Using WebFOCUS

Anticipated Graduation List
(a step-by-step example – Communication Majors Anticipated Graduates for Fall 2015)

* Before running this report, you must have a valid WebFocus user name and password and appropriate reporting access.

1. Open an Internet browser. Enter webfocus.umflint.edu in the URL – this will take you to the WebFocus Portal login.
2. Enter your uniqname as the User Name and your lan password and click Connect
3. Select the Student tab from the yellow menu bar (located below the M Flint logo)
4. Select Graduation and Degree Information (Template/DataMart) from the Reports list
5. The report parameter selection screen should appear. You will select your desired parameters on this form. Your screen should look like this (if it does not, verify that the ‘Self-Service’ tab is selected)

6. In the Select Filters block – select the following options:

   * Graduation Term: (Required. Multiple selection allowed.)
     Select 201610 – Fall 2015
   * Additional Filters: (Defaults to AWARDED Degrees)
     You may make multiple selections here. These are treated as ‘AND’ conditions.
     Select ‘ANTICIPATED Degrees’ to view only those students who have applied to graduate.
   * Major (Defaults to ALL. Multiple selection allowed.)
     Select COM
   * Minor / Concentration / College / Degree filters: (Default to ALL. Multiple selection allowed.)
     Leave them as ALL for this example.

7. Click (The system will run the query in the background when you hit submit)
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8. Next, select your Display Option from the grey menu bar in the middle of your screen.
For this example, select Statistics and Charts to get an overall count of anticipated COM graduates.
A Statistics summary page will display:

![Statistics summary page](image)

9. To see the detailed student graduation information for each of these anticipated graduates, click on the hyperlinked number under Count (8 in this example)

10. Select Details from the pop-up menu that appears, a new window will appear with the detailed information

This is a simplified example of creating an anticipated graduation list. Many output options are available when using the reporting templates. Please contact AIMS for information on additional options and training.