

10 EASY STEPS TO...

Check Grade Rosters

1. Select "HR/Campus Solutions"
2. Select "Reporting Tools"
3. Select "Query"
4. Select "Query Viewer"
5. Enter the Query name: CU_SR_GRADE_ROSTER_STATUS (not case sensitive)
6. Select "Search"
7. Select "Excel" under the "Run to Excel" column
8. In the new window enter the necessary information:
 - a. Institution – NYT01
 - b. Term – enter appropriate term
 - c. Acad Org – enter appropriate department/program
9. Select "View Results"
10. In the new window choose to "Open" or "Save" the file