

# 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.

Employee e-Services
Home
Account Management
Advisees
Class Management
Class List
Faculty Overrides
Grade & LDA Entry
Wait List Report
Courses
Position Information
Contact Us
Campus Links
BSU Bookstore Booklist
Return to MyBSU Portal
Faculty/Staff Directory
Class Schedule
Registration Help

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.

Wait List Report		The <b>[Clear</b> ] button will reset	]
* Year/Term 20121 - 2011 Summer		to the default settings	
* Campus 070 - Bemidji State Univer	sity 💽		-
* Site All			
Department All			
Instructor Name Laverack	Elton		
Search Clear			

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
	20133 - 2012 Fall
Site	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

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

[I] and choose the site.



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).

ourse	Subject	Course #	Section #	Title	Campus	Site	Instructor	Max Seats	# Enrolled	Wait List
51000	ACCT	1102	90	Principles Of Accounting II	070	ES70	Laverack, Elton	3	4	3
51054	CRJS	3351	90	Criminal Profiling	070	ES70	Laverack, Elton	30	0	0
51055	CRJS	3201	90	Research Methods and Statistics for Criminal Justice	070	ES70	Laverack, Elton	25	0	0
51093	CRJS	3315	90	Criminology and Delinquency	070	ES70	Laverack, Elton	35		0
51094	CRJS	3380	90	Community Corrections	070	ES70	Laverack, Elton	30		0
		_							5 T	otal Result

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*.

Course ID	Subject	Course #	Section #	Title	Campus	Site	Instructor	Max Seat	s # Enro	lled Wait List
151000	ACCT	1102	90	Principles Of Accounting II	070	ES70	Laverack, Elton	3	4	3
Student ID	St	udent Name		Email Address						The count of Students on t
00115216	Ka	ycee Johnso	nbaugh	Kaycee.Jonsonbaug	h@bemtest.	edu, Min	nieMouse@xtectte	xt.com		Waitlist for th
00019978	Ril	ey Johnsonle	ee	Johnsonlee.Riley@B	emtest.edu,	mickeyr	nouse@xtext.com			000100
00051457	Sh	erlene Johns	son	Sherlene.johnson@b	emtest.edu,	Donald.	duck@xtexttest.co	m		
										3 Total Results

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)

Export to Excel Print	3 Total Results

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

Click on the [Open] button.

Do you want to open or save waitlistDetails_20140303_124924.xlsx from webprocwt0.mnscu.edu?	<u>O</u> pen	<u>S</u> ave <b>•</b>	<u>C</u> ancel	×

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

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Fil	e Ho	me Ins	ert Page	Layout	Formulas	Data	Review	View Ac	robat												~ (?		3
Û	Protected	View This	s file originat	ed from an Ir	nternet locat	ion and mig	iht be unsa	fe. Click for mo	re details.	Enable E	diting											>	
	A1		• (*	$f_{x}$																			~
	А	В	С	D	E	F	G	н	1	J	K	L	M	N	0	Р	Q	R	S	Т	U	V	Ē
1																							
2	Course ID	Subject	Course #	Section #	Title	Campus	Site	Instructor	Max Sea	ts#Enrolle	d # on Wait	t List											
3 1	151000	ACCT	1102	90	Principle	s 070	ES70	Laverack,		3 4	1 3	3											
4																							
5 5	Student I	Student M	N Email Ad	dress																			
6 0	00051457	Sherlene	.Sherlene	.johnson@	bemtest.e	du, Donal	d.duck@	<pre>ktexttest.con</pre>	n														
7 0	0019978	<b>Riley Joh</b>	n Johnsonl	ee.Riley@B	Bemtest.e	du, micke	ymouse@	xtext.com															
8 0	00115216	Kaycee Jo	o Kaycee.Jo	onsonbaug	h@bemte	st.edu, Mi	nnieMou	se@xtecttex	t.com														
9																							18

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.

Export to Excel Print	3 Total Results

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	Result	s								
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	Stud	lent Name	е	Email A	ddress					
00115216	Kaycee	Johnsonba	augh Kayc	ee.Jonsonbaugh@bemtest.ee	du, Minnie	Mous	e@xtecttext.com	1		
00019978	Riley Jo	hnsonlee	Johns	onlee.Riley@Bemtest.edu, n	nickeymou	use@xt	text.com			
00051457	Sherlen	e Johnson	Sherle	ene.johnson@bemtest.edu, I	Donald.du	ck@xt	exttest.com			
2 T-+-1 D	lte			_		-				

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 [

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			LIGH LAVEIACK	Demicy State Oniversity
Wait List Report				
* Year/Term 2	20121 - 2011 Summer			
* Campus	070 - Bemidji State University			
* Site	All			
Department	All			
Instructor Name	averack	Elton		
	Search Clear			
Instructor Name	averack Search Clear	Eiton		

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



Faculty -
Home
Account Management
Advisees
Overall
Enrolled
Class Mangement
Class List
Faculty Overrides
Grade & LDA Entry
Wait List Report
Courses
Closed Section Search
Open Section Search
Position Information
Campus Contacts

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