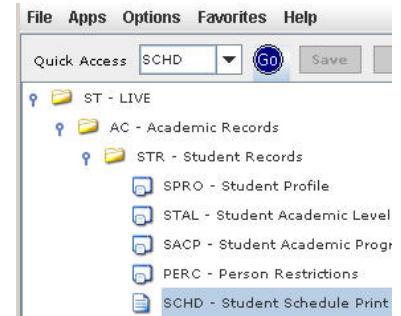




Colleague Student Schedule Printing

Accessing the Student Schedule Print Screen

1. Login to Colleague Web at <http://webui.twu.edu>
2. Browse to
 - **ST – Student Module**
 - **AC – Academic Records**
 - **STR – Student Records**
 - **SCHD – Student Schedule Print**
 - OR -
 - Use the mnemonic **SCHD** in the **Quick Access** tool



Choosing a Schedule to Print

1. Use the fields of the SCHD screen to choose the specific students and/or semesters.

Name/Addr Hierarchy Print Sort Order

Print Waitlisted Incl Printed Comments

Break on Term Yes

Footer Text

Saved List Name

Start/End Date

Terms 1

Reporting Terms 1

Students 1

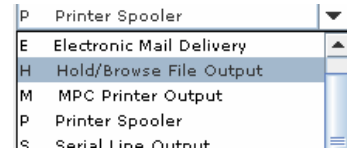
Acad Programs 1

Acad Levels 1











- **Print Waitlisted:** yes/no field to print waitlisted students.
 - **Print Sort Order:** choose **S** for student or **Z** for zip code.
 - **Incl Printed Comments:** yes/no field to include printed comments.
 - **Break On Term:** to limit printing for a semester.
 - **Footer Text:** (optional) adds report footer.
 - **Terms:** type the 2 digit year and 2 letter term abbreviation (i.e. 07/SP).
 - **Students:** enter social security number, id, or name of desired student.
Note: One or more students can be chosen.
2. After selecting the desired students click **Save All**.
 3. Click **Save All** again on the sort options screen

Submitting the Print Request

1. On the next screen choose **H Hold/Browse File Output** as the Output Device.
2. Click **Save All**.
3. Click **Save All** again to complete the report request.
4. When processing completes, click the **Finish** button.



Previewing the Schedule

1. The report browser appears with the student schedule(s) ready to print.
2. Use the toolbar at the top to preview and print the completed schedule:
 -  **Exit Browser:** Closes the report browser.
 -  **Import File:** Saves the report to local computer as a text file.
 -  **First Page:** Jumps to the first page of the report.
 -  **Previous Page:** Jumps to the previous page of the report.
 - **Current Page:** Displays the current page number out of the total number of pages.
 -  **Next Page:** Jumps to the next page of the report.
 -  **Last Page:** Jumps to the last page of the report.
 -   **Print Local:** Prints to local printers.
 -   **Print Remote:** Prints on the official green-bar paper delivered via intercampus mail.
3. Click the **Print Local** button to print a copy of the schedule.
4. Choose either the Default Printer or a specific printer from the list and click **OK**.
5. Check the box next to **Use Font**
6. Click the **Font** button and select **Courier New** font and size **8**.
7. Click the **Exit Browser** button when complete.