

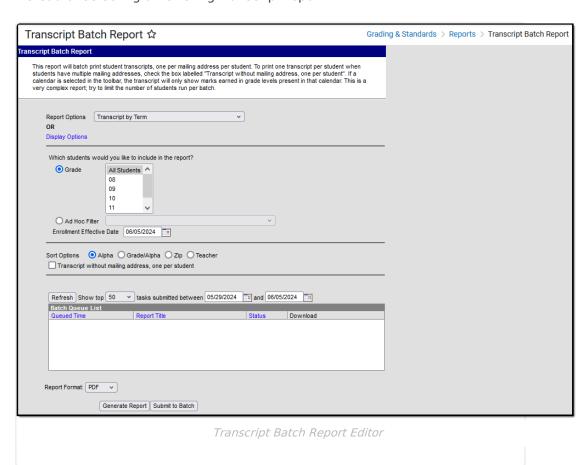
Transcript Batch Report

Last Modified on 10/21/2024 8:19 am CD7

Transcript Batch Editor | Generate Saved Transcript Reports | Generate Transcript Reports by Selecting Display Options

Tool Search: Transcript Batch Report

The Transcript Batch Report allows users to simultaneously generate transcript records for multiple students. This report allows users to select a saved transcript report with pre-selected transcript options set in the Report Preferences tool or design a transcript using Display Options instead of selecting an existing transcript report.



Transcript Batch Editor

Options	Description
Report Options or Display Options	Indicates which Transcript Report, created in the Report Setup area, generates.
	If there is no existing Transcript Report to generate, use the Display Options. These are the same options that are selected in the Report Setup area.



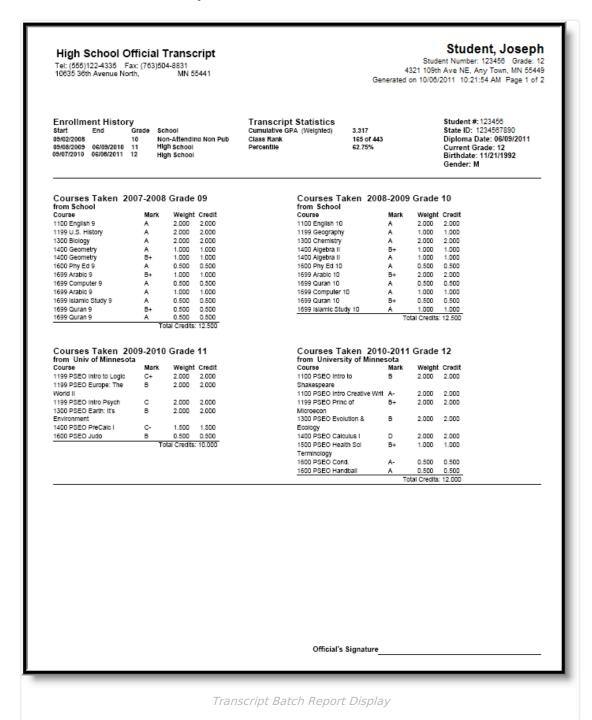
Options	Description
Which students would you like to include in the report?	 Students can be selected by either the Grade Level or an Ad hoc filter. Grade(s) - Select at least one grade level. Only those grade levels included in the selected calendar are available for selection. Ad hoc Filter—Select a previously created filter from the Filter Designer. This returns course requests satisfied for only those students included in the filter. The name of the filter is included in the report's header. Only filters using the Student Data Type are available for selection.
Sort Options	 Transcripts can be printed (sorted) in the following ways: Alphabetical - Alphabetically by last name. Grade/Alpha - Numerically by grade level and then alphabetically by last name within the grade level. Zip Code - Ascending zip code order (best for bulk mailings). Teacher - Alphabetically by the teacher's last name, based on the student's teacher assignment for the selected period. Students without a mailing address are not included in the sort unless the Transcripts without mailing address, one per student checkbox is marked. A transcript is printed for each of the student's households with a guardian where the Mailing checkbox is marked. Only one transcript prints if all of the student's guardians are in the same household. If guardians are in more than one household, the number of households in which the guardians reside determines how many transcripts are printed.
Report Format	The Transcript Batch can be generated in either PDF or DOCX format.
Report Generation	 Two buttons are available for report generation: Generate Report - displays the report instantly. Submit to Batch - sends the report to the Batch Queue for generation at a specified time. This is recommended when generating the report for many students.

Generate Saved Transcript Reports

- 1. Select the desired transcript from the **Report Options** dropdown.
- 2. Select the **Grade Level** of the students to include in the report, or select students using an **Ad Hoc Filter**.
- 3. Enter an **Enrollment Effective** Date, if desired.
- 4. Select the **Sort Options.**



- 5. Select the desired **Report Format** PDF or DOCX.
- 6. Click the Generate Report button.



Generate Transcript Reports by Selecting Display Options

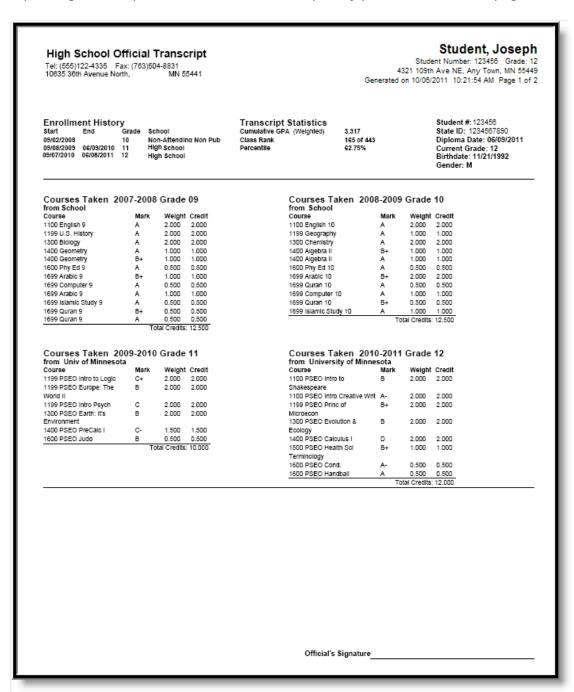
- 1. Select the **Display Options** link.
- 2. Select the desired options to include on the transcript.
- 3. Select the Grade Level of the students to include in the report, or select students using an



Ad hoc Filter.

- 4. Enter an **Enrollment Effective** Date, if desired.
- 5. Select the desired **Sort Option**.
- Select the desired Report Format PDF or DOCX.
- 7. Click the **Generate Report** button.

Depending on the options selected, the transcript may print more than one page.



Transcript Batch - Report Display Options

