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.

ℹ️ **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.*

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

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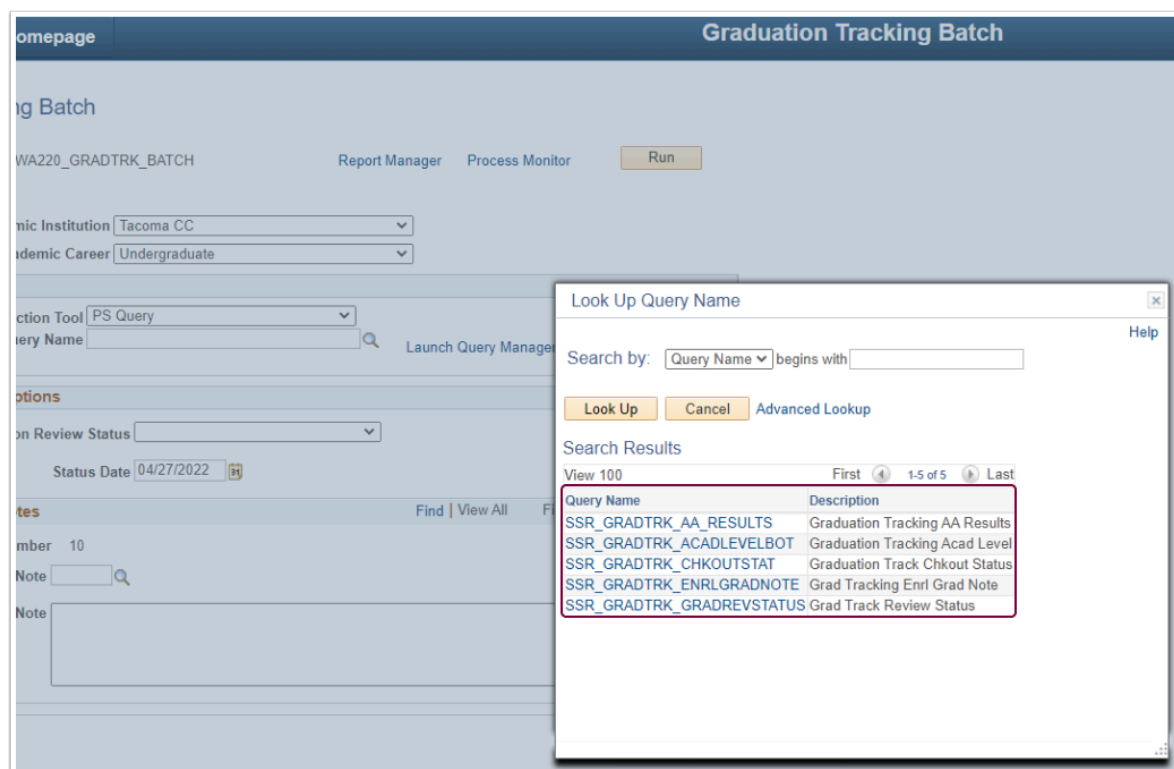
Query Name	Description
SSR_GRADTRK_AA_RESULTS	Select students who have a specific result in the AA Results table
SSR_GRADTRK_ACADLEVELBOT	Graduation Tracking Acad Level
SSR_GRADTRK_CHKOUTSTAT	Search for students by program and degree checkout status
SSR_GRADTRK_ENRLGRADNOTE	Search for students with a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

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

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.

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.

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

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

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

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

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

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

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

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

23. An update log appears.

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.

27. Process complete.