




# WAIT LIST REPORT

## Wait List Report

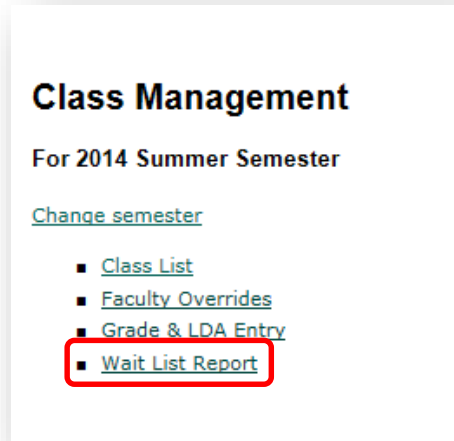
This report provides the ability to search, view, export, and print the count of students on a waitlist for each course that have been set to be Wait Listed by the Waitlist Flag in Web Curriculum.

 **NOTE:** This report is available for faculty members that are instructors of courses in the year/term that is being accessed.

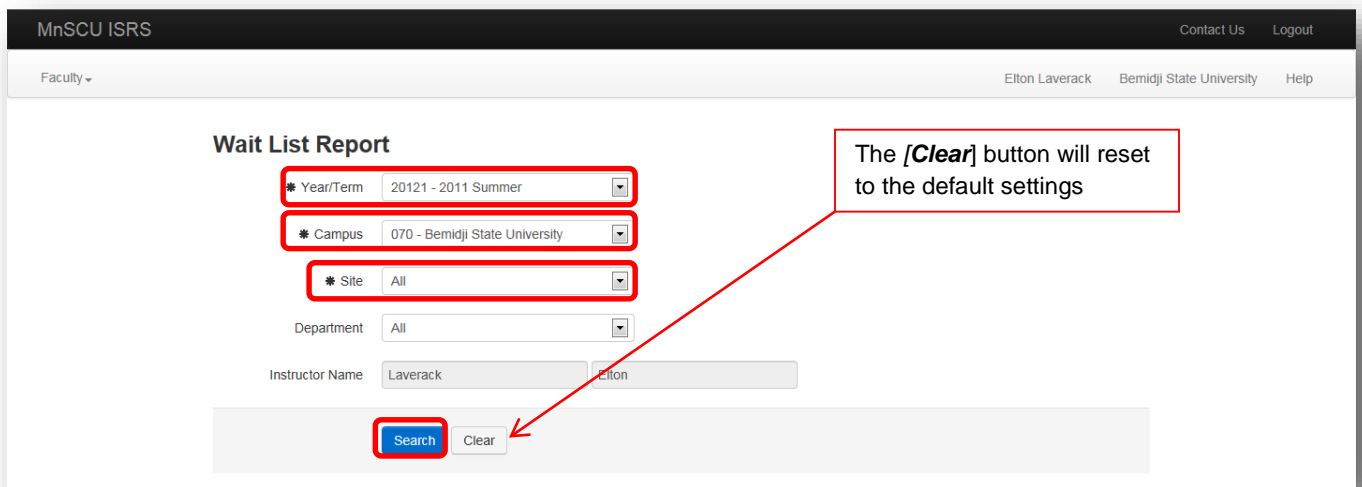
Click on *Class Management* from the left side of the screen.



Then click on the *Wait List Report* link.



After Clicking on the *Wait List Report* Link, the link will access a new application. This will open to the *Wait List Report* screen. The Wait List Report will display. The [\*] field are required field.



Select the *Year/Term* from the drop down box [▼].



\* Year/Term 20121 - 2011 Summer  
20121 - 2011 Summer  
20123 - 2011 Fall  
\* Campus 20125 - 2012 Spring  
20131 - Summer 2012  
\* Site 20133 - 2012 Fall  
20135 - 2013 Spring  
20141 - 2013 Summer  
20143 - 2013 Fall  
Department 20145 - 2014 Spring  
20151 - 2014 Summer Semester  
20153 - 2014 Fall Semester

Validate the *Campus* of the course you would like to select. The default is set to *All*. If it is not the correct *Campus*, click the drop down [▼] and choose the correct campus.

\* Campus 070 - Bemidji State University  
All  
070 - Bemidji State University

Then Validate the *Site*. The default is set to *All*. If a certain *Site* needs to be choose then click on drop down

[▼] and choose the site.

\* Site All  
All  
Department 0070 - BMJ  
ES70 - CFEL  
CRIX - CRI

The *Department* is not a required field. The purpose of this field is to be able search by a department. The default is set to *All*.

The *Instructor Name* will be prepopulated with the faculty name.

Search results will be linked to the Instructor name.



Once Validation and search criteria have been completed, then click on the **[Search]** button.

### Wait List Results

The Wait List Results page will display.



This report provides detail of the *Course ID*, *Subject*, *Course #*, *Section #*, *Title*, *Campus*, *Site*, *Instructor*, *Max Seats* (number of seats available), *# Enrolled* (Number of students currently enrolled), and *# on Wait List* (number of students on a waitlisted course).

Course ID	Subject	Course #	Section #	Title	Campus	Site	Instructor	Max Seats	# Enrolled	# on Wait List
151000	ACCT	1102	90	Principles Of Accounting II	070	ES70	Laverack, Elton	3	4	3
151054	CRJS	3351	90	Criminal Profiling	070	ES70	Laverack, Elton	30	0	0
151055	CRJS	3201	90	Research Methods and Statistics for Criminal Justice	070	ES70	Laverack, Elton	25	0	0
151093	CRJS	3315	90	Criminology and Delinquency	070	ES70	Laverack, Elton	35	0	0
151094	CRJS	3380	90	Community Corrections	070	ES70	Laverack, Elton	30	0	0

5 Total Results

[Export to Excel](#)
[Print](#)

The column header with *# on Wait List* indicates the number of students on the current waitlist. This number while change with additions and drops from the waitlist. If the number is 0, then currently no students are on the wait list.

-  **NOTE:** This report is available for faculty members that are instructors of courses in the year/term that is being accessed.
-  **NOTE:** This report list displays by the student's time stamp when they added themselves to the waitlist. The oldest time stamp first.



To view the students on a wait list for a specific course, click on the blue *Course ID* number link.

This report details the information of the students on the waitlist, which includes *Student ID*, *Student Name* and *email addresses*.

**Wait List Details**

Course ID	Subject	Course #	Section #	Title	Campus	Site	Instructor	Max Seats	# Enrolled	# on Wait List
151000	ACCT	1102	90	Principles Of Accounting II	070	ES70	Laverack, Elton	3	4	3

Student ID	Student Name	Email Address
00115216	Kaycee Johnsonbaugh	Kaycee.Jonsonbaugh@bemtest.edu, MinnieMouse@xtecttext.com
00019978	Riley Johnsonlee	Johnsonlee.Riley@Bemtest.edu, mickeymouse@xtext.com
00051457	Sherlene Johnson	Sherlene.johnson@bemtest.edu, Donald.duck@xtexttest.com

3 Total Results

[Export to Excel](#) [Print](#)

*Note: A red box highlights the student details table, and a red callout box points to the '3 Total Results' text, stating: 'The count of Students on the Waitlist for this course'.*

A list of students will be display on the current Wait list. The emails addresses will display their Institution (type T) email address and/or their Personal Address (type P).

The *Export to Excel* button will allow the information (data) to be exported to an excel document.

Click on the [**Export to Excel**] button.

Depending on the browser, a popup will display. (This is an example of IE browser)

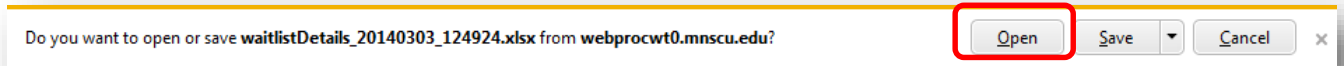
3 Total Results

[Export to Excel](#) [Print](#)



Depending on the browser, a popup will display. (This is an example of IE browser)

Click on the **[Open]** button.



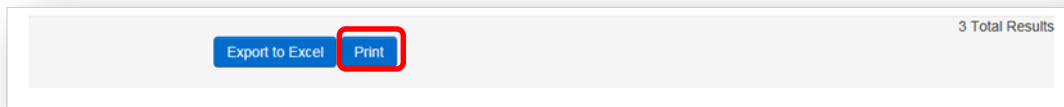
The system will then open excel and populate the information from the export.

Course ID	Subject	Course #	Section #	Title	Campus	Site	Instructor	Max Seats	# Enrolled	# on Wait List
151000	ACCT	1102	90	Principles 070	ES70	Laverack,		3	4	3
Student IC Student N Email Address										
00051457	Sherlene	Sherlene.Johnson@bemtest.edu,	Donald.duck@xtecttext.com							
00019978	Riley John	Riley@bemtest.edu,	mickeymouse@xtect.com							
00115216	Kaycee Jo	Kaycee.Jonsonbaugh@bemtest.edu,	MinnieMouse@xtecttext.com							

Save and/or *close* from Excel to return to the Waitlist Report.

### View and Print

The *Print* button allows you to view the list without a scroll bar and print from the browser. Click on the **[Print]** button.



The *Print* button will bring up a browser page. To print this page, use the Browser's Print option. The print options will vary by browser.



**Wait List Results**

Course ID	Subject Course #	Section #	Title	Campus	Site	Instructor	Max Seats	# Enrolled	# on Wait List
151000	ACCT 1102	90	Principles Of Accounting II 070	ES70	Laverack, Elton	3	4	3	

Student ID	Student Name	Email Address
00115216	Kaycee Johnsonbaugh	Kaycee.Jonsonbaugh@bemtest.edu, MinnieMouse@xtecttext.com
00019978	Riley Johnsonlee	Johnsonlee.Riley@Bemtest.edu, mickeymouse@xtext.com
00051457	Sherlene Johnson	Sherlene.johnson@bemtest.edu, Donald.duck@xtexttest.com

3 Total Results

Click on the Browser Back button to return to the Wait List report.

### Return to e-Services

To return to e-Services, click on the Faculty drop down [▼]

MnSCU ISRS Contact Us Logout

**Faculty** Elton Laverack Bemidji State University Help

**Wait List Report**

\* Year/Term: 20121 - 2011 Summer

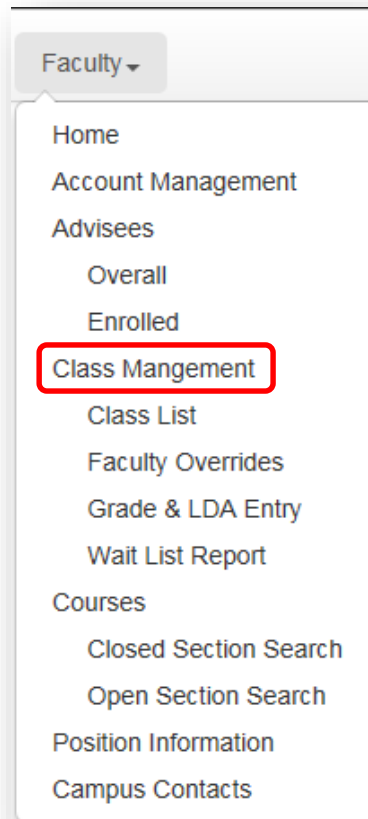
\* Campus: 070 - Bemidji State University

\* Site: All

Department: All

Instructor Name: Laverack Elton

Lists of links are available to return to e-Services.



Click on the link *Class Mangement* to return to the Class Management e-Services page or to remain on the site just click the browser back arrow.