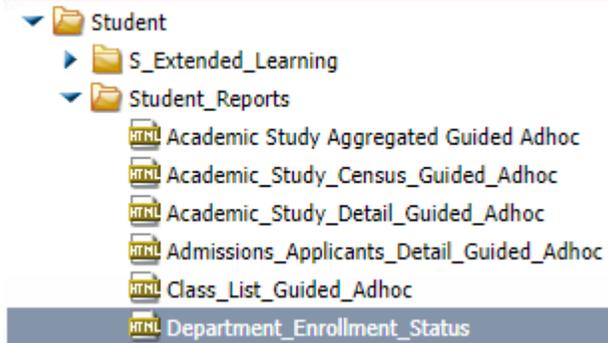


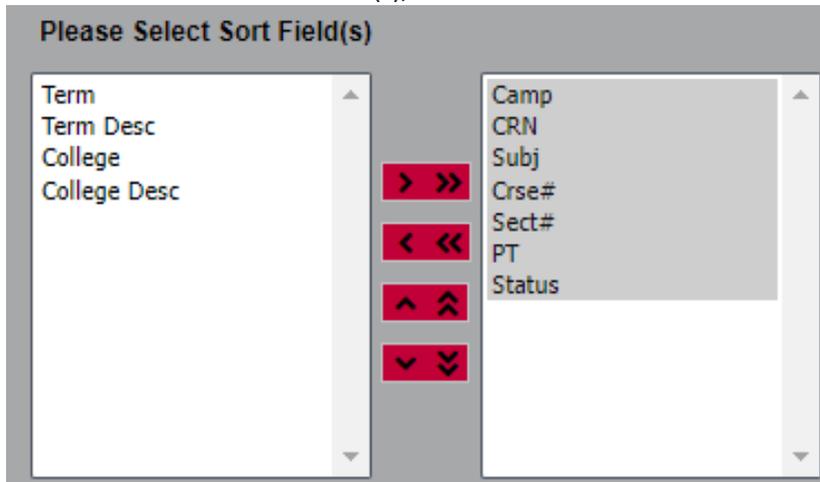
Online DESR Instructions

Step 1: Pull Your Online DESR

- 1) Log into MyReports at https://myreports.unm.edu/ibi_apps/signin using your UNM NetID and password.
- 2) Open Department_Enrollment_Status under Student/Student_Reports. This report is updated each night. If you cannot access this report, submit a [BAR request: https://bar.unm.edu/index.cfm](https://bar.unm.edu/index.cfm).

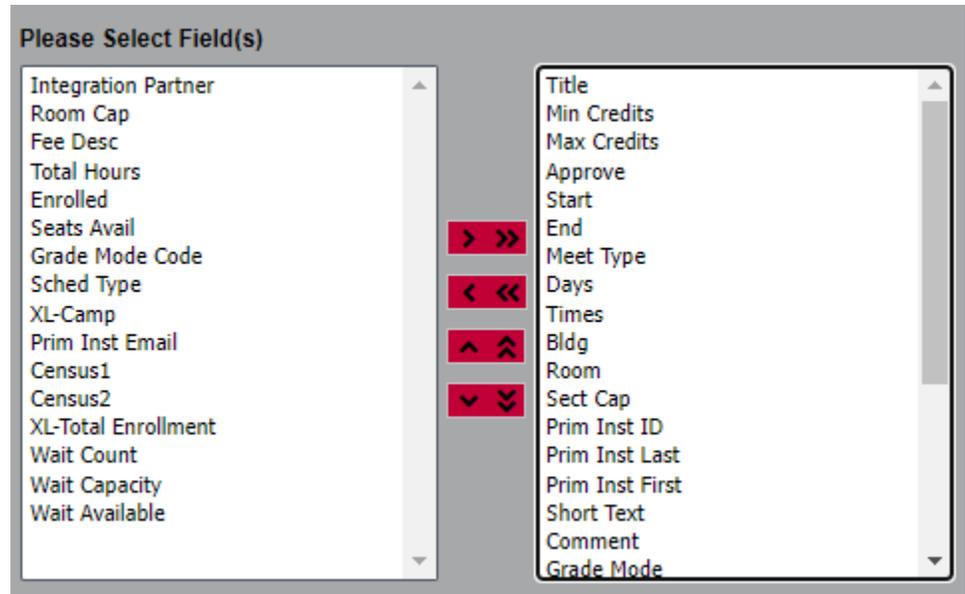


- 3) Under "Please Select Sort Field(s)," leave the fields in their default order as shown:



4) Under “Please Select Field(s),” ensure the fields in the bulleted list below are in the right-hand column. To move fields to the right column, select the fields and click the  button. Move fields that are not listed below to the left column by selecting the unneeded fields and clicking the  button. Sort the fields in the following order by selecting the fields and clicking the up/down arrow buttons as needed:

- Title
- Min Credits
- Max Credits
- Approve
- Start
- End
- Meet Type
- Days
- Times
- Bldg
- Room
- Sect Cap
- Prim Inst ID
- Prim Inst Last
- Prim Inst First
- Short Text
- Comment
- Grade Mode
- Fee Code
- Fee Type
- Amount
- XL-CRN
- XL-Code
- XL-Subj
- XL-Crse#
- Dur #Days
- Dur Days
- Inst Meth



5) Select the Academic Period that the UNM Scheduling Office has instructed you to pull for the upcoming schedule build (example: select “Spring 2023” if you are updating the Spring 2023 class schedules).

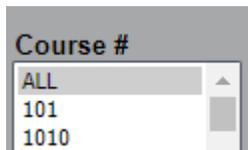
Academic Period

6) Select Campus = EA-Online & ITV

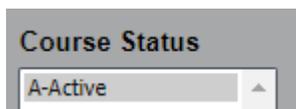


7) Select Subject = the subject code that your department schedules. If you manage multiple subject codes, pull each subject code separately on its own DESR. Save each subject code's DESR separately in its own Excel file; do not create workbooks with multiple sheets.

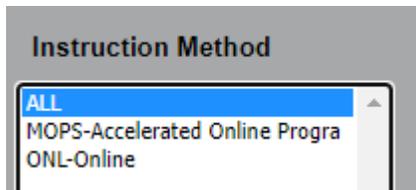
8) Leave Course # = ALL



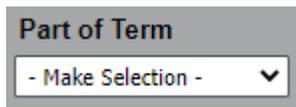
9) Select Course Status = A-Active



10) Leave Instruction Method = ALL



11) Leave Part of Term on "Make Selection"



12) Select Excel (near the bottom of the window).



13) Click "Run Report" and save the downloaded Excel spreadsheet.

Step 2: Update Your Excel DESR Spreadsheet

Format your Excel spreadsheet:

- 1) Open the Excel spreadsheet and click "Enable Editing" if needed.
- 2) Do not delete columns or rows. You may hide columns by highlighting the column, right clicking and selecting Hide. However, you must unhide these columns before you submit your DESR to Online Scheduling.

To update sections, update the field and **highlight it in yellow**. Only information highlighted in yellow will be updated.

- It is the academic department's responsibility to update course fee information on class sections as needed.
- For crosslisted classes, all sections in the crosslist group will be updated per the [Online Crosslist Form](#) submitted by the home department to Online Scheduling.
- Section capacity is indicated in the MAX_ENROLLED column.

- Identify any classes on the DESR that have a blank part of term (PT) field. These are Open Learning classes. If these classes will be offered, you must either:
 - Highlight and update the PT field to change the class to a standard part of term. Clear and highlight the DUR_DAYS field.
 - Or keep the class as Open Learning. You must highlight and update the START_DATE and END_DATE fields to new dates for the new academic period. Highlight and update the DUR_DAYS field.
- A small number of classes have a few (1 to 3) meetings each term. These meetings automatically become weekly meetings when the schedule is rolled from the previous year. To correct these meeting lines, update and highlight the START_DATE and END_DATE fields to the correct meeting dates for the new academic period on your DESR.
- Do not strike through an entire row unless you want the section deleted completely from the schedule.

To update faculty on your Online DESR, change the instructor Banner ID and faculty name and **highlight it yellow**. Instructor assignments for online and AOP classes are updated through Online Scheduling. Academic departments do not make these updates in Banner themselves.

To delete sections, **strike through** the entire row. To do this, right-click on the row number, click Format Cells, click Font, check the strikethrough box, and click OK. **Highlight the row in yellow**.

- It is normal for CRNs to appear multiple times on your DESR. Do not strike through a row simply because you see a duplicate CRN. This will cause the class section to be deleted completely from the schedule.

To add sections at the bottom of the report, enter "**NEW**" in the CRN field and **highlight the CRN field** in yellow. Provide all the new class information in the correct columns.

- Enter any necessary departmental fees on each section you have added at the bottom of your DESR. Academic departments are responsible for entering accurate course fee information.
- Double check that you have completed the INST_METHOD and MAX_ENROLLED fields for each section added.
- Ensure all sections to be added are at the *bottom* of the report.
- Any mandatory class meeting days/times must be entered on your DESR.
- For classes with weekly online meetings at set days and times, ensure the classes meet minimum [contact time](#).
- New Online Course Adds:
 - **Do not add classes to your DESR that have not been previously offered online or pre-approved** for online development by UNM Online. Online Scheduling will remove these from your DESR. This lengthens the DESR processing time. If you are not sure whether a class requires an approved Online Course Proposal to schedule, email onlinescheduling@unm.edu to ask.
 - Classes that have never been offered fully online require an approved Online Course Proposal form (OCP) to schedule in Banner. Classes that require extensive new online development also require an OCP. OCP forms should be submitted to unmonlineproposals@unm.edu once fully signed by the dean, chair and faculty member. The OCP form and best consideration deadlines are posted [here](#).
 - If the proposed course is approved by UNM Online for development, you may submit a request to Online Scheduling to add the Online class in Banner. You may add the approved class to the bottom of your Online DESR submission. To add classes after the Online DESR deadline, use an [Online Section Update and Revision form](#) instead of a DESR.
- Accelerated Online Program Adds:
 - AOP classes that did not already roll over on your DESR may be added using an [Online Section Update and Revision form](#). If your department or college requires signatures on AOP add forms, obtain chair and dean signature on the form before submitting it to Online Scheduling.
 - [Example form](#) to add an AOP crosslist to an existing online section. **Once student registration is open, to cross list an AOP section with an existing non-AOP section, the non-AOP section must be canceled and rescheduled. The process requires a signed form requesting to cancel/reschedule the non-AOP section.** Add AOP sections during the schedule build whenever possible.
 - [Example form](#) to add an AOP class and add a crosslisted online section.

Step 3: Review Your DESR

Complete the checklist below to avoid common mistakes with preparing online DESRs.

- Verify that all courses requested on your DESR have been **offered online before or have been pre-approved** for online development by UNM Online.
- Verify you have updated and highlighted start/end dates or part of term for each **Open Learning** class.
- Verify course **fee** codes and amounts are correct for every course on your DESR, including the classes added at the bottom.
- Verify you have entered any **class meetings that are mandatory** or will affect students' grades in the DAYS and TIMES fields. Examples of class meetings could be web conferences, scheduled exams, etc.
- For classes with weekly online meetings at set days and times, verify the classes meet minimum [contact time](#).
- Verify you have completed the **XL_SUBJ and XL_CRSE#** columns for any courses that should be crosslisted together. If you would like to crosslist a section with an existing CRN, verify you have entered that CRN in the XL_CRN field for the section. For sections that should have no crosslists, verify you have left these columns blank.
- A small number of classes have a few **(1 to 3) meetings** each term. These meetings automatically become weekly meetings when the schedule is rolled from the previous year. Verify you have updated and highlighted the START_DATE and END_DATE fields to the correct meeting dates for the new academic period on your DESR.
- Verify the following fields are complete for each course added at the bottom of your DESR:
 - "NEW" is written in the CRN field. This field is **highlighted in yellow**.
 - Part of term is complete or Open Learning dates are provided.
 - Section titles for topics courses are **30 characters** or less, allowing room for the topics prefix (e.g.: "T:", "ST:", or "Sem:") at the beginning.
 - Section capacity has been entered in the MAX_ENROLLED field.
 - MEET_TYPE, BLDG and ROOM are complete.
 - Instruction method has been entered in the INST_METHOD field ("ONL" for non-AOP online classes or "MOPS" for AOP classes).

Step 4: Submit Your DESR

When you have finished updating your Online DESR, submit it in Excel format to onlinescheduling@unm.edu.

To ensure your DESR is processed quickly, respond promptly to questions or revision requests from Online Scheduling.