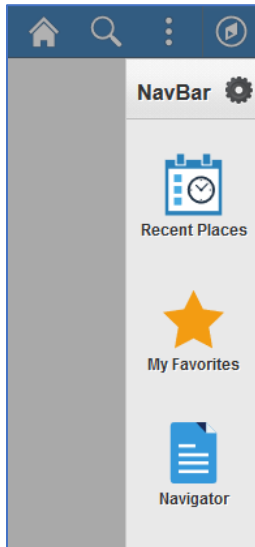



Staff: Batch Unofficial Transcripts

Unofficial Transcripts are intended for internal University of Delaware use only. These are provided for faculty/staff use on a need to know basis. UD staff with the required UDSIS access permission may create a batch file of student transcripts by following the steps below. To generate an Unofficial Transcript for a single student, see [Staff: Requesting Unofficial Transcripts](#).

Navigation:



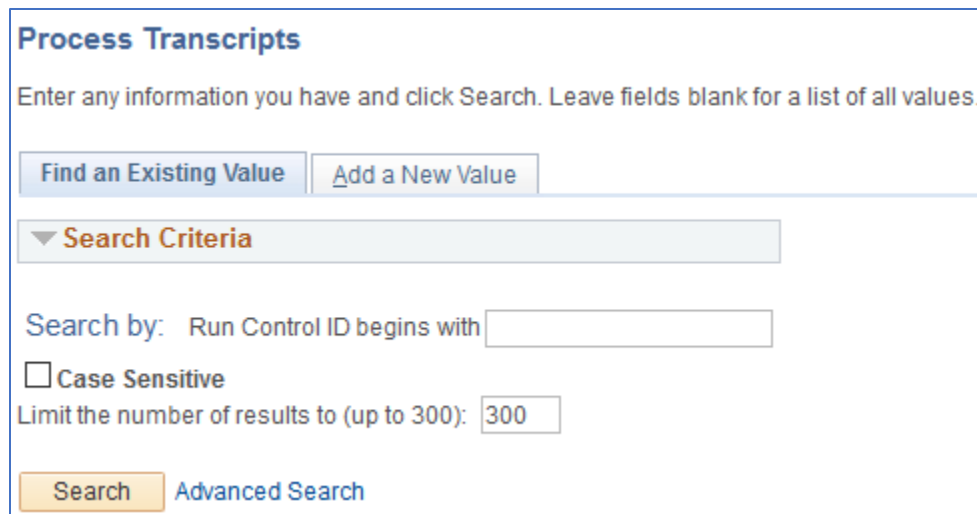
Log into [UDSIS](#).

Click the  icon in the upper right corner of UDSIS to open the **NavBar**.

Click **Navigator**. This will expand the Navigation menu.

In the Navigation menu, choose the following: **Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts**.

File Generation Process:



Process Transcripts

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**

Search by: Run Control ID begins with

Case Sensitive


Limit the number of results to (up to 300):


[Search](#) [Advanced Search](#)


If this is your first time generating a batch file of Unofficial Transcripts, you will need to create a new Run Control ID by clicking the **Add a New Value** tab. The Run Control ID should not include any spaces. If you have already created a Run Control ID for this process, you may use the **Find an Existing Value** tab to select that existing Run Control ID – using a previous Run Control ID will have the settings, fields, and student population saved from the last time you ran this process.

Process Transcripts

Run Control ID UD Report Manager Process Monitor **Run**

*Academic Institution 

*Transcript Type 

Process Action 

Request Options




Override Service Indicator
Number of Copies

Population Selection

Population Selection

Student Select List

Use Student Select **Clear List**

	ID	Name		
1	<input type="text" value=""/> 			

In the **Academic Institution** menu, choose **University of Delaware**.

In the **Transcript Type** menu, choose **Unofficial Transcript**.

In the **Process Action** menu, choose **Request, Generate and Print**.

Check the **Override Service Indicator** box; leave the **Number of Copies** field set to default of **1**.




Ensure the **Population Selection** box is NOT checked.




Check the **Use Student Select** box.

The page should look like the above screenshot once these steps have been completed.

Student Select List

Use Student Select **Clear List**

	ID	Name		
1	<input type="text" value="7XXXXXXXX"/> 			

In the **Student Select List** section, specify the student ID's that you would like to include in the batch file. Click the  icon next to the ID box to open a pop-up search window if you need to search by name. Click the  button to add additional rows. Click the  button on a row to delete that row. The **Clear List** button will remove all ID's that have been specified. Click the **Save** button when finished entering ID's.

Additional Options

Print Sort Option

Report Name

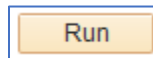
Template ID

Output XML File

Output File Path

In the **Additional Options** section, use the **Print Sort Option** menu to choose the order that the students appear in the batch file: Student ID, Last Name, or Zip/Postal Code.

Do not adjust any other fields in the **Additional Options** section.



Click the **Run** button at the top of the page.

Process Scheduler Request

User ID 60647 Run Control ID UD

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Process transcripts	SSR_TSRPT	BI Publisher	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

In the **Server Name** menu, choose **PSUNX**.

Do not adjust any other fields on this page.

Click the **OK** button, which will return you to the **Process Transcripts** screen:

Process Transcripts

Run Control ID UD

Report Manager Process Monitor

Process Instance:1978791

*Academic Institution

*Transcript Type

Process Action

Click the **Report Manager** link.

List Explorer **Administration** Archives

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List Personalize | Find | View All | First Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1266890	1978791	SSR_TSRPT - SSR_TSRPT.pdf	03/27/2019 10:17:46AM	Acrobat (*.pdf)	Posted	Details

Click the **Administration** tab.

The file will be listed in the **Report List** box as **SSR_TSRPT – SSR_TSRPT.pdf**. If you do not see this listed, click the **Refresh** button until you do.

Click the **SSR_TSRPT – SSR_TSRPT.pdf** link in the description column. The file will open in a separate pop-up window as a PDF. If you are having trouble, check your [pop-up blocker](#) settings, and be sure you have Adobe Reader or a similar program for reading PDF files. The file can be printed or saved from there.

For information on the structure and features of the Unofficial Transcript, see: [Reading Unofficial Transcripts](#)