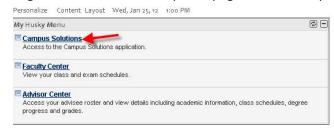
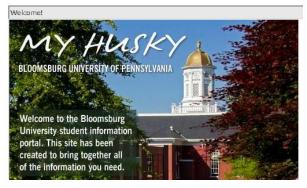
Logon as usual, but on the portal page click on Campus Solutions instead of Faculty Center.





Click on the Query folder under Reporting Tools.



Click on the Query Viewer link



Enter the query name: BZSR_CLASS_INFO and click on search

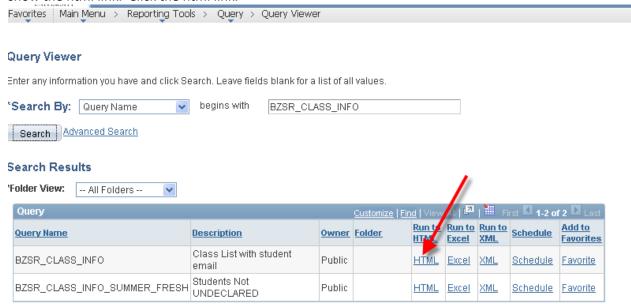
Favorites Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

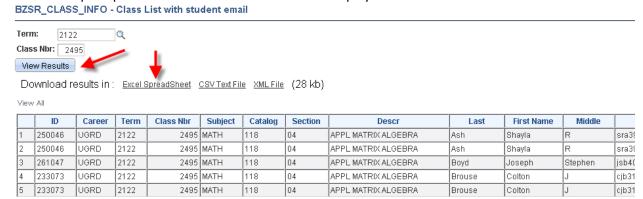
Enter any information you have and click Search. Leave fields blank for a list of all values.



On the line with BZSR_CLASS_INFO, you can search on either html or excel. Excel will send the output to excel and the html allows you to view the output first then send it to excel after it is displayed. I will show the html link. Click the html link.



The prompts will be for the year and session and the course number. The Term is 2122, where the first 2 is the century, then 12 is the year and the last 2 is the session. (Session: 2 = spring, 4 = summer and 6 = Fall) The second prompt is the course number, i.e. Math 118-04 will be 2495 Enter the 2 prompts and click View Results and it will display the roster.



After the roster is displayed, click the Excel spreadsheet link to send to excel and select open to excel. Once it is in excel format, I usually delete the top line so my heading are on the top line and click file and save as to save the spreadsheet.