

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 Unlead File			
Crea	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 X 		
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. 		
	File Hon Inse Pagi Forr Data Revi View Devi CFS Add Acrc 🗸 🖓 🗖 🗗 🔯		
	A1 • fx 111111		
	A B C D E F G 1 111111		
2 2222222 3 3333 Enter student ids in Col A			
	4 44444 5 555555 6 7		
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.		
	Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat Cells group Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat Cells group Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat Cells group Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat Cells group Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat Cells group Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat Cells group Image: Strict Page Layout Formulas Data Review View Developer CFS Add-ins Acrobat General Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formula Cells Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Strict Page Layout Formulas Cells Image: Clipboard Image: Formulas Cells Formulas Cells Image: Strict Page Layout Formulas Cells		



5.	Select Format Cells from the menu	Cell Size Row Height AutoFit Row Height Column Width AutoFit Column Width Default Width Visibility Hide & Unhide Prize Sheets Rename Sheet Move or Copy Sheet Iab Color Protection Protect Sheet Lock Cell Format Cells
6.	On the Format Cells screen, select Custom	Format Cells Number Alignment Font Border Fill Protection Category: General Sample 11111 11111 Currency Accounting Date 111111 General format cells have no specific number for Date Fraction Scientific Text Special Custom Image: Custom
7.	 After selecting Custom, the Type: box will contain some information, such as <i>General</i>. You will need to:, Delete the information in the Type: box. For example, delete the word, General. 	Format Cells Postantial Number Alignment Font Border Fill Protection Category: Sample Delete Itilitil Currency Sample Delete Currency Sample Delete Date General General Fraction General Category
8.	In the Type box, enter 00000000 and click OK	Format Cells Number Alignment Font Border Fill Protection Category: Sample 000111111 Currency Currency Currency Type: Type 9 zeroes and click OK Image: Constraint of the constra



9.	Column A should show the student ids with leading zeroes, such that each student id is 9 numbers long.	A B C D E 1 000111111 1 1 1 2 002222222 1 1 1 1 3 000003333 Leading 0's were added to make the student ids 1 1 1 4 000044444 00044444 1<
10.	 You will need to save the file as a .CSV. To begin, Click the File tab Click Save As 	Image: Save Image: Form Data Reviv View Deve CFS Add Acro Image: Form Data Reviv View Deve CFS Add Acro Image: Form Image: Form Data Reviv View Deve CFS Add Acro Image: Form Image: Form Data Reviv View Deve CFS Add Acro Image: Form I
11.	In the File name: box, give your file a meaningful name, such as <i>batchtranscripts</i> .	Organize • New folder Image: Save Thumbhall Organize • New folder Image: Save Thumbhall
12.	 In the Save as Type box, Click the down arrow and Click the option, CSV (Comma delimited) (*.csv) 	File name: batchtranscripts Save as type: Excel Workbook (*.xlsx) Authors: Tammara Sherman Tags: Add a tag Excel Macro-Enabled Workbook (*.xlsm) Excel Binary: Workbook (*.xlsp) Excel 97-2003 Workbook (*.xlsp) XML Data (*.xrml) Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html) Excel 97-2003 Template (*.xlt) Excel 97-2003 Template (*.xlt) Excel 97-2003 Template (*.xlt) Unicode Text (*.txt) XML Spreadsheet 2003 (*.xml) Microsoft Excel 50,055 Workbook (*.vls) CSV (Comma delimited) (*.csv) Tomatted Text (5pace delimited) (*.prn) Text (Macintosh) (*.ct) CSV (Macintosh) (*.ct) DIF (Data Interchang Format) (*.dif) SYLK (Symmetric for a tag) PDF (*.pdf) XPS Document (*.xps) OpenDocument Spreadsheet (*.ods)



13.	 Navigate to your destination folder, such as <i>My Documents</i> or <i>Desktop</i> Click Save. 	Organize • New folder Image: Second Places Documents Includes: 2 locations Arrange by: Folder + Includes: Includes: 2 locations Mare Dat Documents Solution My Documents Adobe My Documents 11/2 Localhost Solution File name: batchtranscripts.csv Save as type: CSV (Comma delimited) (*.csv) Authors: Tammara Sherman Tools Save Cancel J
14.	normal for Excel, when working with text files. We warning message appears, click OK .	that will require a response. Do not worry. This behavior is /hen the "The selected file type does support workbooks" n multiple sheets. ile name for each, or choose a file type that supports multiple sheets. Cancel
15.	Microsoft Excel	
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	Image: Source of the construction o



17.	When the "Do you want to save the changes" message appears, click Save .		
	Microsoft Excel		
	Do you want to save the changes you made to 'Book2.csv'?		
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. Microsoft Excel Book2.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. • To see what might be lost, click Help.		
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.		
Gene	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>		



23.	On the Process Transcripts page, click Add a New Value	Process Transcripts Enter any information you have and click Search. Le
		Find an Existing Value Add a New Value
24.	 In the Run Control ID box, enter a name for this process, such as <i>Xscripts</i>. Click Add 	Find an Existing Value Add a New Value Run Control ID: Xscripts 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 	*Academic Institution: Cal State Univ., Bakersfield *Transcript Type: Unofficial Transcript Process Action Request, Generate and Print
26.	In the Population Selection section, check the Population Selection box.	Population Selection
27.	In the Selection Tool, Select <i>External File</i> Click Upload File 	Population Selection Population Selection Selection Tool: Attached File: File Mapping:
28.	On the File Attachment window, click the Browse button.	File Attachment
29.	 When the File Upload screen appears, Browse to the appropriate folder Click the file you saved in step 11 Click Open 	Organize • New folder 0001038 Favorites 0001038 Dosktop My Documents Anange by: Folder • My Documents 0001038 Statch transcripts.css 0001149 Obounioads 9000212 Beakingstore 0002123 Bocuments 0002123 Bocuments 000212 Bocuments 000212 Batch transcripts.css 90002212 Wusic BetaringSuite_2.Content_WWEDFJ.7z File name: batchtranscripts.css File name: batchtranscripts.css File name: batchtranscripts.css



30.	On the File Attachment screen, click the Upload button.	File Attachment Drag to move
		C:\Users\tsherman\Documents\batchtranscripts.cs Browse
31.	In the File Mapping box,	Population Selection
		Population Selection
	Click the Search icon	Selection Tool: External File
		Attached File: batchtranscripts.csv Upload File
		File Mapping:
32.	In the Search Results , click the <i>TRNSCR,</i> <i>COMMA DEL, NO HEADER</i> link	Search Results View 100 First T 1-2 of 2 Last File Mapping Name
		TRNSCR, COMMA DEL, HEADER TRNSCR, COMMA DEL, NO HEADER
33.	To view the contents of the file and make sure that your changes saved correctly, click the Preview Selection Results link.	Very lation Selection Population Selection Selection Tool: External File Attached File: batchtranscripts cov File Mapping: TRNSCR, COMMA DEL, NO HEADER Q
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.	EMPLID NAME 1 000000123 2 000000456 3 000000789 4 000001011
35.	On the Process Transcripts page, click	Process Transcripts
	Run	Run Control ID: Xscripts Report Manager Process Monitor
		*Academic Institution: Cal State Univ., Bakersfield ▼ *Transcript Type: Unofficial Transcript ▼ Process Action Request, Generate and Print ▼
36.	On the Process Scheduler Request page,	Process Scheduler Request
	click or	User ID: HCM9_00000 Run Control ID: Xscripts
		Server Name: Run Date: 03/27/2012
		Recurrence: Run Time: 12:06:48PM Reset to Current Date/Time
		Process List Process Name Process Type Type Termat Distribution V Process transcripts SSR_TSRPT XML Publisher Web PDF Distribution OK Cancel Cance
37.	On the Process Transcripts page, click the	
	Process Monitor link.	Report Manager Process Monitor Run
		Process Instance:498246



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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 On the Process Transcripts page, click 	Process List Server: List Image: Comparison of the server: Image: Comparison of the serve
	Report Manager	Report Manager Process Monitor Run Process Instance:498246
40.	 On the List page, Click the link in the Report column 	List Explorer Administration Archives View Reports For
41.	 The next page appears. In the File List, Click the link in the Name column, i. e. <u>SSR_TSRPT.pdf</u> 	File List Datetime Created Name File Size (bytes) Datetime Created SSR TSRPT.pdf 60,943 03/27/2012 12:10:18.883066PM PDT
42.	2. 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.	
	Name: Student ID SSN: Birthdate:	
	Academic Program History Program: UGRD: Baccalaureate Major: Business Administration Transfer Credit from Bakersfield College Applied Toward UGRD: Baccalaureate Program Tomaster Credit from Bakersfield College Applied Toward UGRD: Baccalaureate Program Course Description Summer 2010 Course Description Summer 2010 FIGS: B1 A.G: National, State/Local 4.50 4.50 B HIST B17A History of the U.S. 4.50 4.50 C Term Stats GPA 2.50 Eamed 9.00 Opt: 2.50	Winter 2010 Course Description CHEM Description 101 Preparation for College Chemis (Chemis) Attempted 4.00 Earned 0.00 Opt 0.00 BPT 0.00 Discrete 0.00 Discrete 0.00 <thdiscrete 0.00 Discrete 0.00</thdiscrete