Student and Group Transcript Report

Purpose: Generate one or more student transcripts, with the option to include active and inactive students.

TIP: This report can be scheduled. This report opens in a new window. Once you close the window (or return to the report configuration screen's window) you will be able to schedule the report using the **Schedule This Report** link found at the top right of screen. See *Reports Overview/Scheduling a Report*.

To create a report:

1. Access the report configuration page one of two ways.
    a. From a student's general information page:
        i. Click **My Transcript** from the left-hand navigation
        ii. Click **Customize & Print.** You will be directed to the report configuration page.

    b. From the Reports tab:
        i. Click **Student and Group Transcript** under *People Reports.*

2. Select a **Report View** – either *Completion Date* or *Completion Name* (alphabetical).

3. Select a **Date Range** – using the drop-down menu to select a relative date range, or by entering fixed dates into the *From* and *Through* date fields. Dates may be entered in mm/dd/yyyy format, or by clicking the calendar tool.

4. Select **Students** to include in the report. You may:
    a. Check **Report on All Active Students**
    b. Click **Select a Student Group,** or
    c. Click **Search for Students**

    NOTE: You may deselect the checkbox preceding any previously selected Student Group name to remove it from your report criteria.

    NOTE: You may select one or more Student Groups of **active** students only. In contrast, you may select a student search that includes both active and/or inactive students.

    NOTE: If you search for and select specific students for the report and use the current report configuration for future scheduled reports, only those students selected in the original configuration will be included. To create a dynamic group of students for scheduled reports, you must create and select a profile student group.

5. Select **Completions to Include** – *All, Assigned only, Elective only* or *Learning Events only.*

6. Click **Show Additional Options** if you wish to further define your report configuration. Otherwise, proceed to step 11.

7. Select **Student Demographics** to include by checking the box next to the desired options:

    a. Student User ID
    b. Job Title
    c. Job Category
    d. Department
    e. Hire/Re-hire Date
    f. Active Date
    g. Review Date

8. Select **Transcript Data Options** to include by checking the box next to the desired options:
    a. Estimated Time (selected by default)
    b. Time with Completion Date
    c. Learning Event Comments (selected by default)
    d. Course Score
    e. Failed Courses

9. Select **Learning Events** to be included:
    a. Administrator-entered (selected by default)
    b. Student-entered (selected by default)

    NOTE: Student-entered learning event capability is an optional feature that can be enabled by request. If you do not have student-entered learning events enabled at your organization, ignore the *student-entered* option on the report configuration.

10. Select the **Sort Students By** option – either *Student Name* or *Department.*

11. Click **Continue.** The report will open in a secondary window.

Schedulable: Yes
Formats: HTML
Related Reports: Completion Data Export, Course Completion – Drill-through, Course Completion – Schedulable

View a Student Transcript

Administrators may view a student's transcript from the student's General Information page.

To view a student's transcript:

1. Perform a **student search.** See *Search for a Student.*

2. Click the **student's name** from the search results. The student's *General Information* page appears.

3. Click the **My Transcript** link from the navigation tree on the left-hand side of the page. The student transcript appears, displaying completions for the last twelve months by default. The administrator view of the transcript includes:

    a. Date range options

    NOTE: The date range may be changed by:
    - Selecting a date range from the drop-down menu
    - Entering desired dates into the *From* and *Through* date fields (mm/dd/yyyy format) and clicking *Go.*

    b. Total completions for the specified date range
    c. Continuing education (CE) credit earned for the specified date range
    d. List of completions for the specified date range, including:
        i. *Name* - Hyperlinked to display CE credit information and certificates
        ii. *Est. Time* – Estimated Completion Time as determined by the content vendor or administrator who developed the course, if applied
        iii. *Score* – If a course score was calculated on course completion
        iv. Completion Date
    e. Learning Event Comments - If the completion was earned via a learning event
    f. *Administrator-entered* or *Student-entered* notation for learning events

    NOTE: The student-entered learning events feature is optional, and may not be enabled at your institution.

4. Click the **Customize & Print** link to further customize the transcript view and print the transcript. Clicking this link will direct you to the *Student and Group Transcript* report. See *Student and Group Transcript Report.*

Related Articles:
Student and Group Transcript Report
Viewing Student Information
Viewing Student Assignments
Viewing a Student My Courses Screen
Viewing a Student's Student Groups
Viewing Student License Information
Viewing Student Personal Address & Phone