

Transcript Batch

Last Modified on 10/22/2022 9:54 am CDT

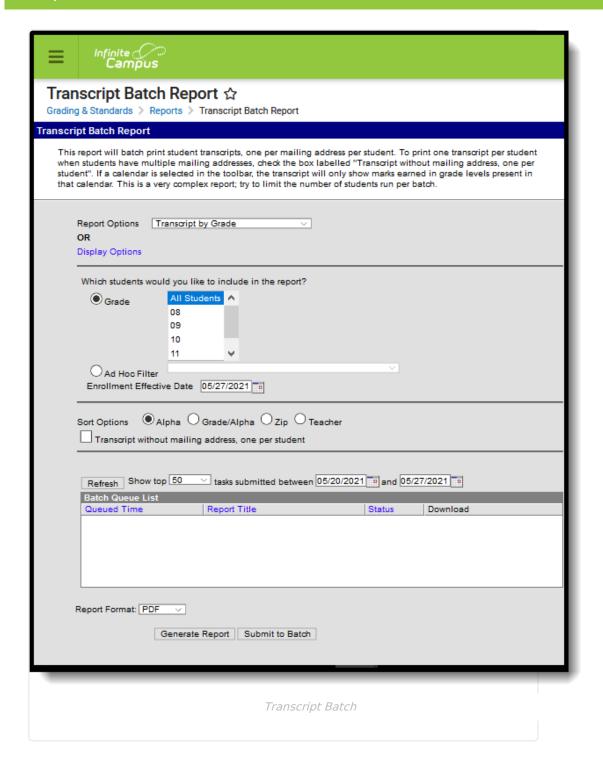
Transcript Batch Editor | Generate Saved Transcript Reports | Generate Transcript Reports by Selecting Display Options

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The Transcript Batch Report allows users to generate transcript records for multiple students at one time. This report allows users to select a saved transcript report with pre-selected transcript options that are set in the Report Preferences tool or to design a transcript using Display Options instead of selecting an existing transcript report.





Transcript Batch Editor

Options	Description
Report Options or Display Options	Indicates which Transcript Report, created in the Report Setup area, generates.
	If there is no existing Transcript Report to generate, use the Display Options. These are the same options that are selected in the Report Setup area.



Options	Description

Which students Students can be selected by either the Grade Level or an Ad hoc would you like to include in the report? • **Grade(s)** - choose at least one grade level. Only those grade levels included in the selected calendar are available for selection. • Ad hoc Filter - select a previously created filter from the Filter Designer. Doing this returns course requests satisfied for only those students included in the filter. The name of the filter is included in the header of the report. Only filters using the Student Data Type are available for selection. **Sort Options** Transcripts can be printed (sorted) in the following ways: • Alphabetical - report cards are printed alphabetically by last name. • **Grade/Alpha** - report cards are printed numerically by grade level, and then alphabetically by last name within the grade level. • **Zip Code** - report cards are printed in ascending zip code order, best for bulk mailings. • **Teacher** - report cards are printed alphabetically by teacher last name, based on the student's teacher assignment for the selected period. Students who do not have a mailing address are not included in the sort, unless the Transcripts without mailing address, one per **student** checkbox is marked. A transcript prints for each of the student's households with a guardian where the Mailing checkbox marked. If all of the the student's guardians are in the same household, only one transcript prints. If guardians are in more than one household, the number of households in which the guardians reside determines how many transcripts print. **Report Format** The Transcript Batch can be generated in either PDF or DOCX

format.



Options	Description
Report Generation	 Two buttons are available for report generation: Generate Report - displays the report instantly. Submit to Batch - sends the report to the Batch Queue for generation at a specified time. This option is recommended when generating the report for a large number of students.

Generate Saved Transcript Reports

- 1. Select the desired transcript from the **Report Options** dropdown.
- 2. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc Filter**.
- 3. Enter an **Enrollment Effective** Date, if desired.
- 4. Select the **Sort Options.**
- 5. Select the desired **Report Format** PDF or DOCX.
- 6. Click the **Generate Report** button.



Student, Joseph High School Official Transcript Student Number: 123456 Grade: 12 Tel: (555)122-4335 Fax: (763)504-8831 10635 36th Avenue North, MN 4321 109th Ave NE, Any Town, MN 55449 Generated on 10/08/2011 10:21:54 AM Page 1 of 2 Transcript Statistics Cumulative GPA (Welghted) Class Rank Student #: 123456 State ID: 1234567890 Diploma Date: 06/09/2011 3 3 1 7 62.75% Current Grade: 12 Birthdate: 11/21/1992 Gender: M Courses Taken 2008-2009 Grade 10 from School Course Mark Weight Cre Courses Taken 2007-2008 Grade 09 from School Course Mark Weight Cree Weight Credit Weight Credit 2.000 2.000 2.000 2.000 2.000 2.000 1100 English 10 1100 English 9 2.000 1199 U.S. History 1300 Biology 1199 Geography 1300 Chemistry 2.000 1400 Algebra II 1400 Algebra II 1600 Phy Ed 10 1400 Geometry 1400 Geometry 1.000 1.000 0.500 1699 Arabic 9 1.000 1699 Arabic 10 2.000 2.000 0.500 0.500 1.000 1.000 0.500 0.500 1699 Computer 9 1699 Arabic 9 1699 Quran 10 0.500 1699 Islamic Study 9 0.500 1699 Quran 10 0.500 0.500 1699 Islamic Study 10 Courses Taken 2009-2010 Grade 11 from Univ of Minnesota Course Mark Weight Credit 1199 PSEO intro to Logic C+ 2,000 2,000 1199 PSEO Europe: The B 2,000 2,000 Courses Taken 2010-2011 Grade 12 from University of Minnesota Weight Cree Course Mark Weight Cree 1100 PSEO Intro to 5 2,000 2,00 B 2.000 2.000 Shakespeare 1100 PSEO Intro Creative Wirt A1199 PSEO Princ of B+ 1199 PSEO Europe: The World II B+ 2.000 2.000 1199 PSEO Intro Psych 2.000 2.000 1300 PSEO Earth: It's Environment 1400 PSEO PreCalc I 2.000 2.000 B 2.000 2.000 1300 PSEO Evolution & Ecology 1400 PSEO Calculus I D 1500 PSEO Health Sci B+ B 0.500 0.500 Total Credits: 10.000 1600 PSEO Judo 1.000 1.000 Terminology 1600 PSEO Cond. 0.500 0.500 1600 PSEO Handball Official's Signature

Transcript Batch Report Display

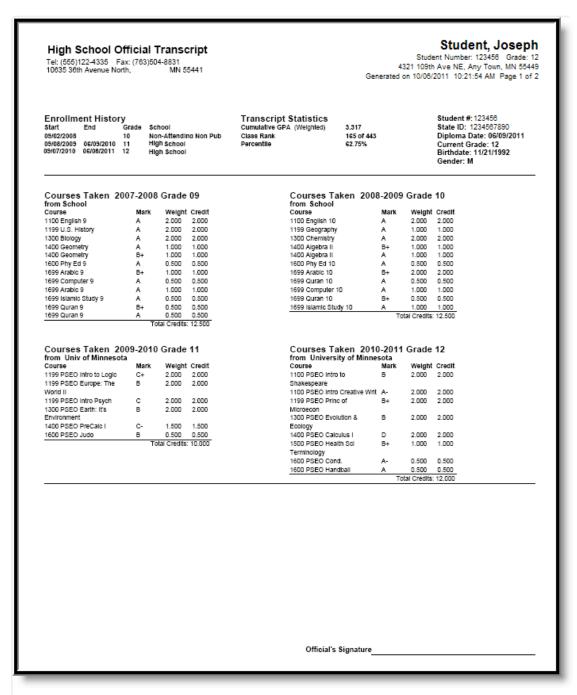
Generate Transcript Reports by Selecting Display Options

- 1. Select the **Display Options** link.
- 2. Select the desired options to include on the transcript.
- 3. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc Filter**.
- 4. Enter an **Enrollment Effective** Date, if desired.
- 5. Select the desired **Sort Option**.



- 6. Select the desired Report Format PDF or DOCX.
- 7. Click the Generate Report button.

Depending on the options selected, the transcript may print more than one page.



Transcript Batch - Report Display Options