Class Verification – Error Identification Report from Publisher

To ensure you have an error free class build, run the “Class Verification – Error Identification” report through Publisher. If you do not have access to Publisher, please contact sis_support@usask.ca.

To run to the “Class Verification – Error Identification” report:
1. Open Internet Explorer (or your internet browser) and type publisher.usask.ca in the address bar.
2. If you receive a logon box, use NSID@usask.ca for your user logon (note: If you are using MOZILLA you can use just your NSID as your username). From there you will
3. Select the Public Folders (expand it by hitting the + sign).
4. Select the Student Information folder (expand it by hitting the + sign).
5. Select the Administrative Rep folder (click directly on the folder).
6. Find the “Class Verification – Error Identification” and select <Schedule>.
7. Do not log in to the database. This is already done for you.
8. Choose <Parameters> and enter your parameters with a minimum of terms and subject code. How to Enter prompt values. (ie) to enter term, type in term then click the small arrow button. It will add to the selected values. Add another term if you like. Press the OK button below the box on the screen when you are done. Continue with the subject code parameter. Choose the subject code. You will need to run a report for every subject code you offer.

*NOTE: All parameters must have a value or the report will not successfully run.

Enter the term code(s) to examine. (YYYYMM)

Term
This prompt has an Edit Mask: 000000.

Selected Values:

| 200809 |

9. When finished choosing all the parameters, click <Schedule> in the bottom right hand corner of the screen. You will then have to wait until the report finishes (press refresh to see the current status of the report). It will say “Success” when done. The Refresh button is located at the top right side of the screen and looks like 2 arrows going around in a circle.
10. Click on the date of the successful report. It will open. To print the report, click on the printer icon located at top left hand corner of the screen. The report will ask if you want to open it in Adobe. Press OK. Then click the print button at the top of the screen and it will print.

HOW TO READ AND USE THIS REPORT
Any class that appears on this report is an error that needs correction. Follow the instructions under each heading on how to fix these errors. If you are not sure what to do, email classbuild@usask.ca right away or call 966-6979.