Print Grade Roster



1. Navigate to Print Grade Roster

Find an Existing Value Add a New Value

- 2. Run Control ID
 - a. Click on the Search button to view a list of your Run Control IDs. Select the appropriate ID from your list. If you do not have a run control ID for 'Print Grade Roster' proceed to Step 3
 - b. Note: You may use the same Run Control ID to print Grade Rosters for various terms and subject areas

Favorites Main Menu > Curriculu	um Managem	ent → > Grading → > Print Grade Ro	ster	
1 August Courses				
CalPolyPomona	All 👻	Search	>>	Advanced Search
Grade Roster Print				
Enter any information you have and click Search. Le	ave fields bla	nk for a list of all values.		
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Run Control ID begins with V				
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e Roster Print		
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Control ID	include information department name,	re running. Do not n such as term/qtr., etc. in your ID. We
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b. Grade Rosterc. Academic Organ	nization	
d. Session e. Campus (Main) f. Print Options . Save . Click on Run	lum Management ▼ → Grading ▼ → Print Grade Roster	
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- 6. When you select run it will take you to the Process Scheduler Request window
 - a. Server name: PSUNX
 - b. Type: Web
 - c. Format: PDF
 - d. Ok

	llum Managemen	t ▼ → Grading ▼ →	Print Grade	e Roster		
CalPolyPomona	All 👻 s	earch		>>	Advanced Search	Q Last Search Results
Process Scheduler Request						
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Server Name PSUNX	~	Run Date 11/16/2020	31			
Recurrence	~	Run Time 3:11:45PM		Reset to Cur	rent Date/Time	
Time Zone						
Process List Select Description	Process Name	Process Type	*Туре	*Format	Distribution	
Grade Roster Print	SRRSTRPT	SQR Report	Web	✓ PDF	✓ Distribution	
OK Cancel						

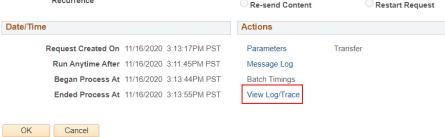
- 7. When you select it will take you back to the Print Grade Roster page, but it will now have generated a Process Monitor number
 - a. Select Process Monitor

Favorites Main Menu Curriculu	m Management ▾ → Grading ▾ → F	rint Grade Roster
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Grade Roster Print		
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Class End Date To	31	Print Course Administrator
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- 8. It will then take you to the View Process Request For page
 - a. Click on the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows Posted"
 - b. Click on the Details link to view report processing details

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Favorites -	Main Mer	nu v > Cur	rriculum Management 👻	> Gradi	ng 👻 > Print Grade Rost	er > Process	Monitor	
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Name SRRSTRPT	Process Type S	QR Report						
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Grade Roster Print Distribution Details								
Distribution Details								
Distribution Node CAPOMPRJ	Expiration D	ate 01/15/2021						
File List								
Name	File Size (bytes)	Datetime Crea	ated					
SQR_SRRSTRPT_4268035.log	1,688	11/16/2020	3:21:58.737694P	M PST				
srrstrpt_4268035.PDF	153,438	11/16/2020	3:21:58.737694P	M PST				
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	Report ID: SRRSTRPT		CP	ADE ROSTER RI	PDODT			Page No. 1
	Report ID: Distorial							Run Date 11/ Run Time 15:
	Term:	Spring Semester	2020		Institutio	n:	Cal Poly	
	Course: Class Title:	ABM 2000 Spec Study for			Session: Class Nbr:		Section: 34356	01
	Grade Roster Type: Instructor(s):	Final Grade Phillips,Jon C						
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12. If you need an excel version of the roster

- a. Choose Format CSV
- b. Follow steps 7-9
- c. Select the link ending in csv
- d. Your report will look similar to the sample below

worites Main Menu	u	um Manageme	nt 🔹 > Grading 👻 >	Print Grade	e Roster		
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Run Status Success						
Grade Roster Print						
Distribution Details						
Distribution Node CAPOMPRJ	Expiration Dat	e 01/15/2021				
File List						
Name	File Size (bytes)	Datetime Create	ed .			
SQR_SRRSTRPT_4268037.log	1.712	11/16/2020 3:2	5:31.840699PM PS	Т		
srrstrpt_4268037.csv	135,476	11/16/2020 3:2	5:31.840699PM PS	Т		
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Distribution ID Type	*Distribution ID					
User	012884898					
Return						
User	012884898					

srrstrpt_4268037.csv ^

	А	В	С	D	E	F	G	н
1	Report ID:	SRRSTRPT	GRADE ROSTER REPORT	Page No. 1				
2	Run Date	11/16/2020						
3	Run Time	15:25:03						
4	Term:	Spring Semester 2020	Institution:	Cal Poly Pomona				
5	Course:	ABM 2000	Session:	1	Section:	1		
6	Class Title:	Spec Study for LD Students	Class Nbr:	34356				
7	Grade Roster Type:	Final Grade						
8	Instructor(s):	Phillips, Jon C						
9	Grade	Grade	Grade	Academic	Roster			
10	Student ID	Student Name	Input	Official	Basis	Career	Units	Status
11			Α	Α	Graded	Undergrad	1	Posted
12			Α	Α	Graded	Undergrad	1	Posted
13			F	NC	Crd/No Crd	Undergrad	1	Posted
14			Α	Α	Graded	Undergrad	1	Posted
15			Α	Α	Graded	Undergrad	1	Posted
16			Α	Α	Graded	Undergrad	1	Posted

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