The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
Course Status Job Aid
Welcome to the Course Status job aid!

**Goal**
To have the skills and knowledge to view and print a courses status

**Participate**
at the end of this module, you will be able to……

**Objectives**
1. View Course Status
2. Print Course Status

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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## Navigation to Web-STAR

| Step 1. | Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/) |
| Step 2. | Select the Faculty & Staff link. |

[Image of UNO Home Page]

### Step 3.
Select the Web-STAR logo.

[Image of Web-STAR Logo]
Step 4. Select the Faculty/Staff link.

Step 5. Enter your UNO username and password. Note: Your user name is the same password used to login to your email, computer or blackboard course.
**Course Status**

The course status page allows you to view details about individual course offerings for a given semester. Information includes capacity, number of students enrolled, meeting time and location.

**Step 1.** Navigate to University of New Orleans, Student Records, Colleges, Classes and Rosters, Course Status.

**Step 2.** Enter the **Academic Institution** and four-digit **Term**.
Step 3. Enter the **Academic Group** (equivalent to college) or **Subject** (equivalent to department).

Step 4. Select the **icon.**

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Step 5. Select the **View All** link to display the complete list.
Step 5. To print a report select the print icon on the course status page.

Step 6. To retrieve the report, select the Report Manager link.
Step 7. Click the **Administration** tab.

Step 8. Select the **Course Status Report** link.

Step 9. The report will display in a separate window.