

9.2 Setting Up Graduation Notes

Purpose: Use this document as a guide to create graduation notes within ctcLink..

Audience: Student Records staff

! You must have at least one of these local college managed security roles:

- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

i To access the Graduation Notes Table, you must have the ZD SACR Student Rec Config or ZZ SACR Student Rec Config security roles.

Setting Up Graduation Notes

Navigation: NavBar > Navigator > Set Up SACR > Product Related > Student Records > Graduation > Graduation Notes Table

i **Tip:** A college query developer can design a query to identify Graduation Notes assigned to students and displayed on the [Graduation Tracking](#) page.

1. The **Graduation Notes Table** search page displays.
2. Select the **Add a New Value** tab to create a new Graduation Note.
 - **Note:** To edit an existing Graduation Note, click the **Find an Existing Value** tab, enter your **Academic Institution**, select the **Include History** check box, and click **Search**.
3. Enter a **Graduation Note ID**.
4. Select **Add**.

< User Defaults 1 **Graduation Notes Table**

Graduation Notes Table

Find an Existing Value **Add a New Value**

Academic Institution WA220

Graduation Note LOW

Add

Find an Existing Value | Add a New Value

5. Enter an **Effective Date**. In the example below, 01/01/1901 is the effective date.
6. The **Status** defaults to **Active**. To inactivate the Graduation Note, add a row by selecting the **[+]** plus icon, enter an Effective Date, and select **Inactive** from the Status drop-down menu.
7. Enter a Graduation Note **Description**.
 - **Note:** The Description will display on the [Graduation Tracking](#) page.
8. Enter a **Short Description**.
9. Select **Save**.

< User Defaults 1 **Graduation Notes Table**

Graduation Notes Table

Academic Institution WA220

Graduation Note LOW

Find | View All First 1 of 1 Last

Effective Date 01/01/1901 *Status Active

*Description Low GPA

Short Description LOWGPA

+ -

To inactivate the Graduation Note, add a row by selecting the **[+]** plus icon, enter an Effective Date, and select "Inactive" from the Status drop-down menu.

Save **Notify** **Add** **Update/Display** **Include History** **Correct History**

10. Process complete.