

Class Status and Majors Listing Reports – A&S Faculty

To access the Class Status and Majors Listing reports for your classes and departments:

1. Log into SIS: go.tufts.edu/sis
2. From your Faculty/Advisor home page, on the toolbar, click **Reports**.



To view Class Status:

1. On the left side in the Reports area, click **Class Status**.



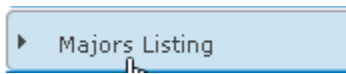
2. Select the **Term**.
3. Select the **Subject**. If you are unsure of the subject abbreviation, type % for a complete listing.
4. Click **Submit**. The classes are listed.

- Click the column headers to sort by Class Nbr, Topic, Total Enrollment, etc. (Tip: to sort by multiple columns, hold down the Shift key and click the column headers.)
- To download the report to Excel, in the upper right corner of the report, click **Download to Excel**.



To view Majors Listings:

1. On the left side in the Reports area, click **Majors Listing**.

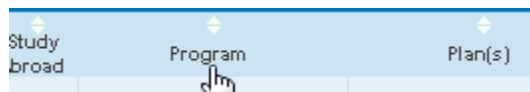


2. Select **Career**, **Academic Plan**, **Academic Level**, and/or **Plan Type**. These fields are optional; if you leave any field blank the report will display all of the options.
3. Click **Submit**. The majors are listed.

 A screenshot of a filter form with four dropdown menus and a submit button. The dropdowns are labeled 'Career', 'Acad Plan', 'Acad Level', and 'Plan Type', each with the value '**A||**'. Below the dropdowns is a red 'Submit' button.

To manipulate the report:

- Click the column headers to sort by Name, Program, etc. (Tip: to sort by multiple columns, hold down the Shift key and click the column headers.)

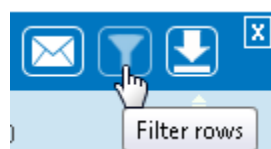


You can select an individual student or many students by clicking once anywhere on the student's row or by clicking the classic checkbox to the left of the student's picture.

- To email one or more students, click the student(s) and, in the upper right corner of the report, click **Email selected students**. An email message is addressed in the BCC field.



- To use the report Filter:
 - a) In the upper right corner of the report, click **Filter rows**.



- b) In the spaces under the column headings, type in search criteria. In the example below, the advisor “martha” is being search for. Filtered results display immediately. (Case is ignored, so there is no need to capitalize.)

Plan(s)	Advisor(s)
<input type="text"/>	<input type="text" value="martha"/>
Child Study & Human Dev (BA), Psychology	Martha Pott, Heather L. Urry

- c) For a more refined search, you can enter search criteria into multiple columns and use greater than (>) and less than (<) characters, such as >3. Filtered results display immediately.

- d) In both the Academic Level and Plan(s) fields, you may search for more than one term at a time by using the pipe symbol (|). For example, you could search for both sophomores and juniors by typing soph|ju. Do not include a space on either side of the pipe symbol.

CUM GRA	ACAD LEVEL	ACAD LOA
<input type="text" value="3.54"/>	<input type="text" value="soph ju"/>	<input type="text" value="Full-Tim"/>
3.54	Sophomore	Full-Tim



- To download the report to Excel, in the upper right corner of the report, click **Download to Excel**.



When viewing the Class Status and Majors Listing reports, the left navigation console is minimized. To return to the report options, click the **open console** button.

