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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Interfaces link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Missing Grades by Academic Org link.</td>
</tr>
</tbody>
</table>
### Step 3
The **Missing Grades by Academic Org** Run Control ID search screen appears.

If you have run this report in the past, click the **Search** button and select the appropriate Run Control ID from the results that appear.

If this is the first time you have ever attempted to run this report, begin by creating a new Run Control ID. Click the **Add a New Value** tab.

### Step 4
Enter an appropriate description of the report, such as "**MISSING_GRADES_deptname**," into the Run Control ID field.

### Step 5
Click the **Add** button.
### Student Information System Process Document

#### Missing Grades Report

<table>
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<tr>
<td>6.</td>
<td>The <strong>Missing Grades by Academic Org</strong> report criteria page appears. Begin by entering the first term from which a report of missing grades should be generated. Click the <strong>Look up Term From</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Select the appropriate term from the list. <strong>2108 Fall 2010</strong></td>
</tr>
<tr>
<td>8.</td>
<td>Next, enter the final term from which the report should be generated. You may enter the same term that appears in the <strong>Term From</strong> field to generate a report from just that term. Type a term code into the <strong>Term To</strong> field or click the <strong>Look up Term To</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>Select the appropriate term from the list. <strong>2108 Fall 2010</strong></td>
</tr>
<tr>
<td>10.</td>
<td>Enter the Academic Organization for which the report should be generated. Click the <strong>Look up Acad Org</strong> button.</td>
</tr>
<tr>
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<td>Action</td>
</tr>
<tr>
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</tbody>
</table>
| 11.  | Select the appropriate organization code from the list.  
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).  
Biol  Biology |
| 12.  | Click the Run button.  
Run |
| 13.  | Click the OK button.  
OK |
| 14.  | Click the Process Monitor link.  
Process Monitor |
### Step 15
The **Process List** page appears. It displays the system's progress in producing the Missing Grades by Academic Org report.

Locate the **Run Status** and **Distribution Status** columns. When the Run Status column displays **Success** and the Distribution Status column displays **Posted**, the report is ready for viewing.

If you do not see "Success" and "Posted" when you open the Process List page, click the yellow **Refresh** button to update the screen with the latest results from the server. Click Refresh periodically until the report has finished successfully.

<table>
<thead>
<tr>
<th>Run Status</th>
<th>Distribution Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>Posted</td>
</tr>
</tbody>
</table>

### Step 16
When "Success" and "Posted" appear in their respective columns, the report is ready to be viewed.

Click the **Details** link.

### Step 17
Click the **View Log/Trace** link.

### Step 18
The **View Log/Trace** page appears. Your report will appear under the File List heading.

Click on the link that ends in **.PDF**.

CWSR0074_344231.PDF
Step | Action
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19. | The **Courses with Missing Grades by Academic Organization** report appears in a new window.

The report contains the course subject, catalog number, section number and instructor of classes for which grades are missing.

The **Enrl Tot** (Enrollment Total) column displays the total number of students enrolled in the course. The **Gr Missing from Stu Enrl** (Grades Missing from Student Enrollment Total) column displays the number of students who are missing grades for the course. The **Gr Missing from Roster** (Grades Missing from Roster) column displays the total number of grades that are missing from the course grade roster.

The **Roster Status** 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.

20. | The report may be saved as a .PDF file and/or printed using the commands in the toolbar or file menu.

21. | This completes the process of generating the Missing Grades report. **End of Procedure.**