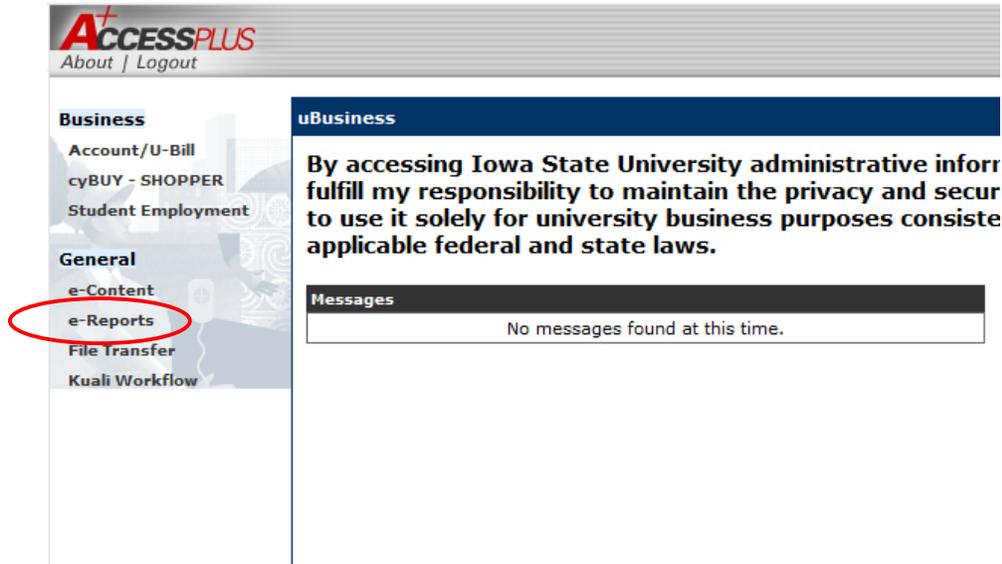


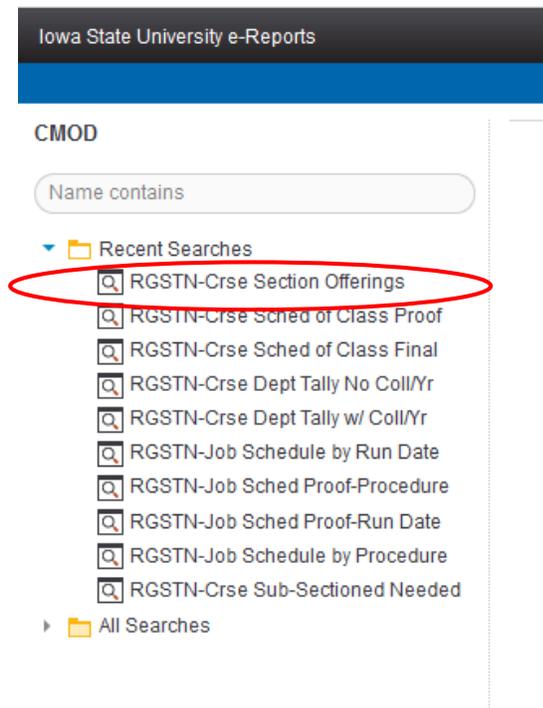
Modifications to Section Offering (graybar) e-Report

Step 1: E-Reports can be found in AccessPlus under the *uBusiness* tab.



Step 2: Select Continue to the e-Report confidentiality agreement.

Step 3: Click on the RGSTN-Crse Section Offerings report for term course section offerings. Click on RGSTN-Crse Unpublished Sections for unpublished course offerings. Reminder – the first time you access the report you will need to find it in the All Searches folder.



Step 4: Search criteria can be set.

Step 5: Results will provide course section offerings by department.

RGSTN-Crse Section Offerings x

Search Criteria: Property options: Match all

Search Results

Refresh Add Document Actions

Showing results for: RGSTN-Crse Section Offerings

| | Department Abbreviation | Semester Year (ex:2007) | Semester (ex: Fa, Sp, Su) | Report Date | Report Name | Department (ex:Accounting, A) |
|--|-------------------------|-------------------------|---------------------------|-------------|------------------------------|--|
| | A B E | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AGRICULTURAL AND BIOSYSTEMS ENGINEERING |
| | A ECL | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ANIMAL ECOLOGY |
| | A M D | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | APPAREL, MERCHANDISING, AND DESIGN |
| | A TR | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ATHLETIC TRAINING |
| | ACCT | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ACCOUNTING |
| | ACSCI | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ACTUARIAL SCIENCE |
| | ADVRT | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ADVERTISING |
| | AER E | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AEROSPACE ENGINEERING |
| | AESHM | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | APPAREL, EVENTS, AND HOSPITALITY MANAGEM |
| | AF AM | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AFRICAN AND AFRICAN AMERICAN STUDIES |
| | AFAS | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AIR FORCE AEROSPACE STUDIES |
| | AGEDS | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AGRICULTURAL EDUCATION & STUDIES |
| | AGRON | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AGRONOMY |
| | AM IN | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | AMERICAN INDIAN STUDIES |
| | AN S | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ANIMAL SCIENCE |
| | ANTHR | 2020 | SUMMER | 04/01/2020 | RGSTN-Crse Section Offerings | ANTHROPOLOGY |

Step 6: Select the desired department section offering.

Step 7: Select the Download option to the right hand corner of the e-Report – Viewer.

Automatic Zoom

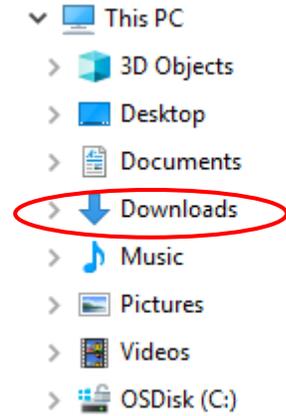
R2185 Section Offerings For Summer 2020 Date: 04-01-2020 Page: 210 AN S

ANIMAL SCIENCE - Continued

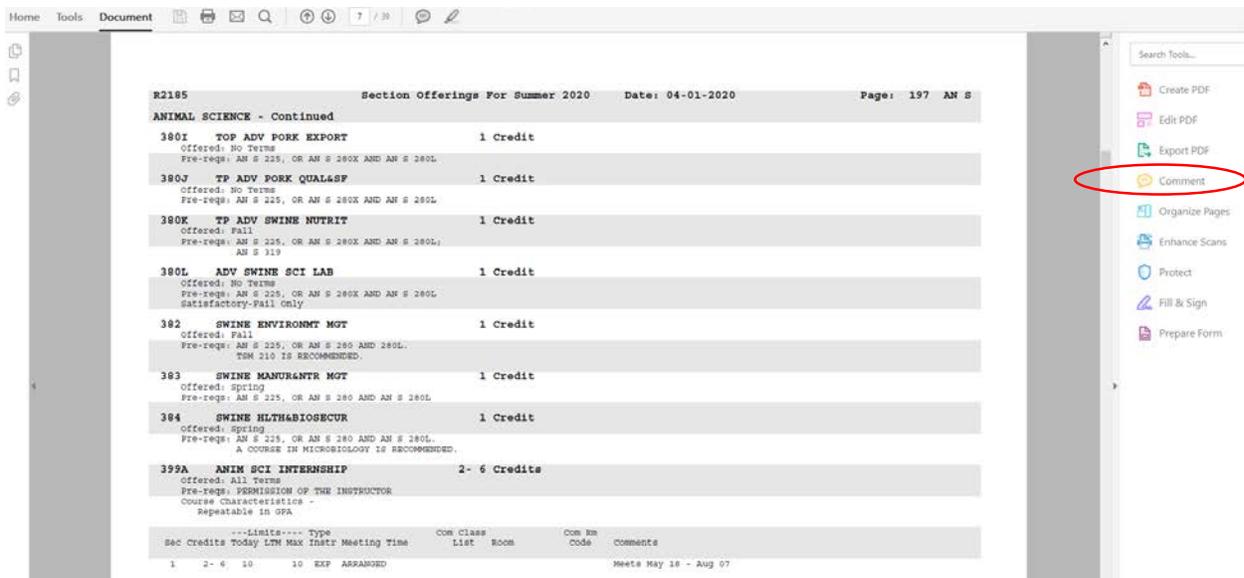
497 - Continued

| Sec | Credits | Today | LTM | Max | Instr | Meeting | Time | Com Class | List | Room | Cum Rm | Code | Comments |
|-----|---------|-------|-----|-----|-------|----------|------|-----------|------|------|--------|------|-----------------------|
| JB | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| JK | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| JO | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| JP | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| JR | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| LB | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| LG | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| MA | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| MC | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| NF | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| NV | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| PJ | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |
| RT | 1-2 | 999 | 999 | 999 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |

Step 8: Go to your Downloads and find the department e-Report. You will want to save it to your working directory and name it for example: S21 AN S graybar (term / year / department).



Step 9: Once the document is open, select the Comment option on the right side menu.



Step 10: Select the Comment icon.

Document viewer interface showing a table of course offerings. The comment icon in the top toolbar is circled in red.

| Sec | Credits | Today | LTM | Max | Instr | Meeting Time | Com | Class | Room | Com | Code | Comments |
|-----|---------|-------|-----|-----|----------|--------------|-----|-------|------|-----|------|-----------------------|
| 1 | 2-6 | 10 | 10 | EXP | ARRANGED | | | | | | | Meets May 18 - Aug 07 |

Step 11: Use the cursor and place the comment icon on the PDF, preferably next to the area you want to update. Once you have determined your placement, enter the information you want to update. Make sure to reference the exact course / section you are referring to when applying updates. Select "POST" comment if your version allows. You can then see your comment when you hover over the comment icon. You can also move the comment icon to any location if necessary.

Document viewer interface showing a comment icon placed on the table. The comment icon is circled in red. The comment text in the right sidebar is also circled in red.

Comment: **haidic74**
AN S 399A will meet from May 19-July 1
6/22/2020 2:46 PM

Step 11: You can also use the highlighter tool (you may choose to use red color) to show courses you would like removed. Once you have highlighted an area, you can leave a comment to further explain the highlighted area.

The screenshot shows a document editor interface. At the top, there is a toolbar with various icons, including a red highlighter tool and a comment icon, both circled in red. Below the toolbar is a table titled "Section Offerings For Summer 2020" with columns for "Sec", "Credits", "Today", "LW", "Max", "Inst", "Meeting", "Time", "Class", "List", "Room", "Code", and "Comments". The table lists several courses, including 380I (TOP ADV PORK EXPORT), 380J (TP ADV PORK QUAL&F), 380K (TP ADV SWINE NUTRIT), 380L (ADV SWINE SCI LAB), 382 (SWINE ENVIRONMT MGT), 383 (SWINE MANUR&NTR MGT), 384 (SWINE HLTH&BIOSECUR), and 399A (ANIM SCI INTERNSHIP). A comment box on the right side of the document shows a comment from "heidic74" with the text "Remove 399A - will not be offered" and a timestamp of "4/29/2020 2:51 PM".

Step 11: When you are done making comments for updates, make sure you **SAVE** the document (and save often). When you are finished with your review / comments, please submit to the Office of the Registrar using CyBox instructions (included on the Tutorials page).