

## Missing Grades Search

To find which students have not had a grade entered for a course:

1. **Login** to SISC
2. Click the **Search** button
3. Highlight the “**Student: Grades Report**” query
4. Input the appropriate criteria:
  - Campus = UBCO**
  - Session Year = i.e. 2008**
  - Session Code = i.e. S**
  - Percentage = 101,999.9,0** (101 is the code for a blank grade; 999.9 is for any with a Standing i.e. P/F, SD; 0 looks for a grade of 0)

The screenshot shows the SISC Student Search interface. On the left, the 'Criteria' section is populated with the following values:

Field Name	Op	Value
Campus	=	UBCO
Session Year (eg. 2003)	=	2008
Session Code	=	S
Term	=	<any>
Category	=	<any>
Program	=	
Year Level	=	<any>
Course Subject (eg. BIOL)	=	
Course Number (eg. 101)	=	
Course Detail Code (eg. A)	=	
Section	=	
Percentage Grade	=	101,999.9,0

The 'Results' table on the right displays the following data:

De...	Section	Percentag...	Letter G...	Standing	Standing R...	Grade/Stan...	Expected D...
1	001	000	F			2008/08/25	2008/08/22
2	002	000	F			2008/08/27	2008/08/22
3	D01	000	F			2008/07/23	2008/06/27
4	001	000	F		DNW	2008/08/25	2008/08/22
5	D01	000	F			2008/07/23	2008/06/27
6	D01	000	F			2008/07/23	2008/06/27
7	001	000	F			2008/08/26	2008/08/22
8	001	000	F			2008/08/26	2008/08/22
9	001	000	F			2008/06/25	2008/06/27
10	001	000	F			2008/08/26	2008/08/22
11	001	000	F		DNW	2008/06/26	2008/06/27
12	001	000	F			2008/08/23	2008/08/22
13	001	000	F			2008/08/19	2008/08/22
14	001	000	F			2008/07/02	2008/06/27
15	001	000	F			2008/06/30	2008/06/27
16	001	000	F		DNW	2008/06/26	2008/06/27
17	001	000	F			2008/07/02	2008/06/27
18	001	000	F			2008/08/26	2008/08/22
19	001	000	F			2008/08/23	2008/08/22
20	001	000	F			2008/07/17	2008/06/27
21	001	000	F			2008/08/23	2008/08/22
22	95C						2008/08/15
23	002			P		2008/08/25	2008/08/29
24	201			T		2008/09/25	2008/08/29
25	001			P		2008/08/11	2008/07/11
26	003			P		2008/08/19	2008/07/11
27	002			P		2008/09/29	2008/08/29

At the bottom of the results window, it states: Total records: 696; Session Year=2008, Campus=UBCO, Percentage Grade=101,999.9,0, Session Code=S; Execution time: 51.438 sec.

5. Click the **Search** button
6. **Sort by either the Percentage or Standing column.** Note that a **blank can have a standing attached to it, and therefore is not a non-entered grade** but instead a course with a standing. The example above shows that there are not students who do not have a grade entered because all blanks have a standing attached to it.

NOTE: EXCH courses report does not have to be sent out as EXCH courses do not receive grades or credit; the student is only awarded Transfer Credit for completing the course(s)

NOTE: the Engineering faculty should receive the report for ASPC COOP courses.