

Transcripts

PURPOSE OF TRANSCRIPTS

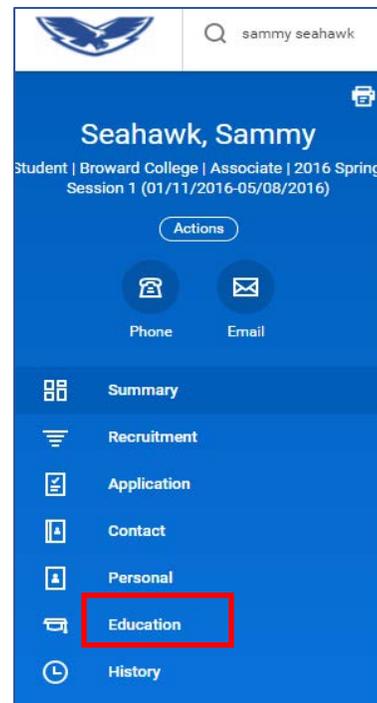
In order to add, view or edit transcripts, please follow the steps below. Currently we are **not** evaluating the Post-Secondary Transcripts in Seahawk Student. Please refer to CID for those Transcript Evaluations. If the information below has a + next to it, it is also a required field, just as the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

Search for your Student

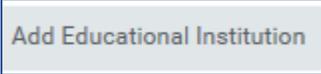
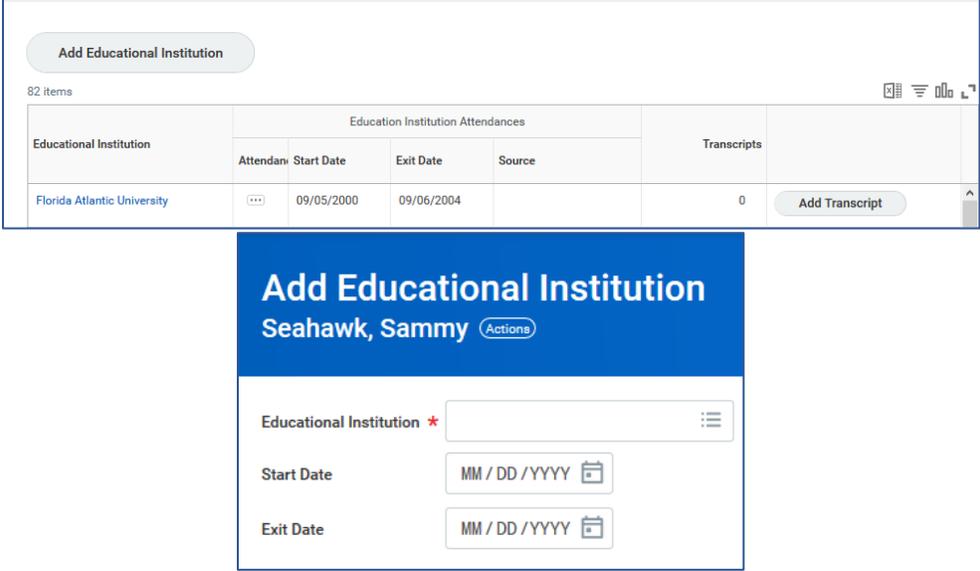
- In Seahawk Student, use **BC Find Student Applicant Type** or **Find Student Prospect** to find the person
- From the home page, click on the **Education** tab

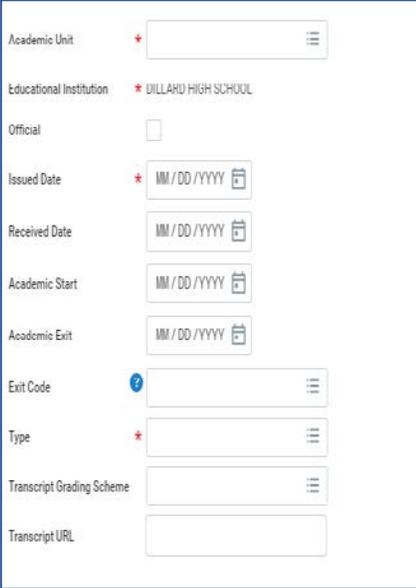
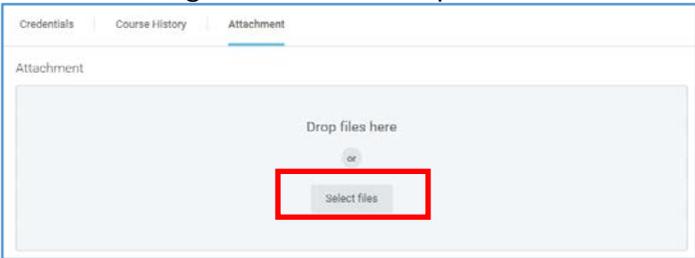
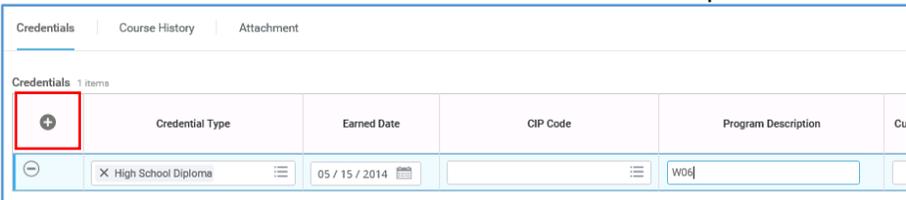
TASKS WITHIN THIS JOB AID

- [Add Secondary Transcript](#)
- [Add Post-Secondary Transcript](#)
- [View a Transcript](#)
- [Edit a Transcript](#)
- [Remove a Transcript](#)
- [Remove an Educational Institution](#)

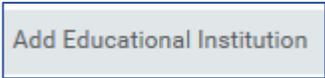
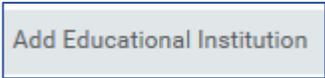
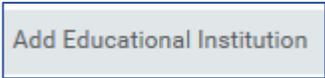
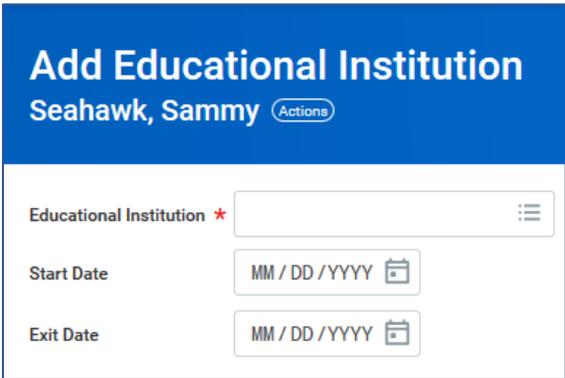
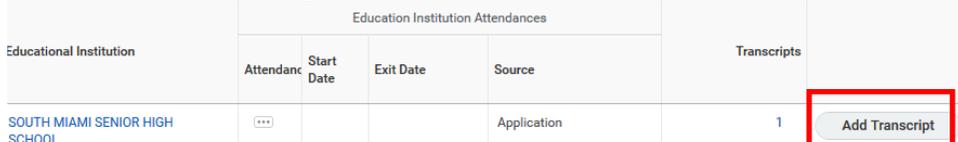
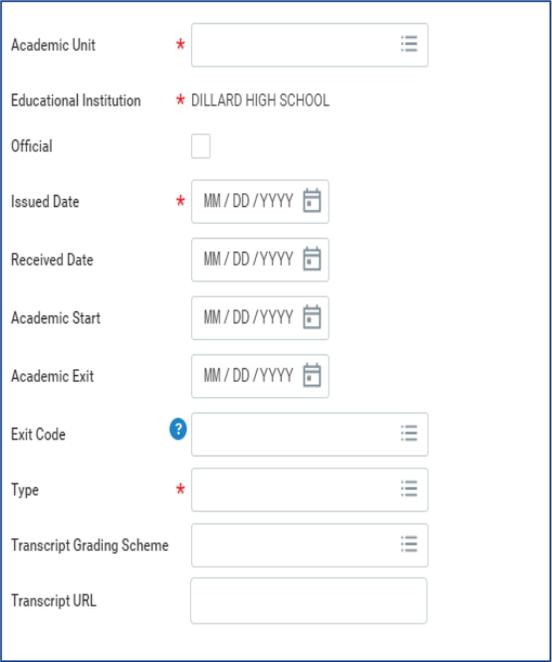


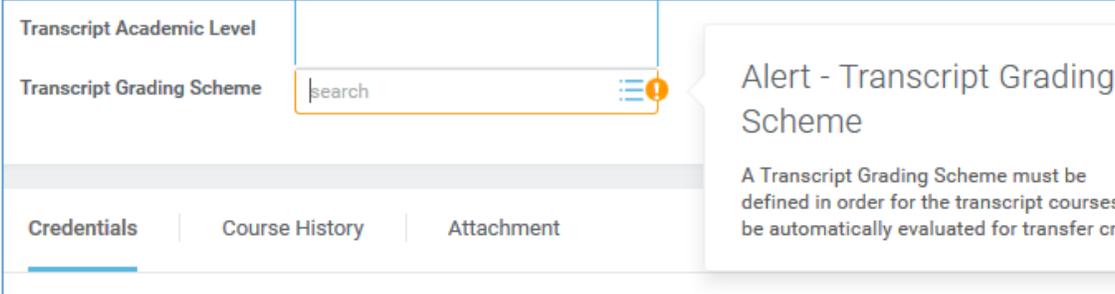
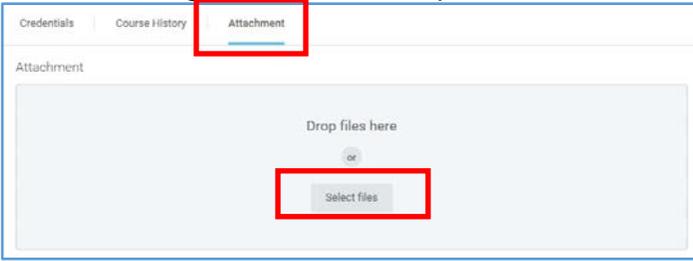
PROCEDURE - Add Secondary Transcript

Step 1	Is the secondary school you are looking for listed?	
	If...	Then...
	Yes	Continue to the Step 3
	No	Select 
Step 2	Add Educational Institution to the student record and click OK .	
		
Step 3	Click Add Transcript	
		
Step 4	Please fill out the various fields. Dates are not validated.	

		<p>Academic Unit * – Always choose Broward College since you want the transcript to show for all possible applications</p> <p>Official – CHECK BOX ONLY IF TRANSCRIPT IS COMPLETE.</p> <p>Issued Date * – Enter the issued date on the transcript</p> <p>Received Date – Use today's date</p> <p>Academic Start – Enter the date the person started this particular school</p> <p>Academic Exit – Enter graduation date or last date of attendance listed on the transcript. If student did not graduate or courses are in progress, leave this field blank.</p> <p>Exit Code – 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.</p> <p>Type * – Choose code from drop down menu</p> <p>Transcript Academic Level – (Do not update (auto-populates))</p> <p>Transcript Grading Scheme (Do Not Use and ignore ALERT message)</p>
Step 5	<p>Click on the Attachment tab, and then click "Select files" and attach the scanned image of the transcript.</p> 	<p>Note: Once document is attached, ignore the Upload button</p>
Step 6	<p>Under the Credentials tab, click the + button and enter the credential type, and earned date. Enter exit code in Program description field if it does not exist in the Exit code field above in step 4.</p> 	
Step 7	Click Ok and then Done	

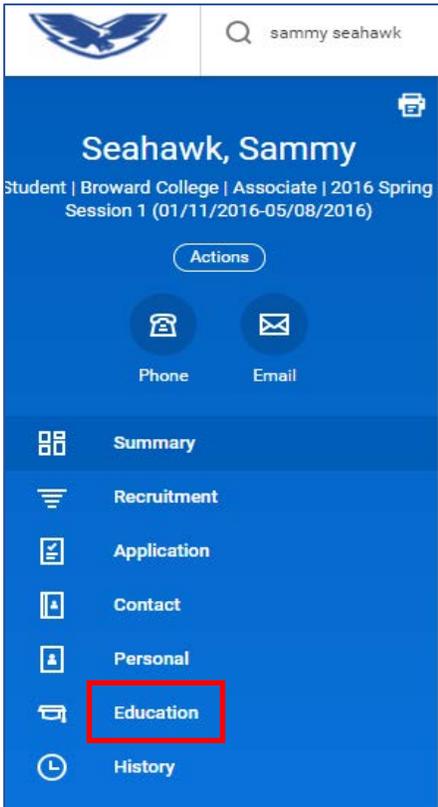
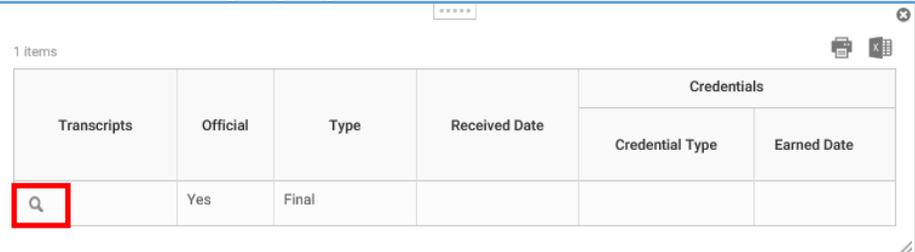
PROCEDURE - Add Post-Secondary Transcript

Step 1	<p>Is the school you are looking for listed?</p> <table border="1"> <thead> <tr> <th data-bbox="349 310 714 346">If...</th> <th data-bbox="714 310 1421 346">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="349 346 714 382">Yes</td> <td data-bbox="714 346 1421 382">Continue to the Step 3</td> </tr> <tr> <td data-bbox="349 382 714 472">No</td> <td data-bbox="714 382 1421 472"> Select  </td> </tr> </tbody> </table>	If...	Then...	Yes	Continue to the Step 3	No	Select 
If...	Then...						
Yes	Continue to the Step 3						
No	Select 						
Step 2	<p>Add Educational Institution to the student record and click OK.</p> 						
Step 3	<p>Click Add Transcript</p> 						
Step 4	<p>Please fill out the various fields. Dates are not validated. The * lines (Workday required) and + lines (CID integrations required) are mandatory. All other lines are optional.</p> 						

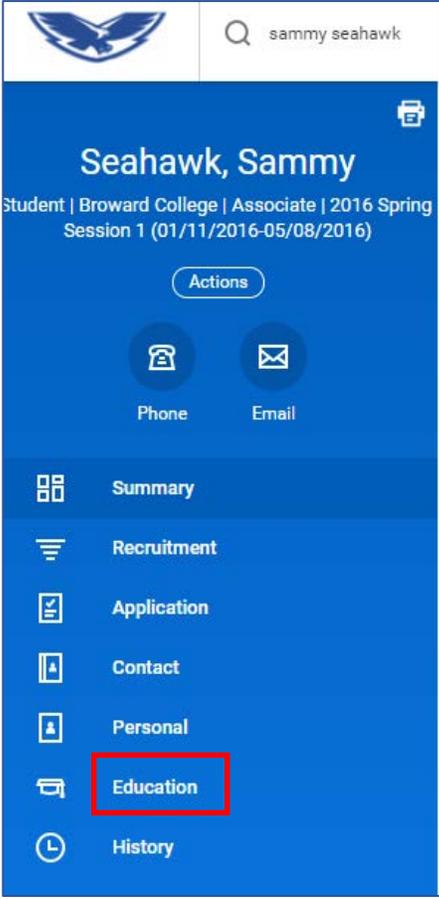
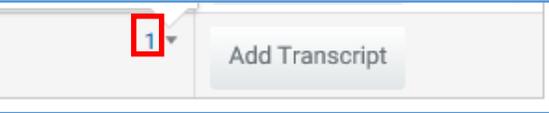
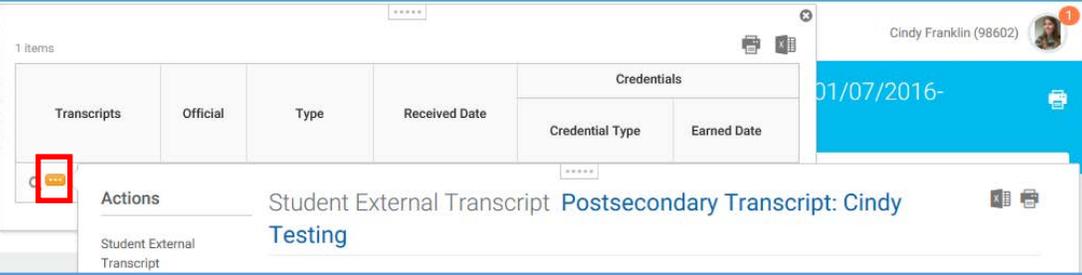
	<p>Academic Unit * – Always choose Broward College since you want the transcript to show for all possible applications</p> <p>Official – ONLY check if transcript is complete and official</p> <p>Issued Date * – Enter the issued date on the transcript</p> <p>Received Date + – Use today's date</p> <p>Academic Start – Enter the date the person started this particular school</p> <p>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.</p> <p>Exit Code – (Only used for high school transcripts)</p> <p>Type * – Choose one of the following:</p> <ul style="list-style-type: none"> - Final (only appears if you added a date in the Academic Exit field, otherwise Final will not be an option.) - In-Progress Mid-Year (do not use) <p>Transcript Academic Level – Do not use</p> <p>Transcript Grading Scheme – Do not use</p>
Step 5	<p>Please Ignore: Alert – Transcript Grading Scheme</p> 
Step 6	<p>Click on the Attachment tab, and then click “Select files” and attach the scanned image of the transcript.</p>  <p>Note: Once document is attached, ignore the Upload button</p>
Step 7	<p>Click </p>
Step 8	<p>Click </p>

[Go back to the TOP](#)

PROCEDURE – View a Transcript

<p>Step 1</p>	<p>Click on the Education tab</p>  <p>The screenshot shows a mobile interface for a student named Sammy Seahawk. At the top, there's a search bar with the name 'sammy seahawk'. Below that, the student's name 'Seahawk, Sammy' is displayed, followed by their role: 'Student Broward College Associate 2016 Spring Session 1 (01/11/2016-05/08/2016)'. There are buttons for 'Phone' and 'Email'. A menu on the left contains several options: 'Summary', 'Recruitment', 'Application', 'Contact', 'Personal', 'Education' (highlighted with a red box), and 'History'.</p>																		
<p>Step 2</p>	<p>Click on the number in the Transcripts column</p>  <p>The screenshot shows a table row with three main cells. The first cell contains the date '05/15/2005'. The second cell contains the number '1', which is highlighted with a red box. The third cell contains a button labeled 'Add Transcript'.</p>																		
<p>Step 3</p>	<p>Click on the magnifying to see more detail</p>  <p>The screenshot shows a detailed view of a transcript. It features a table with columns: 'Transcripts', 'Official', 'Type', 'Received Date', 'Credential Type', and 'Earned Date'. The 'Official' column has the value 'Yes' and the 'Type' column has 'Final'. A magnifying glass icon in the 'Transcripts' column is highlighted with a red box.</p> <table border="1" data-bbox="365 1339 1258 1501"> <thead> <tr> <th>Transcripts</th> <th>Official</th> <th>Type</th> <th>Received Date</th> <th colspan="2">Credentials</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th>Credential Type</th> <th>Earned Date</th> </tr> </thead> <tbody> <tr> <td>🔍</td> <td>Yes</td> <td>Final</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Transcripts	Official	Type	Received Date	Credentials						Credential Type	Earned Date	🔍	Yes	Final			
Transcripts	Official	Type	Received Date	Credentials															
				Credential Type	Earned Date														
🔍	Yes	Final																	
<p>Step 4</p>	<p>To view any attachments, click on the Attachment tab, and then the file.</p>  <p>The screenshot shows the 'Attachment' tab selected. Below the tab, there is a file attachment card for 'Oh Canada.docx'. The card indicates it was uploaded by Karen Lee Murphy (3796) 2 minutes ago. There is a 'Comment' field which is currently empty.</p>																		

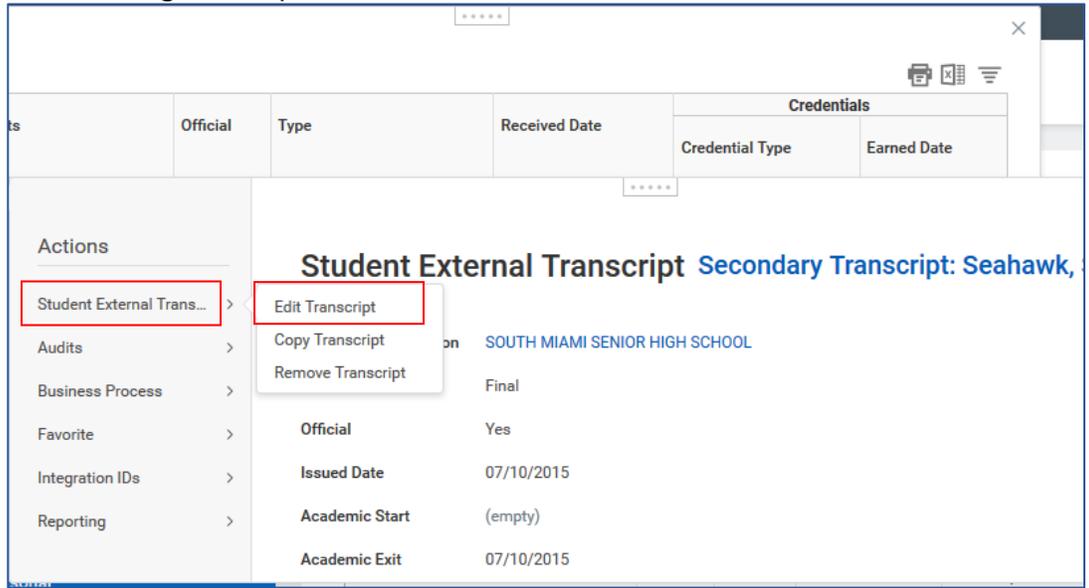
PROCEDURE – Edit a Transcript

<p>Step 1</p>	<p>Click on the Education tab</p>  <p>The screenshot shows a user profile for Sammy Seahawk at Broward College. The left sidebar contains several menu items: Summary, Recruitment, Application, Contact, Personal, Education (highlighted with a red box), and History. The main content area shows the user's name and session information.</p>
<p>Step 2</p>	<p>Click on the number in the Transcripts column</p>  <p>The screenshot shows a button labeled 'Add Transcript'. A red box highlights the number '1' in the top-left corner of the button.</p>
<p>Step 3</p>	<p>Click on the related action button. (Hover over the magnifying glass and the orange related action button will appear.)</p>  <p>The screenshot shows a table with columns: Transcripts, Official, Type, Received Date, Credential Type, and Earned Date. A red box highlights an orange button with a magnifying glass icon in the 'Transcripts' column. The table contains one item: 'Student External Transcript Postsecondary Transcript: Cindy Testing'.</p>



Hover over **Student External Transcript**, and then click **Edit Transcript** to make changes or updates.

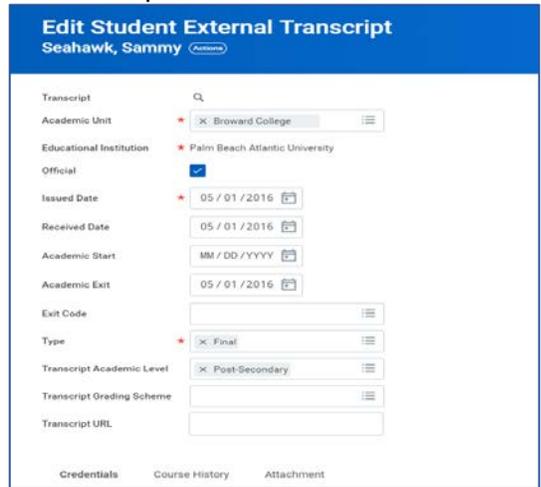
Step 4



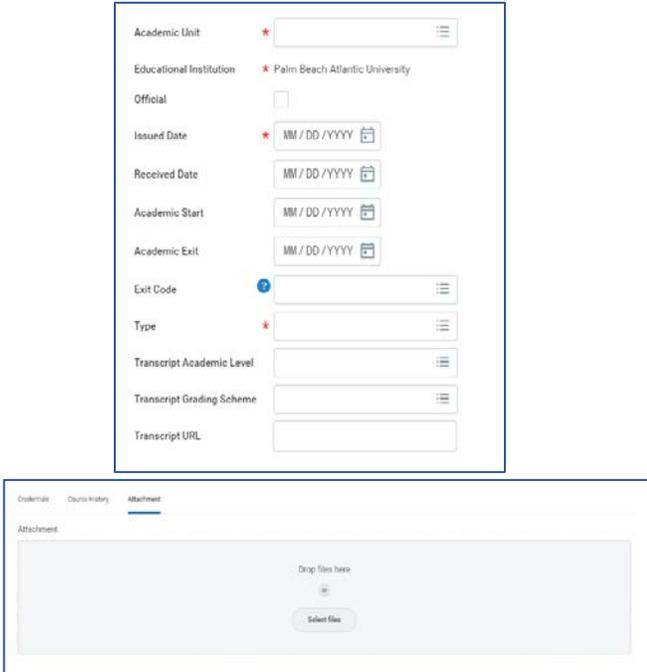
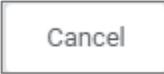
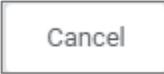
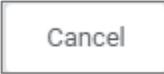
Note: ONLY use Edit Transcript if you need to attach an image to the transcript, or make changes to the information on that transcript. If you selected this function in error, then you MUST select CANCEL!

Step 5

Edit the fields that need to be updated, add attachments, etc.



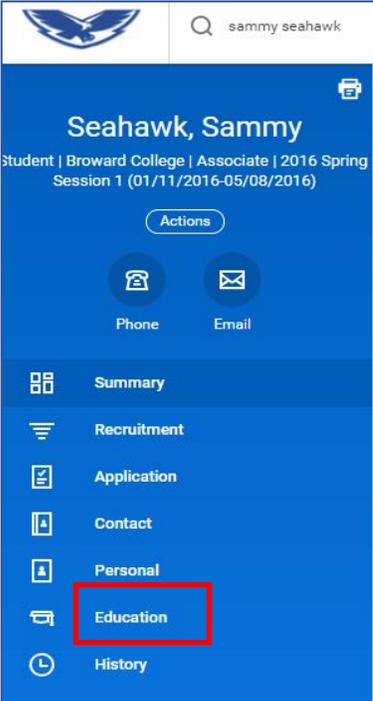
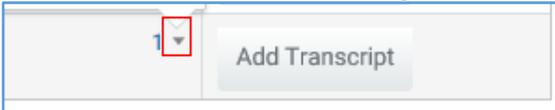
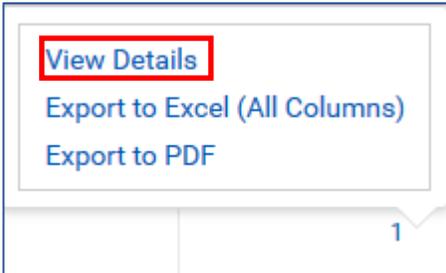
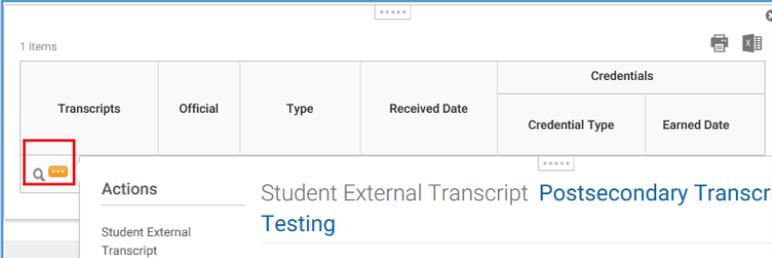
Edit the fields that need to be updated, add attachments, etc.

							
Step 6	<p>Did you make any updates, changes, or attach any images to this transcript?</p> <table border="1"> <thead> <tr> <th data-bbox="284 919 508 957">If...</th> <th data-bbox="508 919 1401 957">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 957 508 1215">Yes</td> <td data-bbox="508 957 1401 1215"> Click  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. </td> </tr> <tr> <td data-bbox="284 1215 508 1314">No</td> <td data-bbox="508 1215 1401 1314"> Click  </td> </tr> </tbody> </table>	If...	Then...	Yes	Click  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.	No	Click 
If...	Then...						
Yes	Click  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.						
No	Click 						
Step 7	Click 						

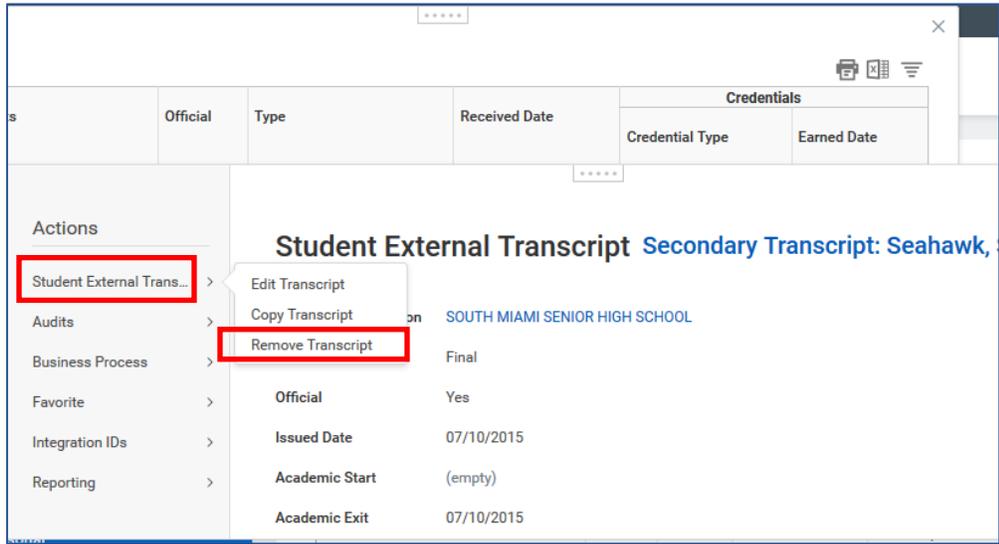
[Go back to the TOP](#)



PROCEDURE –Remove a Transcript

<p>Step 1</p>	<p>Click on the Education tab</p>	
<p>Step 2</p>	<p>Click on the arrow to the right of the number in the Transcripts column</p>	
<p>Step 3</p>	<p>Click View Details</p>	
<p>Step 4</p>	<p>Hover over the magnifying glass and the orange related action button will appear. Click on the related action button.</p>	

Hover over Student External Transcript, click Remove Transcript



Step 5

Note: It will not disappear, it will just change the number to zero like the image below:

The screenshot shows a table titled 'Education Institution Attendances' with 4 items. The table has columns for 'Educational Institution', 'Attendance', 'Start Date', 'Exit Date', 'Source', and 'Transcripts'. The 'Transcripts' column shows a count of 1 for 'SOUTH MIAMI SENIOR HIGH SCHOOL' and 0 for 'CLEP'. The '0' is highlighted with a red box. There are 'Add Transcript' buttons next to each row.

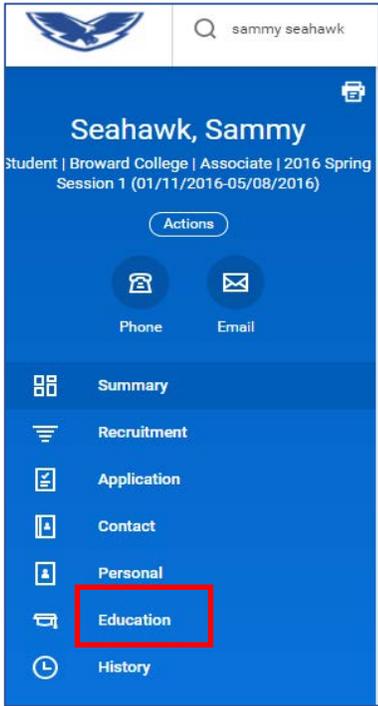
Educational Institution	Education Institution Attendances				Transcripts
	Attendance	Start Date	Exit Date	Source	
SOUTH MIAMI SENIOR HIGH SCHOOL	...			Application	1
	...		07/10/2015	Transcript	
CLEP	...			Application	0
	...		06/09/2016	Transcript	

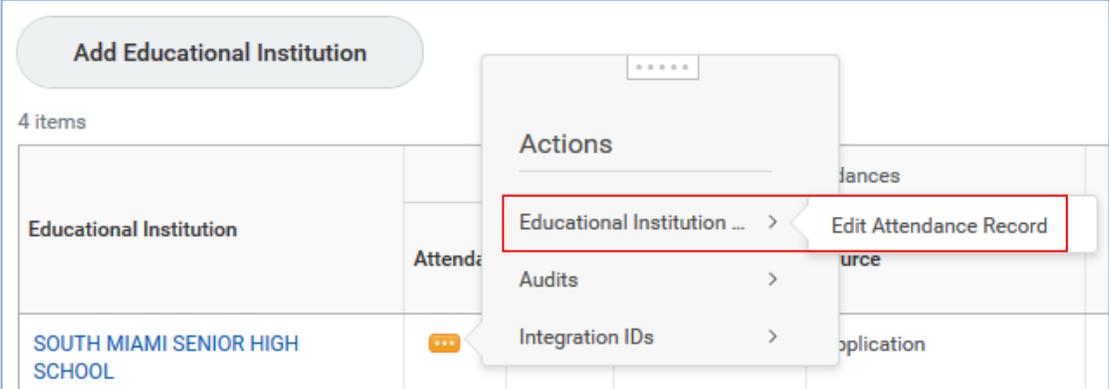
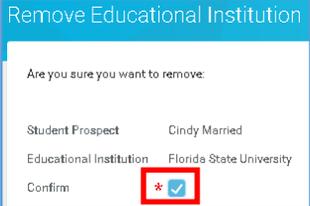
Step 6

Go to "Remove Educational Institution" to completely delete this line.

[Go back to the TOP](#)

PROCEDURE –Remove Educational Institution

Step 1	<p>Click on the Education tab</p> 																								
Step 2	<p>Under Transcripts, is the number 0?</p> <table border="1" data-bbox="362 1054 1446 1201"> <thead> <tr> <th rowspan="2">Educational Institution</th> <th colspan="4">Education Institution Attendances</th> <th rowspan="2">Transcripts</th> <th rowspan="2">Add Transcript</th> </tr> <tr> <th>Attendance</th> <th>Start Date</th> <th>Exit Date</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Florida State University</td> <td>...</td> <td>08/25/2000</td> <td>05/15/2004</td> <td></td> <td>0</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="362 1205 1442 1352"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Continue to the next step</td> </tr> <tr> <td>No</td> <td>Remove the transcript by completing the previous section, Remove a Transcript.</td> </tr> </tbody> </table>	Educational Institution	Education Institution Attendances				Transcripts	Add Transcript	Attendance	Start Date	Exit Date	Source	Florida State University	...	08/25/2000	05/15/2004		0		If...	Then...	Yes	Continue to the next step	No	Remove the transcript by completing the previous section, Remove a Transcript .
Educational Institution	Education Institution Attendances				Transcripts	Add Transcript																			
	Attendance	Start Date	Exit Date	Source																					
Florida State University	...	08/25/2000	05/15/2004		0																				
If...	Then...																								
Yes	Continue to the next step																								
No	Remove the transcript by completing the previous section, Remove a Transcript .																								
Step 3	Click on the Application Tab																								
Step 4	Click on Application Details																								
Step 5	Click the Edit Application Details button																								
Step 6	<p>Scroll down to the schools, is the school you're looking for under Secondary Education?</p> <table border="1" data-bbox="362 1537 1464 1650"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Continue to next step</td> </tr> <tr> <td>No</td> <td>Click on the Post-Education tab and continue to next step</td> </tr> </tbody> </table>	If...	Then...	Yes	Continue to next step	No	Click on the Post-Education tab and continue to next step																		
If...	Then...																								
Yes	Continue to next step																								
No	Click on the Post-Education tab and continue to next step																								
Step 7	Click the  button next to the school you want to delete.																								
Step 8	Click 																								
Step 9	Click 																								

Step 10	Click on the Education tab																		
Step 11	<p>Next to the school's name, you need to delete the Attendance record. Click on the related field icon.</p>  <table border="1" data-bbox="362 302 1446 449"> <thead> <tr> <th rowspan="2">Educational Institution</th> <th colspan="4">Education Institution Attendances</th> <th rowspan="2">Transcripts</th> <th rowspan="2">Add Transcript</th> </tr> <tr> <th>Attendance</th> <th>Start Date</th> <th>Exit Date</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Florida State University</td> <td>...</td> <td>08/26/2000</td> <td>05/15/2004</td> <td></td> <td>0</td> <td>Add Transcript</td> </tr> </tbody> </table>	Educational Institution	Education Institution Attendances				Transcripts	Add Transcript	Attendance	Start Date	Exit Date	Source	Florida State University	...	08/26/2000	05/15/2004		0	Add Transcript
Educational Institution	Education Institution Attendances				Transcripts	Add Transcript													
	Attendance	Start Date	Exit Date	Source															
Florida State University	...	08/26/2000	05/15/2004		0	Add Transcript													
Step 12	<p>Hover over Educational Institution Attendance</p> 																		
Step 13	<p>Click on the Confirm box</p> 																		
Step 14	<p>Click </p>																		

[Go back to the TOP](#)

