## **Faculty Report:** Course History Report

- 1. **Login** to BiONIC (bionic.brynmawr.edu). Your login is your college username and college password. If you need help resetting your password, please contact the Bryn Mawr help desk.
- 2. **Navigate to**: BMC Academic Community> BMC Faculty > Reports> Compiled Reports. The compiled reports menu is a menu of all the reports you can run.

| Course History | *Subject:     | View Report |
|----------------|---------------|-------------|
|                | *Catalog Nbr: |             |

## 3. Enter the Subject and Catalog Nbr

Example: CHEM B212, you must put the subject and catalog number. Click on the magnifying glass to look up the values for the subjects. After selecting your fields, click the "View Report" link. Note: the catalog number must have the "B" in front of it.

4. The results will appear on a new tab and you can download the results as an Excel file. Note: You must have pop-ups enabled.

## For Example:

