



Colleague Transcript Printing with XTRN

The XTRN Mnemonic is for both instructors and staff to print multiple student transcripts. You must have access to Colleague and the mnemonic XTRN to use this tool.

1. Log into Colleague and access the XTRN application.
2. Enter the student information.
3. Print the transcripts.

Detailed Instructions

1 Log into Colleague.

- a. Enter your portal **Username** and **Password** (Fig. 1).
- b. Select **LIVE** in the database.
- c. Click **Login**.
- d. Type XTRN in the Quick Access Menu (Fig. 2) and click **Go**.



Fig. 1

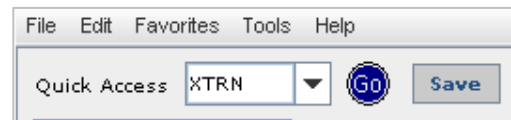


Fig. 2

2 Enter the Student Information.

- a. Type an ellipsis [...] in the **Trans Grouping** field and press **<TAB>** to search for a classification (Fig. 3).
- b. Click the check box next to the desired classification (Fig. 4).
- c. Click the blue diskette icon at the bottom of the screen to save the selection and return to the previous screen.
- d. Ensure that the **Use Grouping Ptr** and **Verify Prt Restrs** fields are set to **No** (Fig. 3).



Fig. 3

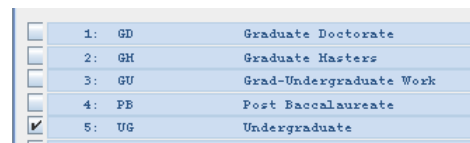


Fig. 4

To enter names one at a time:

- a. In the Students field, enter a student name and press **<TAB>** (Fig. 5).
- b. Click the check box next to the desired student's name and click the blue diskette icon at the bottom of the screen to save the selection (Fig. 6).
- c. Click the **Save All** button at the top of the screen.

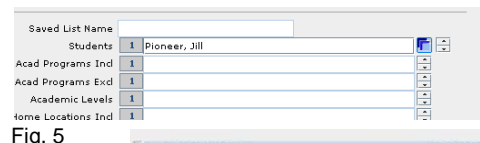


Fig. 5

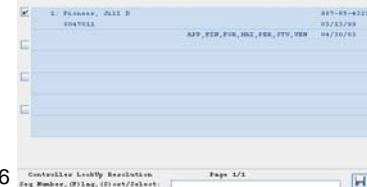


Fig. 6

To enter a list of names or ID's:

- Click the blue button next to the **Students** field (Fig. 7).
- Enter a list of colleague ID's (Fig. 8).
- Click the **Save All** button. The names will appear in the Students field.
- Click the **Save All** button.

We recommend only entering up to 150 students at a time to prevent overloading the Colleague System



Fig. 7



Fig. 8

3 Print the Transcripts.

- In the **Output Device** drop-down box select **Hold/Browse File Output** (Fig. 9).
- Click the **Save All** button.
- When the process is finished, click **Finish**.
- Click the **Local Printer** icon (Fig 10).
- Click **Specific printer** to choose from a list of printers that are installed on your computer from the list provided or click **Default printer** to print to the listed default (Fig 11).
- Click **OK** to print to the selected printer.

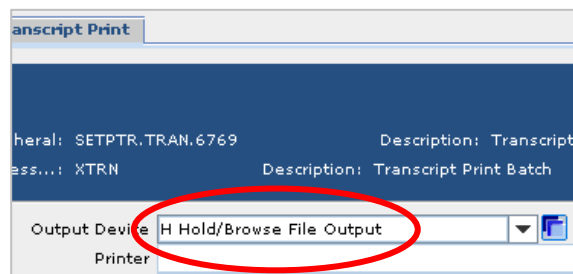


Fig. 9

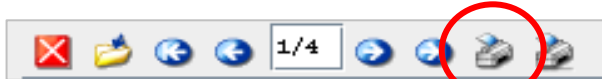


Fig. 10

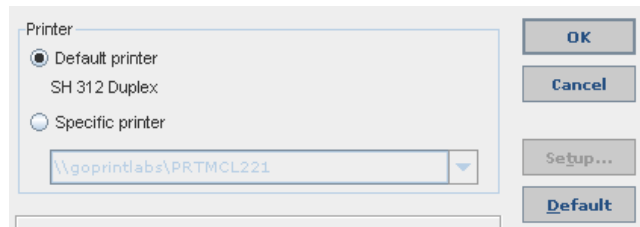


Fig. 11

