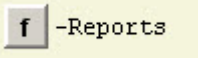


The Online Enrollment Report by Campus will give you a listing of students with your campus's Service Location and will list the online courses they are taking by term or for an entire Academic Year. (This report excludes drops and withdraws and will match up with the credit hours that Academic Affairs has on record for your campus and will determine the online revenue allocation for your campus)

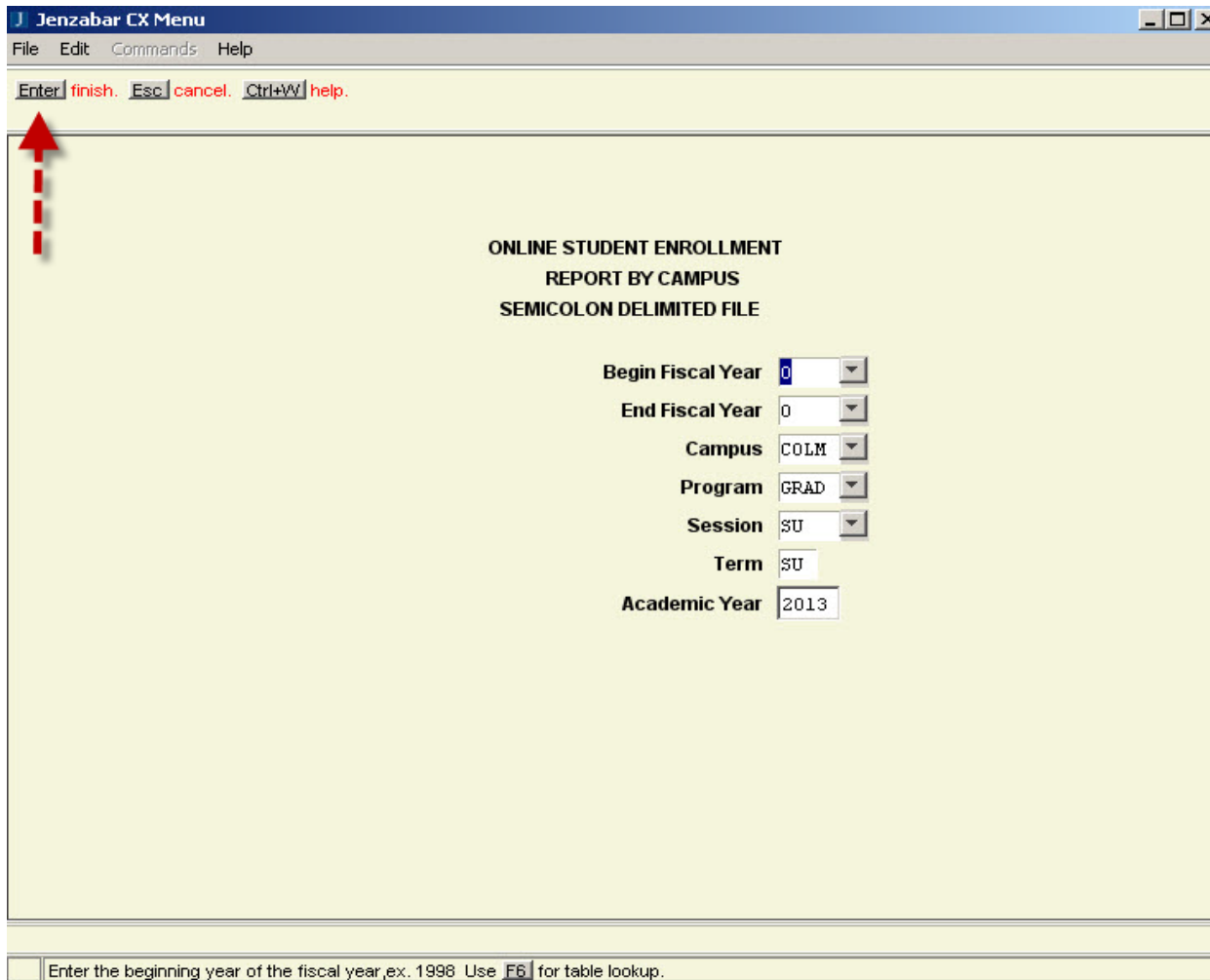
The following instructions are for use with **JenzaMate**
The CARS/JenzaMate report can be found by going to:

Reports 

Select Disk Files 

Online Enrl Rpt by Campus 

As an example, below are the entries I put in to pull the Summer 2013 term for the Columbia, SC Campus



The screenshot shows a window titled "Jenzabar CX Menu" with a menu bar containing "File", "Edit", "Commands", and "Help". Below the menu bar, there is a status bar with the text: "Enter finish. Esc cancel. Ctrl+W help." A red dashed arrow points to the "Enter finish" text. The main area of the window displays the following form:

**ONLINE STUDENT ENROLLMENT
REPORT BY CAMPUS
SEMICOLON DELIMITED FILE**

Begin Fiscal Year

End Fiscal Year

Campus

Program

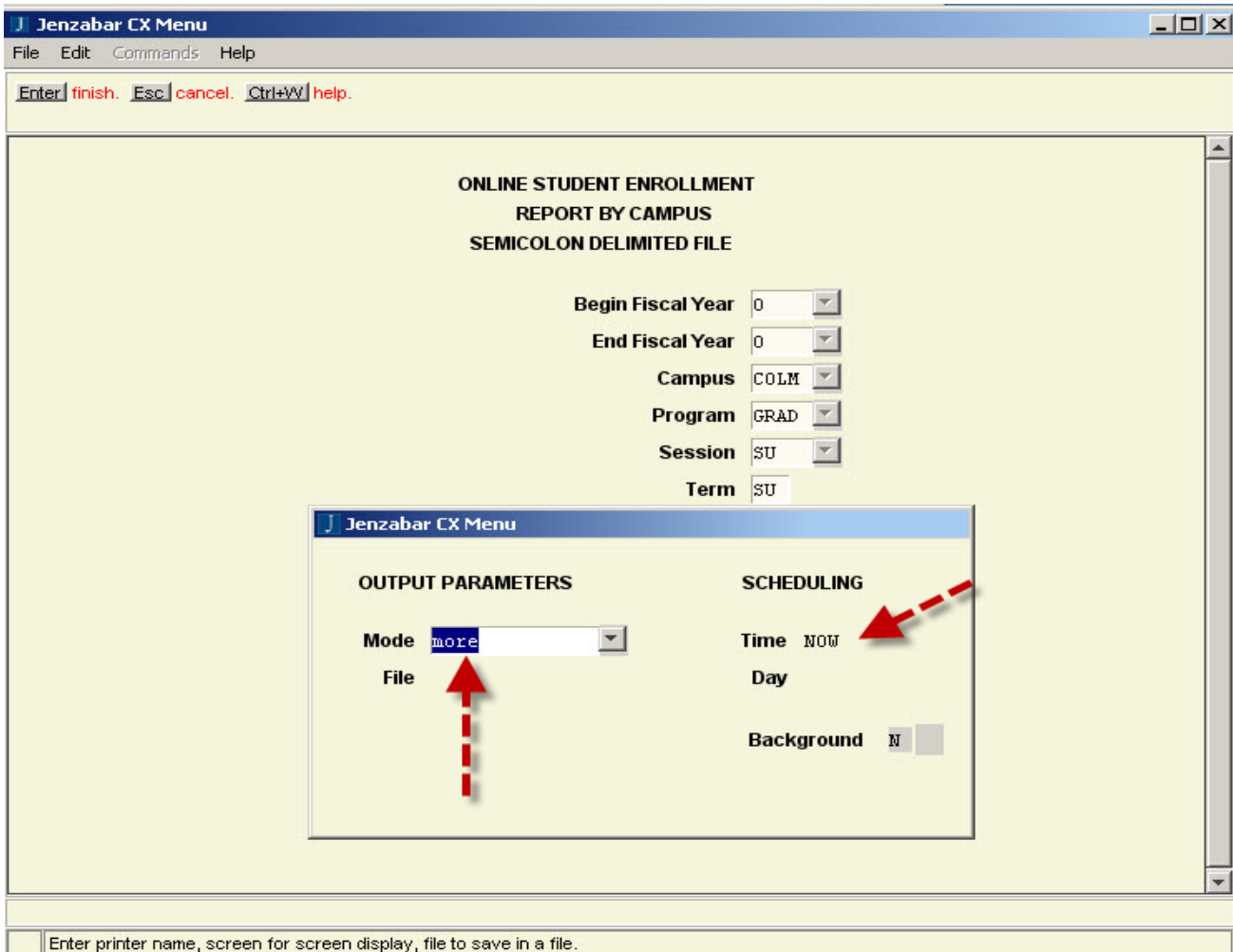
Session

Term

Academic Year

At the bottom of the window, there is a footer bar with the text: "Enter the beginning year of the fiscal year, ex. 1998 Use F6 for table lookup."

Then to run the report click the Enter/finish button in the upper left hand corner and you will get the screen below



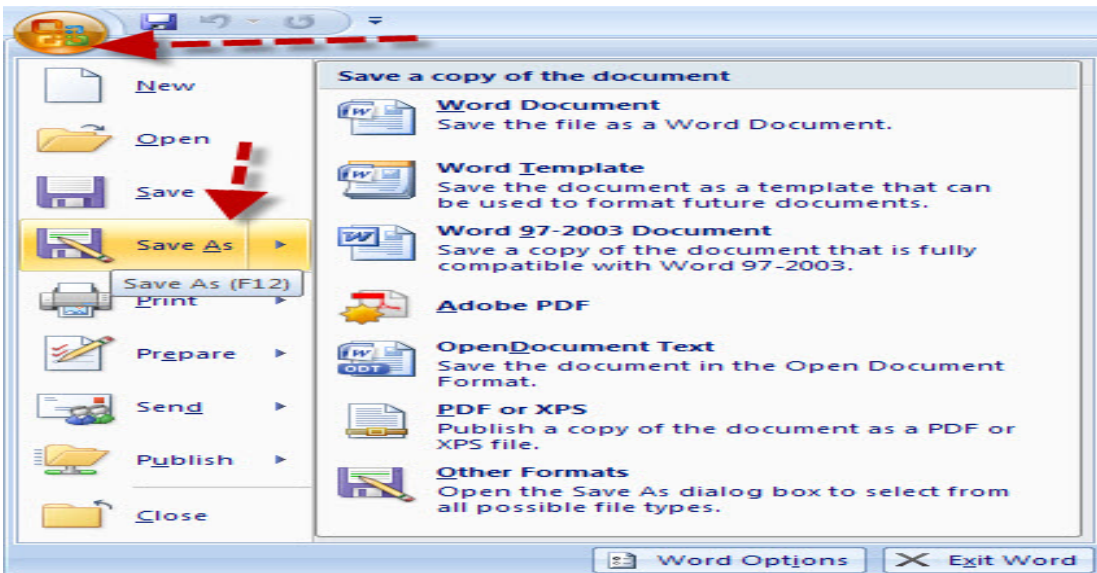
Make sure you change the **Mode** to "more" and time to "NOW" and click on the Enter/**finish** button again in the upper left hand corner

The report will run and come up as a text file in Word.

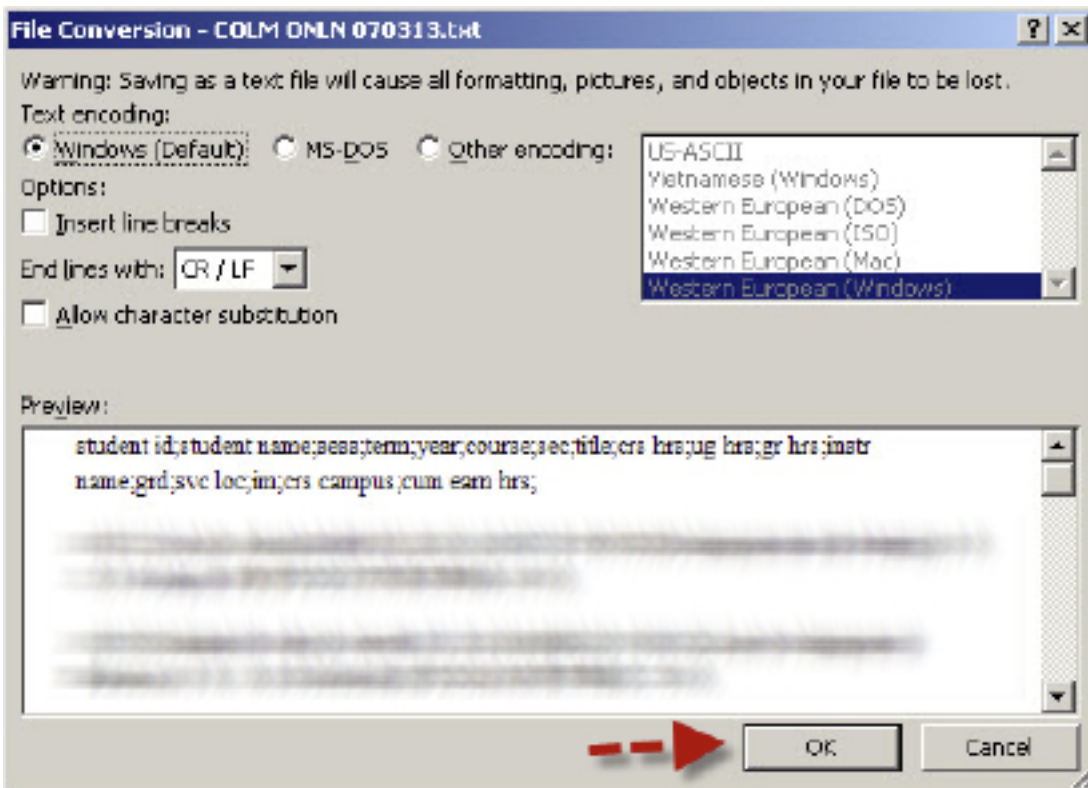
It will look something like what I have below but besides the header label will also have the student information:

```
student id;student name;sess;term;year;course;sec;title;crs hrs;ug hrs;gr  
hrs;instr name;grd;svc loc;im;crs campus;cum earn hrs;
```

Save the text file on your computer(You may want to setup a folder or save it to your desktop)

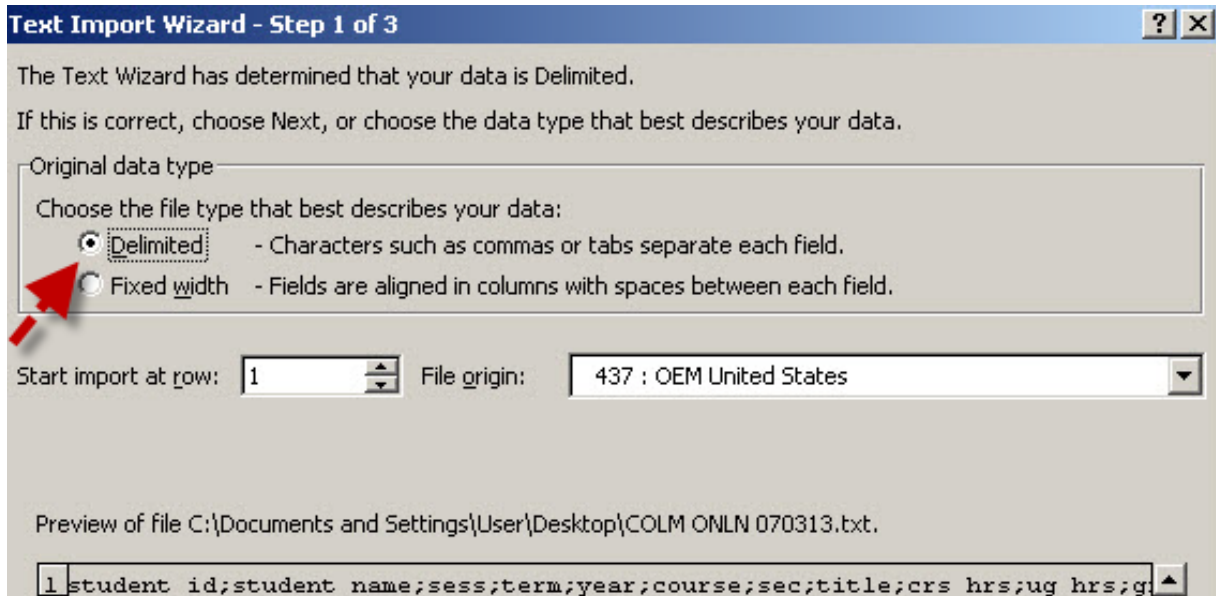


Once you click on Save, the following screen may show up and you just click on "OK"

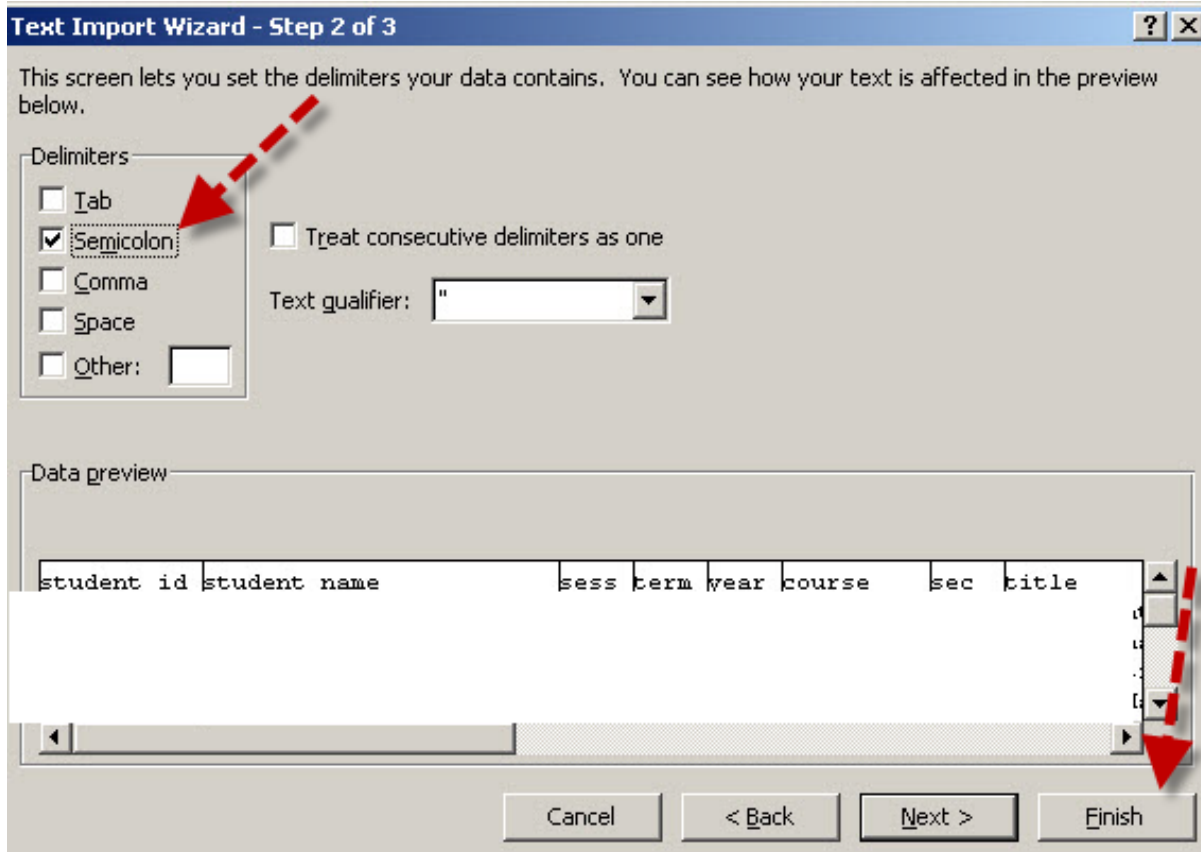


Then close out of Word and open up Excel. It is a semicolon delimited file.

When you open it up in Excel, you will see the box below and just make sure the Delimited button is marked and then click on the "Next" button at the bottom of the screen



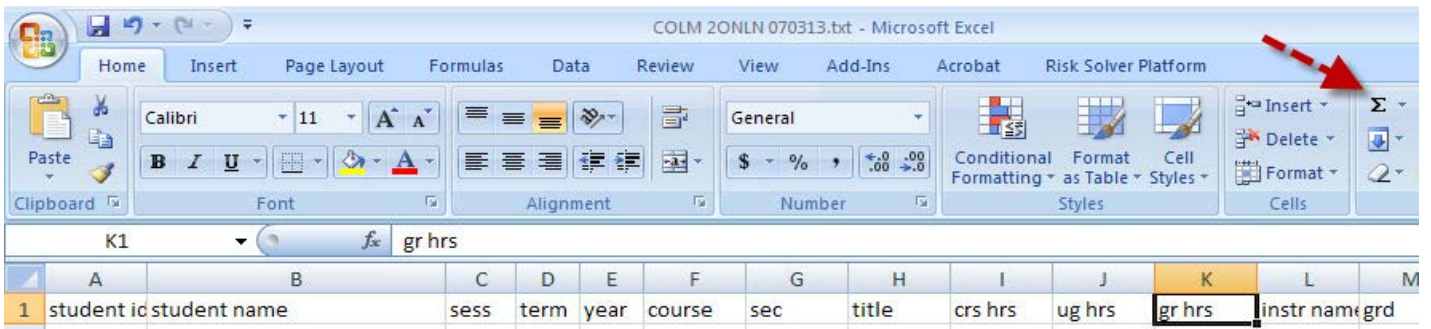
Then you will get this screen



Make sure the check mark is next to semicolon and then you can click on the "Finish" button at the bottom of the screen.

Now your report will open up in Excel. You will see that the first row of data contains labels for the columns of information such as student id, student name, term, etc. If you want to total the hours for this term, go to the column titled gr hrs and scroll to the end of data for that column. Click on the empty cell directly below that last number listed in the gr hrs column(probably a 3) and

then you can click on the "Sum" Σ icon in the upper right hand side of your screen.



When you click on the "Sum" icon, the entire column of values should be highlighted with a blinking dashed line and then hit "enter" on your keyboard.

You should now have the total online credit hours for the campus/term/year parameters that you requested.