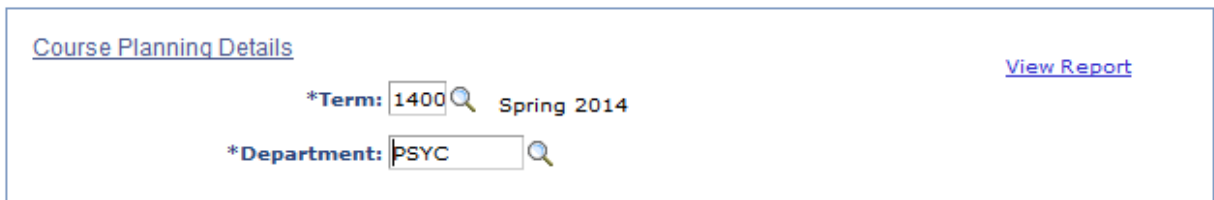


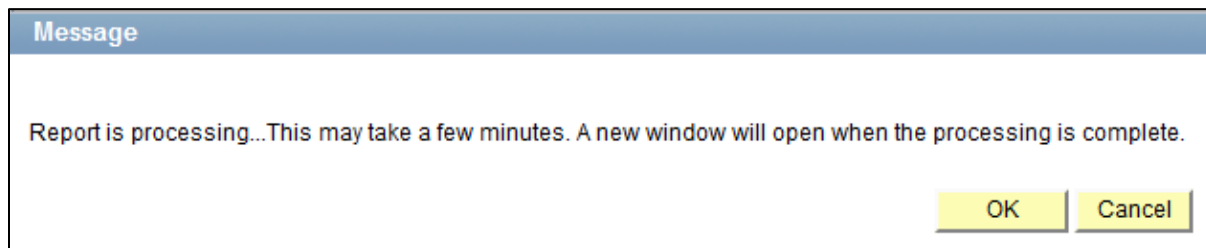
Faculty Report: Course Planning Details

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.



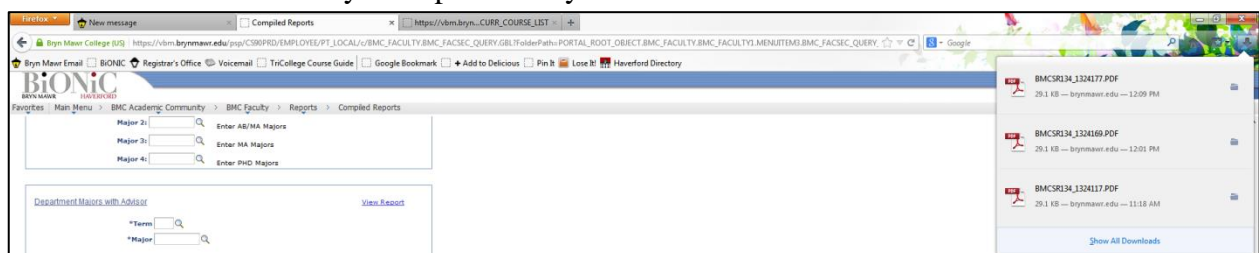
The screenshot shows a web form titled "Course Planning Details". At the top right is a blue link labeled "View Report". Below the title, there are two input fields. The first is labeled "*Term:" and contains the text "1400" with a magnifying glass icon to its right. To the right of this field is the text "Spring 2014". The second input field is labeled "*Department:" and contains the text "PSYC" with a magnifying glass icon to its right.

3. **Enter the Term and Department**
Example: Spring 2014 and 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.



The screenshot shows a "Message" dialog box with a blue header. The main text reads: "Report is processing...This may take a few minutes. A new window will open when the processing is complete." At the bottom right, there are two buttons: "OK" and "Cancel".

5. **Download.**
Download the PDF of your report from your downloads list.



SAMPLE REPORT:

One page per course for review. This is based on the course planning data, not the live course data. Changes after course planning will not appear here.

BMCSRT01	BRYN MAWR COLLEGE 02/04/2014		
Course Planning Spring 2014			
Subject:	PSYC	007368	
Catalog:	B105		
Section:	001		
Title:	Introductory Psychology		
Catalog:	How do biological predispositions, life experiences, culture, contribute to individual differences in human and animal behavior? This biopsychosocial theme will be examined by studying both "normal" and "abnormal" behaviors in domains such as perception, cognition, learning, motivation, emotion, and social interaction thereby providing an overview of psychology's many areas of inquiry. Students will select one two-hour lab meeting per week.		
URL:	http:\		
Requirement Designation:	IIL		
Topic:			
Enrollment:	0	Waitlist:	0
		Freshmen:	0
		Post Bacc:	0
Criteria:			
Instructor(s):	Thomas,Earl		
Meeting(s):	Type:	Lecture	
	Days:	Monday/Wednesday/Friday	
	Preferred Room:	Thomas Hall 110	
		Time:	10:00am - 11:00am (Peak)
Cross Listed Course(s)/Concentration(s):			