Quick Reference Guide - Class Search

The Class Search report is a filterable listing of all classes. The report contains two quick filters located directly at the top. The first quick filter is to select the desired term (single-term selection only). The second quick filter allows you to view courses that begin after a specific date (simply type the date and hit enter to apply).

The data table displayed defaults to aggregating the data up to the Course College and Academic Unit level. You can expand these views by clicking on the arrows next to them to drill down into the specific courses. Additionally, all the fields listed in the table are available as filters at the top, allowing you to narrow to only the results you would like to view at any given time.

At the top of the report are additional report tabs: Attribute w/filter, Instructor w/filter, Cross List w/filter and Co-req Break Out w/filter. These simplified views allow users the ability to easily narrow down the data results using the filters provided. For example, the 'Instructor w/ filter' would allow someone to see all courses that are being taught by a specific professor(s) by making a selection from the Course Section Affiliate Name filter.

Filters or Additional Data:

1. **Term:**
2. CORE Requirements:

3. Attributes:

4. Course Level:

5. Date:

Terms

This report contains fields named 'Fixed Start Date', 'Fixed Meeting Date', 'Fixed Meeting Time', and 'Fixed Building-Room'. These fields are built as fixed so that each course only appears once on this report. Without the 'fixed' part of these fields, the course would show for every meeting pattern or room that it is offered in. In some cases, this could amount to 6-10 rows per course. Additionally, these 'extra' rows make the totals displayed in the lower left corner of this report be inaccurate, so the 'extra' rows don't display, only the earliest value.
Class Enrollment differs from Course Section Enrollment. Class Enrollment is for each individual CRN. Course Section Enrollment is the combined enrollment of all classes included in a cross-listed group (parent and all children).

1. **Course vs. Class**

   - **Course**: Individual sections and/or solo classes
   - **Class**: Combined parent + child enrollments (cross-listed)

2. **Fixed Dates**: where multiple meeting patterns exist, this report will pull the earliest date and earliest time. Full details are available via hyperlink.

It is possible you can view a report that contains student data, but the display returns question marks or other characters. Security protocols/roles are masking data that is not available to your position.