

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 ctcLink.

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

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

- The **Selection Criteria** tab displays.
- Enter **ID**.
- 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.
- Filter Options:** You can filter your summary results by **Posted Status and/or Articulation** term or select **All** to see all statuses and terms.
- Select **Submit**.

[Student Homepage](#)

Transfer Credit Summary

Selection Criteria

Selection Result

ID

*Academic Institution Spokane CC

Submit

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

Save

Notify

Add

Update/Display

[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

Transfer Model Details Find | View All First 1 of 1 Last

Model Nbr 1
 Institution Spokane CC
 Career Academic Career
 Acad Prog Professional Technical
 Acad Plan

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	HUMA& 101	5.00	3.3	Accepted HUMA& 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

Transfer Model Details Find | View 1 First 1-2 of 2 Last

Model Nbr 1
 Institution Spokane CC
 Career Undergraduate
 Acad Prog Academic
 Acad Plan

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 Notify 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 Last 1 Days Refresh

Status Folder Instance to

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	Details
<input type="checkbox"/>	2331578	44710587	Grade Roster	10/13/2020 12:02:00PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2331576	44710584	Grade Roster	10/13/2020 11:58:14AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

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

Administration

Report Manager

Student Transfer Credit Eval

Distribution Details

Distribution Node local

Expiration Date 11/13/2020

File List

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

Distribute To

Distribution ID Type	Distribution ID
User	CTC_TM

OK

Cancel

17. Process complete.