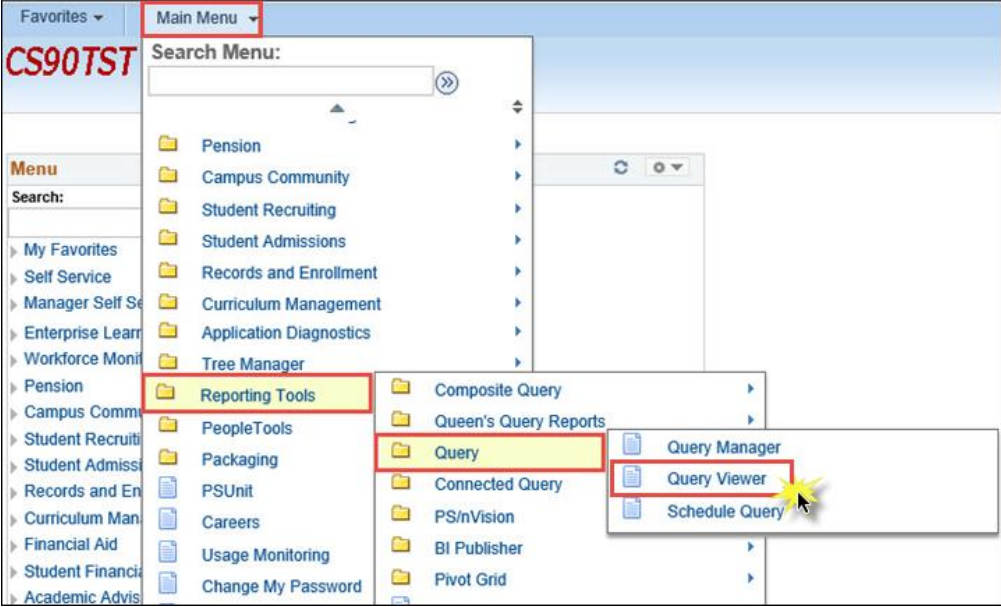
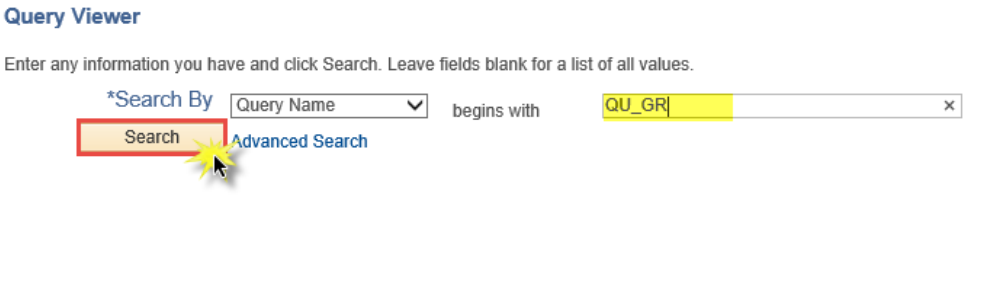


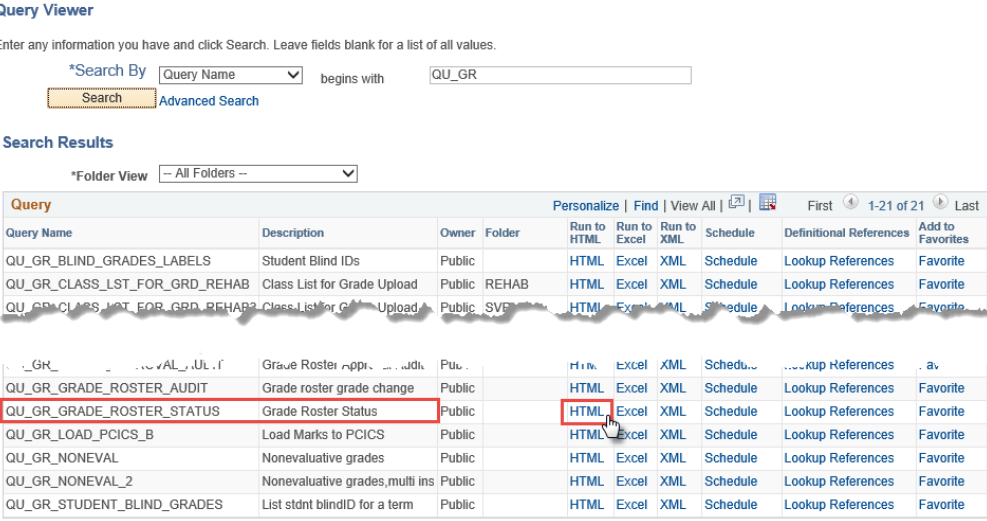
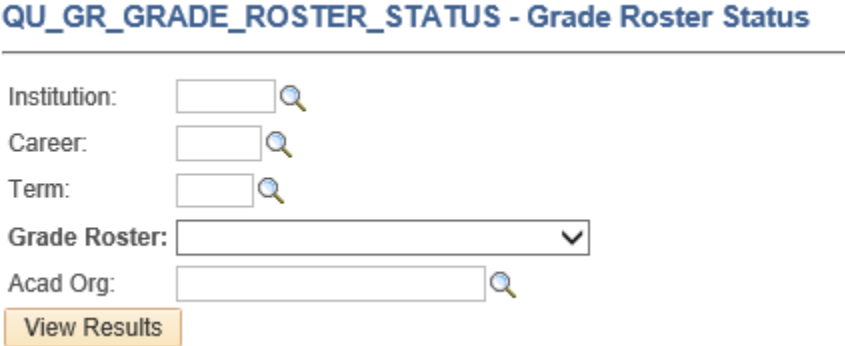
GRADING INSTRUCTIONS: Run Grade Roster Status Report

Grade Status Report – On Demand Process

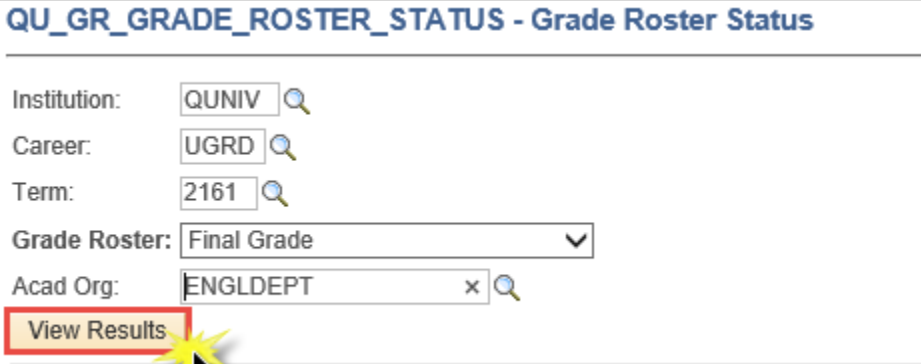
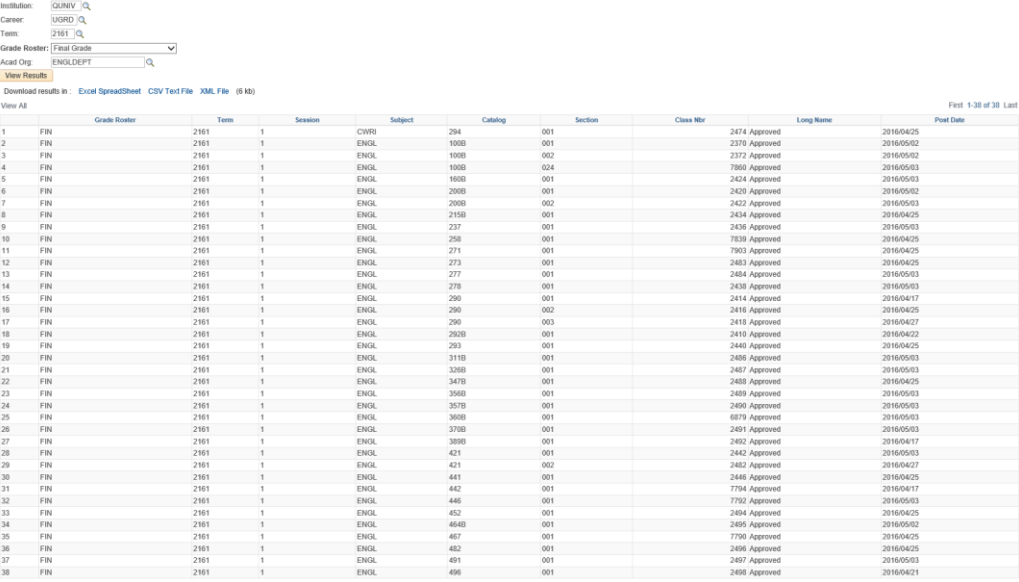
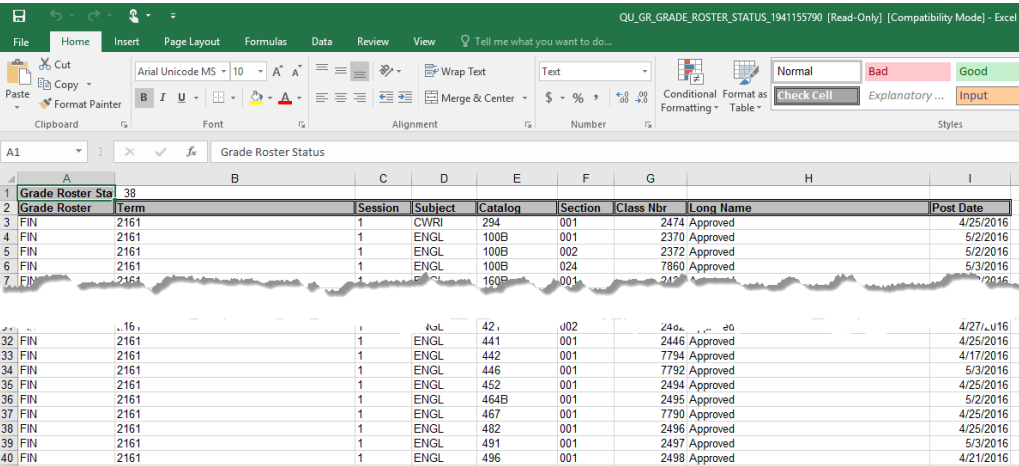
The **Grade Entry Status Report** can be produced using an on-demand process.

Once complete, the **Status Report** can be provided to Department Heads to inform them of which course grades are ready for approval and which are still outstanding.

Processing Steps	Screenshots
<p>Step 1:</p> <p>Begin by clicking on the Main Menu and follow the navigation:</p> <p>Reporting Tools > Query > Query Viewer</p>	
<p>Step 2:</p> <p>On the Query Viewer page, enter the Query Name or partial name in the search field.</p> <p>In this example, we enter QU_GR</p> <p>Click the Search button.</p>	

Processing Steps	Screenshots																																																																																																				
<p>Step 3:</p> <p>The Grade Roster Status Report is a query that needs to be run to verify the status of all marks.</p> <p>Once you identify the query that you want, select the output type of either HTML, Excel or Schedule link.</p> <p>In this example, we will select HTML for the query QU_GR_GRADE_ROSTER_STATUS.</p>	 <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By <input type="text" value="Query Name"/> begins with <input type="text" value="QU_GR"/></p> <p><input type="button" value="Search"/> <input type="button" value="Advanced Search"/></p> <p>Search Results</p> <p>*Folder View <input type="text" value="-- All Folders --"/></p> <table border="1"> <thead> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Definitional References</th> <th>Add to Favorites</th> </tr> </thead> <tbody> <tr> <td>QU_GR_BLIND_GRADES_LABELS</td> <td>Student Blind IDs</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_CLASS_LIST_FOR_GRD_REHAB</td> <td>Class List for Grade Upload</td> <td>Public</td> <td>REHAB</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_CLASS_LIST_FOR_GRD_REHAB</td> <td>Class List for Grade Upload</td> <td>Public</td> <td>SVE</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_GRADE_ROSTER_AUDIT</td> <td>Grade roster grade change</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_GRADE_ROSTER_STATUS</td> <td>Grade Roster Status</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_LOAD_PCICS_B</td> <td>Load Marks to PCICS</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_NONEVAL</td> <td>Nonevaluative grades</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_NONEVAL_2</td> <td>Nonevaluative grades, multi ins</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> <tr> <td>QU_GR_STUDENT_BLIND_GRADES</td> <td>List stndt blindID for a term</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> <td>Favorite</td> </tr> </tbody> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	QU_GR_BLIND_GRADES_LABELS	Student Blind IDs	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_CLASS_LIST_FOR_GRD_REHAB	Class List for Grade Upload	Public	REHAB	HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_CLASS_LIST_FOR_GRD_REHAB	Class List for Grade Upload	Public	SVE	HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_GRADE_ROSTER_AUDIT	Grade roster grade change	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_GRADE_ROSTER_STATUS	Grade Roster Status	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_LOAD_PCICS_B	Load Marks to PCICS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_NONEVAL	Nonevaluative grades	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_NONEVAL_2	Nonevaluative grades, multi ins	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	QU_GR_STUDENT_BLIND_GRADES	List stndt blindID for a term	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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<p>Step 4:</p> <p>The Criteria page will display.</p> <p>On this page you will have to fill in the criteria in order to run the Grade Entry Status Report.</p> <p>Enter information into the following fields:</p> <p>Institution – QUNIV</p> <p>Career – GRAD, UGRD, DIST, NONC</p> <p>Term – Select from the list when using the Lookup tool or, enter the term code if known.</p> <p>Grade Roster – Enter the Grade Roster Type of Final Grade, Mid-Term Grade or Mid-Year Grade.</p> <p>Acad Org – Select from the Academic Organization list when using the Lookup tool or enter the Department if known.</p>	 <p>QU_GR_GRADE_ROSTER_STATUS - Grade Roster Status</p> <p>Institution: <input type="text"/></p> <p>Career: <input type="text"/></p> <p>Term: <input type="text"/></p> <p>Grade Roster: <input type="text"/></p> <p>Acad Org: <input type="text"/></p> <p><input type="button" value="View Results"/></p>																																																																																																				

RUN GRADE ROSTER STATUS REPORT

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14	FIN	2161	1	ENGL	278	001	2438 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
15	FIN	2161	1	ENGL	290	001	2414 Approved	2016/04/17																																																																																																																																																																																																																																																																																																																																																								
16	FIN	2161	1	ENGL	290	002	2416 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
17	FIN	2161	1	ENGL	290	003	2418 Approved	2016/04/27																																																																																																																																																																																																																																																																																																																																																								
18	FIN	2161	1	ENGL	292B	001	2410 Approved	2016/04/22																																																																																																																																																																																																																																																																																																																																																								
19	FIN	2161	1	ENGL	293	001	2440 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
20	FIN	2161	1	ENGL	311B	001	2485 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
21	FIN	2161	1	ENGL	326B	001	2487 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
22	FIN	2161	1	ENGL	347B	001	2488 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
23	FIN	2161	1	ENGL	358B	001	2489 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
24	FIN	2161	1	ENGL	357B	001	2490 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
25	FIN	2161	1	ENGL	360B	001	6879 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
26	FIN	2161	1	ENGL	370B	001	2491 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
27	FIN	2161	1	ENGL	398B	001	2492 Approved	2016/04/17																																																																																																																																																																																																																																																																																																																																																								
28	FIN	2161	1	ENGL	421	001	2442 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
29	FIN	2161	1	ENGL	421	002	2482 Approved	2016/04/27																																																																																																																																																																																																																																																																																																																																																								
30	FIN	2161	1	ENGL	441	001	2446 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
31	FIN	2161	1	ENGL	442	001	7794 Approved	2016/04/17																																																																																																																																																																																																																																																																																																																																																								
32	FIN	2161	1	ENGL	446	001	7792 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
33	FIN	2161	1	ENGL	452	001	2494 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
34	FIN	2161	1	ENGL	464B	001	2495 Approved	2016/05/02																																																																																																																																																																																																																																																																																																																																																								
35	FIN	2161	1	ENGL	467	001	7790 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
36	FIN	2161	1	ENGL	482	001	2496 Approved	2016/04/25																																																																																																																																																																																																																																																																																																																																																								
37	FIN	2161	1	ENGL	491	001	2497 Approved	2016/05/03																																																																																																																																																																																																																																																																																																																																																								
38	FIN	2161	1	ENGL	496	001	2498 Approved	2016/04/21																																																																																																																																																																																																																																																																																																																																																								
<p>Step 7:</p> <p>You can also download the results to an Excel Spreadsheet and save it to your desired drive location.</p> <p>To sort the data, use the tools available in Microsoft Excel.</p>	 <table border="1"> <thead> <tr> <th>Grade Roster</th> <th>Term</th> <th>Session</th> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Class Nbr</th> <th>Long Name</th> <th>Post Date</th> </tr> </thead> <tbody> <tr><td>3</td><td>FIN</td><td>2161</td><td>1</td><td>CWRI</td><td>294</td><td>001</td><td>2474 Approved</td><td>4/25/2016</td></tr> <tr><td>4</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>100B</td><td>001</td><td>2370 Approved</td><td>5/2/2016</td></tr> <tr><td>5</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>100B</td><td>002</td><td>2372 Approved</td><td>5/2/2016</td></tr> <tr><td>6</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>100B</td><td>024</td><td>7860 Approved</td><td>5/3/2016</td></tr> <tr><td>7</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>100B</td><td>001</td><td>2424 Approved</td><td>5/3/2016</td></tr> <tr><td>32</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>441</td><td>001</td><td>2446 Approved</td><td>4/25/2016</td></tr> <tr><td>33</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>442</td><td>001</td><td>7794 Approved</td><td>4/17/2016</td></tr> <tr><td>34</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>446</td><td>001</td><td>7792 Approved</td><td>5/3/2016</td></tr> <tr><td>35</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>452</td><td>001</td><td>2494 Approved</td><td>4/25/2016</td></tr> <tr><td>36</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>464B</td><td>001</td><td>2495 Approved</td><td>5/2/2016</td></tr> <tr><td>37</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>467</td><td>001</td><td>7790 Approved</td><td>4/25/2016</td></tr> <tr><td>38</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>482</td><td>001</td><td>2496 Approved</td><td>4/25/2016</td></tr> <tr><td>39</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>491</td><td>001</td><td>2497 Approved</td><td>5/3/2016</td></tr> <tr><td>40</td><td>FIN</td><td>2161</td><td>1</td><td>ENGL</td><td>496</td><td>001</td><td>2498 Approved</td><td>4/21/2016</td></tr> </tbody> </table>	Grade Roster	Term	Session	Subject	Catalog	Section	Class Nbr	Long Name	Post Date	3	FIN	2161	1	CWRI	294	001	2474 Approved	4/25/2016	4	FIN	2161	1	ENGL	100B	001	2370 Approved	5/2/2016	5	FIN	2161	1	ENGL	100B	002	2372 Approved	5/2/2016	6	FIN	2161	1	ENGL	100B	024	7860 Approved	5/3/2016	7	FIN	2161	1	ENGL	100B	001	2424 Approved	5/3/2016	32	FIN	2161	1	ENGL	441	001	2446 Approved	4/25/2016	33	FIN	2161	1	ENGL	442	001	7794 Approved	4/17/2016	34	FIN	2161	1	ENGL	446	001	7792 Approved	5/3/2016	35	FIN	2161	1	ENGL	452	001	2494 Approved	4/25/2016	36	FIN	2161	1	ENGL	464B	001	2495 Approved	5/2/2016	37	FIN	2161	1	ENGL	467	001	7790 Approved	4/25/2016	38	FIN	2161	1	ENGL	482	001	2496 Approved	4/25/2016	39	FIN	2161	1	ENGL	491	001	2497 Approved	5/3/2016	40	FIN	2161	1	ENGL	496	001	2498 Approved	4/21/2016																																																																																																																																																																																																																								
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