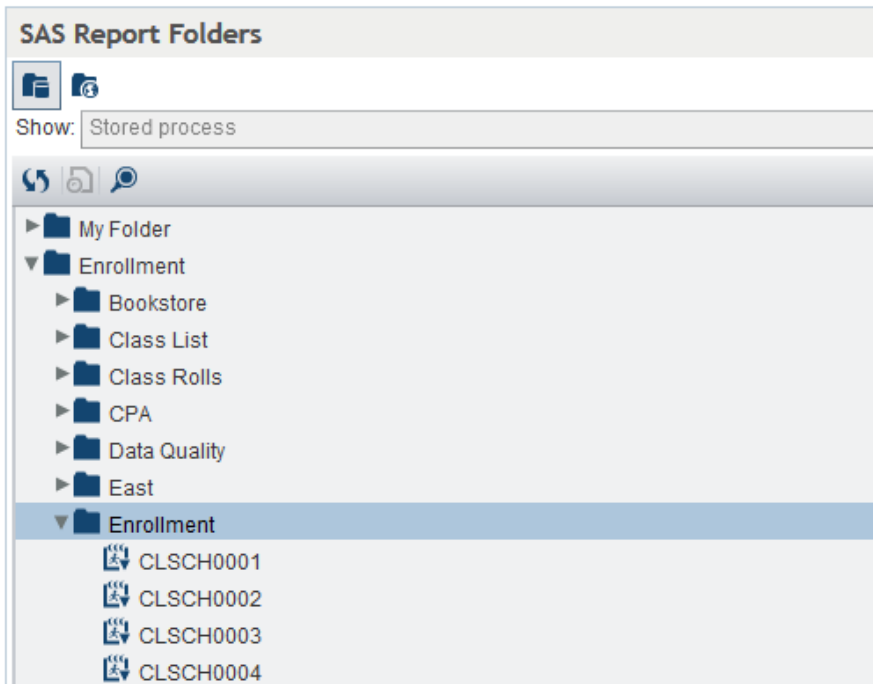


How to use SAS to create your Reviewer/Program Chair list.

- Step 1: Log into SAS using your Atlas username and password.
 If you do not have access to SAS, please contact OIT to get access.
<http://tiny.cc/SASLogon>



- Step 2: Open the Enrollment folder, select Enrollment again.
 Locate the CLSCH0020 report and select **View Item** at the bottom of the page.



Step 3:

Enter your variables for the query:

Term Code: the six digit semester such as 201510 for Fall 2014.

Department Code: the discipline or prefix for the courses you are require.

Campus Code: campus abbreviation (ex. WC for West Campus)

Faculty Type: full-time, part-time, or All

Course Section: All is default. Use this if you would like to search for only certain CRNs.

Click "Run".

Parameters

*Term Code
201610

*Enter Department Code
Available: Rows 1 - 100 of 105

Available:	Selected:
All	
ACCT-Accounting	
ADMN-Administration	
ANTH-Anthropology	
ARCH-Architecture	
ARTS-Art	
ASTR-Astronomy	
BANK-Banking	
BIOL-Biology	
BLDG-Building Construction Tech	

*Enter Campus Code

Available:

Available:	Selected:
All	
EC	
OC	
WC	
WP	
LNC	
NHS	
CJI	
LH	
MC	

Select Full Time, Part Time or All
All

Enter section(s) or All (default) for All Possible Sections
All

Run

Step 4: The report will display all of the courses for the requested term.
 You will copy (by highlighting all of the text and right clicking to select copy) and open Microsoft Excel and paste the data into a blank Excel sheet.

Course Number	CRN	Course Title	Term	Instructor Last Name	Instructor First Name	Instructor VID	PEAEMPL Full Time or Part Time
ACG-2021C	18221	Prin of Financial Accounting	201610-1	Battiste	Cecil		F
ACG-2021C	18222	Prin of Financial Accounting	201610-1	Battiste	Cecil		F
ACG-2021C	18223	Prin of Financial Accounting	201610-1	Martin	Walter		F
ACG-2021C	18225	Prin of Financial Accounting	201610-1	Battiste	Cecil		F
ACG-2021C	18226	Prin of Financial Accounting	201610-1	Martin	Walter		F
ACG-2021C	18227	Prin of Financial Accounting	201610-1	Branham	Maureen		P
ACG-2021C	18229	Prin of Financial Accounting	201610-1	Martin	Walter		F
ACG-2021C	18230	Prin of Financial Accounting	201610-1	Battiste	Cecil		F
ACG-2021C	18387	Prin of Financial Accounting	201610-1	Battiste	Cecil		F
ACG-2071C	18389	Prin of Managerial Accounting	201610-1	Martin	Walter		F

Step 5: Column I should list the Reviewer's first and last name.
 Column J should list the Reviewer's VID
 Save the file and email to participate@valenciacollege.edu

Note: If a course should have more than 1 reviewer assigned, please copy the course information into a new row. Enter the second reviewer's information into columns I and J.

	A	B	C	D	E	F	G	H	I	J
1	Course Number	CRN	Course Title	Term	Instructor Last Name	Instructor First Name	Instructor VID	PEAEMPL Full Time or Part Time	Review Name Reviewer VID	
2	ACG-2021C	18221	Prin of Financial Accounting	201610-1	Battiste	Cecil	V	F	John Doe	V01234567
3	ACG-2021C	18221	Prin of Financial Accounting	201610-1	Battiste	Cecil	V	F	Jane Smith	V12345678
4	ACG-2021C	18222	Prin of Financial Accounting	201610-1	Battiste	Cecil	V	F		