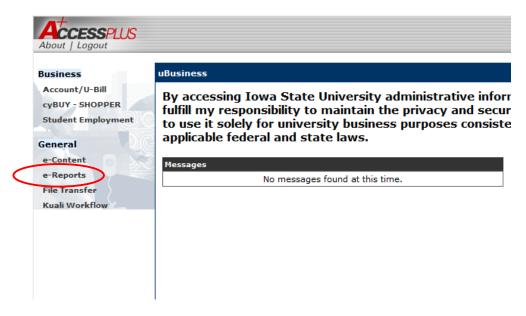
## Modifications to Section Offering (graybar) e-Report



**Step 1**: E-Reports can be found in AccessPlus under the *u*Business tab.

**Step 2**: Select <u>Continue</u> to the e-Report confidentiality agreement.

**Step 3**: Click on the RGSTN-Crse Section Offerings report for term course section offerings. Click on RGSTN-Crse Unpublished Sections for unpublished course offerings. Reminder – the first time you access the report you will need to find it in the All Searches folder.

Iowa State University e-Reports	
CMOD	
Name contains	
<ul> <li>Recent Searches</li> </ul>	
RGSTN-Crse Section Offerings	
Q RGSTN-Crse Sched of Class Proof	
RGSTN-Crse Sched of Class Final	
RGSTN-Crse Dept Tally No Coll/Yr	
RGSTN-Crse Dept Tally w/ Coll/Yr	
RGSTN-Job Schedule by Run Date	
RGSTN-Job Sched Proof-Procedure	
RGSTN-Job Sched Proof-Run Date	
RGSTN-Job Schedule by Procedure	
RGSTN-Crse Sub-Sectioned Needed	
<ul> <li>All Searches</li> </ul>	

Step 4: Search criteria can be set.

**Step 5**: Results will provide course section offerings by department.

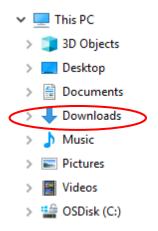
the second second	Contract of the second states of						
rch Criteria	Property options: Match a						
rch Results							
lefresh	Add Document Actions	1					
owing results	for: RGSTN-Crse Section Offe	erings					
	Department Abbreviation	Semester Year (ex:2007)	Semester (ex: Fa, Sp, Su)	•	Report Date	Report Name	Department (ex:Accounting, A)
50	ABE	5050	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	AGRICULTURAL AND BIOSYSTEMS ENGINEERING
100	A ECL	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	ANIMAL ECOLOGY
500	AMD	5050	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	APPAREL, MERCHANDISING, AND DESIGN
00	ATR	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	ATHLETIC TRAINING
<b>[</b> ]00	ACCT	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	ACCOUNTING
B	ACSCI	2020	SUMMER		04/01/2020	AGSTN-Crse Section Offerings	ACTUARIAL SCIENCE
Į.	ADVRT	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	ADVERTISING
500	AER E	5050	SUMMER		04/01/2020	RGSTN-Crise Section Offerings	AEROSPACE ENGINEERING
(CO	AESHM	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	APPAREL, EVENTS, AND HOSPITALITY MANAGEM
50	AF AM	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	AFRICAN AND AFRICAN AMERICAN STUDIES
00	AFAS	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	AIR FORCE AEROSPACE STUDIES
<b></b>	AGEDS	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	AGRICULTURAL EDUCATION & STUDIES
300	AGRON	5050	SUMMER		04/01/2020	RGSTN-Crise Section Offerings	AGRONOMY
00	AM IN	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	AMERICAN INDIAN STUDIES
500	AN S	2020	SUMMER		04/01/2020	RGSTN-Crse Section Offerings	ANIMAL SCIENCE
100	ANTHR	2020	SUMMER		04/01/2020	RGSTN-Crse Section	ANTHROPOLOGY

**Step 6**: Select the desired department section offering.

**Step 7**: Select the Download option to the right hand corner of the e-Report – Viewer.

R2185						Section	Offerings	For Summer	2020	Date: 04-01-2020	Page: 210 AN S
ANIMA	L SCI	EN	CE - Co	onti	nued						
497		c	ontinue	be							
Sec	Credit	8 T	Limits oday LTM	Max	Type Instr	Meeting Time	Com Clas List	Room	Com Rm Code	Comments	
JB	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
JK	1- 3	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
J0	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
JP	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
JR	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
LB	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
LG	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
MA	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
MC	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
NF	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
NV	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	
PJ	1-	2	999	999	EXP	ARRANGED				Meets May 18 - Aug 07	

**Step 8**: Go to your Downloads and find the department e-Report. You will want to save it to your working directory and name it for example: S21 AN S graybar (term / year / department).



**Step 9**: Once the document is open, select the Comment option on the right side menu.

			Search	h Tools
R2185 Sect	ion Offerings For Summer 2020 Date: 04-01-2020	Page: 197 AN S	1	Create Pi
ANIMAL SCIENCE - Continued			20	dit PDF
3801 TOP ADV PORK EXPORT Offered: No Terms Fre-regs: AN S 225, OR AN S 280X AND .	1 Credit			Export P
380J TP ADV PORK QUALASF Offered: No Terms Fre-reg in AN S 225, OR AN S 280X AND	1 Credit			Commer
380K TP ADV SWINE NUTRIT offered. Fall Fre-rega. AN S 225, OR AN S 280X AND A AN S 319	1 Credit			Organize Enhance
380L ADV SWINE SCI LAB Offered: No Terms Pre-requ: AN S 225, OR AN 5 280X AND . Satisfactory-Pail Only	1 Credit Mr 5 2001			Protect Fill & Sig
302 SWINE ENVIRONMIT MGT Offered: Fall Fre-reqs: AN S 225, OR AN S 200 AND 2 TEN 210 IS RECOMMENDED.	1 Credit		<b>a</b> 1	Prepare
383 SWINE MANURANTE MGT Offered: Spring Fre-regs: AM S 225, OR AM S 280 AMD A	1 Credit			
384 SWINE HLTHABIOSECUR Offered: spring Fre-regs: AN S 225, OR AN S 280 AND A A COURSE IN MICROBIOLOGY IS				
399A ANIM SCI INTERNSHIP Offered: All Terms Pre-regs: PRNISSION OF THE INSTRUCTO COURSE CLARACTERISICS - Repeatable in OFA	2- 6 Credits			
Limits Type Sec Credits Today LTM Max Instr Meeting :	Com Class Com Rm fime List Room Code Comments			

## Step 10: Select the Comment icon.

Comment *		OLITIATATIO	ト 🖈 🖏 🗮 Aa	
¢		$\bigcirc$		Search Commenta
Q.				No Comment 2
0	R2185 Section	Offerings For Summer 2020 Date: 04-01-2020	Page: 197 AN S	
	ANIMAL SCIENCE - Continued			
	3801 TOP ADV PORK EXPORT Offered: No Terms Pre-requ: AN 8 225. OR AN 8 290X AND AN 8	1 Credit 2001		
	380J TP ADV PORK QUAL&SP Offered: No Terms Pre-requ: AN S 225, OR AN S 280X AND AN S	1 Credit 2005		
	380K TP ADV SWINE NUTRIT Offered.Fall Fre-regs AN \$ 225, OR AN \$ 280X AND AN \$ AN \$ 319	1 Credit 2001/		
	380L ADV SWINE SCI LAB Offered No Terms Pre-rega: AN S 225, OR AN S 280X AND AN S Satisfactory-Fail Only	1 Credit 280L		
	382 SWINE ENVIRONMET MGT Offered: Fall Pre-requ: AN 5 225, OR AN 5 280 AND 280L. TEM 210 IS RECOMMENDED.	1 Credit		
a c	383 SWINE MANURANTR MGT Offered: Spring Pre-requ: AN 5 225, OR AN 5 280 AND AN 5 3	1 Credit		
	384 SWINE HLTH&BIOSECUR Offered: Spring Fre-requ: AN S 225, OR AN S 280 AND AN S : A COURSE IN MICROBIOLOGY IS REC	1 Credit RADL. RADEDID.		
	399A ANIM SCI INTERNSHIP Offered: All Terms Pre-reque: PEMISSION OF THE INSTRUCTOR Course Characteristics - Repeatable in GPA	2- 6 Credits		
	Limits Type Sec Credits Today LTM Max Instr Meeting Time	Com Class Com Rm List Room Code Comments		

**Step 11**: Use the cursor and place the comment icon on the PDF, preferably next to the area you want to update. Once you have determined your placement, enter the information you want to update. Make sure to reference the exact course / section you are referring to when applying updates. Select "POST" comment if your version allows. You can then see your comment when you hover over the comment icon. You can also move the comment icon to any location if necessary.

			Search Comments
R2185 Section	Offerings For Summer 2020 Date: 04-01-2020	Page: 197 AN S	1 Comment
ANIMAL SCIENCE - Continued			Page 7
3801 TOP ADV PORK EXPORT Offered. No Terms Pre-regs: AN 5 225, OR AN 5 280X AND AN 5	1 Credit 1801		heidic74 AN S 399A will meet
380J TP ADV PORK QUALESF Offered: No Terms Pre-reqs: AN 5 225, OR AN 5 280X AND AN 5	1 Credit 2801.		6/20/2020 2246 998
380K TP ADV SWINE NUTRIT Offered: Fall Pre-regs AN 8 225, OR AN 8 280X AND AN 8 AN 8 319	1 Credit 200L;		
380L ADV SWINE SCI LAB Offered: No Terms Pre-regs: AN 5 225, OR AN 5 200X AND AN 5 Satisfactory-Pail Only.	1 Credit 2001		
362 SWINE ENVIRONME MOT Offered: Pall Pre-regs: AN 5 225, OR AN 5 280 AND 280L TEM 210 18 SECOMMENDED.	1 Credit		
383 SWINE MANURANTE MGT Offered: Spring Pre-requ: AN S 225, OR AN S 260 AND AN S	1 Credit		
384 SWINE HLTHABIOSECUR Offered: Spring Pre-regs: AN 8 225, OR AN 8 280 AND AN 8 A COURSE IN MICROBIOLOGY IS NED	1 Credit 2005, COMMANDO.		
399A ANIM SCI INTERNSHIP Offered, All Terms Pre-reque REMISSION OF THE INSTRUCTOR Course Characteristice - Repeatable in OPA	2- 6 Credits		
Limits Type Sec Credits Today LTM Max Instr Meeting Time	Com Class Com Rm List Room Code Comments		

**Step 11**: You can also use the highlighter tool (you may choose to use red color) to show courses you would like removed. Once you have highlighted an area, you can leave a comment to further explain the highlighted area.

ment *			X 🐼 🚽 Aa	*	>
	R2185 Section	Offerings For Summer 2020 Date: 04-01-2020	Page: 197 AN S		1 Comment 2 - ▽
	ANIMAL SCIENCE - Continued				Page 7 1
	3801 TOP ADV PORK EXPORT Offered: No Terms Fre-requ: AN S 225, OR AN S 280X AND AN S	1 Credit		4	heidic74 Ø. Highlighted Test
	380J TP ADV PORK QUALESP Offered: No Terms Fre-requ: AN S 225, OR AN S 200X AND AN S	1 Credit.			Activities 251 PM
	380K TP ADV SWINE NUTRIT Offered: Fall Pre-regs: AN 5 225, OR AN 5 280X AND AN 5 AN 5 219	1 Credit 2001,			Remove 399A - will not be offered 4/30/2020 2:31 PM
	380L ADV SWINE SCI LAB Offered: No Terms Pre-regs: AN \$ 225, OR AN 5 280X AND AN 5 Satisfactory-Fail Only	1 Credit 2001.			
	392 SWINE ENVIRONMT MGT Offered: Fall Fre-requ: AN 6 225, ON AN 5 260 AND 2001. TSM 216 15 RECOMMINDED.	1 Credit			
	383 SWINE MANURANTE MGT Offered: Spring Pre-reqs: AN 5 225, OR AN 5 280 AND AN 5 2	1 Credit		•	
	384 SWINE HLTR&BIOSECUR Offermd: Spring Pre-reque AN 6 235, OR AN 5 280 AND AN 5 2 A COURSE IN MICROBIOLOOY IS RECO	1 Credit sol. MMERNED.			
	399A ANIM SCI INTERNSHIP Offered: All Terms Frereque: PRMISSION OF THE INSTRUCTOR Course Characteristics - Separable in GPA	2- 6 Credits	_		
	Limits Type Sec Credits Today LTN Max Instr Meeting Time	Com Class Com Sm List Room Code Comments			
	1 2-16 10 10 EXP ARRANGED	Meets May 18 - Aug 07.			

**Step 11**: When you are done making comments for updates, make sure you SAVE the document (and save often). When you are finished with your review / comments, please submit to the Office of the Registrar using CyBox instructions (included on the Tutorials page).