

## **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.	<ul> <li>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,</li> <li>Open Microsoft Excel X</li> </ul>		
2.	<ul> <li>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.</li> </ul>		
	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.	<ul> <li>After selecting Custom, the <b>Type:</b> box will contain some information, such as <i>General</i>. You will need to:,</li> <li>Delete the information in the <b>Type</b>: box. For example, delete the word, General.</li> </ul>	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 <b>Type</b> box, enter 00000000 and click <b>OK</b>	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       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1<
10.	<ul> <li>You will need to save the file as a .CSV. To begin,</li> <li>Click the File tab</li> <li>Click Save As</li> </ul>	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 <b>File name:</b> 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.	<ul> <li>In the Save as Type box,</li> <li>Click the down arrow and</li> <li>Click the option, CSV (Comma delimited) (*.csv)</li> </ul>	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.	<ul> <li>Navigate to your destination folder, such as <i>My Documents</i> or <i>Desktop</i></li> <li>Click <b>Save</b>.</li> </ul>	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 <b>OK</b> .	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 <b>Save</b> .		
	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 <b>Confirm Save As</b> screen, click <b>Yes</b> .		
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><b>Do not</b></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 <b>Add a</b> <b>New Value</b>	Process Transcripts Enter any information you have and click Search. Le
		Find an Existing Value Add a New Value
24.	<ul> <li>In the Run Control ID box, enter a name for this process, such as <i>Xscripts</i>.</li> <li>Click Add</li> </ul>	Find an Existing Value     Add a New Value       Run Control ID: Xscripts       Add
25.	<ul> <li>On the Process Transcripts page, enter the following:</li> <li>In Academic Institution, select Cal State Univ., Bakersfield</li> <li>In Transcript Type, select Unofficial Transcript</li> <li>In Process Action, select Request, Generate and Print</li> </ul>	*Academic Institution:       Cal State Univ., Bakersfield         *Transcript Type:       Unofficial Transcript         Process Action       Request, Generate and Print
26.	In the <b>Population Selection</b> section, check the <b>Population Selection</b> box.	Population Selection
27.	In the Selection Tool, <ul> <li>Select <i>External File</i></li> <li>Click Upload File</li> </ul>	Population Selection Population Selection Selection Tool: Attached File: File Mapping:
28.	On the File <b>Attachment</b> window, click the <b>Browse</b> button.	File Attachment
29.	<ul> <li>When the File Upload screen appears,</li> <li>Browse to the appropriate folder</li> <li>Click the file you saved in step 11</li> <li>Click Open</li> </ul>	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 <b>Upload</b> button.	File Attachment   Drag to move
		C:\Users\tsherman\Documents\batchtranscripts.cs Browse
31.	In the <b>File Mapping</b> box,	Population Selection
		Population Selection
	Click the Search icon	Selection Tool: External File
		Attached File: batchtranscripts.csv Upload File
		File Mapping:
32.	In the <b>Search Results</b> , 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 <b>Preview Selection Results</b> link.	Very lation Selection           Population Selection           Selection Tool:         External File           Attached File:         batchtranscripts cov           File Mapping:         TRNSCR, COMMA DEL, NO HEADER Q
34.	The <b>Preview Selection Results</b> 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.	<ul> <li>On the Process List,</li> <li>Click Refresh until the Run Status says Success and the Distribution Status says Posted.</li> <li>Click the Go back to Process Transcripts link</li> <li>On the Process Transcripts page, click</li> </ul>	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.	<ul> <li>On the List page,</li> <li>Click the link in the Report column</li> </ul>	List       Explorer       Administration       Archives         View Reports For
41.	<ul> <li>The next page appears. In the File List,</li> <li>Click the link in the Name column, i. e. <u>SSR_TSRPT.pdf</u></li> </ul>	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 