



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

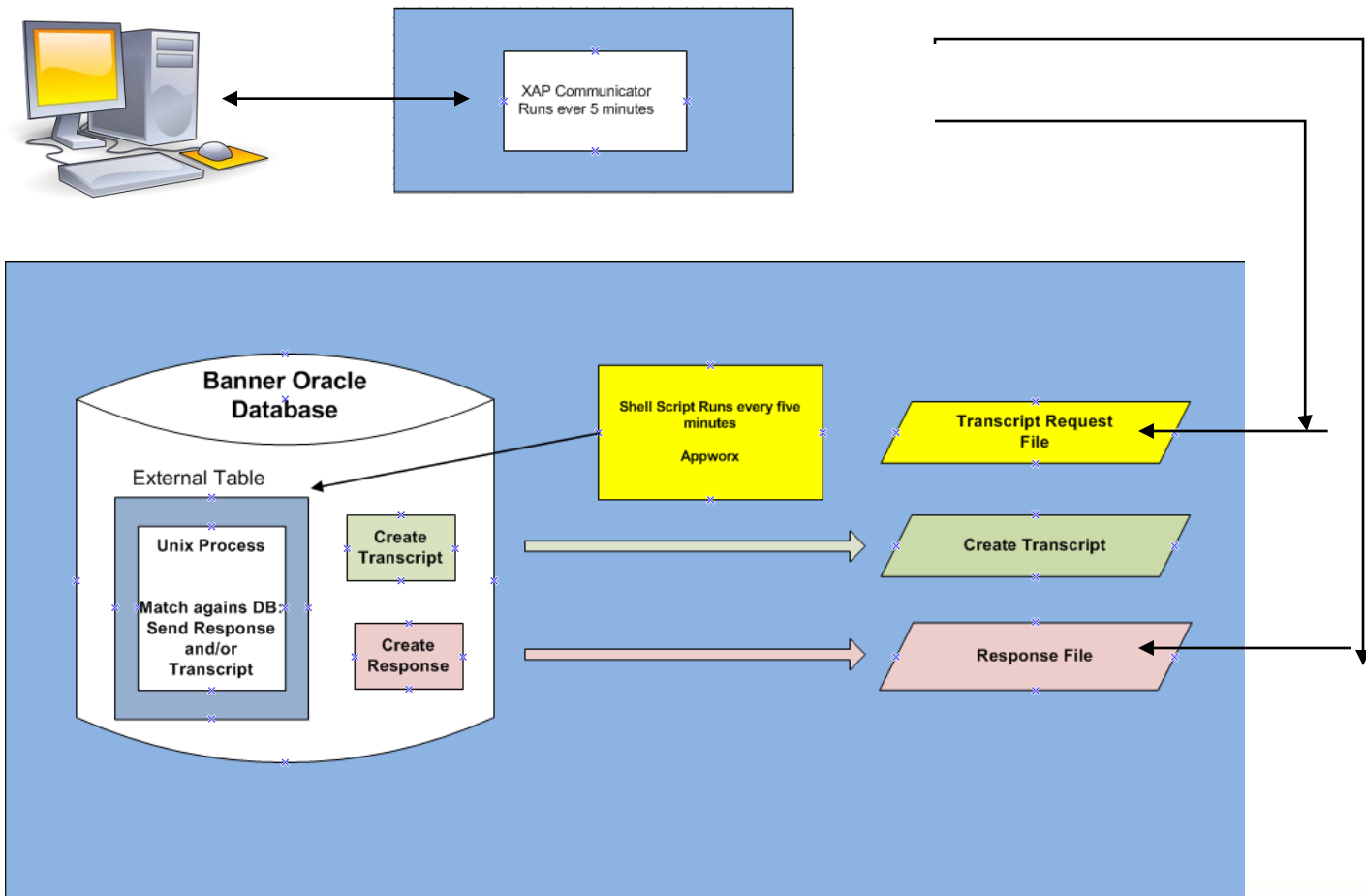
eTranscript: Quickstart for IT

Renee Cowing – San Mateo Community College District



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- Etranscript Processing (SMCCCD) – From Request to Transcript





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eTranscriptCA at SMCCCD

- Pilot at Skyline College – 2007
- Added Canada and College of San Mateo,
 - District-wide transcripts
 - Spring 2008
- Live transcript counts (a/o 04-APR-2012):

– Canada College	6943
- College of San Mateo	13257
- Skyline College	15286



Implementation Steps

- Establish your team
- Resources to learn about eTranscript
- Decisions to be made
- XAP Communicator
- User Interfaces
- Generating Transcripts
- Code Availability
- Help from Others / Resources Available



Establish Your Team

Admissions and Records

Staff involved in Transcript processing
Participate in design decisions, identify test cases and participate in testing, identify new workflows and document new procedures, train A&R staff and implement new procedures when GO LIVE.

IT Department

Best if includes someone with student system experience
Participate in design decisions, server configuration and setup, programming and testing.



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- eTranscriptCA web site (<http://etranscriptca.org/>)
 - File Repository
 - Implementation Guide (78 pages)
 - Data Dictionary
 - 2 volumes – 587 pages
 - About 600 fields (we used about 50%)
 - Many other documents
- Live colleges











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File Repository



eTranscript California :: File Repository RSS

Containers	Folders/Files
 About eTranscript California	(8/22)
 Contracts & Agreements	(0/1)
 eTranscriptCA Steering Committee	(1/13)
 Making the case for eTranscriptCA	(0/3)
 Recommended Practices	(0/7)
 SB1440 eTranscriptCA Support	(0/4)
<p>Changes to eTranscript California to support CCC to CSU student transfers according to state senate bill 1440. Changes will not be deployed to production environment until testing is completed with CSU system around the end of June 2012.</p>	
 Support Files	(6/22)
 Workshops	(4/13)



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- eTranscriptCA – Parties involved:
 - Requesting Institution
 - Recipient Institution (send to here)
 - Transcript Institution
- eTranscriptCA – Files involved:
 - Request File (download)
 - Response File (upload) (very simple)
 - Transcript File (upload)



eTranscript Terminology

- **Unsolicited Transcript**
 - Not because of a request. Simply upload a transcript to eTranscriptCA. SMCCD - WebSMART
- **District Wide Transcript**
 - Request sent to College A. Send transcript for all colleges in your district (College A, B, C).
- **Recycling**
 - Unlimited, repeated downloads of a request. Allows processing of ON HOLD requests without (much) additional local programming.



Matching Records:

1. Student Name – last and first
2. Student ID number at transcript institution
3. SSN – Social Security Number



Possible User Interfaces

- Admissions and Records
 - XAP Control Center
 - Check status (no transactions waiting)
 - View Offline Record Search Required
 - Enter Response -- paper Transcript Sent
 - Setup automatic emails (to A&R, student, requestor)
 - Student Information System (Banner)
 - Staff entry of Transcript request
 - Partial Transcript – see control Center
 - Can't Enter Response when partial paper Transcript Sent
- Student Portal
 - Web Transcript Request (paid for?)

Two ways for staff to interact with eTranscriptCA

1. Control Center

2. The Communicator

XAP THE CONTROL CENTER [Server: Live 1] Auto Download :: College of San Mateo [log out](#)

My Control Center **Help** **My Quicklinks** **Edit QuickLinks**

Especially for: College of San Mateo

I'm Angela Embry, your Client Services Manager. [Contact CSM](#)

1 Empty 5 Empty
2 Empty 6 Empty
3 Empty 7 Empty
4 Empty 8 Empty

[Home](#) [Transcripts](#) [Application Processing](#) [Reports](#) [Preferences](#) [Help](#)

My Control Center

Data Management

Data	Last Updated
Undergraduate	9/14/2006
Graduate	

Term Status

Term	Status	Notes
Spring 2012	OPEN	
Summer/Fall 2012	OPEN	

Calendar

Event	Start Date	End Date
You have no events scheduled today.		

Announcements

Control Center Date Range Limitation Change

PLEASE NOTE

Please be advised that there will be a change to some Control Center functionality, effective Friday, November 11, 2011.

Please [click here](#) for a detailed summary.

Getting Help

The Control Center has a built-in [Online Manual](#) which is available throughout the site. There is also a "get help for this page" button in the upper right portion of most of the modules on the site.


If you need additional help or would like to receive training on the features and use of this site, please do not hesitate to contact your Client Services Manager, [Angela Embry](#).





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The Control Center

Transcripts  [add page to My Outlinks](#) [get help for this page](#)

Transcript Fulfillment Manager

View Options

Transaction status: All

Transcript Fulfillment Workflow

- Transcript Request Submitted
 - 0 Approve Transcript Request Waiting
 - 0 Download Transcript Request Waiting
 - 2 Upload Transcript/Response Waiting
 - Release Transcript to Recipient Institution
 - Transcript Delivered

All Transactions Options

View using: Default View [create](#)

From: 3/1/2012 to: 3/31/2012 Rule: None [delete](#) Results: 100 [update](#)

Search for: leave empty for all records

All Transactions ([Open in Excel](#))

View Activity	Status	Response Status	Last Name	First Name	M.I.	Student ID	Date Requested	Requested By
	Transcript Delivered		Santiago	Lidia		G00805826	03/01/2012	College of San Mateo
	Transcript Delivered		Mahmoud	Yasmin	H	G00851635	03/01/2012	College of San Mateo
	Transcript Delivered		Mahmoud	Yasmin	H	G00851635	03/01/2012	College of San Mateo
	Transcript Delivered		Barajas	Janet		G00566831	03/01/2012	College of San Mateo
	Transcript Delivered		Roth	Franchesca		G00833384	03/01/2012	College of San Mateo
	Transcript Delivered		Nejad	Parisa		G00870572	03/01/2012	College of San Mateo
	Transcript Delivered		Tungol	Brian			03/01/2012	CSU Sacramento
	Transcript Delivered		La	Kenneth	D	G00868826	03/02/2012	College of San Mateo
	Transcript Delivered		La	Kenneth	D	G00868826	03/02/2012	College of San Mateo
	Transcript Delivered		Aragoni	Matthew	T		03/02/2012	CSU Long Beach

An Internet site through which staff can administer eTranscript traffic



What is the Communicator?

Automated File
Uploading and
Downloading

The screenshot shows the 'Xap Communicator Preferences' dialog box with the 'General' tab selected. The 'Username' field contains 'cowing_re' and the 'Xap server' dropdown is set to 'Live'. The 'Password' field is masked with asterisks. A 'Connection Settings...' button is located to the right of the password field. Under 'Duplicate Filename Handling', the radio button for 'append the new filename with a number (i.e. _0001)' is selected. The 'Log Activity to File:' section shows a file path 'C:\Program Files\Xap Corporation\Xap Communicato' and a 'Choose Dir...' button. The checkbox 'Create a new log file each time the program is started' is checked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Xap Communicator Preferences

General | Schedule | Download | Upload | About

Username: Xap server:

Password:

Duplicate Filename Handling:

- append the new filename with a number (i.e. _0001)
- abort the file download.
- overwrite the existing file with the new one.

Log Activity to File:

Create a new log file each time the program is started



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Configuration of Communicator: Three Directories on the Communicator

1. Upload Waiting
2. Upload Completed
3. Upload Failed

The screenshot shows a dialog box titled "Xap Communicator: Edit Upload Settings" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Setting Name:** CCCTran ASCII - CSM
- ID:** U43
- Setting Status:** Enabled, Disabled
- Pre-Upload Actions...** button
- Upload all files contained in directory:** C:\CCCTran\Auto_Upload_CSM\upload_waiting\ (with a "Choose Dir..." button)
- Upon successful upload, move uploaded files to directory:** C:\CCCTran\Auto_Upload_CSM\upload_completed\ (with a "Choose Dir..." button)
- Upon failed upload, move unsuccessful files to directory:** C:\CCCTran\Auto_Upload_CSM\upload_failed\ (with a "Choose Dir..." button)
- OK** and **Cancel** buttons at the bottom.



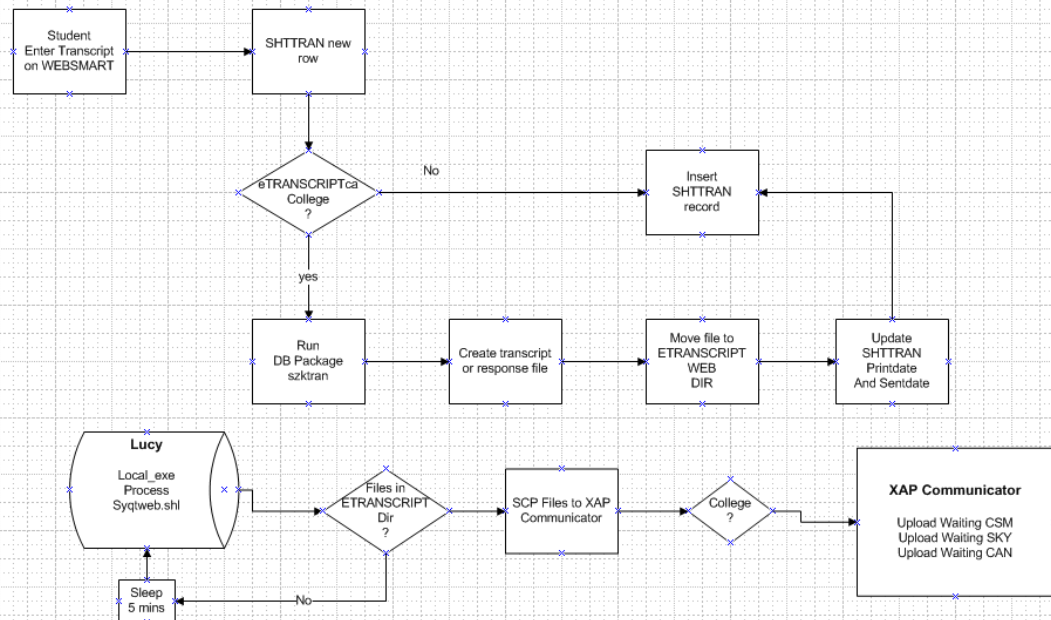
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Using Your
Web Portal to
send
transcripts via
eTranscriptCA

Web Transcripts Through eTRANSCRIPTCA

Trigger

This database trigger - `it_shtrtan_etranscript` – will process transcript requests made on the web. Transcript requests that are being sent to eTranscript schools are identified for electronic delivery. A call will be made to the `etrancriptca` package `szktran` to create the outgoing transcript.





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Questions?