9.2 Graduation List

Purpose: Use this document as a reference for how to identify students for production of a graduation program in ctcLink.

Audience: Student Records

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

• ZD_DS_QUERY_VIEWER

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

Run a Query to Identify Students

Navigation: NavBar > Navigator > Reporting Tools > Query > Query Viewer

- 1. The **Query Viewer** search page displays.
- 2. Enter Query Name = "CTC_SR_220_GRAD_DIPLOMA_REP".
- 3. Select Search.

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Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name v begins with CTC_SR_220_GRAD_DIPLOMA_R	REP
Search Advanced Search	

- 4. The **Search Results** display at the bottom of the page.
- 5. Select HTML.

Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name Search Advanced Search Search Results *Folder View All Folders	Student Homepage						Que	ry Viewe	er	
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*Search By Query Name v begins with CTC_SR_220_GRAD_DIPLOMA_REP Search Advanced Search Search Results *Folder View All Folders v	Enter any information you have and click	Search. Leave fields blank for a	list of all	I values.						
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CTC_SR_220_GRAD_DIPLOMA_REP Graduation Programs and Dip Public STUDENT RECORDS HTML Excel XML Schedule Lookup References Favorit				STUDENT				0.0.0.0		

- 6. The query parameters page displays in a new window.
- 7. Enter Institution.
- 8. Enter Expected Grade Term from.
- 9. Enter Expected Grade Term to.
- 10. Select View Results.

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- 11. The results grid displays at the bottom of the page.
- 12. If you wish, you can export the results grid to an Excel Spreadsheet, a CSV Text File, or an XML File, simply by selecting the link.
- 13. Close the new window.

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14. Process complete.