Preparing Your DESR for Online, MOP, ITVP/Online Synchronous and Hybrid

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

Link to MyReports: [https://myreports.unm.edu/ibi_apps/signin](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](http://it.unm.edu/alerts/for) the most recent IT outages.

**Step 2.** Under Student reports, select **Department_Enrollment_Status_Report**

Once you are logged in you will need to select the following options:

1) Student  
2) Student_Reports  
3) Department_Enrollment_Status

If you do not have access to this report you will need to submit a BAR (banner authorization request) through MyUNM.
Step 3. Pull your DESR

1) Move ALL fields under “sort field(s)” and “select field(s)” from the left to the right column as seen below.
2) You will need to update the following fields below depending on what semester you are pulling for and what instructional method’s your department offers (ONL, ITVP, MOPS or HYB)

- **a. Academic Period**: For the first submission choose last year’s semester and year (ex: Spring 2019) and the final submission choose the semester and year you are building for (ex: Spring 2020)

- **b. Campus**: *(Will vary on department and what instructional methods they offer)*
  1) If you are running a report for ONLY Online Sections (which will include Managed Online Program sections-MOP) - Select EA – Online & ITV
  2) If you are running a report to include Online and ITVP sections (ITVP: face to face sections that are cross-listed with online synchronous sections)- Select both ABQ – Albuquerque/Main and EA-Online and ITV
  3) If you are running a report for ONLY Hybrid sections- Select ABQ – Albuquerque/Main *(Hybrid will need to be pulled separately in its own report)*

- **c. College**: Select your college

- **d. Subject**: Select your department subject code

- **e. Course #**: Select ALL

Updated on 2/3/2020
f. **Course Status:** Active

g. **Part of term:** leave as -Make Selection

h. **Instructional Method:** (Will vary on what the department offers)
   By holding down the CTRL key select the following instructional methods for your *online/ITVP DESR*:
   - ITV/ITVE/ITVPE/ITVP – Instructional TV Parent
   - ONL – Online
   - MOPS- Managed Online Programs
   
   By holding down the CTRL key select the following instructional methods for your *hybrid DESR*:
   - HYB-Hybrid

   ***Remember you will need to pull your hybrid DESR separately from your online/ITVP DESR.***

Select the Excel format and run report. Your resulting Excel spreadsheet should appear.
**Step 4. Edit the Report**

Make necessary corrections highlighting with yellow; **highlight only the fields with corrections.** Do not delete columns, hide the columns you do not need to see by highlighting the column, right click and select Hide.

1) **To ADD sections:** at the bottom of the report, indicate in the CRN Field “NEW” and highlight this field in yellow. Make sure to provide all of the new class information in the correct columns. REMEMBER: departmental fees are your responsibility.

   **If you are adding the following courses they will need to be added on a scheduling form. They cannot be added by DESR:**
   - Adding a new managed online program (MOP) section that did not roll over
   - Adding a course that has never been taught online before (we will also need a new course proposal form)

1) **To REMOVE sections:** To indicate a course should be removed, select the row and strike through. Please make sure you also highlight the CRN.

2) **To CHANGE Faculty:** on your DESR, simply change the banner number and faculty name and highlight it yellow on your DESR. Please do not update faculty for any online, MOP, ITVP or HYB course. Instructor updates for these instructional types are done by the online scheduling office.

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

**Helpful notes from the Registrar’s office:**

*Class capacity is indicated in the MAX ENROLLED column.*

*Some CRNS will show on the report multiple times. DO NOT strike through the duplicated CRNS or the section will be deleted.*