Missing Grades Report

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the , select Navigator > Reporting Tools > BI Publisher >
2. The screen appears.
3. Click . All accessible reports appear.
4. Select from the list.
5. Click the link.

Type a term code into the field or click the icon.

9. Select the appropriate term from the list.
10. Leave in the field.
11. Enter the for which the report should be genfi nicon.

Select the appropriate organization code from the list.

Select the (e.g. the College or Arts and Sciences) appropriate, the larger organization in which the department operates.

13. Click the button.
14. The report appears in a new window.

This report contains the subject, course number, section number and instructor of classes for which grades are missing from the student grade roster.

- values for the column display: Not Reviewed, Ready for Review, and Approved. The possible