


Logon as usual, but on the portal page click on Campus Solutions instead of Faculty Center.

Personalize Content Layout Wed, Jan 25, 12 11:00 PM

My Husky Menu

- Campus Solutions** 
Access to the Campus Solutions application.
- Faculty Center**
View your class and exam schedules.
- Advisor Center**
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

Welcome!



MY HUSKY
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

Welcome to the Bloomsburg University student information portal. This site has been created to bring together all of the information you need.

Click on the Query folder under Reporting Tools.


Main Menu



Return to Portal	Self Service Navigate to your self service information and activities. <ul style="list-style-type: none">Campus Personal InformationInvolvementCommunity Directory Search3 More...	Campus Community Maintain bio/demo information about people and organizations, maintain 3C information. <ul style="list-style-type: none">Student Services CenterPersonal Information (Student)Checklists2 More...
Records and Enrollment Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation. <ul style="list-style-type: none">Enroll StudentsStudent Term InformationCareer and Program Information4 More...	Curriculum Management Define Course Catalog and Schedule of Classes, manage attendance and grading. <ul style="list-style-type: none">Course CatalogSchedule of ClassesFacility and Event Information2 More...	Student Financials Maintain student accounts, payments and collections and calculate tuition. <ul style="list-style-type: none">Tuition and FeesView Customer Accounts
Academic Advisement Define rules for degree audit, create student exceptions. <ul style="list-style-type: none">Student AdvisementAcademic Requirements	Set Up SACR Define installation options, security, and product-related set up tables. <ul style="list-style-type: none">User Defaults	Reporting Tools Run, create, and manage queries and nVision reports. <ul style="list-style-type: none">Report ManagerQuery 
My Personalizations Personalize options such as locale, tab details, save warnings, etc.	My Dictionary Add/delete words in personal spelling checker dictionary.	

Click on the Query Viewer link

Favorites Main Menu > Reporting Tools > Query

Main Menu > Reporting Tools >

 **Query**
Extract information using visual representations of your PS database.


 **Query Viewer** 
Review existing queries.

Enter the query name: BZSR_CLASS_INFO and click on search

Favorites Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

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

Search By: Query Name  begins with

[Advanced Search](#) 

On the line with BZSR_CLASS_INFO, you can search on either html or excel. Excel will send the output to excel and the html allows you to view the output first then send it to excel after it is displayed. I will show the html link. Click the html link.

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

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

*Search By: Query Name

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
BZSR_CLASS_INFO	Class List with student email	Public		HTML	Excel	XML	Schedule	Favorite
BZSR_CLASS_INFO_SUMMER_FRESH	Students Not UNDECLARED	Public		HTML	Excel	XML	Schedule	Favorite

The prompts will be for the year and session and the course number. The Term is 2122, where the first 2 is the century, then 12 is the year and the last 2 is the session. (Session: 2 = spring, 4 = summer and 6 = Fall) The second prompt is the course number, i.e. Math 118-04 will be 2495
Enter the 2 prompts and click View Results and it will display the roster.

[BZSR_CLASS_INFO - Class List with student email](#)

Term:

Class Nbr:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (28 kb)

[View All](#)

	ID	Career	Term	Class Nbr	Subject	Catalog	Section	Descr	Last	First Name	Middle	
1	250046	UGRD	2122	2495	MATH	118	04	APPL MATRIX ALGEBRA	Ash	Shayla	R	sra3
2	250046	UGRD	2122	2495	MATH	118	04	APPL MATRIX ALGEBRA	Ash	Shayla	R	sra3
3	261047	UGRD	2122	2495	MATH	118	04	APPL MATRIX ALGEBRA	Boyd	Joseph	Stephen	jsb4
4	233073	UGRD	2122	2495	MATH	118	04	APPL MATRIX ALGEBRA	Brouse	Colton	J	cjb31
5	233073	UGRD	2122	2495	MATH	118	04	APPL MATRIX ALGEBRA	Brouse	Colton	J	cjb31

After the roster is displayed, click the Excel spreadsheet link to send to excel and select open to excel. Once it is in excel format, I usually delete the top line so my heading are on the top line and click file and save as to save the spreadsheet.