

Class Verification - Master Long Report in rePortal

To ensure you have the appropriate permissions, restrictions and approvals built into your classes, run the “Class Verification – Master Long” report through rePortal. If you do not have access to rePortal, please contact sis_support@usask.ca

You can then print this report and use it for reference when students come in with the “Class Permit/Override and/or Last Enrolment in a Class” form.


To run the “Class Verification – Master Long” report:

1. Open your browser and type paws.usask.ca.
 2. If you receive a logon box, enter your NSID and password. From there you will
 3. Select the Admin Services link.
 4. Select the Crystal Reports link and click on it to view the crystal reports folder.
 5. Select the Administrative Reports folder (click directly on the folder).
 6. Find and select “Class Verification – Master Long”
 7. Enter your parameters
- Enter prompt values. (ie) to enter term, type in term then click the small arrow button. It will add to the selected values. Add another term if you like. Continue with the rest of your parameters.

***NOTES:**

- 1) All parameters must have a value or the report will not successfully run.**
- 2) Run this report for all statuses to ensure that you are maintaining all of your classes, not just the Active one.**

8. When finished choosing all the parameters, click <Submit> at the bottom of the screen. You will then have to wait until the report finishes. This report that you have run through rePortal is a list of the classes that are currently in the system for the term you chose.

9. To print the report, click on the “Extract this report” icon  located just right of the printer icon in the top left corner. Select MS Word file format then press Export. You will be prompted to either open the document in MS Word or Save to disk. Choose your option and print in MS Word at your convenience.