How to run SOTE query report (Query Name: SB_SR_SOTE_BY_DEP)

1. Select Reporting Tools from the folder link list.
2. Select Query Viewer link.
## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Search Results

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner Folder</th>
<th>Run to HTML</th>
<th>Run to XML</th>
<th>Run to Schedule</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB_SR_SOTE_BY_ DEPT</td>
<td>SOTE by Department</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
</tr>
</tbody>
</table>
Type the corresponding Term and Academic department id

Click OK

Save file and verify that all classes has been SOTEd