

Quick guide: Looking up Student Transcripts

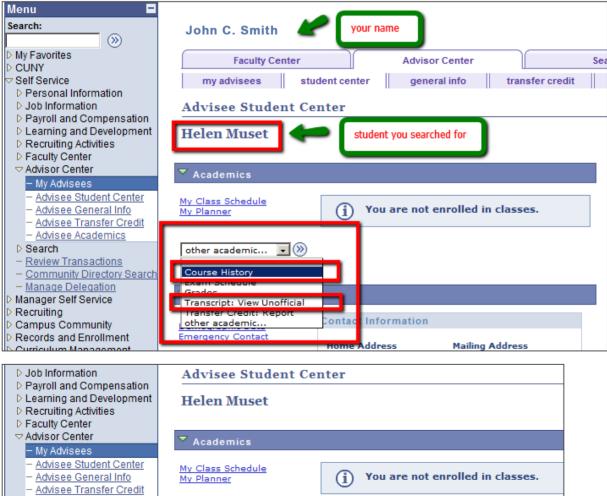
These quick guides are based on the "simulation environment". Things may work somewhat differently in the production environment. These "quick guides" are produced quickly with little attention to formatting and fitting everything on a letter size page for printing. More elaborate guides will be made available at a later point. These guides are meant to get you started -- following an introductory hands-on session. Or, for the more adventurous, to guide self-study.

Most users (including faculty) will not see any "advisees". This is new functionality in Cf which requires special setup (if interested, see separate QG). You can proceed in more than one way; for most people it will also work if they click the "student center" tab.

CUNYfirst	
rully integrated Resources & Services Teol Menu	
Search:	Manfred Kuechler Faculty Center Advisor Center Search my advisees student center general info transfer credit academics
 Job Information Payroll and Compensation Learning and Development Recruiting Activities Faculty Center 	My Advisees
Advisor Center My Advisees Advisee Student Center Advisee General Info Advisee Transfer Credit	(i) There is no information for the transaction you requested.
<u>Advisee Academics</u> Search <u>Review Transactions</u> <u>Community Directory Search</u> Manage Delegation	VIEW DATA FOR OTHER STUDENTS
 Manager Self Service Recruiting Campus Community Records and Enrollment Curriculum Management Student Financials 	Faculty Center Advisor Center Search My Advisees Student Center General Info Transfer Credit Academics

A search page is the real start for the process. If you know the (empl) ID for the student (an 8 digit string) enter it, otherwise just use the student name. If the name is common the search may take a long time, and you may want to add the Campus ID (Hunter = HTR01).

CUNY first	
Menu 🗖	
Search:	Advisee's Student Center
▷ My Favorites ▷ CUNY	Enter any information you have and click Search. Leave fields blank for a list of all values.
Self Service ▷ Personal Information	Find an Existing Value
▷ Job Information	Maximum number of rows to return (up to 300): 300
 Payroll and Compensation Learning and Development 	ID: begins with 🔽
D Recruiting Activities	Campus ID: begins with
Faculty Center Advisor Center	National ID: begins with
- My Advisees	Last Name: begins with 💌 Muset
- Advisee Student Center	First Name: begins with 💌 Helen
 Advisee General Info Advisee Transfer Credit 	
 <u>Advisee Academics</u> Search 	Search Clear Basic Search 🔳 Save Search Criteria
 <u>Review Transactions</u> Community Directory Search 	
- Manage Delegation	



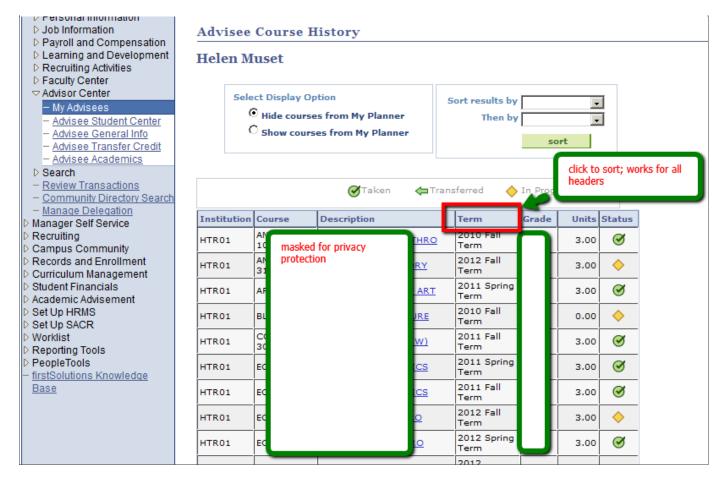
"Course History" usually comes up faster and may give you all the information you are looking for:

Course History

Advisee Academics

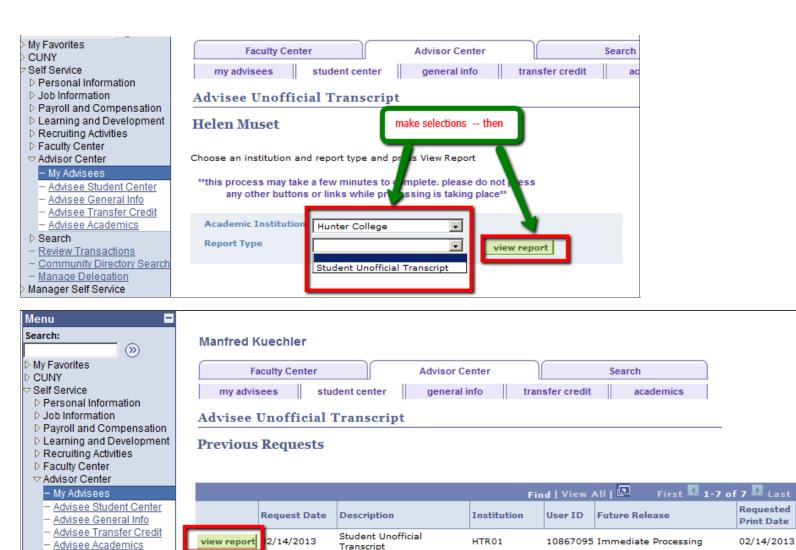
<u>Review Transactions</u>
 <u>Community Directory Search</u>

Search



Now the actual transcript:





That's it. Reports are kept, so you can go back and view the report later again. Transcripts are produced as pdf for easy printing and download -- but keep FERPA rules in mind!

Cf transcript contain more information (e.g., course instructors) and are much better formatted. A genuine improvement.