

# Transcripts

#### PURPOSE OF TRANSCRIPTS

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In order to add, view or edit transcripts, please follow the steps below. Currently we are **not** evaluating the Post-Secondary Transcripts in Seahawk Student. Please refer to CID for those Transcript Evaluations. If the information below has a + next to it, it is also a required field, just as the \* is.

#### Search for your Student

- In Seahawk Student, use **BC Find Student Applicant Type** or **Find Student Prospect** to find the person
- From the home page, click on the Education tab

## TASKS WITHIN THIS JOB AID

- Add Secondary Transcript
- Add Post-Secondary Transcript
- View a Transcript
- Edit a Transcript
- Remove a Transcript
- Remove an Educational Institution





	Is the secondar	v school v	VOLL are	looking for	istad?				
		y school j	you are i	Then					
	Vos		Continu	Continue to the Step 3					
Step 1	No	Soloct		ерз					
	INO		Select	Add E	Add Educational Institution				
	Add Education	nal Instit	: <b>ution</b> to	the studer	it record and o	click <b>OK</b> .			
	Add Educational	Institution							
	82 items					⊠≣ ≡ oO₀ ⊾⊓			
	Educational Institution		Education Ins	titution Attendances	Transcripts				
		Attendan S	tart Date Exit I	Date Source	rationplo				
	Florida Atlantic Universit	y 0	09/05/2000 09/0	06/2004	0	Add Transcript			
Sten 2									
		Ad	d Educ	ational Ins	titution				
		Sea	ahawk, San						
			cational Institution *		:=				
		Educa			=:				
		Start	Date	MM/DD/YYYY	đ				
		Exit D	ate	MM / DD / YYYY	<b>a</b>				
	Click Add Trar	nscript							
		Ed	Education Institution Attendances						
Chair O	Educational Institution	Attendanc	Exit Date	Source	Transcripts				
Step 3		Date	Exit Dute	oource					
	SOUTH MIAMI SENIOR HIGH SCHOOL			Application	1 Ad	d Transcript			
	L	1 1	1	1	1				
			<u> </u>	- ·					

### **PROCEDURE - Add Secondary Transcript**



		Academic Unit * – Always choose
	Academic Unit 🔸	Broward College since you want the
	Educational Institution * UILLARD HIGH SCHOOL	transcript to show for all possible
	Official	applications
		Official – CHECK BOX ONLY IF
	Issued Date * IMI / DD / YYYY	TRANSCRIPT IS COMPLETE
	Received Date MM / DD / YYYY	<b>Issued Date</b> * – Enter the issued date
		on the transcript
	Academic Start MM / DD / YYYY	<b>Received Date</b> – Use today's date
	Academic Exit MM / DD / YYYY	Academic Start – Enter the date the
		person started this particular school
	Exit Code	Academic Exit – Enter graduation date
	Type \star	or last date of attendance listed on the
		transcript. If student did not graduate or
	Transcript Grading Scheme	courses are in progress leave this field
	Transcript URL	hlank
		<b>Exit Code</b> –Enter graduation code listed
		on Florida public high school transcript If
		the high school is a Florida private school
		out of state or out of country enter
		appropriate code
		<b>Type *</b> – Choose code from drop down
		menu
		Transcript Academic Level – (Do not
		undate (auto-nonulates)
		Transcript Grading Scheme (Do Not
		Lise and ignore AI FPT message)
	Click on the <b>Attachme</b>	t tab and then click "Select files" and attach the
	scanned image of the t	anscript
	Cledentals Course history Attachment	
	Attachment	
Step 5	Drop	es here
	Se	files
	Note: Open degument	attached ignore the Unlead button
		אמנומטופע, ועווטוב נוופ טאוטמע טעננטוו
	Linder the Credentials	b. click the $\pm$ button and enter the credential
	type and earned date	Enter exit code in Program description field if it
	does not exist in the Ex	t code field above in step 4
Step 6	Course History Attachment	
	Credentials 1 items	
	Credential Type	rned Date CIP Code Program Description Cu
		definition of the second s
	⊖ X High School Diploma 📰 05 /	/ 2014

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	Is the school you are looki	ng for listed?
		Then
	Ves	Continue to the Step 3
Step 1	No S	Select
		Add Educational Institution
	Add Educational Institut	tion to the student record and click OK.
	Add B	Educational Institution
	Seahaw	vk, Sammy Actions
Step 2		· · · · ·
	Educational	Institution *
	Start Date	MM / DD / YYYY 💼
	Exit Date	MM / DD / YYYY
	Click Add Transcript	
Chan 2	Educational Institution	In Institution Attendances
Step 3	Attendanc Start Date Exit	Date Source
	SOUTH MIAMI SENIOR HIGH	Application 1 Add Transcript
	Please fill out the various	s fields. Dates are not validated. The * lines
	(Workday required) and +	lines (CID integrations required) are
	mandatory. All other lines	are optional.
	Academic Unit *	
	Educational Institution * DILLARD HIGH SCHOOL	
	Official	
	Issued Date * MM / DD / YYYY	
	Received Date MM / DD / YYYY	
Step 4	Academic Start MM / DD / YYYY	
	Academic Exit MM / DD / YYYY	
	Exit Code	
	Type *	
	Transcript Grading Scheme	- 400 
	Transcript URL	

## **PROCEDURE - Add Post-Secondary Transcript**

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	Academic Unit * – Always choose Broward College since you want the transcript to show for all possible applications Official – ONLY check if transcript is complete and official Issued Date * – Enter the issued date on the transcript Received Date + – Use today's date Academic Start – Enter the date the person started this particular school Academic Exit – This is the day the person graduated, or the last date they were enrolled. You must choose an Academic Exit date in order for the transcript to be Final. Exit Code – (Only used for high school transcripts)							
	<ul> <li>Type * – Choose one of the following:         <ul> <li>Final (only appears if you added a date in the Academic Exit field, otherwise Final will not be an option.)</li> <li>In-Progress Mid-Year (do not use)</li> </ul> </li> <li>Transcript Academic Level – Do not use</li> <li>Transcript Grading Scheme – Do not use</li> </ul>							
Step 5	Please Ignore: Alert – Transcript Grading Scheme         Transcript Academic Level         Transcript Grading Scheme         search         Credentials         Course History         Attachment							
Step 6	Click on the Attachment tab, and then click "Select files" and attach the scanned image of the transcript.							
Step 7	Click							
Step 8	Click							



## **PROCEDURE – View a Transcript**

	Click on the Education tab
Step 1	Image: Control of the Education table     Image: Control of table
	History
Step 2	Click on the number in the Transcripts column 05/15/2005 1 Add Transcript
	Click on the magnifying to see more detail
	1 items 🔮
Sten 3	Credentials
Step 5	Transcripts Official Type Received Date Credential Type Earned Date
	Q Yes Final
	To view any attachments, click on the Attachment tab, and then the file.
	Credentials Course History Attachment
Step 4	Attachment
	DOC Oh Canada.docx Uploaded by Karen Lee Murphy (3796) 2 minutes ago Comment (empty)



#### **PROCEDURE – Edit a Transcript** Click on the Education tab Q sammy seahawk Ð Seahawk, Sammy Student | Broward College | Associate | 2016 Spring Session 1 (01/11/2016-05/08/2016) Actions $\bowtie$ A Step Phone Email 1 品 Summary Recruitment Ŧ ¥ Application • Contact 4 Personal Ð Education 0 History Click on the number in the Transcripts column Step 1 -Add Transcript 2 Click on the **related action** button. (Hover over the magnifying glass and the orange related action button will appear.) Θ R Cindy Franklin (98602) 1 items Credentials Step ÷ Transcripts Official Туре Received Date 3 Credential Type Earned Date Actions ×1 🖶 Student External Transcript Postsecondary Transcript: Cindy Testing Student External Transcript



	Hover over	Stude	ent External 1	ranscript, a	and then clic	k Edit Trans	script to				
	make chan	ges or	updates.								
	ts	Official	Туре	Received Date	Crede	ntials					
					Credential Type	Earned Date					
	Actions		Student Exte	ernal Transcri	pt Secondary	Transcript: Seal	nawk,				
Step	Student External	Trans > <	Edit Transcript								
4	Audits	>	Copy Transcript on	SOUTH MIAMI SENIOR	HIGH SCHOOL						
	Business Process		Remove Transcript	Final							
	Favorite	>	Official	Yes							
	Integration IDs		Issued Date	07/10/2015							
	Desertise	ĺ.	Academic Start	(empty)							
	Reporting	,		(5/19/2015							
	SUITAL										
	Note: ONL	Y use E	dit Transcript	if you need t	o attach an	image to the	e transcript,				
	function in	error	to the morna	LION ON LINAL E select CAN(	nanscript. T SELL	i you selecte					
	Edit the field	Ids that	t need to be u	odated, add	attachments	etc					
			Edit Stude	ent External Trans	script						
			Seahawk, Sar	nmy (anna)							
			Transcript	Q							
			Academic Unit Educational Institution	× Broward College     Palm Beach Atlantic University							
			Official	-							
Step			Received Date	05/01/2016							
5			Academic Start	MM/DD/YYYY							
			Academic Exit	05/01/2016 🖻	=						
			Туре	* × Final	12						
			Transcript Academic L	evel × Post-Secondary	:=						
			Transcript Grading Sch Transcript URL	ieme	1						
			an an and an								
	드리:+ +! 운'	الحام الم	Gredentials	Course History Attachment							
	Ealt the fie	ias tha	l need to be u	puated, add a	altachments	, etc.					



		Academic Unit
	Did you make a	any updates, changes, or attach any images to this transcript?
Step 6	Yes	Click OK and your information will be updated. Note: If this transcript was already in CID with courses attached to it, clicking "ok" will trigger an update in about 30 minutes that creates a "pending" transcript in CID. To fix this, you MUST merge the duplicates on the AD CR RP screen in CID. Cancel
Step 7	Click	



# PROCEDURE – Remove a Transcript

	Click on the Education tab
Step 1	Seahawk, Sammy   Student   Broward College   Associate   2016 Spring   Session 1 (01/11/2016-05/08/2016)   Actions   Phone   Email   Email   Email   Summary   E   Application   Contact   Personal   Education
Step 2	Click on the arrow to the right of the number in the Transcripts column
Step 3	Click View Details       View Details       Export to Excel (All Columns)       Export to PDF
	Hover over the magnifying glass and the orange related action button
Step 4	Will appear. Click on the related action button.



					* * * * *				×	
									Ŧ	
	8	Official	Туре		Received D	)ate	Cred	lentials		
	_						Credential Type	Earned Date		
	Actions Student External T Audits Business Process Favorite Integration IDs	irans >	Stude Edit Transcript Copy Transcrip Remove Trans Official Issued Dat	ent Ex ot cript e	cternal Tra south MIAN Final Yes 07/10/2015	ANSCRIP	t Secondary	' Transcript: S	Seahawk <u></u>	7
р 5	Reporting Note: It w the image	, vill no belov	Academic Academic t disapp V:	ear,	(empty) 07/10/2015 it will ju	st cha	nge the n	umber to	zero l	ik
р 5	Reporting Note: It w the image	/ill no belov	Academic Academic t disapp V:	Start Exit ear,	(empty) 07/10/2015 it will ju	st cha	nge the n	umber to	zero l	ik
р5	Reporting Note: It we the image Add Education 4 items	/ill no belov	Academic Academic t disapp V:	Start Exit ear,	(empty) 07/10/2015 it will ju	st cha	nge the n	number to	zero li	ik
р 5	Reporting Note: It we the image Add Education 4 items Educational Institution	/ill no belov nal Institut	Academic Academic t disapp V: ion Attendanc	Start Exit Car, E Start Date	(empty) 07/10/2015 it will ju	St chai	nge the n	number to	zero l	ik
р5	Reporting Note: It w the image Add Educatio 4 items Educational Institutie SOUTH MIAMI SENI SCHOOL	/ill no belov nal Institut on	Academic Academic t disapp V: ion Attendanc	Start Exit Car, E Start Date	(empty) 07/10/2015 it will ju	St chai	nge the n	number to	zero li	ik
р5	Reporting Note: It w the image Add Educatio 4 items Educational Institution SOUTH MIAMI SENI	/ill no belov nal Institut on OR HIGH	Academic Academic t disapp v: ion Attendanc	Start Exit Car, Exit Exit Exit Date	(empty) 07/10/2015 it will ju	St char Attendances Source Applicatio Transcrip	nge the n	number to Transcripts	zero li	ik
р5	Reporting Note: It w the image Add Educatio 4 items Educational Institution SOUTH MIAMI SENI SCHOOL CLEP	/ill no belov nal Institut on OR HIGH	Academic Academic t disapp v: ion Attendand im im	Start Exit Car, Exit Car E Start Date	(empty) 07/10/2015 it will ju	St char Attendances Source Application Application	nge the n	Transcripts	ZERO I	ik (



## **PROCEDURE – Remove Educational Institution**

	Click on the Education	tah
	Q sammy seanawk	
	Seahawk, Sammy	
	Student   Broward College   Associate   2016 Spr Session 1 (01/11/2016-05/08/2016)	ing
	Actions	
	8 8	
Step 1	Phone Email	
	E Summary	
	Recruitment	
	Application	
	Contact	
	Personal	
	Education	
	(L) History	
	Under Transcripts, is th	e number 0?
	Educational Institution	Education Institution Attendances Transcripts
	At	endance Start Date Exit Date Source
Step 2	Florida State University	08/25/2000 05/15/2004 0 Add Transcript
	If	Then
	Yes	Continue to the next step
	No	Remove the transcript by completing the
		previous section, <u>Remove a Transcript</u> .
Step 3	Click on the Application	n Tab
Step 4	Click on Application D	etails
Step 5	Click the Edit Applicat	ion Details button
	Scroll down to the scho	ols, is the school you're looking for under
	Secondary Education?	
Step 6	If Then	
	Yes Continue to	o next step
	No Click on the	e Post-Education tab and continue to next step
Step 7	Click the 😑 button next	to the school you want to delete.
Step 8	ок	
	Click	
Step 9	Done	



Step 10	Click on the Educat	i <b>on</b> tab								
	Next to the school's name, you need to delete the Attendance record. Click on the related field icon.									
Step 11			Educat	tion Instituti	on Attendances					
	Educational Institution	Attendance Start [		Date	ate Exit Date		Transcripts			
	Florida State University	08/25/2		00 05/15/2004			0	Add Transcript		
	Hover over Education	onal Inst	itution	Atte	ndance					
	Add Educational Ins	titution								
	4 items				000					
Step 12			Actions			lances				
	Educational Institution			Educational Institution $\rightarrow$			Edit Attendance Record			
			Attenda		3	>	urce			
	SOUTH MIAMI SENIOR HIGH SCHOOL	Н	-	Integr	ation IDs	>	oplication			
	Click on the Confirm	ו box								
	Remove Educational Institutio	n								
Step 13	Are you sure you want to remove:									
	Student Prospect Cindy Married Educational Institution Floride State University Confirm	(								
Step 14	ОK									

