

View My Advisees: Produce Advising Transcripts

What is it?

Advisors can print advising transcripts for all or a select group of their advisees.

How do I use it?

1. Select advisees for whom you wish to produce transcripts

Click the **Show All Advisees** button to produce your advisee listing.

Identify the advisees for whom you wish to produce advising transcripts by clicking in their "Select for Transcript or Email" box.

Num	Emplid	Name	Career	Program	Plan (m=Minor)	Cumulative GPA	Total Cumulative Units	Level	Select for Transcript or Email
1			UGRD	A&S	Intl Rel	3.056	89.000	Senior	<input checked="" type="checkbox"/>
			UGRD	A&S	Psych	3.056	89.000	Senior	<input checked="" type="checkbox"/>
2			UGRD	A&S	Intl Rel	3.730	63.000	Junior	<input checked="" type="checkbox"/>
			UGRD	A&S	Sociology	3.730	63.000	Junior	<input type="checkbox"/>
3			UGRD	A&S	Intl Rel	3.558	59.000	Junior	<input type="checkbox"/>
4			UGRD	A&S	Anthro	2.493	74.000	Junior	<input type="checkbox"/>
			UGRD	A&S	Intl Rel	2.493	74.000	Junior	<input type="checkbox"/>
			UGRD	A&S	Economics	2.493	74.000	Junior	<input type="checkbox"/>
5			UGRD	A&S	Economics	3.105	92.000	Senior	<input type="checkbox"/>

2. Produce Transcripts

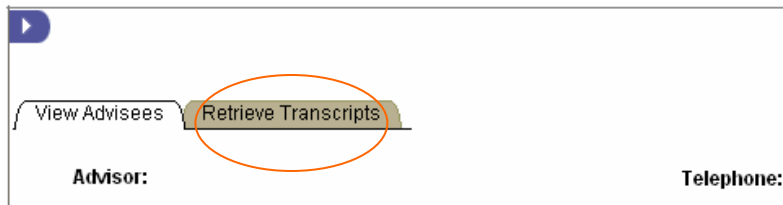
Click the **Produce Advising Transcripts for Selected Students** button.

You can create transcripts for more than one student at a time, but requests for many students will be produced more slowly.

3. Retrieve Transcripts

The word "**Processing**" will appear in the upper right part of the screen as the transcripts are generated.

Scroll up to the top of the page and click on the second tab, **Retrieve Transcripts**, which can be found in the upper left portion of the page.



4. View Transcripts

On the **Retrieve** Transcripts page, the word "**Processing**" will also appear in the upper right corner of this page and in the Transcript Files box. When the words, "**Transcript ready,**" appear, click on them to see the transcript(s).



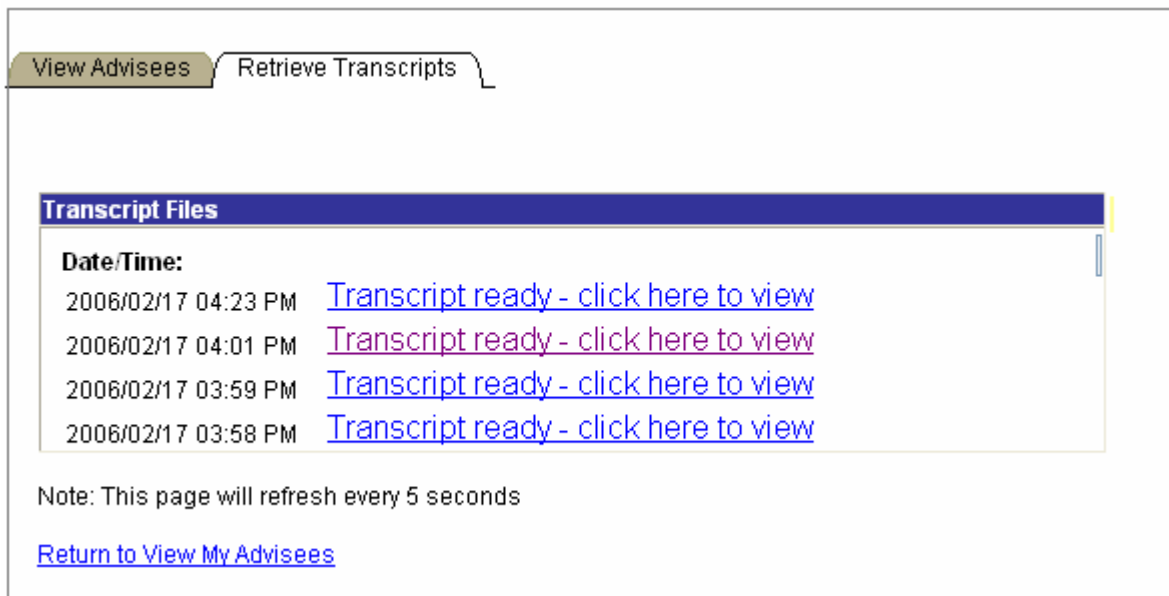
Transcript Files

Date/Time:
2006/02/15 04:44 PM [Transcript ready - click here to view](#)

Note: This page will refresh every 5 seconds

[Return to View My Advisees](#)

To produce transcripts for other advisees, first exit out of the current transcript. Scroll up to the top of the page and click on the first tab, **View Advisees**, which can be found in the upper left portion of the page. Or click on the words [Return to View My Advisees](#) in the lower left.



View Advisees Retrieve Transcripts

Transcript Files

Date/Time:
2006/02/17 04:23 PM [Transcript ready - click here to view](#)
2006/02/17 04:01 PM [Transcript ready - click here to view](#)
2006/02/17 03:59 PM [Transcript ready - click here to view](#)
2006/02/17 03:58 PM [Transcript ready - click here to view](#)

Note: This page will refresh every 5 seconds

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Click the **Clear All** button, select other students, and then follow steps 1, 2 and 3.