PRINTING TRANSCRIPTS

Overview

Transcripts are used to review a student's academic record(s). For example, a student may be or has been an undergraduate student and/or a graduate student. A transcript can be run to see a summary of UWM coursework and transfer credit from other institutions.

The following procedures will allow you to efficiently run and print a UWM transcript on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website (www.pawstraining.uwm.edu) and review the PAWS manual titled “Printing Transcripts and Class Rosters”.

Printing a Transcript

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>
| 1.   | Navigate to: UWM Records and Enrollment > Transcript > Instant Transcript Request | UWM Records & Enrollment
├── Early Warning
├── Enrollment
├── Grades
├── Graduation
├── Miscellaneous
│   - Transcript
│       - Add/Update Transcript Text
│       - Batch Transcript Entry
│       - Batch Transcript Request
│       - File Delivered Transcript Req
│       - File Transcript Request
│       - Instant Transcript Request
|
2. Click the button, if a Run Control has already been set-up.

OR

Select Add a New Value link, if a Run Control has not been set-up.

Type your ePanther ID and the word Batch in the Run Control ID field. (Ex. SBEDNAR_BATCH)

Click button. This will create the run control id.

If Run Control exists.

UWM Instant Transcript Request
Enter any information you have and click Search. Leave fields blank for a list of all values:

- Find an Existing Value
- Add a New Value
- Run Control ID: begins with
- Case Sensitive
- Search
- Clear
- Basic Search
- Save Search Criteria

Find an Existing Value | Add a New Value

If Run Control does not exist.

UWM Instant Transcript Request
Enter any information you have and click Search. Leave fields blank for a list of all values:

- Find an Existing Value
- Add a New Value
- Run Control ID: begins with
- Case Sensitive
- Search
- Clear
- Basic Search
- Save Search Criteria

Find an Existing Value | Add a New Value
3. Enter **Academic Institution** of **UWMIL**.

4. Enter **Transcript Type** of:
   - **UGCMP** = Undergraduate
   - **GCMP** = Graduate

5. Enter **Default Number of Copies**.
   Note: We recommend 1.

6. Enter the **Campus Id** of one or more students (up to 10).
   Note: Click **button to add multiple rows.**
7. Click the Run button.

8. Enter Server Name of PSUNIX.

9. Turn on the UWM Transcript checkbox.

10. Enter Type of Web.

11. Enter Format of PDF.
12. Click **OK** button.

   **Note:** Page will return to the “UWM Transcript Request” page.

13. Select **Report Manager** link.

14. Click **Refresh** button, until the job shows a **Status** of **Posted**.

15. When the job is **Posted**, select the **UWM Transcript Request** link.

   OR

Select **Details** link.
When the **Report Details** page opens, select the .PDF file name.

**Note:** If “Pop-up Blocker” is turned on in your browser, use the Details link OR turn off your “Pop-Up Blocker”.

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
<th>Created Date</th>
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</thead>
<tbody>
<tr>
<td>Message Log</td>
<td>1.67 KB</td>
<td>11/07/2008 11:45:53</td>
</tr>
<tr>
<td>PAWSSR24223.PDF</td>
<td>8.445 KB</td>
<td>11/07/2008 11:45:53</td>
</tr>
<tr>
<td>Trace File</td>
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<td>11/07/2008 11:45:53</td>
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</tbody>
</table>

**Distribution Details**

<table>
<thead>
<tr>
<th>Distribution Node</th>
<th>Expiration Date</th>
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</thead>
<tbody>
<tr>
<td>SHAREPORTS</td>
<td>11/14/2008</td>
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</tbody>
</table>