

Using UM Reports “Course Guide Usage Class Detail” report to track participation and send e-mail reminders

1. Go to <http://umreports.umn.edu> and log in.
2. Search for “Course Guide” to see this screen. Then choose the “Course Guide Usage Class Detail” report.

The screenshot shows the 'UM Reports' interface. At the top, it says 'UNIVERSITY OF MINNESOTA' and 'Logged in as: Kasi L. Williamson'. The 'Report Search' section has a search box containing 'course guide' and a 'Search' button. Below this, there are filters for 'Category' and 'SubCategory', both set to '<All Categories>'. A table of search results is displayed with the following columns: 'Report Name and Description', 'Category', and 'Sub-Category'. Two reports are listed:

Report Name and Description	Category	Sub-Category
<input type="checkbox"/> Course Guide Usage Campus Summary Gives a count of all classes eligible for Course Guide information entry, a count of classes that have published Course Guide information and provides a Course Guide usage percentage by college/academic group for the selected campus.	Student & Instruction	Enrollment/Course Reports
<input checked="" type="checkbox"/> Course Guide Usage Class Detail Lists all classes eligible for Course Guide information entry for the selected department and indicates which classes have published Course Guide information and when it was last updated and provides a Course Guide usage percentage by subject. You can drill through on an individual class to see the published Course Guide information.	Student & Instruction	Enrollment/Course Reports

A blue arrow points to the 'Course Guide Usage Class Detail' report. There is also an 'Include' button at the bottom left of the table.

3. Select your campus, then your college, then your department.
Note: In this handout, I've obscured all department-specific information with maroon boxes.

The three screenshots show the step-by-step selection process:

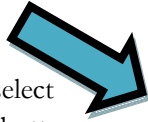
- Prompt Selection for Course Guide Usage Class Detail Report**
Spr 2008
Click on a Institution below:
[University of Minnesota, Duluth](#)
[University of Minnesota, Morris](#)
[University of Minnesota, Twin Cities](#)
- Prompt Selection for Course Guide Usage Class Detail Report**
Spr 2008 → UMNTC
Select a College / Academic Group below:
TCLA - Liberal Arts, College of
[Submit] [Reset]
- Prompt Selection for Course Guide Usage Class Detail Report**
Spr 2008 → UMNTC → TCLA
Select a Department below:
[Redacted Department Name]
[Submit] [Reset]

4. In the report, you'll see: the courses in your department; if there is Course Guide information published for that course (yes or no); when it was last updated; if the course is set as a “STAFF” course in the Course Guide; and the primary instructor’s name and e-mail address. *At the bottom of the report, you'll see your department's total percentage participation.*
5. Skip to step 8 if you want to remind all of the primary instructors in your department to add new OR review existing Course Guide descriptions.

Continue with step 6 to e-mail ONLY those instructors whose courses have no Course Guide information.

Continued on next page...

6. In the “Crse Gd Info Published” filter box, select No and hit the submit button.



Prompt Path: Term → Institution → College / Academic Group → Department

Course Guide Usage Class Detail

Report Run Date: Friday, 2/8/2008
Data as of: 2/7/2008

Report By: Term
Crse Gd Info Subject Published Course Level Class Component

All No Yes All SOC All 1000 3000 4000 5000 All Lecture Lecture Workaround Practicum Seminar

Submit

Class	Title	Class Component	Crse Gd Info Published	Last Updated	Pending	Staff Status	Override Staff	Instructor	Email
		Lecture	Yes	1/16/2005					
		Lecture	Yes	10/30/2007					
		Lecture	Yes	10/23/2007			Yes		
		Lecture	Yes	11/10/2007					
		Lecture	Yes	11/8/2007					
		Lecture	Yes	11/6/2007					
		Lecture	Yes	1/17/2008					
		Lecture	Yes	9/4/2007					
		Lecture	Yes	10/31/2007					
		Lecture	Yes	10/30/2007					
		Lecture	Yes	11/8/2007					
		Lecture	Yes	11/7/2007					
		Lecture	Yes	11/7/2007					
		Lecture	Yes	11/4/2007					
		Lecture	Yes	10/12/2007					
		Lecture	Yes	10/23/2007					
		Lecture	Yes	9/4/2007					
		Lecture	Yes	1/28/2008					
		Lecture	Yes	10/30/2007					
		Lecture	Yes	1/16/2007					
		Lecture	Yes	10/23/2007					
		Lecture	Yes	10/19/2007					
		Lecture	No						
		Lecture	Yes	9/4/2007					

7. The report will now list only those classes that do not have published Course Guide information.

Prompt Path: Term → Institution → College / Academic Group → Department

Course Guide Usage Class Detail

Report Run Date: Friday, 2/8/2008
Data as of: 2/7/2008

Report By: Term
Crse Gd Info Subject Published Course Level Class Component

All No Yes All SOC All 1000 3000 4000 5000 All Lecture Lecture Workaround Practicum Seminar

Submit

Class	Title	Class Component	Crse Gd Info Published	Last Updated	Pending	Staff Status	Override Staff	Instructor	Email
		Lecture	No						
		Seminar	No						
		Seminar	No						
		Lecture Workaround	No						
		Lecture Workaround	No						
		Lecture	No						
		Practicum	No						

Subjects: [redacted] Total Classes: 7 Classes w/Course Guide Entry: 0 Course Guide Usage: 0

[Email All Instructors](#)

8. Click on the “Email All Instructors” link at the bottom of the page. This will open another window displaying the distinct email addresses of the primary instructors of the classes in this list. Copy the email addresses and use to send out a reminder message encouraging instructors to submit Course Guide descriptions.

For more information on ways to use this UM Report, click on the “help” link on the top right-hand corner of the page.

This document was created by Academic Support Resources, with information from the UM Reports help document. For Course Guide user support, contact the Student Records Training Team at 612-625-2803 or srhelp@umn.edu. For UM Reports user support, contact IMS at reports@umn.edu.