

Welcome to the Course Status job aid!

Goal	To have the skills and knowledge to view and print a courses status
Participate Objectives	at the end of this module, you will be able to
	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: <u>http://www.uno.edu/</u>
Step 2.	Select the Faculty & Staff link.



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Student Life	ruciny nesources.		Ci	CON TOUT E-Mail.	Ourook Web Acce	33 (0111)	

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.

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	Select a Languag	e:
User ID:	English	Español
	Dansk	Deutsch
Password:	Français	Français du Canada
	Italiano	Magyar
Sign In	Nederlands	Norsk
	Polski	Português
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Set Trace Flags	UK English	

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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.

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Main Menu > University of New Orleans > Student Records >		1
Colleges		\sum
Classes and Rosters Course Status Grade Roster Status UNO Class Roster Report View UNO Class Roster	Repeated Course Reports	2
View Courses by Student Allows user to view courses within a specific subject area, i.e. all Math courses, all Accounting courses, etc.	have and and have	1

Step 2. Enter the **Academic Institution** and four-digit **Term**.

ORACLE
Favorites Main Menu > University of New Orleans > Student Records > Colleges > >
Course Status
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Maximum number of rows to return (up to 300): 300
Academic Institution: begins with - UNOLA
Term: begins with 👻 0980
Search Clear Desis Green El Caus Green Criteria

Step 3.	Enter the Academic Group (equivalent to college) or Subject (equivalent to department).
Step 4.	Select the 🌌 icon.

ORACLE
Favorites Main Menu > University of New Orleans > Student Records > Colleges > Classes and Rosters > Course Status
Course Status
Academic Institution: UNOLA
Term: 0980 2010 Fall
Academic Group
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Step 5.

To print a report select the print icon on the course status page.

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Step 6. To retrieve the report, select the **Report Manager** link.

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Step 7.	Click the Administration tab.
Step 8.	Select the Course Status Report link.
Step 9.	The report will display in a separate window.

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