "OK" and "Cancel" buttons.

Column:	yr_cde	trm_cde	crs_cde
Criteria:			
Or:			

Use the dropdowns to select the year, term and course. Note that the course list will only show courses for which you are the instructor. If you do not see a course in your list that you believe you are the instructor for please contact your Dean so that it can be looked into.

The "Info Summary" report only requires that you fill in the student id in the Value box. Enter a student id, click OK, and the report will display.



The dialog box titled "Specify Retrieval Arguments" has a blue title bar with a close button. It contains a table with four columns: "Position", "Name", "Type", and "Value". The first row has a hand icon, the number "1", the text "Student_ID_Number", the text "Number", and an empty text box. Below the table are "OK" and "Cancel" buttons.

Argument	Position	Name	Type	Value
	1	Student_ID_Number	Number	