

9.2 Graduation Tracking Batch

Purpose: Use this document as a reference to create and update graduation tracking data for a group of students.

Audience: Student Records staff.

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

- ZD SR Graduation Inquiry
- ZD SR Super User
- ZZ SR Graduation

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

i **Graduation Tracking Batch** will not be available unless a **Student Career Nbr** has an Expected Graduation Term populated on an active student program plan stack. In addition, College staff will need to have the appropriate Graduation Status Security SACR.

Related QRGs:

[9.2 Recording a Graduation Application](#)

[9.2 Using Graduation Processing to Update Checkout Status](#)

[9.2 Apply for Graduation \(Fluid\)](#)

[9.2 Graduation Tracking](#)

[9.2 Graduation Tracking Search](#)

[9.2 Setting Up Graduation Notes](#)

Graduation Tracking Batch

Navigation: NavBar > Navigator > Records and Enrollment > Graduation > Graduation Tracking Batch

1. The **Graduation Tracking Batch** Run Control ID search page displays.

2. Select the **Add a New Value** tab to create a new Run Control ID and select **Add**. *It is important to note that Run Control IDs cannot be deleted; therefore, we encourage them to be reused. Because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_GRADTRK_BATCH.*

The screenshot shows a web interface for 'Graduation Tracking Batch'. At the top, there is a navigation bar with a back arrow and the text 'ctcLink CS Staff Homepage' on the left, and 'Graduation Tracking Batch' on the right. Below this, the main heading 'Graduation Tracking Batch' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red border. Below the tabs, there is a text input field labeled 'Run Control ID' containing the text 'WA220_GRADTRK_BATCH'. Below the input field is an orange button labeled 'Add'. At the bottom of the form, there is a link that says 'Find an Existing Value | Add a New Value'.

3. Select the **Find an Existing Value** to enter an existing Graduation Tracking Batch Run Control ID.
4. Select **Search**.

< ctcLink CS Staff Homepage
Graduation Tracking Batch

Graduation Tracking Batch

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with **WA220_GRADTRK_BATCH**

☐ Case Sensitive

Search
Advanced Search

5. The Graduation Tracking Batch page displays.
6. Select the **Academic Institution** by activating the drop-down menu.
7. Select the **Academic Career** by activating the drop-down menu.

< ctcLink CS Staff Homepage
Graduation Tracking Batch

Graduation Tracking Batch

Run Control ID: WA220_GRADTRK_BATCH Report Manager Process Monitor Run

*Academic Institution: Tacoma CC
*Academic Career: Undergraduate

Population Selection

Selection Tool:

Query Name:

Graduation Tracking Options

*Graduation Review Status:

Status Date: 04/27/2022

Graduation Review Notes

Find | View All First 1 of 1 Last

Sequence Number: 10

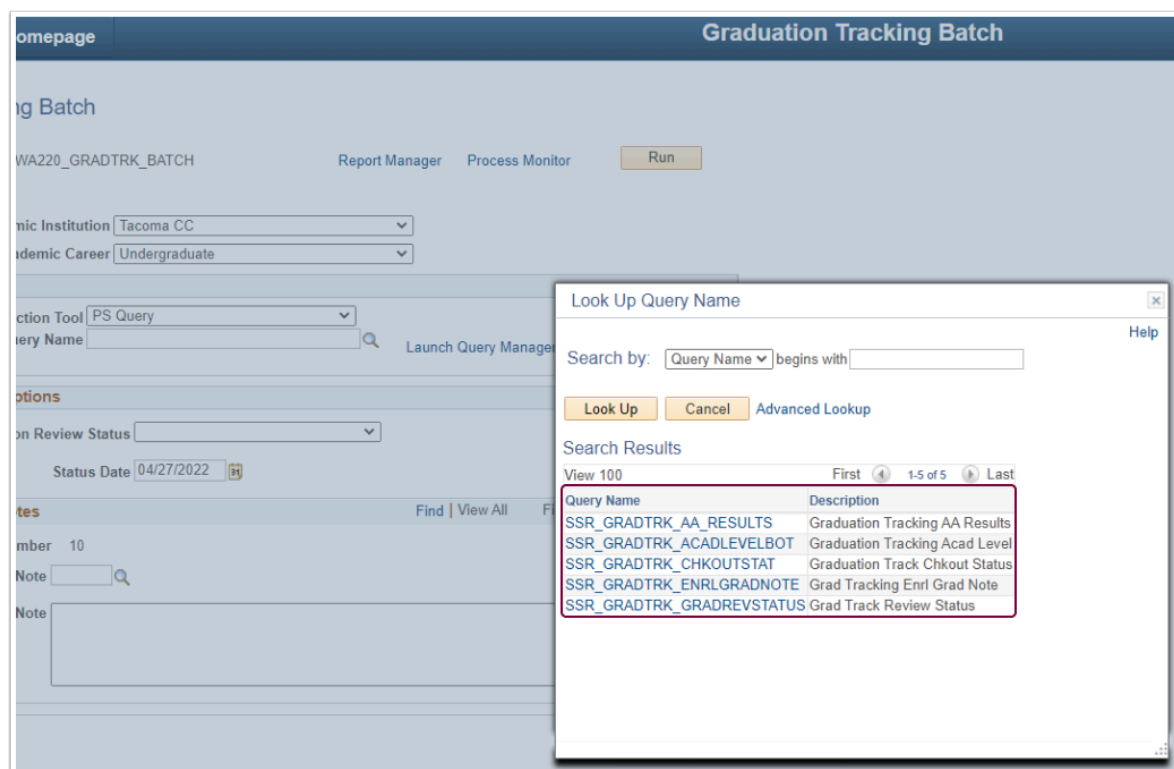
Graduation Note:

Note:

Save Notify Add Update/Display

8. The **Population Selection** section includes the following:
 1. **Selection Tool:** Activate the drop-down menu and select PS Query.

2. Click the looking glass and choose a query.



Query Name	Description
SSR_GRADTRK_AA_RESULTS	Select students who have a specific result in the AA Results table
SSR_GRADTRK_ACADLEVELBOT	Graduation Tracking Acad Level
SSR_GRADTRK_CHKOUTSTAT	Search for students by program and degree checkout status
SSR_GRADTRK_ENRLGRADNOTE	Search for students with a graduation notes on enrollments
SSR_GRADTRK_GRADREVSTATUS	Search for students by graduation review status

9. Click the **Edit Prompts** link and add the appropriate values. *According to the query selected, the query prompts differ.*
10. Select **OK** to close the Query Prompts box.

Population Selection

Selection Tool: PS Query
Query Name: SSR_GRADTRK_CHKOUTSTAT

Graduation Tracking Options

*Graduation Review Status: [Dropdown]
Status Date: 04/27/2022

Graduation Review Notes

Sequence Number: 10
Graduation Note: [Text Area]
Note: [Text Area]

Query Prompts

Institution: WA220
Career: UGRD
Acad Program: ACADM
Degree Checkout Status: Applied for Graduation

OK Cancel

11. Select the **Preview Selection Results** to link to view the student population.
12. Select **Return** to access the Graduation Tracking Batch.

Graduation Tracking Batch

Run Control ID: WA220_GRADTRK_BATCH

Report Manager Process Monitor Run

*Academic Institution: Tacoma CC
*Academic Career: Undergraduate

Population Selection

Selection Tool: PS Query
Query Name: SSR_GRADTRK_CHKOUTSTAT

Graduation Tracking Options

*Graduation Review Status: Grad App Evaluated
Status Date: 04/27/2022

Graduation Review Notes

Find | View

Preview Selection Results

Return

Only the first 300 rows are displayed.

Row	ID	Career	Career Nbr	Eff Date	Sequence	Institution	Acad Prog	ChkoutStat	Exp Grad	Prog Actn	Name
1		UGRD	4	04/19/2022	0	WA220	ACADM	AG	2223	DATA	
2		UGRD	6	04/14/2022	0	WA220	ACADM	AG	2223	DATA	
3		UGRD	2	04/25/2022	0	WA220	ACADM	AG	2225	DATA	
4		UGRD	0	04/20/2022	0	WA220	ACADM	AG	2223	DATA	
5		UGRD	3	04/20/2022	0	WA220	ACADM	AG	2223	DATA	
6		UGRD	3	04/18/2022	0	WA220	ACADM	AG	2223	DATA	
7		UGRD	2	04/19/2022	0	WA220	ACADM	AG	2223	DATA	

13. The **Graduation Tracking Options** section includes the following:
 1. Activate the Graduation Review Status drop-down menu and choose a status. After running the batch process, the new status will appear on the students' Graduation Tracking page. **Note:** College staff will need to have the appropriate Graduation Status Security SACR.
 2. Enter the **Status Date**. View Status History will display the new graduation review status date on the [Graduation Tracking](#) page.

Graduation Tracking Batch

Graduation Tracking Batch

Run Control ID WA220_GRADTRK_BATCH
Report Manager Process Monitor
Run

*Academic Institution Tacoma CC ▼

*Academic Career Undergraduate ▼

Selection Tool PS Query ▼

Query Name SSR_GRADTRK_CHKOUTSTAT 🔍

[Edit Prompts](#)
[Launch Query Manager](#) [Preview Selection Results](#)

*Graduation Review Status Grad App Evaluated ▼

Status Date 04/27/2022 📅

Sequence Number 10

Graduation Note 🔍

Note

[Find](#) | [View All](#) First 1 of 1 Last

Save
Notify

Add
Update/Display

14. The **Graduation Review Notes** section includes the following:

1. **Graduation Note (Optional)**: Click the looking glass and choose a configured Graduation Note. Graduation Notes allow staff to track a student's graduation progress. Graduation notes are configured on the Graduation Notes Table, requiring the role ZZ SACR Student Rec Config.
2. The **Note** text box allows staff to enter additional notes.

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Graduation Tracking Batch

Run Control ID WA220_GRADTRK_BATCH Report Manager Process Monitor Run

*Academic Institution Tacoma CC
*Academic Career Undergraduate

Population Selection

Selection Tool PS Query Edit Profile
Query Name SSR_GRADTRK_CHKOUTSTAT Launch Query

Graduation Tracking Options

*Graduation Review Status Grad App Evaluated
Status Date 04/27/2022

Graduation Review Notes

Sequence Number 10
Graduation Note LOW Low GPA
Note Use this text box to enter additional graduation notes.

Save Notify Add Update/Display

Look Up Graduation Note

Search by: Graduation Note begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Graduation Note	Description
APP	Review in Progress
LOW	Low GPA

15. To add additional Graduation Review Notes, click the [+] plus icon in the top-right corner of the section.

Graduation Tracking Options

*Graduation Review Status Grad App Evaluated
Status Date 04/27/2022

Graduation Review Notes Find | View All First 1 of 1 Last

Sequence Number 10 + -

Graduation Note LOW Low GPA

Note Use this text box to enter additional graduation notes.

Save Notify Add Update/Display

16. After entering information in the required and optional sections, select the **Run** button in the top-right corner of the page.

Graduation Tracking Batch
Graduation Tracking Batch

Graduation Tracking Batch

Run Control ID WA220_GRADTRK_BATCH
Report Manager
Process Monitor
Run

*Academic Institution Tacoma CC
*Academic Career Undergraduate

Population Selection

Selection Tool PS Query
Query Name SSR_GRADTRK_CHKOUTSTAT
Edit Prompts
Launch Query Manager
Preview Selection Results

Graduation Tracking Options

*Graduation Review Status Grad App Evaluated
Status Date 04/27/2022

Graduation Review Notes
Find | View All
First 1 of 1 Last

Sequence Number 10
Graduation Note LOW Low GPA
Note Use this text box to enter additional graduation notes.

Save
Notify
Add
Update/Display

17. On the **Process Scheduler Request** page, ensure the Graduation Tracking Batch checkbox is selected and click **OK**.

Graduation Tracking Batch
Graduation Tracking Batch

Process Scheduler Request

User ID CTC_TMARTIN
Run Control ID WA220_GRADTRK_BATCH

Server Name
Run Date 04/28/2022
Recurrence
Run Time 6:08:49PM
Reset to Current Date/Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Graduaton Tracking Batch	SSR_GRAD_TRK	Application Engine	Web	TXT	Distribution

OK
Cancel

18. Click the **Process Monitor** link to the left of the Run button.

Graduation Tracking Batch
Graduation Tracking Batch

Run Control ID WA220_GRADTRK_BATCH
Report Manager
Process Monitor
Run

Process Instance:73128999

*Academic Institution Tacoma CC
*Academic Career Undergraduate

Population Selection

Selection Tool PS Query
Query Name SSR_GRADTRK_CHKOUTSTAT
Edit Prompts
Launch Query Manager
Preview Selection Results

Graduation Tracking Options

*Graduation Review Status Grad App Evaluated
Status Date 04/27/2022

19. The **Process Monitor** page displays. Ensure the process successfully posted.

Process List
Process Monitor
New Window

Process List
Server List

View Process Request For

User ID CTC_TMARTIN
Type
Last
30
Days
Refresh

Server
Name
Instance From
Instance To
Report Manager

Run Status
Distribution Status
Save On Refresh

Process List

1-1 of 1
View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	73128999		Application Engine	SSR_GRAD_TRK	CTC_TMARTIN	04/28/2022 6:08:49PM PDT	Success	Posted	Details

Go back to Graduation Tracking Batch
Save
Notify

20. To view the results of the Graduation Tracking Batch process, select the **Details** link.

Process Monitor

New Window

Type

Last

30

Days

Refresh

Name

Instance From

Instance To

Report Manager

Distribution Status

Save On Refresh

1-1 of 1

View All

Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
Application Engine	SSR_GRAD_TRK	CTC_TMARTIN	04/28/2022 6:08:49PM PDT	Success	Posted	Details

21. On the **Process Detail** page, at the bottom of the page, select the **View Log/Trace** link.

Process List

Process Monitor

Process Detail

Process

Instance

73128999

Type

Application Engine

Name

SSR_GRAD_TRK

Description

Graduation Tracking Batch

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

WA220_GRADTRK_BATCH

Location

Server

Server

PSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On

04/28/2022 6:11:58PM PDT

Run Anytime After

04/28/2022 6:08:49PM PDT

Began Process At

04/28/2022 6:12:08PM PDT

Ended Process At

04/28/2022 6:12:22PM PDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

22. Click the link in the **File List** section.

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[Process List](#)

Process Monitor

View Log/Trace

Report

Report ID 5561803

Process Instance 73128999

[Message Log](#)

Name SSR_GRAD_TRK

Process Type Application Engine

Run Status Success

Graduation Tracking Batch

Distribution Details

Distribution Node local

Expiration Date 05/28/2022

File List

Name	File Size (bytes)	Datetime Created
AE_SSR_GRAD_TRK_73128999.log	60,706	04/28/2022 6:12:22.684926PM PDT

Distribute To

23. An update log appears.

```

PeopleTools 8.57.21 - Application Engine
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Graduation Tracking Batch started on 2022-04-28 at 18.12.10.000000 (14730,14)

ID: 2010955 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011520 - Graduation tracking has been updated for Plan: CSACSAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011573 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011574 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011592 - Graduation tracking has been updated for Plan: GEBBIAS, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011608 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011635 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011651 - Graduation tracking has been created for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,17)
ID: 2011653 - Graduation tracking has been created for Plan: RENPNAS, Degree: AS with Grad Review Status EVAL (14730,17)
ID: 2011677 - Graduation tracking has been created for Plan: RENPNAS, Degree: AS with Grad Review Status EVAL (14730,17)
ID: 2011709 - Graduation tracking has been created for Plan: EECCEAS, Degree: AS with Grad Review Status EVAL (14730,17)
ID: 2011724 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011834 - Graduation tracking has been updated for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,18)
ID: 2011845 - Graduation tracking has been created for Plan: LASDTAA, Degree: AA with Grad Review Status EVAL (14730,17)
ID: 2011859 - Graduation tracking has been created for Plan: LASDAAA, Degree: AA with Grad Review Status EVAL (14730,17)

```

24. Copy an EMPLID from the log and navigate to the Graduation Tracking page to view the update: *Navigation: NavBar > Navigator > Records and Enrollment > Graduation > Graduation Tracking.*
25. Click the **View Status History** button.

26. The **Graduation Status History** page displays the new status.

< Student Graduation

Graduation Status History

Graduation Status History

	Date/Time Reviewed	Degree	Description	Previous Graduation Status	New Grad Status	Previous Status Date	New Status Date	Updated By
1	04/25/2022 2:55:24PM	AA	Associate in Arts		Applied for Graduation		04/25/2022	
2	04/28/2022 6:12:14PM	AA	Associate in Arts	Applied for Graduation	Grad App Evaluated	04/25/2022	04/27/2022	CTC_TMARTIN

OK

Cancel

27. Process complete.