

## Missing Grades Report

### Concept

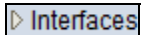
This topic explains how to generate and read the **Courses with Missing Grades by Academic Organization** report. The report creates a list of courses in an academic organization (department) or school/college (e.g. College of Arts and Sciences, School of Engineering) that have not submitted final grades for a given term or series of terms. The report lists the following data for each course with outstanding grades:

- Subject code
- Catalog number
- Section number
- Class number
- Enrollment total
- Grades missing from enrollment total
- Grades missing from grade roster
- Roster status
- Instructor name
- Instructor email

### Procedure

Use these directions to generate the Missing Grades Report.

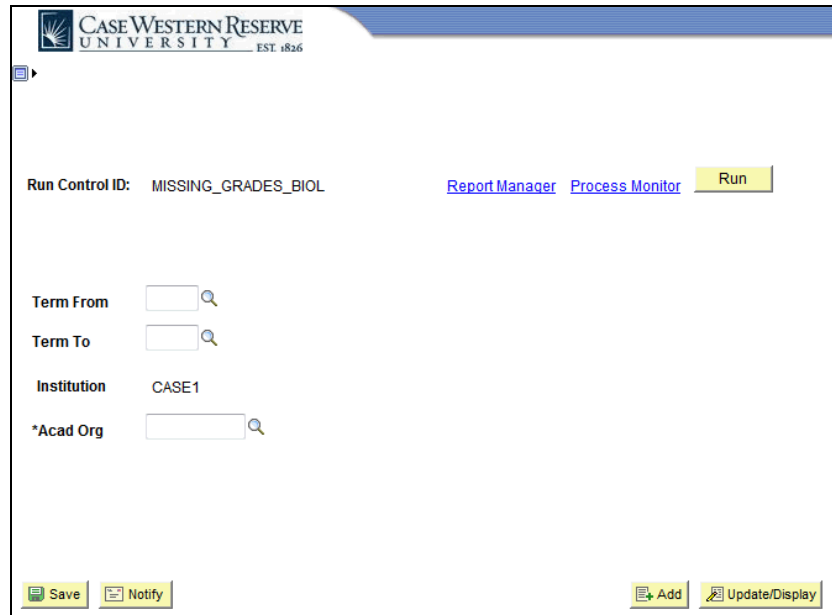
Begin by logging in to the Student Information System.


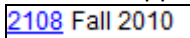

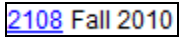

Step	Action
1.	Click the <b>Interfaces</b> link. 
2.	Click the <b>Missing Grades by Academic Org</b> link.

**Student Information System Process Document**  
**Missing Grades Report**


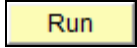
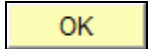



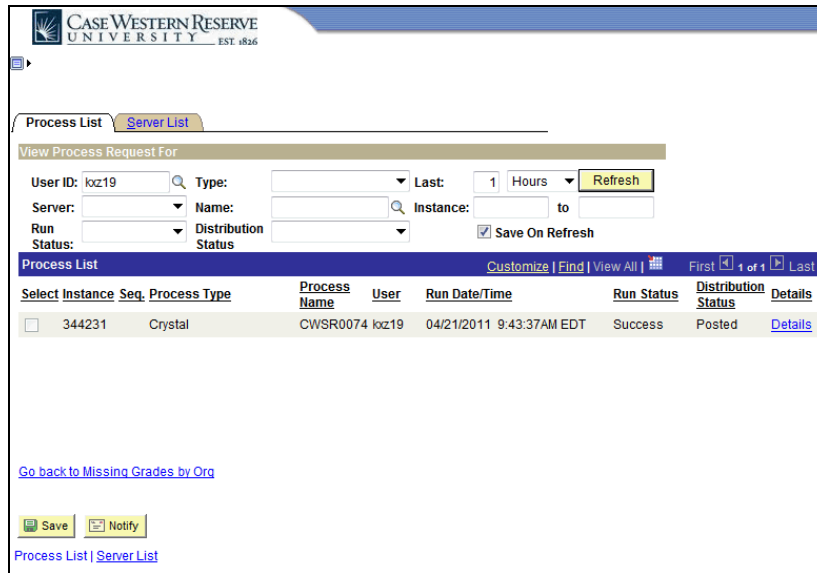
Step	Action
3.	<p>The <b>Missing Grades by Academic Org</b> Run Control ID search screen appears.</p> <p>If you have run this report in the past, click the <b>Search</b> button and select the appropriate Run Control ID from the results that appear.</p> <p>If this is the first time you have ever attempted to run this report, begin by creating a new Run Control ID. Click the <b>Add a New Value</b> tab.</p> <p><a href="#">Add a New Value</a></p>
4.	<p>Enter an appropriate description of the report, such as "<b>MISSING_GRADES_deptname</b>," into the <b>Run Control ID</b> field.</p>
5.	<p>Click the <b>Add</b> button.</p> <p><a href="#">Add</a></p>



Step	Action
6.	<p>The <b>Missing Grades by Academic Org</b> report criteria page appears.</p> <p>Begin by entering the first term from which a report of missing grades should be generated.</p> <p>Click the <b>Look up Term From</b> button.</p> 
7.	<p>Select the appropriate term from the list.</p> 
8.	<p>Next, enter the final term from which the report should be generated. You may enter the same term that appears in the <b>Term From</b> field to generate a report from just that term.</p> <p>Type a term code into the <b>Term To</b> field or click the <b>Look up Term To</b> button.</p> 
9.	<p>Select the appropriate term from the list.</p> 
10.	<p>Enter the Academic Organization for which the report should be generated.</p> <p>Click the <b>Look up Acad Org</b> button.</p> 

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Step	Action
11.	<p>Select the appropriate organization code from the list.</p> <p>You may select your immediate organization or, if appropriate, the larger organization in which your department operates (e.g. the College or Arts and Sciences).</p> 
12.	<p>Click the <b>Run</b> button.</p> 
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p>Click the <b>Process Monitor</b> link.</p> 



Process List [Server List](#)

View Process Request For

User ID:  Type:  Last:  Hours

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	344231		Crystal	CWSR0074	koz19	04/21/2011 9:43:37AM EDT	Success	Posted	<a href="#">Details</a>


[Go back to Missing Grades by Org](#)

[Process List](#) | [Server List](#)

Step	Action				
15.	<p>The <b>Process List</b> page appears. It displays the system's progress in producing the Missing Grades by Academic Org report.</p> <p>Locate the <b>Run Status</b> and <b>Distribution Status</b> columns. When the Run Status column displays <b>Success</b> and the Distribution Status column displays <b>Posted</b>, the report is ready for viewing.</p> <p>If you do not see "Success" and "Posted" when you open the Process List page, click the yellow <b>Refresh</b> button to update the screen with the latest results from the server. Click Refresh periodically until the report has finished successfully.</p> <table border="1"> <thead> <tr> <th>Run Status</th> <th>Distribution Status</th> </tr> </thead> <tbody> <tr> <td>Success</td> <td>Posted</td> </tr> </tbody> </table>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				
16.	<p>When "Success" and "Posted" appear in their respective columns, the report is ready to be viewed.</p> <p>Click the <b>Details</b> link. <a href="#">Details</a></p>				
17.	<p>Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a></p>				
18.	<p>The <b>View Log/Trace</b> page appears. Your report will appear under the File List heading.</p> <p>Click on the link that ends in <b>.PDF</b>. <a href="#">CWSR0074_344231.PDF</a></p>				

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Courses with Missing Grades by Academic Organization									
SUBJECT	CAT_NBR	SECTION	CLASS_NBR	ENRL_TOT	GR_MISSING FROM_STU ENRL	GR_MISSING FROM ROSTER	ROSTER_STATUS	NAME	CASE_EMAIL
BIOL	114	100	1182	91	86	86	Not Reviewed		noreply@case.edu
BIOL	116	100	1184	72	69	69	Not Reviewed		noreply@case.edu
BIOL	121	100	1186	46	45	45	Not Reviewed		noreply@case.edu
BIOL	215	100	10339	239	228	228	Not Reviewed		noreply@case.edu
BIOL	215L	100	7303	28	28	28	Not Reviewed		noreply@case.edu
BIOL	215L	101	7308	3	3	3	Not Reviewed		noreply@case.edu
BIOL	215L	102	7313	19	19	19	Not Reviewed		noreply@case.edu
BIOL	215L	103	7318	10	10	10	Not Reviewed		noreply@case.edu
BIOL	215L	104	7323	16	16	16	Not Reviewed		noreply@case.edu
BIOL	215L	105	7328	27	26	26	Not Reviewed		noreply@case.edu
BIOL	215L	106	7333	28	28	28	Not Reviewed		noreply@case.edu
BIOL	215L	107	7338	12	11	11	Not Reviewed		noreply@case.edu
BIOL	215L	108	7343	5	5	5	Not Reviewed		noreply@case.edu

Step	Action
19.	<p>The <b>Courses with Missing Grades by Academic Organization</b> report appears in a new window.</p> <p>The report contains the course subject, catalog number, section number and instructor of classes for which grades are missing.</p> <p>The <b>Enrl Tot</b> (Enrollment Total) column displays the total number of students enrolled in the course. The <b>Gr Missing from Stu Enrl</b> (Grades Missing from Student Enrollment Total) column displays the number of students who are missing grades for the course. The <b>Gr Missing from Roster</b> (Grades Missing from Roster) column displays the total number of grades that are missing from the course grade roster.</p> <p>The <b>Roster Status</b> column displays the current status of the grade roster for the class. The possible values for the column include Not Reviewed, Ready for Review, and Approved.</p>
20.	<p>The report may be saved as a .PDF file and/or printed using the commands in the toolbar or file menu.</p> 
21.	<p>This completes the process of generating the Missing Grades report.</p> <p><b>End of Procedure.</b></p>