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

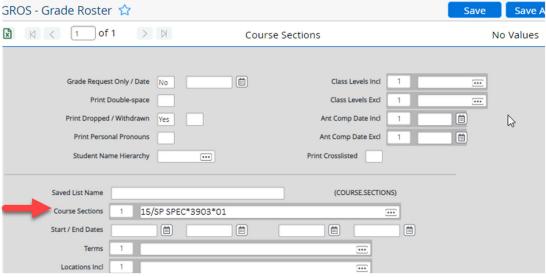
- 1. Access mnemonic GROS
- 2. Enter Course Sections information in format YY/TM DEPT*COURSE*SECTION

Example: SPEC*3903*01

*Beginning 2021 Spring and forward, the term information should be entered YYYYTM

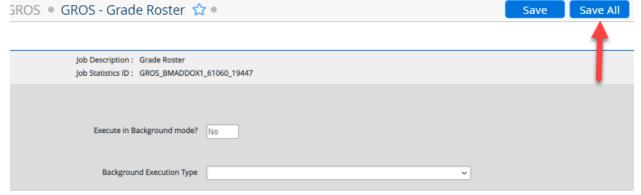
example: 2021SP SPEC*3903*01

a. Leave all default settings

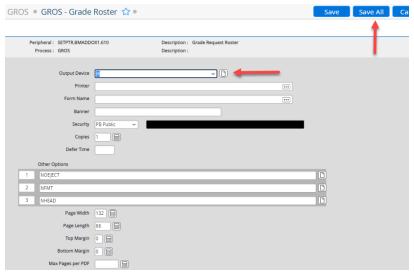


3. Save All

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



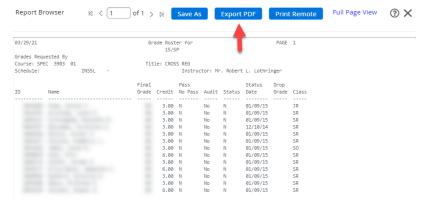
5. Change Output Device to H, Hold



- 6. Save All
- 7. Execute in Background mode? Leave default as NO



- 8. Save All
- 9. View on screen with option to export to PDF



10. Formatting options should remain as reflected below

