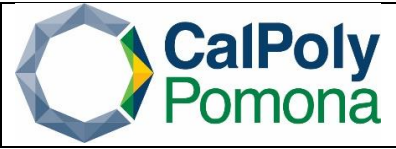
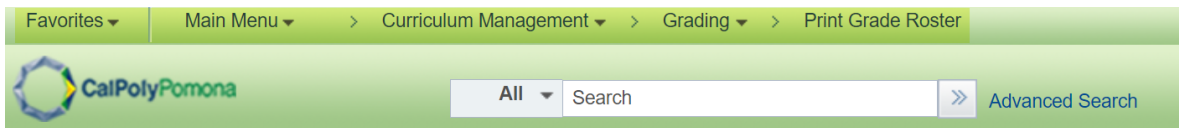


Print Grade Roster



1. Navigate to Print Grade Roster
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



Grade Roster Print

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Grade Roster Print

Find an Existing Value **Add a New Value**

Run Control ID

The Run Control ID should reflect the type of report you're running. Do not include information such as term/qr., department name, etc. in your ID. We recommend one of the following IDs for the Grade Roster report:
 1) Grade_Roster_Report
 2) Print_Grade_Roster

Add

Find an Existing Value | Add a New Value

3. Report Criteria (Required Fields):
 - a. Term
 - b. Grade Roster
 - c. Academic Organization
 - d. Session
 - e. Campus (Main)
 - f. Print Options
4. Save
5. Click on Run

Grade Roster Print

Run Control ID Print_Grade_Roster Report Manager Process Monitor **Run** 4.

*Academic Institution POCMP ▾ Cal Poly Pomona

1. *Term Grade Roster Final Grade ▾

Sequence Number 1 Specific Class

Academic Organization Session

2. Class End Date From Class End Date To

3. Campus

Print Options

*Instructor Print Option All with Grading Authority ▾

Print Course Administrator Print Blind Grading ID

Find | View All First 1 of 1 Last

Click the plus sign to add additional reports to this run

Save Notify Add Update/Display

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

Process Scheduler Request

User ID 012884898 Run Control ID Print_Grade_Roster

Server Name PSUNX Run Date 11/16/2020
 Recurrence Recurrence Run Time 3:11:45PM
 Time Zone Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	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

Grade Roster Print

Run Control ID Print_Grade_Roster Report Manager Process Monitor Run

Process Instance: 4268032
 Print Note Area
 Print Incomplete Area

*Academic Institution POCMP Cal Poly Pomona
 *Term 2207 Fall Semester 2020
 Grade Roster Final Grade

Find | View All First 1 of 1 Last

Sequence Number 1 Specific Class
 Academic Organization 146-BIOSCI Biological Sciences
 Session Session
 Class End Date From Class End Date To
 Campus MAIN

Print Options
 *Instructor Print Option All with Grading Authority
 Print Course Administrator
 Print Blind Grading ID

Save Notify Add Update/Display

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

Process List Server List

View Process Request For

User ID: 012884898 Type: [] Last [1] All Refresh

Server: [] Name: [] Instance From: [] Instance To: [] Report Manager

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4268032		SQR Report	SRRSTRPT	012884898	11/16/2020 3:11:45PM PST	Success	Posted	Details

[Go back to Grade Roster Print](#)

Save Notify

Process List | Server List

9. Then select View Log/Trace
10. Select the link ending with PDF
11. Your report will look similar to the sample below

Process Detail

Process

Instance: 4268032 Type: SQR Report
 Name: SRRSTRPT Description: Grade Roster Print
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: Print_Grade_Roster
 Location: Server
 Server: PSUNX
 Recurrence: []

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On: 11/16/2020 3:13:17PM PST Parameters Transfer
 Run Anytime After: 11/16/2020 3:11:45PM PST Message Log
 Began Process At: 11/16/2020 3:13:44PM PST Batch Timings
 Ended Process At: 11/16/2020 3:13:55PM PST View Log/Trace

OK Cancel

View Log/Trace

Report

Report ID 2403476 **Process Instance** 4268035 [Message Log](#)
Name SRRSTRPT **Process Type** SQR Report
Run Status Success

Grade Roster Print

Distribution Details

Distribution Node CAPOMPRJ **Expiration Date** 01/15/2021

File List

Name	File Size (bytes)	Datetime Created
SQR_SRRSTRPT_4268035.log	1,688	11/16/2020 3:21:58.737694PM PST
srrstrpt_4268035.PDF	153,438	11/16/2020 3:21:58.737694PM PST
srrstrpt_4268035.out	0	11/16/2020 3:21:58.737694PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	012884898

[Return](#)

/cs/capomprj/appserv/prcs/capomprj/log_output/SQR_SRRSTRPT_4268035/srrstrpt_4268035.PDF 1 / 111

Report ID: SRRSTRPT GRADE ROSTER REPORT Page No. 1
 Run Date 11/16/2020
 Run Time 15:21:15

Term: Spring Semester 2020 **Institution:** Cal Poly Pomona
Course: ABM 2000 **Session:** 1 **Section:** 01
Class Title: Spec Study for LD Students **Class Nbr:** 34356
Grade Roster Type: Final Grade
Instructor(s): Phillips, Jon C

Student ID	Student Name	Grade Input	Grade Official	Grade Basis	Academic Career	Units	Roster Status
		A	A	Graded	Undergrad	1.00	Posted
		A	A	Graded	Undergrad	1.00	Posted
		F	NC	Crd/No Crd	Undergrad	1.00	Posted
		A	A	Graded	Undergrad	1.00	Posted
		A	A	Graded	Undergrad	1.00	Posted
		A	A	Graded	Undergrad	1.00	Posted

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

Process Scheduler Request

User ID 012884898 **Run Control ID** Print_Grade_Roster

Server Name **Run Date**

Recurrence **Run Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grade Roster Print	SRRSTRPT	SQR Report	Email	CSV	Distribution

If you select the email format and would like to send the report to multiple people, click on Distribution. Email addresses should be separated by commas.

Distribution Detail

Process Name SRRSTRPT
Process Type SQR Report
Folder Name
Retention Days

Email Subject **Email With Log** **Email Web Report**

Message Text

Email Address List

Distribute To
 *ID Type *Distribution ID

View Log/Trace

Report

Report ID: 2403478 Process Instance: 4268037 Message Log

Name: SRRSTRPT Process Type: SQR Report

Run Status: Success

Grade Roster Print

Distribution Details

Distribution Node: CAPOMPRJ Expiration Date: 01/15/2021

File List

Name	File Size (bytes)	Datetime Created
SQR_SRRSTRPT_4268037.log	1,712	11/16/2020 3:25:31.840699PM PST
srrstrpt_4268037.csv	135,478	11/16/2020 3:25:31.840699PM PST
srrstrpt_4268037.out	0	11/16/2020 3:25:31.840699PM PST

Distribute To

Distribution ID Type: *Distribution ID

User: 012884898

[Return](#)

srrstrpt_4268037.csv

	A	B	C	D	E	F	G	H
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			A	A	Graded	Undergrad	1	Posted
12			A	A	Graded	Undergrad	1	Posted
13			F	NC	Crd/No Crd	Undergrad	1	Posted
14			A	A	Graded	Undergrad	1	Posted
15			A	A	Graded	Undergrad	1	Posted
16			A	A	Graded	Undergrad	1	Posted