

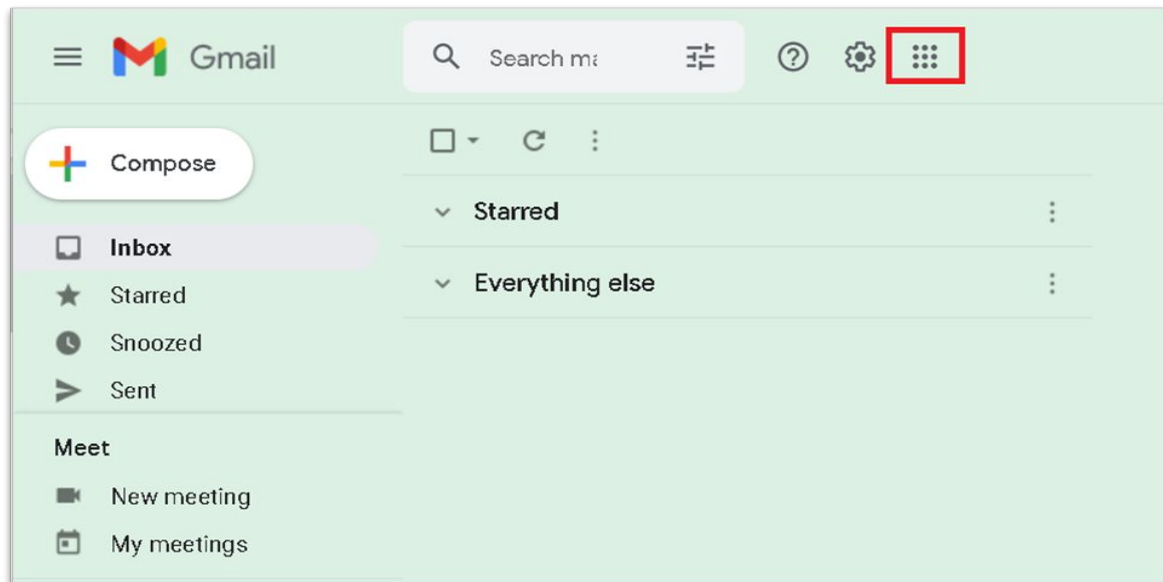


Student Grade View Blocking

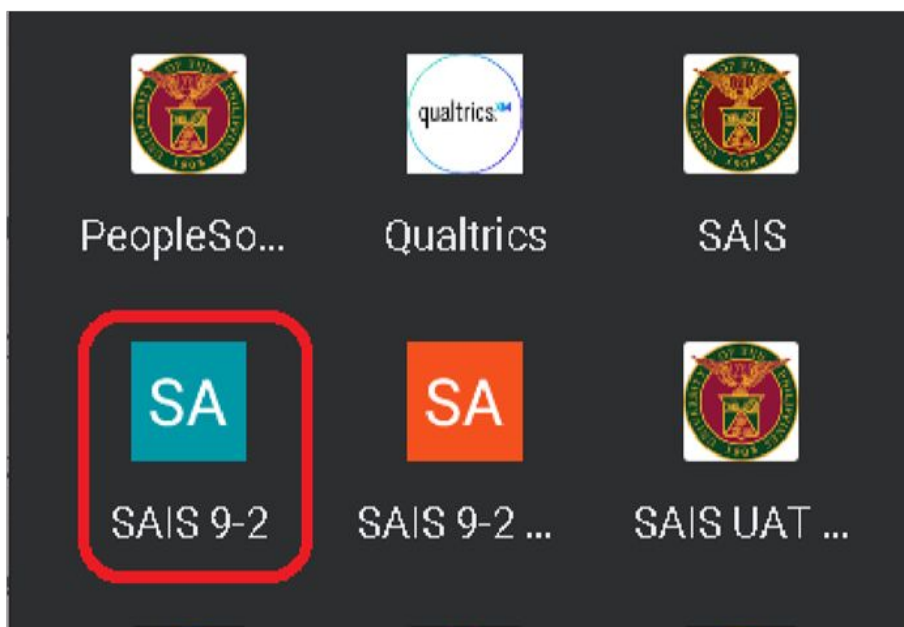
User Guide v1.0

STUDENT GRADE VIEW BLOCKING: LOGIN

STEP 1: Log in to your UP Mail account and click the Google Apps icon.

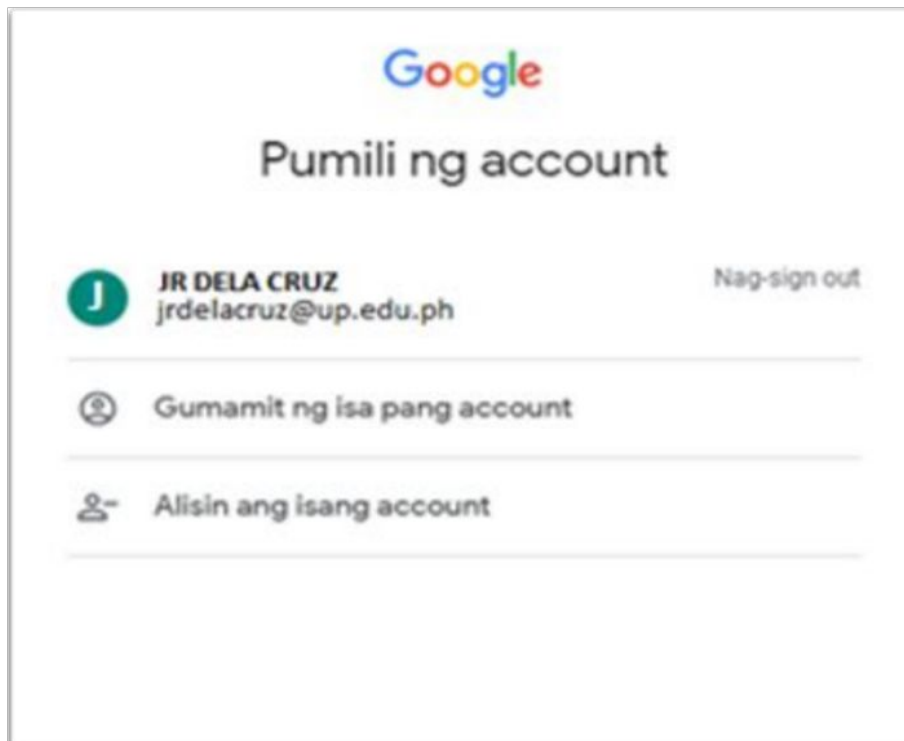


STEP 2: Click the SAIS Icon.



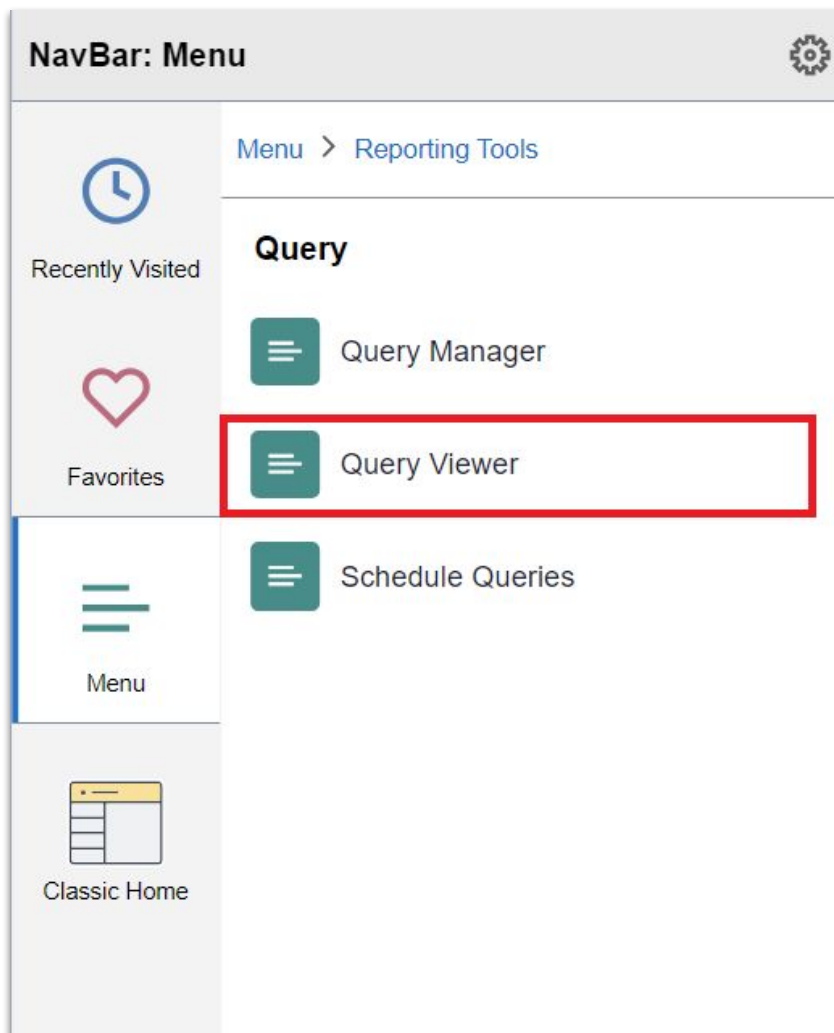
STUDENT GRADE VIEW BLOCKING: LOGIN

STEP 3: Select your UP Mail account. You will then be redirected to the SAIS Student Homepage.



STUDENT GRADE VIEW BLOCKING: GENERATION OF LIST

STEP 1: Navigate to the Query Viewer to access the query containing the list of students who have not yet completed the Student Evaluation of Teaching (SET).



STUDENT GRADE VIEW BLOCKING: GENERATION OF LIST

Step 2: Enter the query name (**SET_STUDENT_VALIDATION_PIVOT if per semester, or SET_STUDENT_VALIDATION if per student**) into the search bar of the Query viewer to locate the query related to the Student Evaluation of Teaching (SET),

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with the text '*Search By' and a dropdown menu set to 'Query Name'. To the right, the text 'begins with' is followed by a text input field containing 'SET_STUDENT_VALIDATION_PIVOT'. Below the search bar is a blue 'Search' button and a link for 'Advanced Search'. Underneath, the 'Search Results' section shows '*Folder View' with a dropdown menu set to '-- All Folders --'. Below that, the 'Query' section displays a table of search results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The first row is highlighted with a red border and contains the following data: SET_STUDENT_VALIDATION_PIVOT, SETStudent Validation_pivot, Public, SET, HTML, Excel, XML, Schedule, Lookup References, and Favorite.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SET_STUDENT_VALIDATION_PIVOT	SETStudent Validation_pivot	Public	SET	HTML	Excel	XML	Schedule	Lookup References	Favorite

Step 6: Upon selecting the query, Click the Run to Excel, where you will input the Institution and Term parameters. Once entered, click the "View Result" button to initiate the data generation process.

The screenshot shows the 'Run to Excel' dialog box for the query 'SET_STUDENT_VALIDATION_PIVOT - SETStudent Validation_pivot'. At the top, there are two input fields: '*Institution' and '*Term', both with search icons. Below these fields is a 'View Results' button. The main area of the dialog is a table with the following columns: Row, Institution, Acad Group, Term, Acad Prog, ID, Campus ID, Career, Total Enrolled Classes, Participated, Not Participated, and Percentage. The table is currently empty.

Row	Institution	Acad Group	Term	Acad Prog	ID	Campus ID	Career	Total Enrolled Classes	Participated	Not Participated	Percentage
-----	-------------	------------	------	-----------	----	-----------	--------	------------------------	--------------	------------------	------------

STUDENT GRADE VIEW BLOCKING: GENERATION OF LIST

Step 3: Once the process is complete, it will generate an Excel file containing the output of the query.

Using an Excel file enhances sorting options for data. In the generated data, users can easily identify students with completion rates below 100%. This enables them to take action, such as restricting access to grades until students complete the Student Evaluation of Teaching (SET). Actions can be implemented through individual tagging or batch tagging methods for the blocking grade access.

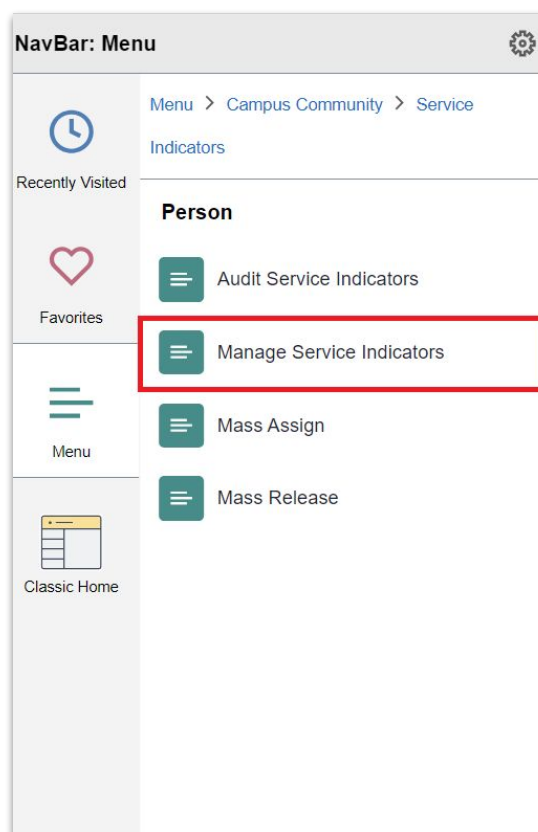
The screenshot shows a web application interface with a search bar containing the text "SET_STUDENT_VALIDATION_PIVOT - SETStudent Validation_pivot". Below the search bar are input fields for "Institution" (with "uplb" entered) and "Term" (with "1232" entered), and a "View Results" button. A table with columns "Row", "Institution", "Acad Group", "Term", "Acad Prog", "ID", "Campus ID", "Career", "Total Enrolled Classes", "Participated", and "Not Participated" is visible. A "Recent download history" window is open on the right, showing a file named "SET_STUDENT_VALIDATION_PIVOT_2242 37769.xlsx" with a size of 388 KB and a download time of 1 minute ago. A "Full download history" link is also present.

1	Institution	Acad Group	Term	Acad Prog	ID	Campus ID	Career	Total Enrolled Classes	Participated	Not Participated	Percentage
7668	UPLB	CEAT	1232	BSCE	10085581	201867956	UGRD	7	4	3	57.14
7669	UPLB	CVM	1232	DVM	10093464	201801171	UGRD	7	4	3	57.14
7670	UPLB	CAS	1232	BSBIO	10104707	202105251	UGRD	7	4	3	57.14
7671	UPLB	CAFS	1232	BSABT	10100166	202066485	UGRD	7	4	3	57.14
7672	UPLB	CDC	1232	BSDC	10091184	201969013	UGRD	7	4	3	57.14
7673	UPLB	CEM	1232	BSECO	10112536	202207390	UGRD	7	4	3	57.14
7674	UPLB	CEAT	1232	BSCE	10096277	202001230	UGRD	7	4	3	57.14
7675	UPLB	CAS	1232	BSBIO	10111805	202213479	UGRD	9	5	4	55.55
7676	UPLB	CVM	1232	DVM	10116580	202265121	UGRD	9	5	4	55.55
7677	UPLB	CDC	1232	ASDC	10120227	202366023	ASSO	9	5	4	55.55
7678	UPLB	CAS	1232	BSBIO	10095701	202002250	UGRD	9	5	4	55.55
7679	UPLB	CDC	1232	BSDC	10103076	202110472	UGRD	9	5	4	55.55
7680	UPLB	CAS	1232	BSBIO	10107962	202167859	UGRD	9	5	4	55.55
7681	UPLB	CEM	1232	BABME	10104256	202110204	UGRD	9	5	4	55.55
7682	UPLB	CDC	1232	BSDC	10107972	202168305	UGRD	9	5	4	55.55
7683	UPLB	CAS	1232	BSAP	10111783	202201568	UGRD	9	5	4	55.55
7684	UPLB	CVM	1232	DVM	10122555	202314890	UGRD	9	5	4	55.55
7685	UPLB	CAS	1232	BSBIO	10096999	202011587	UGRD	9	5	4	55.55
7686	UPLB	CAFS	1232	BSABT	10115893	202269349	UGRD	9	5	4	55.55
7687	UPLB	CAFS	1232	BSABT	10096210	202011497	UGRD	9	5	4	55.55
7688	UPLB	CVM	1232	DVM	10132179	202366692	UGRD	9	5	4	55.55
7689	UPLB	CAFS	1232	BSABT	10109142	202146253	UGRD	9	5	4	55.55
7690	UPLB	CEM	1232	BSAAE	10115825	202269266	UGRD	9	5	4	55.55
7691	UPLB	CEAT	1232	BSIE	10096127	202005106	UGRD	9	5	4	55.55
7692	UPLB	CFNR	1232	BSF	10091579	201969099	UGRD	11	6	5	54.54
7693	UPLB	CAFS	1232	BSA	10090985	201912079	UGRD	11	6	5	54.54
7694	UPLB	CEAT	1232	BSABE	10061318	201430400	UGRD	11	6	5	54.54
7695	UPLB	CEAT	1232	BSABE	10108274	202168010	UGRD	11	6	5	54.54
7696	UPLB	CFNR	1232	BSF	10116290	202269789	UGRD	11	6	5	54.54
7697	UPLB	CAS	1232	BSSTA	10081595	201810295	UGRD	11	6	5	54.54
7698	UPLB	CAFS	1232	BSA	10123606	202366621	UGRD	11	6	5	54.54
7699	UPLB	CAFS	1232	BSABT	10120514	202313643	UGRD	11	6	5	54.54
7700	UPLB	CEAT	1232	BSABE	10095778	202001719	UGRD	11	6	5	54.54
7701	UPLB	CAFS	1232	BSA	10104610	202112258	UGRD	11	6	5	54.54
7702	UPLB	CEM	1232	BSAAE	10132047	202366767	UGRD	13	7	6	53.84
7703	UPLB	CEAT	1232	BSABE	10097209	202005922	UGRD	13	7	6	53.84
7704	UPLB	CAFS	1232	BSA	10120407	202365907	UGRD	13	7	6	53.84

STUDENT GRADE VIEW BLOCKING: INDIVIDUAL TAGGING

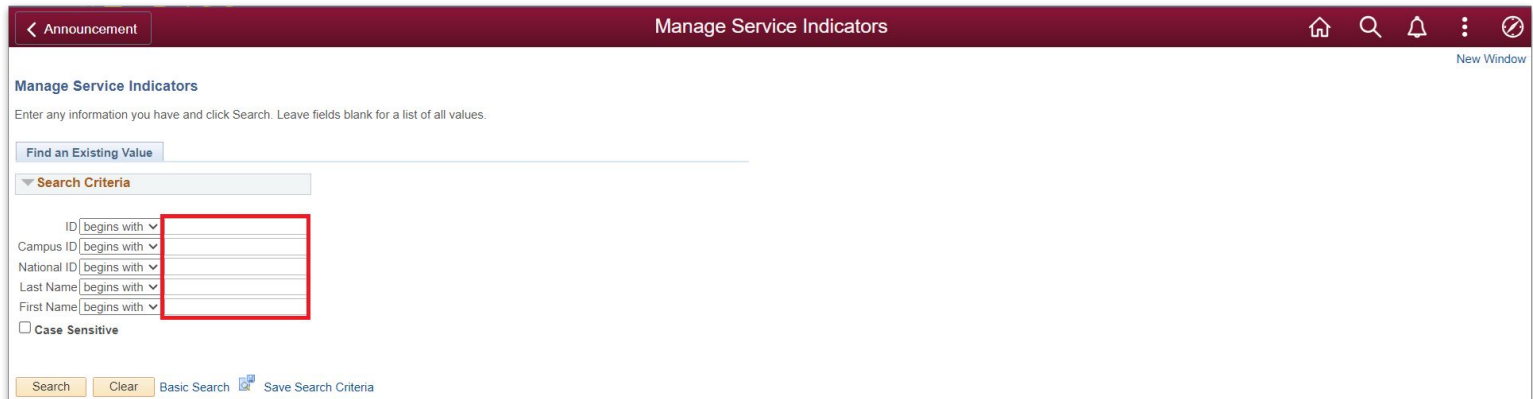
Step 4: For individual tagging of blocking of grades, access the Manage Service Indicators module.

(Main menu > Campus Community > Service Indicator > Manage Service Indicators).



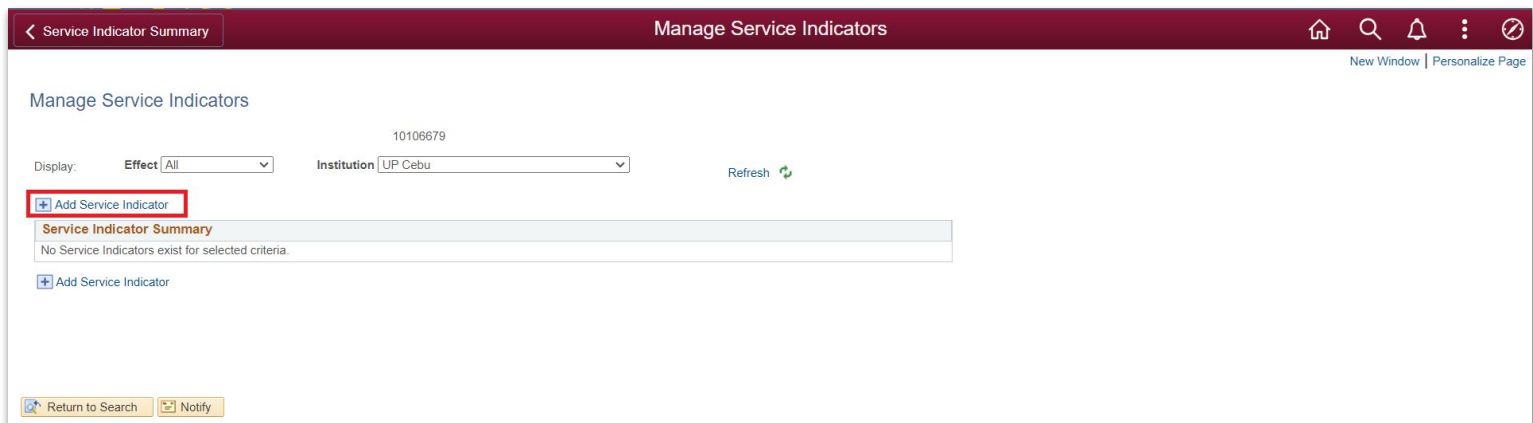
STUDENT GRADE VIEW BLOCKING: INDIVIDUAL TAGGING

Step 5: Input the necessary information for tagging the user who has not completed the Student Evaluation of Teaching (SET), then click the Search button.



The screenshot shows the 'Manage Service Indicators' search interface. At the top, there is a navigation bar with a back arrow, 'Announcement', 'Manage Service Indicators', and utility icons (home, search, notifications, menu, refresh). Below the navigation bar, the page title 'Manage Service Indicators' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section includes dropdown menus for 'ID begins with', 'Campus ID begins with', 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. A red box highlights these dropdown menus and the 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step 6: Click the Add Service Indicator link/button.



The screenshot shows the 'Service Indicator Summary' page. The navigation bar includes a back arrow, 'Service Indicator Summary', 'Manage Service Indicators', and utility icons. The page title 'Manage Service Indicators' is displayed, followed by the number '10106679'. The 'Display' dropdown is set to 'Effect All' and the 'Institution' dropdown is set to 'UP Cebu'. A 'Refresh' button is visible. A red box highlights the '+ Add Service Indicator' button. Below this, a 'Service Indicator Summary' box contains the message: 'No Service Indicators exist for selected criteria.' At the bottom, there are buttons for 'Return to Search' and 'Notify'.

STUDENT GRADE VIEW BLOCKING: INDIVIDUAL TAGGING

Step 7: Upon clicking the "Add Service Indicator" button, you will be redirected to the page for adding a service indicator. Please input the necessary data for individually tagging the SET grade block, then click the Okay button.

After that, the user will be tagged.

Add Service Indicator

10106679

*Institution UP Cebu

*Service Indicator Code SET GRADE BLOCK

*Reason SET GRADE BLOCK

Description

Effect Negative Service Indicator

Effective Period

Start Term 2023-2S End Term 2023-2S

Start Date End Date

Assignment Details

*Department Office of the Univ. Registrar

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Comments

2000 characters remaining

Services Impacted

Impact	Description	Basis - Date	Basis - Term	Term Category
1 GRADE	Block grade view and report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time 06/14/2024 12:43:56PM

User ID

Note: Please be aware that the service indicator code may be subject to change based on the requirements of the CUs.

STUDENT GRADE VIEW BLOCKING: INDIVIDUAL TAGGING

Step 8: Review the data of the student who has been tagged for the SET grade block. Then, select Institution. After that, click the Refresh button.

Service Indicator Summary

10106679

Display: Effect Institution Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
ADV	Advised	Advised	UPCEB	1211	2021-1S	1211	2021-1S	
ADV	Advised	Advised	UPCEB	1212	2021-2S	1212	2021-2S	02/25/2022
ADV	Advised	Advised	UPCEB	1221	2022-1S	1221	2022-1S	08/22/2022
ENR	Officially Enrolled	Officially Enrolled	UPCEB	1231	2023-1S	1231	2023-1S	08/09/2023
ENR	Officially Enrolled	Officially Enrolled	UPCEB	1232	2023-2S	1232	2023-2S	01/17/2024
ENR	Officially Enrolled	Officially Enrolled	UPCEB	1222	2022-2S	1222	2022-2S	02/02/2023
ENR	Officially Enrolled	Officially Enrolled	UPCEB	1212	2021-2S	1212	2021-2S	03/07/2022
ENR	Officially Enrolled	Officially Enrolled	UPCEB	1221	2022-1S	1221	2022-1S	10/04/2022
ENR	Officially Enrolled	Officially Enrolled	UPCEB	1211	2021-1S	1211	2021-1S	09/08/2021
GRD	SET GRADE BLOCK	SET GRADE BLOCK	UPCEB	1232	2023-2S	1232	2023-2S	06/10/2024

+ Add Service Indicator

Return to Search Notify

Following the individual tagging of the SET grade block, when a user attempts to access their grades on the View Grades Module, they will encounter the following output:

Search Results View Grades

Second Semester, 2023-2024

UNIVERSITY OF THE PHILIPPINES CEBU Undergraduate

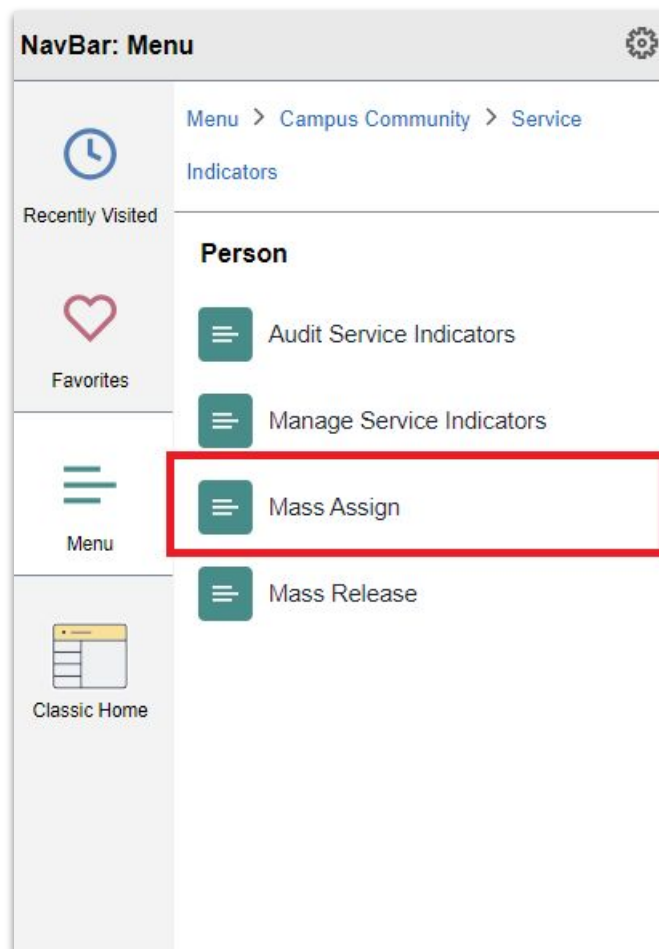
View Grades

You have a hold on your records. Please contact the Registrar/Admin.

STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

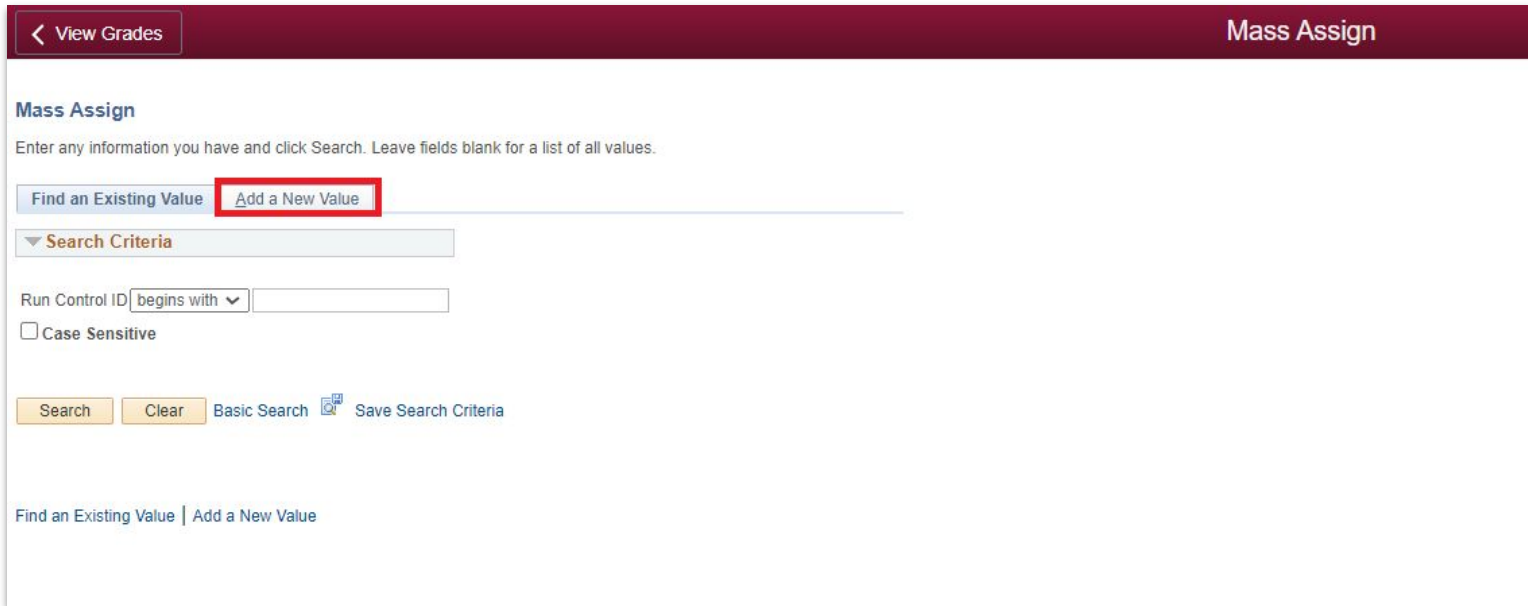
Step 1: For Batch Tagging of blocking of grades, access the Manage Service Indicator module.

(Main menu > Campus Community > Service Indicator > Mass Assign)



STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

Step 2: Click "Add New Value" to create a new Control ID for batch tagging of the SET grade block.



The screenshot shows the 'Mass Assign' page with a dark red header containing a back arrow and 'View Grades' on the left, and 'Mass Assign' on the right. Below the header, the page title 'Mass Assign' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. Below these is a 'Search Criteria' dropdown menu. A 'Run Control ID' field is set to 'begins with' with an empty input box. A 'Case Sensitive' checkbox is unchecked. At the bottom, there are 'Search' and 'Clear' buttons, a 'Basic Search' icon, and a 'Save Search Criteria' link. A footer at the bottom contains the text 'Find an Existing Value | Add a New Value'.

Step 3: Input Run Control ID. Then, click Add.
You can input any control ID for your reference.



The screenshot shows the 'Mass Assign' page with a dark red header containing a back arrow and 'Search Results' on the left, and 'Mass Assign' on the right. Below the header, the page title 'Mass Assign' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a '*Run Control ID' field with an empty input box, highlighted by a red box. Below the input box is an 'Add' button, also highlighted by a red box. At the bottom, there is a footer with the text 'Find an Existing Value | Add a New Value'.

STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

Step 3: After creating a new Run Control ID, you will be directed to the Mass Assign page.

For batch tagging, having a .CSV file with the list of students who have not completed their SET is crucial.

Once you have the .CSV file ready, click the selection tool and choose "External file." Then, proceed by clicking the "Upload" button to upload the .CSV file.

Then, click "Upload" again to confirm the action.

The screenshot displays the 'Mass Assign' web application interface. At the top, it shows 'Run Control ID 001' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. The main section is titled 'Population Selection' and contains a dropdown menu for 'Selection Tool' set to 'External File', an 'Attached File' field, and a search box for 'File Mapping'. A red box highlights the 'External File' dropdown and the 'Upload File' button. Below this is the 'Service Indicator Data' section with fields for '*Institution' (UP Cebu), '*Service Indicator Code', and '*Reason', along with a 'Use System Date' checkbox. The 'Effective Period' section includes 'Start Term', 'End Term', 'Start Date', and 'End Date' fields. The 'Assignment Details' section has fields for '*Department', 'Reference', 'Amount' (0.000), and 'Currency Code' (PHP). The 'Contact Information' section includes 'Contact ID', 'Contact Person', 'Placed Person ID' (10098708), and 'Placed By' fields. A 'Comments' section is at the bottom. A 'File Attachment' dialog box is open over the 'Upload File' button, showing 'Choose File' and 'No file chosen' with 'Upload' and 'Cancel' buttons. At the bottom of the page are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

Step 4: After uploading the CSV file, ensure that you fill out all the necessary fields for the batch tagging of the SET grade block.

Once all required fields are completed, click the "Save" button to save the data.

Then, proceed by clicking the "Run" button to initiate the process of mass assigning the SET grade view block.

Mass Assign

Run Control ID 001 Report Manager Process Monitor **Run**

Population Selection

Selection Tool: External File
Attached File: SETGRADEBLOCKUSERS.csv Upload File Delete File View File
File Mapping: SAIS ID Edit File Mapping Preview Selection Results

Service Indicator Data

*Institution: UP Cebu
*Service Indicator Code: GRD SET GRADE BLOCK
*Reason: GRD SET GRADE BLOCK Use System Date

Effective Period

Start Term: 1232 Second Semester, 2023-2024 End Term: 1232 Second Semester, 2023-2024
Start Date: 05/06/2024 End Date: 06/30/2024

Assignment Details

*Department: OCSR Office of the Univ. Registrar
Reference: _____
Amount: 0.000 Currency Code: PHP Peso

Contact Information

Contact ID: _____ Contact Person: _____
Placed Person ID: 10098708 Placed By: _____

Comments

Save Notify Add Update/Display

STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

Step 5: Upon clicking the "Run" button, you will be redirected to the Process Scheduler Request page. Review the list of two processes carefully, then proceed by clicking the "OK" button to execute the process.

Search Results Mass Assign

Process Scheduler Request

User ID | Run Control ID 001

Server Name Run Date 06/14/2024

Recurrence Run Time 2:06:05PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Publish Assign Service Ind	EIPSIASG	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC SI ASSN	SCC SI ASSN	Application Engine	Web	TXT	Distribution

OK Cancel

Step 6: To know the status of the process you are running, click "Process Monitor."

Process List Mass Assign

Mass Assign

Run Control ID 001 Report Manager Process Monitor Run

Population Selection

Selection Tool External File

Attached File SETGRADEBLOCKUSERS.csv Upload File Delete File View File

File Mapping SAIS ID Edit File Mapping Preview Selection Results

Service Indicator Data

*Institution UP Cebu

*Service Indicator Code GRD SET GRADE BLOCK

*Reason GRD SET GRADE BLOCK Use System Date

Effective Period

Start Term 1232 Second Semester, 2023-2024 End Term 1232 Second Semester, 2023-2024

Start Date 05/06/2024 End Date 06/30/2024

Assignment Details

*Department OCSR Office of the Univ. Registrar

Reference

Amount 0.000 Currency Code PHP Peso

Contact Information

Contact ID Contact Person

Placed Person ID 10098708 Placed By

Comments

Save Return to Search Notify Add Update/Display

STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

Step 7: When the process begins, the "Run Status" will initially show as "Queued" due to potential simultaneous processes by other users.

Make sure to wait for the Run Status to change to "Posted."

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: User ID, Type, Last, 10 Days, Refresh, Server, Name, Instance From, Instance To, Clear, Run Status, Distribution Status, Save On Refresh, Report Manager, and Reset. The main section is titled 'Process List' and contains a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	391393		Application Engine	SCC_SI_ASSN	MBAPOSTOL1	06/14/2024 2:06:05PM PDT	Queued	N/A	Details	▼ Actions
<input type="checkbox"/>	391390		PSJob	EIPSIASG	MBAPOSTOL1	06/14/2024 2:06:05PM PDT	Queued	N/A	Details	▼ Actions

At the bottom, there are buttons for 'Go back to Mass Assign', 'Save', and 'Notify', and a breadcrumb trail for 'Process List | Server List'.

Step 8: When the Run Status changes to "**Posted**," the batch tagging of the SET grade view block is successfully implemented.

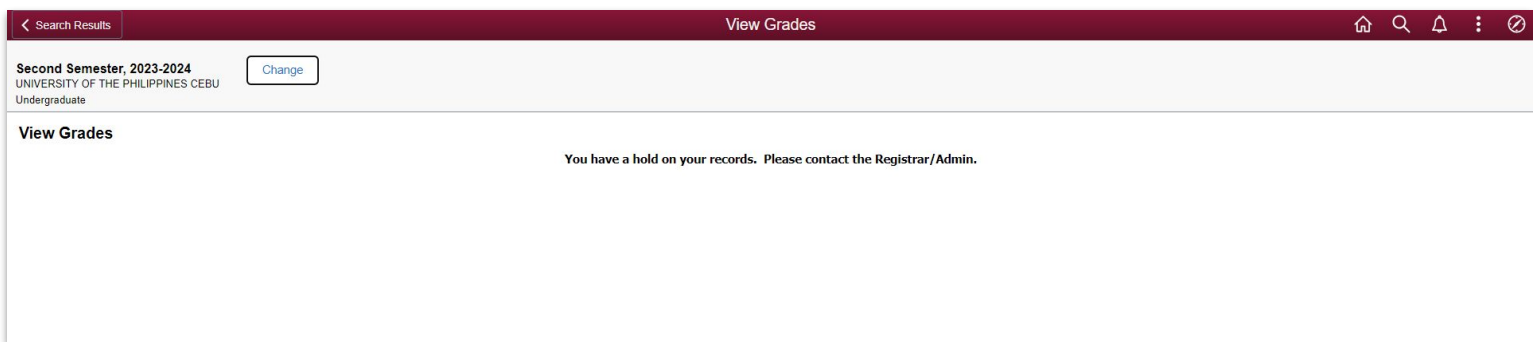
The screenshot shows the 'Process Monitor' interface, similar to the previous one. The 'Process List' table now shows the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	391397		Application Engine	SCC_SI_ASSN	MBAPOSTOL1	06/14/2024 2:17:53PM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	391394		PSJob	EIPSIASG	MBAPOSTOL1	06/14/2024 2:17:53PM PDT	Success	Posted	Details	▼ Actions

The 'Run Status' column is highlighted in red for both rows, indicating the successful completion of the batch tagging process.

STUDENT GRADE VIEW BLOCKING: BATCH TAGGING

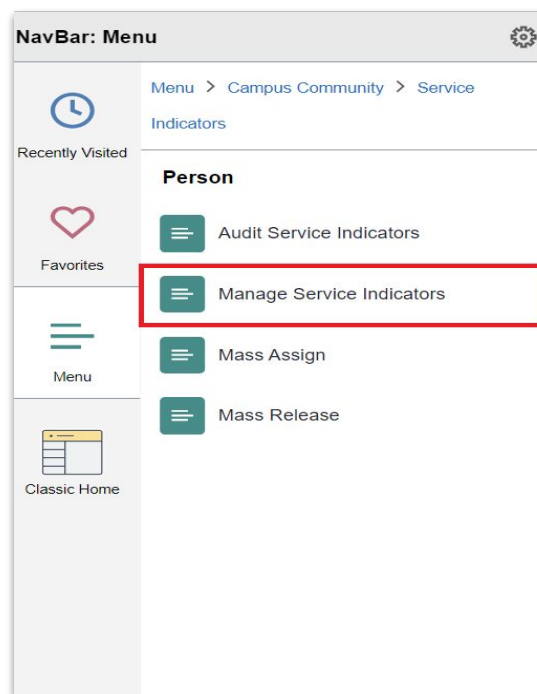
Following the batch tagging of the SET grade block, when a user attempts to access their grades on the View Grades Module, they will encounter the following output:



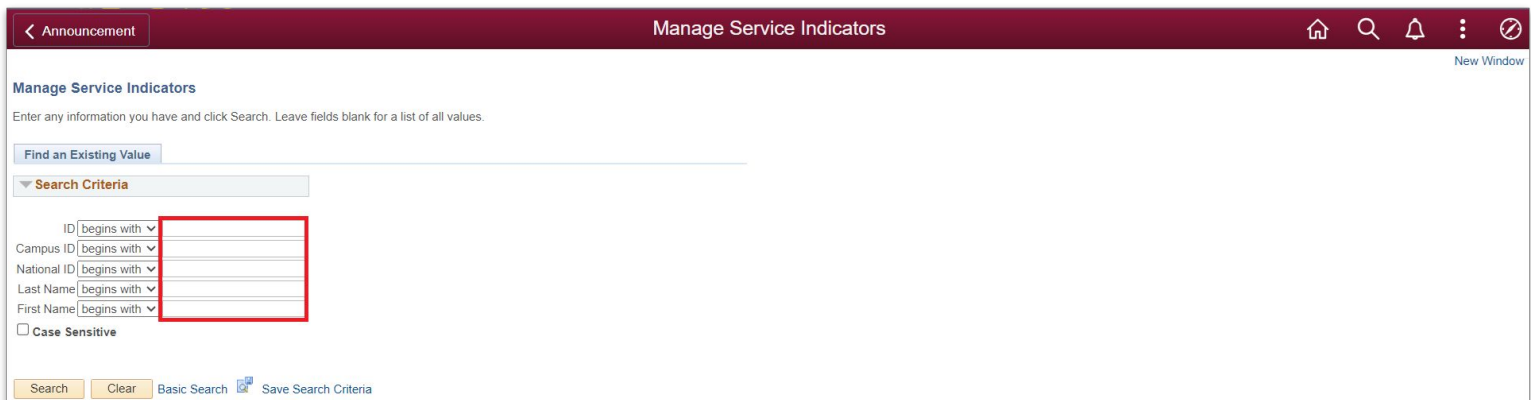
STUDENT GRADE VIEW BLOCKING: INDIVIDUAL RELEASE

Step 1: Once the students have completed their set and achieved a 100% success rate, the Administrator can proceed to untag the service indicator associated with the student. This can be done in two ways: **Individual Release** and **Mass Release**.

For **individual releasing**, access Manage Service Indicators.



Step 2: Input the SAIS ID of the user who will be untagged or released.

A screenshot of the "Manage Service Indicators" search interface. The page title is "Manage Service Indicators" and the breadcrumb is "Manage Service Indicators". Below the title, there is a search bar with the placeholder text "Find an Existing Value". Underneath the search bar, there is a section titled "Search Criteria" with a dropdown arrow. This section contains five search criteria, each with a "begins with" dropdown menu and a corresponding input field: "ID", "Campus ID", "National ID", "Last Name", and "First Name". The input fields for "ID", "Campus ID", "National ID", "Last Name", and "First Name" are highlighted with a red rectangular box. At the bottom of the search criteria section, there is a checkbox labeled "Case Sensitive". Below the search criteria section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

STUDENT GRADE VIEW BLOCKING: INDIVIDUAL RELEASE

Step 3: Click on the assigned service indicator associated with the student.

Manage Service Indicators

Display: Effect Institution Refresh

[+](#) Add Service Indicator

Service Indicator Summary Personalize | Find | View All | | First Last

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
SET	No Or Incomplete SET	No Or Incomplete SET	UPLB	1232	1232	2023-2S	06/17/2024	06/21/2024

[+](#) Add Service Indicator

[Return to Search](#) [Notify](#)

Step 4: Click the "Release" button to untag the user.

Service Indicator Summary Edit Service Indicator

Edit Service Indicator

[Release](#)

*Institution UP Los Banos

*Service Indicator Code No Or Incomplete SET

*Reason No Or Incomplete SET

Description

Effect Negative Service Indicator

Effective Period

Start Term 2023-2S End Term 2023-2S

Start Date End Date

Assignment Details

*Department Office of the University Reg.

Reference

Amount Currency

Contact Information

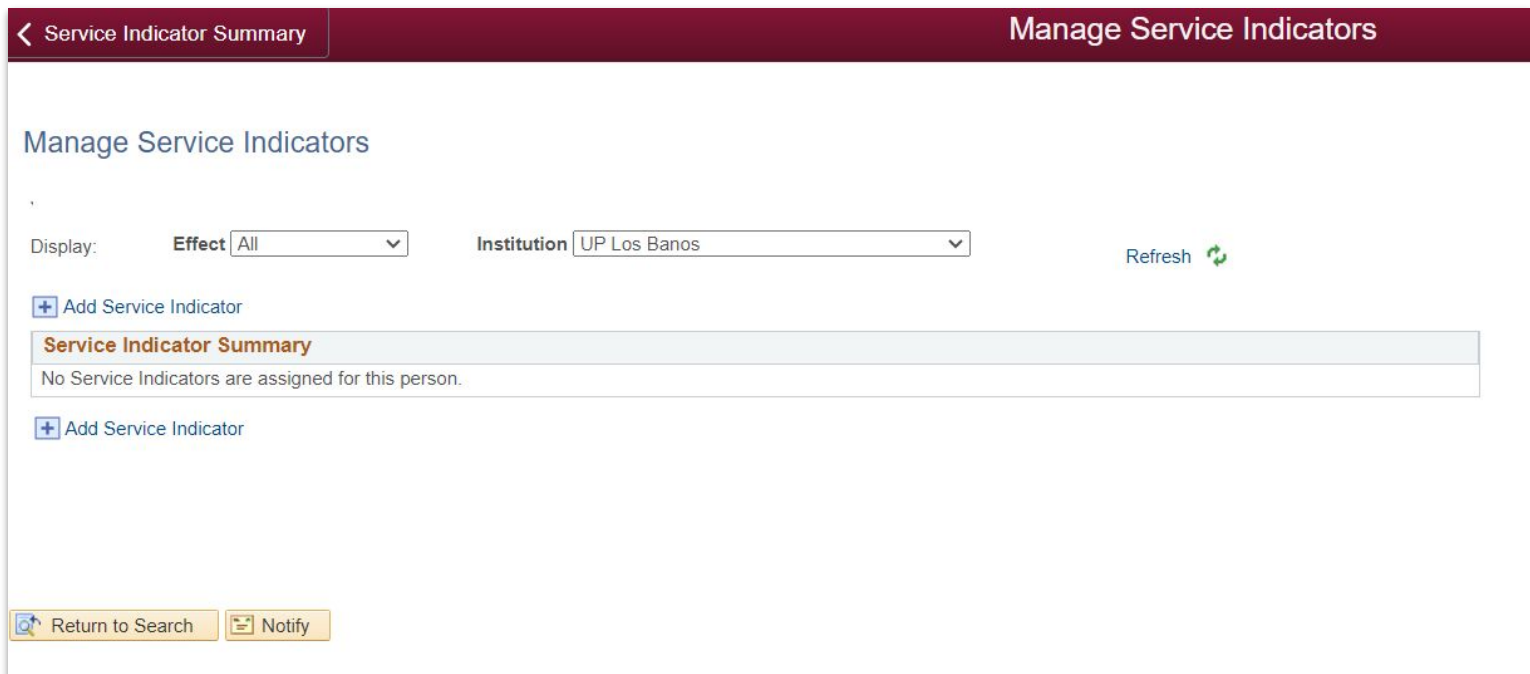
Contact ID Contact Person

STUDENT GRADE VIEW BLOCKING: INDIVIDUAL RELEASE

Step 5: Click the OK button to release the tag on the user.



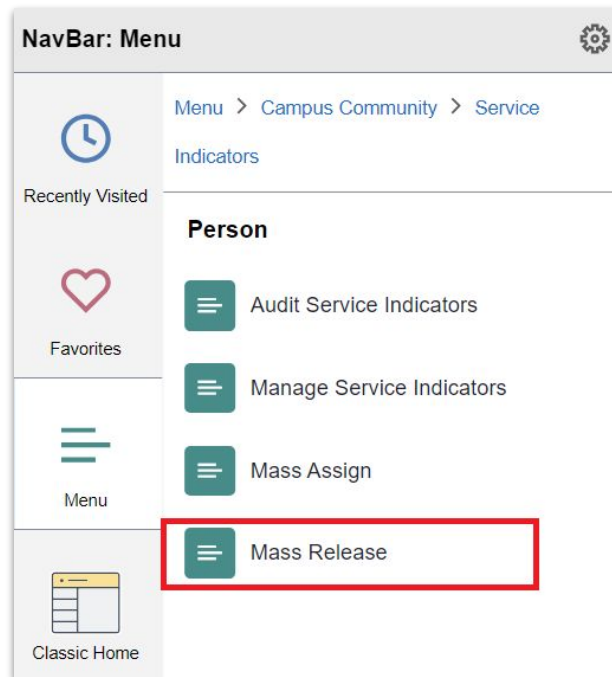
Step 6: The user has now been untagged.



STUDENT GRADE VIEW BLOCKING: BATCH RELEASE

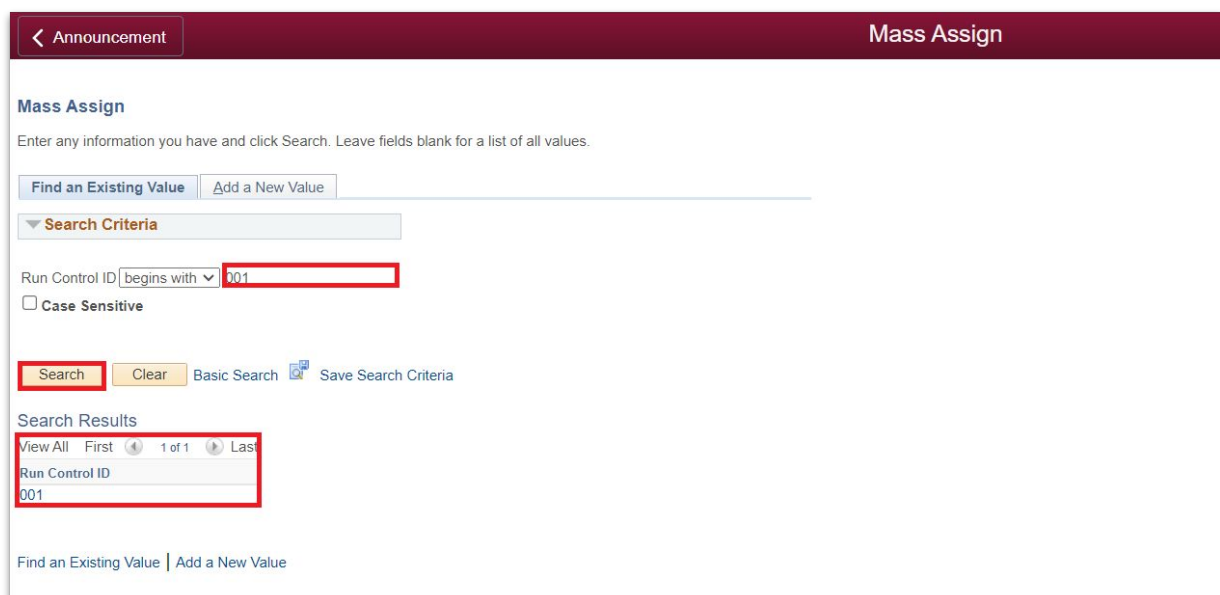
Step 1: For batch or mass release, access the Mass release module using this navigation:

Main Menu > Campus Community > Service indicator > Person > Mass Release



Step 2: Enter the created RUN control ID, then click "Search."

Then, select the output Run Control ID.



STUDENT GRADE VIEW BLOCKING: BATCH RELEASE

Step 3: Verify the details assigned to each field. Once verified, click "Run" to initiate the process of mass release.

Mass Release

Run Control ID 001 Report Manager Process Monitor **Run**

Population Selection

Selection Tool: External File
Attached File: SETGRADEBLOCKUSERS.csv Upload File Delete File View File
File Mapping: SAIS ID Edit File Mapping Preview Selection Results

Service Indicator Data

*Institution: UP Cebu
*Service Indicator Code: GRD SET GRADE BLOCK
*Reason: GRD SET GRADE BLOCK

Effective Period

Start Term: 1232 Second Semester, 2023-2024 End Term: 1232 Second Semester, 2023-2024
Start Date: 05/06/2024 End Date: 06/30/2024

Save Return to Search Notify Add Update/Display

Step 4: Upon clicking the "Run" button, you will be redirected to the Process Scheduler Request page. Review the list of two processes carefully, then proceed by clicking the "Okay" button to execute the process.

Process Scheduler Request

User ID | Run Control ID 001

Server Name: Run Date: 06/14/2024
Recurrence: Run Time: 2:06:05PM Reset to Current Date/Time
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Publish Assign Service Ind	EIPSIASG	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC SI ASSN	SCC SI ASSN	Application Engine	Web	TXT	Distribution

OK Cancel

STUDENT GRADE VIEW BLOCKING - BATCH RELEASE

Step 5: To know the status of the process you are running, click "Process Monitor."

The screenshot shows the 'Mass Release' interface. At the top, there is a 'Process List' button and a 'Mass Release' title. Below the title, there is a 'Run Control ID' field with the value '001', a 'Report Manager' dropdown menu, and a 'Process Monitor' button highlighted with a red box. To the right of the 'Process Monitor' button is a 'Run' button. Below these elements are three sections: 'Population Selection' with fields for 'Selection Tool' (External File), 'Attached File' (SETGRADEBLOCKUSERS.csv), and 'File Mapping' (SAIS ID); 'Service Indicator Data' with fields for '*Institution' (UP Cebu), '*Service Indicator Code' (GRD), and '*Reason' (GRD); and 'Effective Period' with fields for 'Start Term' (1232) and 'End Term' (1232), and 'Start Date' (05/06/2024) and 'End Date' (06/30/2024). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step 6: When the process begins, the Run Status will initially show as "Queued" due to potential simultaneous processes by other users.

Make sure to wait for the Run Status to change to "Posted."

The screenshot shows the 'Process Monitor' interface. At the top, there is a 'Batch Service Indicator' button and a 'Process Monitor' title. Below the title, there are tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with various filters and buttons. Below this section is a 'Process List' table with the following data:


Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	391434		Application Engine	SCC_SI_RELS		06/20/2024 3:07:05PM PDT	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	391431		PSJob	EIPSIRLS		06/20/2024 3:07:05PM PDT	Success	Posted	Details	▼ Actions

STUDENT GRADE VIEW BLOCKING - BATCH RELEASE

Step 7: Once the status shows "Success" and "Posted," the list of users included in the mass release will have been untagged from the SET service indicator. They can now access and view their grades. As a result, the assigned service indicator is also released.

[← Service Indicator Summary](#) Manage Service Indicators

Manage Service Indicators

Display: **Effect** **Institution** Refresh 

[+ Add Service Indicator](#)

Service Indicator Summary

No Service Indicators are assigned for this person.

[+ Add Service Indicator](#)

[Return to Search](#) [Notify](#)

CU IT OFFICE CONTACT INFORMATION FOR TECHNICAL SUPPORT

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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