Area52 - Classlists

Step 1. First ensure the ‘VPN Client’ is connected.

Step 2. Open a web browser to the ‘CDU Home Page’ and select ‘CDU Staff’. Click on ‘Resources’ then select ‘Area52’.

Step 3. When the following screen appears, enter your username and password to login (ie. the same username and password you use to login to your computer).

Step 4. If this is first time you have logged in to Area52, the following ‘Declaration’ screen will appear. You must check the box marked ‘I Agree’ and re-enter your username and password as required.
Step 5. Select the application or report you would like to access/view (ie: Classlist).

Step 6. The Classlist ‘Parameter’ screen is displayed.
Step 7. Enter or select the parameters for the report you would like to generate:

Example:
- Year = 2013
- Teaching Period = Sem-2
- Unit Code * = ENV300

* this field can be selected as ‘multi-select’ - to do this select the first Unit Code you require, then scroll down to the next required Unit Code, press the Ctrl key then click/select the second Unit Code etc...

This same process can be used for selecting multiple Course Codes or Unit Delivery Locations.

Step 8. Select the ‘Summary Mode’ you would like for your report to display.
Step 9. If you have selected ‘No Summary’ in the Summary Mode (previous step) then you may select additional fields to be included in your report. Select the relevant items from the ‘Include’ section.

Step 10. Click on ‘Run Report’.

The report is then displayed as follows:
If the report is large, the number of rows displayed, of the total amount of rows generated, will appear at the top and bottom right hand corner of the report, for example:

![row(s) 1 - 30 of 191 Next](image)

To view subsequent rows not displayed click on ‘Next’.

The report can be exported to Excel as a file by scrolling to the bottom of screen and selecting ![Export to Excel](image). The whole report will be exported, not just the rows displayed on the current page.

<table>
<thead>
<tr>
<th>Year</th>
<th>ID</th>
<th>Name</th>
<th>Gender</th>
<th>Surname</th>
<th>Initials</th>
<th>Status</th>
</tr>
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<tbody>
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<td>2009</td>
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<tr>
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<td>OATES, Timothy John</td>
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</tr>
</tbody>
</table>

To return to the parameter screen and run a new report or amend the parameters of the current report, click on ‘Back to Parameter Screen’ located at the top and bottom left hand side:
Fields displayed in Reports by Summary Mode

**No Summary** with no inclusions

- Year
- Person ID
- Name
- ATSI Code
- ATSI Answer
- Sex
- Sector
- Course Code
- Course Title
- Course Status
- Correspondence Category
- Faculty
- Team
- Funding Source
- Fee Category
- Unit Code
- Unit Title
- Calendar Type (Teaching Period)
- Unit Status
- Location
- Unit Class (mode)
- School
- EFTSL
- AHC

**By Course** with Summary Type ‘Annual’

- Course Code
- Course Title
- Number Enrolled in Course
- Total EFTSL
- Total AHC

**By Course** with Summary Type ‘Teaching Period’

- Course Code
- Course Title
- Teaching Period
- Number Enrolled in Course
- Total EFTSL
- Total AHC

**By Faculty** with Summary Type ‘Annual’

- Faculty Code
- Faculty
- Number Enrolled in Course
- Total EFTSL
- Total AHC
By Faculty with Summary Type ‘Teaching Period’

- Faculty Code
- Faculty
- Teaching Period
- Number Enrolled in Course
- Total EFTSL
- Total AHC

By Unit with Summary Type ‘Annual’

- Unit Code
- Unit Title
- Number Enrolled in Unit
- Total EFTSL
- Total AHC

By School with Summary Type ‘Annual’

- School
- Number Enrolled in Unit
- Total EFTSL
- Total AHC

By School with Summary Type ‘Teaching Period’

- School
- Teaching Period
- Number Enrolled in Unit
- Total EFTSL
- Total AHC

By Team with Summary Type ‘Annual’

- Team
- Number Enrolled in Unit
- Total AHC

By Team with Summary Type ‘Teaching Period’

- Team
- Teaching Period
- Number Enrolled in Unit
- Total AHC