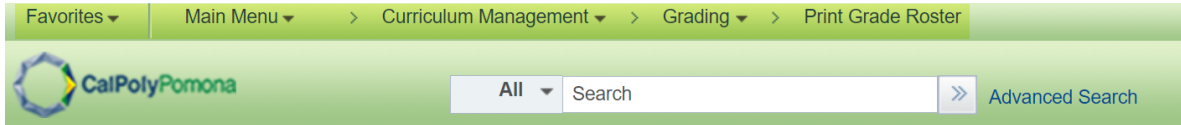


# Print Grade Roster

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](#)

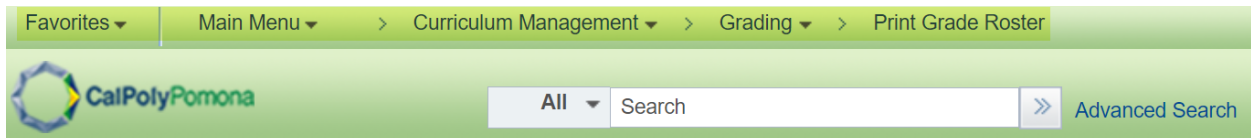
▼ **Search Criteria**

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

[Add](#)

The Run Control ID should reflect the type of report you're running. Do not include information such as term/qtr., 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

[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

Run Control ID Print\_Grade\_Roster Report Manager Process Monitor **Run** 4.

\*Academic Institution POCMP Cal Poly Pomona

1. \*Term Final Grade

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

Favorites Main Menu Curriculum Management Grading Print Grade Roster

CalPolyPomona All Search Advanced Search Last Search Results

Process Scheduler Request

User ID 012884898 Run Control ID Print\_Grade\_Roster

Server Name PSUNX Run Date 11/16/2020

Recurrence Run Time 3:11:45PM Reset to Current Date/Time

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

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Print Grade Roster](#)


  [Advanced Search](#) [Last Search Results](#)

### Grade Roster Print

Run Control ID: Print\_Grade\_Roster      [Report Manager](#)    [Process Monitor](#)    [Run](#)

\*Academic Institution:  Cal Poly Pomona      **Process Instance: 4268032**  
 \*Term:  Fall Semester 2020       Print Note Area  
 Grade Roster:        Print Incomplete Area

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

Sequence Number:        Specific Class  
 Academic Organization:  Biological Sciences  
 Session:

Class End Date From:     
 Class End Date To:     
 Campus:

**Print Options**

\*Instructor Print Option:


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

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Print Grade Roster](#) > [Process Monitor](#)


  [Advanced Search](#) [Last Search Results](#)

[Process List](#)    [Server List](#)

**View Process Request For**

User ID:     Type:     Last:     1    All    [Refresh](#)

Server:     Name:     Instance From:     Instance To:     [Report Manager](#)

Run Status:     Distribution Status:      Save On Refresh

Process List									
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	<a href="#">Details</a>

[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	
<b>Instance</b> 4268032	<b>Type</b> SQR Report
<b>Name</b> SRRSTRPT	<b>Description</b> Grade Roster Print
<b>Run Status</b> Success	<b>Distribution Status</b> Posted

Run	Update Process
<b>Run Control ID</b> Print_Grade_Roster	<input type="radio"/> <b>Hold Request</b>
<b>Location</b> Server	<input type="radio"/> <b>Queue Request</b>
<b>Server</b> PSUNX	<input type="radio"/> <b>Cancel Request</b>
<b>Recurrence</b>	<input checked="" type="radio"/> <b>Delete Request</b>
	<input type="radio"/> <b>Re-send Content</b>
	<input type="radio"/> <b>Restart Request</b>

Date/Time	Actions
<b>Request Created On</b> 11/16/2020 3:13:17PM PST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After</b> 11/16/2020 3:11:45PM PST	<a href="#">Message Log</a>
<b>Began Process At</b> 11/16/2020 3:13:44PM PST	<a href="#">Batch Timings</a>
<b>Ended Process At</b> 11/16/2020 3:13:55PM PST	<a href="#">View Log/Trace</a>

**View Log/Trace**

Report		
<b>Report ID</b> 2403476	<b>Process Instance</b> 4268035	<a href="#">Message Log</a>
<b>Name</b> SRRSTRPT	<b>Process Type</b> SQR Report	
<b>Run Status</b> Success		

Grade Roster Print

Distribution Details	
<b>Distribution Node</b> CAPOMPRJ	<b>Expiration Date</b> 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
<a href="#">srrstrpt_4268035.PDF</a>	153,438	11/16/2020 3:21:58.737694PM PST
srrstrpt_4268035.out	0	11/16/2020 3:21:58.737694PM PST

Distribute To	
<b>Distribution ID Type</b>	*Distribution ID
<b>User</b>	012884898

/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

Favorites Main Menu Curriculum Management Grading Print Grade Roster

CalPolyPomona All Search Advanced Search Last Search Results

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

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

OK Cancel

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:   
 User:

**View Log/Trace**

**Report**

Report ID: 2403478    Process Instance: 4269037    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_4269037.log	1,712	11/16/2020 3:25:31.840699PM PST
srrstrpt_4269037.csv	135,478	11/16/2020 3:25:31.840699PM PST
srrstrpt_4269037.out	0	11/16/2020 3:25:31.840699PM PST

**Distribute To**

Distribution ID Type:  \*Distribution ID:   
 User:

 srrstrpt\_4269037.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