

New Pages for the Transcript Process

Original Cobol Transcript	Release 9 Application Engine Transcript - XML Transcript
Transcript Type ¹	Define Transcript Type ¹
Transcript Notes ²	No change
Transcript Request ³	Request Transcript Report ³
Transcript Text ³	Added a field to identify Transcript type for the App Engine Transcript
	Transcript Request Inquiry
Transcript Purge ³	Purge Transcript Reports ³
Batch Transcript Request ⁴	Process Transcripts ⁴
Batch Transcript Generation ⁴	
Batch Transcript Print ⁴	
Transcript Print ⁴	

ORACLE

Navigation:

¹ Setup SACR > Product Related > Student Records

² Records & Enrollment > Enroll Students > Enrollment Request, Transcript Notes is a link on the Enrollment Request page

³ Records & Enrollment > Transcripts

⁴ Records & Enrollment > Transcripts > Batch Transcripts

Batch XML Transcripts

Revised 8/18/2009

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Process Transcripts

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#)

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At Records & Enrollment > Transcripts > Batch Transcripts > Process Transcript, create a new run control.

Process Transcripts

Run Control ID: dott

[Report Manager](#) [Process Monitor](#)

Run

*Academic Institution: North Dakota State University
 *Transcript Type: Official XML *select transcript type*
 Process Action: Request, Generate and Print *select Request, Generate and Print*

Request Options

Override Service Indicator

Number of Copies:

Population Selection

Population Selection

Selection Tool: 1 PS Query [3 Edit Prompts](#)

Query Name: 2 SSR_TS_PROGPLAN [Launch Query Manager](#) [4 Preview Selection Results](#)

Student Select List

Use Student Select [Clear List](#)

EmpID	Name
1 <input type="text"/>	

Additional Options

Print Sort Option: Student ID

Report Template: NDUS Transcript Report *select NDUS Transcript Report*

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)
[Add](#) [Update/Display](#)

- Select the transcript type.
- Select Process Action = Request, Generate and Print.
- Population Selection may be used to select students.
 To use Population Selection, check the Population Selection box.
 Uncheck the box if you do not wish to use Population Selection.
 To use population selection -
 - 1 Selection Tool = PS Query allows for the use of transcript queries.
 - 2 Select a query.

<u>SSR_TS_ACADLEVEL</u>	Transcript Query by Acad Level
<u>SSR_TS_ADVISOR</u>	Transcript Query by Advisor
<u>SSR_TS_CAREER</u>	Transcript Query by Career
<u>SSR_TS_PROGPLAN</u>	Transcript Query by Prog Plan
<u>SSR_TS_PROGRAM</u>	Transcript Query by Program
<u>SSR_TS_STUDENT_GRP</u>	Transcript Query by Stdnt Group

- 3 Click Edit Prompts link and enter the prompt values. Click OK.
 - 4 Click Preview Selection Results to view the selected records.
- Student Select List may be used to select students. Enter ID numbers.
 - Select Report Template = NDUS Transcript Report. Other templates in the list include the Clearinghouse template and the delivered landscape and portrait templates.
 - Click Save.
 - Click Run.

Click on Report Manager to find the reports.

In Report Manager, click the SSR_TSRPT_Transcript_Report link to view the transcripts.

[New Window](#) | [Help](#) |

Administration Archives

View Reports For

User ID: Type: Last: Days Refresh

Status: Folder: Instance: to:

Report List Find | View All | First 1-21 of 21 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	383896	2574811	SSR_TSRPT Transcript Report	08/07/2009 10:54:48AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	383894	2574811	Process transcripts	08/07/2009 10:54:25AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	383822	2574638	Grade Dist Rpt by Instructor	08/07/2009 9:56:20AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	383815	2574630	Grade Dist Rpt by Department	08/07/2009 9:51:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	383387	2573936	Student Transfer Credit Eval	08/06/2009 11:09:01PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	382178	2571670	Transcript	08/05/2009 11:02:51PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	382159	2571638	Transcript	08/05/2009 10:17:12PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	380817	2569253	SSR_TSRPT Transcript Report	08/04/2009 9:59:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	380816	2569253	Process transcripts	08/04/2009 9:59:07PM	Acrobat (*.pdf)	Posted	Details

Population Selection using an External File

Process Transcripts

Run Control ID: dott

[Report Manager](#) [Process Monitor](#)

[Run](#)

*Academic Institution: North Dakota State University
*Transcript Type: Official XML
Process Action: Request, Generate and Print

Request Options

Override Service Indicator

Number of Copies: 1

Population Selection

Population Selection

Selection Tool: External File

Attached File: emplids.csv

File Mapping: TRANSCRIPT FILE

1 [Upload File](#) [Delete File](#) [View File](#)

2 [Edit File Mapping](#) 3 [Preview Selection Results](#)

Student Select List

Use Student Select [Clear List](#)

EmpID	Name
1	

[Add](#) [Update/Display](#)

Additional Options

Print Sort Option: Student ID

Report Template: NDUS Transcript Report

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

Population Selection may use an external list of ID numbers. The list of ID numbers must have a header row followed by the list of ID numbers saved in a .csv file format.

Example:

ID

5555555

6666666

7777777

- Selection Tool = External File
 - 1 Click Upload File button and select the file to upload.
 - 2 Select File Mapping = Transcript File
 - 3 Click the Preview Selection Results link to preview your list.

Clearinghouse Transcript

[New Window](#)

Process Transcripts

Run Control ID: [Report Manager](#) [Process Monitor](#)

*Academic Institution:

*Transcript Type:

Process Action:

Request Options

Override Service Indicator

Number of Copies:

Population Selection

Population Selection

Selection Tool: [Edit Prompts](#)

Query Name: [Launch Query Manager](#) [Preview Selection Results](#)

Student Select List

Use Student Select

EmplID	Name
1 <input type="text"/>	

Additional Options

Print Sort Option:

Report Template:

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Select students using Population Selection and/or Student Select List.
Select Report Template = NDU Clearinghouse Transcript.
Click Run and follow the instructions from page 3 for the Report Manager.