

Transcripts – Generating & Printing (Post-Secondary)

Transcripts can be generated and printed from for a select subset for inactive and/or active students.

Application:

Reporting Services

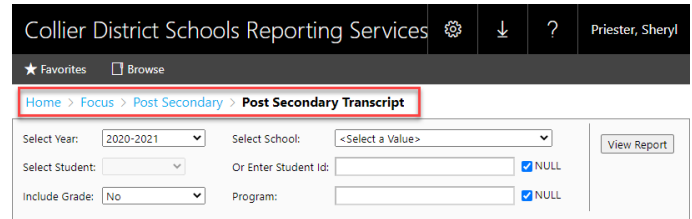
To run this report:

From the Reporting Services Home page:

<https://report.focus.collierschools.com/reports/browse/>

Accessing the Report

1. Click the FOCUS icon.
2. Select the Post-Secondary folder.
3. Select Post-Secondary Transcript.



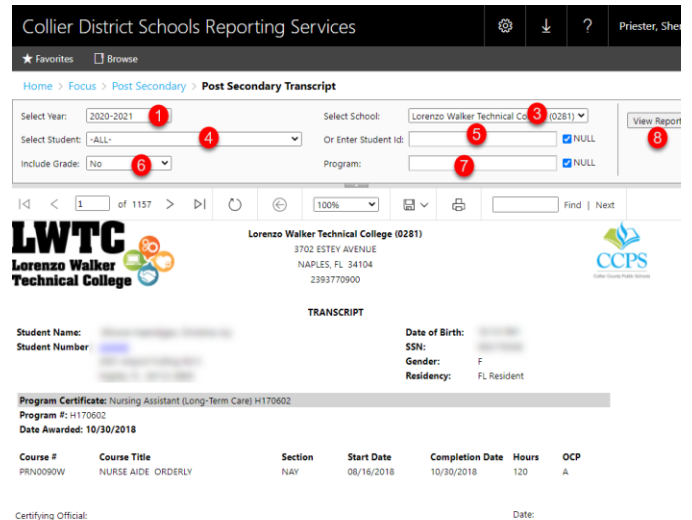
Generating the Post-Secondary Transcript

1. The Year field will default to the current school year. Click the drop-down to select the school year the student was last enrolled.
2. Select the school from the Select School drop-down.
3. The Select Student field will default to ALL.

Note: The drop-down will list active students currently enrolled at the selected school. You can select an individual student from the drop-down if desired.

4. The Student ID field will default to blank and Null will be checked. This feature will allow you to print a single transcript by entering a single student ID number or a comma delineated list regardless of enrollment status (active/inactive). To access the Student ID field, Uncheck Null and enter the student ID.
5. The Include Grade field will default to No. Select Yes if you would like to include the posted grade for each course on the transcript.
6. The Program field will default to blank and Null will be checked. This field will allow you to generate transcripts based on program name entered. To access the Program field, Uncheck Null and enter the Program Name.
7. Click View Report.
8. The report will generate and display at the bottom of the screen.

DO NOT PRINT from the PDF viewer. Print from the downloaded file.



Downloading a Transcript:

1. Click the Export icon.
2. Select PDF.
3. The save as window will display.
4. Choose a location, name the document.
5. Click save.
6. The PDF file will download and appear in the bottom left corner of the screen.
7. Click on the file to open.

