

How to Run and Print the Schedule Report (SZRCSCH) in Banner 9

1. Enter SZRCSCH in the Search box on the main menu window in Banner.
2. The Job Submission Controls Form (GJAPCTL) will open.
3. Click on Go, Next Section (Bottom left hand corner) or Alt+PgDn; DATABASE will display in the Printer Box; DO NOT CHANGE THIS FIELD.
4. Click on Next Section or Alt+PgDn.
5. Enter the term code. (201980, 202010, 202050, etc.)
6. Enter your department code (ie; English is ENGL) or enter the subject code (ie; COMM or FREN) the term and department (or subject) codes are the only parameters you need to run this report. You do not need to enter a value every field. You can enter any parameters in order to limit your results. Adding only the term and department will pull all courses coded in your department.
7. Click Next Section (you will be in the Submission block, no need to click on the "Save Parameter Set as" and Save.
8. The report will run.
9. The Process Submission Controls (GJAPCTL) page will appear with the Log file information
10. Select Related in the top right corner > Review Output (GJIREVO).
11. Click the ellipsis next to File Name.
12. Select your report number (.lis file) and click OK.
13. Your report output should appear on the screen.
14. To save/print the output in a web file, go to Tools > select Show Output (Save and Print File)
15. A dialog box will appear and prompt you to respond.
16. Click "Yes" and the file will open.
17. You can view the entire document or print the document from the new browser.
18. To save the document, it is best to copy the output into a Word document and save the file.
19. See screenshots below for each step.

Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Process: SZRCSCH Schedule of Classes Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE	Submit Time: <input type="text"/>	PDF Font Size: <input type="text"/>
Special Print: <input type="text"/>	MIME Type: None	Delete After Days: <input type="text"/>
Lines: 50	PDF Font: <input type="text"/>	Delete After Date: <input type="text"/>

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term Code Key:	201980
02	Department Code:	%
03	Subject Code:	ENGL
04	Sort Options	D
05	Course Section Number:	%
06	College Code:	%
07	Attribute:	%
08	Part of Term:	%
09	Meeting Type:	%
10	Building Code:	%

1 of 2 Per Page Record 3 of 17

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name	Description
<input type="text"/>	<input type="text"/>

Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS 1

Process: SZRCSCH Parameter Set:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

Process Submission Controls GJAPCTL 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS 1

Process: SZRCSCH Schedule of Classes Number: 10182978

File Name: Beginning Date: Saved

Lines:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

ERROR: There is no saved output for the Process Name/Number in the database.

Process: SZRCSCH Schedule of Classes Number: 10183057

File Name: Beginning Date: Saved

Lines:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Available Files

Criteria:

Output File Name	Record Count	Date Saved
szrcsch_10183057.xls	1324	08/02/2019 02:40:08 P
szrcsch_10183057.log	10	08/02/2019 02:40:11 P

Record 1 of 2

Cancel OK

Process: SZRCSCH Schedule of Classes Number: 10183057

File Name: Beginning Date: Saved

Lines:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Process: SZRCSCH Schedule of Classes Number: 10183057 File Name: szrcsch_10183057.xls Beginning Date Saved: Lines: 1,324

SAVED OUTPUT REVIEW

Report: SZRCSCH Middle Tennessee State University
Version: 8.2 Schedule of Classes
Fall 2019

Sec	Crse	Sec	H	Meet	Start	End	Bldg	Room	Camp	XL	Instructor							
CRN	Subj	Num	Num	Course	Section	Title	R	Typ	Date	Date	Days	Beg	End	Code	Num	Code	ST	Instructor
83166	ENGL	1008	KE2	Writing for ESL Students	3	CLAS	26-AUG-19	12-DEC-19	MWF	1020	1115	PH	301	24M	Abdallah	R		
83859	ENGL	1009	KE7	Intro to University Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	1130	1225			24M	STAFF			
87600	ENGL	1009	KE8	Intro to University Writing	3	CLAS	26-AUG-19	12-DEC-19	MW	1240	1405	PH	304A	24M	STAFF			
85185	ENGL	1010	001	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MW	1610	1735	PH	304B	24M	STAFF			

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Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Screenshot Ctrl+Alt+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner
- OPTIONS
- Show Document (Save and Print File)
- Delete Output
- BANNER DOCUMENT MANAGEMENT
- Retrieve Documents Alt+R
- Count Matched Documents
- Add Documents

2019 CUSTOMS UPDATES - Google Sheets
https://docs.google.com/spreadsheets/d/1MLM8_nTC2untmZdbzKmnOfhGWpnmv61Dt0ACKhCnGL8/edit#gid=204482699

Process: SZRCSCH Schedule of Classes Number: 10183057 File Name: szrcsch_10183057.xls Beginning Date Saved: Lines: 1,324

SAVED OUTPUT REVIEW

Report: SZRCSCH Middle Tennessee State University
Version: 8.2 Schedule of Classes
Fall 2019

Page: 1
Run Date: 02-AUG-2019
Run Time: 02:40 PM

Sec	Crse	Crse	Sec	H	Meet	Start	End	Bldg	Room	Camp	XL	Max	Prt	Sch	Ins	SSTS	Ca	
CRN	Subj	Num	Num	Course	Section	Title	R	Typ	Date	Date	Days	Beg	End	Code	Num	Code	ST	Instructor
												Enrl	DP	Y/N	Typ	Mthd	Code	go

You have selected to Show File (szrcsch_10183057.xls) in a browser. Do you wish to continue? Yes No

Report: SZRCSCH
Version: 8.2

Middle Tennessee State University
Schedule of Classes
Fall 2019

Page: 1
Run Date: 02-AUG-2019
Run Time: 02:40 PM

Sec CRN	Crse Subj	Crse Num	Sec Num	Course Section Title	H R	Meet Typ	Start Date	End Date	Days	Beg	End	Bldg Code	Room Num	Camp Code	XL ST	Instructor	Max Enrl	Prt DP	Sch Typ	Ins Mthd	SSTS Code	Cata gory	Ptrm Code
DEPT: English																							
SUBJ: ENGL-English (HTSU & TN eC)																							
83166	ENGL	1008	KE2	Writing for ESL Students	3	CLAS	26-AUG-19	12-DEC-19	MWF	1020	1115	PH	301	24H		Abdallah R	13	Y	LEC	CON	A	01	1
83859	ENGL	1009	KE7	Intro to University Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	1130	1225			24H		STAFF	0	Y	LEC	CON	C	01	1
87800	ENGL	1009	KE8	Intro to University Writing	3	CLAS	26-AUG-19	12-DEC-19	MW	1240	1405	PH	304A	24H		STAFF	15	Y	LEC	CON	A	01	1
85185	ENGL	1010	001	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MW	1610	1735	PH	304B	24H		STAFF	15	Y	LEC	CON	A	01	1
81356	ENGL	1010	002	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	TR	0800	0925	PH	327	24H		Cavender S	18	Y	LEC	CON	A	01	1
81357	ENGL	1010	003	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	0800	0855	PH	304A	24H		Lynn A	20	Y	LEC	CON	A	01	1
82249	ENGL	1010	004	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	0910	1005	PH	304A	24H		Lynn A	20	Y	LEC	CON	A	01	1
82107	ENGL	1010	005	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	0910	1005	PH	313	24H		Reed R	20	Y	LEC	CON	A	01	1
81358	ENGL	1010	006	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	0910	1005	PH	314A	24H		Moonshower C	20	Y	LEC	CON	A	01	1
85186	ENGL	1010	007	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	1020	1115	PH	314A	24H		Moonshower C	20	Y	LEC	CON	A	01	1
85187	ENGL	1010	008	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	TR	0800	0925	PH	315	24H		STAFF	20	Y	LEC	CON	A	01	1
85188	ENGL	1010	009	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	TR	1440	1605	PH	327	24H		Donovan E	18	Y	LEC	CON	A	01	1
81359	ENGL	1010	010	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MW	1800	1925	PH	319	24H		Dudak B	18	Y	LEC	CON	A	01	1
81360	ENGL	1010	011	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	1020	1115			24H		STAFF	0	Y	LEC	CON	C	01	1
81361	ENGL	1010	012	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	TR	1300	1425	PH	304B	24H		Whittemore A	15	Y	LEC	CON	A	01	1
81362	ENGL	1010	013	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	0800	0855	PH	314A	24H		Moonshower C	20	Y	LEC	CON	A	01	1
82049	ENGL	1010	014	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	1020	1115	PH	312	24H		Lawrence R	20	Y	LEC	CON	A	01	1
81363	ENGL	1010	015	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	0800	0855	PH	312	24H		Lawrence R	20	Y	LEC	CON	A	01	1
82836	ENGL	1010	016	Expository Writing	3	CLAS	26-AUG-19	12-DEC-19	MWF	1020	1115	PH	307	24H		Reed R	20	Y	LEC	CON	A	01	1

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Middle Tennessee State University
Schedule of Classes
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