Steps for Printing Unofficial Transcripts in Batch

The following instructions will guide you through the process of printing unofficial transcripts by batch using the same population selection options available for printing CAPP reports in batch. A population selection refers to a query or defined group of students.

SUMMARY of the 4 Basic Steps:

Step 1:

Population Selections provide you with the means to define the group of students for which you need unofficial transcripts.

Note: GLAEXTR is the output location (shopping cart) for the results of the population selection.

- *As instructed, always delete any existing student records before running a new population selection (empty shopping cart).*
- *Run the population selection (query), choosing from the* ***list of options (a-d)*** *below that will best define the students for whom you need to print unofficial transcripts.*

Step 2:

Check GLAEXTR (shopping cart) for a list of student records (results of population selection), ensuring the selection process has completed.

Step 3:

Run SHRTPOP - This step creates requests behind the scenes for each of the students in your population selection defined in Step 1(similar to what you would enter on SHARQTC to request an individual transcript).

Step 4:

Run SHRTRTC - This step enables you to print unofficial transcripts for the requests created in Step 3. You may print directly to a Banner networked printer or you may choose to print to the web, which will generate a .pdf print file that will be emailed directly to you.

Step 1:

Choose from the following population selections for which you may then print unofficial transcripts in batch:

Note: Keep in mind when defining multiple parameters that all parameters are ***AND*** *conditions.*

a) Multiple Ids /CAPP_MULT_ID
(GLAEXTR)
This option enables the user to hand enter a list of IDs.
Use TIP: Helpful when you need to print unofficial transcripts for an unrelated set of students.

b) Advisor Selection CAPP_ADVR
(GLAEXTR-GLBDATA)
This option enables the user to select all advisees of an advisor (including all majors and minors).

c) Graduation Checkout / CAPP_GRAD_CHKOUT
(GLAEXTR-SWPPSGR)
This option enables the user to select all PENDING Graduates for a defined graduation date based upon specific primary program, secondary major, secondary department, college, level, minor, campus and/or concentration criteria.

d) Run By Primary Program, Secondary Program, or Credit Hours /CAPP_BY CR_PRG
(GLAEXTR-SWPPSCR)
This option enables the user to select all students registered for a particular term who have earned a specified number of credits, currently enrolled in a particular primary or secondary program, college, level, minor, campus and/or concentration and/or who have a particular cumulative level GPA (or within a specified range).
Use TIP: Helpful for major, minor or junior year reviews.

a) Multiple Ids

This option enables the user to enter a list of IDs.

Enter **GLAEXTR** *(Pop Sel Extract Data Form)* in the Go To: Field

Application:	**STUDENT**	Student Module
Selection ID:	**CAPP_MULT_ID**	Manually Enter IDs for CAPP
Creator ID:	**ALETGEN1**	
User ID:	**YOUR USERNAME**	☐ Delete All?

Check here to delete ALL records, and then **click next block**. **Click yes** to confirm deletion of all records.

- Fill out the top of the screen as shown above
  - **Enter** Creator ID **before** Selection ID
- **Next Block**

If a list of students exists from the last time this process was run…

- **Roll back**
- Check the ☑ **Delete All**
- **YES**

- **Next Block**
- **Enter** the desired **Banner IDs** into the boxes below
  - Use the flashlight to search for student IDs by name
- **SAVE,** after you have entered all of the desired IDs
- **Exit** this form

- **Go to STEP 2, page 6.**

b) Advisor Selection

This option enables the user to select all advisees of an advisor (including all majors and minors).

Enter **GLAEXTR** *(Pop Sel Extract Data Form)* in the Go To: Field

Application:	**STUDENT**	Student Module
Selection ID:	**CAPP_ADVR**	Pull Advisees for CAPP
Creator ID:	**ALETGEN1**	
User ID:	**YOUR USERNAME** *(automatically appears)*	☐ Delete All?

- Fill out the top of the screen as shown above
  - **Enter** Creator ID **before** Selection ID
- **Next Block**

If a list of students exists from the last time this process was run…

- **Roll back**
- Check the ☑ **Delete All**
- **YES**
- **EXIT** this form.

Check here to delete ALL records, and then **click next block**. **Click yes** to confirm deletion of all records.

Enter GLBDATA (Population Selection Extract)

- **Next block** into the Printer text box
- Type **DATABASE** in the printer text box
- **Next Block**
- **Enter** the Parameter Values in **UPPERCASE**:

	Parameters	Values
01	Selection Identifier 1	**CAPP_ADVR**
02	Selection Identifier 2	(leave blank)
03	New Selection Identifier	(leave blank)
04	Description for new selection	(leave blank)
05	Union/Intersection/Minus	(leave blank)
06	Application Code	**STUDENT**
07	Creator ID of Selection ID	**ALETGEN1**
08	Detail Execution Report	(leave blank)

- **Next Bock**
- **SAVE**

You will then be prompted to enter the following 3 Dynamic Parameters (all numbered 88)

88	ADVR_ID	**(enter instructor's Banner ID)**
88	TERM_CODE	**Example: 200240 or 2002% (all advisees for the year)**
88	LEVELCODE	**Example: UG (student level)**

- **Next Block** (to the Submission block).
- Check **Save Parameter Set as**
- **SAVE**
- **OK**
- **OK**
- **EXIT**

PLEASE BE PATIENT !

- **Go to STEP 2, page 6.**

c) Graduation Checkout

This option enables the user to select all PENDING Graduates for a defined graduation date based upon specific primary program, secondary major, secondary department, college, level, minor, campus and/or concentration criteria.

Enter **GLAEXTR** *(Pop Sel Extract Data Form)* in the Go To: Field

Application:	**STUDENT**	Student Module
Selection ID:	**CAPP_GRAD_CHKOUT**	CAPP for Graduating Students
Creator ID:	**ALETGEN1**	
User ID:	**YOUR USERNAME** *(automatically appears)*	☐ Delete All?

- Fill out the top of the screen as shown above
  - **Enter** Creator ID **before** Selection ID
- **Next Block**

If a list of students exists from the last time this process was run…

- **Roll back**
- Check the ☑ **Delete All**
- **YES**
- **EXIT** this form.

Check here to delete ALL records, and then **click next block**. **Click yes** to confirm deletion of all records.

Enter SWPPSGR (Graduating Students for CAPP)

- **Next block** to the printer text box
- Type **DATABASE** in the printer text box
- **Next Block**
- Enter the parameter values in UPPERCASE

(enter the % to display all values for this parameter, ex. CHEM% defines all program codes beginning with CHEM)

	Parameters	Values
01	Degree Status:	**PN**
02	Graduation Date:	(ex. %-May-02)
03	Primary Program Code:	(ex. CHEM-BS or %)
04	Secondary Major Code:	(ex. CHEM or %)
05	Secondary Department Code:	(ex. CHEM or %)
06	College Code	(ex. NM or %)
07	Level Code	(ex. UG, GR, or %)
08	Minor Code	(ex. ACCT, or %)
09	Campus Code	(ex. I, A, P or %)
10	Concentration Code	(ex. EDHR, or PLAW or %)

- **Next Block** (to the Submission block).
- Check **Save Parameter Set as**
- **SAVE**
- **OK**
- **EXIT**

- **Go to STEP 2, page 6.**

d) Run By Primary Program, Secondary Program, or Credit Hours

This option enables the user to select all students registered for a particular term who have earned a specified number of credits and are currently enrolled in a particular primary or secondary program, college, level, minor, campus and/or concentration.

Enter **GLAEXTR** *(Pop Sel Extract Data Form)* in the Go To: Field

Application:	**STUDENT**	Student Module
Selection ID:	**CAPP_BY_CR_PRG**	Run CAPP by Credits/Program
Creator ID:	**ALETGEN1**	
User ID:	**YOUR USERNAME** *(automatically appears)*	☐ Delete All?

- Fill out the top of the screen as shown above
  - **Enter** Creator ID **before** Selection ID
- **Next Block**

If a list of students exists from the last time this process was run…

- **Roll back**
- Check the ☑ **Delete All**
- **YES**
- **EXIT** this form.

Check here to delete ALL records, and then **click next block**. **Click yes** to confirm deletion of all records.

Enter SWPPSCR (Credit/Program for CAPP)

- **Next block** to the printer text box
- Type **DATABASE** in the printer text box
- **Next Block**
- Enter the parameter values in UPPERCASE

(enter the % to display all values for this parameter, ex. CHEM% defines all program codes beginning with CHEM)

	Parameters	Values
01	Term Code:	**(ex. 200240 – registered term)**
02	Minimum Amount of Credits:	(ex. 0 – 999.99)
03	Maximum Amount of Credits:	(ex. 0 – 999.99)
04	Primary Program Code:	(ex. CHEM-BS or %)
05	Secondary Program Code:	(ex. CHEM-BS or %)
06	College Code	(ex. HS or %)
07	Level Code	(UG, GR, or %)
08	Minor Code	(ex. ACCT or %)
09	Campus Code	(ex. I, A, P or %)
10	Concentration Code	(ex. EDHR, or PLAW or %)
11	Minimum GPA:	(0.00 excludes new students (ones w/out an IUP GPA), blank includes new students (freshman, new transfers, etc.), x.xx selects students with a **cumulative level gpa** equal to the defined parameter value and higher)
12	Maximum GPA:	(x.xx selects students with a **cumulative level gpa** equal to the defined parameter value or less, blank includes students with a cum level gpa of 4.0)

- **Next Block** (to the Submission block).
- Check **Save Parameter Set as**
- **SAVE**
- **OK**
- **EXIT**

- **Go to STEP 2, page 6.**

STEP 2: GLAEXTR *(ID sort)* / GLIEXTR *(alpha sort)*

This step provides you with the ability to check if a population selection has finished running. If the population selection has finished running a list of students will appear below the defined header information.

Enter **GLAEXTR** *(Pop Sel Extract Data Form)* in the Go To: Field

Application:	**STUDENT**	Student Module
Selection ID:	**CAPP_BY_CR_PRG**	Run CAPP by Credits/Program
Creator ID:	**ALETGEN1**	
User ID:	**YOUR USERNAME (automatically appears)**	☐ Delete All?

- Fill out the top of the screen as shown above
  - Enter the **Creator ID** before Selection ID as **ALETGEN1**
  - Then Enter **STUDENT** as the **Application**:
  - Then enter the **Selection ID:** of the population selection you just ran.
    - **CAPP_MULT_ID** or
    - **CAPP_BY_CR_PRG** or
    - **CAPP_GRAD_CHKOUT** or
    - **CAPP_ADVR**

- **Next Block**
- *When the population selection is finished running a list of students who meet the criteria defined by the population selection will appear here.*
- **EXIT**

- **Go to STEP 3, page 7.**

STEP 3: SHRTPOP Form

This step creates requests behind the scenes for each of the students in your population selection defined in Step 1(similar to what you would enter on SHARQTC to request an individual transcript).

- Enter **SHRTPOP** in the Go To: field
- **Next Block**
- Enter **DATABASE** in the Printer: field.
- **Next Block**
- Enter the following Parameter **Values** as indicated below.

	Parameters	Values
01	Purge Parameter:	**N**
02	Selection Term:	
03	Student ID:	
04	Level(s):	**%**
05	Advisor ID:	
06	Degree Code:	
07	Degree Status:	**%**
08	Degree Graduation Date:	
09	College:	
10	Major:	
11	Transcript Type:	**XX** or **XXX** or **XXXX** (The transcript type in most cases is the same code as **your department or college code** in all uppercase; i.e. ACCT, ED, HIST, MSDS, etc.) **REQUIRED!**
12	Billing Term:	
13	Billing Code:	
14	Billing Description:	
15	Billing Amount:	
16	Issued To Institution Code:	
17	Send Electronic:	**E** (defaults to E but **blank** is also okay)
18	Issued to Name:	(you may enter your name, the person for whom requested the unofficial transcripts or your department here - optional)
19	Issued to Street 1:	
20	Issued to Street 2:	
21	Issued to Street 3:	
22	Issued to City:	
23	Issued to State:	
24	Issued to Zip:	
25	Issued Country:	
26	In-progress Term:	**YYYYTT** (enter the **most future term** for which students may be registered)
27	Application Code:	**STUDENT**
28	Selection ID:	(i.e. **CAPP_MULT_ID or CAPP_BY_CR_PRG or CAPP_GRAD_CHKOUT or CAPP_ADVR**)
29	Creator ID:	**ALETGEN1**
30	User ID:	(your **USERNAME** in UPPERCASE)

- **Next Block** (to the Submission block).
- Check **Save Parameter Set as**
- **SAVE**
- **OK**
- **EXIT**

- Go to STEP 4, page 8.

STEP 4: SHRTRTC

This step print unofficial transcripts for the requests created in Step 3 for each of the students in your population selection (listed in GLAEXTR).

- Enter **SHRTRTC** in the Go To: field
- **Next Block**
- Enter a **Banner printer ID** in the Printer: field w/ **TRANSCRIPT** in the Special Print: field
  -OR-
  Printer: **WEB** w/ **TRANWEB** in the Special Print: field.
- **Next Block**
- Enter the following Parameter **Values** as indicated below.

	Parameters	Values
01	Transcript Population File	**Y**
02	ID and Deq as XXXXXXXXX000	**%**
03	Transcript Type:	(**XX** or **XXX** or **XXXX** (The transcript type in most cases is the same code as **your department or college code** in all uppercase; i.e. ACCT, ED, HIST, MSDS, etc.) **REQUIRED!**
04	Transcript Printer:	**%**
05	Address Selection Date:	
06	Address Priority and Type:	**1MA**
07	Official Transcript Request:	**N**
08	Campus Selection Identifier:	**N**
09	Campus Selected:	
10	Control Report:	**N**
11	Page Alignment:	**N**
12	Run in sleep/wake mode:(Y/N)	**N**
13	Sleep Interval:	**60**
14	Substitute in Progress Title:	
15	Sort Order:	**X** (enter **1**, by college; **2**, by dept; **3**, by major; **4**, by college, dept & major; **5**, by name; **6**, by degree & major)
16	Process rqsts awaiting grades?	**N**
17	Process rqsts awaiting degrees?	**N**
18	Web Self Services Options:	
19	Web Payment Options:	
20	Print Expanded Hours Format:	**N**

- Next Block (to the Submission block).
- Check Save Parameter Set as
- SAVE
- *If you designated a Banner printer ID the report should begin printing to the designated printer.*
  -or-
  If you requested that a WEB print file be created, you should soon receive an email that will allow you to print from a .pdf file.
- OK
- EXIT