

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**.

Student Homepage Query Viewer

Query Viewer

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

*Search By begins with

[Advanced Search](#)

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

[Student Homepage](#) Query Viewer

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query										Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites						
CTC_SR_220_GRAD_DIPLOMA_REP	Graduation Programs and Dip	Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite						

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**.

CTC_SR_220_GRAD_DIPLOMA_REP - Graduation Programs and Dip

Institution

Expected Grade Term from

Expected Grade Term to

Empl ID	Last Name	First Name	Middle Name	Expected Grad Term	Degree Checkout Status	Academic Institution	Academic Program	Academic Plan	Acad Plan Diploma Descr	Degree	Degree Honors	Diploma Print Detail	Transcript Print Detail	FER Nar Tyj
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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.

CTC_SR_220_GRAD_DIPLOMA_REP - Graduation Programs and Dip

Institution

Expected Grade Term from

Expected Grade Term to

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 Last

Empl ID	Last Name	First Name	Middle Name	Expected Grad Term	Degree Checkout Status	Academic Institution	Academic Program	Academic Plan	Acad Plan Diploma Descr	Degree	Degree Honors	Diploma Print Detail	Transcript Print Detail	FERPA Name Type	Cumulative GPA	Degree GPA	Degree Conferral Date	Completion Term
1 201118237	Gonzales	Marley		2183	AW	WA172	ACADM	BUCBUAA	Associate in Business	AA				Yes	3.710	3.771	06/16/2017	2173
2 201127873	Hill	Dane		2183	AG	WA172	ACADM	LASDTAA	Associate in Arts					Yes	0.000	0.000		

14. Process complete.