

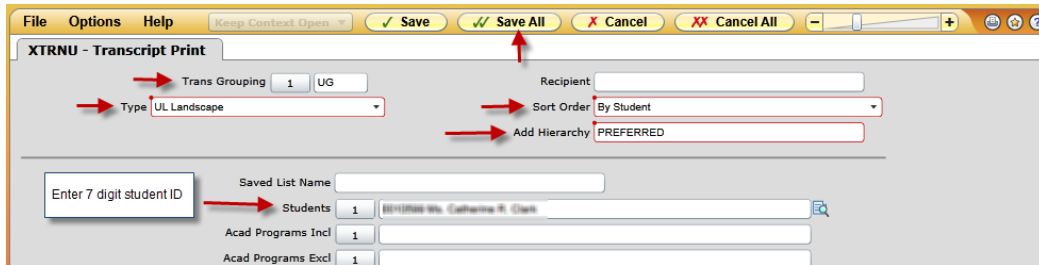
XTRNU – Unofficial Transcript Print

Introduction

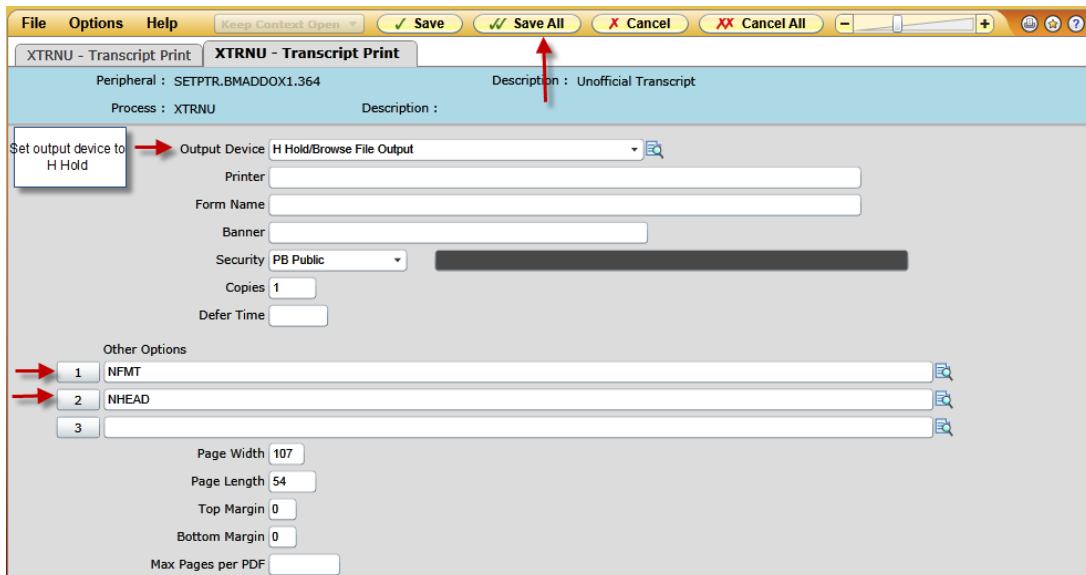
Provides access to a students' unofficial transcript. Unofficial transcripts include accepted transfer coursework.

Instructions

1. Access mnemonic XTRNU
2. The following settings should be as follows:
 - a. Trans Grouping should include all levels. (UG, PB, GU, GM, GD)
 - b. Type should be set to UL Landscape
 - c. Sort Order should be set to By Student
 - d. Add Hierarchy set to PREFERRED
3. Enter Student ID in "Students" field
4. Save All

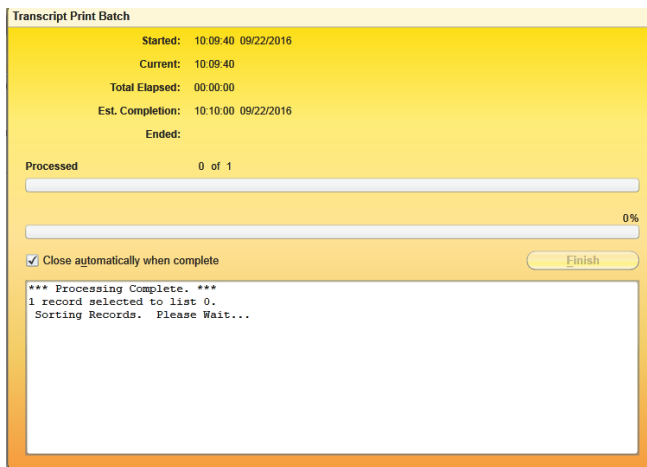
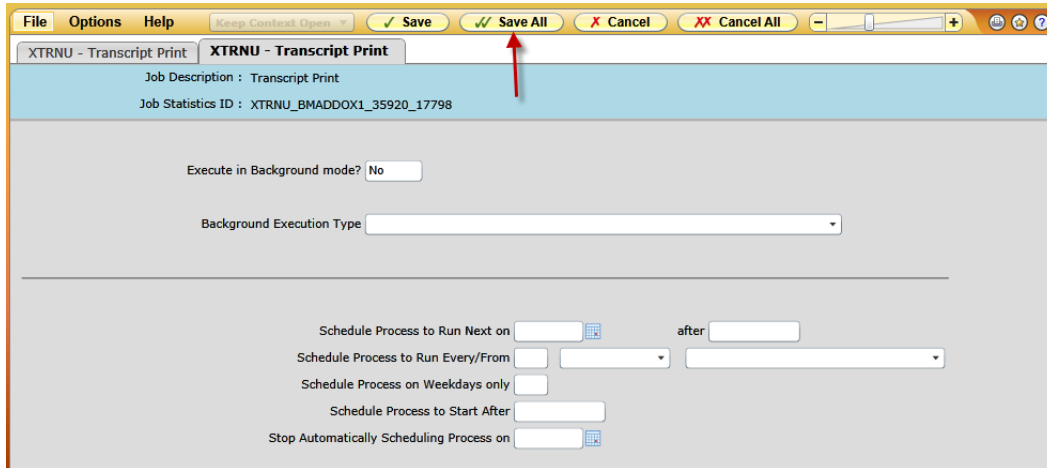


5. Next Screen – set Output Device to “H Hold/Brows File Output” leaving all other pre-set settings as they appear.
6. Save All



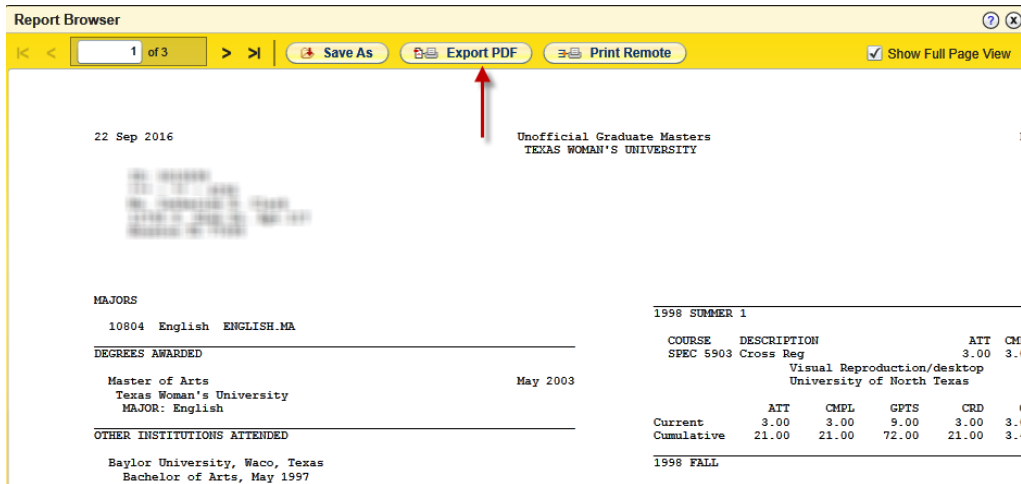
7. Next Screen – Execute in Background mode? Should be set to No

8. Save All



9. Unofficial transcript will appear in the Report Browser.

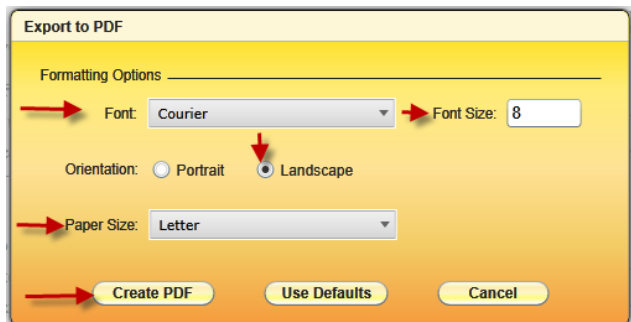
10. Select Export PDF



11. Formatting options must be as follows:

- Font: Courier
- Font Size: 8.0
- Orientation: Landscape
- Paper Size: Letter

12. Select Create PDF



13. Select "Download" button

Ellucian Colleague - Open / Save File

Download

XTRNU_BMADDOX1_30049.pdf

* Right click the "Download" button and choose "Save As" to save the file.
Click "Close" when you are done.

Close

14. The downloaded PDF will be accessible in the lower left of your web browser screen. You may save or print the unofficial transcript as needed.



XTRNU_BMADDO....pdf

