Printing Batch Unofficial Transcripts

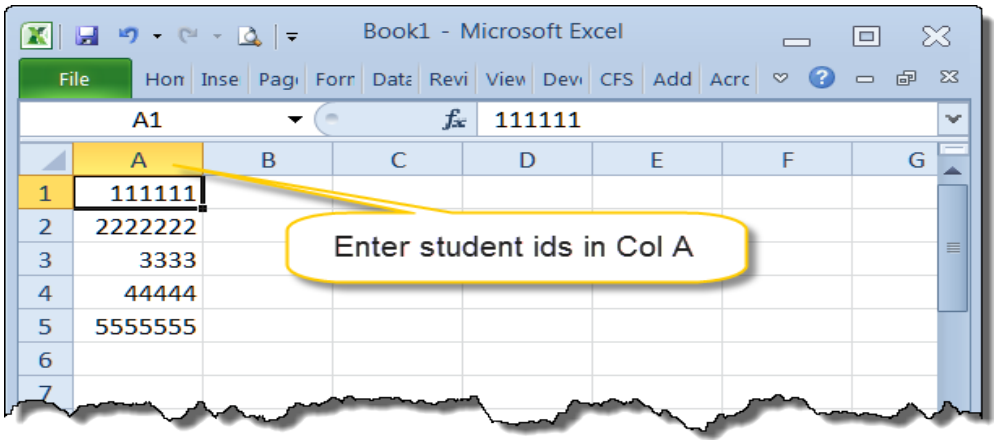
On occasion, you may need to print unofficial transcripts for several students at one time. The Batch Transcripts process allows you to upload a text file containing your student ids and to generate a PDF containing the unofficial transcripts for the selected students. You can then print the PDF file or save it for later use.

These instructions will guide you through the steps to print unofficial transcripts for several students.

Creating the Upload File

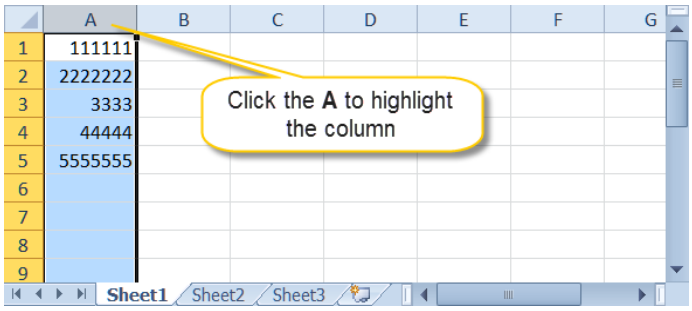
1. To begin, you must create a CSV file that contains the desired student ids (CSUB IDs). You can create this file from query results, by typing in the information, or by copying and pasting the information in. To begin,
   - Open Microsoft Excel

2. In Column A, enter the desired student ids. Alternatively, you can copy and paste in the student ids. If you are working with query results, make sure the student ids are in the first column and delete any unnecessary columns and rows, such as the column headers and row count.



3. You will need to format the student ids, so that zeroes are in front of student ids that are less than 9 numbers in length. For example, 111111 should show as 000111111.

   To format the data,
   - Highlight Column A by clicking the A



4. Click the Format button in the Cells group.

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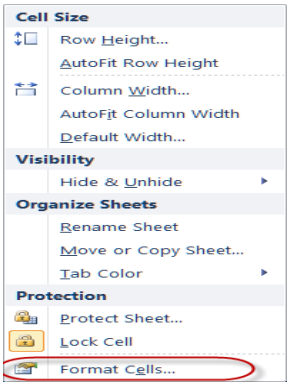
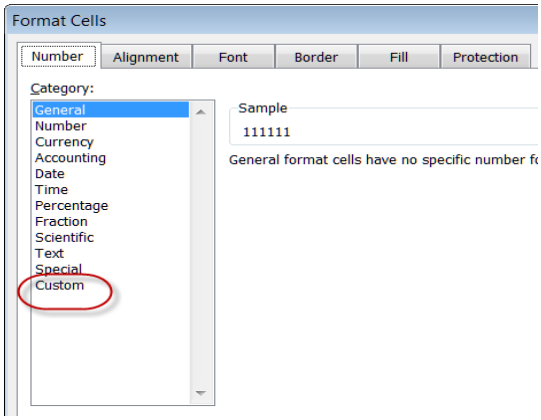
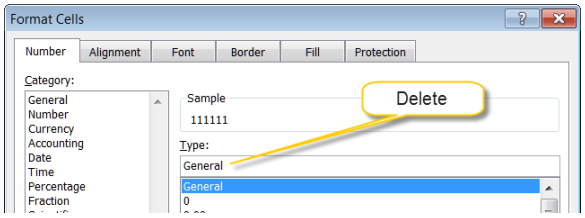
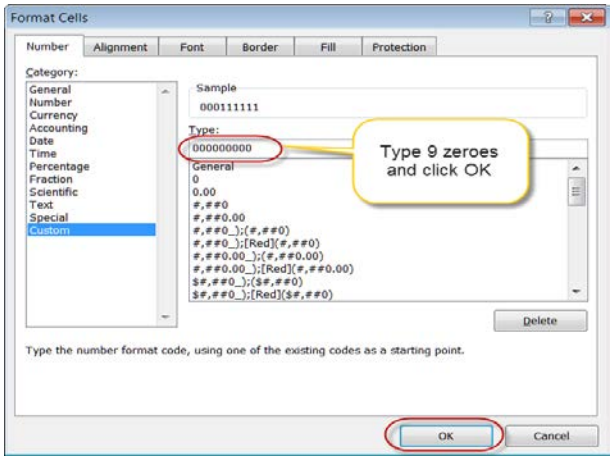
5.	Select **Format Cells…** from the menu	
6.	On the **Format Cells** screen, select **Custom**	
7.	After selecting Custom, the **Type:** box will contain some information, such as *General*. You will need to:, • Delete the information in the **Type**: box. For example, delete the word, General.	
8.	In the **Type** box, enter 000000000 and click **OK**	

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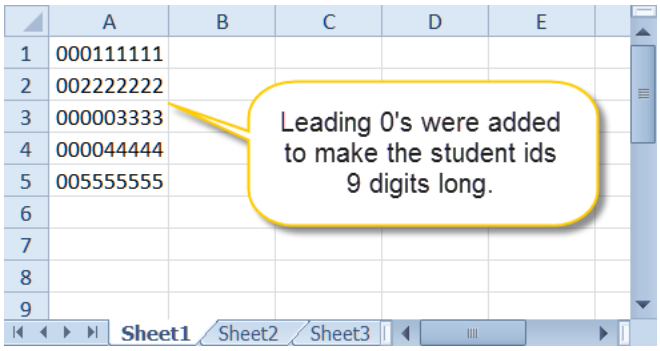
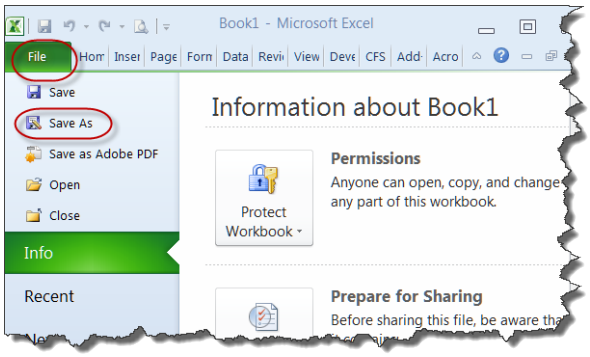
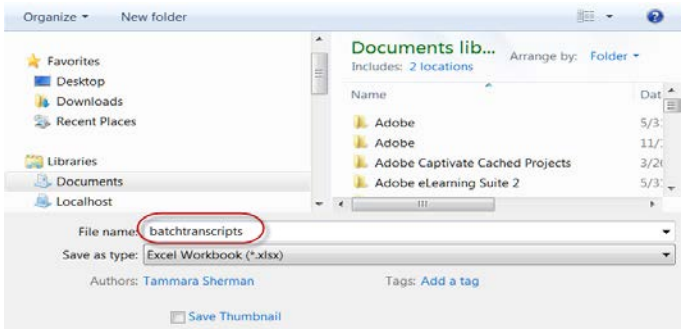
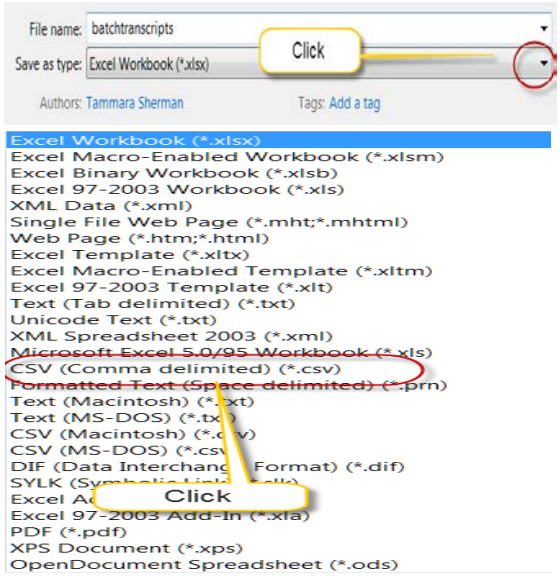
9.	Column A should show the student ids with leading zeroes, such that each student id is 9 numbers long.	
10.	You will need to save the file as a .CSV. To begin, • Click the **File** tab • Click **Save As**	
11.	In the **File name:** box, give your file a meaningful name, such as *batchtranscripts*.	
12.	In the **Save as Type** box, • Click the down arrow and • Click the option, CSV (Comma delimited) (*.csv)	

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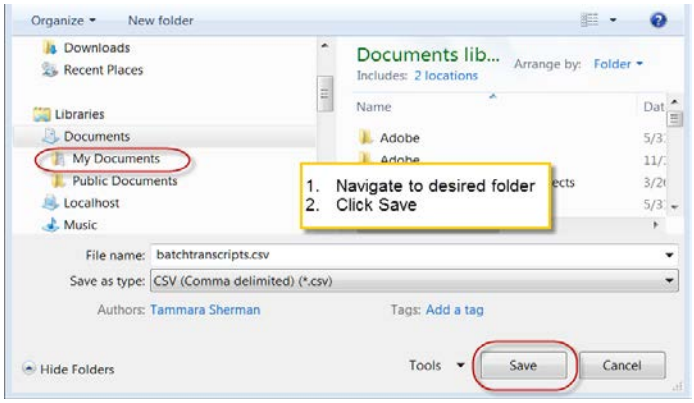
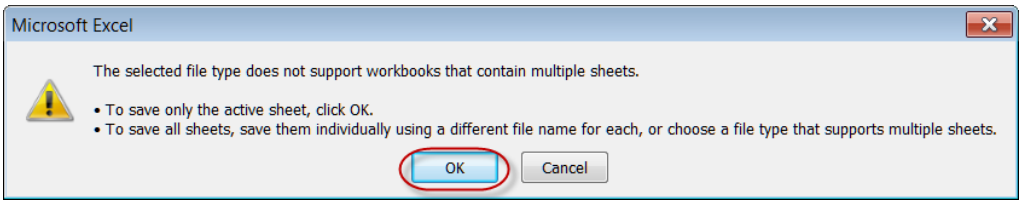
13.

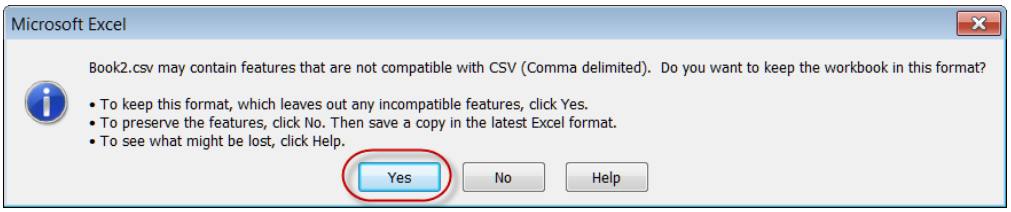
- Navigate to your destination folder, such as *My Documents* or *Desktop*
- Click **Save**.



14. Microsoft Excel will generate several messages that will require a response. Do not worry. This behavior is normal for Excel, when working with text files. When the "The selected file type does support workbooks…." warning message appears, click **OK**.

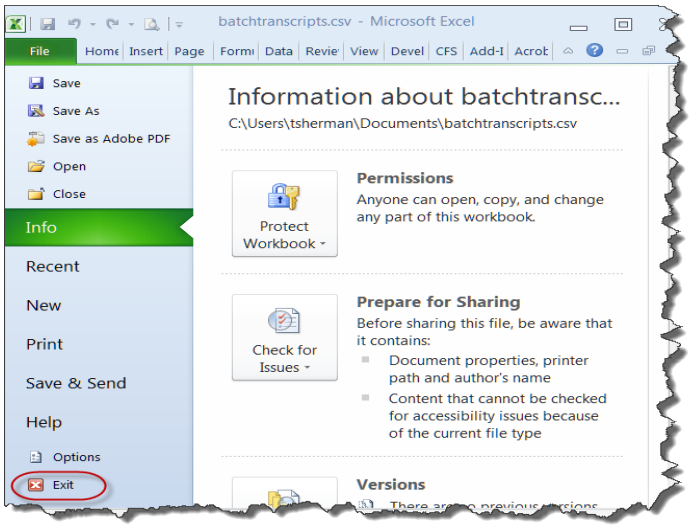


15. When the "xxxx.csv contain features that are not compatible…" warning message appears, click **Yes**.



16. In this step, you will close Microsoft Excel. When you do so. Microsoft Excel will require you to re-save the file. To close Microsoft Excel,

- Click **File**
- Click **Exit**



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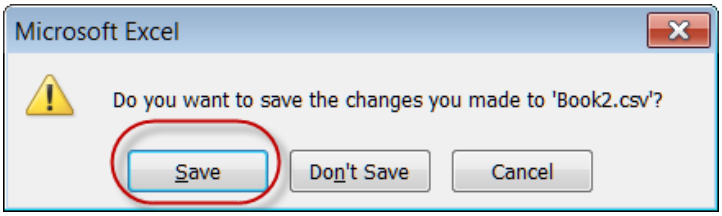
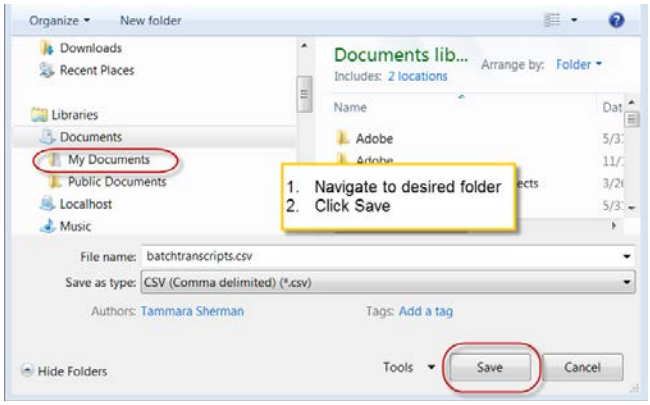
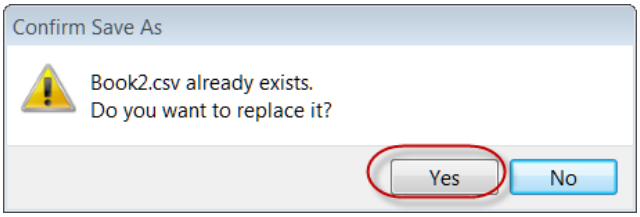
17. When the “Do you want to save the changes …” message appears, click **Save**.



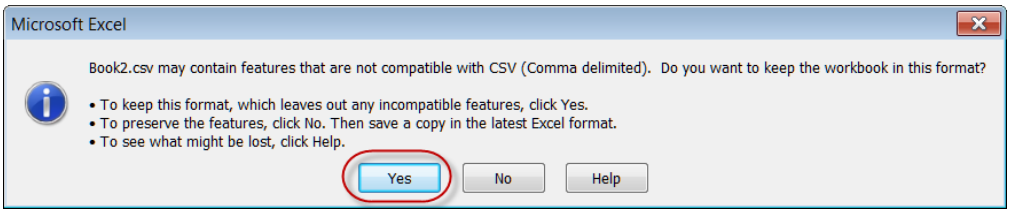
18. On the **Save As** screen, click **Save**.



19. On the **Confirm Save As** screen, click **Yes**.



20. When the “xxxx.csv contain features that are not compatible…” warning message appears, click **Yes**.



21. <u>Caution:</u>

<u>Do not</u> open your file to see if the changes were saved. Trust that they saved correctly. You will have an opportunity to view the file contents later in step 33.

Generating the PDF File

22. Now that the upload file is prepared. You can return to myCSUB and navigate to **Process Transcripts**:

Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts>

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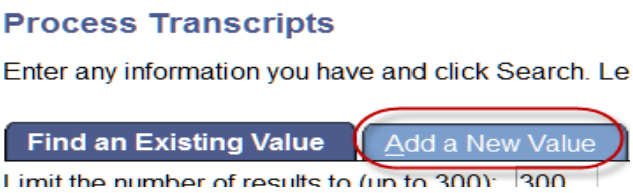
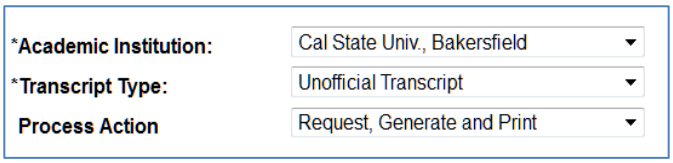
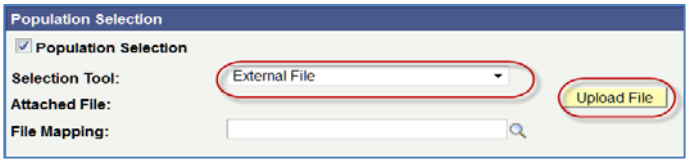
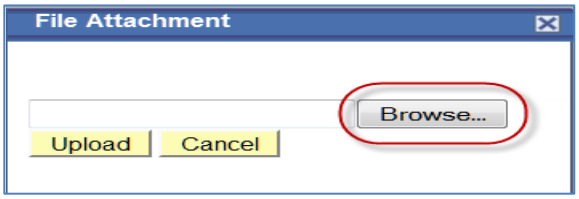
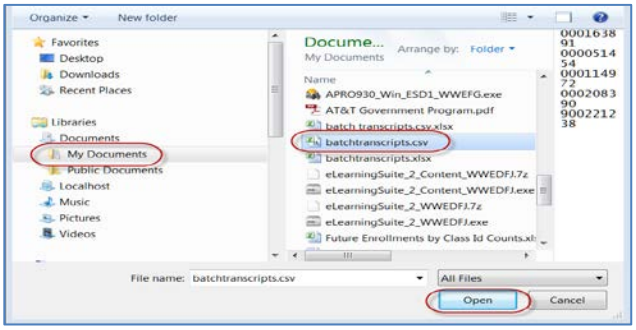
23.	On the Process Transcripts page, click **Add a New Value**	
24.	• In the **Run Control ID** box, enter a name for this process, such as *Xscripts*. • Click Add	
25.	On the Process Transcripts page, enter the following: • In **Academic Institution**, select *Cal State Univ., Bakersfield* • In **Transcript Type**, select *Unofficial Transcript* • In **Process Action**, select *Request, Generate and Print*	
26.	In the **Population Selection** section, check the **Population Selection** box.	
27.	In the **Selection Tool**, • Select *External File* • Click **Upload File**	
28.	On the File **Attachment** window, click the **Browse** button.	
29.	When the **File Upload** screen appears, • Browse to the appropriate folder • Click the file you saved in step 11 • Click **Open**	

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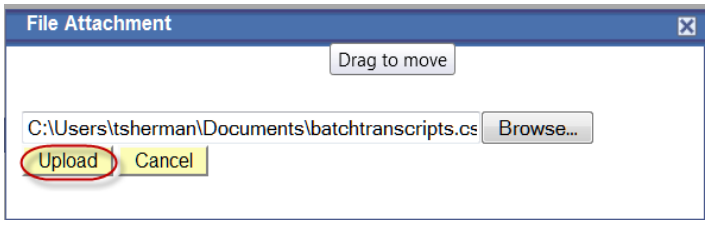
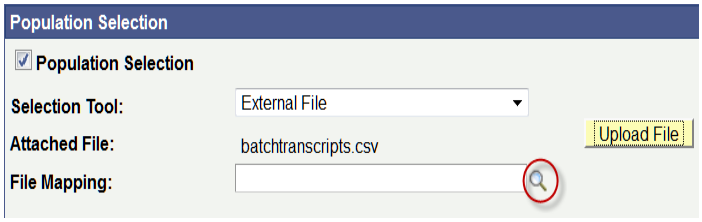
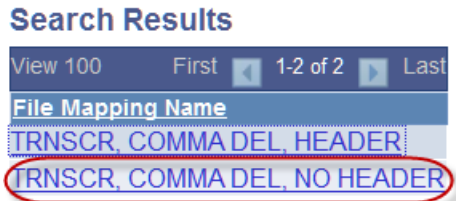
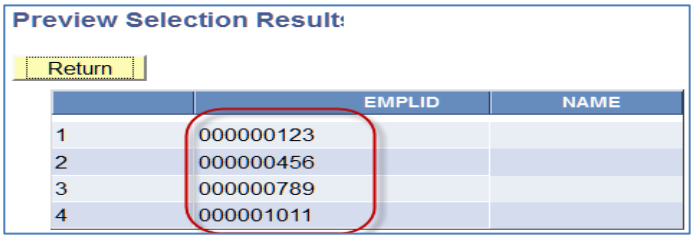
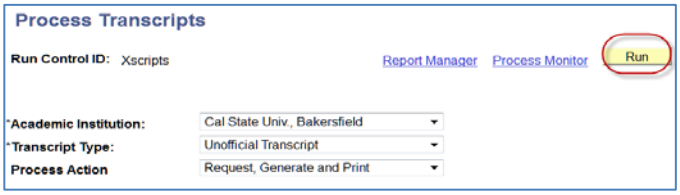
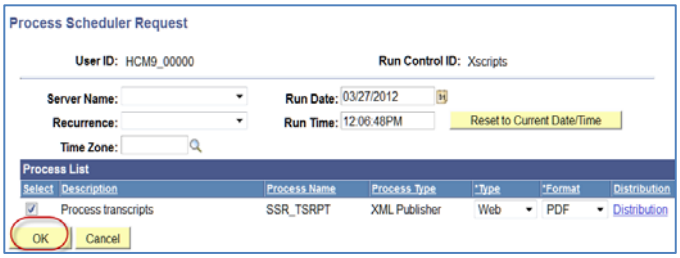
30.	On the File Attachment screen, click the **Upload** button.	
31.	In the **File Mapping** box, • Click the Search icon	
32.	In the **Search Results**, click the *TRNSCR, COMMA DEL, NO HEADER* link	
33.	To view the contents of the file and make sure that your changes saved correctly, click the **<u>Preview Selection Results</u>** link.	
34.	The **Preview Selection Results** page appears. The student ids should appear with the leading zeroes. If not, you will need to re-open Microsoft Excel and repeat the steps to format the student ids. Otherwise, click Return.	
35.	On the **Process Transcripts** page, click Run	
36.	On the **Process Scheduler Request** page, click OK	
37.	On the Process Transcripts page, click the **<u>Process Monitor</u>** link.	

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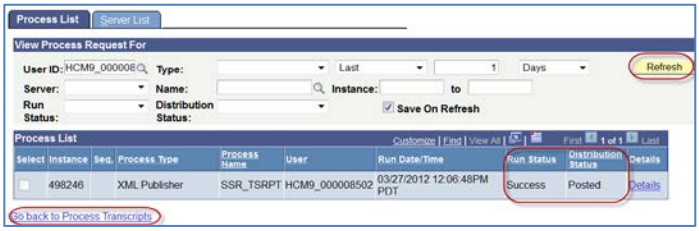
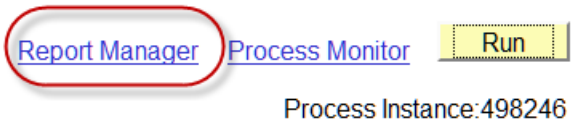
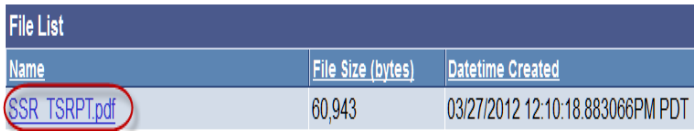
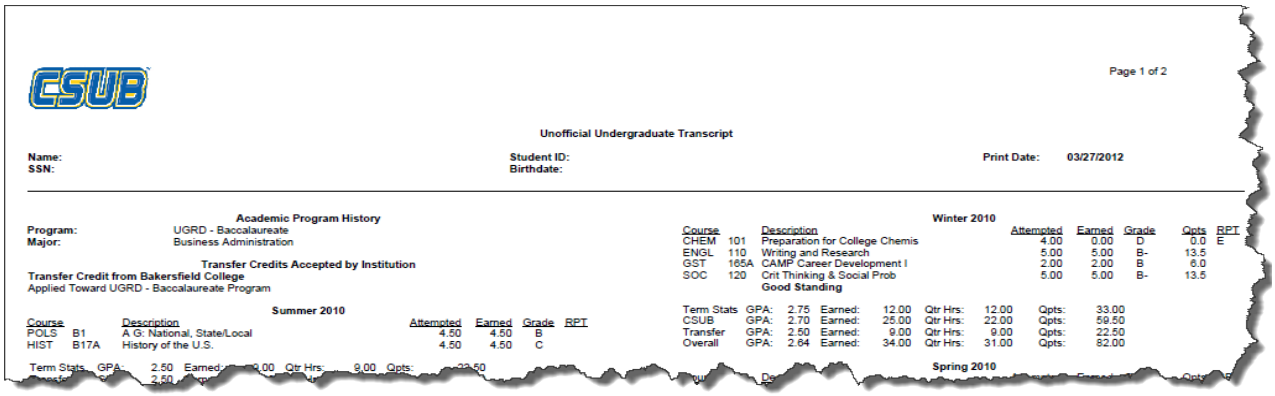
38.	On the **Process List**, • Click Refresh until the **Run Status** says *Success* and the **Distribution Status** says *Posted*. • Click the **Go back to Process Transcripts** link	
39.	On the **Process Transcripts** page, click **Report Manager**	
40.	On the **List** page, • Click the link in the **Report** column	
41.	The next page appears. In the **File List**, • Click the link in the Name column, i. e. *SSR_TSRPT.pdf*	
42.	The PDF report will open in a new window or tab, so be sure your pop-up blockers are disabled. The PDF file contains the transcripts for the selected students. You can either print the file or save it.	

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