

Cheat Sheet - Batch Student Grade Report

Intro

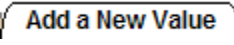
The batch student grade report is a quick way to view the grades of every person who is enrolled and majoring in the academic program or student group selected.

Basic Navigation

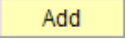
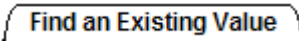
Home > Curriculum Management > Grading > Student Grade Report

Student Grade Report Page

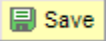
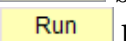
FIRST TIME ONLY:

1. Click on the  tab.
2. Run Control ID: _____ Enter a "title" for this process.

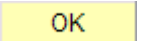
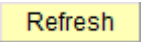
NOTE: Run Control ID's cannot contain spaces.

3. Click on the  button.
4. **On returning here**, you can use the  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.

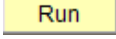
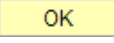
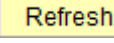
EVERY TIME:

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

Second of 2 Run Processes

1. Do NOT make any changes. Click on the  button.
 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  button.
 7. Click on the [Process Monitor](#) link.
 8. Click on the  button until “Posted” is displayed in the “Distribution Status” column.
 9. Click on the [Details](#) link of the line that has “Crystal” in the “Process Type” column.
 10. Click on the [View Log/Trace](#) link.
 11. Click on the link that ends in .PDF [SR776-- 2099970.PDF](#).
 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.