9.2 Run the BCS_SR_BEDAT Report

Purpose: Use this document as a reference for running the BCS_SR_BEDAT report.

Audience: Campus Community.

> ❗ You must have at least one of these local college-managed security roles:
>
> • **ZD_DS_QUERY_VIEWER**
> • **ZD_DS_QRY_STUDENT_RECORDS**
>
> **If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.**
>
> **You will also need to set the following SACR Security permission:**
>
> • **CS 9.2 SACR Security: Basic Requirements for Staff**

> ℹ️ For additional information about reporting solutions, visit the Report Catalog.

Navigation: Reporting Tools > Bi Publisher > Query Report Viewer

1. The **Query Report View** search page displays.
2. Search for the Report Name. Enter **BCS_SR_BEDAT** and select **Search**.

3. The Report Definition search results display below the Search button.
4. Click the **View Report** link in the far-right column of the **Report Definition** table.

5. The **QCS_SR_BEDA_TRANSCRIPT_BI** prompt box appears in the center of the screen.
6. Enter or look up the **Institution**, **Student ID**, and **Term less than or equal to**.

7. The **Basic Education for Adults (BEdA) Transcript** generates a PDF and opens in a new window. Remember to ensure the browser's pop-up blocker is disabled.

Basic Education for Adults (BEdA) Transcript

WA070 - Shoreline Community College

Name:

Student ID: 20

Print Date: July 18, 2022

WINTER 2022

Course		Description	Credit	Grade
EAPAB	5	Special Topics In EAPAB	5	W
ESLAB	7	ESL Through Tech II	1	NP
ESLAB	8	ESL Reg and Enroll	2	P
ESLAB	50	Integrated Skills Eng 5	10	NP
ESLAB	55	Listening and Speaking 5	5	NP

8. Process complete.