

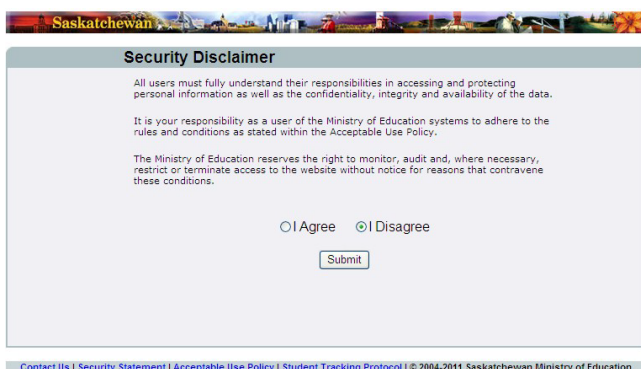
Accessing Locally Developed Course Information from the Student Data System (SDS)

To run a Locally Developed Course list from the SDS, log into the SDS [here](#).

1. Select Reports > Locally Developed Reports > Locally Developed Reports from the side menu bar.



2. Security Disclaimer appears. Select “I agree” and SUBMIT.



3. Select Course Type, School Year, Region, Division and School from the drop down field.

Locally Developed [Need Help?](#)

Report Name Locally Developed

Course Type Choose One

School Year 2014/2015

Region Saskatchewan

Division Locally Developed

School Locally Developed

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Locally Developed [Need Help?](#)

Report Name Locally Developed

Course Type Locally Developed

School Year 2014/2015

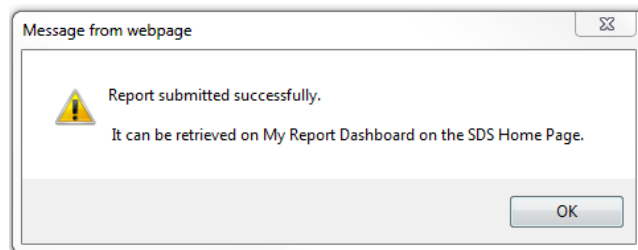
Region Saskatchewan

Division Locally Developed

School Locally Developed

If you have division access, then leave school blank. A report for ALL division schools will be generated.

4. You will receive a message that your report is available in the Report Dashboard. Click OK and return to the home page to access My Report Dashboard from the side menu bar.



Once a date appears in the finished column, click on the blue link to your report in the Job Name column.

My Report Dashboard				Refresh
Job Name	Status	Started	Finished	Delete All
RPT_LOCALLY_DEVELOPED.pdf	✓	2016-06-24 14:04:03.0	2016-06-24 14:04:10.0	Delete
				Ok

Locally Developed Report
Course Type: Locally Developed
School Year: 2014/2015

Click on Tools, Sign, and Comment to access additional features: 2014
Time: 02:37 PM
Page: 1 of 2

Region	Division	School Number	School Name	Course Number	Course Name	Approval Start Date	Approval End Date	No Of Registration
Southern Saskatchewan	Regina SD 4	2156704	Balfour Collegiate	4087	Language Studies 10L	01-AUG-2010	31-JUL-2015	0
				4089	English as an Additional Language B 10L	01-AUG-2010	31-JUL-2015	0
				4091	Introduction to English 10L	01-AUG-2012	31-JUL-2017	0
				4532	Guitar 10L	01-AUG-2013	31-JUL-2015	0
				4539	Orchestra 10L	01-AUG-2011	31-JUL-2016	0
				4918	Building Maintenance 10L	01-AUG-2012	01-AUG-2017	0
				4997	Computer Networking 10L	16-AUG-2010	31-JUL-2015	0
				5027	American Sign Language & Deaf Culture 10L	01-AUG-2013	31-JUL-2018	0
				5029	Plumbing and Heating 10L	01-AUG-2014	31-JUL-2019	0
				6087	Language Studies 20L	01-AUG-2010	31-JUL-2015	0
				6096	English as an Additional Language A 20L	01-AUG-2012	31-JUL-2017	0
				6097	English as an Additional Language B 20L	01-AUG-2012	31-JUL-2017	0
				6100	Literacy 20L	01-AUG-2014	31-JUL-2019	0
				6508	Art 20L	16-AUG-2008	31-JUL-2015	0
				6530	Vocal Jazz 20L	01-AUG-2012	31-JUL-2015	0
				6532	Guitar 20L	01-AUG-2013	31-JUL-2015	0
				6539	Orchestra 20L	01-AUG-2011	31-JUL-2016	0
				6611	Personal Fitness 20L	01-AUG-2010	31-JUL-2015	0
				6613	High Performance Training 20L	01-AUG-2010	31-JUL-2015	0
				6918	Building Maintenance A 20L	01-AUG-2012	01-AUG-2017	0
				6919	Building Maintenance B 20L	01-AUG-2012	01-AUG-2017	0
				6997	Computer Networking 20L	16-AUG-2010	31-JUL-2015	0
				7027	American Sign Language & Deaf Culture 20L	01-AUG-2013	31-JUL-2018	0
				7030	Plumbing and Heating A 20L	01-AUG-2014	31-JUL-2019	0
				7031	Plumbing and Heating B 20L	01-AUG-2014	31-JUL-2019	0
				7314	Leadership 20L	01-AUG-2014	31-JUL-2019	0
				8087	Language Studies 30L	01-AUG-2010	31-JUL-2015	0
				8100	Literacy 30L	01-AUG-2014	31-JUL-2019	0
				8508	Art 30L	16-AUG-2008	31-JUL-2015	0
				8530	Vocal Jazz 30L	01-AUG-2012	31-JUL-2015	0
				8532	Guitar 30L	01-AUG-2013	31-JUL-2015	0

Course code, course name, approval start and end date, and number of registrations are included in this report.