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.

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’
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:
4. Complete the requested information as appropriate, the code for Easter 2024 is **3471**, add the code for your College – the dates for the early and main exam/assessment period of Easter Term 2024 are shown below. Once added Select RUN

**Early Easter term:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Term: 3471</em></td>
<td><em>Start Date: 13/04/2024</em></td>
</tr>
<tr>
<td><strong>Easter Term 2024</strong></td>
<td><em>End Date: 15/05/2024</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Chr's College</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>College: CHR</em></td>
<td></td>
</tr>
</tbody>
</table>
Main Exam Period:

**Term:** Easter Term 2024

**Date Selection**

- **Start Date:** 20/05/2024
- **End Date:** 14/06/2024

**College**

- **College:** Christ's College
5. After Selecting RUN, Click on OK:

6. Click on Report Manager, then click on ‘refresh’ until the process shows a Status of ‘Posted’. Then click on ‘Details’:
7. Choose the CSV file from the list of files and open this in Excel:

The Output will resemble the Excel Spreadsheet shown below:
8. Save the file as an Excel file. You can then sort it and filter it as normal to meet your needs.

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