Reporting Capabilities in CBAS

CBAS houses two sets of reporting capabilities:

·   **Schedule Change Pages:** One set of reporting tools is located on your Schedule Change Requests page for the Initiator role and the Schedule Change Review page for Chair and Dean roles.

·   **Reporting Tab:** Another set of reports appears within the **Reporting** tab which is one of the tabs at the top of the CBAS pages. The tabs follow you through all of your actions in CBAS making the Reporting tab accessible to you from anywhere in the system.

Let's take a closer look at both sets!

The Schedule Change Requests page (Initiators) or your Schedule Change Review page (Chairs and Deans)

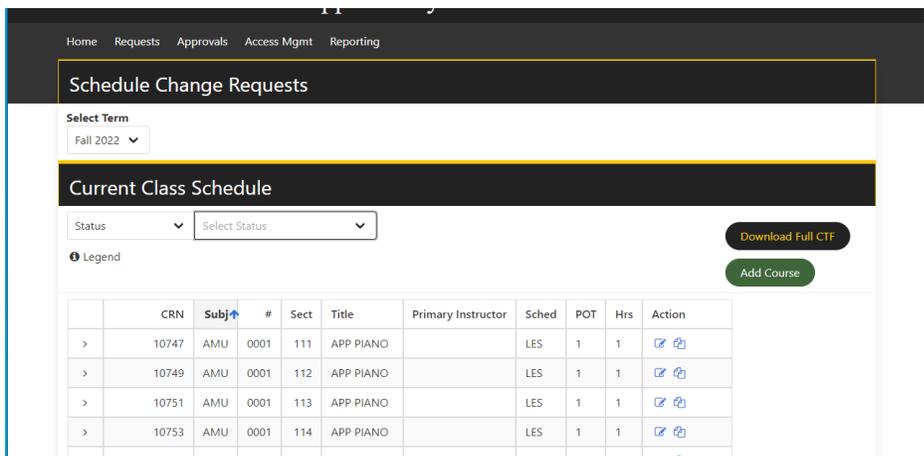**Want to know where each course is in the approval process?**

Select the term you want to sort.

Select a field by clicking the drop-down arrow next to Select a Field, the box under Current Class Schedule.

Select Status.

In the box immediately to the right of the Status Box, click on the down arrow to reveal the possible approval stages of your courses:

> Open Add/Change Requests
>
> Sent for Approvals
>
> Chair Approved
>
> Chair/Dean Approved
>
> No Active Requests (Initiators Only)

Want to know which courses have not been touched for edits?

Initiators, select the No Active Requests option to view the list of courses not edited for that term.

With the same feature, you can also sort by:

CRN

Subject

Course #

Section #

Title

Primary Instructor

Subject Code

Want the Full CTF with what currently appears in Banner and the changes requested to your courses in CBAS?

You can access the full CTF from the black button located at the top right of your Schedule Change Requests/Schedule Change Review page.

The Full CTF Report will provide you with three sets of information:

- · Courses as they currently appear in Banner, columns A through Q
- · Requested changes made to your courses in CBAS, columns R through AL
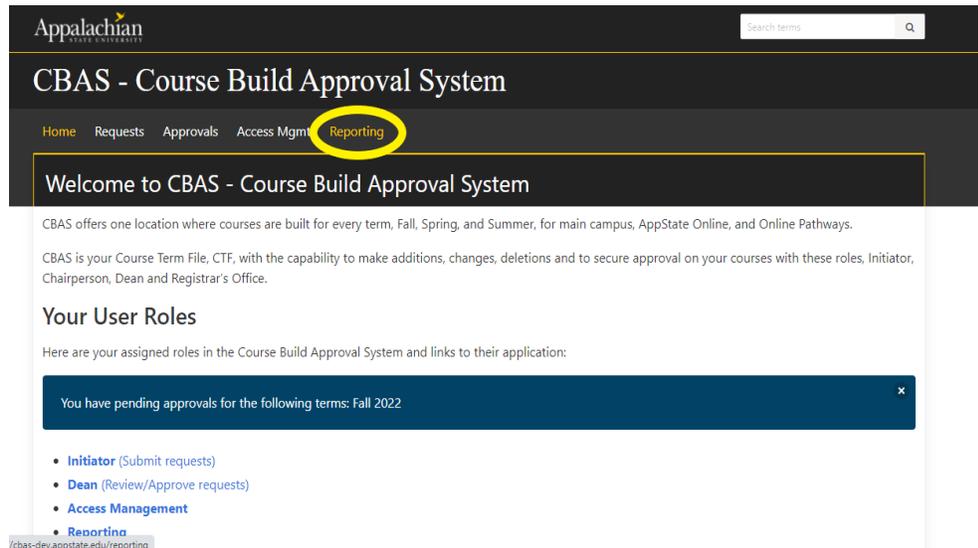- · The course approval status and details, columns AM through AU

The Reporting Tab

In the Reporting tab you will find:
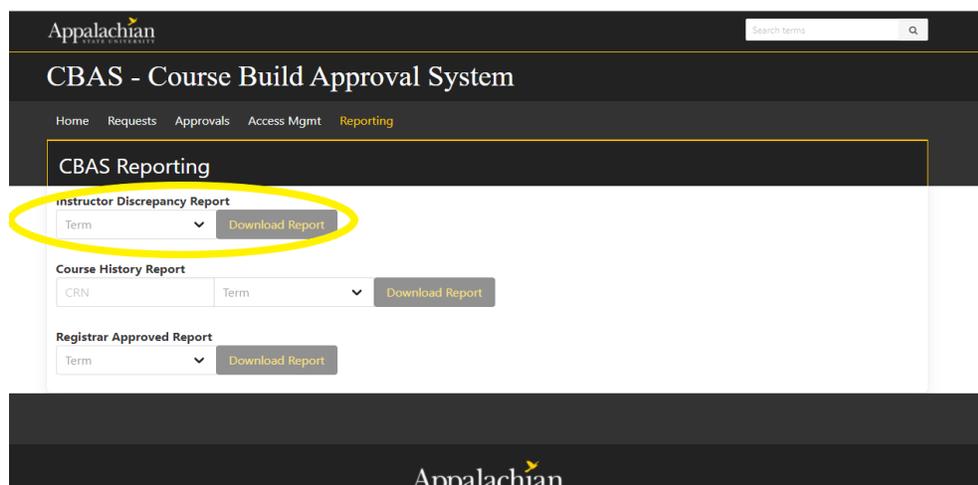
Instructor Discrepancy report

Course History report

Registrar Approved report

Instructor Discrepancy Report:

Want to take a peek into mismatches with instructors in CBAS and in Banner?


Access the Instructor Discrepancy report and indicate the term you wish to check. If all instructors match in CBAS to Banner, your report will be empty. If there are instructor changes

pending in CBAS, those courses and the instructor details will be shared with you in this report in the edit lines.

Course History Report:

Want to see what changes were made to a course as it made its way through the approval process in CBAS?
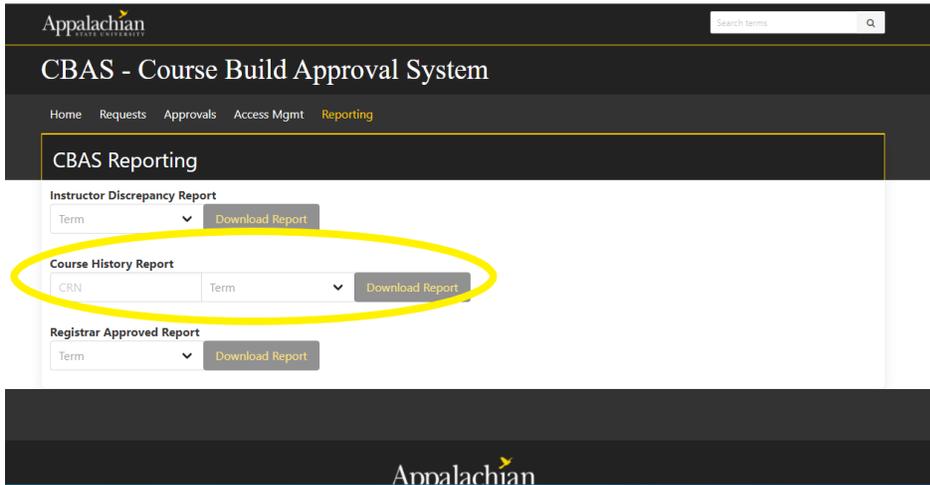
Utilize this report to see each change at each step of the approval process, who made changes, and the comments. The report includes what currently appears in Banner.

Registrar Approved Report:

Want to see the courses moved through the approval process, processed by Infoserv and built according to CBAS details in Banner?
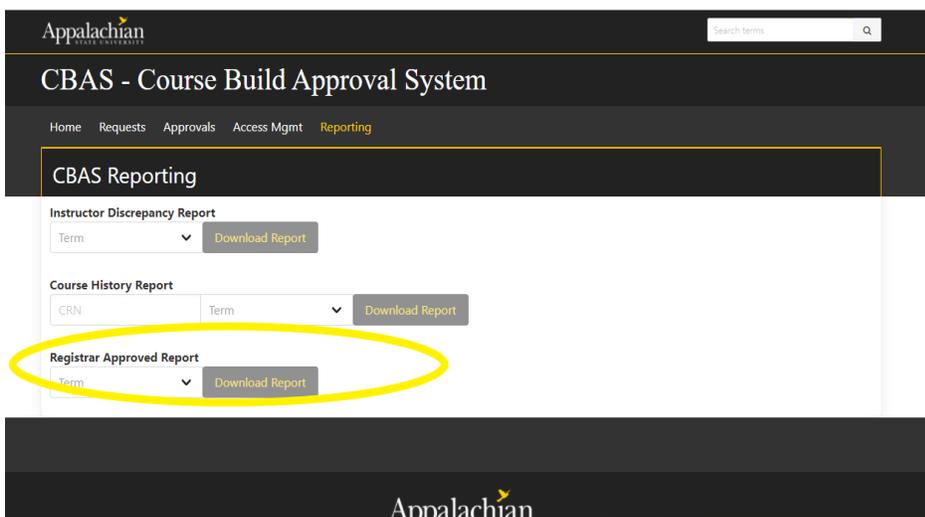
It can be helpful to know if a course you submitted for approval has been managed by Infoserv. This report can help. Run the report by term.

Remember, courses that did not warrant any edits will not appear on this list since they did not go through the approval process)

If you have any questions or need further assistance, email regteam@appstate.edu or dial extension 6818.