

# Missing Grade Report Instructions

## 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](mailto: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*

*This is a static page, you may need to click the Refresh link in the upper right hand corner to view the correct status of your report (pending, running, success, or failed)*

- **CLICK** on the Instance Time to view the report

#### **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