

The following is how to run a query for faculties to locate students with outstanding grades. This query helps faculties to determine if they wish to grant them admission without the grade. This query also enables faculties to investigate why the grade is not available.

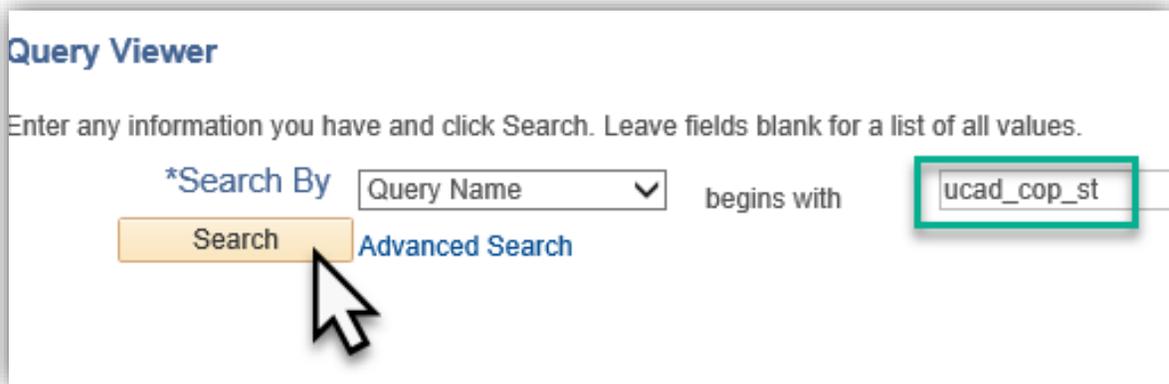
1. Click the **Reporting Tools** link.  

2. Click the **Query** link.  

3. Click the **Query Viewer** link.  

4. Two queries have been created for COP (Change of Program):
  - **UCAD\_COP\_STUDENTS\_ASSESS\_INFO** (COP students assessment information)
  - **UCAD\_COP\_STUDENTS\_BLANK\_GRADES** (COP students with blank grades).

Search for the two queries by entering **ucad\_cop\_st** into the **begins with** field and click the **Search** button.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

The screenshot shows a search interface with a dropdown menu set to 'Query Name' and a text input field containing 'ucad\_cop\_st'. A mouse cursor is pointing at the 'Search' button.

# Change of Program Query – Students with Blank Grades

SA – Admissions



5. Two queries display; **UCAD\_COP\_STUDENTS\_ASSESS\_INFO** and **UCAD\_COP\_STUDENTS\_BLANK\_GRADES**. **Tip:** Save them to your favorites. Click the **Favorite** link.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCAD_COP_STUDENTS_ASSESS_INFO	COP students assessment info	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_COP_STUDENTS_BLANK_GRADES	COP students with blank grades	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

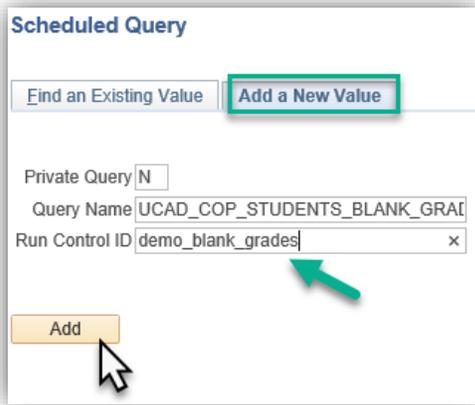
6. My Favorite Queries will list the selected favorites for future use. Select Schedule to begin the query for **UCAD\_COP\_STUDENTS\_BLANK\_GRADES** process. Click the **Schedule** link.

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UCAD_COP_STUDENTS_ASSESS_INFO	COP students assessment info	Public		HTML	Excel	XML	Schedule	Lookup References	-
UCAD_COP_STUDENTS_BLANK_GRADES	COP students with blank grades	Public		HTML	Excel	XML	Schedule	Lookup References	-

7. The first time using the query, you will need to **Add a New Value** and enter a Run Control ID. This must be one word and no spaces. **Tip:** Use underscores to join a series of words. Otherwise, if you have already created a Run Control ID you can select Find an Existing Value. Click the **Add a New Value** tab.

8. For this example, demo\_blank\_grades has been entered as the Run Control ID. Click the **Add** button.



**Scheduled Query**

Find an Existing Value | **Add a New Value**

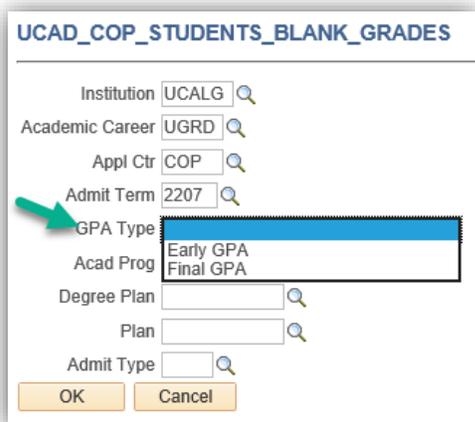
Private Query

Query Name

Run Control ID

**Add**

9. Enter the desired values on the menu. **Tip:** If you know the values, you can enter them directly. Click the **Look up Institution** button and click the **UCALG** link.  
**UCALG**
10. Click the **Look up Academic Career** button and click the **Undergrad** link.  
**Undergrad**
11. Click the **Look up Appl Ctr** button and click the **COP** link.  
**COP**
12. Click the **Look up Admit Term** button and select the applicable term (e.g. 2207 Fall 2020).  
**2207**
13. Click the **GPA Type** list. Two GPA types display; Early GPA and Final GPA. For this example, select Final GPA. Click the **Final GPA** list item.



**UCAD\_COP\_STUDENTS\_BLANK\_GRADES**

Institution

Academic Career

Appl Ctr

Admit Term

**GPA Type**

- Early GPA
- Final GPA**

Acad Prog

Degree Plan

Plan

Admit Type

**OK** **Cancel**

# Change of Program Query – Students with Blank Grades

SA – Admissions

14. Click the **Look up Acad Prog** button. A list of Academic Programs displays. Select the desired Academic Program (e.g. HABCH for Haskayne School of Business Bachelor program). Click the **HABCH** link.

### Look Up Acad Prog

Search by: Academic Program begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

#### Search Results

View 100 First  1-64 of 64  Last

Academic Program	Effective Date	Description	Academic Group
2PRG	1901/01/01	[ ... ]	RO
AR2PG	2011/04/01	Arts Bachelor	AR
ARBCH	2011/04/01	Arts Bachelor	AR
AREXG	2017/09/01	Faculty of Arts	AR
CCBCH	2007/01/28	Communication & Culture Bach	CC
CCVIS	2007/09/02	Comm & Culture Visiting	CC
ED2PG	2013/11/01	Education Bachelor	ED
EDBCH	2013/11/01	Education Bachelor	ED
EDDIP	1901/01/01	Education Diploma	ED
EN2PG	2005/09/01	Schulich Sch of EN Bachelor	EN
ENBCH	2005/09/01	Schulich Sch of EN Bachelor	EN
ENDIP	2005/09/01	Schulich School of EN Diploma	EN
ENEXG	1901/01/01	Schulich School of Engineering	EN
ENSPC	2007/08/30	Schulich School of EN Special	EN
ENVIS	2016/12/01	Schulich School of EN Visiting	EN
FA2PG	1901/01/01	Fine Arts Bachelor	FA
FABCH	1901/01/01	Fine Arts Bachelor	FA
FADIP	1901/01/01	Fine Arts Diploma	FA
HA2PG	2002/05/01	Haskayne Schl of Business Bach	HA
<b>HABCH</b>	2002/05/01	Haskayne Schl of Business Bach	HA
HAEXG	2017/09/01	Haskayne School of Business	HA
HU2PG	1901/01/01	Humanities Bachelor	HU
HUBCH	1901/01/01	Humanities Bachelor	HU
KN2PG	1995/09/01	Kinesiology Bachelor	KN

15. Click the **Look up Degree Plan** button. A list of Degree Plans displays. Select the desired Degree Plan (e.g. BCOMM-DEG for Bachelor of Commerce Degree Plan). Click the **BCOMM-DEG** link.

**Look Up Degree Plan**

Search by: Academic Plan begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1-85 of 85 Last

Academic Plan	Effective Date	Academic Plan Type	Description
<a href="#">BA-DEG</a>	1901/01/01	DEG	Bachelor of Arts
<a href="#">BA-DEG2</a>	1901/01/01	DEG	Bachelor of Arts
<a href="#">BA-H-DEG</a>	1901/01/01	DEG	Bachelor of Arts - Honours
<a href="#">BA-H-DEG2</a>	1901/01/01	DEG	Bachelor of Arts - Honours
<a href="#">BA15-DEG</a>	1901/01/01	DEG	Bachelor of Arts (15)
<a href="#">BACCS-DEG</a>	1901/01/01	DEG	Bach of Accounting Science
<a href="#">BCC-DEG</a>	2007/09/01	DEG	Bach of Communication and Cult
<a href="#">BCMS-DEG</a>	1901/01/01	DEG	Bachelor of Comm and Media Std
<a href="#">BCOM-H-DEG</a>	1901/01/01	DEG	Bachelor of Commerce - Honours
<a href="#">BCOMM-DEG</a>	1901/01/01	DEG	Bachelor of Commerce
<a href="#">BCR-C-DEG</a>	1901/01/01	DEG	Bach of Comm Rehab - COL
<a href="#">BCR-DEG</a>	1901/01/01	DEG	Bach of Comm Rehab - Regular
<a href="#">BCS-DEG</a>	1901/01/01	DEG	Bachelor of Comm Studies
<a href="#">BED-A-DEG</a>	1901/01/01	DEG	Bachelor of Ed -After Degree
<a href="#">BED-C-DEG</a>	1901/01/01	DEG	Bachelor of Ed - Capstone

16. If desired, a specific plan may be entered. Click the **Look up Plan** button. For this example, no selection will be made.

**Look Up Plan**

Search by: Academic Plan begins with

[Advanced Lookup](#)

**Search Results**

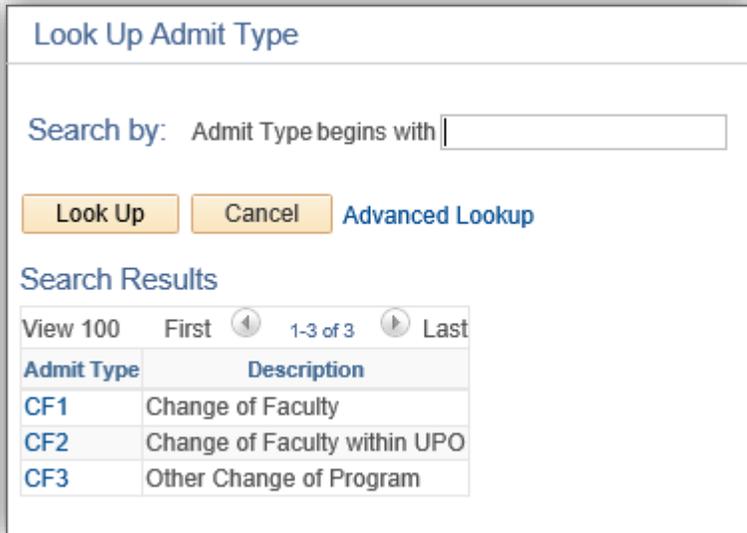
View 100 First 1-213 of 213 Last

Academic Plan	Effective Date	Academic Plan Type	Description
<a href="#">1P</a>	1901/01/01	MAJ	Single Academic Program
<a href="#">2P</a>	1901/01/01	MAJ	Combined Academic Program
<a href="#">A-MAJ</a>	1901/01/01	MAJ	Arts
<a href="#">ACCT-MAJ</a>	1901/01/01	MAJ	Accounting
<a href="#">ACEM-MAJ</a>	1901/01/01	MAJ	Applied Chemistry
<a href="#">ACSC-MAJ</a>	1901/01/01	MAJ	Actuarial Science
<a href="#">AMAT-MAJ</a>	1901/01/01	MAJ	Applied Mathematics
<a href="#">ANME-MAJ</a>	1901/01/01	MAJ	Ancient and Medieval History
<a href="#">ANPR-MAJ</a>	1901/01/01	MAJ	Primateology
<a href="#">ANSC-MAJ</a>	1901/01/01	MAJ	Social & Cultural Anthropology
<a href="#">ANTH-MAJ</a>	1901/01/01	MAJ	Anthropology
<a href="#">APEG-MAJ</a>	1901/01/01	MAJ	Applied & Environmental Geology

# Change of Program Query – Students with Blank Grades

SA – Admissions

17. If desired, an Admit Type may be entered. Click the **Look up Admit Type** button. A list of change of program types (CF) display. For this example, no selection will be made.



Look Up Admit Type

Search by: Admit Type begins with

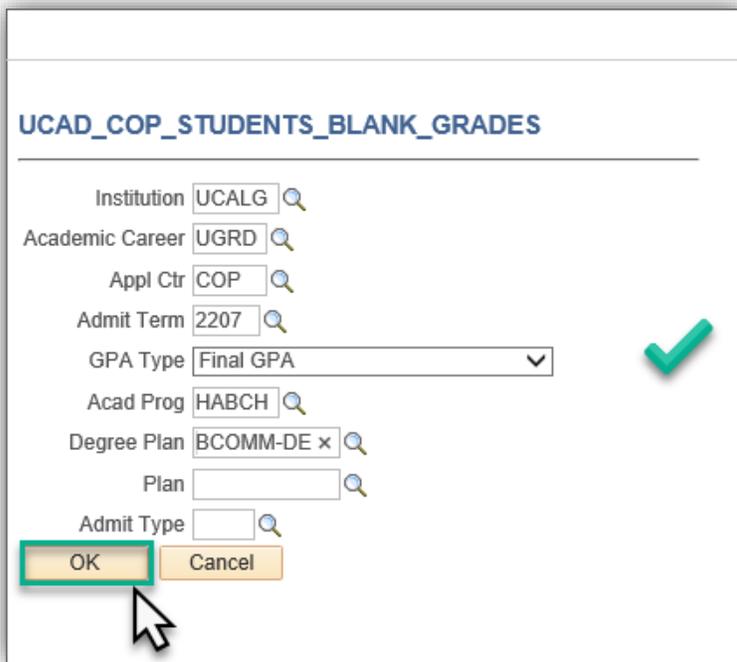
[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Admit Type	Description
CF1	Change of Faculty
CF2	Change of Faculty within UPO
CF3	Other Change of Program

18. When all desired parameters are entered click OK. This will save the parameters until next time the query is run. Click the **OK** button.



UCAD\_COP\_STUDENTS\_BLANK\_GRADES

Institution

Academic Career

Appl Ctr

Admit Term

GPA Type

Acad Prog

Degree Plan

Plan

Admit Type

19. If you wish to change the parameter values, select **Update Parameters**. When satisfied with the parameter values start the process. Click the **OK** button.

**Schedule Query**

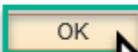
Run Control ID demo\_blank\_grades Report Manager Process Monitor

Query Name UCAD\_COP\_STUDENTS\_BLANK\_GRAI

\*Description COP students with blank grades

**Update Parameters** 

Prompt Name	Value
INSTITUTION	UCALG
ACAD_CAREER	UGRD
ADM_APPL_CTR	COP
ADMIT_TERM	2207
UC_CALC_GPA_TYPE	FN
ACAD_PROG	HABCH
UC_DEGREE_PLAN	BCOMM-DEG
UC_PRIMARY_PLAN	
ADMIT_TYPE	

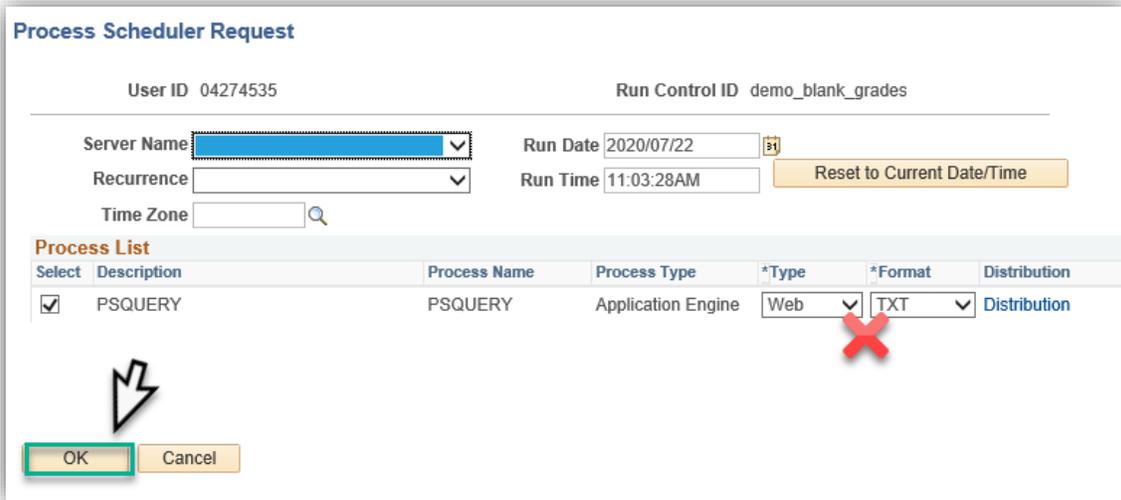
 **OK**



# Change of Program Query – Students with Blank Grades

SA – Admissions

20. The Process Scheduler Request displays. It is not necessary to make any changes to this menu. Click the **OK button**.



**Process Scheduler Request**

User ID 04274535 Run Control ID demo\_blank\_grades

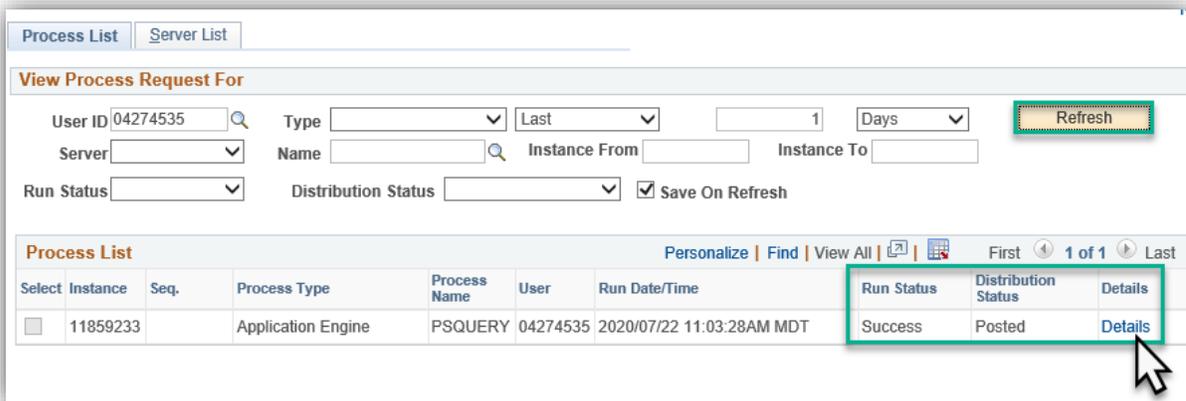
Server Name: [dropdown] Run Date: 2020/07/22 [calendar icon]  
Recurrence: [dropdown] Run Time: 11:03:28AM [button: Reset to Current Date/Time]  
Time Zone: [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

[button: OK] [button: Cancel]

21. The Process List displays queued, processing and success (posted). Clicking refresh will display the processing progress. When the Run Status = Success and Posted, Details can be clicked. Click the **Details** link.



**Process List** | **Server List**

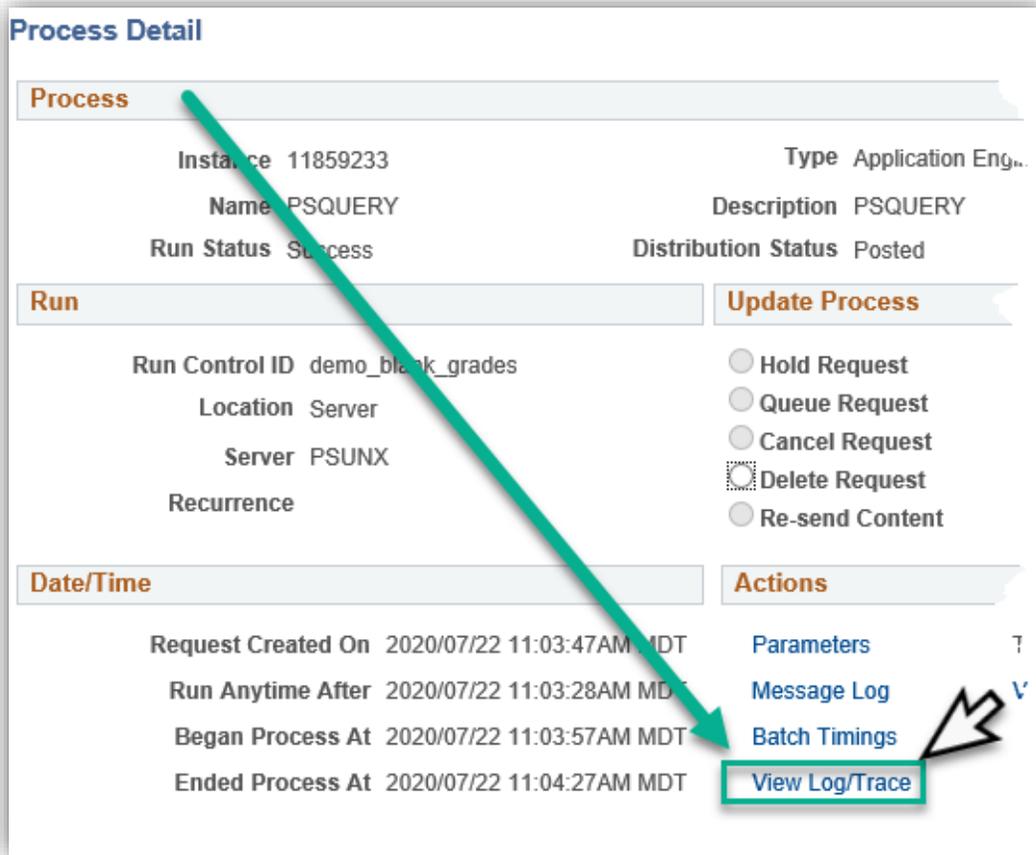
**View Process Request For**

User ID: 04274535 [search icon] Type: [dropdown] Last [dropdown] 1 Days [dropdown] [button: Refresh]  
Server: [dropdown] Name: [search icon] Instance From: [dropdown] Instance To: [dropdown]  
Run Status: [dropdown] Distribution Status: [dropdown]  Save On Refresh

**Process List** Personalize | Find | View All | [dropdown] | [dropdown] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11859233		Application Engine	PSQUERY	04274535	2020/07/22 11:03:28AM MDT	Success	Posted	Details

22. Process Detail include View Log/Trace near the lower portion of the menu. Click the [View Log/Trace](#) link.



**Process Detail**

**Process**

Instance	11859233	Type	Application Eng..
Name	PSQUERY	Description	PSQUERY
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	demo_blank_grades	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content

**Update Process**

**Date/Time**

Request Created On	2020/07/22 11:03:47AM MDT	<a href="#">Parameters</a>	?
Run Anytime After	2020/07/22 11:03:28AM MDT	<a href="#">Message Log</a>	v
Began Process At	2020/07/22 11:03:57AM MDT	<a href="#">Batch Timings</a>	
Ended Process At	2020/07/22 11:04:27AM MDT	<a href="#">View Log/Trace</a>	

**Actions**

# Change of Program Query – Students with Blank Grades

SA – Admissions

23. The file list displays the .csv file. To view the file with the blank grades, click on the UCAD\_COP\_STUDENTS\_BLANK\_GRADES\_xxx.csv file. Click the **.csv** link.

**View Log/Trace**

**Report**

Report ID 6833296      Process Instance 11859233      [Message Log](#)

Name PSQUERY      Process Type Application Engine

Run Status Success

COP students with blank grades

**Distribution Details**

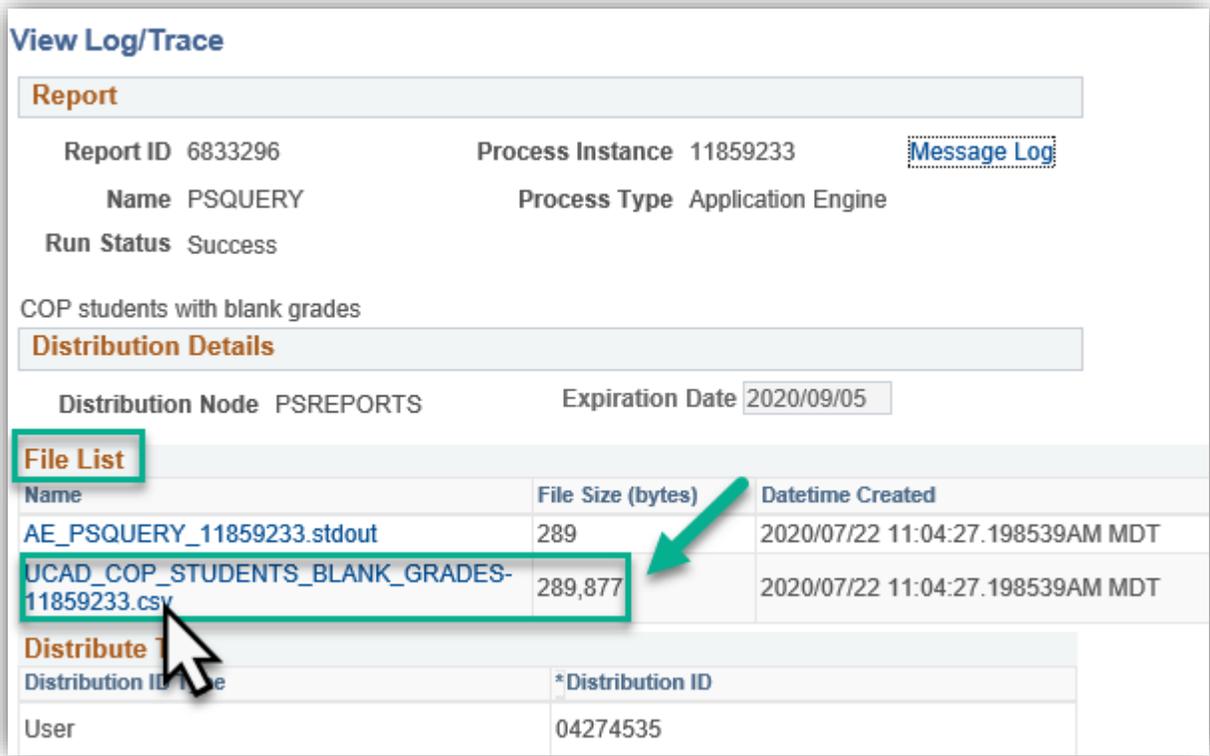
Distribution Node PSREPORTS      Expiration Date 2020/09/05

**File List**

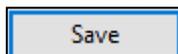
Name	File Size (bytes)	Datetime Created
AE_PSQUERY_11859233.stdout	289	2020/07/22 11:04:27.198539AM MDT
<a href="#">UCAD_COP_STUDENTS_BLANK_GRADES-11859233.csv</a>	289,877	2020/07/22 11:04:27.198539AM MDT

**Distribute To**

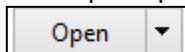
Distribution ID	*Distribution ID
User	04274535



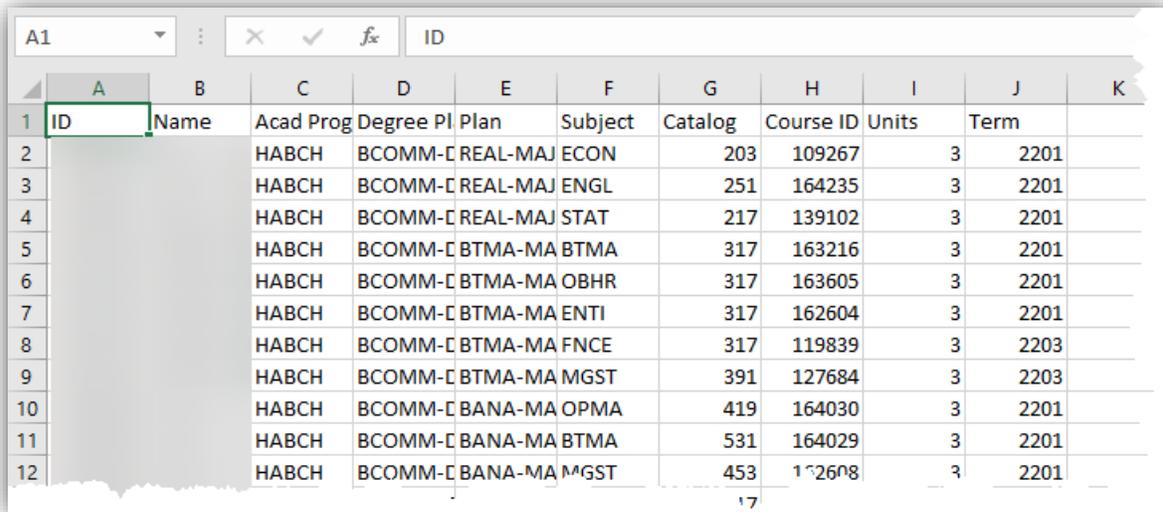
24. You will be prompted to Open, Save or Save As. It is recommended to select Save as and save the file in a desired location with a definitive name. Click the **Save** button.



25. When prompted, Open the file or navigate to the saved location. Click the **Open** button.



26. The Excel (.csv) file will display a list of all students with a blank grade. **Note:** For FOIP reasons, some information has been removed.



ID	Name	Acad Prog	Degree Pl	Plan	Subject	Catalog	Course ID	Units	Term
		HABCH	BCOMM-C	REAL-MAJ	ECON	203	109267	3	2201
		HABCH	BCOMM-C	REAL-MAJ	ENGL	251	164235	3	2201
		HABCH	BCOMM-C	REAL-MAJ	STAT	217	139102	3	2201
		HABCH	BCOMM-C	BTMA-MA	BTMA	317	163216	3	2201
		HABCH	BCOMM-C	BTMA-MA	OBHR	317	163605	3	2201
		HABCH	BCOMM-C	BTMA-MA	ENTI	317	162604	3	2201
		HABCH	BCOMM-C	BTMA-MA	FNCE	317	119839	3	2203
		HABCH	BCOMM-C	BTMA-MA	MGST	391	127684	3	2203
		HABCH	BCOMM-C	BANA-MA	OPMA	419	164030	3	2201
		HABCH	BCOMM-C	BANA-MA	BTMA	531	164029	3	2201
		HABCH	BCOMM-C	BANA-MA	MGST	453	152608	3	2201

27. For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure.**