

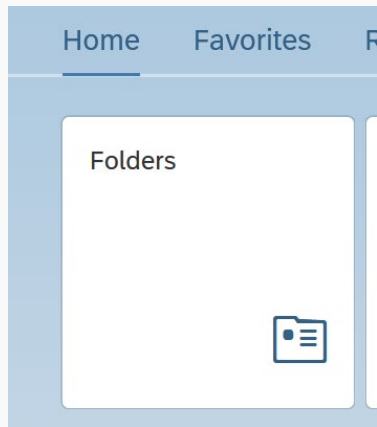


CLASS ROSTER

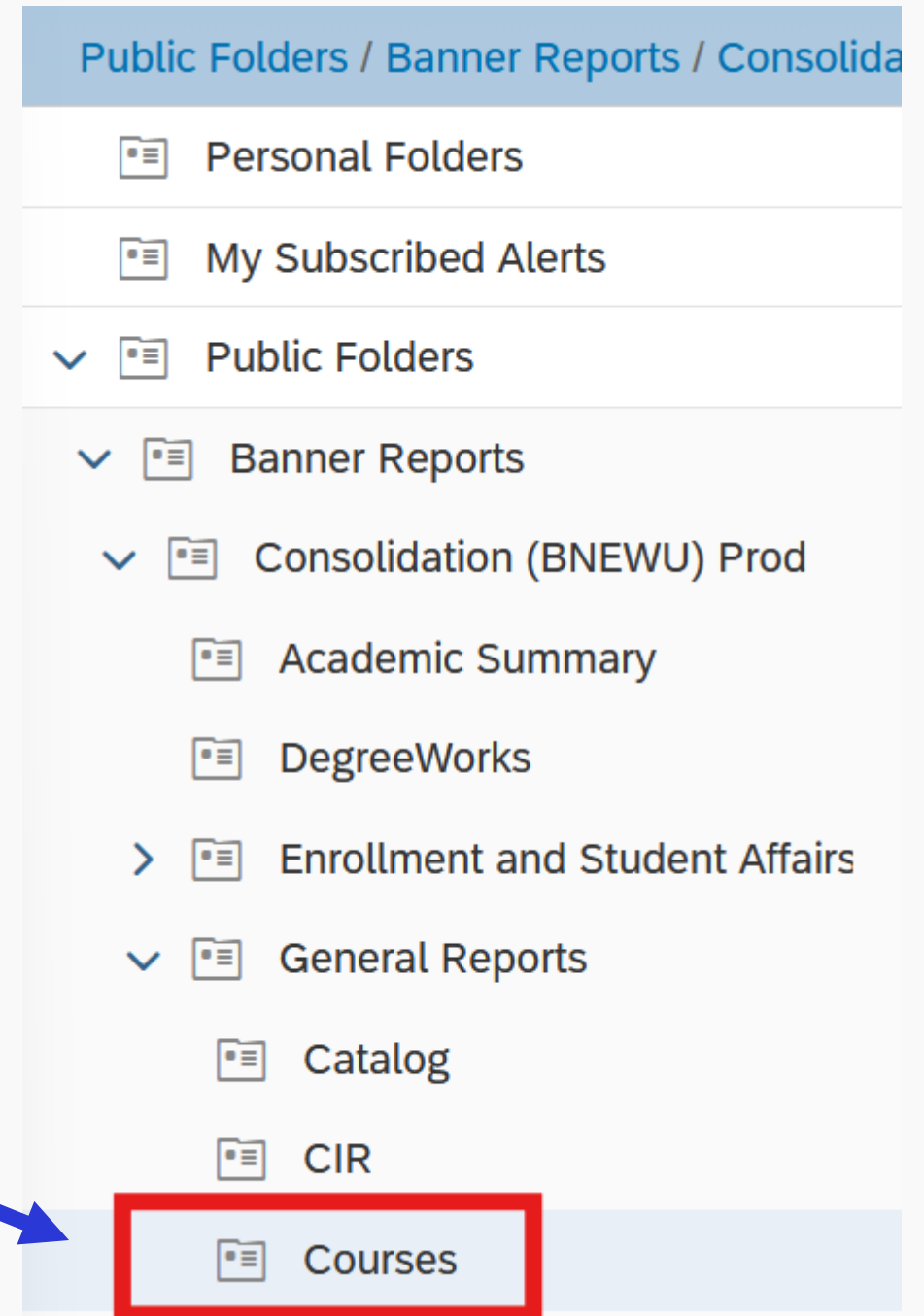
Crystal Report WSC0114

Log In & Navigate

1. Access Crystal Reports by logging in at this URL:
<https://crystal.augusta.edu/BOE/BI>
2. Complete the DUO dual authentication
3. From this Home screen below, select “Folders”



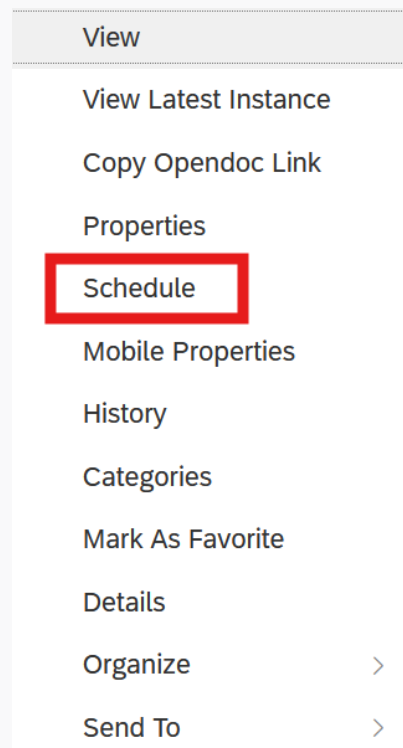
4. Once you are on the folders screen, on the left side of the screen, open all of the folder arrows until you see the folder named “Courses”



Run the Report

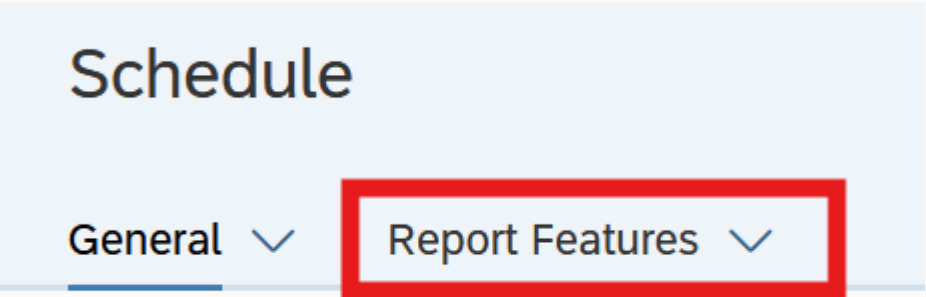
1. In the “Courses” folder, on the right side of the screen you will see a list of reports. **Right Click on the name of the Registrar Class Roster Report WSC0114.** This will open the menu of options. Select “Schedule” from the menu.

 Registrar Class Roster WSC0114 R004



Display the Report Prompts

1. Select “Report Features” tab at the top left menu. This will display the available report “Prompts”.



2. Possible Parameters:



 Registrar Class Roster WSC0114 R004

Name	Value
Term Code *	[No Value]
Campus Code *	*ALL - ALL Campus Codes
College Code *	*ALL - ALL College Codes
Department Code *	*ALL - ALL Department Codes
CRN Code *	*ALL - ALL CRN Codes
Subject Code *	*ALL - ALL Subject Codes
Course Number *	*ALL - ALL Course Numbers
Section Code *	*ALL - ALL Section Codes
Instructor *	*ALL - ALL Instructors
Report Format *	CRYSTAL - Crystal Format

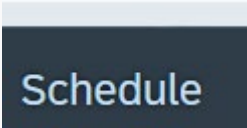
Update Prompts (Filters)

- In this example, I will update the Prompts to generate a roster for a specific course in a specific semester. To do this, I will only update the Term Code for fall 2026, and I will update the CRN to reflect 25306. (This is the only prompt value that you can type in, and click the plus sign to add.
- You can generate the report for a larger set of courses by only adding a subject code, a subject code plus a course number, or a specific instructor. There are many options. **The only required Prompt is Term Code.** You do not have to update all prompts. If you are updating the term code plus only one other prompt, the report will run.
- To update a prompt, click the blue font under “Value” and then select the overlapping box icon to see the list of values. 
- You must select a value and then also click “Select” to add the value to the prompt choices. If you do not want the default value, remove it from the choices.
- For this report in my example, I updated only these Prompts:

Term Code *	202608 - Fall 2026
CRN Code *	25306

Schedule (Run) the Report & Open the Successful Report

- To run the report, select “Schedule” in the lower right corner

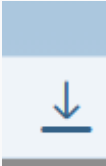


- The most recent report instance will be at the top of the list. Once the status is “Success”, you will (left) click on the report name of your instance to open the report. If the report is a Crystal Report type, it will open in Crystal.

 Registrar Class Roster WSC0114 R004	Crystal Reports	 Success	Jul 15, 2026 3:16 PM	BWELSH
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- Once you have opened the report in Crystal, click the download icon to download it to a PDF.

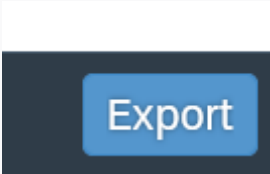


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Export

File Format:

PDF



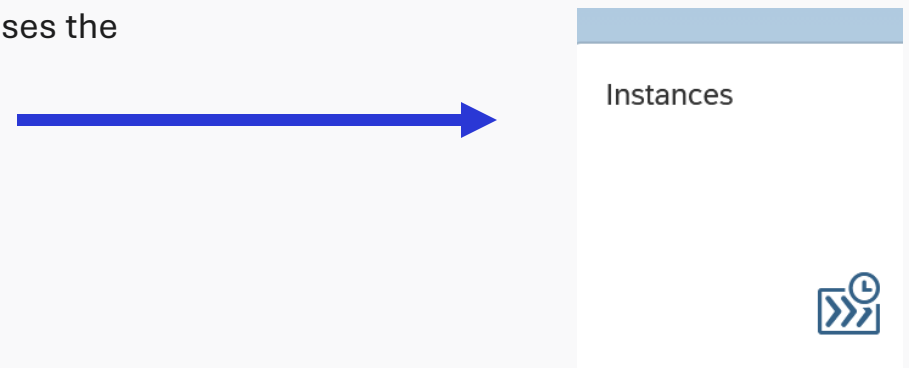


Tips and Tricks

Crystal Additional Tips to Make Reporting Easier

Instances Shortcut

- From the Home screen, there is a block at the top called **Instances**. This houses the most recently run reports.



- On this screen, you can add your User ID to filter by only your instances:

Scheduled By:

BWELSH

- Filtering will show all of your recently run reports so that you can easily choose them for rescheduling. To reschedule a report from this list, simply right click on the Title of the report and select “Reschedule”. You can also run the report again with the same parameters as before by selecting “Run Now”.



Title	Type
Registrar Class Roster WSC0111-2021	crystall
Registrar Class Roster WSC0111-2021	crystall
Sections for Term by College	Micro
Catalog Data Sheets WSC0111-2021	crystall
Sections for Term by College	Micro
Sections for Term by College	Micro
Sections for Term by College and Dept WSC0102...	Micro

View

Copy Opendoc Link

Run Now

Reschedule

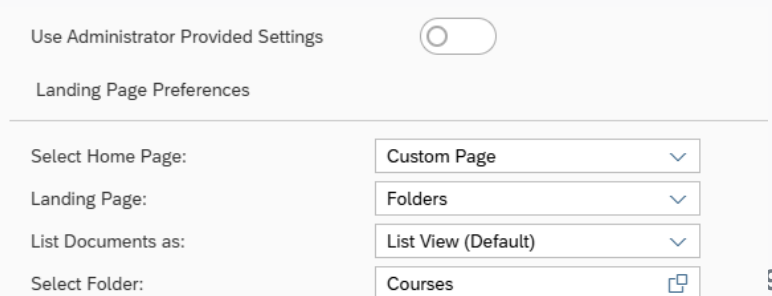
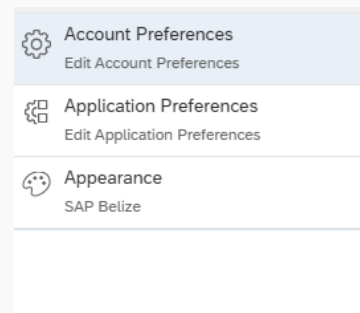
Details

Send To

OPTION TO SET YOUR PREFERRED FOLDER IN CRYSTAL

1. Once you have opened the report folders to your preferred folder "Courses" (or other folder), click on the circle with your initials in the upper right corner.
2. Click Settings
3. Click Account Preferences
4. Toggle Off: "Use Administrator Provided Settings"

5. Select Home Page: Custom Page
6. Landing Page: Folders
7. List Documents as: List View (Default)
8. Select Folder: (open the folders until you get to courses, then click on Courses and select OK) Your settings will appear like this.



Update Columns to Show “Scheduled By” User ID

- On the report instances screen, sometimes the user ID of who ran the reports does not show up for a user initially. To correct this so that your User ID shows up in the

Scheduled By ; shown below:

Scheduled By
RHOLLIDAY
BWELSH
LURBANI

- Click on the circle with your initials in the upper right corner and choose “Settings”.



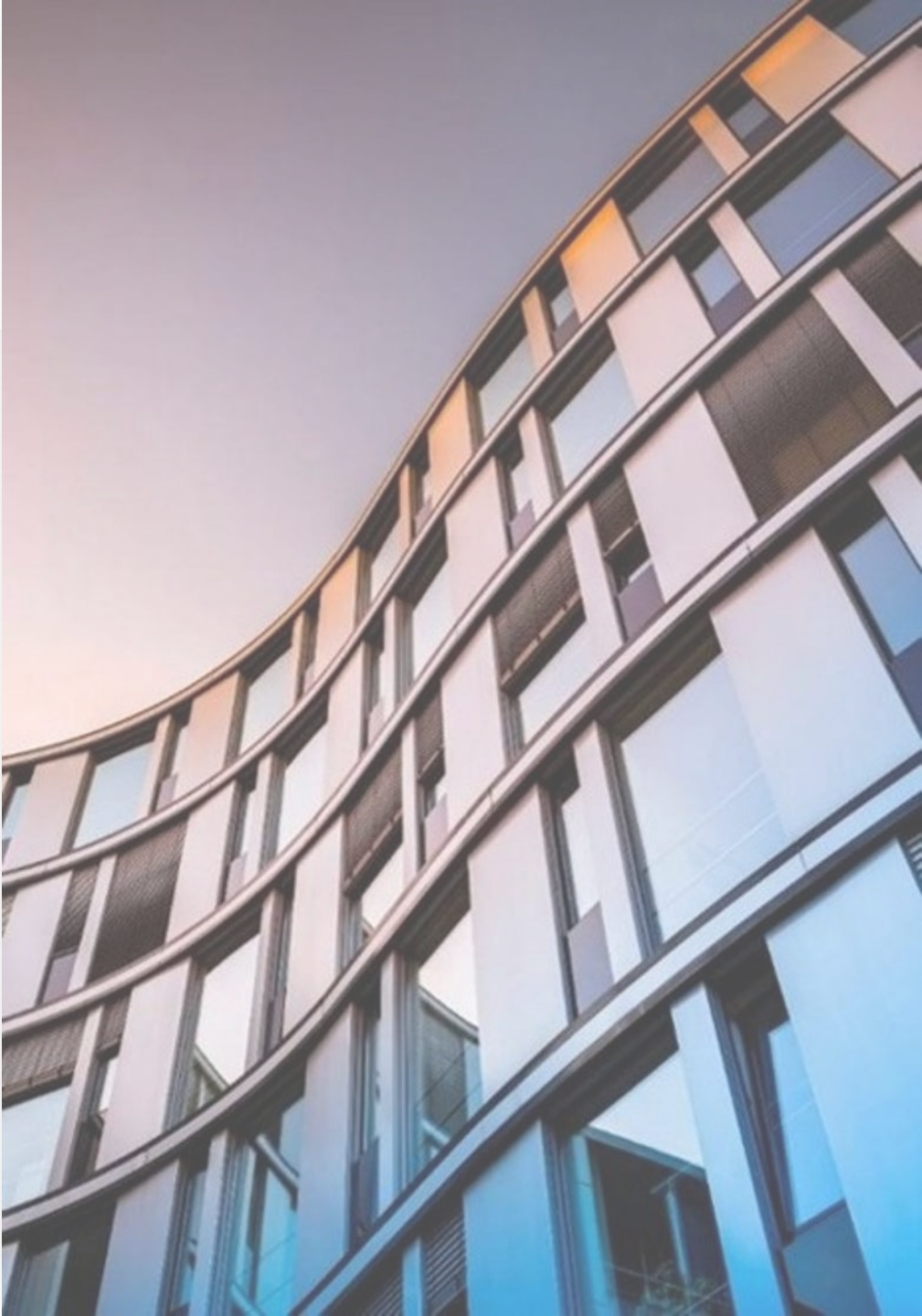
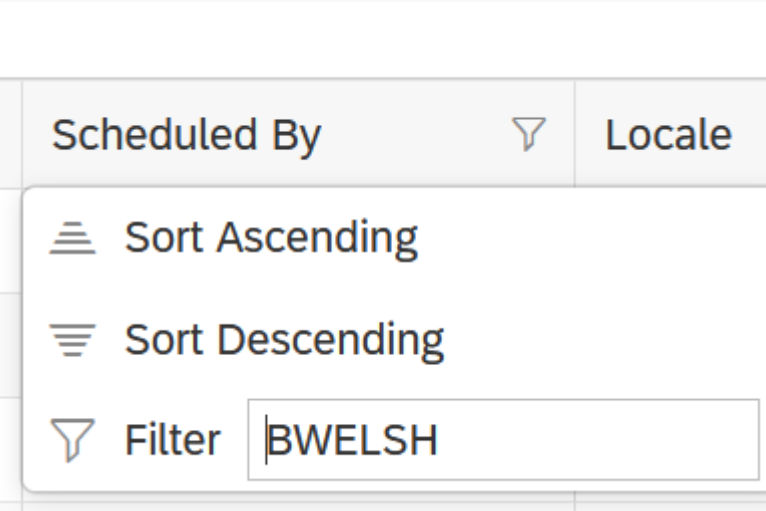
- In the new window, select Account Preferences. Then, under “Select the columns to display”, you will check these folders shown:



☒	Type
☒	Last Run
☐	Instances
☒	Description
☒	Created By
☐	Last Updated
☐	Created On
☐	Location (Categories)
☒	Favorites(Home page)
☒	Status (Schedule)
☒	Instance time (Schedule)
☒	Subscription (Schedule)
☐	Expiry (Schedule)

Filter the Instances by User ID

- For any column on the instances tab where all of the previously ran or running reports show, each column header can be filtered.
- If you filter the “Scheduled By” column for your User ID, you will only see your instances of a report. This can be helpful when a report is run many times per day by users all over campus.



Our team can
be reached at
Classes@augusta.edu

*Thank
You!*

