CLSS section report (mimic SZPSCHD)

1. When sections have not yet been pushed to Banner, you will need to pull a report from CLSS to see that information. This will be similar to SZPSCHD. You will go to your unit page and click the red Export button in the top right corner. Then you will choose Excel file.



2. A box will appear with Export Options. The boxes checked below are ones that normally appear on SZPSCHD. Then you will click the green "Generate" button at the bottom. Please note that no CRN will appear on a course until it is pushed into Banner.

Export Options		×
Result Fields:		✓ Check All Uncheck All
CLSS ID	CRN	🗌 Term
🗹 Term Code	Department Code	✓ Subject Code
Catalog Number	✓ Course	✓ Section #
Course Title	Long Title	Schedule Type
Title/Topic	Meeting Pattern	Meetings
Instructor	Room	✓ Status
Part of Term	🗹 Campus	🗌 Inst. Method
🗌 Web Display	Special Approval	Credit Hrs Min
Credit Hrs	Course Attributes	Room Attributes
Enrollment	🗹 Maximum Enrollment	Prior Enrollment
🗹 Waitlist	🗹 Wait Total	Cross-list Enrollment
Cross-list Maximum	Cross-list Wait Total	Internal Comments
Section Text		
Restrictions		
Student Attribute Include/Exclude	Student Attrib	ute
Classification Include/Exclude	Classification	*
		X Cancel 🖽 Generate

3. This will now download a report (normally called "export") to your computer. You can open it as an excel file to review or send to others.