**PRODUCING FINAL GRADE WORKSHEETS FOR GRADUATING STUDENTS**

**Final Grades for Graduating Students must be posted within 48 hours of the Final Exam.**

**INSTRUCTIONS:**


Go to Reports > Academic Records > Final Grades Worksheet

- Campus Selection Tab
  - Select appropriate campus(es)

- Selection Tab
  - Select **Term**
    - Select the current term (i.e. “2013 Spr Macon Campus U/G Full Ses” - make sure **not** to select the MCN/ATL/RAC/NUR term)

    *You can also click the “Codes” radio button to see the Term Codes. Do **not** select the “MOP” term, instead you would select, for example, 2013-SP-MCN-00.*

  - Filter by Instructor(s) and/or Course(s)/Department
    *Recommended: Filtering by Instructor Only*
    - Select **Instructor** (option 1)
      - Select the instructor(s) whose rosters you which to generate.
    - Select **Course** (option 2)
      - The course list includes all courses ever offered and is sorted by description (even if you click the “Codes” radio button). You will need to scroll through the list and the select the course(s) desired. To select for a department it is recommended that you use the “Codes” radio button.
      - Courses that do not begin with the college code (BUS, CLA, CPS, EDU, EGR, MUS, etc.) are no longer active and should not be selected.

  - Course Status Selection (optional)
    - You can choose courses in one or more of the following statuses (if this field is not populated, all statuses will be pulled):
      - Current: student is registered and attendance has been posted
      - Dropped: student has withdrawn from the course
      - Future: student is waitlisted
      - Grade Posted: grade has already been posted
      - LOA: leave of attendance, **not applicable**
      - Scheduled: student is registered but attendance has not been posted

    *to select more than one, click the ellipsis [...] to the right of the field and check selections.*

- Student Group Tab
  - Select the [YYT]_Graduating student group (i.e. 13S_Graduating)
  - Click **Preview**
    - Click “Yes” when the “Tip to Improve Report Performance” alert opens.
      - Final Grade work sheets will be generated for each course listing only the graduating students.

4/25/2013