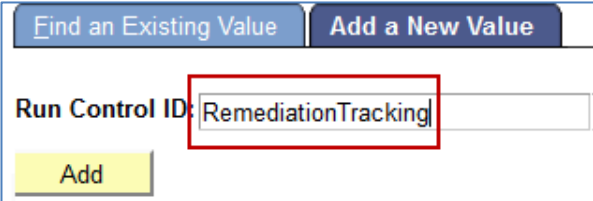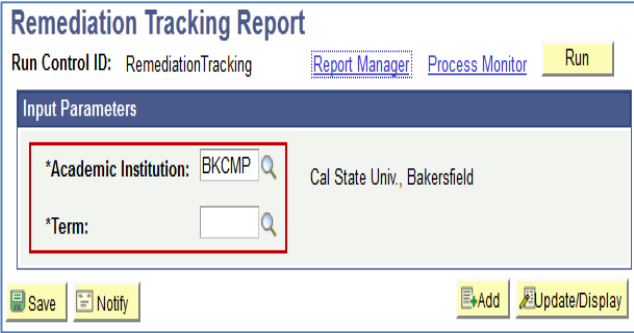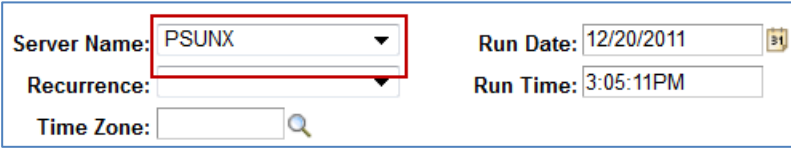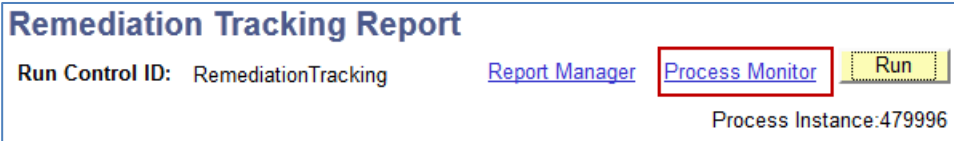# CSU Remediation Tracking Report

You can run the CSU Remediation Tracking Report for a list of students, who have not completed their remediation requirements. You can run the report at any time during the year.

1.	Navigate to **CSU SA Baseline > CSU Student Records > Remediation > Report > Remediation Tracking Report**
2.	On the **Find an Existing Value** page, enter your search criteria to retrieve the desired Run Control ID and click [Search]. If this is your first time running this process, perform the following tasks: • Click the **Add a New Value** tab • Enter a name for your **Run Control ID**, such as *RemediationTracking* • Click the [Add] button.
3.	When the **Remediation Tracking Report** page appears, enter the following information: • In the **Academic Institution**, enter *BKCMP* or select it using the 🔍 icon, • In the **Admit Term**, enter the term you desire, i.e. *2088,* or select it using the 🔍 icon. • Click [Save] • Click [Run].
4.	On the **Process Scheduler Request** page, change the **Server Name** to *PSUNX* and click the [OK] button.
5.	When the **Remediation Tracking Report** page reappears, click the **Process Monitor** link.

CSU Remediation Tracking Report

6.	When the **Process Monitor** page opens, • Click [Refresh], until the **Run Status** is *Success* and the **Distribution Status** is *Posted*. • Click **Details**

Process List / **Server List**

View Process Request For

User ID: 000045019	Type:		Last		1	Days		Refresh
Server:		Name:		Instance:		to		
Run Status:		Distribution Status:		☑ Save On Refresh				

Process List — Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	479996		Application Engine	CSU_REM_06	000045019	12/20/2011 3:38:19PM PST	Success	Posted	Details
☐	479995		Application Engine	CSU_REM_05	000045019	12/20/2011 3:05:11PM PST	Success	Posted	Details
☐	479994		Application Engine	SSR_TSRPT_PR	000045019	12/20/2011 2:36:19PM PST	Success	Posted	Details

7.	On the **Process Details** page, click **Message Log**.

Process
Instance: 479995 — Type: Application Engine
Name: CSU_REM_05 — Description: Milestone Completion
Run Status: Success — Distribution Status: Posted

Run
Run Control ID: Milestone_Completion
Location: Server
Server: PSUNX
Recurrence:

Update Process
○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time
Request Created On: 12/20/2011 3:07:25PM PST
Run Anytime After: 12/20/2011 3:05:11PM PST
Began Process At: 12/20/2011 3:07:59PM PST
Ended Process At: 12/20/2011 3:49:35PM PST

Actions
Parameters — Transfer
Message Log — View Locks
Batch Timings
View Log/Trace

8.	On the **Message Log** page, note the: • Records Read, • Milestones Complete for EPT and ELM • MLstn Incomplete for EPT and ELM • Click [OK]

Severity	Log Time	Message Text
	3:58:26PM	Published message with ID 81fabb4e-2...9c2f123c4e98 to create entry in folder GE
	3:58:26PM	Successfully posted generated files to th...
10	3:38:43PM	Start: 2011-12-20 03:38:43 PM
10	3:58:17PM	Milestones Read: 1278
10	3:58:18PM	Mlstone Complete: 0
10	3:58:18PM	-- EPT Complete: 0
10	3:58:18PM	-- ELM Complete: 0
10	3:58:18PM	Mlstn Incomplete: 1278
10	3:58:18PM	-- EPT Incomplete: 659
10	3:58:18PM	-- ELM Incomplete: 619
10	3:58:18PM	Remediation Tracking CSU_REM_06 >...

9.	Navigate to: **CSU SA Baseline > CSU Student Records > Remediation > Report > Remediation Tracking RPT Rsult**

10.	On the **Find an Existing Value** page, • In **Academic Institution**, enter *BKCMP* • In **Admit Term**, enter the same term you used earlier • Click [Search]

Find an Existing Value
Limit the number of results to (up to 300): 300
Academic Institution: begins with ▾ BKCMP
Admit Term: begins with ▾ 2118
[Search] [Clear] Basic Search Save S...

11. The **Remediation Tracking Report** appears. Click the **View All** link to view all the student records and use your browser to print the information, or click the 🔢 icon to download the information as an EXCEL spreadsheet to your desired location.

Remediation Tracking Report

Academic Institution: BKCMP   **User ID:**

Admit Term: 2118   **Run Date/Time:** 12/20/2011 3:38:44PM

Remediation Tracking   Customize | Find | View 100 | 🔳 | 🔢   First ◀ 1269-1278 of 1278 ▶ Last

Empl ID	Name	Career	Program	Milestone	Milestone Level	Complete	Units Taken	Units Required
000000000	Adams, John	UGRD	UBAC	MATH	1	N	0.00	
000000000	Harding, Warren	UGRD	UBAC	ENGLISH	2	N	5.00	10.00
000000000	Student, Ima	UGRD	UBAC	MATH	2	N	0.00	
		UGRD	UBAC	ENGLISH	2	N	0.00	