

The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Course Status Job Aid



THE UNIVERSITY *of*
NEW ORLEANS



Course Status

Welcome to the **Course Status** job aid!

Goal To have the skills and knowledge to view and print a courses status

Participate Objectives at the end of this module, you will be able to.....

1. View Course Status
2. Print Course Status

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

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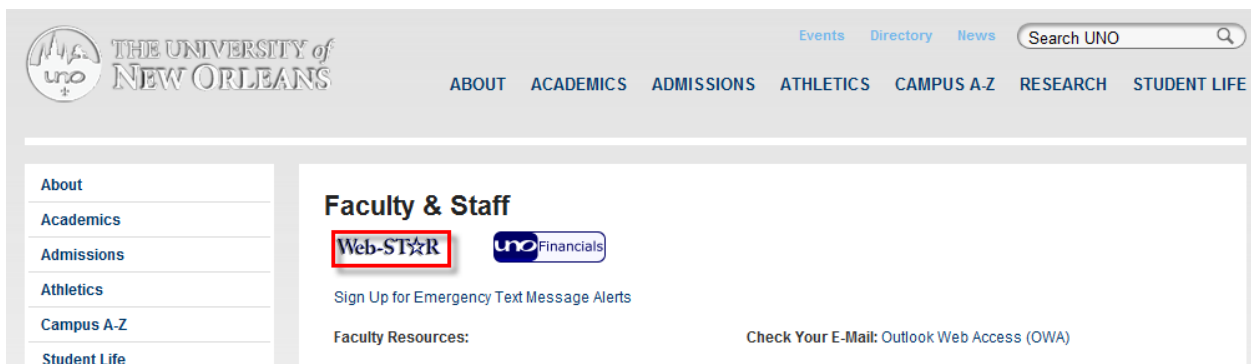
Course Status

Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the  logo.
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Course Status

Step 4. Select the **Faculty/Staff** link.



Step 5. Enter your UNO **username** and **password**. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.

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PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p style="text-align: center;">Set Trace Flags</p>	<p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																								
Dansk	Deutsch																								
Français	Français du Canada																								
Italiano	Magyar																								
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Course Status

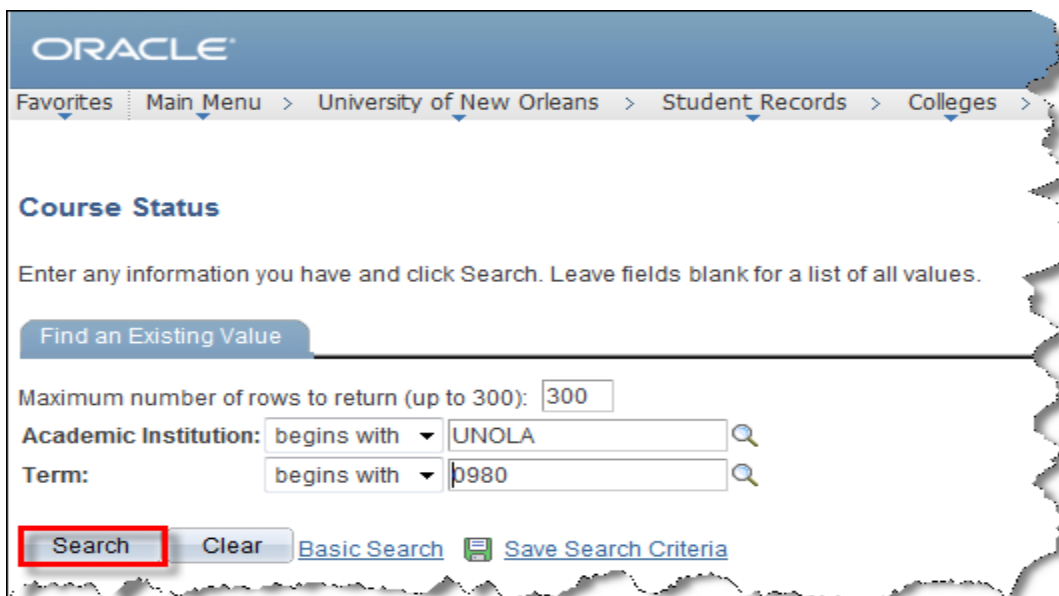
Course Status

The course status page allows you to view details about individual course offerings for a given semester. Information includes capacity, number of students enrolled, meeting time and location.


Step 1.	Navigate to University of New Orleans, Student Records, Colleges, Classes and Rosters, Course Status.
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Step 2.	Enter the Academic Institution and four-digit Term .
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Course Status



Step 3.	Enter the Academic Group (equivalent to college) or Subject (equivalent to department).
Step 4.	Select the  icon.

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Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > Course Status

Course Status

Academic Institution: UNOLA
Term: 0980 2010 Fall

Academic Group
 Subject Psychology 
 Class Section Range - From: to: Show secondary times  [Report Manager](#)

Subject	Cat #	Section	Description	Class Nbr	Enr Stat	Class Status	Enrollment Cap	Total Enrolled	Room Cap	Days	Start Time
1											

Step 5.	Select the View All link to display the complete list.
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Home | Worklist | Add to Favorites | Sign out

Rosters > Course Status

New Window | Help | Customize Page | http

Select View All to view the complete list.

Select the download icon to download the list to an Excel spreadsheet.

Report Manager

Total Enrolled	Room Cap	Days	Start Time	End Time	Building	Room	Session
30		MWF	8:00AM	8:50AM			Regular
34		MWF	10:00AM	10:50AM			Regular
28		TTH	1:30PM	2:45PM			Regular
15		TTH	11:00AM	12:15PM			Regular

Course Status

Step 5. To print a report select the print icon on the course status page.

ORACLE

Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > Course Status

Course Status

Academic Institution: UNOLA
Term: 0980 2010 Fall

Academic Group
 Subject Psychology
 Class Section Range - From: to: Show secondary times

Print icon highlighted with a red box. [Report Manager](#)

	Subject	Cat #	Section	Description	Class Nbr	Enrl Stat	Class Status	Enrollment Cap	Total Enrolled	Room Cap	Days	Start Time
1	PSYC	1000	001	General Psychology	12017	Open	Active	228	30		MWF	8:00AM
2	PSYC	1000	002	General Psychology	12018	Open	Active	228	34		MWF	10:00AM
3	PSYC	1000	003	General Psychology	12019	Open	Active	228	28		TTH	1:30PM
4	PSYC	1009	190	General Psychology Honors	12020	Open	Active	25	15		TTH	11:00AM
5	PSYC	1310	001	General Statistics	12021	Open	Active	30	21		MW	1:30PM

Step 6. To retrieve the report, select the **Report Manager** link.

ORACLE

Favorites | Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > Course Status

Course Status

Academic Institution: UNOLA
Term: 0980 2010 Fall

Academic Group
 Subject Psychology
 Class Section Range - From: to: Show secondary times

[Report Manager](#) highlighted with a red box.

	Subject	Cat #	Section	Description	Class Nbr	Enrl Stat	Class Status	Enrollment Cap	Total Enrolled	Room Cap	Days	Start Time
1	PSYC	1000	001	General Psychology	12017	Open	Active	228	30		MWF	8:00AM
2	PSYC	1000	002	General Psychology	12018	Open	Active	228	34		MWF	10:00AM
3	PSYC	1000	003	General Psychology	12019	Open	Active	228	28		TTH	1:30PM
4	PSYC	1009	190	General Psychology Honors	12020	Open	Active	25	15		TTH	11:00AM
5	PSYC	1310	001	General Statistics	12021	Open	Active	30	21		MW	1:30PM

Course Status

Step 7.	Click the Administration tab.
Step 8.	Select the Course Status Report link.
Step 9.	The report will display in a separate window.

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Favorites Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters >

List Explorer **Administration** Archives

View Reports For

User ID: E2368975 Type: Last 1 Days

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-5 of 5 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3396	1882090	Course Status Report	01/09/2011 6:46:46PM	Acrobat (*.pdf)	Posted	Details

Save a Copy Search Select 106% Sign

Program ID: ZSRRR009 University of New Orleans 01/09/2011 19:47:05
 Term: 0990 - 2010 Fall Start Date: 09/21/2010 Course Status Report
 Session: Regular Academic Session End Date: 12/17/2010 Selected by Subject

Subject Nbr	Sect	Course Title	Days	Start Time	End Time	Bldg	Room Nbr	Enroll Status	Class Status	Room Cap	Enroll Cap &	Total
PSYC 1000	001	General Psychology	MWF	09:00 AM	09:50 AM			Open	Active	0	228	30
PSYC 1000	002	General Psychology	MWF	10:00 AM	10:50 AM			Open	Active	0	228	34
PSYC 1000	003	General Psychology	TTH	01:30 PM	02:45 PM			Open	Active	0	228	28