

How to Print Sections Offered for a Term

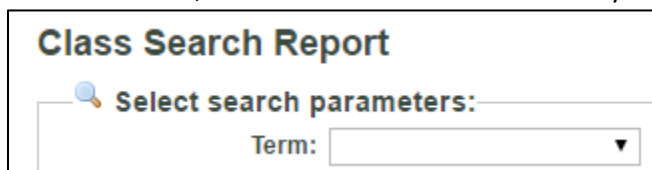
CSU Registration

The new Class Schedule has changed the formatting and layout for how the sections that are offered for a term are presented. While it provides enhancements for the advanced search capability, it is not as friendly for printing from the browser or copy and pasting to Excel. This has been reported to the vendor.

If you need to print a list of all the sections for a particular subject, or subject and course number, we are recommending using the Class Schedule Report tool available in ARIESweb just below the Class Schedule link.

Log in to ARIESweb and click on the Class Schedule Report link:

- 1. Select a term.** A term is required to run this report. Select from the drop down list provided. After a moment, the search results will return every section offered for that term.



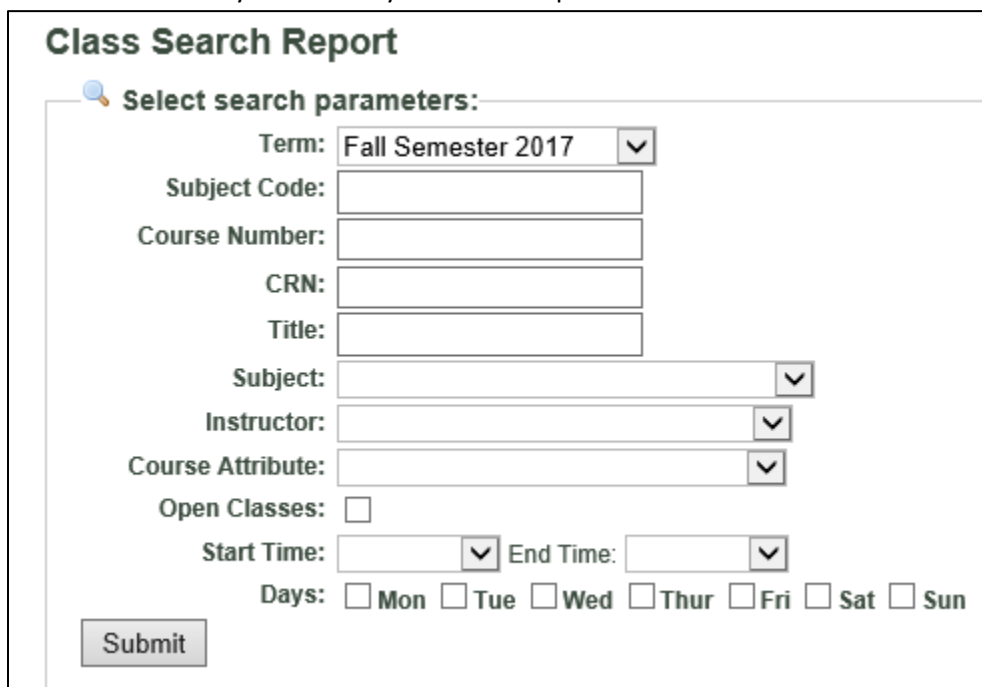
Class Search Report

Select search parameters:

Term:

- 2. Choose any other criteria you want to fill in.**
Subject Code (if you know it) or the Subject drop down list are good options.
Course Number if you want just a particular course on the report.

- 3. Click Submit** when you are ready to run the report.



Class Search Report

Select search parameters:

Term: ▼

Subject Code:

Course Number:

CRN:

Title:

Subject: ▼

Instructor: ▼

Course Attribute: ▼

Open Classes:

Start Time: End Time:

Days: Mon Tue Wed Thur Fri Sat Sun

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4. **The results will appear** on the lower half of the screen. While this is printable from your Browser print controls, it may not be ideal due to the amount of information on the page.

TERM	SUBJECT	COURSE	SECT	CRN	TITLE	GRADE_MODE	MAX	ENROLLED	REMAINING	WAITLIST	MEETING_DATES	DAYS	CLASS_TIME	BUILDING	ROOM	INSTRUCTOR	SCHED_TYPE	TERM_START	TERM_END	SECTION_TEXT	COURSE_ATTRIBUTES	PREREQUISITE	COURSE_FT
201790	ANTH	100	001	73845	Introductory Cultural Anthropology (GT-SS3)	Traditional	90	65	25	No (0)	21-AUG-17 to 10-DEC-17	T R	12:30 p.m. - 01:45 p.m.	CLARK	A 205	Keri Canada (P)	LE	21-AUG-17	10-DEC-17		AUCC3C: Social/Behavioral Sci. DBI Tuition - INTO LA Rate 1, DBI Tuition - LA Rate 1, RI & CE Tuition Assessment, Resident Instruction, gPathways Hum Beh, Cul, Soc		
201790	ANTH	100	002	77279	Introductory Cultural Anthropology (GT-SS3)	Traditional	90	30	60	No (0)	21-AUG-17 to 10-DEC-17	M W	03:00 p.m. - 04:15 p.m.	CLARK	A 203	Adrienne Cohen (P)	LE	21-AUG-17	10-DEC-17		AUCC3C: Social/Behavioral Sci. DBI Tuition - INTO LA Rate 1, DBI Tuition - LA Rate 1, RI & CE Tuition Assessment, Resident Instruction, gPathways Hum Beh, Cul, Soc		

5. **Click the Download Report File button.**

This will open an Excel file that will give you the ability to remove columns of information you don't need on your report. You can then use Excel to print the document.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
TERM	SUBJECT	COURSE	SECT	CRN	TITLE	GRADE_MODE	MAX	ENROLLED	REMAINING	WAITLIST	MEETING_DATES	DAYS	CLASS_TIME	BUILDING	ROOM	INSTRUCTOR	SCHED_TYPE
201790	ANTH	100	1	73845	Introductory Cultural Anthropology (GT-SS3)	Traditional	90	65	25	No (0)	21-AUG-17 to 10-DEC-17	T R	12:30 p.m. - 01:45 p.m.	CLARK	A 205	Keri Canada (P)	LE
201790	ANTH	100	2	77279	Introductory Cultural Anthropology (GT-SS3)	Traditional	90	30	60	No (0)	21-AUG-17 to 10-DEC-17	M W	03:00 p.m. - 04:15 p.m.	CLARK	A 203	Adrienne Cohen (P)	LE

Tips:

- **You can only search for one subject code at a time.** Do not try to enter one subject code in the free format 'Subject Code' field and select a different one in the 'Subject' drop down list. You won't get any results back.
- **Don't forget to click the Submit button after you change your criteria to refresh your results.**

Still need assistance with this process?

- Contact the Office of the Registrar at RegistrarsOffice@Colostate.edu or 970-491-4860