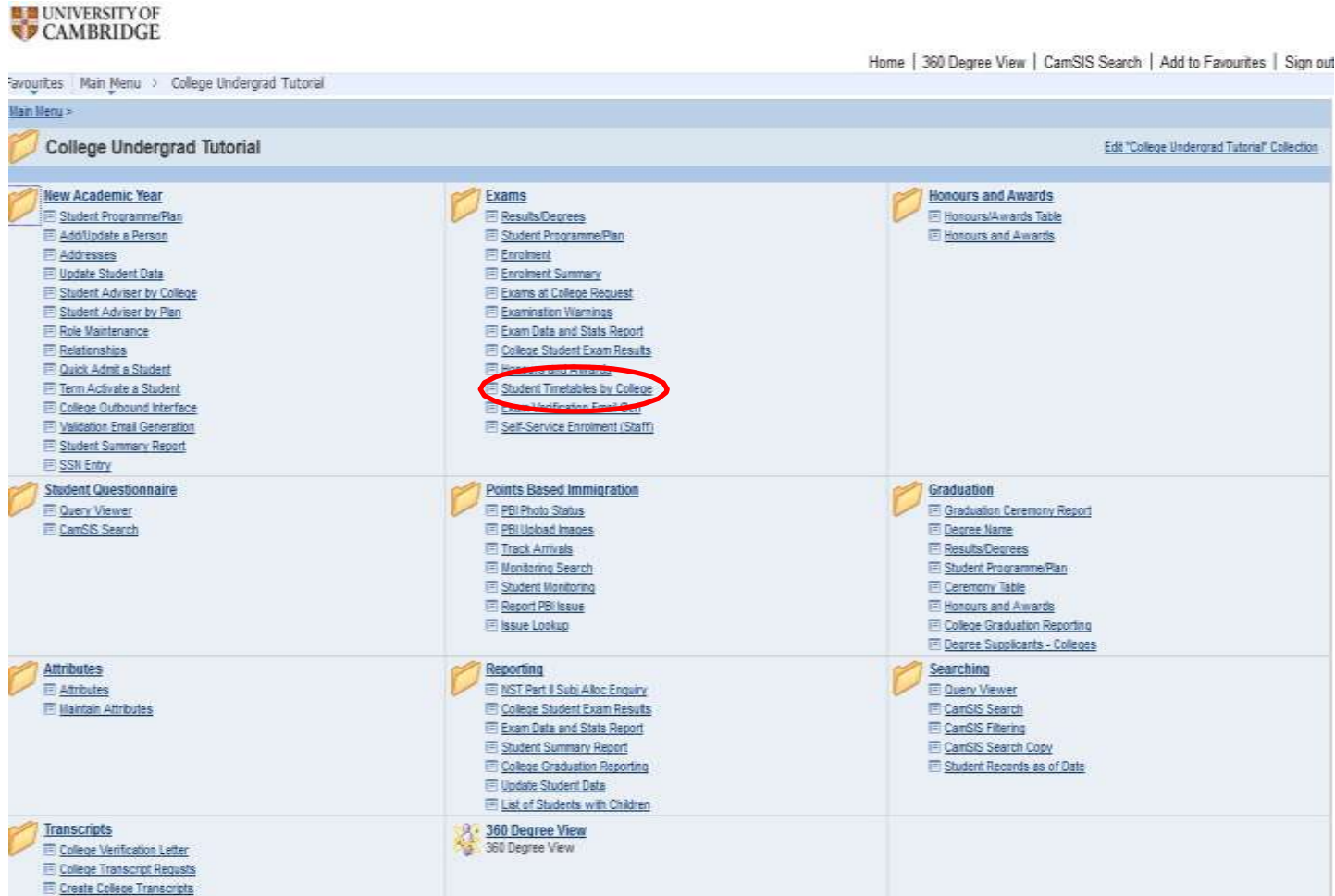


## Running Day to Day Lists – This report provides a list of all of your students taking an exam or assessment on each date.

1. From the College Undergrad Tutorial page of CamSIS, select *Student Timetables by College* from the Exams section



The screenshot shows the University of Cambridge CamSIS interface. At the top left is the University of Cambridge logo. The navigation bar includes 'Home', '360 Degree View', 'CamSIS Search', 'Add to Favourites', and 'Sign out'. The main content area is titled 'College Undergrad Tutorial' and contains a grid of menu items. The 'Exams' section is expanded, and 'Student Timetables by College' is highlighted with a red circle. Other sections include 'New Academic Year', 'Honours and Awards', 'Student Questionnaire', 'Points Based Immigration', 'Graduation', 'Attributes', 'Reporting', 'Searching', and 'Transcripts'.

Section	Items
New Academic Year	Student Programme/Plan, Add/Update a Person, Addresses, Update Student Data, Student Adviser by College, Student Adviser by Plan, Role Maintenance, Relationships, Quick Admit a Student, Term Activate a Student, College Outbound Interface, Validator Email Generation, Student Summary Report, SSN Entry
Exams	Results/Degrees, Student Programme/Plan, Enrolment, Enrolment Summary, Exams at College Request, Examination Warnings, Exam Data and Stats Report, College Student Exam Results, <b>Student Timetables by College</b> , Exam Verification Email/Ser, Self-Service Enrolment (Staff)
Honours and Awards	Honours/Awards Table, Honours and Awards
Student Questionnaire	Query Viewer, CamSIS Search
Points Based Immigration	PBI Photo Status, PBI Upload Images, Track Arrivals, Monitoring Search, Student Monitoring, Report PBI Issue, Issue Lookup
Graduation	Graduation Ceremony Report, Degree Name, Results/Degrees, Student Programme/Plan, Ceremony Table, Honours and Awards, College Graduation Reporting, Degree Suplicants - Colleges
Attributes	Attributes, Maintain Attributes
Reporting	NST Part II Subi Alloc Enquiry, College Student Exam Results, Exam Data and Stats Report, Student Summary Report, College Graduation Reporting, Update Student Data, List of Students with Children
Searching	Query Viewer, CamSIS Search, CamSIS Filtering, CamSIS Search Copy, Student Records as of Date
Transcripts	College Verification Letter, College Transcript Requests, Create College Transcripts
360 Degree View	360 Degree View

2. This will bring you to the Run Control ID page. If you have not run a day to day list before, select 'Add a New Value'

### Student Timetables by College

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

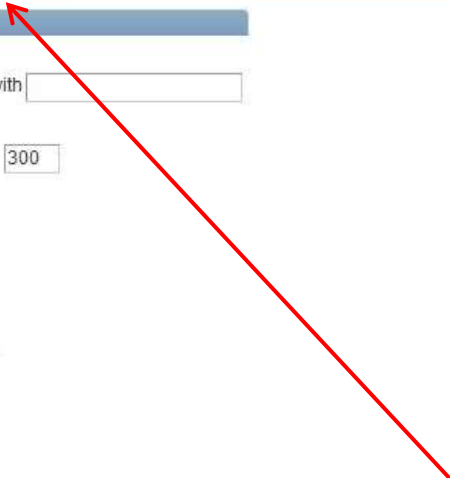
Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



3. You then need to set up a run control ID. The next time you do this, you can just select the ID, rather than having to set it up again. If running for the first time, you need to type a name for the ID into the box (no spaces), and click on Add:

### Student Timetables by College





Find an Existing Value | Add a New Value

Run Control ID |

Add


4. Complete the requested information as appropriate, the code for Easter 2023 is **3451**, add the code for your College – the dates for the early and main exam/assessment period of Easter Term 2023 are shown below. Once added Select RUN

Early Easter term:


Term	Date Selection
*Term: <input type="text" value="3451"/>  Easter Term 2023	*Start Date: <input type="text" value="17/04/2023"/>  *End Date: <input type="text" value="16/05/2023"/> 
College	
*College: <input type="text" value="CHR"/>  Christ's College	


Main Exam Period:

**Term**


\*Term:   Easter Term 2023

**Date Selection**

\*Start Date:  

\*End Date:  

**College**

\*College:   Christ's College

5. After Selecting RUN, Click on OK:

### Process Scheduler Request

User ID cab38 Run Control ID craigyb

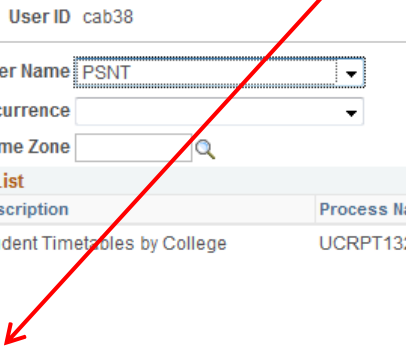
Server Name: PSNT Run Date: 24/03/2016  
Recurrence: Recurrence Run Time: 12:17:00  
Time Zone: Time Zone

Reset to Current Date/Time

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Timetables by College	UCRPT132	SQR Report	Web	PDF	Distribution

OK Cancel



6. Click on Report Manager, then click on 'refresh' until the process shows a Status of 'Posted'. Then click on 'Details':


Administration Archives

**View Reports For**

User ID: cab38 Type: Last 4 Days Refresh  
Status: Folder: Instance: to:

**Report List** Personalise Find View All First 1-48 of 48 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1256184	1550540	Student Timetables by College	24/03/2016 12:18:28	Acrobat (*.pdf)	Posted	Details



7. Choose the CSV file from the list of files and open this in Excel:

### Report Detail

<b>Report</b>				
Report ID	1256184	Process Instance	1550540	<a href="#">Message Log</a>
Name	UCRPT132	Process Type	SQR Report	
Run Status	Success			

Student Timetables by College

<b>Distribution Details</b>			
Distribution Node	psreports	Expiration Date	25/03/2018

<b>File List</b>		
Name	File Size (bytes)	Datetime Created
SQR_UCRPT132_1550540.log	1,848	24/03/2016 12:19:09.354708 GMT
UCRPT132_1550540.out	162,658	24/03/2016 12:19:09.354708 GMT
ucrpt132.csv	629,040	24/03/2016 12:19:09.354708 GMT

<b>Distribute To</b>	
Distribution ID Type	*Distribution ID
User	cab38

The Output will resemble the Excel Spreadsheet shown below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Examination Date	Session	Paper Start/End Time	Tripes	Tripes Description	Paper	Paper Description	Location	Class	Name	Blind Grade	College	Another Location	
2	MONDAY 16 MAY	Morning	09:00-11:00	EC61	Examination in Economics for the Certificate in Postgraduate Study	M330	Applied Econo	Lady Mitchell Hall	6651	AN Other	1111A	T		
3	MONDAY 16 MAY	Morning	09:00-11:00	ECM10	Examination in Economic Research for the degree of Master of Philosoph	M330	Applied Econo	Lady Mitchell Hall	5797	J Bloggs	6666D	T		

8. Save the file as an Excel file. You can then sort it and filter it as normal to meet your needs.

Updated August 2022