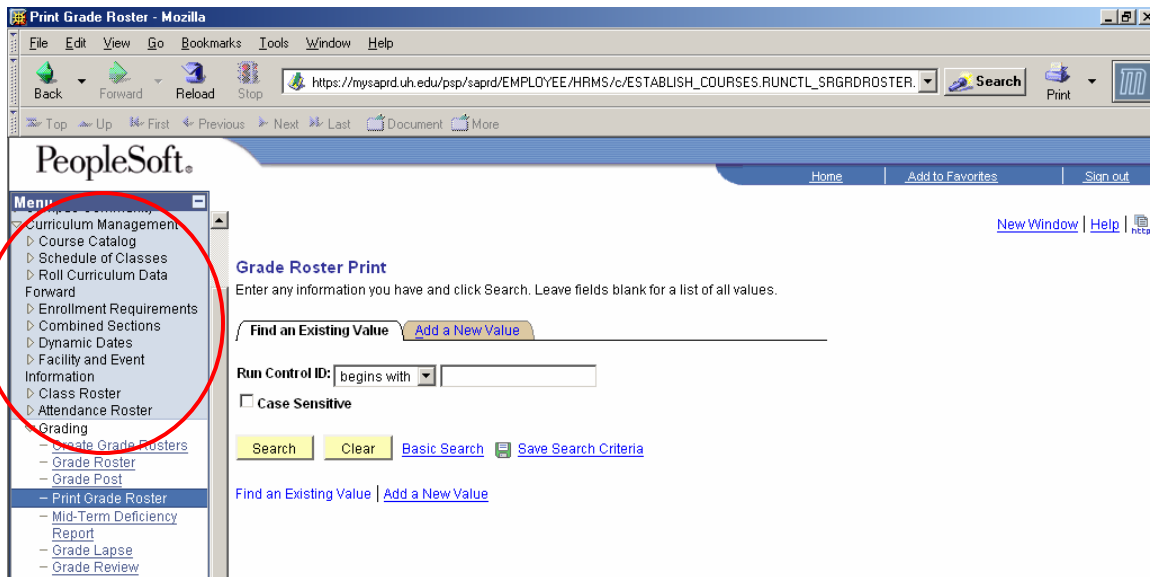


Producing an Administrative Grade Roster

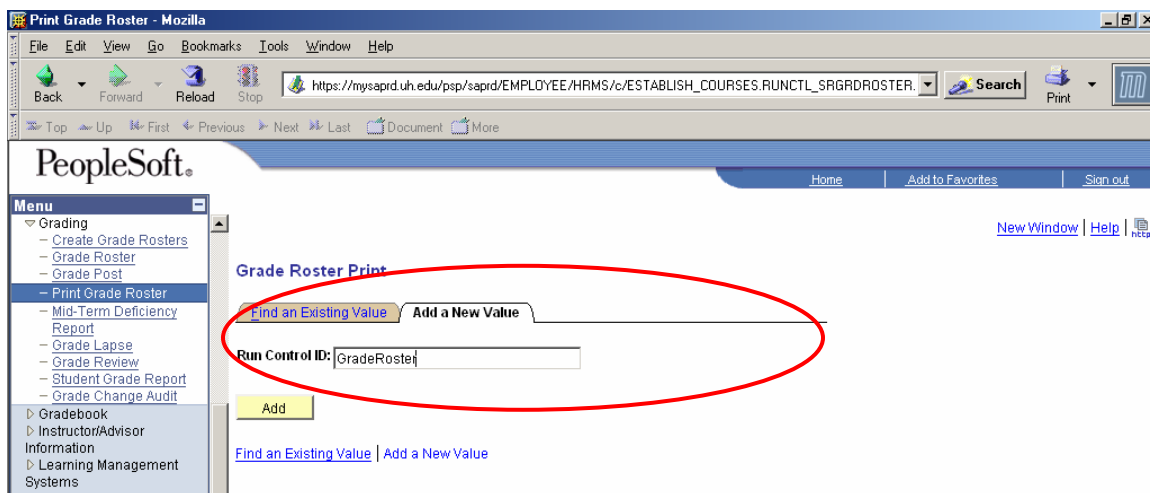
The Grade Roster report produces a PDF of the current grade roster in the Faculty Center as well as official grades posted to the student's record. Details about the grading timeline can be found at <http://www.uh.edu/peoplesoft/tutorials.html>

You will need to have a version of Adobe Reader on your computer. If you do not have this application- you can download it from <http://www.adobe.com/products/acrobat/readstep2.html>

1. Navigate to Curriculum Management. Select Grading and double click on Print Grade Roster. The Grade Roster Print screen will appear.



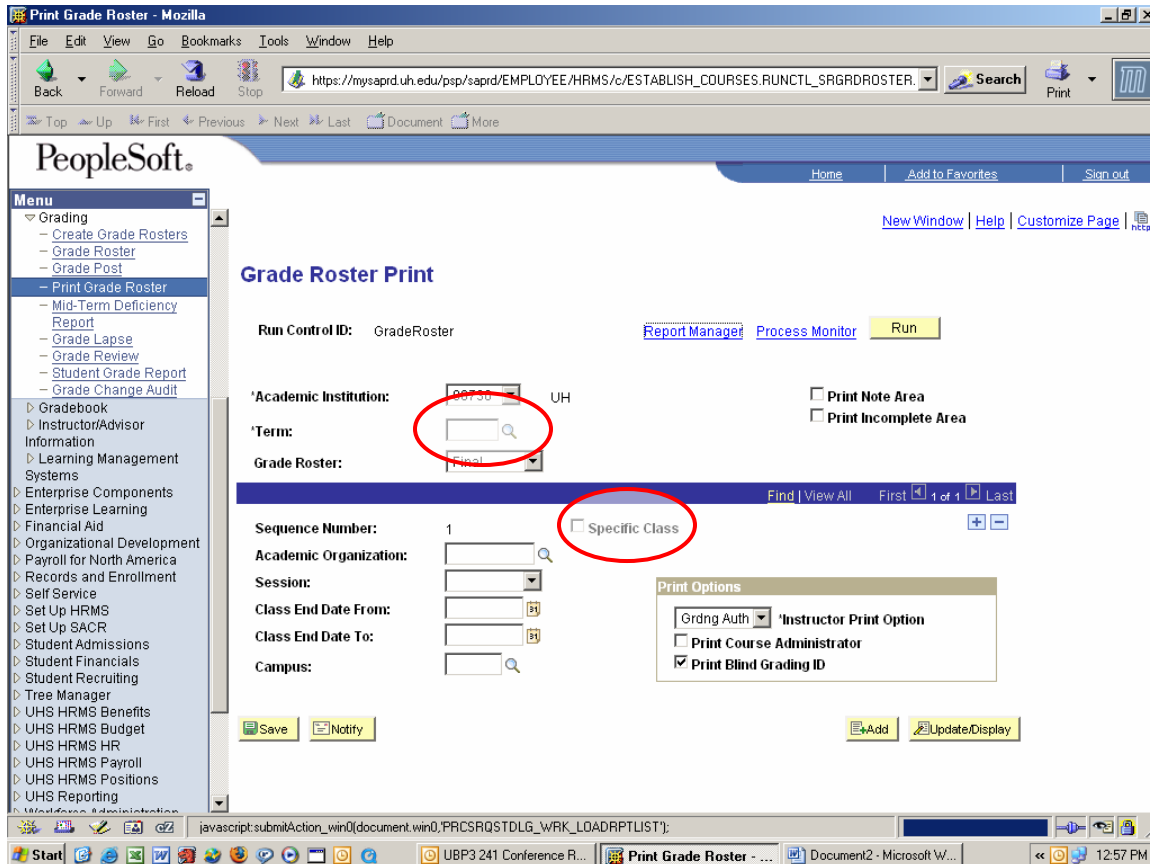
2. Create a new run control by selecting the Add a New Value Tab. Enter **GradeRoster** in the Run Control ID field. Click Add. To run this report in the future- use **GradeRoster** as your Run Control ID.



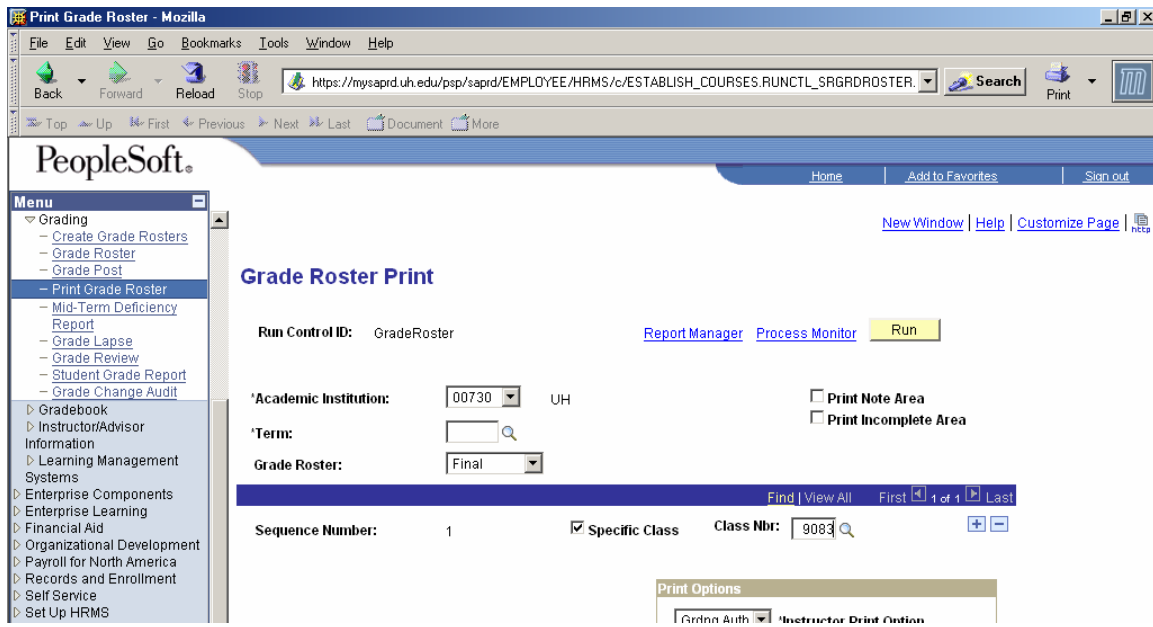
3. The Grade Roster Print screen (below) will appear. The screen allows you to create a roster for one class or for an entire department or college. You will always need to enter the 4 digit

code for the Term. For Fall 2007 the code is 1730. If you do not know the code- click the magnifying icon and select the correct term from the list.

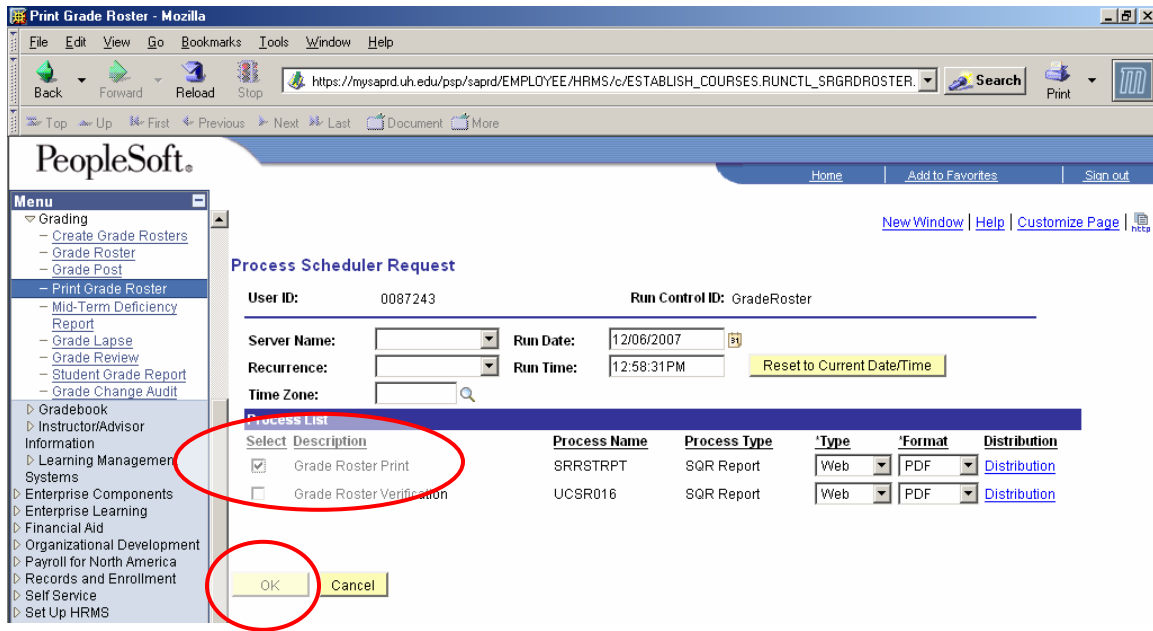
- A. To produce a roster for a specific Class- select the Specific Class box with your mouse and click. Skip to Step C below.
- B. To produce a set of rosters for an entire department or college- enter the appropriate code in the Academic Organization field. You can use the magnifying glass to look up department or college codes. Click Run. The Process Scheduler Request screen will appear. Skip to Step 5 below.



C. To produce a roster for a specific class- check the Specific Class box and enter the Class Nbr. You can use the magnifying glass to find a specific class. Select Run by double clicking the Run button with your mouse. The Process Scheduler Request screen will appear.



5. The screen below is the Process Scheduler Request. Check the box associated with Grade Roster Print. Click OK



6. Click on Process Monitor hyper link just to the left of RUN. In the Process Scheduler Request screen- click the Refresh button until the Run Status reads Success and the Distribution Status reads Posted.

Print Grade Roster - Mozilla

https://mysaprd.uh.edu/psp/saprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.RUNCTL_SRGRDROSTER.

PeopleSoft

Menu

- Grading
 - Create Grade Rosters
 - Grade Roster
 - Grade Post
 - Print Grade Roster
 - Mid-Term Deficiency Report
 - Grade Lapse
 - Grade Review
 - Student Grade Report
 - Grade Change Audit
- Gradebook
- Instructor/Advisor Information
- Learning Management Systems
- Enterprise Components
- Enterprise Learning
- Financial Aid
- Organizational Development
- Payroll for North America

Process List Server List

View Process Request For

User ID: 0087243 Type: Last: 1 Days Refresh

Server: Name: 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"/>	2052930		SQR Report	SRRSTRPT	0087243	12/06/2007 12:58:31 PM CST	Success	N/A	Details
<input type="checkbox"/>	2052918		SQR Report	SRRSTRPT	0087243	12/06/2007 12:53:28 PM CST	Success	Posted	Details
<input type="checkbox"/>	2052843		SQR Report	SRRSTRPT	0087243	12/06/2007 12:18:46 PM CST	Success	Posted	Details
<input type="checkbox"/>	2052804		SQR Report	SRRSTRPT	0087243	12/06/2007 12:09:44 PM CST	Success	Posted	Details

7. Click the Details hyperlink to read the PDF.

Print Grade Roster - Mozilla

https://mysaprd.uh.edu/psp/saprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.RUNCTL_SRGRDROSTER.

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Process List Server List

View Process Request For

User ID: 0087243 Type: Last: 1 Days Refresh

Server: Name: 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"/>	2052930		SQR Report	SRRSTRPT	0087243	12/06/2007 12:58:31 PM CST	Success	Posted	Details
<input type="checkbox"/>	2052918		SQR Report	SRRSTRPT	0087243	12/06/2007 12:53:28 PM CST	Success	Posted	Details
<input type="checkbox"/>	2052843		SQR Report	SRRSTRPT	0087243	12/06/2007 12:18:46 PM CST	Success	Posted	Details

8. Click View Log/Trace.

Print Grade Roster - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop

https://mysaprd.uh.edu/psp/saprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.RUNCTL_SRGRDROSTER.

Search Print

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- Set Up SACR
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- Student Financials
- Student Recruiting
- Tree Manager
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- UHS HRMS Payroll
- UHS HRMS Positions
- UHS Reporting

New Window | Help | Customize Page

Process Detail

Process

Instance: 2052930 **Type:** SQR Report
Name: SRRSTRPT **Description:** Grade Roster Print
Run Status: Success **Distribution Status:** Posted

Run **Update Process**

Run Control ID: GradeRoster Hold Request
Location: Server Queue Request
Server: PSUNX2 Cancel Request
Recurrence: Delete Request
 Restart Request

Date/Time	Actions
Request Created On: 12/06/2007 12:58:57PM CST	Parameters Transfer
Run Anytime After: 12/06/2007 12:58:31PM CST	Message Log
Began Process At: 12/06/2007 12:59:06PM CST	Batch Timings
Ended Process At: 12/06/2007 12:59:21PM CST	View Log/Trace

OK Cancel

9. The PDF appears beneath the File List. Click the PDF file to view or print.

Print Grade Roster - Mozilla

File Edit View Go Bookmarks Tools Window Help

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https://mysaprd.uh.edu/psp/saprd/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.RUNCTL_SRGRDROSTER

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- Tree Manager
- UHS HRMS Benefits
- UHS HRMS Budget
- UHS HRMS HR
- UHS HRMS Payroll
- UHS HRMS Positions
- UHS Reporting

View Log/Trace

Report

Report ID: 316687 Process Instance: 2052930 [Message Log](#)

Name: SRRSTRPT Process Type: SQR Report

Run Status: Success

Grade Roster Print

Distribution Details

Distribution Node: PSUNX Expiration Date: 12/05/2008

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,496	12/06/2007 12:59:21.000000PM CST
srrstrpt_2052930.PDF	2,767	12/06/2007 12:59:21.000000PM CST
Trace File	0	12/06/2007 12:59:21.000000PM CST

Distribution ID Type 'Distribution ID'

User 0087243

Return

javascript:submitAction_win0(document.win0,'PMN_DERIVED_MESSAGELOG_BTN');

UBP3 241 Conference R... Print Grade Roster - ... Document2 - Microsoft W... 12:59 PM

10. A sample PDF appears below. The Grade Input column details the grade entered in the Faculty Center. The Grade Official column details the grade posted to the student's record.

srrstrpt_2052930.PDF [application/pdf Object] - Mozilla

File Edit View Go Bookmarks Tools Window Help

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https://mysaprd.uh.edu/psreports/saprd/316687/srrstrpt_2052930.PDF

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1 / 1 64.4% Sign Find

Report ID: SRRSTRPT GRADE ROSTER REPORT Page No. 1

Run Date 12/06/2007

Run Time 12:59:07

Term: Fall 2007 Institution: UH

Course: GERM 3395 Session: 1 Section: 01

Class Title: Topic in German Cinema Class Nbr: 9083

Grade Roster Type: Final Grade

Instructor(s): Frieden, Sandra M Gross; Nguyen, Nhi Q; Ross, Alice G

Topic(s): Behind the Wall: East Ger Cinema

Student ID	Student Name	Grade Input	Grade Official	Grade Basis	Academic Career	Units	Roster Status
0817549	[REDACTED]	A		LT	Undergrad	3.00	Pending
0352509	[REDACTED]	B		LT	Undergrad	3.00	Pending
0271174	[REDACTED]			LT	Undergrad	3.00	Pending
0163653	[REDACTED]			LT	Undergrad	3.00	Pending
0633643	[REDACTED]			LT	Undergrad	3.00	Pending