Missing Grade Report Instructions

This report can be run for a subject, a college, or for the whole University. The first output is a summary list. A college may be selected from a list of links in the upper left of the report. When the college is selected, an alpha-list of faculty and the courses for which they are assigned as the primary faculty instructor will be generated. This summary list notes the number of students enrolled in the course and the number of missing grades for this course reference number.

You also have the ability to click on the individual course and generate a list of students missing grades.

I. LOG INTO THE FACULTY STAFF PORTAL
   • Go to [www.weber.edu](http://www.weber.edu)
   • CLICK faculty & staff
   • Enter your Groupwise Username in the designated field
   • Enter your Groupwise password in designated field
   • CLICK the Enter button

II. GETTING INTO CRYSTAL REPORTS
   • CLICK Reporting and Data Warehouse in the purple bar
     - if you do not have Reporting and Data Warehouse in the purple bar
       ▪ CLICK Preferences
       ▪ CLICK the Quick Links tab
       ▪ SCROLL until you see the link and selection box for Reporting and Data Warehouse
       ▪ CLICK the box corresponding to Reporting and Data Warehouse
       ▪ SCROLL to the bottom of the form
       ▪ CLICK the Submit button
   • CLICK the “click here to log in to Crystal Enterprise Reporting” link
   • ENTER your Novell User name in the User Name field
   • ENTER your Novell password in the User Name field
   • SELECT WSU Network in the Authentication field drop-down list
   • CLICK the Log on Button

III. STUDENT-CAMPUS ACCESS FOLDER
    When you log into Crystal Reports various folders that you have been approved for will be displayed. You have the ability to run all of these various reports.
    • CLICK the Student-Campus Access folder link
      - if you do not have the Student-Campus Access folder
        ▪ EMAIL John Allred at jdallred@weber.edu
        John will request access to this folder for you from Administrative Computing and inform you when that access has been established

IV. MISSING GRADE REPORT
    • CLICK the MISSING GRADE COURSE LIST report
    • SELECT Schedule from the drop down menu
    • SELECT Parameters from the Customize your options menu at the top of the page
      - ENTER the term for which you wish to check grade input in the in_term field or select from the drop down list on the right
      - CLICK the Add button
      - SELECT the college from the drop down list or leave the default as ALL to view for all colleges
      - CLICK the Add button
      - SELECT the Subject from the drop down list or leave the default as ALL to view for all subjects
      - CLICK the Add button
    • CLICK Schedule in the upper right hand corner
      The History form should pop-up and the status of your report will be displayed in the status column

revised 12/14/2005
IV. REPORT FUNCTIONALITY

If you ran this report in Crystal Report format you may drill down to gather more information regarding the classes for which grades have not been submitted.

The report layout will include:
A list of the colleges you requested in the upper left corner

- **CLICK** a college in the upper left corner to view the list of faculty (alphabetical order) and the courses assigned to those faculty members
  - The report will list the faculty member in bold with the following information for each course:
    - CRN
    - Subject Code
    - Course Number
    - Course Title
    - Primary Instructor of record
    - Number of students enrolled
    - Number of students with missing grades

- **CLICK** on the course to view the list of students who are missing grades
- **SELECT** “Main Report” from the drop list in the navigation bar between the print and page navigation buttons to exit the detail list and return to the summary report