

# eTranscript Batch

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The eTranscript Batch Report allows users to generate eTranscripts to upload to third-party vendors. An [eTranscript Report](#) must first be created in the [Report Setup](#) tool.

Generating the eTranscript Batch Report is **Step 11** in the eTranscript Workflow.

*eTranscript Batch Report*

# eTranscript Batch Editor

The following provides information on the options available on the eTranscript Batch editor.

Option	Description	
<b>Report</b> <i>Required</i>	Determines which <a href="#">eTranscript report</a> generates. eTranscript reports are created in <a href="#">Report Preferences</a> . A report must be selected to generate the report.	
<b>Student Selection</b>	Students can be selected by choosing a <b>Grade</b> enrollment level, using an <b>Ad hoc filter</b> , or <b>searching for students</b> .	
	<b>Grades</b>	<p>Only grade levels available in the school calendar selected in the Campus toolbar are available for selection. Alternatively, you can leave the selection at All Students to generate eTranscripts for all students.</p> <p>Selecting All Students is <b>NOT recommended</b> for performance purposes unless you are using the Submit to Batch option to generate the report.</p> <p>Note that only the primary school of record can send eTranscripts.</p>
	<b>Ad hoc Filter</b>	Only those students included in the filter will be returned on the report. Filters are created in the <a href="#">Filter Designer</a> .
	<b>Enrollment Effective Date</b>	Filter the student set to only those actively enrolled students as of the entered date. This date only applies to the student selection when choosing a grade level.
	<b>Student Search</b>	Search for specific students using <b>Last Name, First Name, Grade Level</b> , or <b>Student Number</b> (school-assigned student number).  When searching for a last name and first name, at least one letter must be entered. The complete student number must also be entered to return the results.  The Enrollment Effective Date entry does not apply to the student search; active and inactive students can be found using the student search.
<b>Report Generation</b>	Use the <b>Generate Report</b> button to display the report results immediately. Use the <b>Submit to Batch</b> button to download a large number of eTranscripts. See the <a href="#">Batch Queue</a> article for more information.  If you are generating eTranscripts for more than ten students, consider using the Submit to Batch button.	

# Generate eTranscript Reports

## Using Grade or Ad hoc Filter Options

1. Select the appropriate eTranscript report from the **Report** dropdown list.
2. Determine how students should be selected by **Grade level** or **Ad hoc Filter**.
3. Enter an **Enrollment Effective Date**.
4. Click the **Generate Report** button or the **Submit to Batch** button.

### Using Search for Students Option

1. Select the appropriate eTranscript report from the **Report** dropdown list.
2. Choose the **Search for Students** radio button.
3. Enter the desired search criteria (last name, first name, grade level, or student number).
4. Click the **Search** button. Matching results are displayed in the left-hand box.
5. Select the students by highlighting their names and clicking the right-facing arrow. This moves the student's name to the right-hand box. Once the student's name is selected and moved to the right, it no longer displays in the Results List (left-hand box). Click the left-facing arrow to move the student's name back to the left-hand box. Only the student names in the Selected List (right-hand box) are included in the report.
6. Click the **Generate Report** button or the **Submit to Batch** button.

The eTranscript Report is displayed in XML format. See the [PESC XML Output for eTranscripts](#) for more information.

```

<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <arb:AcademicRecordBatch xmlns:arb="urn:org:pesc:message:AcademicRecordBatch:v1.0.0"
  xmlns:ns3="urn:org:pesc:core:CoreMain:v1.3.0" xmlns:ns2="urn:org:pesc:message:HighSch
- <ns2:HighSchoolTranscript>
  - <TransmissionData>
    <DocumentID>2016-08-29T11:00:14.192-04:00</DocumentID>
    <CreatedDateTime>2016-08-29T11:00:14.191-04:00</CreatedDateTime>
    <DocumentTypeCode>InstitutionRequest</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
  - <Source>
    - <Organization>
      <CEEBACT>999999</CEEBACT>
      - <LocalOrganizationID>
        <LocalOrganizationIDCode>888888</LocalOrganizationIDCode>
        <LocalOrganizationIDQualifier>TN</LocalOrganizationIDQualifier>
      </LocalOrganizationID>
      <OrganizationName>Test High School</OrganizationName>
    - <Contacts>
      - <Address>
        <AddressLine>123 Street Lane</AddressLine>
        <City>Town</City>
        <StateProvinceCode>TN</StateProvinceCode>
        <PostalCode>12345</PostalCode>
      </Address>
      - <Phone>
        <AreaCityCode>865</AreaCityCode>
        <PhoneNumber>5949999</PhoneNumber>
      </Phone>
      - <FaxPhone>
        <PhoneNumber>8655949999</PhoneNumber>
      </FaxPhone>
    </Contacts>
    </Organization>
  </Source>
- <Destination>

```

Sample eTranscript XML

When using the **Submit to Batch** option, the Batch Queue list of reports displays which reports

have been submitted. The following four statuses display:

- **Queued** - Waiting to process
- **Processing** - Currently being processed
- **Completed** - Finished processing, and the user can get the report and/or release the XML file
- **Sending** - Processed and is being sent to the vendor
- **Released** - The user has electronically submitted the batch to their vendor of choice; the date and time of release displays
- **Error** - The submitted batch could not complete the sending process due to an issue in the file (missing required fields, etc.).

Completed and released reports display a **Get the report** link in the **Download** column. This displays the generated report in XML format.

The screenshot shows a 'Batch Queue' interface with a table of tasks and a preview of an XML report. The table has columns for 'Queued Time', 'Report Title', 'Status', 'Download', and 'Electronic Release'. Two tasks are listed: Emerson High School (Completed) and Franklin High School (Released). The 'Download' column for the Completed task has a 'Get the report' link. The XML report preview shows the following structure:

```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <arb:AcademicRecordBatch xmlns:arb="urn:org:psc:message:AcademicRecordBatch:v1.0.0"
  xmlns:ns3="urn:org:psc:core:CoreMain:v1.3.0" xmlns:ns2="urn:org:psc:message:HighSc
- <ns2:HighSchoolTranscript>
  - <TransmissionData>
    <DocumentID>2016-08-29T11:00:14.192-04:00</DocumentID>
    <CreatedDateTime>2016-08-29T11:00:14.191-04:00</CreatedDateTime>
    <DocumentTypeCode>InstitutionRequest</DocumentTypeCode>
    <TransmissionType>Original</TransmissionType>
  - <Source>
    - <Organization>
      <CEEBACT>999999</CEEBACT>
      - <LocalOrganizationID>
        <LocalOrganizationIDCode>888888</LocalOrganizationIDCode>
        <LocalOrganizationIDQualifier>TN</LocalOrganizationIDQualifier>
      </LocalOrganizationID>
      <OrganizationName>Test High School</OrganizationName>
    - <Contacts>
      - <Address>
        <AddressLine>123 Street Lane</AddressLine>
        <City>Town</City>
        <StateProvinceCode>TN</StateProvinceCode>
        <PostalCode>12345</PostalCode>
```

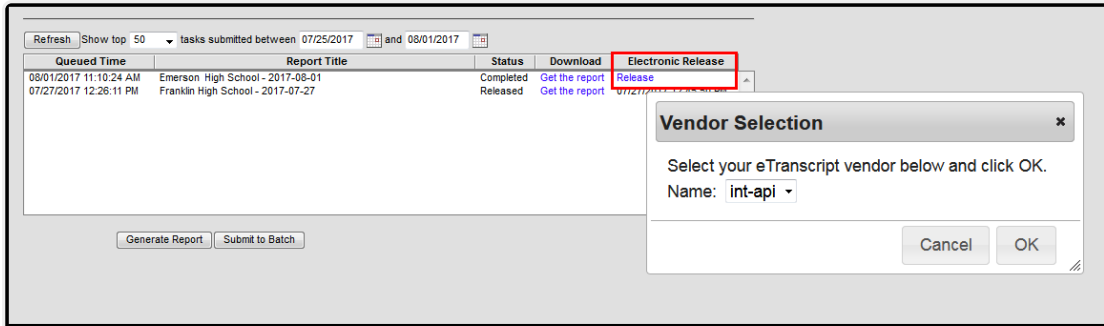
Batch Queue - Download saved reports

## Release XML eTranscript to Vendor

To use this option, a vendor must be set up using the Electronic Release Setup tool.

*This process requires at least **R(ead) rights** to the **Electronic Release** sub right of the eTranscript Batch report and **R(ead) rights** to the Electronic Release Setup. For more information, see the recommended eTranscript Tool Rights.*

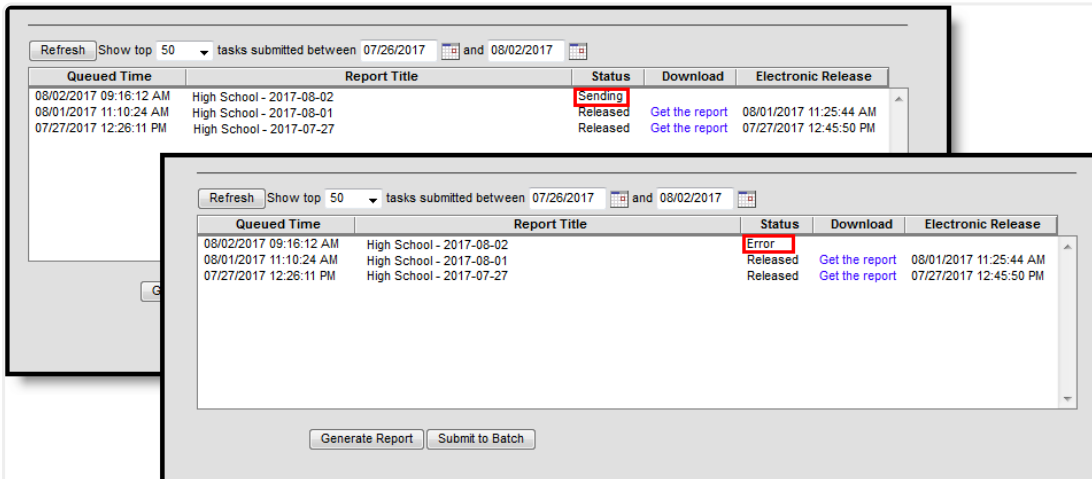
Once a report has been completed, it can be released. Click the Release option in the Batch Queue editor. Select the correct eTranscript vendor from the Name dropdown list and click OK. The eTranscript vendor is created, and the vendor's API access is configured in the [Electronic Release Setup](#) tool.



Vendor Selection to Release eTranscripts

A popup message indicating electronic release has initiated displays. Click **OK**. When a date and time are displayed in the Electronic Release column, the eTranscripts that were generated have been released.

The Status column changes to **Sending**, and when it has been sent, it changes to Released. If there is an issue with sending the batch file, the status of Error displays. An error occurs when values are missing in the XML output for a required field or when a connection has failed. When an error occurs, the XML batch file is not released, and data is not submitted to the vendor.



Batch Queue Status Display of Sending, Error