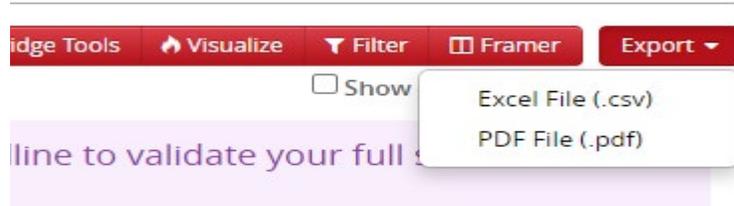
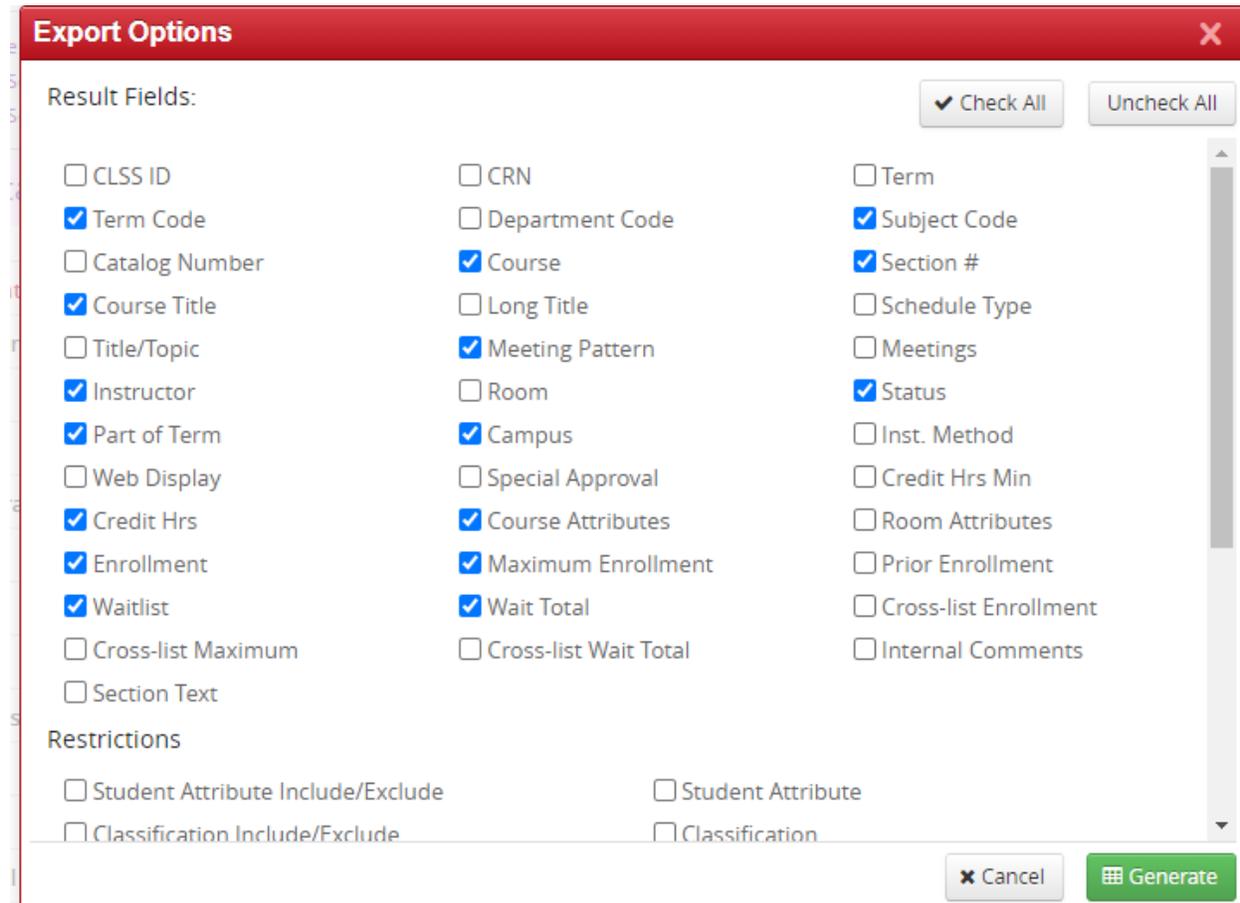


CLSS section report (mimic SZPSCHD)

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.



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.