

Department Chair Reports via UMW Report Center

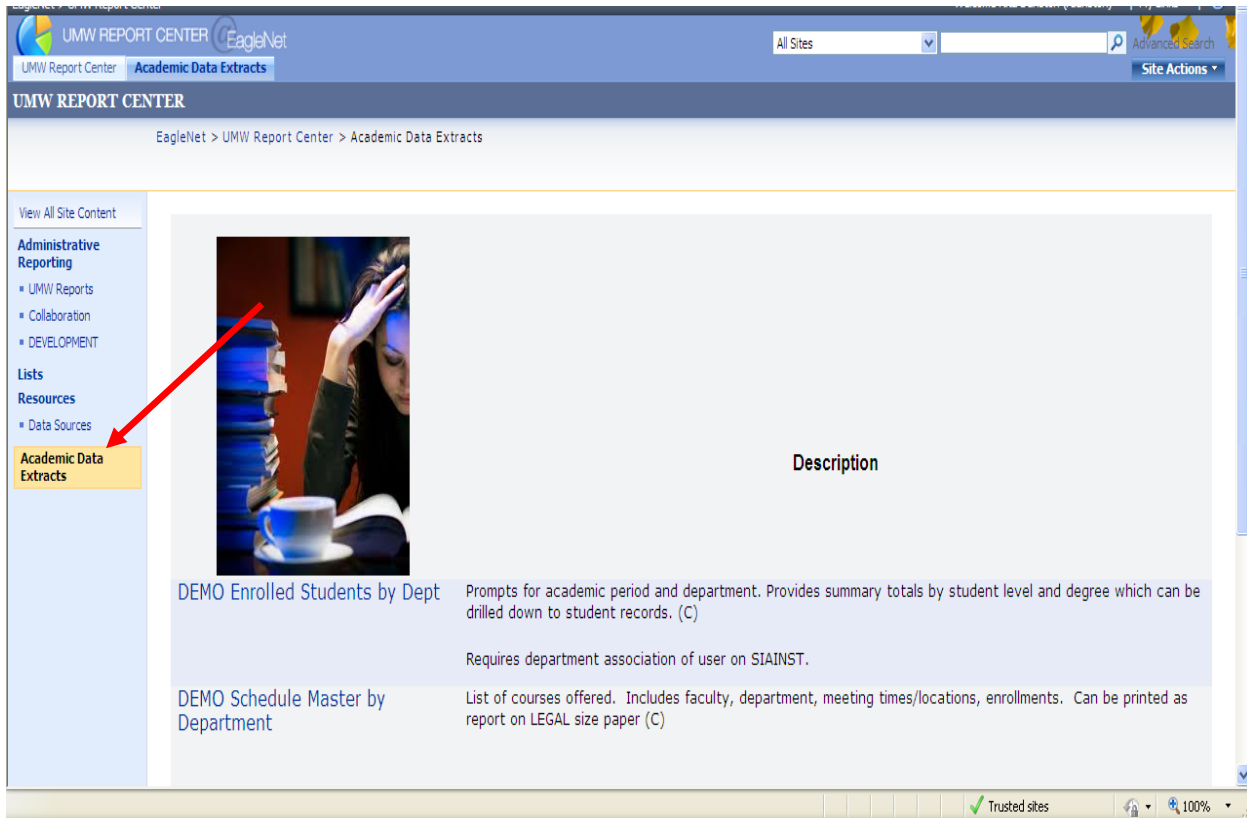
1. Log into [Sharepoint](#)
2. Select UMW Report Center



The screenshot shows the EagleNet homepage. At the top, there is a navigation bar with links for EAGLENET, BANNER SELF SERVICE, MY UNIVERSITY RESOURCES, and UMW SYSTEMS LOGINS. Below this is a search bar and an 'Advanced Search' link. The main content area is divided into several sections. On the left, there is a 'Documents' section with a list of links: My Site, Collaboration Spaces, UMW Report Center (highlighted with a red arrow), View All Site Content, Recycle Bin, and Provost. The central section is titled 'My University Announcements' and features a heart icon and a message: 'KEEP YOUR FAMILY INFORMED! Please take time now to complete a special form that will enable your family to be connected to Mary Washington. If you have not yet completed this form, your family will miss important communications including the UMW Magazine, invitations to special events like Family Weekend, and other important news. Click here to complete the form today.' To the right, there is a section titled 'Red Letter Dates for Incoming Students' with a table of dates.

Title	From	Until
Parent and Family Information Form (Link Updated)	4/4/2012	8/15/2012
Latin Placement Test	6/22/2012	8/15/2012
Move-in Day and Orientation	8/22/2012	8/22/2012
Emergency Contact Information	4/4/2012	8/22/2012
NetID Available Online	4/4/2012	8/27/2012
Classes Begin	8/27/2012	8/27/2012

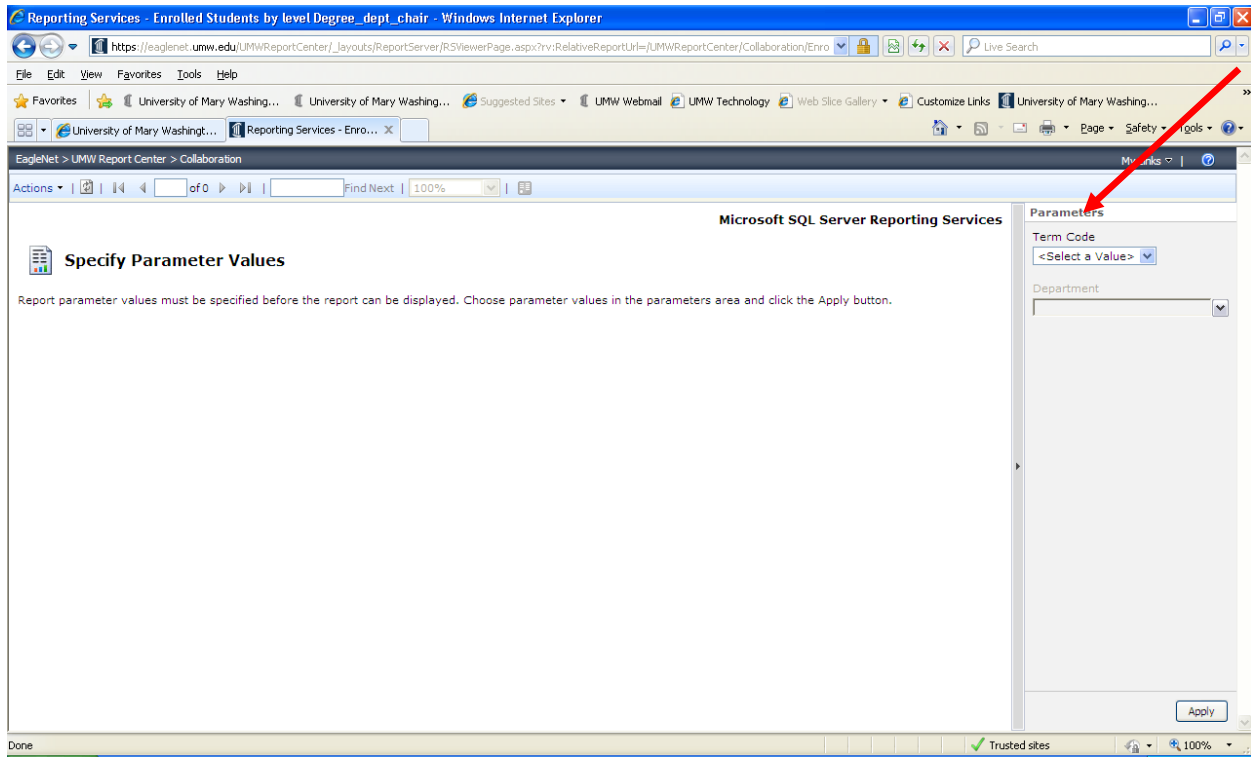
3. Select Academic Data Extract



The screenshot shows the UMW Report Center 'Academic Data Extracts' page. The page title is 'UMW REPORT CENTER' and the breadcrumb trail is 'EagleNet > UMW Report Center > Academic Data Extracts'. On the left, there is a navigation menu with sections for Administrative Reporting, Lists, Resources, and Academic Data Extracts (highlighted with a red arrow). The main content area is titled 'Description' and contains two entries:

- DEMO Enrolled Students by Dept**: Prompts for academic period and department. Provides summary totals by student level and degree which can be drilled down to student records. (C)
Requires department association of user on SIAINST.
- DEMO Schedule Master by Department**: List of courses offered. Includes faculty, department, meeting times/locations, enrollments. Can be printed as report on LEGAL size paper (C)

4. Select desired report from descriptions provided
5. Enter required parameters



6. Hit "Apply"

To Export Data:

1. Go to Actions
2. Export
3. Select Excel