

Begin by logging into the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

1. From the [Home](#) page, select [Navigator > Reporting Tools > BI Publisher > Missing Grades](#).
2. The [Missing Grades](#) screen appears.
3. Click [All accessible reports appear](#).
4. Select [Missing Grades](#) from the list.
5. Click the [Missing Grades](#) link.

6. Type a term code into the [Term](#) field or click the [Term](#) icon.
7. Select the appropriate term from the list.
8. Leave [All](#) in the [Organization](#) field.
9. Enter the [Department](#) for which the report should be generated.

Select the appropriate organization code from the list.

Select the appropriate department code from the list. Note: For departments in the College of Arts and Sciences, select the larger organization in which the department is located.

10. Click the [Generate Report](#) button.
11. The [Missing Grades](#) report appears in a new window.

The report displays the following information: [Course](#), [Section](#), [Instructor](#), [Status](#), [Grade](#), [Grade Date](#), [Grade Type](#), [Grade Reason](#), [Grade Reviewer](#), [Grade Review Date](#), [Grade Reviewer Email](#), [Grade Reviewer Phone](#), [Grade Reviewer Title](#), [Grade Reviewer Department](#), [Grade Reviewer Organization](#), [Grade Reviewer Email](#), [Grade Reviewer Phone](#), [Grade Reviewer Title](#), [Grade Reviewer Department](#), [Grade Reviewer Organization](#).

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