

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

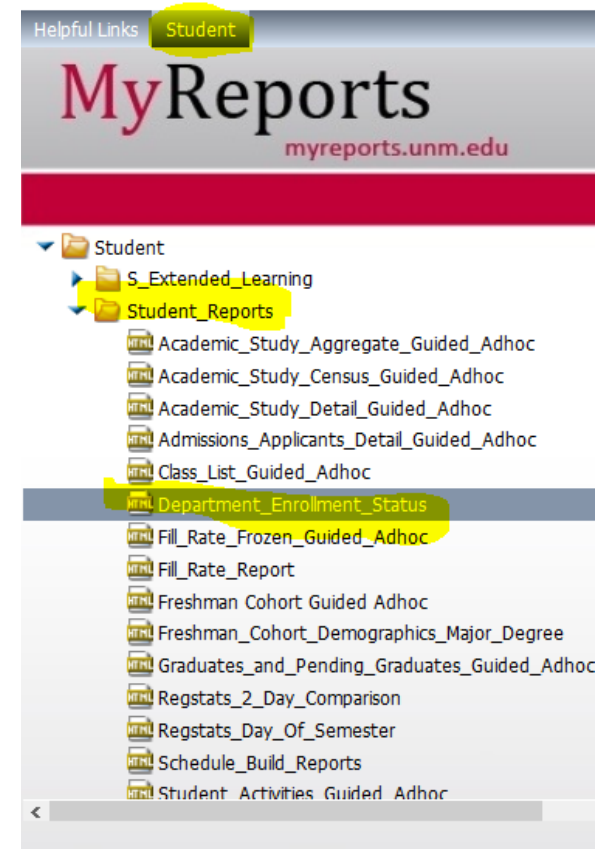
This report is updated daily, unusually after 12:00 a.m. If this report does not have the current date at the bottom of the report, please check <http://it.unm.edu/alerts/for> the most recent IT outages.

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

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.

The screenshot shows the 'Department Enrollment Status' reporting tool interface. At the top left is the University of New Mexico logo. The title 'ENROLLMENT MANAGEMENT REPORTING TEAM' is centered, and the contact email 'emrt@unm.edu' is on the right. Below the title is a red banner with the text 'Department Enrollment Status'. The main interface has a grey background and includes an 'Optional Heading' text box. Below this are two columns: 'Please Select Sort Field(s)' and 'Please Select Field(s)'. Each column has a list of fields and a set of four red arrow buttons (right, left, up, down) for navigation. An orange arrow points from the 'Please Select Sort Field(s)' column to the 'Please Select Field(s)' column, indicating the direction of field movement. The 'Please Select Sort Field(s)' list includes: Camp, Subj, Crse#, Sect#, CRN, PT, Status, Term, Term Desc, College, and College Desc. The 'Please Select Field(s)' list includes: Title, Min Credits, Max Credits, Approve, Start, End, Meet Type, Days, Times, Bldg, Room, Room Cap, Seats Avail, Enrolled, Inst Meth, Prim Inst ID, and Prim Inst Last.

- 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)

The screenshot shows a web-based report generation interface. At the top, there is a dropdown menu for 'Academic Period' (labeled 'a') set to 'Spring 2020'. Below this are six columns of dropdown menus: 'Campus' (labeled 'b') with 'EA-Online & ITV' selected; 'College' (labeled 'c') with 'ALL' selected; 'Subject' (labeled 'd') with 'ALL' selected; 'Course #' (labeled 'e') with 'ALL' selected; 'Course' (labeled 'f') with 'A-Active' selected; and 'Instruction Method' (labeled 'h') with 'ONL-Online' selected. Below these menus is a 'Part of Term' dropdown (labeled 'g') set to '- Make Selection -'. At the bottom, there are radio buttons for output formats: HTML, Active HTML, Excel (selected), PDF, and PDF. A red 'Run Report' button is circled in orange, and a red 'Save Selections' button is to its right.

- 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

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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	AA
CAMP	SUBJ	CRSE#	SECT#	CRN	PT	STATUS	SECT_TITLE	MIN_CR	MAX_CR	TOTAL_HOURS	SP_APPR	MAX_ENROLLED	ENROLLED	SEATS_AVAIL	INST_METHOD	PRIM_INST_ID	PRIM_INST_LAST	PRIM_INST_FIRST							
EA	MSST	407	002	45766	1	A	Museum Practices	3	3	.000		12	0	12	ONL	101827972	Snow	Rachel							
EA	MSST	407	002	45766	1	A	Museum Practices	3	3	.000		12	0	12	ONL	101827972	Snow	Rachel							
EA	MSST	407	002	45766	1	A	Museum Practices	3	3	.000		42	0	42	ONL	101827972	Snow	Rachel							
EA	MSST	407	002	45766	1	A	Museum Practices	3	3	.000		12	0	12	ONL	101827972	Snow	Rachel							
EA	MSST	407	002	45766	1	A	Museum Practices	3	3	.000		12	0	12	ONL	101827972	Snow	Rachel							
EA	MSST	407	002	45766	1	A	Museum Practices	3	3	.000		12	0	12	ONL	101827972	Snow	Rachel							
EA	MSST	429	002	67114	1	A	T. BusinessPlanning fortheArts	3	3	.000	DP		2	0	2	ONL		TBA	TBA						
EA	MSST	429	002	67114	1	A	T. BusinessPlanning fortheArts	3	3	.000	DP		2	0	2	ONL		TBA	TBA						
EA	MSST	429		New	1	A	T. BusinessPlanning fortheArts	3	3	.000	DP		2	0	2	ONL		TBA	TBA						

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.