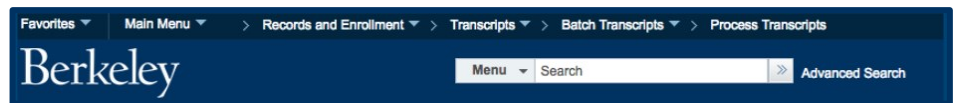
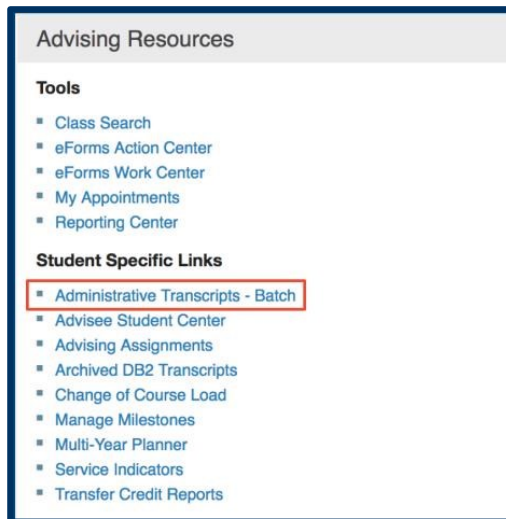


## How to Batch Access Administrative Transcripts

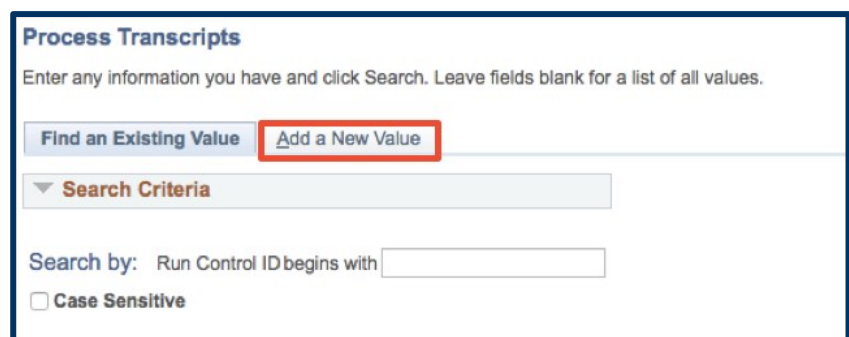
**PATH: CalCentral Advising Dashboard > Advising Resources Card > Administrative Transcripts - Batch**  
**PATH: Campus Solutions > Records and Enrollment> Transcripts> Batch Transcripts> Process Transcripts**

This job aid covers the process for pulling the administrative transcripts for a group of students. We will go over the two methods of pulling batch transcripts: 1) Using a population to determine a group of students or 2) entering individual SIDs to collect a group of students.

1. Navigate to **CalCentral Advising Dashboard > Advising Resources Card and select Administrative Transcripts – Batch OR From Campus Solutions Main, navigate to Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts.**



2. If this is your first time accessing a batch of administrative transcripts, you will need to add a new type of report. Select the **Add a New Value** tab to add the new run control.



- Enter the desired information into the **Run Control ID** field. Enter a name that helps you remember the type of report that you are setting up, for example: **“ALL\_MAJORS\_TRANSCRIPTS”**. Select **Add**.


The screenshot shows the 'Process Transcripts' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them, the 'Run Control ID' field is highlighted with a red box and contains the text 'Transcript'. At the bottom, the 'Add' button is also highlighted with a red box.

- Set the **Transcript type** to **UC Administrative Transcript**.
- Set the **Process Action** to **Request, Generate and Print**.
- One option for selecting students (recommended) is to use **Population Selection**. Process shown below.
- The other option is picking a set list of students. To do this, select the **Use Student Select** checkbox, then enter the **SID** for each student under **Empl ID** on the left and select the Add a new row

The screenshot shows the 'Process Transcripts' form with various configuration options. The 'Run Control ID' is 'Transcript'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Academic Institution' is set to 'UC Berkeley'. The 'Transcript Type' is 'UC Administrative Transcript' and the 'Process Action' is 'Request, Generate and Print'. Under 'Request Options', 'Override Service Indicator' is unchecked and 'Number of Copies' is set to 1. Under 'Population Selection', 'Population Selection' is unchecked. Under 'Student Select List', 'Use Student Select' is unchecked. Under 'Additional Options', 'Print Sort Option' is 'Student ID', and there are search fields for 'Report Name' and 'Template ID'.

button for each additional student. Process shown below.

**Option 1: Select a group of students using the Population Selection**

- In the **Selection Tool** dropdown, select either **External File** or **PS Query**. In this example, we are using a . You can use the **Advanced Lookup** to search by something other than codes.

The screenshot shows the 'Population Selection' section of the form. The 'Population Selection' checkbox is checked. The 'Selection Tool' dropdown is set to 'PS Query'. Below it, the 'Query Name' field is empty and has a lookup icon to its right. A 'Launch Query Manager' button is located to the right of the 'Query Name' field.

**PS Query**. We will be asked to search for the **Query Name** using the lookup icon

2. Select the query you would like to use to find your group of students.
3. Use the descriptions as a guide. In this case, we will use **Transcripts by CPP and Status** by selecting the **UC\_TS\_CPP\_STATUS** query. This query has the ability to limit the group of students by Term, Career, College, Major/Minor, Level, Terms of Attendance, Academic Standing, Expected Graduation Term, Academic Program Status, and/or GPA range. After selecting the query select on the **Edit Prompt** link to fill in your criteria.

**Population Selection**

Population Selection

Selection Tool:  Edit Prompts

Query Name:  Launch Query Manager Preview Selection Results

4. After selecting the Query Name, select **Run**.

**Option 2: Add SIDs to a student list using Student Select List**

1. Enter the individual **SIDs** under **Empl ID**.

**Student Select List**

Use Student Select Clear List

Empl ID	Name		
1 <input type="text" value="11667051"/> <input type="text"/>	Bear,Oski	<input type="button" value="+"/>	<input type="button" value="-"/>
2 <input type="text" value="17083482"/> <input type="text"/>	Bear,Fuzzy Wuzzy Was A	<input type="button" value="+"/>	<input type="button" value="-"/>

2. After selecting the group of students using either of the above options, select **Run**.
3. Make sure the **Format** for **Berkeley Batch Transcript** is **PDF**. Use the dropdown to change it if it is not in that format.

**Process Scheduler Request**

User ID 1085706 Run Control ID Transcript

Server Name  Run Date 05/16/2017

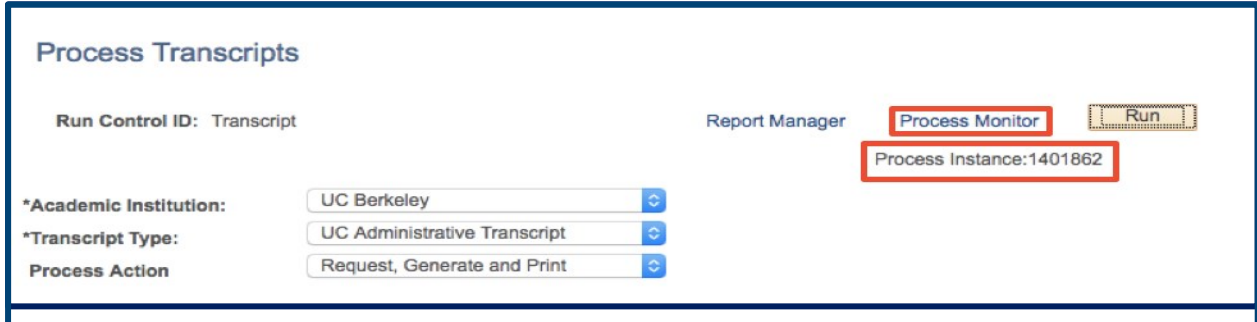
Recurrence  Run Time 11:34:32AM Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Process transcripts	SSR_TSRPT	BI Publisher	Web <input type="text"/>	PDF <input type="text"/>	Distribution
<input checked="" type="checkbox"/>	Berkeley Batch Transcripts	UC_SR_TSRPT	BI Publisher	Web <input type="text"/>	<b>HTM <input type="text"/></b>	Distribution

- Then, select **Berkeley Batch Transcripts** and select **OK**.
- This brings you back to the Run control page. You will know that the process is running because the **Process Instance** is listed below the **Run** button. Look for the process instance number generation.



**Process Transcripts**

Run Control ID: Transcript

Report Manager: **Process Monitor** **Run**

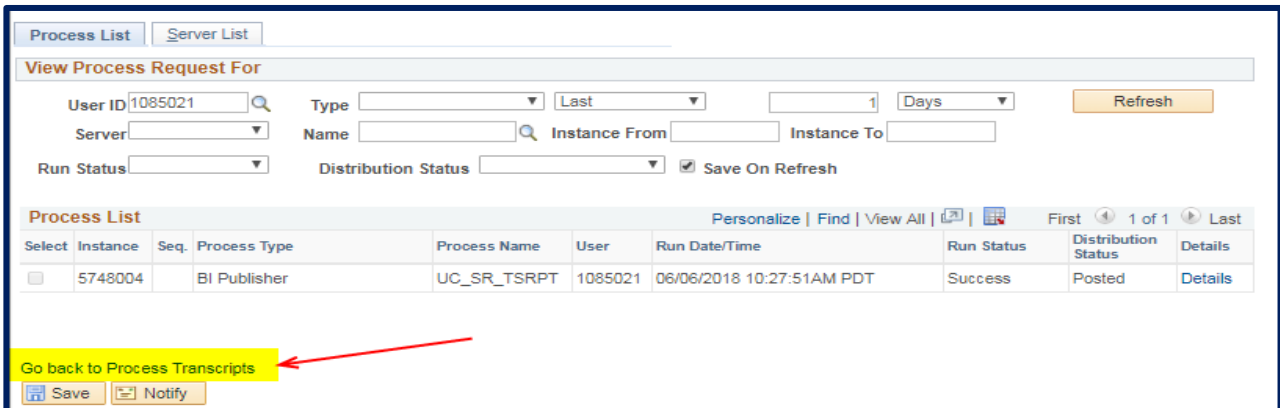
Process Instance:1401862

\*Academic Institution: UC Berkeley

\*Transcript Type: UC Administrative Transcript

Process Action: Request, Generate and Print

- You can use the **Process Monitor** link to monitor completion of process:



Process List | Server List

View Process Request For

User ID: 1085021 | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

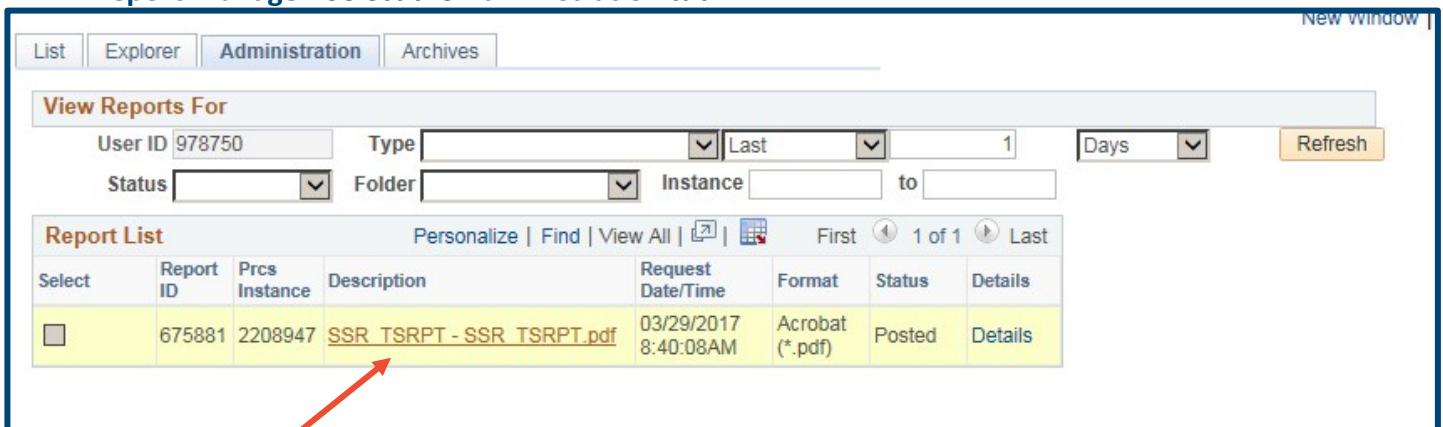
Run Status: | Distribution Status: | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5748004		BI Publisher	UC_SR_TSRPT	1085021	06/06/2018 10:27:51AM PDT	Success	Posted	Details

Go back to Process Transcripts

Save | Notify

- Once the report has successfully posted; use the **Go back to Process Transcripts** link. Then, select **Report Manager**. Select the **Administration** tab.



List | Explorer | **Administration** | Archives

View Reports For

User ID: 978750 | Type: | Last: | 1 Days | Refresh

Status: | Folder: | Instance: | to: |

Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	675881	2208947	<a href="#">SSR_TSRPT - SSR_TSRPT.pdf</a>	03/29/2017 8:40:08AM	Acrobat (*.pdf)	Posted	Details

- Select the **SSR\_TSRPT – SSR\_TSRPT.pdf** link to pull up the **PDF** of all the transcripts.

**NOTE:** This will open in a new tab/window, so make sure that you do not have pop-up blockers on for Campus Solutions (CS).

1 of 5 Automatic Zoom

Student ID: 11667051  
 Name: Oski Bear  
 Birthdate: 02/05/1975  
 Print Date: 05/16/2017

**Undergraduate Administrative Transcript**  
 (Work in Progress: Layout & Data Still Being Updated)

Page 1 of 3

Other Credits Applied Toward Undergrad Letters & Science

2017 Fall		Attempts	Earned	Grade	Points
Course	Description				
AFRICA 14B	INTERMEDI	0.000	0.000	R	0.000
M	ATE ZUJU				
Grading Basis: Transfer Credit Grades (Non UC)					
Other Trans	0.000	Transfer	0.000	0.000	0.000
GPA:	Totals:				

Beginning of Undergraduate Record

**1991 Summer**

Course	Title	Attn	Earned	Grade	Points
ENGLISH 1B	READING/COMPOSITION	4.0	0.0	IP	0.00
GERMAN 200	PHOSEMINAR	4.0	4.0	C	8.00
Term GPA 2.000		Term Totals			
		8.0	4.0	4.0	8.00

**1992 Fall**

Course	Title	Attn	Earned	Grade	Points
ENGLISH 1B	READING AND COMP	8.0	8.0	A-	29.60
Req Designation: Reading and Composition B					
Term GPA 3.700		Term Totals			
		8.0	8.0	8.0	29.60

**1993 Spring**

Course	Title	Attn	Earned	Grade	Points
CHMENG 170	INTRO BIOCHEM ENGIN	3.0	0.0	F	0.00
Transcript Note: Incomplete Lapsed					
Repeated: Disallowed: Exclude all Repeat Date:					
Term GPA 0.000		Term Totals			
		3.0	0.0	0.0	0.00

**1995 Spring**

Course	Title	Attn	Earned	Grade	Points
ETHSTD 136	IMMIGRANT WOMEN	4.0	4.0	C	8.00
RHETOR R1A	CRAFT OF WRITING	4.0	4.0	A	16.00
Term GPA 3.000		Term Totals			
		8.0	8.0	8.0	24.00

**1996 Fall**

Course	Title	Attn	Earned	Grade	Points
AMERST D 136	AMERICAN STUDIES	4.0	4.0	B	12.00
Term GPA 3.000		Term Totals			
		4.0	4.0	4.0	12.00

**1997 Fall**

Course	Title	Attn	Earned	Grade	Points
HISTORY 138	SCIENCE IN U.S.	3.0	3.0	B	9.00

9. The PDF can be downloaded and printed.

**WARNING:** Administrative transcripts are provided for internal administrative usage only. Official transcripts and student usage must be provided by the Registrar's Office.

**Support:**

For questions or assistance, please contact the SIS Project.

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)

For additional SIS resources, please visit: [sis.berkeley.edu/training](http://sis.berkeley.edu/training)