

Helpful SacVault Reports to Use for Schedule Building and Faculty Workload

The following reports are found in the Student Reporting > Academic Affairs Reports > Class Schedule Reports folder

- **Class Schedule – Associated Class Number Verification**
 - Useful to check that you have the correct Class Association number assigned.
 - Remember CMS defaults this to 1
- **Class Schedule – E-Learning Classes by Term, College and Department**
 - Useful to find classes that were rolled as E-Learning classes that may need to have the class attributes and class notes adjusted
- **Class Schedule – Learning Communities**
 - Useful to find classes that were rolled as learning community classes that may need to have the class attributes and class notes adjusted
- **Class Schedule – Non Standard Day and Evening Class Periods**
 - Identifies classes not meeting the class schedule standards
- **Class Schedule – Schedule of Classes**
 - Gives you a list of the scheduled classes

The following reports are found in the Student Reporting > Academic Affairs Reports > Course Related Reports folder

- **Enrollment – Classes With Multiple Class Meetings/Multiple Faculty Assigned**
 - Helpful to assure that the IFF assignment type is assigned to faculty only on the first meeting pattern
 - Helpful to make sure classes with multiple faculty have the correct teaching percentage assigned
- **Enrollment – Combined Classes By Term**
 - Useful to see all of the sections that are combined, especially if the classes are cross listed
- **Enrollment – Historical Enrollment Survey**
 - Useful to look at past terms – number of sections and enrollments
- **Enrollment – Course Enrollment Check**
 - Use as a planning tool to see how many students in your major have taken certain classes

The following reports are helpful with calculating Faculty Workload, APDB values, FTE's, and WTU's for the term: Student Reporting > Academic Affairs Reports > Faculty Related Reports

- **Workload Report – Non Official Faculty Workload Report**
- **Workload – Faculty WTU's By Term**
- **APDB – Faculty EmplRec Checks by College and Department**
- **Workload Report – Non Official Faculty Workload Report Combined Courses**