

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

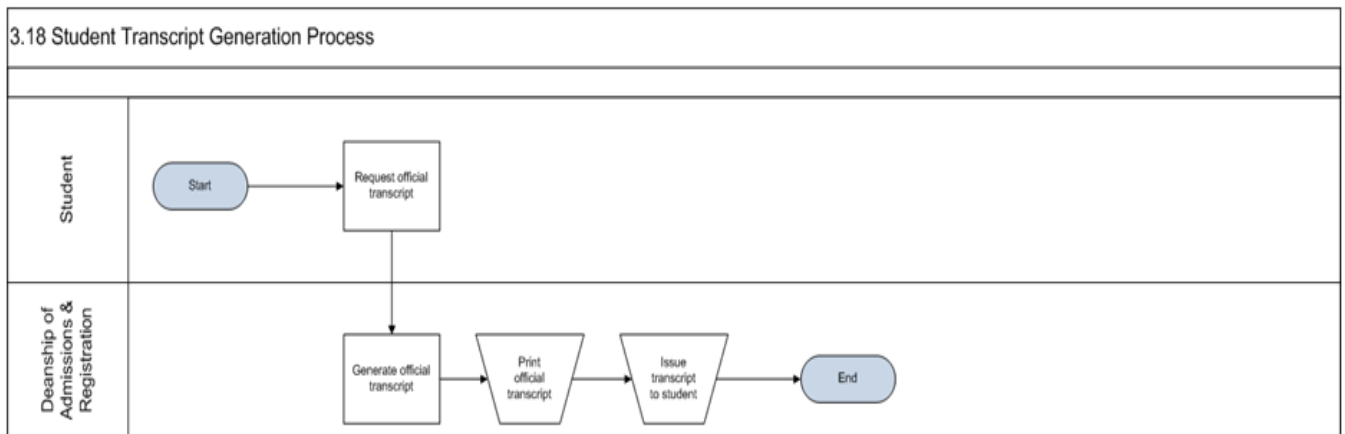
Introduction

A module to manage Student Transcript Generation Process and this training will help you to fully understand all the steps how to manage Student Transcript Generation Process in KSAU-SIS.

Understanding the Student Transcript Generation Process

Student Transcript Generation Process deals with managing and maintaining transcripts of a student. In Student Transcript Generation Process, there are many phases like request official transcript and generate official transcript. All these components help to maintain Student Transcript Generation Process for a student.

Business Process Map



Request Official Transcript

Go to page: Self Service > Student Center > My Academic > Request official transcript

Hala Matr Al-Shammari go to ...

Request Official Transcript

Select Institution

Information For Students

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option

Quantity

Enter Recipient Address Information

Send To My Address

Send To

Country: Saudi Arabia

Address: [Edit Address](#)

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

Select Institution Select your academic institution i.e., KSA Univ. of Health Sciences

Select Option Select a value of your choice. The preferred value is "Immediate Processing"


Quantity Enter the number of transcripts that you need.

Send to My Address If you want the institution to send the transcript to one of your pre-configured addresses, check Send to My Address and select the Address Type. You have the option to edit this address.

Send To If you want the institution to send the transcript to another address, not defined in the system, enter the address in the field Send To.

Edit Address

Edit Address

Country:	Saudi Arabia	Change Country
Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
Address 3:	<input type="text"/>	
Address 4:	<input type="text"/>	
City:	<input type="text"/>	State: <input type="text"/> 
		Postal: <input type="text"/>
County:	<input type="text"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

Change Country Select your country if you want to edit the provided one.

Address(es) Enter the Address details to which you want to send transcript

City,State,Postal,County Enter these things to ensure your transcript will be sent to the correct location.

➤ How to "Request Official Transcript"?

Pre-Requisites:

- Transcript must be defined in the system

Execution Steps:

Business Role: Student (User: KS_STUDENT, Password = "123")

1. Student logs in to the system using his/her credentials
2. Go to page: Self Service -> Student Center ->My Academic
3. Click on the link Request official transcript
4. Select the following data:

Select Institution: Select your academic institution i.e., KSA Univ. of Health Sciences

Select Option: Select a value of your choice. The preferred value is "Immediate Processing"

Quantity: Enter the number of transcripts that you need

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

If you want the institution to send the transcript to one of your pre-configured addresses, check **Send to My Address** and select the **Address Type**. You have the option to edit this address.

If you want the institution to send the transcript to another address, not defined in the system, enter the address in the field **Send To**

5. Click "Submit" and print the page for reference.

B. Generate Official Transcript

Go to page: Records & Enrolment > Transcripts > Request Transcript Report

Transcript Request Header Transcript Request Detail Report Messages

Report Request Nbr: 000001075 Request Date: 01/27/1435 User ID: KS_DAR

Request Attributes

*Institution: KSAU KSA Univ. of Health Sciences

*Transcript Type: ALLOF Official Transcripts - All

Freeze Record

Override Service Indicator

Number of Copies: 1

Future Release: Immediate Processing

Academic Career: UGRD Undergraduate

Term:

Print Date: 01/27/1435

Request Reason: Web Transcript Request

Cancel Request

Save Return to Search Notify Add Update/Display

Institution

The system populates this field by default. You can change this value before you enter a transcript type.

Transcript Type

Select a transcript type with the correct detail organization that you want to appear on the transcripts. The system populates this field by user default, but you can change this value. Transcript type values are defined on the Define Transcript Page - Basic Data page, and the Transcript Type default is defined on the User Defaults 4 page.

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

Freeze Record

Select to protect the request from being purged during the transcript purge process. Because requests build up quickly in your system, the application provides a purge process to delete them. If you select this check box, the purge process does not delete the request.

Override Service Indicator

Select this check box to have the system process transcripts for all students, regardless of whether their service indicators match those specified for this transcript type on the Basic Data page.

Future Release

Select a value to indicate that you want the system to print the transcript at a later date. Values for this field are delivered with your system as translate values. Do not modify these values in any way. Any modifications to these values require a substantial programming effort. Values are:

- Degree Confer Date: The Career and Term fields become available for entry.
- Grades Post: The Career and Term fields become available for entry.
- Specific Date: The Print Date field is populated by default to the current date and is available for entry.
- Hold: The Print Date field is populated by default to the current date and is available for entry. This option indicates that you are going to process the request at a later and as yet undetermined time. The system saves this request until you change the future release value and enter a specific print date.
- Immediate Processing: The Print Date field is populated by default to the system date. This value is used as the online default, as well as by self service.
- Transfer Credit Post: The Print Date field is populated by default to the current date and becomes available for entry. You can issue a transcript after the system has articulated transfer credit to the student's academic record. This process is not automatic.

Academic Career and Term

If available for entry, select the appropriate academic career and term values. Later, you can issue a transcript on the fully graded date (future release value of Grades Post) or after you award degrees for the students (future release value of Degree Confer Date). The system populates the Print Date field with either the fully graded date from the Academic Term Calendar 3 page or the degree confer date from the Academic Term Calendar 3 page. Term values are defined on the Term Table page. To create transcripts for future release, enter the request parameters and save the request without processing it. To later process and print the future release request, enter a single or range of report request numbers or requested print dates on the Transcript Generation page (if running COBOL transcripts) or Process Transcripts (if running application engine transcripts). The system processes requests for all transcripts due to print within the range you specify. After you process a transcript request, the system marks the report request ID as complete and excludes it from further processing.

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

Transcript Request Header
Transcript Request Detail
Report Messages

Report Request Nbr: 000001075 Printed

Transcript Type: ALLOF Official Transcripts - All

Process Request

Print

[Report Manager](#)

*Seq Nbr	*ID	Name	Number of Copies			
1	1000006210	Aisha Mohammed Al Shamrany	1	Send To	View Report	+ -

Save
 Return to Search
 Notify

Add
 Update/Display

[Transcript Request Header](#)
[Transcript Request Detail](#)
[Report Messages](#)

Seq Nbr (sequence number)

The system determines the sequence number, and the number is the order in which the transcripts are processed.

ID

Enter IDs of students for whom you want to process transcripts. The system populates the name by default after you enter the ID and tab out of the field.

Number of Copies

Although you can indicate the overall number of copies on the Transfer Request Header page, you can override the number on a student-by-student basis by changing the value in this field.

Send To

Before you process the transcript request, click to enter recipient information for each ID.

Process Request

Click when you are ready to submit the request for processing. An Application Engine process commences. When the process is complete, the system displays the View Report link next to the student's ID. If no View Report link appears, access the Report Errors page to investigate what went wrong during the process.

View Report

Click this link to view the transcript as a PDF file. Each student ID has a link to view its report.

Print

After you successfully complete the transcript request process, the Print button becomes available. Click the button to submit all of the transcripts on this request to the printer. Using the Request Detail Page (COBOL Based Transcripts Only) Here is some information about the Request Detail page (Records and Enrollment, Transcripts, Transcript Request, Request Detail):

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

Process Request

Click when you are ready to submit the request for processing. A COBOL/SQL process commences and, when complete, the system displays the results on the Report Results page and automatically opens that page.

Print

After you have successfully completed the transcript request process, the Print button on the Request Detail page becomes available. Click the button to submit the Crystal to the Report manager. Use the Report Manager link to view and print the Crystal output, which the system sorts by Student Name within Transcript Request ID. Click the Print button on the Crystal window and choose whether you want to print all pages or a range of pages. When you have large groups of transcripts to print, clicking the Print All button significantly reduces the time it takes you to print them. You can also print transcripts by individual student ID by clicking the Print button on the Report Results page.

The screenshot displays the 'Transcript Request Detail' page. At the top, there are three tabs: 'Transcript Request Header', 'Transcript Request Detail' (which is active), and 'Report Messages'. Below the tabs, the following information is shown:

- Report Request Nbr: 000001075 Printed
- Transcript Type: ALLOF Official Transcript - All

Below this information is a table with a header row containing 'Seq Nbr:', '1', 'ID:', '1000006210', and 'Aisha Mohammed Al Shamrany'. The table has two columns: 'Sequence' and 'Message Text'. The table is currently empty of data rows.

At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. Below the buttons, there are navigation links: 'Transcript Request Header | Transcript Request Detail | Report Messages'.

Sequence

After you run the process, the system displays the sequence number in the Sequence column.

Message Text

The message text explains the message or error, if any. Using the Report Results Page (COBOL) Here is some information about the Report Results page (Records and Enrollment, Transcripts, Transcript Request, Report Results):

Print

Click to submit the Crystal to the Report manager. Use the Report Manager link to view and print the Crystal output. Click the Print button on the Crystal window and choose whether you want to print all pages or a range of pages. When you have large groups of transcripts to print, clicking the Print All button significantly reduces the time it takes you to print them. You can also print transcripts by individual student ID by clicking the Print button on the Report Results page.

To print transcripts for multiple students whose transcripts you have processed within this report request number, click the Print button on the Request Detail page then click Print All from the Crystal window. If necessary, you can save the transcript request and both process and print the request at a later time.

Train the Trainer Modules: Term Processing

7.2.4 Student Transcript Generation Process

➤ How to "Generate Official Transcript"?

Pre-Requisites:

- Transcript must be defined in the system

Execution Steps:

Business Role: DAR (User: KS_DAR, Password = "123")

1. Login to the system using your credentials
2. Go to page: Records & Enrolment > Transcripts > Request Transcript Report
3. Although no search parameter is required on this page, you can choose to provide one or more search parameters. Click "Search" and select a row from the search results.
4. Click on tab "Transcript Request Detail".
5. Click "Process Request" button. This will generate the official transcript.
6. Click "View Report" link to view the official transcript
7. Click "Print" button to print the transcript.