

Begin by logging into the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

1. From the **NavBar**, select Navigator > Reporting Tools > BI Publisher > **Query Report Viewer**.
2. The **Query Report Viewer** screen appears.
3. Click **Search**. All accessible reports appear.
4. Select **CW\_GRADESORG** from the list.
5. Click the **View Report** link.
6. Begin by entering the first term from which a report of missing grades should be generated.  
Click the **Look up Term From** icon.
7. Select the appropriate term from the list.
8. Next, enter the final term from which the report should be generated. The same term may be entered that appears in the **Term From** field to generate a report from just that term.  
Type a term code into the **Term To** field or click the **Look up Term To** icon.
9. Select the appropriate term from the list.
10. Leave **CASE1** in the **Institution** field.
11. Enter the **Academic Organization** for which the report should be generated.  
Click the **Look up Acad Org** icon.
12. Select the appropriate organization code from the list.  
Select the immediate organization or, if appropriate, the larger organization in which the department operates (e.g. the College or Arts and Sciences).
13. Click the **OK** button.
14. 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.
  - **Enrl Tot** (Enrollment Total) column displays the total number of students enrolled in the course.
  - **Gr Missing from Stu Enrl** (Grades Missing from Student Enrollment Total) column displays the number of students who are missing grades for the course.
  - **Gr Missing from Roster** (Grades Missing from Roster) column displays the total number of grades that are missing from the course grade roster.
  - **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.

15. The report may be saved as a **.PDF** file and/or printed using the commands in the toolbar at the bottom of the report.

This completes the process of generating the Missing Grades report.