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.
**Step 3:** In the Department Enrollment Status

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

Academic Term: EX: Fall 2018
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 and ITV - Select both ABQ – Albuquerque/Main and EA-Online and ITV
If you are running a report for ONLY Hybrid sections- Select ABQ – Albuquerque/Main
College: Select your college
Subject: Select your department subject code
Course #: Select ALL
Part of Term: Leave as “-Make Selection –“
Course Status: Active
Instructional Method: By holding down the CTRL key and clicking on each instructional type click on the following:
HYB- Hybrid (Need to pull in separate report from online classes)
ITV/ITVE/ITVPE/ITVP – Instructional TV Parent
ONL – Online

c. Select the 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.

1) 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:
   - Adding a new managed online program 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)

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

3) To change faculty on your DESR, simply change the banner number and faculty name and highlight it yellow on your DESR

SAMPLE

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.