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Proofing the Class Schedule for an Upcoming Semester (aka – the Class Schedule Proofing Report - CROA)

This Colleague CROA report allows you to obtain access to class schedule for an upcoming semester before it is released to the rest of the campus community and the public. Its intended use is for department chairs and/or their designees to review the schedule during the proofing process.

This report can only be run by Bellarmine faculty or staff members and only from an on-campus (or VPN) location. Using Internet Explorer (or Edge) is recommended.

1. From a Bellarmine network computer (on campus or over VPN), go to **one.bellarmino.edu**, click the “**One Login**” button in the upper right hand corner of the page and login using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard** page.
2. In the far upper left corner on your Dashboard page is the ≡ **Menu** (aka the hamburger menu). Hover over it to reveal the list of Info Sites. Click Academics > Registrar > Restricted to get to the Reports Page.
3. Once on the Restricted page, choose the **Class Schedule Proofing Report (CROA)** by clicking it. If prompted for your credentials, enter your network username and password.
4. This report is set to default to the upcoming semester. The results will display on your screen. Below is a screenshot showing an example of the report. Note the four items circled in red in the screenshot:
 - a. To export the report click the export icon pulldown found on the toolbar near the top left. It looks like this. 
 - b. The arrows to the left of the courses allow you to collapse – if you only want to see graduate level courses, just click the arrow next to Undergraduate Courses to collapse them. Click it again to expand them.
 - c. The two different sets of arrows in the bottom right of the screen allow you to scroll page by page or directly to the end of the report.

Web Intelligence

Input Controls

Map Reset

There are no input controls defined on this report. To define a new one, switch document in Design mode.

Export Document As
Export Current Report As
Export Data to CSV ...

PDF
Excel 2007
Excel
CSV Archive
Text

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Summer 2017 Semester Class Offerings

Note: Textbook information can be found by clicking on the link under "Required Materials."

Undergraduate Courses

Course No. / Section	Title	Credit Hours	Status	Max Cap	Seats Avail	Instructor	Est Fee	Required Materials	Summ Sess
	Instructional Method	Dates				Location	Times	Notes	
ACCT-101-01	Prin of Financial Accounting	3	Open	30	30	Richardson, K		Book Link	SU4
	Lecture	6/05/2017 - 8/08/2017				CNH 075	MTWTh 10:00-11:15 AM		
ACCT-102-01	Prin of Managerial Accounting	3	Open	25	25	Selvy, P		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017				MIL 125	TTh 9:00-11:00 AM		
ACCT-211-01	Financial Accounting I	3	Open	25	25	Richardson, K		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017				CNH 075	MW 12:00-2:00 PM		
ACCT-313-01	Financial Accounting III	3	Open	25	25	Richardson, K		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017				CNH 075	TTh 12:00-2:00 PM		
ACCT-317-01	Taxation I	3	Open	25	25	Harper, A		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017				MIL 125	TTh 6:00-8:00 PM		
ACCT-414-01	Financial Accounting IV	3	Open	25	25	Collins, D		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017				CNH 105	MW 6:00-8:00 PM		

Last refreshed on 12/5/10 at 3:22 PM

Page 1 of 33

Section List

Section List

Track changes: Off

Page 1 of 1+

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2 minutes ago

Questions? Contact the Registrar's Office at registrar@bellarmine.edu