

## Directions for Generating Open Section Listing by Time and/or Day

Report Description: The Informer [Open Sections at Specified Start Time and Day](#) Report provides a list of sections with a specified start time and/or day. The report was designed so that you could send an email to students in a cancelled course with a list of open sections that have the same start time and day. As an illustration, if you cancelled the spring 2017 MATH-102-50 section, you can use the report to enter the same start time, day, and subject, all of which are optional to generate a list of open sections. A section is identified as open if the current enrollments are less than the cap. The directions using the MATH-102-50 section as an example are illustrated below. If you have any questions, please contact Keith Wurtz at x3206 or Ben Gamboa at x3390.

Step 1: Recall the start time and day (s) that the section meets. In this case, MATH-102-50 had a start time of 5:00 PM and met on Monday and Wednesday.

Step 2: Enter the following information.

- Enter "C" for Crafton
- Enter "2017SP" for the term
- Select "5:00 PM" for the start time
- Enter "M" for Monday

**▼ Runtime Parameters**

Enter "C" for Crafton or "V" for Valley *	<input type="text" value="C"/>	<input checked="" type="checkbox"/> Ignore case
Term (e.g.: 2017SP) *	<input type="text" value="2017SP"/>	<input checked="" type="checkbox"/> Ignore case
Start Time at	<input type="text" value="5:00 PM"/> <input type="button" value="..."/>	
Enter M, T, W, TH, F, or S	<input type="text" value="M"/>	<input checked="" type="checkbox"/> Ignore case
Subject (e.g.: ENGL)	<input type="text"/>	<input checked="" type="checkbox"/> Ignore case

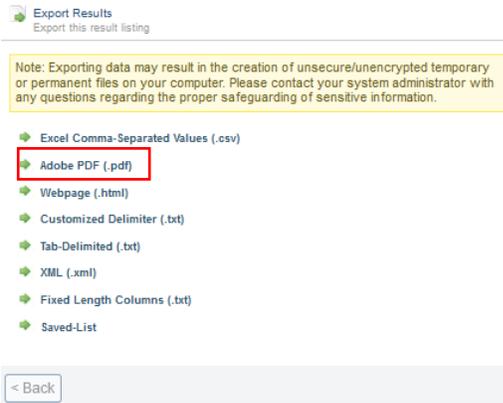
Step 3: Click on Launch Report – A list of open sections is generated with the same start time and day. In this particular case, you will notice that none of the open sections includes MATH-102, but there is a section in MATH-110, that may meet the same requirement for the student.

Term	Subject	Section Name	Short Title	Synonym	Instruction Methods	Instructor	Enrollments	Capacity	First Meeting	Last Meeting	Units	Mthd	Days	Start Time	End Time	Building	Room
2017SP	ENGL	ENGL-976-50	Fundamentals of Writing	0518	LEC	Flory-Sanchez	23	25	Jan 17, 2017	May 25, 2017	4.00	LEC	M W	5:00 PM	6:50 PM	WEST	108
2017SP	RELIG	RELIG-175-50	Literature and Religion of	1598	LEC	Bridges	3	40	Feb 13, 2017	May 17, 2017	3.00	LEC	M W	5:00 PM	6:50 PM	CNTL	132
2017SP	SOC	SOC-100-50	Intro to Sociology	1630	LEC	McKee	44	55	Feb 13, 2017	May 17, 2017	3.00	LEC	M W	5:00 PM	6:50 PM	EAST	101
2017SP	COMMST	COMMST-111-50	Interpersonal Communication	0312	LEC	Natividad	29	30	Feb 22, 2017	May 24, 2017	3.00	LEC	M W	5:00 PM	6:50 PM	EAST	106
2017SP	MATH	MATH-962-50	Arithmetic and Pre-Algebra	1204	LEC	Reid	17	35	Jan 17, 2017	May 25, 2017	5.00	LEC	M W	5:00 PM	7:15 PM	NRTH	102
2017SP	MATH	MATH-266-50	Intro to Ordny Diffnrl Equtn	1322	LEC LECO	Hanley Hanley	25	40	Jan 17, 2017	May 25, 2017	4.00	LEC LECO	M W	5:00 PM	6:50 PM	ARTS	127
2017SP	MATH	MATH-095-50	Intermediate Algebra	1252	LEC	Punsalan	33	35	Jan 17, 2017	May 25, 2017	4.00	LEC	M W	5:00 PM	6:50 PM	CNTL	247
2017SP	MATH	MATH-103-50	Plane Trigonometry	1282	LEC	Crise	33	35	Jan 17, 2017	May 25, 2017	4.00	LEC	M W	5:00 PM	6:50 PM	ARTS	120
2017SP	MATH	MATH-110-50	Intro to Probability/Statistic	1292	LEC	Dinu	32	35	Jan 17, 2017	May 25, 2017	4.00	LEC	M W	5:00 PM	6:50 PM	CHL	202

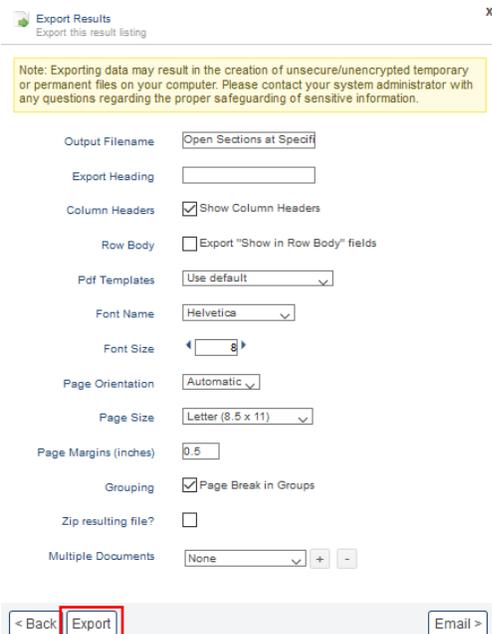
Step 4: At this point, you can take a screen shot of the list or export the list as an Adobe PDF. To export the file as an Adobe PDF click on “Export Results” in the upper right corner.



A window will open and you will need to click on Adobe PDF.



Next, click on Export and then OK.



Save the file and attach it to the email that is being sent to students.