# TE – Colleague Studio: Reports

## College Staff Training Offered in Partnership with Ellucian

<table>
<thead>
<tr>
<th><strong>Target Audience:</strong></th>
<th>The target audience for this class includes Colleague Studio Developers and IT staff responsible for creating, maintaining, and modifying Colleague reports.</th>
</tr>
</thead>
</table>
| **Date(s) and Time(s):** | December 5-8, 2016  
9:30 a.m. – 4:30 p.m.  
**Please log in 30 minutes prior to class start time.** |
| **Delivery Method:** | Webinar |
| **Register by Date:** | December 1, 2016 |
| **Facilitator(s):** | Rich Murray |
| **Prerequisites:** | Completion of Colleague Studio: Programming Fundamentals  
Completion of Colleague Studio: Procedures  
Working knowledge of a Colleague application is recommended. |

## Course Description:

Colleague Studio: Reports focuses on developing the skills necessary to create and maintain custom reports using the Report Editor through step-by-step instructions and hands-on lab work. This course also focuses on locating and modifying reports. Techniques for locating the delivered print routine are explained and practiced.

## Advanced Preparation:

Prior to class:

- Print and bring the class documentation, if available, published via the NCLOR at [http://exploreheloc.org](http://exploreheloc.org). To request access to the NCLOR, refer to the CIS Documentation website at: [http://www.nccommunitycolleges.edu/college-user-support/cis-documentation](http://www.nccommunitycolleges.edu/college-user-support/cis-documentation)
- Have access and logon credentials to [https://clients.datatel.com](https://clients.datatel.com).
Course Objectives: After completing this session, participants will be able to:
- Define a new report using the Colleague Studio Report Editor
- Write Envision Basic statements to print information on a report defined with either the Colleague Studio Report Editor or as a batch process
- Modify existing reports defined with either the Colleague Studio Report Editor or as a batch process

Directions for Joining the Webinar: Join the webinar session by using the meeting link and connection information provided to you via email.

Contact your college’s IT Department Help Desk if you need assistance.

Course Evaluation: Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.