

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 <b>Graduation</b> link.
	Graduation
3.	Click the Graduation Report link.
	Main Menu  Records and Enrollment  Graduation  Graduation  Graduation Re

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

Add

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

Eind an Existing Value       Add a New Value         Run Control ID:       demonstration         Add       One word no spaces Tip: use underscores to join a sequence of words: sample run control	Graduation Reporting	
Run Control ID:       demonstration         One word no spaces Tip: use underscores to join a sequence of words: sample_run_control	Find an Existing Value Add a Ne	w Value
Add One word no spaces Tip: use underscores to join a sequence of words: sample_run_control	Run Control ID: demonstration	
et tretae: campte_tan_connet	Add	One word no spaces Tip: use underscores to join a sequence of words: sample_run_control



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 Re	asults
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 In	stitution UCALG Q University of Calgary
Academi	c Career UGRD Q Undergraduate Programs
Degree Checkou	It Status Applied for Graduation
Academic Pr	rogram 1 ARBCH Q Arts Bachelor



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

Run Control ID t n Options Select Population lection Criteria *Acader	Update Programs and De	Report Manager	Process Monitor	Run
n Options Select Population lection Criteria *Acade	Update Programs and Do	ogroop		
Select Population	Update Programs and De			
lection Criteria *Acader		egrees Clea	ate Transcript Request	Generate Report
*Acade		/		
Ac.	mic Institution UCALG Q Unive	ersity of Calgary		
Acc	ademic Career UGRD Q 🖌 Unde	ergraduate Programs		
Degree Ch	eckout Status Applied for Graduation	~		
Acader	nic Program 1 ARBCH Q Arts	Bachelor		
Look Up Aca	ademic Career		×	
			Help	
A de in ter - tit			Tielp	
Academic Institu	Jtion: UCA	ALG		
Academic Care	er: begins with V			
Description:	begins with 🗸			
Short Description: begins with 🗸				
Look Up	Clear Cancel	Basic Lookup		
Look op	oldar	Duolo Loonap		
Search Resul	ts			
View 100	First 🕚	1-3 of 3 🕑 La	ast	
Academic Career	Description	Short Description	on	
GRAD	Graduate Programs	Graduate		
MED	Medicine Programs	MED		
UGRD	Undergraduate Programs	UGRD		



Run Cotrio Di       Update Programs and Degrees       Create Transcript Request         Select Population       Update Programs and Degrees       Create Transcript Request         Selection Criteria       *Academic Institution UCALG Q University of Calgary       University of Calgary         Academic Career UGRD Q Undergraduate Programs       Degree Checkout Status Applied for Graduation       Academic Program 1         Academic Program 1       ARBCH Q Arts Bachelor       Arts Bachelor         Degree Checkout Status       Applied for Graduation Approved (Not for Staff)       Approved (Not for Staff)         Academic Program 2       Approved Pending Committee       Autor Auto	Run
Run Options         Select Population       Update Programs and Degrees       Create Transcript Request         Selection Criteria         *Academic Institution       UCALG       University of Calgary         Academic Career       UGRD       Undergraduate Programs         Degree Checkout Status       Applied for Graduation       Arts Bachelor         Degree Checkout Status       Applied for Graduation       Applied for Graduation         Academic Program 1       ARBCH       Arts Bachelor         Academic Program 1       Applied for Graduation       Approved (Not for Staff)         Approved (Not for Staff)       Approved Pending Committee	Generate Repo
Select Population       Update Programs and Degrees       Create Transcript Request         Selection Criteria       *Academic Institution UCALG Q University of Calgary Academic Career UGRD Q Undergraduate Programs Degree Checkout Status Applied for Graduation       University of Calgary Undergraduate Programs         Degree Checkout Status       Applied for Graduation       Image: Comparison of the state of th	Generate Repo
Selection Criteria         *Academic Institution UCALG Q       University of Calgary         Academic Career UGRD Q       Undergraduate Programs         Degree Checkout Status       Applied for Graduation         Academic Program 1       ARBCH Q       Arts Bachelor         Degree Checkout Status       Applied for Graduation       Image: Checkout Status         Academic Program 1       Applied for Graduation       Image: Checkout Status         Academic Program 1       Applied for Graduation       Approved (Not for Staff)         Academic Program 2       Approved Pending Committee	
*Academic Institution UCALG Q University of Calgary Academic Career UGRD Q Undergraduate Programs Degree Checkout Status Applied for Graduation Academic Program 1 ARBCH Q Arts Bachelor Degree Checkout Status Academic Program 1 Academic Program 1 Applied for Graduation Approved (Not for Staff) Approved Pending Committee	
Academic Career UGRD Q Undergraduate Programs Degree Checkout Status Applied for Graduation Academic Program 1 ARBCH Arts Bachelor Degree Checkout Status Academic Program 1 Academic Program 1 Applied for Graduation Approved (Not for Staff) Approved Pending Committee	
Degree Checkout Status Applied for Graduation Academic Program 1 ARBCH Arts Bachelor  Degree Checkout Status  Academic Program 1  Academic Program 1  Applied for Graduation  Approved (Not for Staff)  Approved Pending Committee	
Academic Program 1 ARBCH Arts Bachelor  Degree Checkout Status  Academic Program 1  Applied for Graduation  Approved (Not for Staff)  Approved Pending Committee	
Degree Checkout Status       ✓         Academic Program 1       Applied for Graduation         Academic Program 2       Approved (Not for Staff)         Approved Pending Committee       Approved (Not for Staff)	
Academic Program 1 Applied for Graduation Approved (Not for Staff) Approved Pending Committee	
Academic Program 2 Approved (Not for Staff) Approved Pending Committee	
Descent Averaged (Mark Sec Ob-50)	
Academic Program 3 Degree Awarded (Not for Starr) Denied	
xpected Graduation Term Eligible for Graduation	
Pending Special Reason 1	
Pending Special Reason 2	
ee Update Options Pending Special Reason 3	
Pending Transfer Credit	
V Degree Checkout Status Pending UotC Crse Work	
Program in Review	

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



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- 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	on UCALG Q University of Calgary
Academic Care	er UGRD Q Undergraduate Programs
Degree Checkout State	us Applied for Graduation
Academic Program	
Academic Program	
Academic Program	13 Q
Expected Graduation Ter	mQ

### Look Up Academic Program 1

Academic Institut Academic Car Academic Progr	tion eer am begins	UCA	LG ergraduate Programs
Descrip	tion begins	s with 🗸 🦳	
Look Up	Clear	Cancel	Basic Lookup
Search Result	S		
View 100 First	1-3 c	of 3 🕑 Last	
Academic Program	n Descriptio	on	
KN2PG	Kinesiology Bachelor		
KNBCH	Kinesiolo	Kinesiology Bachelor	
KNEXG	Faculty o	f Kinesiology	
Look Up Search Results View 100 First Academic Program KN2PG KNBCH KNEXG	Clear S 1-3 c Descriptic Kinesiolo Kinesiolo Faculty o	Cancel of 3 D Last on gy Bachelor gy Bachelor f Kinesiology	Basic Lookup

Run



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

Graduation Report	Selection Results				
Run Control	ID t		Report N	Nanager Process Monitor	Run
Run Options					
Select Populat	ion	Update Programs	and Degrees	Create Transcript Reques	t Generate Report
Selection Criteria					
	*Academic Institutio	n UCALG 🔍	University of Calga	iry	
	Academic Caree	er UGRD 🔍	Undergraduate Pro	ograms	
De	gree Checkout Statu	s Applied for Gradua	ition	~	
	Academic Program	1 KNBCH	Kinesiology Bache	lor	
	Academic Program	2Q 🗲			
	Academic Program	3 🔤 Q 🔺			
Expe	cted Graduation Terr	n 📃 🔍			

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.

Graduation Report Selection Results			
Run Control ID t	Report Mana	iger Process Monitor	Run
Run Options			
Select Population	pdate Programs and Degrees	Create Transcript Request	Generate Report
Selection Criteria			
*Academic Institution	CALG Q University of Calgary		
Academic Career U	GRD Q Undergraduate Program	ms	
Degree Checkout Status A	Applied for Graduation		
Academic Program 1 Ki	NBCH Q Kinesiology Bachelor		
Academic Program 2	Q		
Academic Program 3	Q		
Expected Graduation Term 22	211 Q Winter 2021		



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



#### **Process Scheduler Request**

	User ID		Run Control ID	t		
5	Server Name	✓ Run Dat	e 2021/05/31	3		to (Time a
	Recurrence	<ul> <li>Run Tim</li> </ul>	e 1:34:22PM	Reset	t to Current Da	te/Time
	Time Zone					
Proce	ss List					
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<ul> <li>Image: A set of the set of the</li></ul>	Graduation Reporting	SRGRDDRJ	PSJob	(None) 🗸	(None) 🗸	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:8074	Run
Run Options		
Select Population Update Programs and Degrees	Create Transcript Request Generat	te Report
have been and ha		-

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



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

VIEW FIDCESS R	equestru	л О						
User ID		C Type	~	Last	✓ 1	Days 🗸	Kett	esn
Server	~	Name	Q	Instance		e Io		
Run Status	~	Distribution 9	Status		Save On Refresh			
Process List					Personalize   Find   Vie	ew All   🗔   🚃	First 🕢 1 o	of 1 🕟 L
Select Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
12989913		PSJob	SRGRDDRJ		2021/05/31 1:34:22PM MDT	Success	Posted	Details
io back to Gradual	tion Report	ing						
o back to Gradua ■ Save	tion Report otify electio esults	n <b>Results</b> ta	b.					
Bo back to Gradual Save EN Lick the Se Selection Re Graduation Report	tion Report otify electio esults	n <b>Results</b> ta	b.					
Bo back to Gradual Save EN lick the Se Selection Re Graduation Report Run Contr	tion Report otify esults t Selectio	n <b>Results</b> ta	b.	Report N	tanager Process Monitor	Run		

17. To view a list of students clicking the Fetch button will display them in the grid. Click the **Fetch** button.

Fetch											
Graduation Repo	Selection Results										
Run Co	ontrol ID t			R	eport Manager	Process Mon	iitor	Run			
			Unive	ersity of Ca	algary		Fetch	)			
Add Students	Academic Institution Academic Caree	r UGRD	Unde	rgraduate	Programs	C					
Add Students	Academic Institution Academic Caree	r UGRD	Unde	rgraduate	Programs	C	Personalize	Find   🔄   📑	First	④ 1 of 1 ④	Last
Add Students Student ID	Academic Institution Academic Caree Name	r UGRD Academic Program	Unde Primary Academic Plan	rgraduate Degree	Programs Degree Checkout Status	New Degree Checkout Status	Personalize   Degree GPA	Find   [2]	First	1 of 1	Last
Add Students Student ID 1	Academic Institution Academic Caree	r UGRD Academic Program	Primary Academic Plan	rgraduate Degree	Degree Checkout Status	New Degree Checkout Status	Personalize   Degree GPA	Find   [2]	First	(1) of 1 (	Last

16.



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

							F F	Personalize   Fi	nd   🔄   🔣 🛛 Fin	st 🕢 1-7 of 7 🕑 Last
	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			~	
2	10119331	George Ehigimeto Imevbore	ENBCH	BSC-DEG	BSC	Applied for Graduation			~	-
3	10137435	Mitchell Lee Duce	ENBCH	BSC-DEG	BSC	Applied for Graduation			~	
4	10138786	Leo J Larochelle	ENBCH	BSC-DEG	BSC	Applied for Graduation			~	
5	30009395	Riyaz Basukala	ENBCH	BSC-DEG	BSC	Applied for Graduation			~	-
						Applied for				

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.

Degree Honor	s 1
-	
Distinct	
FC	_
Posthumous	



20. If a student has been **Fetched**, 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.

Gra	duation Report	Selection Results									
	Run Cont	trol ID t			F	Report Manager	Process Mon	itor F	tun		
A	dd Students	Academic Institution Academic Career	UCALG UGRD	Unive Unde	rsity of Ca rgraduate	algary Programs		Fetch			
							Per	rsonalize   Find	🔄 🔜 🛛 First	🕚 1-50 of 84 🕑	Las
	Student ID	Name	Academic	Primary Academic	Dearee	Degree Checkout	New Degree Checkout	Degree GPA	Dearee Honors 1	Dearee Honors 2	
1	00240251	Karen Kathleen Murphy	ARBCH	BA-DEG	BA	Applied for Graduation	Status		~	·	) E
2	00315210	Jason Samuel Schneider	ARBCH	BA-DEG	BA	Applied for Graduation			~	~	] E
3	10084984	Quinten Lane Hauck	ARBCH	BCMS-DEG	BCMS	Applied for Graduation			~	· · · · ·	
4	10096707	Annie Wu	ARBCH	BA-DEG	BA	Applied for Graduation			~	~	) E
5	10128435	Francis Christian Andres	ARBCH	BA-DEG	BA	Applied for Graduation			~	·	
						Applied for					
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			~	·	•
17	30039389	Phoebe Dawn Fuller	ARBCH	BA-H-DEG	BA-H	Applied for Graduation			~		•
18	30039402	Alexander Liu	ARBCH	BA-DEG	BA	Applied for Graduation			~	~	•
19	30039553	Georgia Elizabeth Landgraf	ARBCH	BSC-DEG	BSC	Applied for Graduation			~	~	•
50	30039762	Courtney Justina Sinnott	ARBCH	BA-DEG	BA	Applied for Graduation			~	~	•

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



1.	The following steps will mass update the fetched students list utilizing the <b>New Degree</b>
	Checkout Status selection option. Click the Graduation Report tab.

Graduation Report	
Graduation Report Selection Results	
Run Control ID t	Report Manager Process Monitor Run
Run Options	
Select Population	s and Degrees Create Transcript Request Generate Report
Selection Criteria	
*Academic Institution UCALG $\mathbb{Q}$	University of Calgary
Academic Career UGRD Q	Undergraduate Programs
Degree Checkout Status Applied for Gradu	iation 🗸
Academic Program 1 KNBCH Q	Kinesiology Bachelor
Academic Program 2	
Academic Program 3	
Expected Graduation Term 2201	Winter 2020

2. 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 Result	S		
Run Control ID t	Rep	ort Manager Process Monitor	Run
Run Options			
Select Population	Update Programs and Degrees	Create Transcript Request	Generate Report
Selection Criteria			
Selection Criteria			



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 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 Progr	ams and Degrees	Create Transcript Request	Generate Report
Selection Criteria			
*Academic Institution UCALG Q	University of Calg	ary	
Academic Career UGRD	Undergraduate Pr	ograms	
Degree Checkout Status Degree Award	led (Not for Staff)	~	
Academic Program 1 KNBCH	Kinesiology Bache	elor	
Academic Program 2			
Academic Program 3			
Expected Graduation Term 2211	Winter 2021	J	
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	Approved Pending Committee
Program Effective Date	Degree Awarded Denied
Transcript Request Options	Pending Special 1 Pending Special 2
Transcript Request Nbr	Pending Special 3 Pending Transfer Credit
Transcript Type	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.

1 1 5	ZZZJ OPINY ZVZZ	1 44	ZUZZIUJIUZ
Program/Degree Undate Ontions	2221 Winter 2022	W22	2022/01/03
	2217 Fall 2021	F21	2021/08/30
New Degree Checkout Status Degree Awarded	2215 Summer 2021	S21	2021/06/28
New Degree Checkout Status Degree Awarded	2213 Spring 2021	P21	2021/05/03
Completion Term 2211 Q Winter 2021	2211 Winter 2021	W21	2021/01/04
	2207 Fall 2020	F20	2020/08/31
Program Effective Date User Defined	2205 Summer 2020	S20	2020/06/29
	2203 Spring 2020	P20	2020/05/06

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 Awarde	ed	*	
Completion Term 2211	Winter 2021		X
Program Effective Date User Defined		$\overline{}$	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 22	211 🔍 🛛 W	/inter 2021		<b>~</b>
Program Effective Dat	Jser Defined	~	User Defined	I Date 2021/05/01 🛐



8.	When the <b>Program/Degree</b> Click the <b>Run</b> button.	ee Update O	<b>ptions</b> have	been	entered, Run tł	ne process.
	Graduation Report Selection Results					
	Run Control ID t		Report N	/lanager	Process Monitor	Run
	Run Options					
	Select Population	Update Programs	and Degrees	Cre	ate Transcript Request	Generate Report
	Selection Criteria				1	
	*Academic Institutio	n UCALG 🔍	University of Calga	ary		
	Academic Care	er UGRD	Undergraduate Pro	ograms		
	Degree Checkout Statu	Applied for Gradua	ation	~		
	Academic Program	1 KNBCH	Kinesiology Bache	lor		
	Academic Program	2				
	Academic Program Expected Graduation Ter	3 m 2211	Winter 2021			
	Program/Degree Update Options				,	
	New Degree Checkout Statu	Degree Awarded		*		
	Completion Ter	m 2211 🔍	Winter 2021			
	Program Effective Da	te User Defined		*	User Defined D	ate 2021/05/01

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

OK rocess Scheduler Request					
User ID		Run Control	ID t		
Server Name Recurrence Time Zone	✓ Run Da	nte 2021/05/31 ne 2:11:51PM	E Re	eset to Current D	ate/Time
Process List Select Description	Process Name	Process Type	*Type	*Format	Distribution
Graduation Reporting	SRGRDDRJ	PSJob	(None)	V (None) V	Distribution





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

Process Monitor			
Graduation Report Selection Result	5		
Run Control ID t	Report	Manager Process Monitor R Process Instance:12989921	un
Run Options			
Select Population	✓ Update Programs and Degrees	Create Transcript Request	Generate Report
Selection Criteria			
*Academic Institu	tion UCALG Q University of Cal	jary	

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	1							
Proce	ess List	Server Lis	st						
View	Process I	Request I	For						
U	ser IL		🔍 Туре	~	Last	✓ 1	Days 🗸	Refr	esh
S	erver		✓ Name	Q	Instan	ice From Instanc	e To		
Run §	tatus		✓ Distribution	Status		✓ ✓ Save On Refresh			
Proc	ess List					Personalize   Find   View	/ All   🛛   📑	First 🕢 1-2 o	of 2 🕟 Lasi
Proc	ess List Instance	Seq.	Process Type	Process Name	User	Personalize   Find   View Run Date/Time	/ All   [७   📑 Run Status	First ④ 1-2 of Distribution Status	of 2 🕑 Last Details
Proc Select	ess List Instance 12989917	Seq.	Process Type PSJob	Process Name SRGRDDRJ	User	Personalize   Find   View Run Date/Time 2021/05/31 2:11:51PM MDT	All   [2]   []] Run Status Success	First (1-2 of Distribution Status Posted	of 2 (e) Last Details Details

Go back to Graduation Reporting

🔚 Save 🔛 Notify



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

View U S Run S	Process I ser ID server status	Request F	Type       Name       Distribution Star	<b>↓</b> Q tus	Last Instance	✓ 1      From Instance T     ✓ Save On Refresh	Days 🗸	Refre	sh
Proc	ess List					Personalize   Find   View Al	@  🔣	First ④ 1-2 of	2 🕑 La:
Select	Instance Seq. Process Type Process User				Run Date/Time	Run Status	Distribution Status	Details	
	12989917		PSJob	SRGRDDRJ		2021/05/31 2:11:51PM MDT	Success	Posted	Details
	12989913		PSJob	SRGRDDRJ		2021/05/31 1:34:22PM MDT	Success	Posted	Details
io ba	ck to Gradu	ation Repo	rting				/		

13.

Selection Results

To view the list of students selected for Mass Graduation, click the Fetch button. 14. Click the **Fetch** button.

Fetch										
Graduation Repor	t Selection Results									
Run Co	ntrol ID t			F	Report Manager	Process Mon	itor F	Run		
Add Students	Academic Institution Academic Caree	n UCALG r UGRD	Univ	ersity of Ca ergraduate	algary Programs		Fetch			
							Personalize	Find   🖉   🔣	First 🕢 1 o	f 1 🕟 Last
Student ID	Name	Academic Program	Primary Academic Plan	Degree	Degree Checkout Status	New Degree Checkout Status	Degree GPA	Degree Honors 1	Degree Hono	ors 2
1									~	✓ -
Graduation Report	Selection Results	Notify	Refresh						Add 🖉 U	pdate/Display



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📑 Add 🖉 Update/Display

all students. Click the **Save** button. Save Graduation Report Selection Results Run Run Control ID † Report Manager Process Monitor Fetch Academic Institution UCALG University of Calgary Academic Career UGRD Undergraduate Programs Add Students Personalize | Find | 🔄 | 🧱 First 🕢 1-16 of 16 🕑 Last Primary Academic Plan Degree Checkout Status New Degree Checkout Status Academic Student ID Name Degree Degree GPA Degree Honors 1 Degree Honors 2 Program Applied for Degree 1 30039630 LABCH **~** -Eric John Mosley JD-DEG JD ~ Graduation Awarded Spencer DeBruin Applied for Degree **~** -2 30040039 LABCH JD-DEG JD ~ Brown Graduation Awarded Fatima Gabriela Applied for Degree 3 30040222 LABCH JD-DEG JD **v** × -Campos Graduation Awarded Applied for Degree -4 20040554 Povino Monn ID

15. Note that the New Degree Checkout Status has now been updated to Degree Awarded for

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

**End of Procedure** 

Save

💽 Return to Search 🔄 Notify 📿 Refresh