

Final Exam Seating Lists - Unassigned SA-Exam Scheduling

Once the final examination schedule has been produced for a given term, it is the responsibility of the department/faculty to provide their instructors with the seating list s for examsheld in current classrooms (excludes the gymnasiums) The following outlines the steps necessary to create a .pdf document for instructor distribution. Note :

link.

Curriculum Management

- 2. Click the Exam Scheduling Reports link. Exam Scheduling Reports
- 3. Click the Exam Seating List Unassigned link. Exam Seating List - Unassigned
- 4. The first time the Exam Seating List report is run a Run Control ID must be entered. This only has to be completed once, otherwise press Search to Find an Existing Value (the previously created Run Control ID).

Click the Add a New Value tab.

Exam Seating List - Unassigned	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value - Add a New Value	
Search Criteria	
La South her Des Control ID: 101 South of State	
Search, Advanced Search	



5. The Run Control ID is a short description of the report. It must be one word with no spaces otherwise the process will not run. The name of the run control is not relevant to the success of the report.

Tip: Use underscores to join words for a run control ID e.g.: name_of_run_control

Click the Add button.

Exam Seating List - Unassi	gned
tallutes [] (Into an Extending)) Value Add a New V
	aun.control ID
	Add

6. Enter the Academic Org for the department or faculty or use the Look up tool.

Click the Look up Academic Org button.



7. Enter part of the name in the search by field and press Enter or Look Up (e.g. search for Science by entering "sc" into the begins with field.

Click the Look Up button.

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10. If desired, optional criteria may be used to refine the report output, except Class Number. Click the Run button.



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