


Instructions for finding and running class schedule queries

1. Start by navigating to the Query Viewer page on myPugetSound using the link under Faculty Chairs

Faculty Dashboard	Welcome, Alyce DeMarais 	
Teaching ∨	Upcoming Events	Faculty Announcements
Advising ∨	AUG 18 Dining Services opens	New improved important thing to announce
HR - Self Service ∨	AUG 18 New student orientation check-in	Introducing a placeholder announcement so we can see what the layout looks like with an announcement in the announcement box. There should be some text but not too much. There might be a dot in the read more section.
Financials ∨	AUG 18 Residential Facilities Open for New Students	Read more
Faculty Chairs ∧	AUG 18 Convocation	
View Students in Academic Org	AUG 21-23 Puget Sound Baseball Middle School Camp	
Advisor Availability by Org	AUG 21 Solar Eclipse	
Resources for Chairs	AUG 21 Summer Term A grades due	
Professional Development	AUG 25 Residential Facilities Open for Continuing Students	
Query Viewer	AUG 28 Classes Begin	
Campus Information & Resources ∨	AUG 28 Add/Drop and audit registration begins	
Campus Operations ∨	Academic Calendar More Events	
My Account ∨		

- On the Query Viewer page, follow the steps indicated in the screenshot below. The main query of interest is likely to be UP_SR_ENROLLMENT_REPORT_SUBJ. Other queries that may be of interest to you, as chair, are listed at the end of this document.

Note: Queries are named using a specific convention: UP = University of Puget Sound (to distinguish, for example, from queries included with PeopleSoft labeled with PS); SR = Student Records (as opposed to, for example, AA = Academic Advising).

Follow the steps in the screenshot below to find this query and add it to your "My Favorite Queries". You will only need to do these steps once. When you next come to Query Viewer, any queries you've added using these steps will be listed.

Note: while the "framing" at the top of the page and the colors may be a bit different in these screenshots, the steps to get started are the same.

The screenshot shows the University of Puget Sound Query Viewer interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Reporting Tools > Query > Query Viewer'. A 'Help' icon is visible in the top right corner.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values. 1. Enter this text in the search box.

*Search By begins with UP_SR_ENROLLMENT_REPORT

[Advanced Search](#)

2. Click the "Search" button to bring up the results shown below.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
UP_SR_ENROLLMENT_REPORT	Enrollment Report by term	Public		HTML	Excel	XML	Schedule	Favorite
UP_SR_ENROLLMENT_REPORT_ID	Enrollment Report w Crse ID	Public		HTML	Excel	XML	Schedule	Favorite
UP_SR_ENROLLMENT_REPORT_SUBJ	Enrollment Report by subject	Public		HTML	Excel	XML	Schedule	Favorite

4. (Optional) Click "Favorites" in this line for a query that shows the entire term schedule.

3. Click "Favorites" in this line to add this query to a favorites list.

3. To start a query, click the “HTML” button in the relevant line as indicated in the screenshot below. This will open a new tab or window. You might need to override your browser’s pop-up blocker for this.

UNIVERSITY of PUGET SOUND

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Help

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By** Query Name begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
UP_SR_ENROLLMENT_REPORT	Enrollment Report by term	Public		HTML	Excel	XML	Schedule	Favorite
UP_SR_ENROLLMENT_REPORT_SUBJ	Enrollment Report by subject	Public		HTML	Excel	XML	Schedule	Favorite

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
UP_SR_ENROLLMENT_REPORT	Enrollment Report by term	Public		HTML	Excel	XML	Schedule	<input type="button" value="-"/>
UP_SR_ENROLLMENT_REPORT_SUBJ	Enrollment Report by subject	Public		HTML	Excel	XML	Schedule	<input type="button" value="-"/>

Click "HTML" for the relevant query. This will open a new window or tab. You might need to override your browser's pop-up blocker.

- To run the UP_SR_ENROLLMENT_REPORT_SUBJ query, you will need to enter a term code and a subject code. Results can be downloaded to Excel.

UP_SR_ENROLLMENT_REPORT_SUBJ - Enrollment Report by subject

Term: 1. Enter 4-digit term code (or look up using magnifying glass icon).
 Subject: 2. Enter subject code.
 3. Click "View Results" button.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (23 kb)

[View All](#)

First Last

	Dept	Course	Sect	Title	Comp	Limit	Enroll	Wait	Session	Comb Sect	Units	Core	Meetings	Instructors	Notes	Fees	Grading	Activity
1	HIST	101	A	Rise of European Civilization	LEC	28	0	0	FUL		1.00	HM	10:00AM - 10:50AM MoWeFr WY-307	Katherine Smith		N	GRD	
2	HIST	200	A	Doing History	LEC	19	0	0	FUL		1.00		9:00AM - 9:50AM MoWeFr WY-306	William Breitenbach		N	GRD	
3	HIST	242	A	China and the World	LEC	23	0	0	FUL		1.00			Elisabeth Benard		N	GRD	
4	HIST	248	A	History of Japan: 1600-Present	LEC	28	0	0	FUL		1.00	HM	11:00AM - 11:50AM MoWeFr WY-301	Jennifer Wilson		N	GRD	
5	HIST	281	A	Modern Latin America	LEC	28	0	0	FUL		1.00	HM	2:00PM - 3:20PM MoWe WY-109	John Lear		N	GRD	
6	HIST	291	A	Modern Africa	LEC	28	0	0	FUL		1.00	HM	12:00PM - 12:50PM MoWeFr WY-307	Poppy Fry		N	GRD	
7	HIST	316	A	The British Empire	LEC	19	0	0	FUL		1.00		12:30PM - 1:50PM TuTh WY-305	Poppy Fry		N	GRD	
8	HIST	322	A	The Cold War in Europe	LEC	19	0	0	FUL		1.00		11:00AM - 11:50AM MoWeFr WY-306	Benjamin Tromly		N	GRD	
9	HIST	343	A	Law/Society/Justice in China	LEC	19	0	0	FUL		1.00		1:00PM - 1:50PM MoWeFr WY-304	Jennifer Wilson		N	GRD	
10	HIST	349	A	Women of East Asia	LEC	19	0	0	FUL		1.00		9:00AM - 9:50AM MoWeFr WY-305	Jennifer Wilson		N	GRD	
11	HIST	351	A	Early American Biography	LEC	19	0	0	FUL		1.00		9:30AM - 10:50AM TuTh WY-306	William Breitenbach		N	GRD	
12	HIST	353	A	Abraham Lincoln & Civil War	LEC	19	0	0	FUL		1.00		12:00PM - 12:50PM MoWeFr WY-301	William Breitenbach		N	GRD	
13	HIST	363	A	Americans, Catastrophe, Cultur	LEC	19	0	0	FUL		1.00		2:00PM - 3:20PM TuTh WY-204	Nancy Bristow	8 seats reserved for History majors.	N	GRD	
14	HIST	393	A	Christianity in Africa	LEC	19	0	0	FUL		1.00		9:30AM - 10:50AM TuTh WY-206	Poppy Fry		N	GRD	
15	HIST	399	A	Special Topics in History	LEC	19	0	0	FUL		1.00		5:00PM - 7:50PM We WY-304	Nancy Bristow		N	GRD	
16	HIST	400	A	Rsrch Sem: Historical Method	LEC	10	0	0	FUL		1.00		11:00AM - 12:20PM TuTh WY-301	Douglas Sackman		N	GRD	
17	HIST	400	B	Rsrch Sem: Historical Method	LEC	10	0	0	FUL		1.00		3:30PM - 4:50PM TuTh WY-304	John Lear		N	GRD	

3a. Here is a list of recent past and upcoming term codes, which you can enter in the Term Code box (you can also use the magnifying glass:

2204	2020 Spring	2020 Spr
2198	2019 Fall	2019 Fall
2196	2019 Summer	2019 Sum
2194	2019 Spring	2019 Spr
2188	2018 Fall	2018 Fall
2186	2018 Summer	2018 Sum
2184	2018 Spring	2018 Spr
2178	2017 Fall	2017 Fall

Below is a list of queries that might be useful to you as chair:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

▼ **My Favorite Queries** Personalize | Find | | First 1-5 of 5 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UP_SR_ENROLLMENT_REPORT	Enrollment Report by term	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="−"/>
UP_SR_ENROLLMENT_REPORT_SUBJ	Enrollment Report by subject	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="−"/>
UP_SR_GRADE_DISTR	Grade distribution data.	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="−"/>
UP_SR_GRADE_DISTR_BY_MAJOR	Grade distribution data.by maj	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="−"/>
UP_SR_MAJORS_MINORS_BY_ORG	Majors/minors/emph by org	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="−"/>