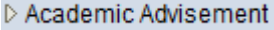



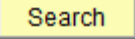
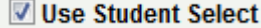

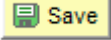
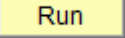
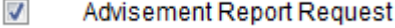
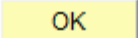


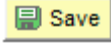
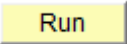
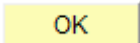


## Running Group Degree Progress Reports using Student Select List

Step	Action
1.	Click the <b>Academic Advisement</b> link. 
2.	Click the <b>Advisement processes</b> link. 
3.	Click the <b>Generate Report Requests</b> link. 
4.	Your <b>Run Control ID</b> must be your SMU ID number. If you do not already have your SMU ID set up as a <b>Run Control ID</b> , create one by clicking on the <b>Add A New Value</b> tab. 
5.	Otherwise, enter your SMU ID number and click the <b>Search</b> button. 
6.	Leave <b>Report Date</b> as today's date.
7.	Leave <b>As of Date</b> as default date (01/01/3000).
8.	Leave <b>Academic Institution</b> as Southern Methodist University.
9.	Check the <b>Use Student Select</b> checkbox to enter a group of students' IDs. 
10.	Enter student's SMU ID number.
11.	Click the "+" button to add another student ID. 
12.	When you have completed entering all the students' IDs, click <b>Save</b> . 
13.	Click the <b>Run</b> button. 
14.	On the <b>Process Scheduler Request</b> page, check the <b>Advisement Report Request</b> checkbox. 
15.	Click the <b>OK</b> button to process the request. 
16.	To check the status of your process, click the <b>Process Monitor</b> link. 
17.	When <b>Run Status</b> for SAA_RPT_RQST says Success, click the <b>Go back to Generate Report Requests</b> link. 

Step	Action
18.	Navigate back to <b>Advisement Processes</b> . Click the <b>Generate Advisement Reports</b> link. <a href="#">Academic Advisement &gt; Advisement Processes &gt; Generate Advisement Reports</a>
19.	Leave <b>Academic Institution</b> as SMETH.
20.	Enter <b>From &amp; To</b> dates based on <b>Report Date</b> from the previous process ( <b>Generate Report Request</b> ).
21.	Click the <b>Save</b> button. 
22.	Click the <b>Run</b> button. 
23.	On the <b>Process Scheduler Request</b> page, check the <b>Batch DPR Processes</b> checkbox. <input checked="" type="checkbox"/> <a href="#">Batch DPR Processes</a>
24.	Click the <b>OK</b> button to process the request. 
25.	To check the status of your process, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
26.	When <b>Run Status</b> for U_AABCH1 says Success, click the <b>Go back to Generate Advisement Reports</b> link. <a href="#">Go back to Generate Advisement Reports</a>
27.	Click the <b>Report Manager</b> link. <a href="#">Report Manager</a>
28.	Click the <b>Administration</b> tab. 
29.	Select the <b>SAA_BATCH_DS - SAA_BATCH_DS.pdf</b> link to view DPRs. <a href="#">SAA_BATCH_DS - SAA_BATCH_DS.pdf</a>
30.	The students' Degree Progress Reports are now displayed. Scroll down to view the entire document.
31.	Select the <b>U_AA_UGBATCH - U_AA_UGBATCH.pdf</b> link to view UG Summary Reports. <a href="#">U_AA_UGBATCH - U_AA_UGBATCH.pdf</a>
32.	The students' Undergraduate Summary Reports are now displayed. Scroll down to view the entire document.
33.	Navigate back to <b>Advisement Processes</b> . Click the <b>Purge Report Results</b> link. <a href="#">Academic Advisement &gt; Advisement Processes &gt; Purge Report Results</a>
34.	Enter your SMU ID number and click the <b>Search</b> button. 
35.	Leave <b>Academic Institution</b> as SMETH.

Step	Action
36.	Enter <b>From &amp; To</b> dates based on <b>Report Date</b> from the previous process ( <b>Generate Report Request</b> ).
37.	Click the <b>Save</b> button. 
38.	Click the <b>Run</b> button. 
39.	On the <b>Process Scheduler Request</b> page, check the <b>Purge Advising Report Results</b> checkbox. <input checked="" type="checkbox"/> Purge Advising Report Results
40.	Click the <b>OK</b> button to process the request. 
41.	To check the status of your process, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
42.	<b>End of Procedure.</b>

Note: For additional assistance please contact Academic Advisement Module Team at [DESAA@smu.edu](mailto:DESAA@smu.edu).

Related Tutorials:

Understanding the Degree Progress Report

Understanding the Undergraduate Summary Report