

The following job aid outlines how to update the status of graduation applicants (e.g. Award, Deny, Pending, etc.) for multiple students rather than individually modifying their records. There are two steps to this process;

Step 1 - Selecting a Population

Step 2 - Mass Updating a population of students using the Graduation Report process.

Step 1: Selecting a Population

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **Graduation** link.

[Graduation](#)

3. Click the **Graduation Report** link.

Main Menu > Records and Enrollment > Graduation > Graduation Report

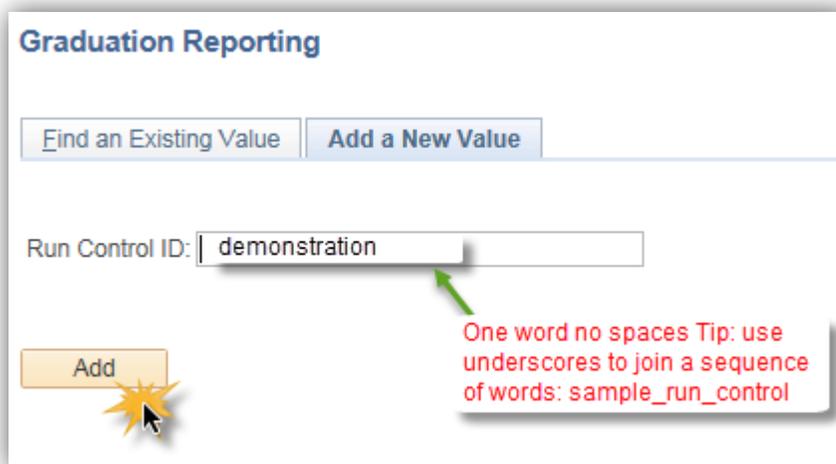
[Graduation Report](#)

4. The first time running the graduation report select **Add a New Value**. If you have already created a new value, press Search or Enter. Click the **Add a New Value** tab.

[Add a New Value](#)

5. The Run Control ID must be one word with no spaces. Click the **Add** button.

Add



Graduation Reporting

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

Run Control ID:

Add

One word no spaces Tip: use underscores to join a sequence of words: sample_run_control

Graduation Report (Mass Updates)

SA - Graduation



6. The first step in generating a graduation report is to select the population. Ensure the **Select Population** checkbox is selected. Click **Select Population**.

Graduation Report | Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution University of Calgary

Academic Career Undergraduate Programs

Degree Checkout Status

Academic Program 1 Arts Bachelor

7. Click the **Look up Academic Career** button and select the applicable academic career (GRAD, MED or UGRD). For example, click the **UGRD** link.

Graduation Report | Selection Results

Run Control ID: Report Manager Process Monitor **Run**

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution: UCALG University of Calgary

Academic Career: UGRD Undergraduate Programs

Degree Checkout Status: Applied for Graduation

Academic Program 1: ARBCH Arts Bachelor

Look Up Academic Career Help

Academic Institution: UCALG

Academic Career: begins with

Description: begins with

Short Description: begins with

Look Up **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Academic Career	Description	Short Description
GRAD	Graduate Programs	Graduate
MED	Medicine Programs	MED
UGRD	Undergraduate Programs	UGRD

Graduation Report (Mass Updates)

SA - Graduation



8. Click the **Degree Checkout Status** list and select the appropriate status (e.g. Degree Awarded - to complete students).

The screenshot shows the 'Graduation Report' interface. The 'Run Options' section has four checkboxes: 'Select Population' (checked), 'Update Programs and Degrees', 'Create Transcript Request', and 'Generate Report'. The 'Selection Criteria' section includes search fields for 'Academic Institution' (UCALG), 'Academic Career' (UGRD), 'Degree Checkout Status' (Applied for Graduation), and 'Academic Program 1' (ARBCH). A dropdown menu for 'Degree Checkout Status' is open, listing various options, with 'Degree Awarded (Not for Staff)' highlighted in blue. A green arrow points to the dropdown menu.

There are several options:

- Applied for Graduation (AG); assigned when the student has submitted an application to graduate
- Approved (Not for Staff); assigned as interim step in application review process
 - N.B. do not apply this criteria when approving an application to graduate; instead use the "Degree Awarded (Not for Staff)" criteria, below.
- Approval Pending Committee; Approved pending committee
- **Degree Awarded** (Not for Staff) (**AW**); select to complete students for graduation
- Denied (DN); assigned by Faculty when it is determined the student has not met their degree requirements
- Eligible for Graduation (**Not used**)
- Pending Special Reason 1 (P1); Pending special reason (Faculty specific)
- Pending Special Reason 2 (P2); Pending special reason (Faculty specific)
- Pending Special Reason 3 (P3); Pending special reason (Faculty specific)
- Pending Transfer Credit : Pending transfer credit
- Pending UofC Crse Work; Pending UofC course work

- Program in Review (IR); Program in review
- Withdrawn (WD); assigned when student withdraws their application

9. Click the **Look up Academic Program 1** button and select the applicable Academic Program. **Tip:** Enter the first letter of the program and press enter. For example enter "K" for Kinesiology Bachelor. Click on the KNBCH – Kinesiology Bachelor.

Graduation Report
Selection Results

Run Control ID t
Report Manager
Process Monitor
Run

Run Options

Select Population
 Update Programs and Degrees
 Create Transcript Request
 Generate Report

Selection Criteria

*Academic Institution University of Calgary

Academic Career Undergraduate Programs

Degree Checkout Status

Academic Program 1 

Academic Program 2

Academic Program 3

Expected Graduation Term

Look Up Academic Program 1

Academic Institution

Academic Career

Academic Program 

Description

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Academic Program	Description
KN2PG	Kinesiology Bachelor
KNBCH	Kinesiology Bachelor
KNEXG	Faculty of Kinesiology



Graduation Report (Mass Updates)

SA - Graduation



10. You may enter up to 3 academic programs if desired.

Graduation Report Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution UCALG University of Calgary

Academic Career UGRD Undergraduate Programs

Degree Checkout Status Applied for Graduation

Academic Program 1 KNBCH Kinesiology Bachelor

Academic Program 2

Academic Program 3

Expected Graduation Term

11. Enter the Expected Graduation Term or use the look up tool (e.g. 2211 for Winter 2021). The Completion Term for Spring Graduation must be the prior Fall or Winter Term. The Completion Term for Fall Graduation must be the prior Spring or Summer Term. Click the **Run** button.

Run

Graduation Report Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution UCALG University of Calgary

Academic Career UGRD Undergraduate Programs

Degree Checkout Status Applied for Graduation

Academic Program 1 KNBCH Kinesiology Bachelor

Academic Program 2

Academic Program 3

Expected Graduation Term 2211 Winter 2021

12. **Note:** No other selections need to be entered on the Process Scheduler Request page. Click the **OK** button.

OK

Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Graduation Reporting	SRGRDDRJ	PSJob	(None) <input type="button" value="v"/>	(None) <input type="button" value="v"/>	Distribution

13. A Process Instance number will display indicating the request has been entered. Click the **Process Monitor** link.

Process Monitor

Graduation Report | Selection Results

Run Control ID: demonstration

Report Manager | **Process Monitor** |

Process Instance: 8074350

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

14. The Process List will display the progress of the request (e.g. Processing, Success, Posting and Posted). Clicking the Refresh button will display the progress. Click the **Refresh** button.

Refresh

Graduation Report (Mass Updates)

SA - Graduation



15. The process is complete when the Run Status = Success and Distribution Status = Posted. Click the [Go back to Graduation Reporting](#) link.

[Go back to Graduation Reporting](#)

Process List | Server List

View Process Request For

User ID: [] Type: [] Last: [] 1 Days [] Refresh ✓

Server: [] Name: [] Instance From: [] Instance To: []

Run Status: [] Distribution Status: [] Save On Refresh [x]

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12989913		PSJob	SRGRDDRJ	[]	2021/05/31 1:34:22PM MDT	Success	Posted	Details

[Go back to Graduation Reporting](#)

Save Notify

16. Click the [Selection Results](#) tab.

[Selection Results](#)

Graduation Report | Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

17. To view a list of students clicking the Fetch button will display them in the grid. Click the [Fetch](#) button.

Fetch

Graduation Report | Selection Results

Run Control ID t Report Manager Process Monitor Run

Academic Institution UCALG University of Calgary Fetch

Academic Career UGRD Undergraduate Programs

Add Students

Student ID	Name	Academic Program	Primary Academic Plan	Degree	Degree Checkout Status	New Degree Checkout Status	Degree GPA	Degree Honors 1	Degree Honors 2
1									

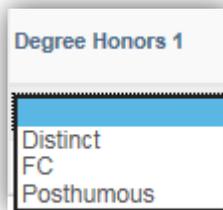
Save Return to Search Notify Refresh Add Update/Display

Graduation Report | Selection Results

18. A list of students will be displayed based on the initial search criteria entered on the Graduation Report tab.

Student ID	Name	Academic Program	Primary Academic Plan	Degree	Degree Checkout Status	New Degree Checkout Status	Degree GPA	Degree Honors 1	Degree Honors 2
1 10015742	SeungKee Brett Baek	ENBCH	BSC-DEG	BSC	Applied for Graduation		<input type="text"/>	<input type="text"/>	<input type="text"/>
2 10119331	George Ehigimeto Imevbore	ENBCH	BSC-DEG	BSC	Applied for Graduation		<input type="text"/>	<input type="text"/>	<input type="text"/>
3 10137435	Mitchell Lee Duce	ENBCH	BSC-DEG	BSC	Applied for Graduation		<input type="text"/>	<input type="text"/>	<input type="text"/>
4 10138786	Leo J Larochelle	ENBCH	BSC-DEG	BSC	Applied for Graduation		<input type="text"/>	<input type="text"/>	<input type="text"/>
5 30009395	Riyaz Basukala	ENBCH	BSC-DEG	BSC	Applied for Graduation		<input type="text"/>	<input type="text"/>	<input type="text"/>

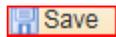
19. When completing the selected students programs, you may add Degree Honors to individual students. Select the appropriate Degree Honors option from the drop-down list. Click the **Degree Honors 1** list.



Graduation Report (Mass Updates)

SA - Graduation

20. If a student has been **Fetch**, that you do not wish to update, remove the student's row by using the minus sign at the end of the row. When completed, click the **Save** button.



Graduation Report | Selection Results

Run Control ID t Report Manager Process Monitor Run

Academic Institution UCALG University of Calgary Fetch

Academic Career UGRD Undergraduate Programs

Add Students

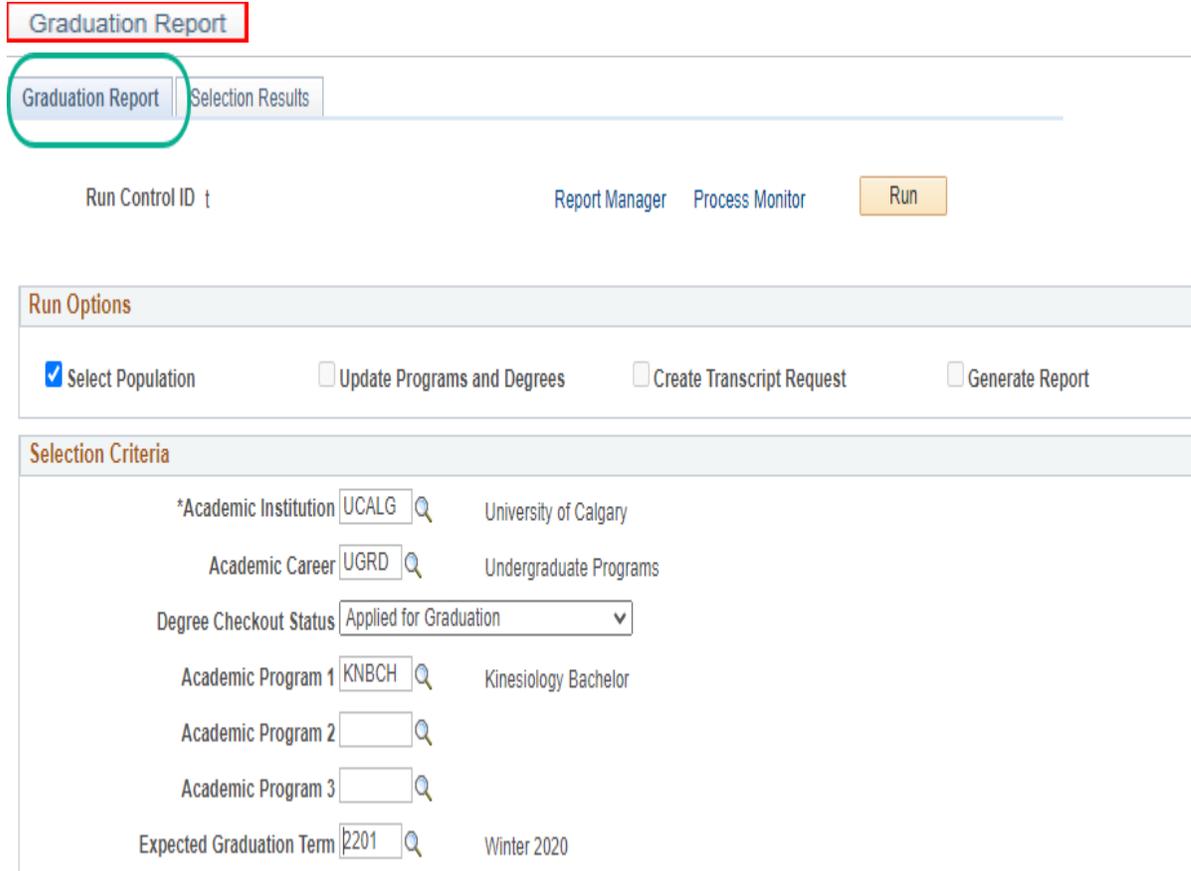
Student ID	Name	Academic Program	Primary Academic Plan	Degree	Degree Checkout Status	New Degree Checkout Status	Degree GPA	Degree Honors 1	Degree Honors 2	
1 00240251	Karen Kathleen Murphy	ARBCH	BA-DEG	BA	Applied for Graduation					-
2 00315210	Jason Samuel Schneider	ARBCH	BA-DEG	BA	Applied for Graduation					-
3 10084984	Quinten Lane Hauck	ARBCH	BCMS-DEG	BCMS	Applied for Graduation					-
4 10096707	Annie Wu	ARBCH	BA-DEG	BA	Applied for Graduation					-
5 10128435	Francis Christian Andres	ARBCH	BA-DEG	BA	Applied for Graduation					-
44 30035973	Zoe Mikala Urness	ARBCH	BA-DEG	BA	Applied for Graduation					-
45 30037437	Kevin Jordan Seafoot	ARBCH	BA-DEG	BA	Applied for Graduation					-
46 30038361	Jonathan Tyler Holst	ARBCH	BA-DEG	BA	Applied for Graduation					-
47 30039389	Phoebe Dawn Fuller	ARBCH	BA-H-DEG	BA-H	Applied for Graduation					-
48 30039402	Alexander Liu	ARBCH	BA-DEG	BA	Applied for Graduation					-
49 30039553	Georgia Elizabeth Landgraf	ARBCH	BSC-DEG	BSC	Applied for Graduation					-
50 30039762	Courtney Justina Sinnott	ARBCH	BA-DEG	BA	Applied for Graduation					-

Personalize | Find | First 1-50 of 84 Last

Save Return to Search Notify Refresh Add Update/Display

Step 2: Mass Updating a population of students using the Graduation Report

- The following steps will mass update the fetched students list utilizing the **New Degree Checkout Status** selection option. Click the **Graduation Report** tab.



Graduation Report Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution University of Calgary

Academic Career Undergraduate Programs

Degree Checkout Status

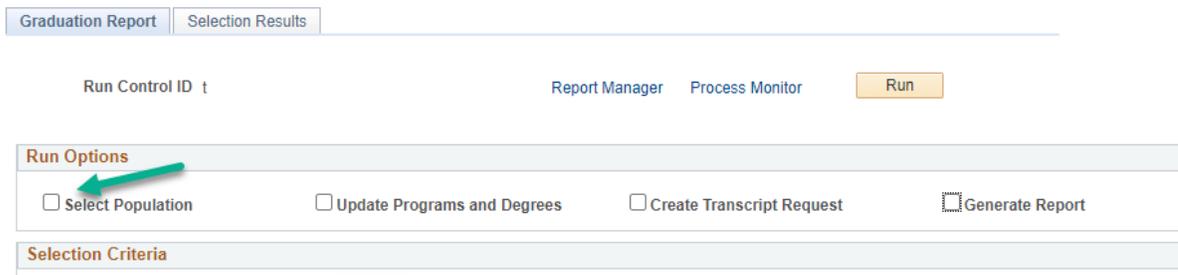
Academic Program 1 Kinesiology Bachelor

Academic Program 2

Academic Program 3

Expected Graduation Term Winter 2020

- In the **Run Options** section de-select the option for **Select Population** by clicking on the **Select Population** option box to remove the check mark (i.e. make the box empty).



Graduation Report Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

Graduation Report (Mass Updates)

SA - Graduation



3. Select **Update Programs and Degrees** in order to change the status of the student records. (**Optional:** Create Transcript Request and/or Generate Report may be selected at this point or later)
Click the **Update Programs and Degrees** option box. This will result in the greying out of the **Selection Criteria** area. This will ensure the fetched students list selected will not be altered in error.

Graduation Report Selection Results

Run Control ID t Report Manager Process Monitor Run

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution UCALG University of Calgary
Academic Career UGRD Undergraduate Programs
Degree Checkout Status Degree Awarded (Not for Staff)
Academic Program 1 KNBCH Kinesiology Bachelor
Academic Program 2
Academic Program 3
Expected Graduation Term 2211 Winter 2021

Program/Degree Update Options

4. In the **Program/Degree Update Options** section, to initiate the mass update of your fetched students list, first select the proper **New Degree Checkout Status**. For your needs you will be fully completing (graduating) students so select **Degree Awarded**. Click the **New Degree Checkout Status** drop down list and select **Degree Awarded**. In addition to this, you also have the option to select a New Degree Checkout Status for a group of students in the case where students are possibly not ready to be completed yet (e.g. Pending some type of review).

Program/Degree Update Options

New Degree Checkout Status
Completion Term
Program Effective Date

Transcript Request Options

Transcript Request Nbr
Transcript Type

Approved Pending Committee
Degree Awarded
Denied
Pending Special 1
Pending Special 2
Pending Special 3
Pending Transfer Credit
Pending UofC Course Work
Program in Review

5. Enter the **Completion Term** (e.g. 2211 for Winter 2021). The Completion Term for Spring Graduation must be the prior Fall or Winter Term. The Completion Term for Fall Graduation must be the prior Spring or Summer Term.

Program/Degree Update Options		
New Degree Checkout Status	Degree Awarded	
Completion Term	2211	Winter 2021
Program Effective Date	User Defined	

2220 Spring 2022	P22	2022/05/02
2221 Winter 2022	W22	2022/01/03
2217 Fall 2021	F21	2021/08/30
2215 Summer 2021	S21	2021/06/28
2213 Spring 2021	P21	2021/05/03
2211 Winter 2021	W21	2021/01/04
2207 Fall 2020	F20	2020/08/31
2205 Summer 2020	S20	2020/06/29
2203 Spring 2020	P20	2020/05/08

6. Click the **Program Effective Date** drop down list. Select **User Defined** from the list of items. The **User Define Date** field will automatically populate the field with the "Confer Date" for the upcoming Convocation. **The User Defined Date must then be changed** to the first day of the term in which the student's conferral occurs (for example, if the student will have their degree conferred to them in the Spring Convocation then the **Effective Date** should be May 1, for Fall Convocation it should be either Jun 20 or Aug 20, and for the Feb conferral it should be Jan 1). **Faculties must be careful not to future date the User Defined Date field** (for example the conferral date for Spring Convocation) as this will result in the student being awarded Completion of Program in the system but it will **not actually generate a parchment for the student**.

Program/Degree Update Options		
New Degree Checkout Status	Degree Awarded	
Completion Term	2211	Winter 2021
Program Effective Date	User Defined	
	User Defined Date	2021/05/31

7. Correct the **User Defined Date** field to the appropriate calendar date.

Program/Degree Update Options		
New Degree Checkout Status	Degree Awarded	
Completion Term	2211	Winter 2021
Program Effective Date	User Defined	
	User Defined Date	2021/05/01

Graduation Report (Mass Updates)

SA - Graduation

8. When the **Program/Degree Update Options** have been entered, Run the process.
Click the **Run** button.

Run

Graduation Report | Selection Results

Run Control ID t Report Manager Process Monitor **Run**

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution UCALG University of Calgary
Academic Career UGRD Undergraduate Programs
Degree Checkout Status Applied for Graduation
Academic Program 1 KNBCH Kinesiology Bachelor
Academic Program 2
Academic Program 3
Expected Graduation Term 2211 Winter 2021

Program/Degree Update Options

New Degree Checkout Status Degree Awarded
Completion Term 2211 Winter 2021
Program Effective Date User Defined User Defined Date 2021/05/01

9. **Note:** No other options are required to be selected on the Process Scheduler Request page.
Click the **OK** button.

OK

Process Scheduler Request

User ID Run Control ID t

Server Name Run Date 2021/05/31
Recurrence Run Time 2:11:51PM **Reset to Current Date/Time**
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Graduation Reporting	SRGRDDRJ	PSJob	(None)	(None)	Distribution

OK  **Cancel** **Refresh**

10. A Process Instance number will display indicating the request has been entered. Click the **Process Monitor** link.

Process Monitor

Graduation Report | Selection Results

Run Control ID t

Report Manager | **Process Monitor** | Run

Process Instance: 12989921

Run Options

Select Population Update Programs and Degrees Create Transcript Request Generate Report

Selection Criteria

*Academic Institution | UCALG | University of Calgary

11. As before, the Process List will display the progress of the request (e.g. Processing, Success, Posting and Posted). Clicking the Refresh button (sometimes this requires multiple clicks) will display the progress. Click the **Refresh** button.

Refresh

Process List | Server List

View Process Request For

User ID: [] Type: [] Last: [] 1 Days [] Refresh

Server: [] Name: [] Instance From: [] Instance To: []

Run Status: [] Distribution Status: [] Save On Refresh

Process List Personalize | Find | View All | [] [] First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12989917		PSJob	SRGRDDRJ	[]	2021/05/31 2:11:51PM MDT	Success	Posted	Details
<input type="checkbox"/>	12989913		PSJob	SRGRDDRJ	[]	2021/05/31 1:34:22PM MDT	Success	Posted	Details

[Go back to Graduation Reporting](#)

Graduation Report (Mass Updates)

SA - Graduation

12. The process is complete when the Run Status = Success, and Distribution Status = Posted.
Click the [Go back to Graduation Reporting](#) link.

[Go back to Graduation Reporting](#)

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12989917		PSJob	SRGRDDRJ		2021/05/31 2:11:51PM MDT	Success	Posted	Details
<input type="checkbox"/>	12989913		PSJob	SRGRDDRJ		2021/05/31 1:34:22PM MDT	Success	Posted	Details

[Go back to Graduation Reporting](#)

13. Click the [Selection Results](#) tab.

[Selection Results](#)

14. To view the list of students selected for Mass Graduation, click the Fetch button.
Click the [Fetch](#) button.

Graduation Report | [Selection Results](#)

Run Control ID t Report Manager Process Monitor

Academic Institution UCALG University of Calgary

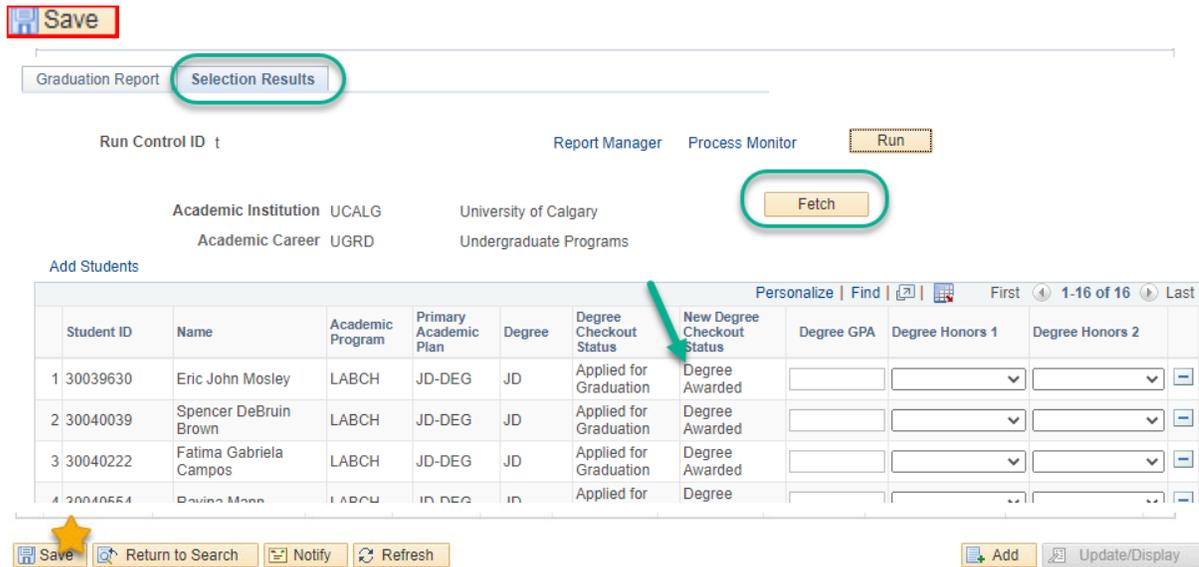
Academic Career UGRD Undergraduate Programs

Add Students

Student ID	Name	Academic Program	Primary Academic Plan	Degree	Degree Checkout Status	New Degree Checkout Status	Degree GPA	Degree Honors 1	Degree Honors 2
1									

Graduation Report | Selection Results

15. Note that the New Degree Checkout Status has now been updated to **Degree Awarded** for all students.
Click the **Save** button.



Graduation Report Selection Results

Run Control ID t Report Manager Process Monitor Run

Academic Institution UCALG University of Calgary Fetch

Academic Career UGRD Undergraduate Programs

Add Students

Student ID	Name	Academic Program	Primary Academic Plan	Degree	Degree Checkout Status	New Degree Checkout Status	Degree GPA	Degree Honors 1	Degree Honors 2
1 30039630	Eric John Mosley	LABCH	JD-DEG	JD	Applied for Graduation	Degree Awarded			
2 30040039	Spencer DeBruin Brown	LABCH	JD-DEG	JD	Applied for Graduation	Degree Awarded			
3 30040222	Fatima Gabriela Campos	LABCH	JD-DEG	JD	Applied for Graduation	Degree Awarded			
4 30040554	David Moss	LABCH	JD-DEG	JD	Applied for Graduation	Degree			

Personalize | Find | First 1-16 of 16 Last

Save Return to Search Notify Refresh Add Update/Display

Consult the corresponding online learning at www.ucalgary.ca/ittraining

End of Procedure