

Schedule of Classes Extract

Pulling Batch Report

Extract Class Section Data: This extracts information for Class Section Information for your department. (i.e.: enrollment, instructors... etc.)

Step 1: Go to CatWeb <http://catsweb.txstate.edu/catsweb/index.htm>

Step 2: Business Menu and Log in

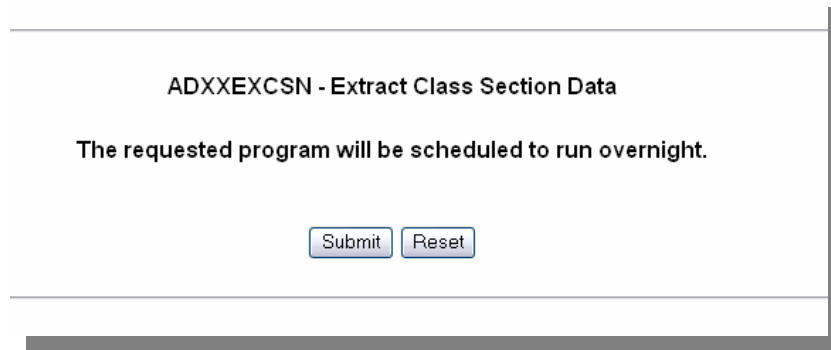
Step 3: Select Batch Reports link

Step 4: Click on Extract Class Section Data link

Step 5: Enter the Semester for which you wish to pull SOC information. (Spring 2007 enter 200705)

Step 6: Click on **Submit**.

The program will return another screen as follows:



ADXXEXCSN - Extract Class Section Data

The requested program will be scheduled to run overnight.

Step 7: Click on **Submit** again. The program will return the message.

“The request has been submitted through the batch scheduling system.”

Remember you must repeat these steps for each semester you want to pull.

The report will be e-mailed to you **overnight** in a .txt file.

Save the file to your computer desktop or designated folder.

See the following page for instructions on converting file to Excel format.

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Converting Report to Excel

You can then import it into EXCEL as follows:

1. Open EXCEL
2. Click on “File”
3. Click on “Open”
4. At the bottom of the open screen, you will see “Files of Type” [All Microsoft Excel Files]
5. Change the “Files of Type” to [Text Files]
6. Find your file on the desktop to open. (Class Extract....)
7. EXCEL will open up the TEXT IMPORT WIZARD
8. The “Delimited” radial Button should be marked
9. click on “Next >”
10. The “Tab” should be checked.
11. Click on “Finish”
12. The file is now imported.
13. Click on the #“1” to highlight the 1st row.
14. Click on the **Bold Button (B)** above the spreadsheet to **bold the line**.
15. Click on the top left most square above the “1” and to the left of the “A”. This will highlight the whole spreadsheet.
16. Position the mouse pointer on the **vertical line** between the A and B column header so that the pointer displays 2 arrows pointing in two directions. **Double click** while on that line to open up all the columns to the width of the widest cell in the column.
17. Click on the “2” on the second row. This should highlight the 2nd row. Then click on the word “**Window**” at the very top then click on “Freeze Panes”. You will now have a permanent heading line as you scroll up and down your spreadsheet updating your schedule of classes.
18. Click on “**File**” at the top of the page then down to “Save as” and choose a name that you like then make sure that the line below “Save as type” is **Microsoft Excel Document**.