Generate Transcripts in Batch by Student Group

Purpose: Use this as a reference for generating transcripts in batch by a student group in ctcLink.

Audience: Student Records staff.

❗ You must have at least one of these local college-managed security roles:

- ZZ SR Transcript Processing

   If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

ℹ️ **Please do not run the Batch Transcript process during peak hours! Be kind to your fellow ctcLink users and schedule this process to run after hours.**

Only one Batch Transcript process can run at a time. What does this mean for you? If you're trying to run your process simultaneously with another user, you may see a " blocked " status in the **Process Monitor.** Don't panic! This is the system's way of telling you that someone else is running a Batch Transcript process.

If your process status is **Blocked**, read that as "paused" and not "request denied." The system will process requests, including yours, in the order they were received, so check back later to see if your process has started running. If your process doesn't start running in a reasonable amount of time (*give it a full day*), put it On Hold and Restart it.

Process Transcripts

Navigation: Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts

1. The **Process Transcripts** search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running

---

this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.

3. **NOTE**: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_Process_Transcripts.
7. The **Process Transcripts** page displays.
8. Choose your institution from the **Academic Institution** drop-down menu.
9. Select the **Transcript Type** from the drop-down menu. = "**Unofficial Transcript**." **Note: Do NOT select "Official Transcript."**
10. Select "**Request, Generate, and Print**" from the **Process Action** drop-down menu.
11. Several Service Indicators prevent students from obtaining transcripts. The **Override Service Indicator** box must be checked if you wish to access transcripts of students with these service indicators.

Population Selection

12. Select the **Population Selection** checkbox to select the Selection Tool to use.
13. Select PS Query as your Selection Tool. Look up or enter the **Query Name** "**SSR_TS_STUDENT_GRP**." Select **Edit Prompts** to enter or edit prompts.
    a. The **Query Prompts** window displays.
    b. Enter **Academic Institution**.
    c. Enter **Transcript Type** = "**UNOFF**."
    d. Enter **Student Group**.
    e. Select **OK**.

14. Select **Launch Query Manager** or **Preview Selection Results** to view query or query results to validate students before running the process. The **Preview Selection Results** option is a quick way to validate that the query selected and the defined prompts are picking up results for the process. The preview results page will only display the first 300 results (rows) of any extensive query result list. Click **Return** to access the Process Transcript page.
15. The **Query Prompts** window disappears.

Additional Options

16. Select a **Print Sort Option** by activating the drop-down menu.
17. **Report Name:** click the looking glass and choose "SSR_TSRPT."
18. **Template ID:** click the looking glass and choose "CTC_SSR_TSRPT_L."
19. Select **Save** in the lower-left corner of the page.
20. Select **Run**. Refer to the **Process Scheduler/Process Monitor QRG** for instructions.
    a. On the Process Scheduler Request page, select the **Distribution** link.
    b. The **Distribution Details** page displays.
    c. Enter **ID Type:** User.
    d. Enter **Distribution ID:** Enter your EMPLID.

Access PDF

> ⊗ You must have at least one of these local college managed security roles:
>
> - ZD_DS_QUERY_VIEWER
> - ZZ PT Report Manager
> - ZZ PeopleSoft User
>
>   If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

21. After the process has achieved "**Success**" and "**Posted**" status, select the **Report Manager** link below the Refresh button to access the PDF. Report Manager can also be accessed via the following navigation: Reporting Tools > Report Manager.
22. Choose the **List** tab.
23. Choose the hyperlinked PDF file located in the **Reports** section. To view the PDF, you must allow browser pop-ups.
24. Process complete

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to **Generate Transcripts in Batch by Student Group**. This link will open in a new tab/window.