

Faculty Report: Course Planning List

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.

The screenshot shows a web form titled "Course Planning List" with a "View Report" link in the top right. The form contains four input fields, each with a magnifying glass icon for search:

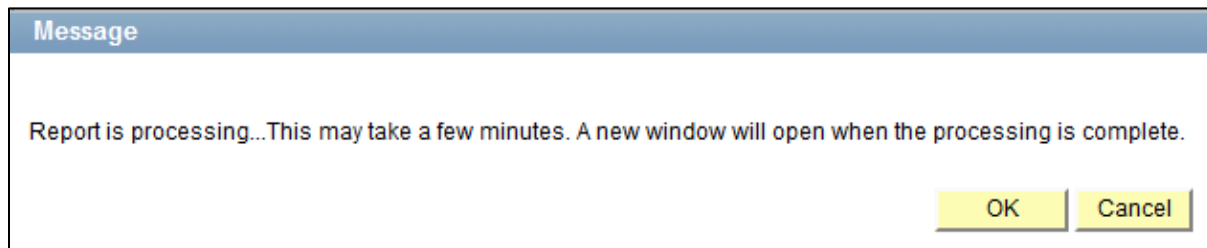
- *Fall Term: 1310 (selected) Fall 2013
- *Spring Term: 1400 (selected) Spring 2014
- Department: PSYC
- Subject Area: (empty)

3. Enter the Term(s) and Department

Example: Fall 2013 and Spring 2014 in PSYC. Click on the magnifying glass to look up the values. After selecting your fields, click the “View Report” link.

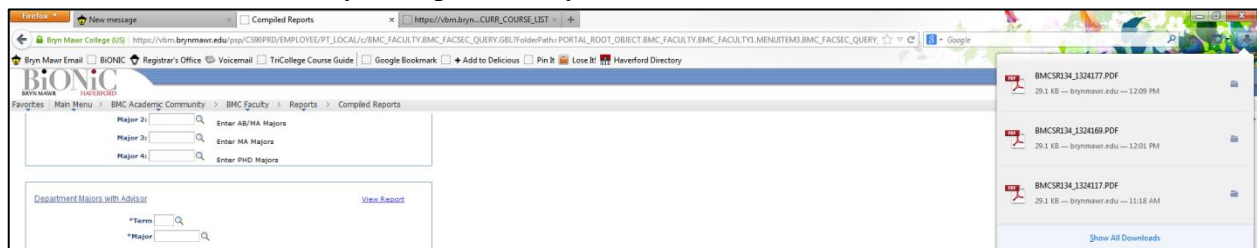
4. Message

Click “OK,” the report will be produced in a few minutes and will appear in your downloads list.



5. Download.

Download the PDF of your report from your downloads list.



SAMPLE REPORT:

List of courses scheduled for the term and any notes entered for display on the course guide. This is a condensed version of the Course Planning Report with multiple classes per page.

This is based on the course planning data, not the live course data. Changes after course planning will not appear here.

Report ID: BMCSR222		BRYN MAWR COLLEGE CLASSES FOR PSYCHOLOGY DEPARTMENT		Page No. 1 Run Date 02/04/2014 Run Time 12:19:09
Fall 2013				
CLASS:	PSYC B105 001	Introductory Psychology		
New Course - Approved				03/20/2013
INSTRUCTORS:	Primary Instructor - Rescorla, Leslie			
TIME AND ROOM:	Tuesday, Thursday	09:55am - 11:15am	Carpenter Library 21	
<u>NOTES (For Course Guide)</u> Lab times will be determined at the beginning of the semester.				

CLASS:	PSYC B160 001	Focus: Psychology of Negotiations		
New Course - Approved				03/20/2013
INSTRUCTORS:	Primary Instructor - Egan Brad, Louisa C.			
TIME AND ROOM:			Taylor Hall E	
<u>NOTES (For Course Guide)</u> Quarter Course, Meets Second Half; Enrollment Limit: 30;				

CLASS:	PSYC B203 001	Educational Psychology		
New Course - Approved				03/20/2013
INSTRUCTORS:	Primary Instructor - Cassidy, Kimberly E.			
TIME AND ROOM:	Tuesday, Thursday	08:25am - 09:45am	Dalton Hall 119	
<u>NOTES (For Course Guide)</u> .				
