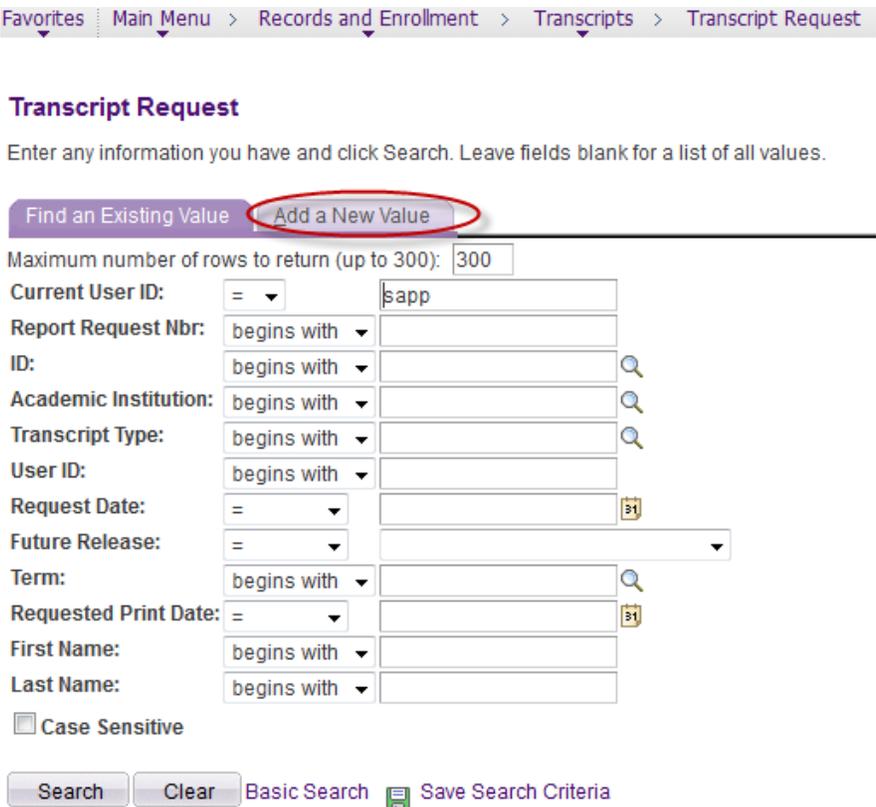
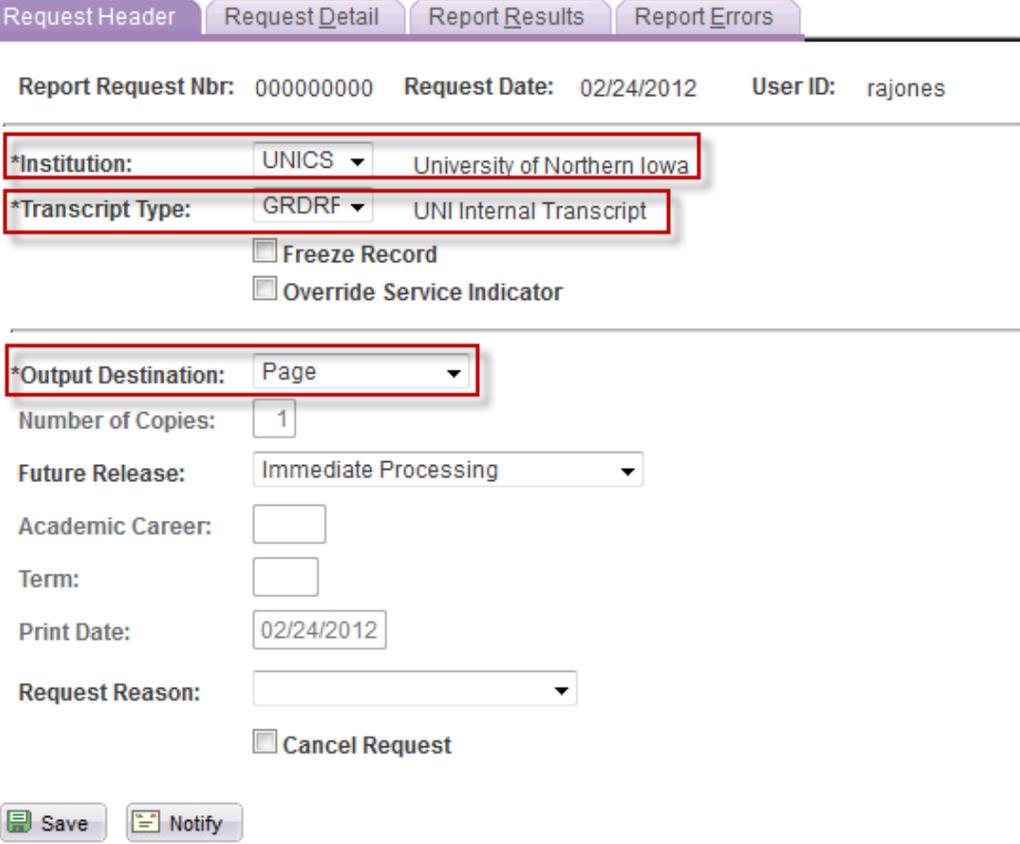


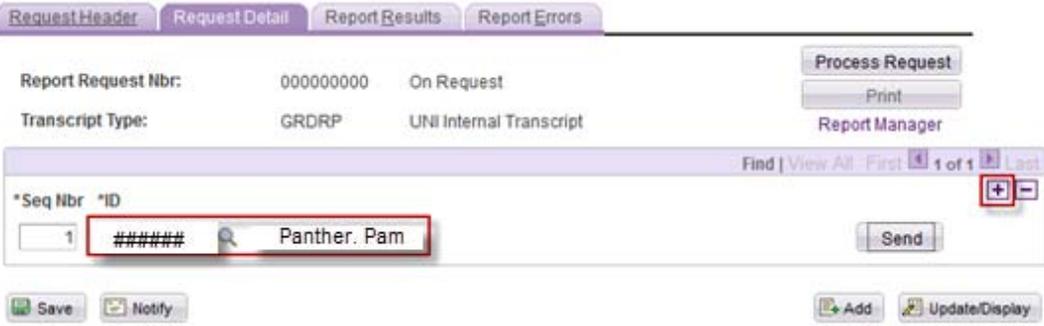
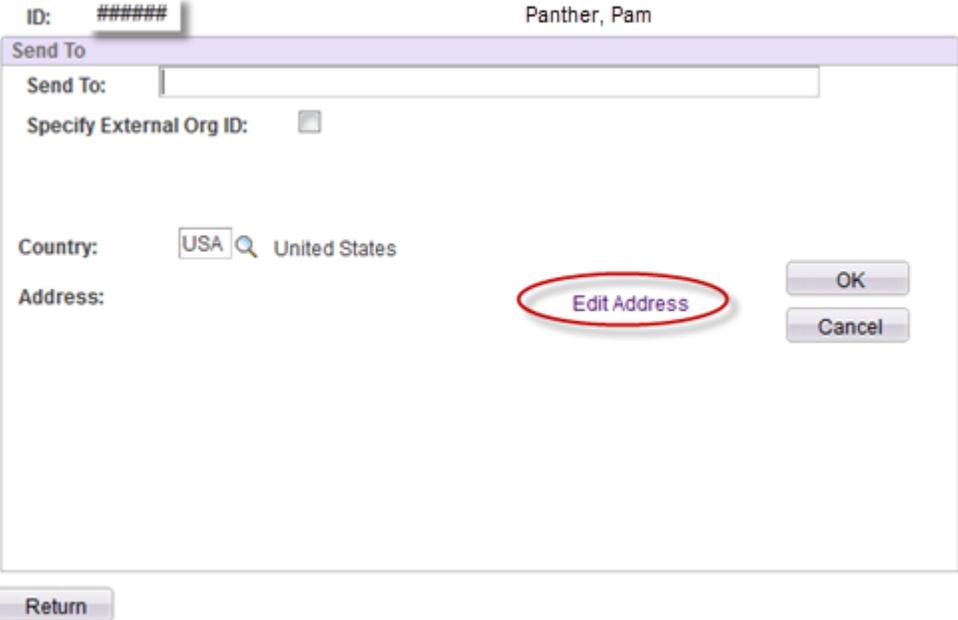
Requesting an Unofficial Cumulative Grade Report (Formerly known as Internal Transcripts)

Purpose: Use the **Transcript Request** page to create an unofficial cumulative grade report (Internal Transcript) request for an individual student or a small group of students.

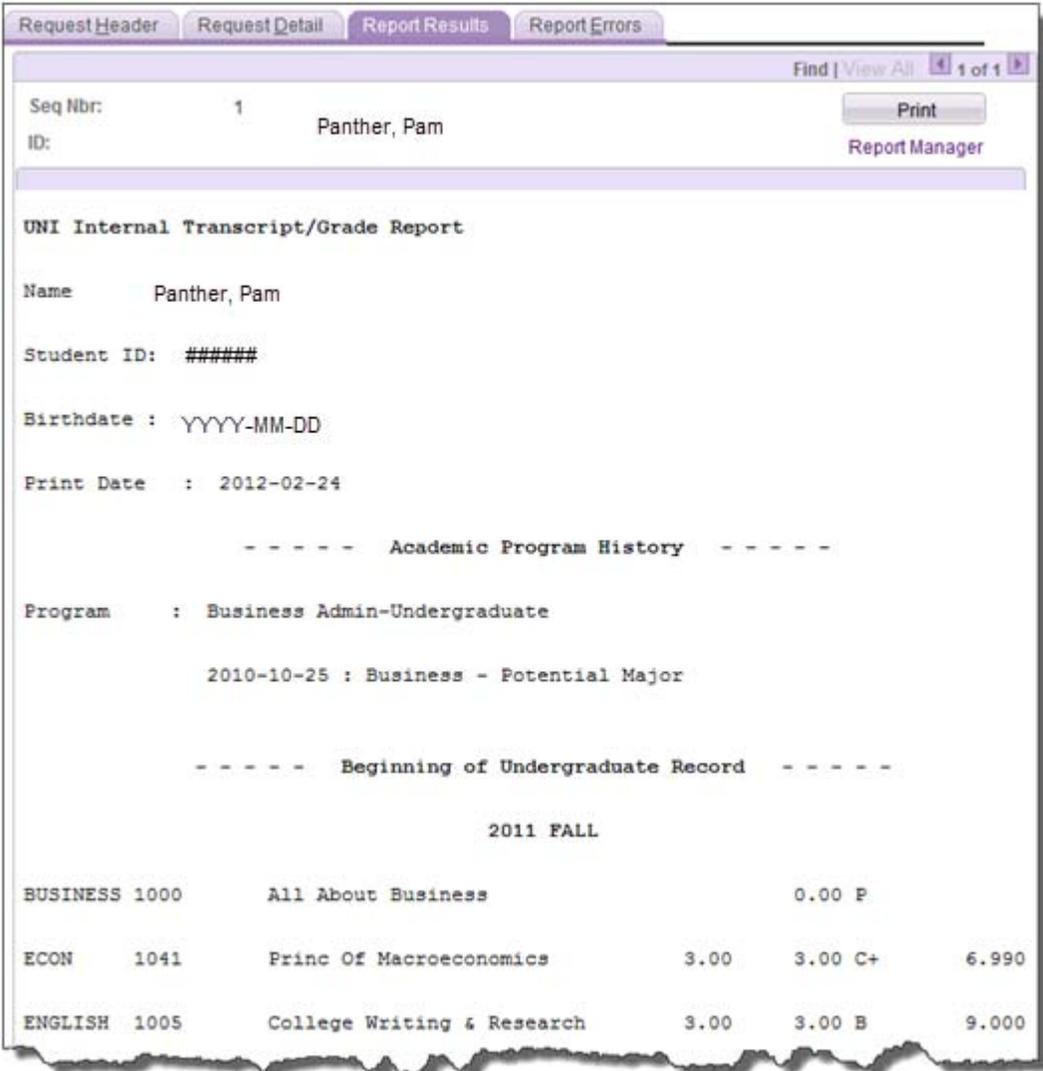
- Select the transcript type and enter other general parameters on the **Transcript Request Header** page.
- Enter IDs for student(s) requesting transcripts, as well as recipient information, on the **Transcript Request Detail** page.
- Submit your request by clicking the **Process Request** button on the **Request Detail** page.
- View results in .PDF format by clicking the **View Report** link that appears for each student. If no link appears, view any process errors on the **Report Errors** page.
- Print all results by clicking the **Print** button.

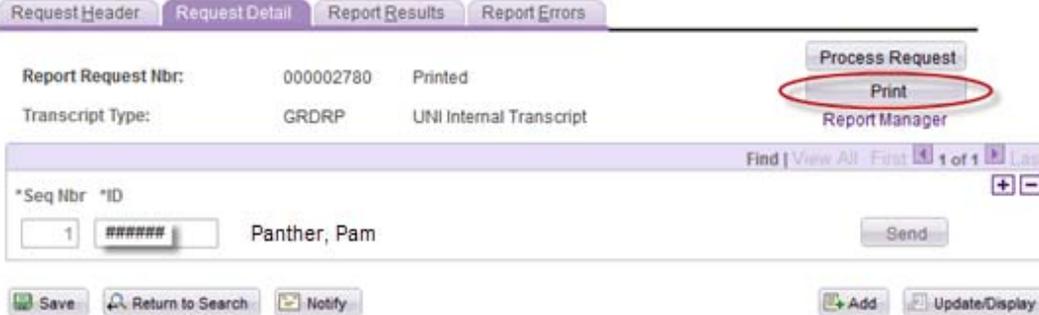
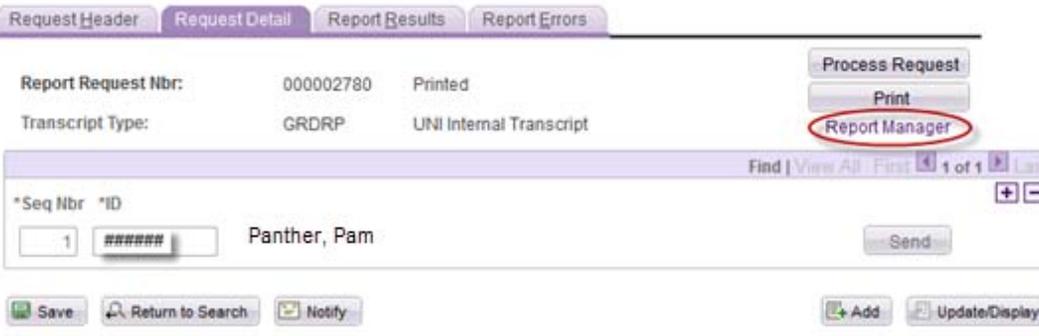
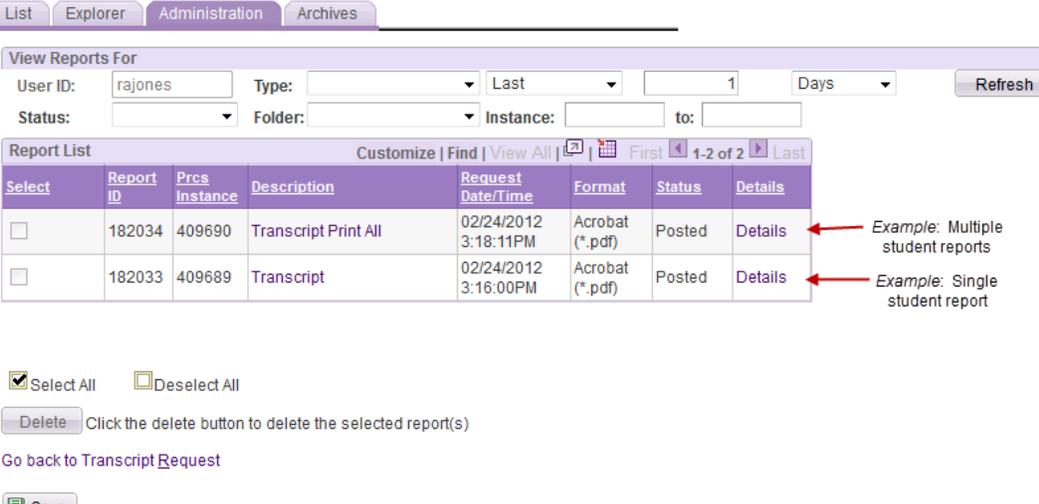
Step	Action
1.	Navigate to the Transcript Request Report page: Select Main Menu > Records and Enrollment > Transcripts > Transcript Request
2.	<p>Click the Add a New Value tab.</p> 

Step	Action
3.	<p>Use the Request Header tab to select the type of transcript you want to process.</p>  <p>Complete the following:</p> <ul style="list-style-type: none"> • Institution – Defaults to UNICS • Transcript Type – Select GRDRP – UNI Internal Transcript • Freeze Record & Override Service Indicator checkboxes – N/A • Output Destination – Select <i>Page</i> • Number of Copies – N/A, may be updated later • Future Release – Defaults to <i>Immediate Processing</i>, leave as is • Academic Career – N/A • Term – N/A • Print Date – Defaults to today’s date, leave as is • Request Reason – N/A • Cancel Request checkbox – N/A

Step	Action
4.	<p>Click the Request Detail tab. Enter the IDs that you wish to process (not to exceed 98). Press the TAB key after you enter an ID to display the student name.</p>  <p>Note: Use the Add Row button  to add more student IDs.</p>
5.	<p>If you wish to send the student's unofficial cumulative grade report, click the Send button to specify an address. If not sending, do not click the Send button.</p>  <p>Complete the <i>Send To</i> box:</p> <ul style="list-style-type: none"> • Send To – Enter name. If using an External Org, this field will populate. • Specify External Org ID checkbox – Can be used along with location to another University • Country – Defaults to USA, may be changed • Edit Address link – Use to enter a full address, if desired



Step	Action
6.	Click the OK button. Click the Return button once you have entered the address. This returns you to the <i>Request Detail</i> tab.
7.	<p>Click the Process Request button. </p> <p>Result: The student’s unofficial cumulative grade report displays on the <i>Report Results</i> tab.</p>  <p>The screenshot shows the 'Report Results' tab with the following details:</p> <ul style="list-style-type: none"> Seq Nbr: 1 ID: Panther, Pam UNI Internal Transcript/Grade Report Name: Panther, Pam Student ID: ##### Birthdate: YYYY-MM-DD Print Date: 2012-02-24 Academic Program History: Business Admin-Undergraduate 2010-10-25 : Business - Potential Major Beginning of Undergraduate Record 2011 FALL Courses: BUSINESS 1000 (All About Business), ECON 1041 (Princ Of Macroeconomics), ENGLISH 1005 (College Writing & Research)

Step	Action																								
8.	<p>To print all of the reports, return to the <i>Request Detail</i> tab. Select View All and then click the Print button.</p> <p><i>Note:</i> For a single report, click the Print button on the <i>Report Results</i> tab.</p> 																								
9.	<p>Click the Report Manager link.</p>  <p>Result: The Report Manager displays.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>182034</td> <td>409690</td> <td>Transcript Print All</td> <td>02/24/2012 3:18:11PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>182033</td> <td>409689</td> <td>Transcript</td> <td>02/24/2012 3:16:00PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Red arrows point to the 'Details' links in the second and third rows, with labels: 'Example: Multiple student reports' and 'Example: Single student report'.</p>	Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	182034	409690	Transcript Print All	02/24/2012 3:18:11PM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	182033	409689	Transcript	02/24/2012 3:16:00PM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details																		
<input type="checkbox"/>	182034	409690	Transcript Print All	02/24/2012 3:18:11PM	Acrobat (*.pdf)	Posted	Details																		
<input type="checkbox"/>	182033	409689	Transcript	02/24/2012 3:16:00PM	Acrobat (*.pdf)	Posted	Details																		



Step	Action
10.	Click the Refresh button until the status reflects “Posted”.
11.	Once the job has posted, click the Transcript or Transcript Print All link

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	182034	409690	Transcript Print All	02/24/2012 3:18:11PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	182033	409689	Transcript	02/24/2012 3:16:00PM	Acrobat (*.pdf)	Posted	Details

Result: The report(s) open in a PDF and can be printed.

UNI Internal Transcript/Grade Report Page 1 of 2

Name : Pam Panther
Student ID: #####
Birthdate : YYYY-MM-DD

Print Date : 2012-02-24

----- Academic Program History -----

Course	Description	Attempted	Earned Grade	Points	
1993 SPR					
Program : Natural Sciences-Undergraduate					
1992-08-15	Computer Science Major	500 61	Calculus II	4.00	4.00 B 12.000
		TERM GPA :	3.000	TERM TOTALS :	4.00 4.00 12.000
Program : Business Admin-Undergraduate					
1993-01-12	Business - Potential Major				
1985-01-07	Management: Financial Major				
1993 FALL					
Program : Natural Sciences-Undergraduate					
1993-08-18	Computer Science Major	500 20	Introduction To Theatre	2.00	3.00 A 12.000
1993-01-12	Computer Science Major	500 74	Discrete Mathematics	4.00	4.00 B- 10.480
1994-08-19	Computer Science Major	510 120	Data & File Structures	2.00	3.00 A- 11.010
Program : Business Admin-Undergraduate					
1995-08-18	Management: Financial Major	520 80	Exam Of Macro Economics	3.00	3.00 A 12.000
		960 18	Us History Since 1877	3.00	3.00 A 12.000
		TERM GPA :	3.610	TERM TOTALS :	16.00 16.00 57.690
----- Beginning of Undergraduate Record -----					
1992 FALL					
690 22	Humanities II	4.00	4.00 A-	14.680	
790 1	Elementary Spanish :	6.00	6.00 A	20.000	
800 60	Calculus I	4.00	4.00 A-	14.680	
810 70	Intro To Programming	2.00	2.00 A-	11.010	
		TERM GPA :	3.770	TERM TOTALS :	16.00 16.00 60.970
1994 SPR					
180 20	Quant Methods Business	1.00	2.00 A-	11.010	
420 308	Bowling	1.00	1.00 A-	9.470	
810 110	Cobol	1.00	2.00 A	12.000	
810 120	Assembly Lang Programming	1.00	3.00 A	12.000	
870 10	Assembly	1.00	2.00 A	12.000	
920 84	Exam Of Micro Economics	1.00	3.00 A	12.000	
		TERM GPA :	3.920	TERM TOTALS :	14.00 14.00 62.480
1993 SPR					
850 10	Library Orientation	1.00	1.00 A	4.000	