

## Process to Batch Process Dual Enrolled Students Transcripts

This process has been created to help you provide high schools with dual enrolled student's official transcript at the end of each semester.

You will have to run the process once for each high school.

*Note: This process can be modified to work with any group (i.e. apprenticeship, cross-enrolled, etc.) If you have another group that you would like to use this process please let Amber Gazave know.*

### Step #1: Pull Population

*Remember I'm just using this population for the demo you can use any population or request a population selection to use just for this process*

- Access GLBDATA
- Perform Next Block Twice
- Enter the following Parameters:

Parameters	Values
01: Selection ID 1	STU_HS_STU_REG
02: Selection ID 2	STU_DUAL_SBGI_CODE
03: New Selection Identifier	SHARQTC_INSERT
04: Description for new selection	SHARQTC_INSERT
05: Union/Intersection/Minus	I
06: Application Code	STUDENT
07: Creator ID	AMBERGAZAVE

- Perform Next Block
- Save
- Enter the following parameters

88: TERM	Enter the Term
88: SBGI_CODE	Enter High School SBGI code

- Perform Next Block
- Save
- 

### Step #2: Insert SHARQTC Records

- Access GKAPEXE
- Enter the Process Code for your college (code only used for demo: LOAD\_SHARQTC)

BRCC	BRCC_LOAD_SHARQTC
CATC	CATC_LOAD_SHARQTC
BPCC	BPCC_LOAD_SHARQTC

CENLA	CENLA_LOAD_SHARQTC
DCC	DCC_LOAD_SHARQTC
DELTA	DELTA_LOAD_SHARQTC
FTCC	FTCC_LOAD_SHARQTC
NSHORE	NSHORE_LOAD_SHARQTC
NUNEZ	NUNEZ_LOAD_SHARQTC
NWLTC	NWLTC_LOAD_SHARQTC
RPCC	RPCC_LOAD_SHARQTC
SCLTC	SCLTC_LOAD_SHARQTC
SLCC	SLCC_LOAD_SHARQTC
SOWELA	SOWELA_LOAD_SHARQTC

- Perform Next Block
- **Execution Tree Set-Up Tab**
  - Select Compile Tree icon
  - Check to ensure ...verified as 'enabled' appears in the change status field (code only used for demo: LOAD\_SHARQTC)
- Execution Tab
  - Enter Values in the Parameter Value Fields

Send to Name	Enter name that you want inserted in the Send to Field on SHARQTC
Population Selection Application	STUDENT
Population Selection ID	SHARQTC_INSERT
TERM	Enter the Term you are inserting the request
USER ID	Enter your name

- Select Update in the Execution Mode field
- Select Run Now
- Select Yes
- Select Yes
- Select OK

### Step #3: Print Transcripts

- Access **SHRTRTC**
- Perform Next Block
- Enter your colleges printer code in Printer Field
- Enter the **special print code** for your college in Special Print field
- Enter the following parameters:

Parameter	Value
01: Transcript Population File	N
02: ID and Seq	%
03: Transcript Type	HSTR
04: Transcript Printer	%

05: Address Selection Date	Today's Date
06: Address Priority and Type	1MA
06: Address Priority and Type	2PR
06: Address Priority and Type	3EM
07: Official Transcript Request	Y
08: Campus Selection Indicator	N
10: Control Report	N
11: Page Alignment	N
12: Run in sleep/wake mode	N
13: Sleep interval	60
15: Sort Order	5
16: Process rqsts awaiting grades?	N
17: Process rqsts awaiting degrees?	N
20: Print Expanded Hours Format	N

- Perform Next Block
- Save