

# 9.2 Viewing Transfer Credit Summaries

**Purpose:** Use this document as a reference for how to view and print transfer credit summaries for individual students in ctLink.

**Audience:** Transfer credit evaluators

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

- ZD SR Super User
- ZD SR Transfer Credit Inquiry

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

## Viewing Transfer Credit Summaries

**Navigation:** NavBar > Navigator > Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary

1. The **Transfer Credit Summary** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

[< Student Homepage](#)
Transfer Credit Summary

**Transfer Credit Summary**

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Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Selection Criteria** tab displays.
6. Enter **ID**.
7. **Select All Careers.** You can display a transfer credit summary that includes all careers for your institution by selecting **All Careers** or you can narrow the results by selecting Career/Program Plan and entering a specific academic career, program and plan.
8. **Filter Options:** You can filter your summary results by **Posted Status and/or Articulation** term or select **All** to see all statuses and terms.
9. Select **Submit**.

[< Student Homepage](#)
Transfer Credit Summary

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ID

\*Academic Institution   Spokane CC

**Academic Career**

All Careers
  Career/Program/Plan

Academic Career

Academic Program

Academic Plan

**Filter Options**

\*Posted Status

Articulation Term

**Sort Order for Printed Report**

Articulation Term

[Selection Criteria](#) | [Selection Result](#)

10. The **Selection Result** tab displays.
11. Select the **Generate Report** button.

**Student Homepage** **Transfer Credit Summary**

Selection Criteria | **Selection Result**

ID 201344761 Francis Ren **Generate Report**

**Transfer Credit Type Results** Find | View 1 First 1-2 of 2 Last

Transfer Credit Type Course Credits Find | View All First 1 of 1 Last

**Transfer Model Details**

Model Nbr 1  
 Institution Spokane CC  
 Career Academic Career  
 Acad Prog Professional Technical  
 Transfer Type External  
 Source School Spokane Falls Cmty College

**Course Details**

Articulation Term	Group	External Subject / Catalog Nbr	Units Taken	Grade Input	Equivalent Subject / Catlg Nbr	Units Transferred	Official Grade
2183	1 Submitted	ENGL& 101	5.00	3.5	Accepted ENGL& 101	5.000	3.5
2183	2 Submitted	HUM& 101	5.00	3.3	Accepted HUM& 101	5.000	3.3
2183	3 Submitted	MATH& 146	5.00	3.0	Accepted MATH& 146	5.000	3.0

Transfer Credit Type Test Credits Find | View 1 First 1-2 of 2 Last

**Transfer Model Details**

Model Nbr 1  
 Institution Spokane CC  
 Career Undergraduate  
 Acad Prog Academic

**Course Details**

Articulation Term	Group	Test ID	Test Component	Test Score	Percentile	Equivalent Subject / Catlg Nbr	Units Transferred	Official Grade
2183	1 Posted	AP	ES	4.00		Posted ENGL& 101	5.000	P

Model Nbr 2  
 Institution Spokane CC  
 Career Undergraduate  
 Acad Prog Academic  
 Acad Plan Associate in Arts DTA

**Course Details**

Articulation Term	Group	Test ID	Test Component	Test Score	Percentile	Equivalent Subject / Catlg Nbr	Units Transferred	Official Grade
2183	1 Posted	CLEP	PRCAL	75.00		Posted MATH& 141	5.000	T

Save Notfy Add Update/Display

Selection Criteria | Selection Result

12. Select the **Report Manager** link.
13. The **Report Manager** page displays and defaults to the Administration tab.
14. Select the **Details** link in the first row.

**Administration** **Report Manager**

List Explorer **Administration** Archives

**View Reports For**

User ID CTC\_TMARTIN Type [v] Last [v] 1 Days [v] Refresh

Status [v] Folder [v] Instance [v] to [v]

**Report List**

1-3 of 3 View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2331585	44710594	Student Transfer Credit Eval	10/14/2020 9:54:11AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2331578	44710587	Grade Roster	10/13/2020 12:02:00PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2331576	44710584	Grade Roster	10/13/2020 11:58:14AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All  Deselect All

15. The **Distribution Details** page displays.
16. Select the applicable **PDF** link in the **Name** column to open the report.

The screenshot shows the 'Report Manager' interface. At the top, there is a navigation bar with a back arrow and the text 'Administration' on the left, and 'Report Manager' on the right. Below this, the page title is 'Student Transfer Credit Eval'. Underneath, there is a section titled 'Distribution Details' with two fields: 'Distribution Node' set to 'local' and 'Expiration Date' set to '11/13/2020' with a calendar icon. Below this is a section titled 'File List' containing a table with three columns: 'Name', 'File Size (bytes)', and 'Datetime Created'. The table has three rows. The second row, 'srtcstev\_44710594.PDF', is highlighted with a red border. Below the table is a section titled 'Distribute To' with a table for selecting distribution targets. The table has two columns: 'Distribution ID Type' and 'Distribution ID'. The first row shows 'User' in the first column and 'CTC\_TM, Q' in the second column. There are '+' and '-' buttons to the right of the table. At the bottom of the 'Distribute To' section are 'OK' and 'Cancel' buttons.

Name	File Size (bytes)	Datetime Created
SQR_SRTCSTEV_44710594.log	1,904	10/14/2020 9:54:35.303975AM PDT
srtcstev_44710594.PDF	5,464	10/14/2020 9:54:35.303975AM PDT
srtcstev_44710594.out	2,285	10/14/2020 9:54:35.303975AM PDT

Distribution ID Type	Distribution ID
User	CTC_TM, Q

17. Process complete.