

## GROS: Grade Roster

### Introduction

Grade Roster provides a roster view of courses that reflects final grades for assigned in a course, as well as each students' status in the course and their academic level. Final grade roster may be exported to .pdf and saved for departmental records.

### Instructions

1. Access mnemonic GROS
2. Enter Course Sections information in format YY/TM DEPT\*COURSE\*SECTION  
Example: SPEC\*3903\*01  
\*Beginning 2021 Spring and forward, the term information should be entered YYYYTM  
example: 2021SP SPEC\*3903\*01
  - a. Leave all default settings

The screenshot shows the 'GROS - Grade Roster' interface. At the top, there are 'Save' and 'Save All' buttons. Below the header, there are navigation icons and a 'Course Sections' label. The main form area contains several input fields and checkboxes:

- Grade Request Only / Date: No
- Print Double-space:
- Print Dropped / Withdrawn: Yes
- Print Personal Pronouns:
- Student Name Hierarchy:
- Class Levels Incl: 1
- Class Levels Excl: 1
- Ant Comp Date Incl: 1
- Ant Comp Date Excl: 1
- Print Crosslisted:

Below these settings, there is a 'Saved List Name' field and a 'Course Sections' field containing '1 15/SP SPEC\*3903\*01'. A red arrow points to the 'Course Sections' field. Other fields include 'Start / End Dates', 'Terms', and 'Locations Incl'.



3. Save All
4. Save All again leaving criteria pre-set information as it appears.

The screenshot shows the bottom part of the 'GROS - Grade Roster' interface. At the top, there are 'Save' and 'Save All' buttons. A red arrow points to the 'Save All' button. Below the buttons, there is a 'Job Description' field containing 'Grade Roster' and a 'Job Statistics ID' field containing 'GROS\_BMADDOX1\_61060\_19447'. Below these fields, there is an 'Execute in Background mode?' checkbox set to 'No' and a 'Background Execution Type' dropdown menu.

5. Change Output Device to H, Hold

GROS • GROS - Grade Roster ☆ • Save Save All Ca

Peripheral: SETPTR.BMADDOX1.610      Description: Grade Request Roster  
 Process: GROS      Description:


Output Device:   

Printer:

Form Name:




Banner:


Security:


Copies:  


Defer Time:


Other Options

1	NOJECT	
2	NFMT	
3	NHEAD	

Page Width:  

Page Length:  

Top Margin:  

Bottom Margin:  

Max Pages per PDF:

6. Save All

7. Execute in Background mode? Leave default as NO

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Job Description: Grade Roster  
 Job Statistics ID: GROS\_BMADDOX1\_61060\_19447

Execute in Background mode?

Background Execution Type:

8. Save All

9. View on screen with option to export to PDF

Report Browser     of 1 > Save AS Export PDF Print Remote Full Page View  

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Grades Requested By:      Title: CROSS REG      Instructor: Mr. Robert L. Lothringer  
 Course: SPEC 3903 01  
 Schedule:      IN55L

ID	Name	Final Grade	Credit	Pass	No Pass	Audit	Status	Date	Drop Grade	Class
		3.00	N	No	N			01/09/15	JR	
		3.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			12/10/14	SR	
		3.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			01/09/15	SO	
		6.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			01/09/15	SR	
		6.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			01/09/15	SR	
		3.00	N	No	N			01/09/15	SR	
		6.00	N	No	N			01/09/15	SR	

10. Formatting options should remain as reflected below

**Formatting Options**

Font :  Font Size :

Orientation :  Portrait  Landscape

Paper Size :

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[Create PDF](#) | [Use Default](#) | [Cancel](#)

11. Download and save file

ElLucian Colleague - Open / Save File



GROS\_██████████\_15429.pdf

\* Right click the "Download" button and choose "Save As" to save the file.  
Click "Close" when you are done.

