

Batch Student Grade Report

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Intro

The batch student grade report is a quick way to view the grades of every person who is enrolled and majoring in the academic program or student group selected.

Basic Navigation

Home > Curriculum Management > Grading > Student Grade Report

Student Grade Report Page

FIRST TIME ONLY:

1. Click on the **Add a New Value** tab.

Student Grade Report

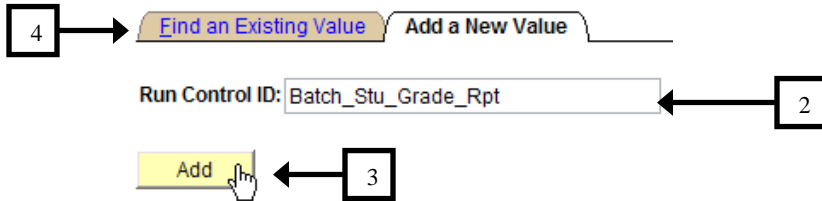
The screenshot shows the 'Student Grade Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a yellow background. A black box with the number '1' is positioned to the right of the 'Add a New Value' tab, with an arrow pointing to it. Below the tabs is a text input field labeled 'Run Control ID:'. Below the input field is a yellow button labeled 'Add'.

2. Run Control ID: Enter a “title” for this process.

NOTE: Run Control ID's cannot have spaces contained in them.

3. Click on the **Add** button.

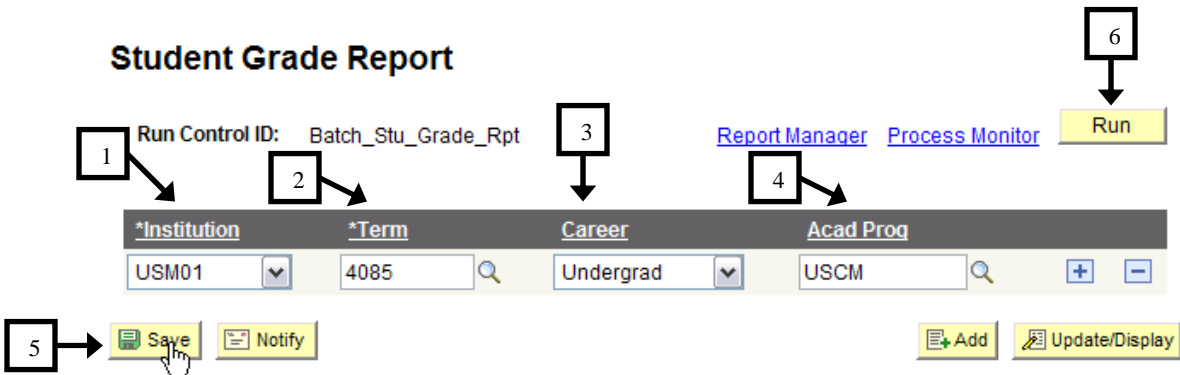
Student Grade Report



4. **On returning here**, you can use the **Find an Existing Value** tab and enter the process title you entered.
5. It will display in the Search Results area. Simply, click on it and continue the process.

EVERY TIME:

1. Institution: Select USM01.
2. Term: Enter appropriate term code.
3. Career: Select appropriate student career.
4. Acad Prog: Enter appropriate code for the academic program **OR student group**.
5. Click on the Save button.
6. Click on the Run button.



First of 2 Run Processes

1. Server Name: Select PSUNX.
2. Click on the “Student Grade Report” box **Student Grade Report**.
3. Type: Select Web.

4. Format: Select PDF.
5. Click on the **OK** button.

Process Scheduler Request 1

User ID: W301906 Run Control ID: Batch_Stu_Grade_Rpt

Server Name: Run Date: **Reset to Current Date/Time**

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Grade Report	SR776--	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Grade Report Job	SRGRDRPJ	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Student Grade Report	SRGRDRPT	SQR Report	Web	PDF	Distribution

2 →

5 ↑

3 ↑

4 ↑

6. Click on the [Process Monitor](#) link.

Student Grade Report

Run Control ID: Batch_Stu_Grade_Rpt

[Report Manager](#) [Process Monitor](#)

6 ↓ [Process Monitor](#)

*Institution	*Term	Career	Acad Prog
USM01	4085	Undergrad	USCM

7. Click on the **Refresh** button until “Posted” is displayed in the “Distribution Status” column.
8. Click on the [Go back to Student Grade Report](#) link. (You may have to scroll to bottom of page).

Process List **Server List**

View Process Request For

User ID: W301906 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List [Customize](#) | [Find](#) | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2099969		SQR Report	SRGRDRPT W301906		05/15/2008 1:15:27PM CDT	Success	Posted	Details

[Go back to Student Grade Report](#)

Second of 2 Run Processes

1. Do NOT make any changes. Click on the **Run** button.

Student Grade Report

Run Control ID: Batch_Stu_Grade_Rpt [Report Manager](#) [Process Monitor](#) **Run**

*Institution	*Term	Career	Acad Prog
USCM01	4085	Undergrad	USCM

2. Server Name: Select PSNT.
3. Click on the “Grade Report” box **Grade Report**.
4. Type: Select Web.
5. Format: Select PDF.
6. Click on the **OK** button.

Process Scheduler Request

User ID: W301906 Run Control ID: Batch_Stu_Grade_Rpt

2 → Server Name: PSNT Run Date: 05/15/2008
 Recurrence: Run Time: 1:34:38PM
 Time Zone: [Refresh](#) 4 Current Date/Time 5

Select	Description	Process Name	Process Type	Type	*Form	Distribution
<input checked="" type="checkbox"/>	Grade Report	SR776---	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Grade Report Job	SRGRDRPJ	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Student Grade Report	SRGRDRPT	SQR Report	Web	PDF	Distribution

6 →

- Click on the [Process Monitor](#) link.

Student Grade Report

Run Control ID: Batch_Stu_Grade_Rpt

[Report Manager](#) [Process Monitor](#) 7

Process Instance: 2099970

*Institution	*Term	Career	Acad Prog
UISM01	1085	Undergrad	UISCM

- Click on the button until "Posted" is displayed in the "Distribution Status" column.
- Click on the [Details](#) link of the line that has "Crystal" in the "Process Type" column.

Process List [Server List](#)

View Process Request For

User ID: W301906 Type: Last: 1 Days 8

Server: Name: Instance: to

Run: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2099970		Crystal	SR776---	W301906	05/15/2008 1:34:38PM CDT	Success	Posted	Details 9
<input type="checkbox"/>	2099969		SQR Report	SRGRDRPT	W301906	05/15/2008 1:15:27PM CDT	Success	Posted	Details

- Click on the [View Log/Trace](#) link.

Process Detail

Process

Instance: 2099970 **Type:** Crystal
Name: SR776--- **Description:** Grade Report
Run Status: Success **Distribution Status:** Posted

Run Update Process

Run Control ID: Batch_Stu_Grade_Rpt Hold Request
Location: Server Queue Request
Server: PSNT Cancel Request
Recurrence: Delete Request
 Restart Request

Date/Time Actions

Request Created On: 05/15/2008 1:38:07PM CDT [Parameters](#) Transfer
Run Anytime After: 05/15/2008 1:34:38PM CDT [Message Log](#)
Began Process At: 05/15/2008 1:38:35PM CDT Batch Timings
Ended Process At: 05/15/2008 1:38:39PM CDT [View Log/Trace](#) ← 10

11. Click on the link that ends in .PDF [SR776--- 2099970.PDF](#).

View Log/Trace

Report

Report ID: 51062
Name: SR776---
Run Status: Success

Grade Report

Distribution Details

Distribution Node: PSREPORT

File List

Name
[Message Log](#)
[SR776--- 2099970.PDF](#) ← 11
[PeopleSoft Trace File](#)

Distribute To

12. A new window will appear and display the batch student grade reports.

NOTE: Turn off all pop-up blockers or report will not upload.

https://satrn89.otr.usm.edu/psreports/satrn89/51062/SR776---_2099970.PDF - Windows Internet Ex...

https://satrn89.otr.usm.edu/psreports/sal Certificate Error Google

File Edit Go To Favorites Help

Google C Go Bookmarks 774 blocked Settings

https://satrn89.otr.usm.edu/psreports/sat... Home Feeds (J) Print Page Tools

100%

Report ID: SR776

Univ of Southern Mississippi

Grade Report

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Run Date 5/1
Run Time 1: