



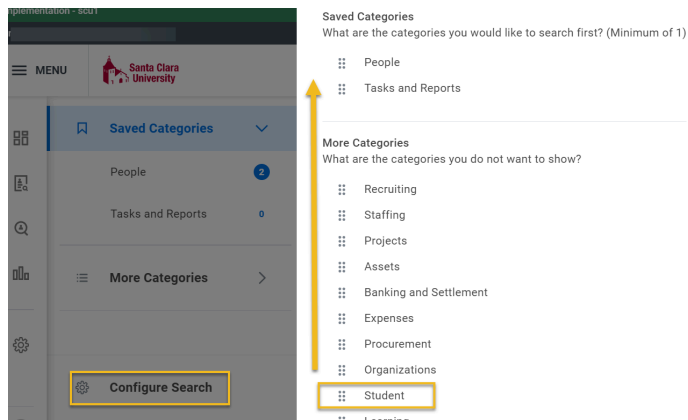
Launch Academic Progress Evaluation

Overview

This quick reference guide provides an overview of how to manually launch an Academic Progress Evaluation. This task will update a student's *Academic Progress Report* by evaluating all completed and in progress coursework for declared program of study requirements.

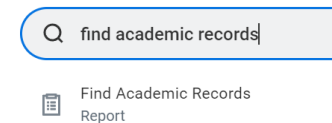
Process

1. First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.

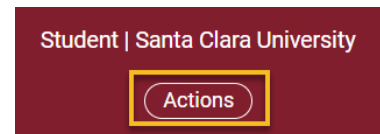


NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

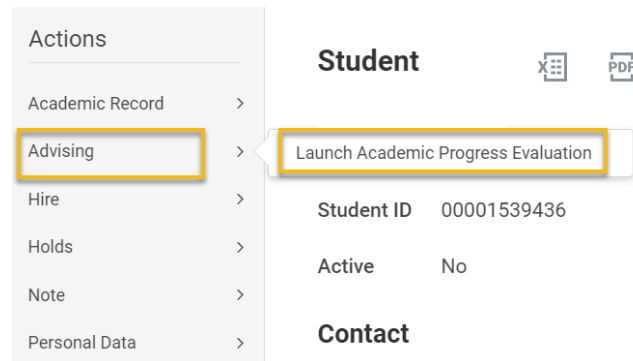
You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.



2. In the search results, click the appropriate name to access the student **Profile**.
3. Click the **Actions** button under the student's name.



- Click **Advising** and then **Launch Academic Progress Evaluation**.



- On the **Launch Academic Progress Evaluation** form, select the **Confirm** box and then click OK.

Launch Academic Progress Evaluation

Select Area to Maintain Academic Progress

Student
 Academic Unit / Academic Level / Program of Study

Student *

Confirm *

- You will see a confirmation message. Click **Done** to go back to the **Student Profile**.
- To view the updated Academic Progress Report, click Academics in the Student Profile and then Academic Progress across the top.



Academic Evaluation Progress Evaluation Triggers

There are several events and business processes that Trigger the *Academic Progress Report* to update automatically (either immediately or overnight). These include the following:

Event/Business Process	When Update Occurs
Assign student grades	Immediate
Change program of study	Immediate
Change student grades	Immediate
Override academic requirement	Immediate
Override requirements effective date	Immediate
Transfer credit evaluation	Immediate
Add program of study	Nightly
Remove program of study	Nightly
Matriculation	Nightly
Registration (add, drop, withdraw)	Nightly