

## 9.2 Printing Multiple Student Transcripts

**Purpose:** Use this document as a reference for printing multiple student transcripts in ctcLink.

**Audience:** Student Records staff.

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

- ZZ SR Transcript Processing
- ZZ SR View Transcripts

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

### Printing Multiple Student Transcripts

**Navigation:** NavBar > Navigator > Records and Enrollment > Transcripts > Request Transcript Report

1. The **Request Transcript Report** search page displays.
2. Select the **Add a New Value** tab.

[Student Homepage](#)

Request Transcript Report

### Request Transcript Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Search Criteria

Report Request Nbr

begins with

ID

begins with

Academic Institution

begins with

Transcript Type

begins with

User ID

begins with

Request Date

=

Future Release

=

Term

begins with

Requested Print Date

=

First Name

begins with

Last Name

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

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

- The **Transcript Request Header** tab displays.
- Enter **Institution**.
- Enter **Transcript Type**.
- Select **Override Service Indicator** if you want to include students who have a service indicator that says "No transcripts".
- Allow all other values to default.
- Select the **Transcript Request Detail** tab.

Student Homepage
Request Transcript Report

Transcript Request Header
Transcript Request Detail
Report Messages

Report Request Nbr 000000000
Request Date 12/26/2018
User ID CTC\_BRAMIREZ

Request Attributes

\*Institution WA172
Spokane Falls CC

\*Transcript Type UNOFF
Unofficial Transcript

☐ Freeze Record
☒ Override Service Indicator

Number of Copies 1
Future Release Immediate Processing
Academic Career
Term
Print Date 12/26/2018
Request Reason
☐ Cancel Request

Save
Notify
Add
Update

Transcript Request Header | Transcript Request Detail | Report Messages

9. The **Transcript Request Detail** tab displays.
10. Enter student **ID**.
11. To add another student, select the **Add a New Row [ + ]** icon, then enter the student ID.  
Continue doing this until you've added all the student IDs you want.
12. Notice that the **Print** button is unavailable.
13. Select **Process Request**.

Student Homepage
Request Transcript Report

Transcript Request Header
Transcript Request Detail
Report Messages

Report Request Nbr 000000000
On Request
Transcript Type UNOFF
Unofficial Transcript

Process Request
Print

Report Manager

Personalize | Find | View All | First 1-2 of 2 Last

*Seq Nbr	*ID	Name			
1	101001025	Unique Ramos	Send To	+	-
2	101000198	Carmen Ramirez	Send To	+	-

Save
Notify
Add
Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

14. The **Print** button becomes available. Select it.

[Student Homepage](#)

Request Transcript Report

[Transcript Request Header](#)
[Transcript Request Detail](#)
[Report Messages](#)

Report Request Nbr 000382069

Completed

Transcript Type UNOFF

Unofficial Transcript

Process Request

Print

Report Manager

*Seq Nbr	*ID	Name				
1	101001025	Unique Ramos	Send To	View Report	+	-
2	101000198	Carmen Ramirez	Send To	View Report	+	-

Save

Notify

Add

Update/Display

[Transcript Request Header](#) | 
 [Transcript Request Detail](#) | 
 [Report Messages](#)

15. Select **Report Manager**.

[Student Homepage](#)

Request Transcript Report

[Transcript Request Header](#)
[Transcript Request Detail](#)
[Report Messages](#)

Report Request Nbr 000382069

Completed

Transcript Type UNOFF

Unofficial Transcript

Process Request

Print

Report Manager

*Seq Nbr	*ID	Name				
1	101001025	Unique Ramos	Send To	View Report	+	-
2	101000198	Carmen Ramirez	Send To	View Report	+	-

Save

Notify

Add

Update/Display

[Transcript Request Header](#) | 
 [Transcript Request Detail](#) | 
 [Report Messages](#)

16. The **Administration** tab displays.

17. Select **Refresh** until the Transcript Request Print process's **Status** is "Posted" and the PDF file appears.

18. Select the PDF file.

**i** Note: Depending on the number of transcripts requested it may take a minute for the process to appear in the Report Manager. Select the .pdf file; this will open multiple transcripts in one PDF file for printing.

Transcript Request Header

Report Manager

List Explorer Administration Archives

View Reports For

User ID CTC\_BRAMIREZ Type Last 1 Days Refresh

Status Folder Instance to

Report List

Personalize Find View All First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	904635	21356801	SSR_TSRPT - SSR_TSRPT.pdf	12/26/2018 12:22:59PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	904634	21356801	Transcript Request Print	12/26/2018 12:22:30PM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Request Transcript Report

Save

List Explorer Administration Archives

19. The PDF file of transcripts opens in a new window. Review/print the transcripts, then close the new window.

## Unofficial Transcript - Academic Career

Name: Carmen Ramirez  
 Student ID: 101000198

Print Date: 12/26/2018

## Beginning of Academic Career Record

## FALL 1995

Course	Description	Attempted	Earned	Grade	Points
ENG 101	English Comp	4.500	4.500	2.0	0.000
Term GPA:	0.000	Term Totals:	4.500	4.500	0.000

## SPRING 2012 (04/02/2012 - 06/20/2012)

Course	Description	Attempted	Earned	Grade	Points
BUS 103	Bus Math Cal	5.000	5.000	2.9	14.500
BUS 108	Ebusiness	2.000	2.000	4.0	8.000
BUS& 201	Bus Law [Ccn]	5.000	5.000	3.0	15.000
Term GPA	3.130	Term Totals	12.000	12.000	37.500
*VICE-PRESIDENT'S HONOR ROLL*					

## SUMMER 2012 (07/02/2012 - 08/16/2012)

Course	Description	Attempted	Earned	Grade	Points
BUS 217	Bus Statistic	5.000	0.000	0.0	0.000
BUS 280	Human Rel Bs	5.000	5.000	4.0	20.000
CAPPS 141	Word I	2.000	2.000	3.7	7.400
Term GPA	2.280	Term Totals	12.000	12.000	27.400

20. Process complete.