Preparing Your DESR

Step 1. Accessing the DESR (Department Enrollment Status Report) on MyReprts

https://myreports.unm.edu/ibi_apps/signin

This report is updated daily, unusually after 12:00 a.m. If this report does not have the current date at the bottom of the report, please check http://it.unm.edu/alerts/for the most recent IT outages.

Step 2. Under Student reports, select Department_Enrollment_Status_Report

If you do not have access to this report you will need to submit a BAR (banner authorization request) through MyUNM.

Data is available back to fall 2006 and can be accessed at any time.
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**Step 3:** In the Course Status Guided Adhoc Report

Move ALL fields under “sort field(s)” and “select field(s)” from the left to the right column as seen below.
c. Update the following fields:

Academic Term: EX: Fall 2018
Part of Term: Leave as “-Make Selection –”
Course Status: Active

Campus
If you are running a report for ONLY Online Sections - Select EA – Online & ITV
If you are running a report to include Online, Online-Synchronous, ITVP, and Hybrid section:
Select both ABQ – Albuquerque & EA – Online and ITV

College
Select your college
Subject
Select your department subject code(s)
Course #
Select ALL
Instructional Method
By holding down the CTRL key and clicking on each instructional type click on the following:
HYB- Hybrid
ITV/ITVE/ITVPE/ITVP – Instructional TV Parent
ONL – Online

C. Select Excel format
d. Run Report
Step 4: Your resulting Excel spreadsheet should appear. Click to Enable Editing.

Delete the last row: DEPARTMENT ENROLLMENT STATUS REPORT Spring 2017 ran on Jul 13, 2017
Step 5: Edit the Report

Make necessary corrections highlighting with yellow; highlight only the fields with corrections.

To ADD sections, insert row at the bottom of the report, indicate in the CRN field adding NEW and highlight only this field.

**If you are adding the following courses they will need to be added on a scheduling form, not on the DESR:**

1) Adding a new managed online program section that did not roll over
2) Adding a course that has never been taught online before (we will also need new course proposal form)

To indicate a course should be **removed**, select the row and strike through.

SAMPLE

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Step 6: Email the full spreadsheet in excel format (not PDF) directly to onlinescheduling@unm.edu.

Direct any questions regarding online, hybrid, online synchronous and ITV sections to onlinescheduling@unm.edu or call 277-8585.