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

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

[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**

If you do not have access to this report you will need to submit a BAR (banner authorization request) through MyUNM.
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, ITVP/ online synchronous - Select both ABQ – Albuquerque/Main and EA-Online and ITV
- If you are running a report for ONLY Hybrid sections - Select ABQ – Albuquerque/Main *(This will need to be pulled in a separate report)*

**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
- MOPS- Managed Online Programs- This is the first semester you are able to pull/filter on MOPs. Make sure you are including it in your DESR pull if your department offers MOP courses

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

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Delete the last row: DEPARTMENT ENROLLMENT STATUS REPORT Spring 2017 ran on Jul 13, 2017  Page 1 of 1.
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 (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)

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

| 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   | Z   | AA  | AB  |
|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| EA | MISST | 407 | 001 | A   | 201860 | Summer 2018 | AS | College of Arts and Sciences | Museum Practices | 3   | 3   | ONLINE | 1   | 01L | 9999999999 | Doe | John |
| EA | MISST | 507 | 001 | A   | 201860 | Summer 2018 | AS | College of Arts and Sciences | Museum Practices | 3   | 3   | ONLINE | 1   | 01L | 9999999999 | Doe | John |
| EA | MISST | 507 | 001 | A   | 201860 | Summer 2018 | AS | College of Arts and Sciences | Museum Practices | 3   | 3   | ONLINE | 1   | 01L | 9999999999 | Doe | John |

| EA | MISST | 507 | 001 | A   | 201860 | Summer 2018 | AS | College of Arts and Sciences | Museum Practices | 3   | 3   | ONLINE | 1   | 01L | 9999999999 | Doe | John |

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

Direct any questions regarding online, hybrid, ITV/online synchronous sections to [onlinescheduling@unm.edu](mailto:onlinescheduling@unm.edu) or call 277-8585.