Checking for Missing Grades

Trigger:
Run this query when you need to determine if any grade rosters within your academic organization are missing grades.

Field(s) | Comments
---|---
Search By | Enter MU_SRGRADE_ROSTER_STATUS to search for the query
Favorite (Link) | Click this link to add the MU_SRGRADE_ROSTERSTATUS query to your list of My Favorite Queries.
 | Doing this will alleviate the need to search for the query each time you need to run it.
Institution (Required) | Enter the institution of COLUM.
Term (Required) | Enter the term code for the term you wish to view grade rosters that are missing grades.
Roster Type (Required) | The grade roster type will always be "Final Grade"

Output - Results | Comments
---|---
The query will display a list of grade rosters that are missing grades in the academic organization of the user who initiated the query.

Additional Information
The query has security built into it that when run, it will only display the grade rosters that are missing grades in the academic organization of the user who ran the query.
Procedure

This topic will demonstrate how to view those classes with in your academic organization with missing grades on the grade roster.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Reporting Tools link.</td>
</tr>
</tbody>
</table>

![myZou Faculty Center: Checking for Missing Grades](image-url)
### Step 2
Click the **Query** link.

### Step 3
Click the **Query Viewer** link.
Step | Action
--- | ---
4. | Enter the query name "MU_SR_GRADE_ROSTER_STATUS" into the Search By field. Enter "MU_SR_GRADE_ROSTER_STATUS".
5. | Click the Perform Search button.
<table>
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<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>After searching for the query, you will need to add it to your Favorite Query list. Adding the query to your Favorite Queries will automatically display the query when you navigate to the Query Viewer. Click an entry in the <strong>Add to Favorites</strong> column.</td>
</tr>
</tbody>
</table>

**Favorite**
### Step 7

After adding the query to My Favorite Queries, you can now run the query. Click an entry in the **Run to HTML** column.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8.   | Enter the institution of COLUM into the **Institution** field. 
      | Enter "COLUM". |
| 9.   | Enter the desired term code into the **Term** field. 
      | Enter "3543". |
Step | Action
--- | ---
10. | The only grade roster that will be created are "Final Grade" rosters.

Select the **Final Grade** list item.

NOTE: If you choose Mid-Term Grade no information will be displayed in the table below.

**Final Grade**
### Step 11

Click the **View Results** button.

```
View Results
```
Step 12. The displayed results will show only those classes that are missing grades from their grade roster.
### Step 13

The results will show the term, the FIN (Final) grade roster type, the academic organization the subject area, catalog number, section number, the academic session, and course title.
Step 14. The results will also display the Approval Status of the grade roster for the class, the number of enrolled students and the number of missing grades.
### Step 15
If needed, you may download the results into an Excel Spreadsheet.

#### Note:
To download a query or table to an Excel Spreadsheet, you need to have your pop up blocker turned off and have https://myzou.missouri.edu added as a trusted site. If you need assistance in either of the tasks, contact your departmental IT personnel.

### Step 16
You have successfully viewed classes that have missing grades on their grade roster.

*End of Procedure.*