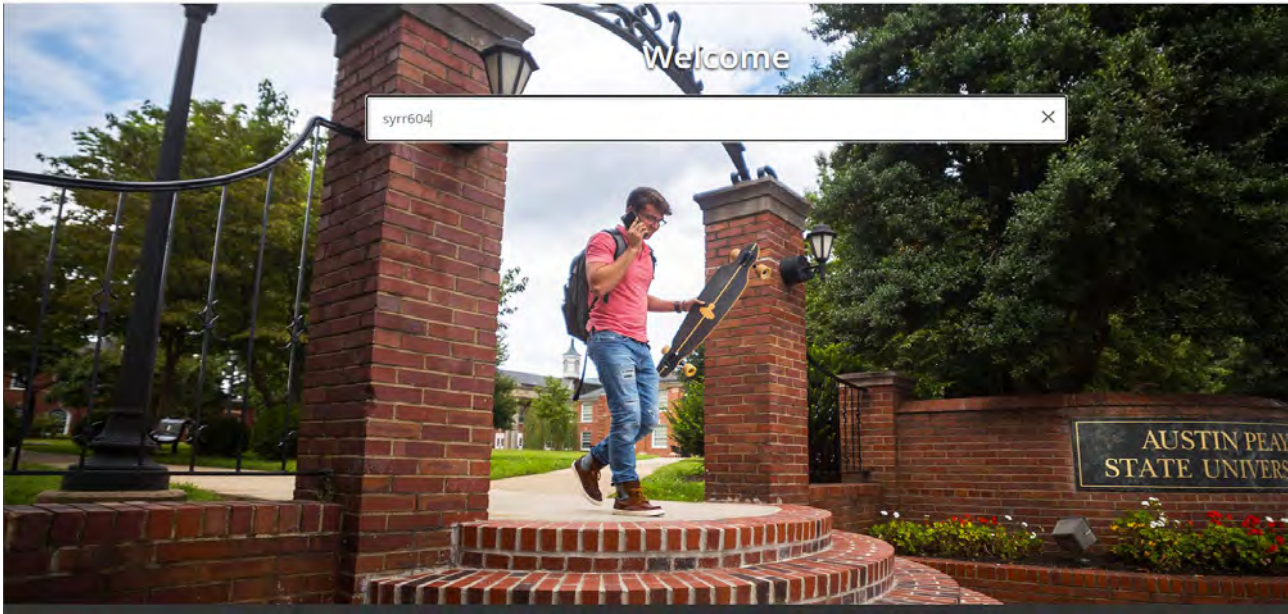


Instructions for Generating Missing/Invalid Grade Report

Type SYRR604 in the Search Bar and hit Enter



Click on “Go” located in the upper right corner

Go to “Parameter Values”

01 Term Code: Enter Term Value (ex. 202057)

02 Grade Type: Enter ‘F’ for Final Grades

Next Block which is the arrows on the bottom of the screen in the left corner

Save Parameter Set as - Click the box > Arrow down > Save

A screenshot of the SYRR604 Missing/Invalid Grades Parameter Set screen. The screen is divided into several sections: PRINTER CONTROL, PARAMETER VALUES, and SUBMISSION. The PARAMETER VALUES section contains a table with two rows: 01 Term Code and 02 Grade Type. The values entered are 202057 and F respectively. Arrows point to these values. The SUBMISSION section has a checkbox for 'Save Parameter Set as' and a 'Save' button. Arrows point to the 'Save' button and the 'Save Parameter Set as' checkbox.

✕ @ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD)
 ADD RETRIEVE RELATED TOOLS 2

Process: ...
 Parameter Set: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

✓ Saving current parameter values as user level defaults.
 ✓ Log file: syrr604_8632151.log List file: syrr604_8632151.lis

The File Name is displayed in the right corner.

Click “Related” from Drop Down Menu (top right corner)

Click “Review Output” (GJIREVO)

✕ @ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD)
 ADD RETRIEVE RELATED TOOLS

Process: SYRR604 Missing / Invalid Grades Parameter Set:

PRINTER CONTROL

Printer: ... Submit Time: PDF Font Size:
 Special Print: MIME Type: Delete After Days:
 Lines: PDF Font: Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Term Code	2020S
02	Grade Type	F

LENGTH: 3 TYPE: Character OR: Required MS: Single
 Enter Term Code (YYYYTT)

SUBMISSION

☐ Save Parameter Set as Hold & Submit

Name: Description:

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

Under “File Name”, Click on the 3 dots (located beside it) to display Report Options

✕ @ellucian Saved Output Review GJIREVO 9.3.11 (PROD)
 ADD RETRIEVE RELATED TOOLS

Process: ... Missing / Invalid Grades
 Number: ...

File Name: ...
 Beginning Date: ...

Lines: Saved

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go

The 'Available Files' dialog box displays a list of files for selection. The table contains the following data:

Output File Name	Record Count	Date Saved
sym604_8632169.log	1327	07/14/2020 11:20:06 AM
sym604_8632169.log	45	07/14/2020 11:20:06 AM

An arrow points to the first file entry, 'sym604_8632169.log'.

Process: SYRR604 Missing / Invalid Grades Number: 8632169 File Name: syrr604_8632169.gr Beginning Date Saved: 07/14/2020 Lines: 1,327

SAVED OUTPUT REVIEW

SYRR604

07/14/2020 11:12:05 AM MISSING FINAL GRADES

Summer Term TII 2020- F5

COURSE	NAME	FAVOR ID	CLASS	GRADE	MESSAGE	INSTRUCTOR
APST 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APSC 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APSC 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APST 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APST 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APSC 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APST 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APST 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APSC 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APSC 1000 W1			SC	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APST 1000 W1			FR	** MISSING FINAL GRADE **	Drummond, Benjamin T	
APST 1000 W1			SC	** MISSING FINAL GRADE **	Drummond, Benjamin T	

1 of 67 Per Page

Record 1 of 1327

The Report can be exported to Excel by using the Tool function in the top right corner. The report can also be printed by page.