

Print Grade Rosters

Discussion

An example of a grade roster is shown below. In this example, the student IDs and names are hidden for security reasons. The IDs and names will appear in the Grade Roster report that you print.

```

Report ID:  SRRSTRPT                                GRADE ROSTER REPORT                                Page No.  1
                                                    Run Date 12/09/2008
                                                    Run Time 11:26:22

Term:          2004 Spring
Course:        3100 101
Class Title:   Introduction to Zoology
Grade Roster Type: Final Grade
Instructor(s): Rock, Emily A; Smith, Forrest

Institution:  The University of Akron
Session:     1
Class Nbr:   10739
    
```

<u>Student ID</u>	<u>Student Name</u>	<u>Grade Input</u>	<u>Grade Official</u>	<u>Grade Basis</u>	<u>Academic Career</u>	<u>Units</u>	<u>Roster Status</u>
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		A-	A-	ABC/NC	Undergrad	4.00	Posted
		B	B	ABC/NC	Undergrad	4.00	Posted
		B-	B-	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		A	A	ABC/NC	Undergrad	4.00	Posted
		WD	WD	ABC/NC	Undergrad	4.00	Graded
		WD	WD	ABC/NC	Undergrad	4.00	Graded
		B+	B+	ABC/NC	Undergrad	4.00	Posted

If the Grade Roster report is run before grade input, the Grade Input and Grade Official columns will be blank. If the Grade Roster report is run after grade input, but before the Registrar’s Office processes the grades and the grades become “official,” the Grade Official column will be blank.

Keep in mind that the Grade Rosters report can be very long if you are running rosters for all classes within a subject.

Path: Curriculum Management > Grading > Print Grade Roster

Steps

1. Enter the **path** as shown above.
The Class Roster Print – Find an Existing Value page is displayed.

Grade Roster Print

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

Run Control ID:

[Basic Search](#)

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

2. Click on to select an existing Run Control ID, if you previously have run the Grade Roster report.
If you select , a list of all Run Control IDs appears under Search Results. From the list, select the Run Control ID that you previously created for the Grade Roster report and **go to Step 5**.

-OR-

If this is the first time that you have run a Grade Roster report, click on the [Add a New Value](#) link to create a new Run Control ID.

If you select [Add a New Value](#), the Grade Roster Print - Add a New Value page is displayed. **Go to Step 3**.

Grade Roster Print

Run Control ID:

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

3. At **Run Control ID**, enter a new Run Control ID (case sensitive, no spaces, 30 or fewer alpha-numeric characters).
NOTE: You may wish to name it **GradeRoster**.
Use this same Run Control ID whenever you run the Grade Roster report.

4. Click on .
The Grade Roster Print page is displayed.

Steps

Grade Roster Print

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

'Academic Institution: AKRON The University of Akron Print Note Area

'Term: 4087 🔍 2008 Fall Print Incomplete Area

Grade Roster: Final

Find | View All | First 1 of 1 Last

Sequence Number: 1 Specific Class + -

Academic Organization: BIOL 🔍

Session:

Class End Date From: 📅

Class End Date To: 📅

Campus: 🔍

Print Options

Grdng Auth **Instructor Print Option**

Print Course Administrator

Print Blind Grading ID

Save
Return to Search
Notify
Add
Update/Display

5. Select ***Academic Institution:**
Enter AKRON.

6. Select ***Term:**
Enter the Term code.
-OR-

Click on the Lookup tool 🔍.

- A. On the Lookup Term page, click Lookup.
- B. Select the Term you need from the Search Results at the bottom of the page. You may need to use the scroll bar to locate the row you want.

Lookup Term

Term:

Description:

Short Description:

Lookup Clear Cancel [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information abc

[View All](#) First 1 of 300 Last

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
4177 2017 Fall	2017 Fall
4173 2017 Summer	2017 Summe
4171 2017 Spring	2017 Sprin
4167 2016 Fall	2016 Fall

The Grade Roster Print page is displayed with the Term code you selected.

Steps

7. At **Grade Roster Type**, select **Final** from the drop down.

8. If you need to print a roster for a specific class, click to mark the **Specific Class** checkbox.

Leave the checkbox blank if you need to print the Grade Rosters for all classes in a subject.

If you placed a mark in the **Specific Class** checkbox, proceed to **step 9**.

If you left the checkbox for Specific Class blank, because you need to print the rosters for **all classes in a subject**, proceed to **step 11**.

If you placed a mark in the Specific Class checkbox, the page looks similar to this:

Grade Roster Print

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

*Academic Institution: The University of Akron Print Note Area
 *Term: 2008 Fall Print Incomplete Area
 Grade Roster:

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class Class Nbr:

Print Options

*Instructor Print Option
 Print Course Administrator
 Print Blind Grading ID

Steps

9. Select **Class Nbr:**

Enter the specific class number.

-OR-




Click the Lookup button  . The Lookup Class Nbr page is displayed.

A. Enter the Subject Area code.



B. Click .

C. Select the appropriate class from the list of Search Results at the bottom of the page.

Lookup Class Nbr

Academic Institution: AKRON
 Term: 4047
 Subject Area: 
 Catalog Nbr:
 Class Nbr:
 Academic Group: 
 Term Alternate Key: 
 Session:
 Class Section:

Search Results

[View All](#) First  1-100 of 124  Last

Subject Area	Catalog Nbr	Class Nbr	Academic Group	Term	Alternate Key	Session	Class Section	Academic Career
3100	103	70683	A&S	4047		Regular	001	Undergrad
3100	103	70684	A&S	4047		Regular	002	Undergrad
3100	103	70685	A&S	4047		Regular	003	Undergrad

The Grade Roster Print page is displayed with the Class Nbr that you selected.

10. If you are printing a Grade Roster for a specific class, proceed to step 13.

Steps

11. If you are printing Grade Rosters for all classes in a subject, select **Academic Organization**.

Enter the Academic Organization code.

-OR-

Click the Lookup button . The Lookup Academic Organization page is displayed.

A. In the Description field, select **contains** at the drop down and enter a word or 3 or 4 consecutive characters of a word that appear in the Academic Organization’s name. (This field is case sensitive.)

B. Click .

C. Select the appropriate Academic Organization from the Search Results at the bottom of the page. **Select an alpha code.**

Look Up Academic Organization

Academic Institution: AKRON
 Academic Organization: begins with
 Description: contains
 [Basic Lookup](#)

Search Results

View All First 1-3 of 3 Last


Academic Organization	Description
3100	Biology
BIOL	Biology
3110	Biology / NEUCOM

The Grade Roster Print page is displayed with the Academic Organization code that you selected.

12. If you are printing Grade Rosters for all classes in a subject, select **Campus**:

Enter the Campus.

-OR-

Click , click , and select the campus.

Campus	Description	Short Description	Location Code
AKRON	Akron Main Campus	Akron Main	SA-AKRON
CANDT	Summit College	Summit	SA-AKRON
WAYNE	Wayne Campus	Wayne	SA-WAYNE

13. For all class rosters, in the Print Options area, **Instructor Print Option** should be set to **All**.

14. For all class rosters, click to unmark the checkbox for **Print Blind Grading ID**.

The Print Blind Grading ID checkbox is blank.

Print Options

*Instructor Print Option
 Print Course Administrator
 Print Blind Grading ID

Steps

If you are creating a Grade Roster for a Specific Class, the page looks similar to this.

Grade Roster Print

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

'Academic Institution: The University of Akron Print Note Area
 Print Incomplete Area

'Term: 2008 Fall

Grade Roster:

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class Class Nbr:

Print Options

'Instructor Print Option

Print Course Administrator

Print Blind Grading ID

If you are creating Grade Rosters for an entire subject, the page looks similar to this.

Grade Roster Print

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

'Academic Institution: The University of Akron Print Note Area
 Print Incomplete Area

'Term: 2008 Spring

Grade Roster:

Find | View All First 1 of 1 Last

Sequence Number: 1 Specific Class

Academic Organization: Biology

Session:

Class End Date From:

Class End Date To:

Campus:

Print Options

'Instructor Print Option

Print Course Administrator

Print Blind Grading ID

15. Click on

16. Click on .
 The Process Scheduler Request page is displayed.

Steps

Process Scheduler Request

User ID: _____ R Run Control ID: GradeRoster

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	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

17. Select **Server Name:**
Choose **PSNT** from the drop down list.

18. The **Select** checkbox should be marked.
Select

19. **Type** is **Web**.

20. **Format** is **PDF**.

21. Click on .

The request for the Grade Roster report is processed. The Grade Roster Print page is displayed.

22. Click on the [Report Manager](#) link.
The Report Manager pages are displayed.

23. If necessary, click on the folder tab to place that page on top.

Steps

Check the report's status. If the status is not **Posted**, click the Refresh button until the status is Posted. You may need to Refresh more than once.

When the status is Posted, click on the report's name in the Description column.

24. If the report's status is not Posted, click on the **Refresh** button.

If you do not see your report or the status is not Posted, click **Refresh** until the report status is **Posted**, and the **Grade Roster Print** link is available in the Description column.

Note: The statuses you may see are:

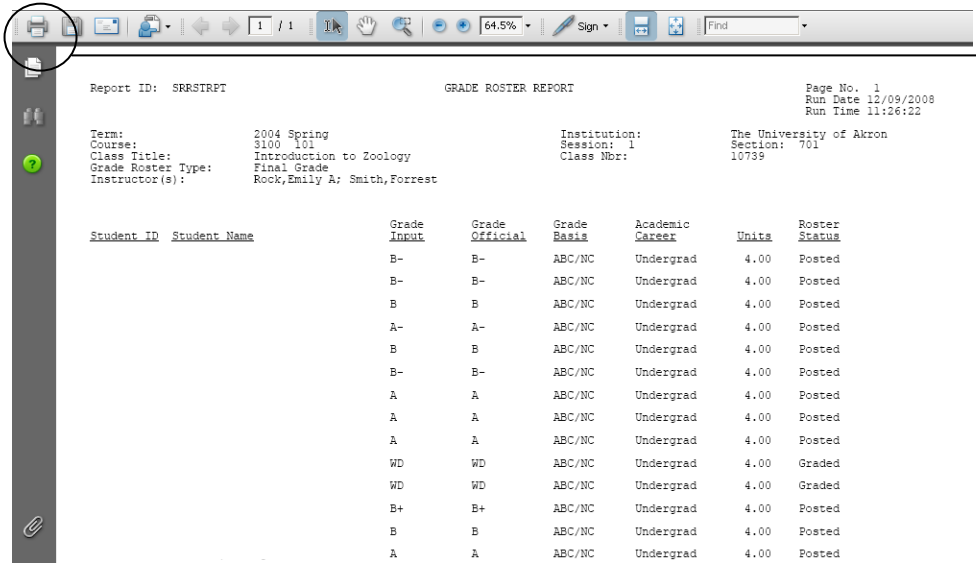
Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

25. Click on the **Grade Roster Print** link for the report.

A separate report window is opened.


The Grade Roster report is displayed with the Adobe Reader toolbar available.

Steps



Use the Print button in the Adobe Reader toolbar.

The students' IDs and Names have been hidden in this example.

26. Click on the **Print button**  in the Adobe Reader toolbar. The Print dialog box is displayed.

27. Change any print options that you want. Click on OK. The Grade Roster report is printed.

28. Close the report window by clicking on its X. The window is closed and the Report List page is displayed.

29. Click on the [Go back to Grade Roster Print](#) link, if you need to print another Grade Roster report.

If you are done printing Grade Rosters, click on the [Home](#) link in the Navigation header (in the top, right corner of the page).