

Online Tutorial: Printing Transcripts

Step 1: On the start page, click the “All” link to select all students at your school

Note: You can also print transcripts for individuals or selected groups. In that case, select the student(s) and follow the same instructions after Step 1.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M **All** Current Selection (548)

Step 2: In the drop-down menu at the bottom of the screen, select “Print Report.”

Select a function for this group of students

- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report**
- Print Report

Step 3: Next to “Which report would you like to print?”, select “HS Transcript Final.”

Which report would you like to print?

- Class Attendance Audit
- Fees and Lunch Balance-Invoice
- Grade Verification Sheet
- HS Transcript Film and Arts only
- HS Transcript Final**

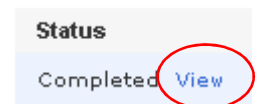
Step 4: Click the “Submit” button.

Submit

Step 5: The system will refresh every 10 seconds in an effort to retrieve your report. However, if you'd like to refresh manually, click the "Refresh" button.



Step 6: When the report is complete, click the "View" link.



Step 7: Print your transcript(s).