

The Graduation Tracking Batch process allows staff to update the Graduation Tracking information of multiple students at the same time.

Through the batch process, the Graduation Tracking screen of multiple students can be updated with:

- Graduation Review Status (required)
- Status Date (required) – if left blank this field defaults to the current date
- One or more additional Graduation Notes (optional)
 - if the student already has existing notes, the new notes will be added with the next sequence number (10, 20, 30, ...)
 - the note can be added with a pre-set note and / or manual text

It can select a group of students using two different methods:

- Population Selection – using PS queries to select students.
- External File – using a .csv file to provide the list of students to be updated

This job aid will only cover how to use the External File method. The Population Selection method is currently limited in how it can support graduation review processes and is not recommended at this time.

Using the External File Method for the Graduation Tracking Batch Process

External Files can be used to update the Graduation Tracking information of multiple students.

The following fields must be included in any external file to support the batch process:

- INSTITUTION
- EMPLID
- ACAD_CAREER
- STDNT_CAR_NBR
- ACAD_PROG
- EXP_GRAD_TERM

To perform the batch process, you can manually create an external file, or you can use any of the following graduation tracking queries to pull your initial list of students, as these queries already contain all the above fields:

- UCGD_GRAD_TRACKING_ENRLNOTES
- UCGD_GRAD_TRACKING_LIST_BY_CAR
- UCGD_GRAD_TRACKING_LIST_BY_FAC
- UCGD_GRAD_TRACKING_LIST_MAXI
- UCGD_GRAD_TRACKING_W_NOTES

See job aid [“Graduation Tracking - Queries*”](#) for further instructions

If using a Graduation Tracking Query to obtain your list of students, you must perform the following before proceeding to Step 1

- Download the results to Excel
- Edit to remove any students which should not be updated through the batch process
- The 2 heading rows must be left as is, otherwise a student could be missed
- Save the file as a CSV

1. Go to **Main Menu > Records and Enrolment > Graduation > Graduation Tracking Batch**

If you have created a Run Control configuration already, select it and skip to step 3.

2. Click 'Add a New Value' and enter a name (e.g., "john_grad_trk") and hit Add.

Graduation Tracking Batch

*Run Control ID

3. Choose "University of Calgary" for the Institution and the select the appropriate Career.

*Academic Institution

*Academic Career

4. Choose "External File" as the Selection Tool.

Population Selection

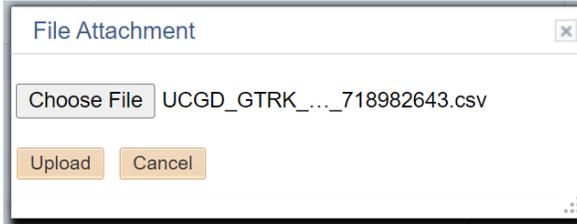
Selection Tool

Attached File

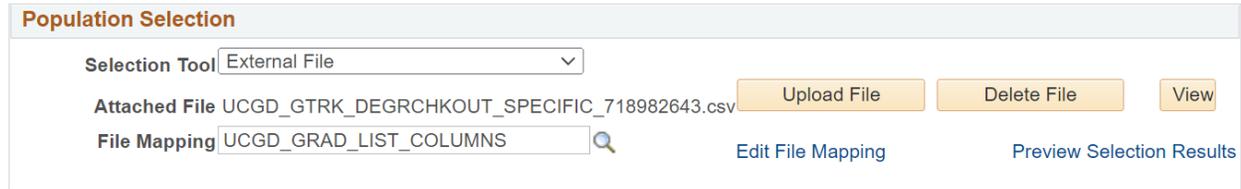
5. In the File Mapping selection, click the find tool icon. Specify an appropriate File Mapping in the box.

File Mapping	Use / Criteria
UCGD_GRAD_LIST_COLUMNS	If you used one of the already existing grad tracking queries to create your CSV file, you would use this file mapping.
UCGD_MANUAL_LIST	If you created a manual spreadsheet (with columns required as listed above) you use this file mapping.

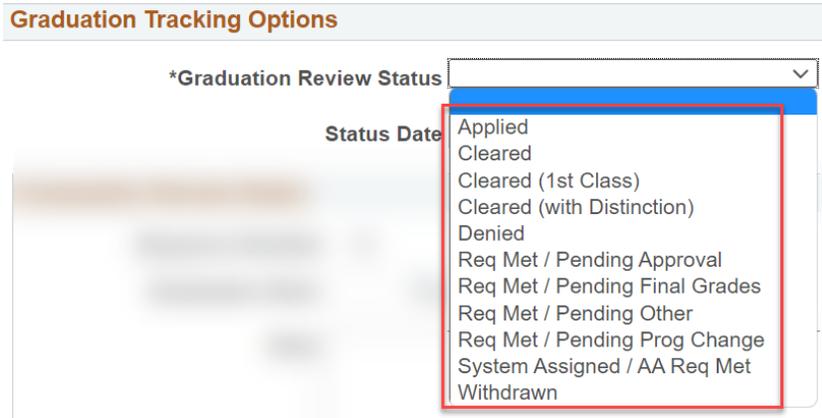
6. Click 'Upload File' and select the CSV file located on your computer. Click 'Upload'.



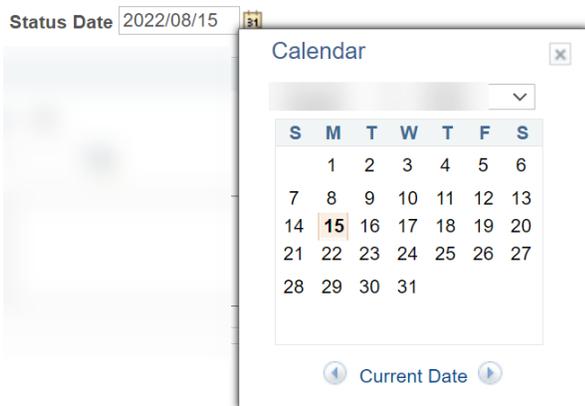
The attached file is shown.



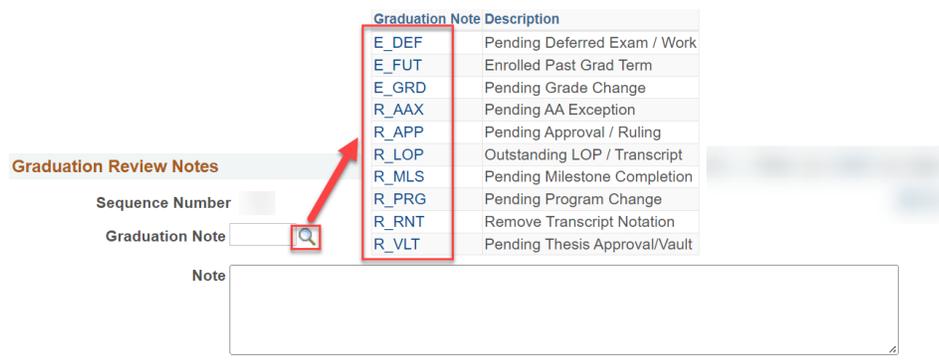
7. Choose an appropriate Graduation Review Status that you want this list of students to be updated with.



8. Select a Status Date to be applied to this list of students.



9. Enter an appropriate Graduation Review Note (optional), to be applied to each of the students' file in the list.



Graduation Note	Description
E_DEF	Pending Deferred Exam / Work
E_FUT	Enrolled Past Grad Term
E_GRD	Pending Grade Change
R_AAX	Pending AA Exception
R_APP	Pending Approval / Ruling
R_LOP	Outstanding LOP / Transcript
R_MLS	Pending Milestone Completion
R_PRG	Pending Program Change
R_RNT	Remove Transcript Notation
R_VLT	Pending Thesis Approval/Vault

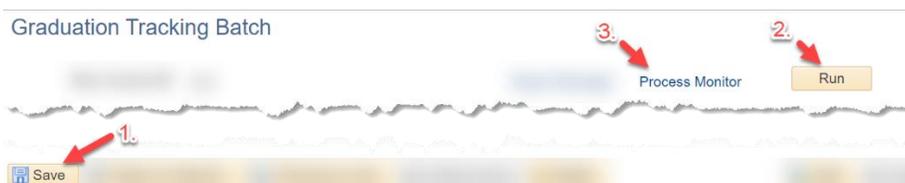
Graduation Review Notes

Sequence Number

Graduation Note

Note

10. Click the 'Save' button. Click the 'Run' button. Click the 'Process Monitor' link.



11. Once inside the Process Monitor, see [Graduation Tracking Batch Process Log](#).

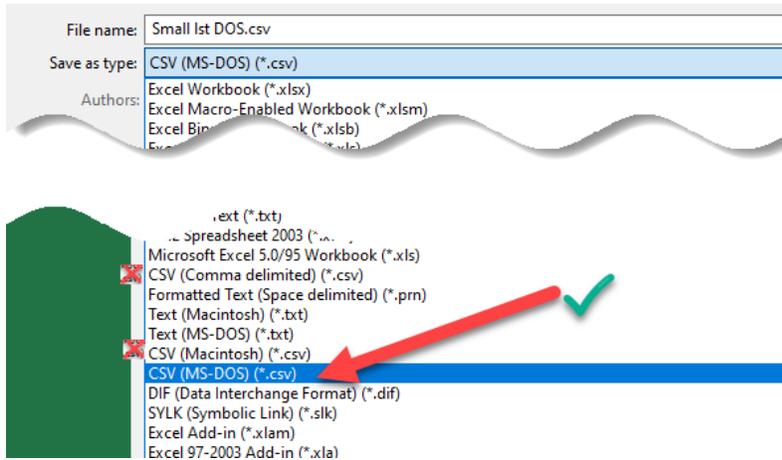
Also, see section '[Process Monitor & Log Files for Batch Jobs](#)' for more information.

End.

External File Guidelines

Some additional guidelines when using an external file:

- When using an external file to batch update a list of students there is **NO** validation of the student's current application / status (so it is important you are using an up to date list)
- The 'Preview Selection Results' can be used to verify that the file has been mapped correctly
- Ensure that the correct CSV option is chosen when doing the save as so that you are not impacted by special characters.



Graduation Tracking Batch Process Log

The process log file can be used to view the results of the process for each student.

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PSAESRV started service request at 14.03.58 2022-06-07

Graduation Tracking Batch started on 2022-06-07 at 14.03.58.000000 (14730,14)

ID: ██████ - Graduation tracking has been updated for Plan: BA-DEG, Degree: BA with Grad Review Status RPRG (14730,18)
 ID: ██████ - Graduation tracking has been updated for Plan: BA-DEG, Degree: BA with Grad Review Status RPRG (14730,18)
 ID: ██████ - Graduation tracking has been updated for Plan: BA-DEG, Degree: BA with Grad Review Status RPRG (14730,18)
 ID: ██████ - Graduation tracking has been updated for Plan: BA-DEG, Degree: BA with Grad Review Status RPRG (14730,18)

Successful updates will be noted as follows

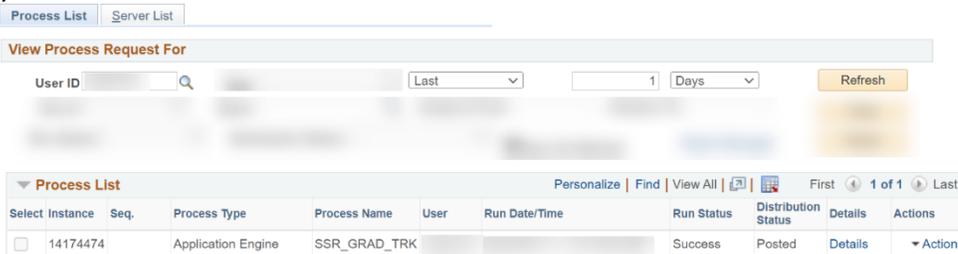
ID: ██████ - Graduation tracking has been updated for Plan: BA-DEG, Degree: BA with Grad Review Status RPRG (14730,18)

Updates that were not completed due to an error will be noted as follows

ID: ██████ - Graduation tracking not created. No Active Program Exists for this Academic Career/Student (14730,20)

Process Monitor & Log Files for Batch Jobs

The process monitor will allow you to see when the batch process has completed. If there are many rows to update, the process you are executing can take a few minutes. Hit 'Refresh' once every 30 secs to see if it is completed. Once done, you will see 'Success' as the Run Status and 'Posted' as the Distribution Status.



Click the 'Details' link.

Process Detail



One or more files are now displayed in the File List. As an example, the Graduation Tracking batch process (SSR_GRAD_TRK), as shown in the screenshots, produced a file called 'AE_SSR_GRAD_TRK_14174474.stdout'.

Graduation Tracking Batch

SA – Graduation



View Log/Trace

Report

Report ID [redacted]

Name [redacted] Process Type Application Engine

Run Status Success

Graduation Tracking Batch

Expiration Date [redacted]

File List

Name	File Size (bytes)	Datetime Created
AE_SSR_GRAD_TRK_14174474.stdout	580	2022/08/15 11:20:11.889274AM MDT

Return

Clicking on a file of this type will show you additional information as to whether the job completed successfully, specific rows processed, miscellaneous debug files, etc.

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PSAESRV started service request at 11.19.56 2022-08-15

Graduation Tracking Batch started on 2022-08-15 at 11.19.58.000000 (14730,14)

ID: [redacted] - Graduation tracking has been updated for Plan: BMUS-DEG, Degree: BMUS with Grad Review Status CLR (14730,18)

Graduation Tracking batch completed on 2022-08-15 at 11.19.59.000000 (14730,15)

Application Engine program SSR_GRAD_TRK ended normally

PSAESRV completed service request at 11.20.00 2022-08-15