


Batch Degree Progress Reports Using an External File


1. Click the **Academic Advisement** link.

 [Academic Advisement](#)

2. Click the **Advisement processes** link.

 [Advisement Processes](#)

3. Click the **Generate Report Requests** link.

 [Generate Report Requests](#)

4. Your **Run Control ID** must be your SMU ID number. If you do not already have your SMU ID set up as a **Run Control ID**, create one by clicking on the **Add A New Value** tab.

5. Otherwise, enter your SMU ID number and click the **Search** button.



6. Leave **Report Date** as today's current date.

7. Leave **As of Date** as today's current date.

8. Leave **Academic Institution** as Southern Methodist University.

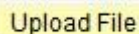
9. Check the **Population Selection** checkbox to use an external file to select students' IDs.

☒ **Population Selection**

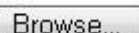
10. Click the drop down arrow for **Selection Tool** to view a list of options. Select **External File**.

Selection Tool:

11. Click the **Upload File** button.



12. Click the **Browse...** button.



13. Select the external file to upload. **The external file must be a text file that contains the students' SMU ID numbers. If the file contains additional fields, make sure the SMU ID is the first field.** Click the **Open** button.



14. Click the **Upload** button.



15. Enter or select AA_BATCH for **File Mapping**.

File Mapping:

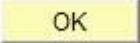
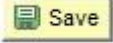

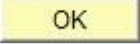
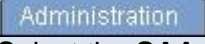
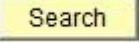
16. Click the **Save** button.



17. Click the **Run** button.



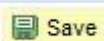
18. On the **Process Scheduler Request** page, check the **Advisement Report Request** checkbox.

- ☒ **Advisement Report Request**
19. Click the **OK** button to process the request.

 20. To check the status of your process, click the **Process Monitor** link.
[Process Monitor](#)
 21. When **Run Status** for SAA_RPT_RQST says Success, navigate back to **Advisement Processes**. Click the **Generate Advisement Reports** link.
[Academic Advisement](#) > [Advisement Processes](#) > [Generate Advisement Reports](#)
 22. Leave **Academic Institution** as SMETH.
 23. Enter today's date in the **From & To** fields.
 24. Click the **Save** button.

 25. Click the **Run** button.

 26. On the **Process Scheduler Request** page, check the **Batch DPR Processes** checkbox.
☒ [Batch DPR Processes](#)
 27. Click the **OK** button to process the request.

 28. To check the status of your process, click the **Process Monitor** link.
[Process Monitor](#)
 29. When **Run Status** for U_AABCH1 says Success, navigate back to **Advisement Processes**. Click the **Generate Advisement Reports** link.
[Academic Advisement](#) > [Advisement Processes](#) > [Generate Advisement Reports](#)
 30. Click the **Report Manager** link.
[Report Manager](#)
 31. Click the **Administration** tab.

 32. Select the **SAA_BATCH_DS - SAA_BATCH_DS.pdf** link to view DPRs.
[SAA_BATCH_DS - SAA_BATCH_DS.pdf](#)
 33. The students' Degree Progress Reports are now displayed. Scroll down to view the entire document.
 34. Select the **U_AA_UGBATCH - U_AA_UGBATCH.pdf** link to view UG Summary Reports.
[U_AA_UGBATCH - U_AA_UGBATCH.pdf](#)
 - 35.
 36. Navigate back to **Advisement Processes**. Click the **Purge Report Results** link.
[Academic Advisement](#) > [Advisement Processes](#) > [Purge Report Results](#)
 37. Enter your SMU ID number and click the **Search** button.

 38. Leave **Academic Institution** as SMETH.

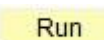


39. Enter today's date in the **From & To** fields.

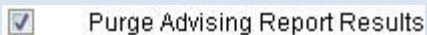
40. Click the **Save** button.



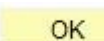
41. Click the **Run** button.



42. On the **Process Scheduler Request** page, check the **Purge Advising Report Results** checkbox.



43. Click the **OK** button to process the request.



44. **To check the status of your process, click the Process Monitor link.**

[Process Monitor](#)

45. **End of Procedure.**

Note: For additional assistance please contact Academic Advisement Module Team at DESAA@smu.edu.

Related Tutorials:

Understanding the Degree Progress Report

Understanding the Undergraduate Summary Report

