Getting the Most out of eTranscript California

- CSU Long Beach - Marie Alford
- Palomar College – Jeri Richards
- Fullerton College – Bambi Guzman
- eTranscriptCA PM – Lenny Robison
- Director, CCC Tech Center – Tim Calhoon

Getting the Most out of eTranscript California

- How are Colleges using eTranscriptCA
  - CSU Long Beach
  - Palomar College
  - Fullerton College
- Control Center Tips and Features
  - Working with Online Help
  - Reports – Create new Views & Rules
  - Fulfillment Workflow - Automated Emails

CSU Long Beach

- Requesting transcripts electronically
- Downloading transcripts
- Dealing with requests on hold
- Importing into CSU LB systems
- Paper versus Electronic Transcripts

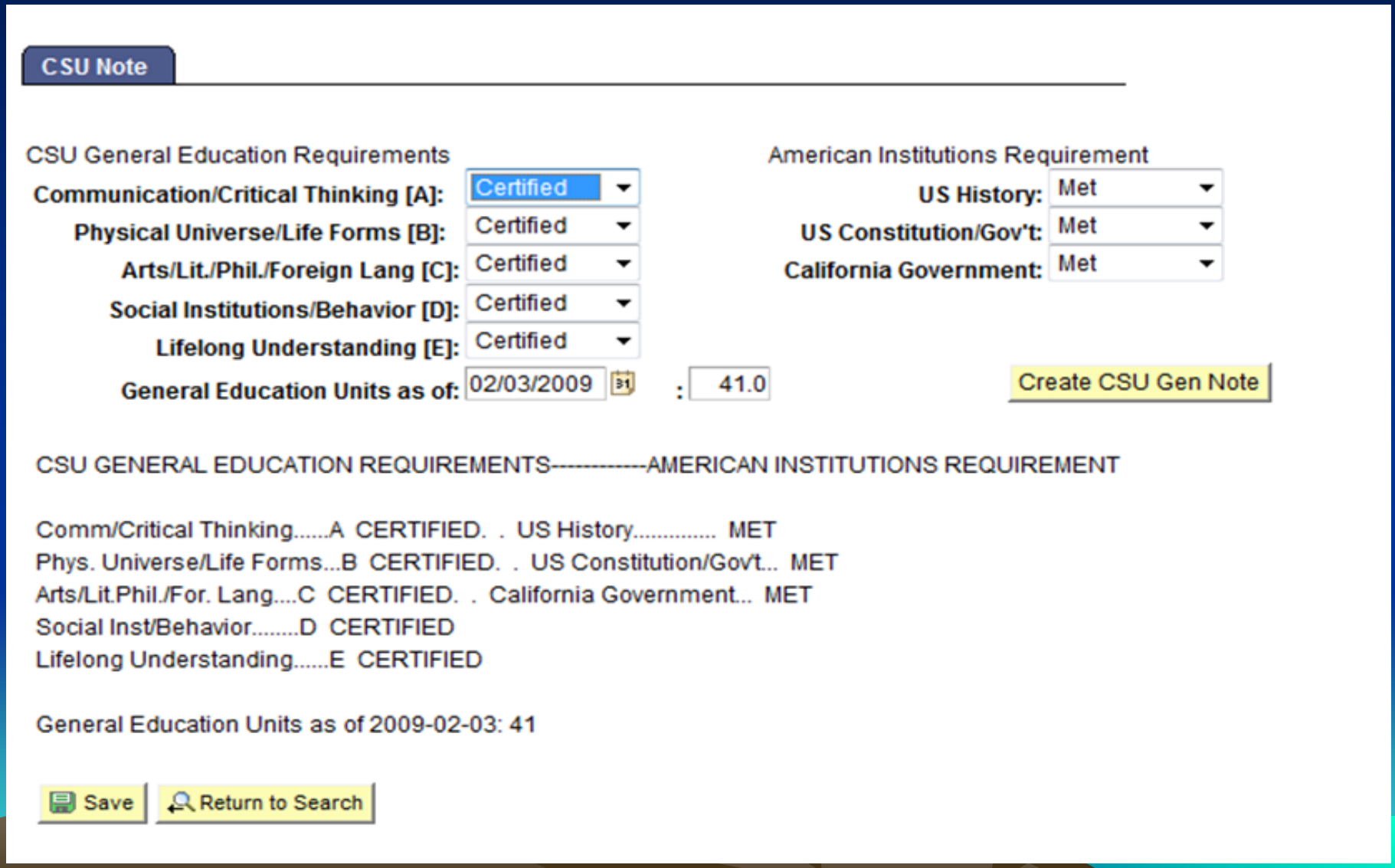
Palomar College

- Palomar processing student transcript requests:
  - Counter requests, and
  - Requests from Credential Solutions as a portal for student requests
    - Credentials' programs build the transcript file from SIS data and delivers the transcript to the recipient college via eTranscriptCA or SPEEDE
- Xap Communicator is used for Transcript export and import

Palomar College

- Palomar includes GE and IGETC certification within the outgoing transcripts

PALOMAR CUSTOM PEOPLESOFT PAGES FOR ENTRY OF CSU GE AND IGETC INFORMATION EXAMPLE 1 (GE AND IGETC FULLY MET)



Pal Gennote Igetc

IGETC CSU Cert: 01/26/2009

IGETC UC Cert: 01/26/2009

American Institutions Requirement

US History: Met

US Constitution/Gov't: Met

California Government: Met

Create IGETC Note

. . . . .INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

IGETC GENERAL EDUCATION REQUIREMENTS . . . .AMERICAN INSTITUTIONS REQUIREMENT

CSU System Certification Completed: 2009-01-26. US History..... MET
.UC System Certification Completed: 2009-01-26. US Constitution/Gov't... MET
. . . . . California Government... MET

Save | Return to Search

RESULTING CERTIFICATION GRID ON ELECTRONIC TRANSCRIPT EXAMPLE 1 (GE AND IGETC FULLY MET)

	T	Attempt units	Earned units	Grade points	GPA
Associate in Arts Degree awarded 12/20/2008					
TYPE: AA MAJOR: General Studies - Arts and Humanities					
	S				
Associate in Arts Degree awarded 12/20/2008					
TYPE: AA MAJOR: Liberal Arts and Sciences					
	S				

GENERAL EDUCATION CERTIFICATION

CSU GE Completed 02/03/2009			CSU IGETC Completed 01/26/2009			UC IGETC Completed 01/26/2009		
Area A	Y	02/03/2009	Area 1	Y	01/26/2009	Area 1	Y	01/26/2009
Area B	Y	02/03/2009	Area 2	Y	01/26/2009	Area 2	Y	01/26/2009
Area C	Y	02/03/2009	Area 3	Y	01/26/2009	Area 3	Y	01/26/2009
Area D	Y	02/03/2009	Area 4	Y	01/26/2009	Area 4	Y	01/26/2009
Area E	Y	02/03/2009	Area 5	Y	01/26/2009	Area 5	Y	01/26/2009
Amer Hist & Inst	Y	02/03/2009				Area 6	Y	01/26/2009

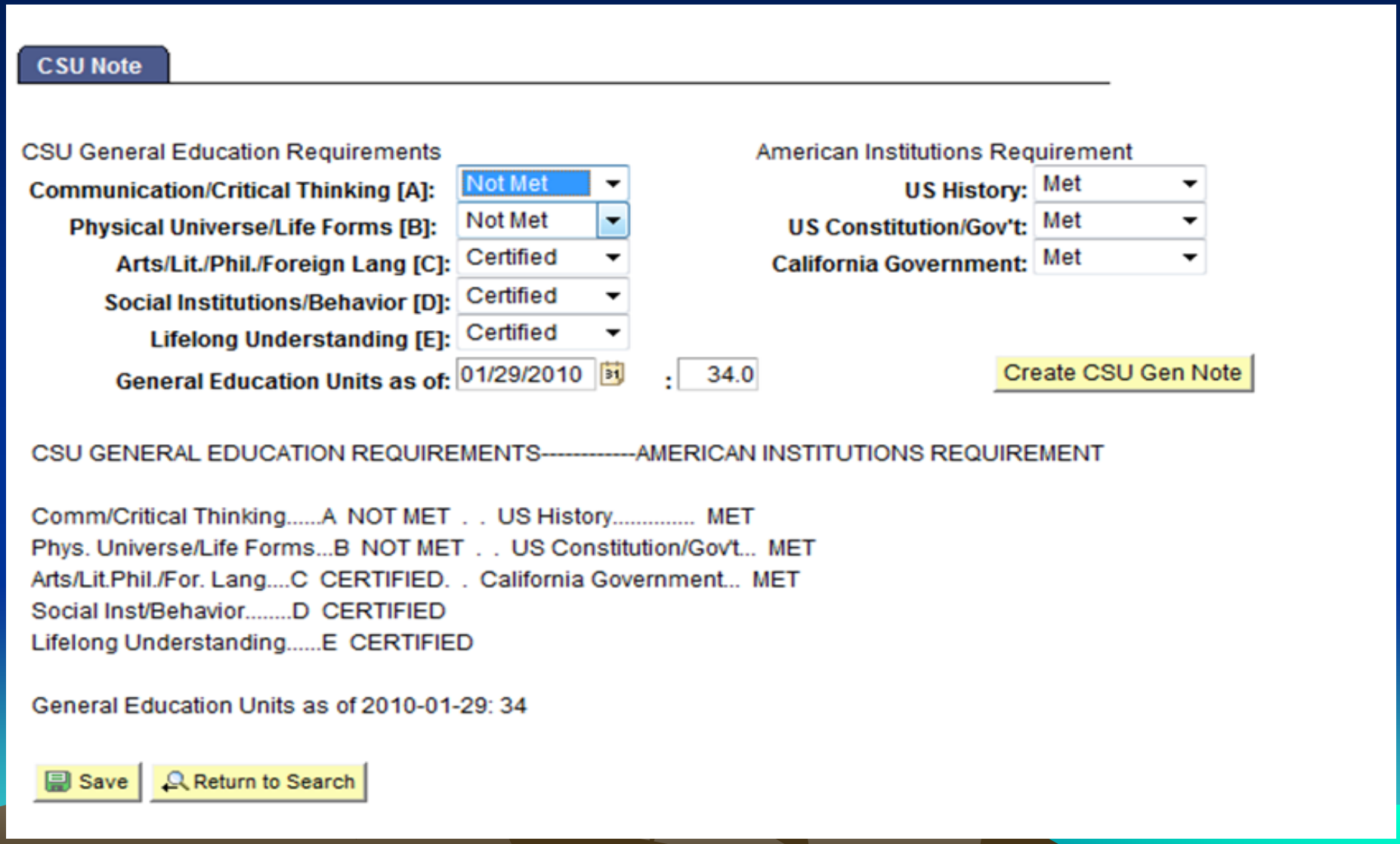
Y = Certified completed; N = Not completed; P = Completed with pass-along credit from another institution

2005 FALL Semester 08/22/2005 - 12/17/2005

Course ID	Course Title	Rpt	Actn	Cred	Hon	T	Course units	Earned units	Grade points	Grade
CINE 100	ART OF THE CINEMA					S	3.00	3.00	6.00	C

GRADE SCALE CODE: 005

PALOMAR CUSTOM PEOPLESOFT PAGES FOR ENTRY OF CSU GE AND IGETC INFORMATION EXAMPLE 2 (GE PARTIALLY MET/NO IGETC)



Pal Gennote Igetc

IGETC CSU Cert:

IGETC UC Cert:

American Institutions Requirement

US History:

US Constitution/Gov't:

California Government:

Create IGETC Note

Save | Return to Search

RESULTING CERTIFICATION GRID ON ELECTRONIC TRANSCRIPT EXAMPLE 2 (GE PARTIALLY MET/NO IGETC)

	T	Attempt units	Earned units	Grade points	GPA
Associate in Arts Degree awarded 12/19/2009					
TYPE: AA MAJOR: General Studies - Social/Behavioral Sci					
	S				

GENERAL EDUCATION CERTIFICATION

CSU GE			CSU IGETC			UC IGETC		
Area A	N							
Area B	N							
Area C	Y	01/29/2010						
Area D	Y	01/29/2010						
Area E	Y	01/29/2010						
Amer Hist & Inst	Y	01/29/2010						

Y = Certified completed; N = Not completed; P = Completed with pass-along credit from another institution

2006 FALL Semester 08/21/2006 - 12/16/2006

Course ID	Course Title	Rpt	Actn	Cred	Hon	T	Course units	Earned units	Grade points	Grade
MATH 15	PREALGEBRA					S	3.00	3.00	12.00	A
	GRADE SCALE CODE: 025									

Palomar College

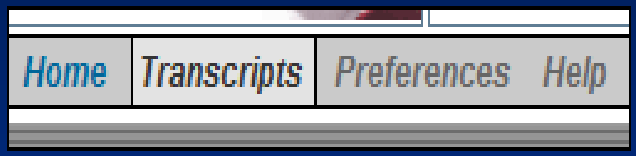
- Future Plans
  - import incoming student transcript data into internal systems

Fullerton College

- Automated transcript request fulfillment
- Student Portal transcript requests
- Fulfillment Workflow Emails
- Managing or cancelling requests on Hold

Online Help

- Online Help Menu Item

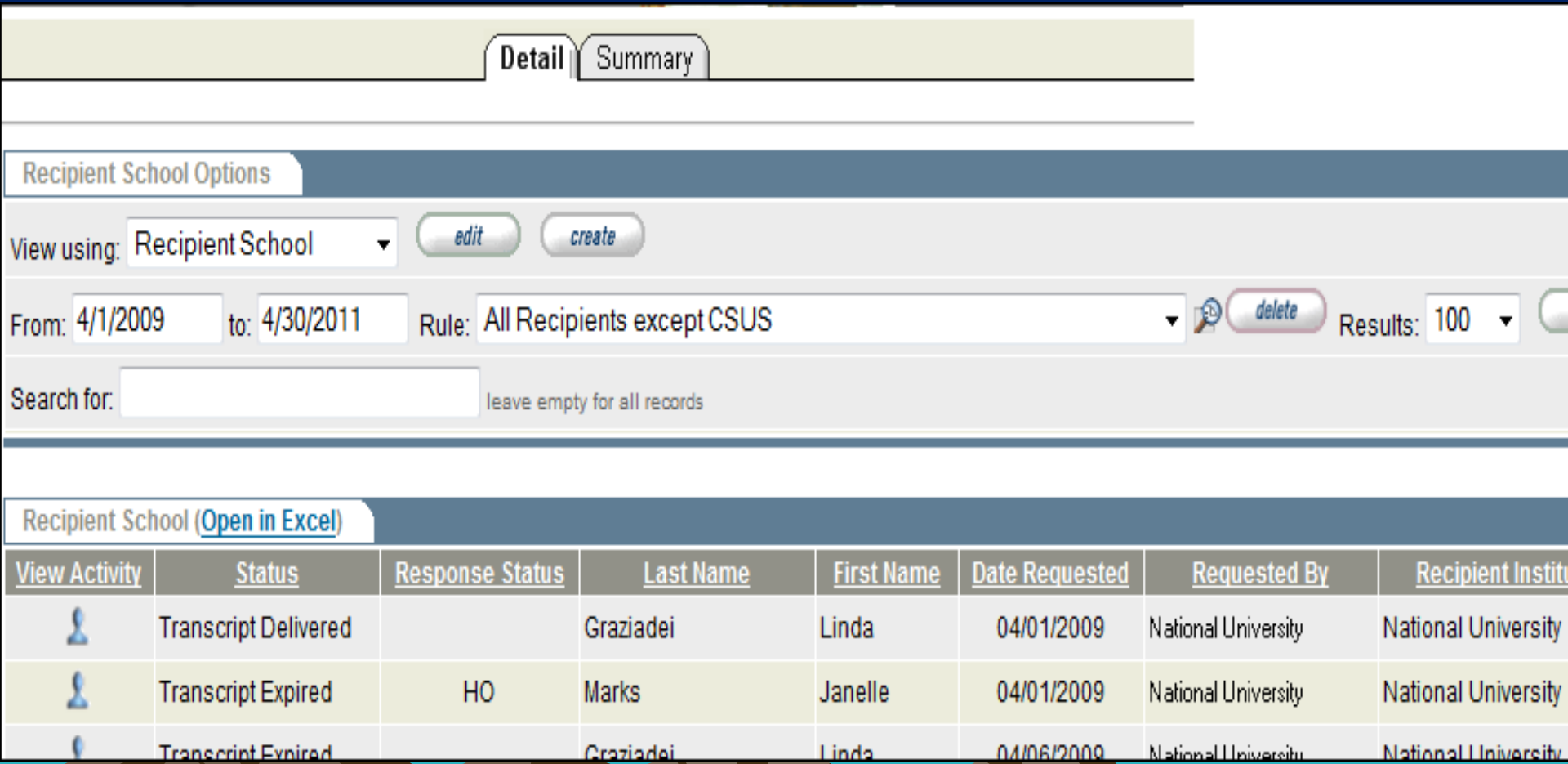


- Select Help Topics
- Select Transcripts from Content List
- Select Video Tutorials or Search for Help
- Download PDF Documents

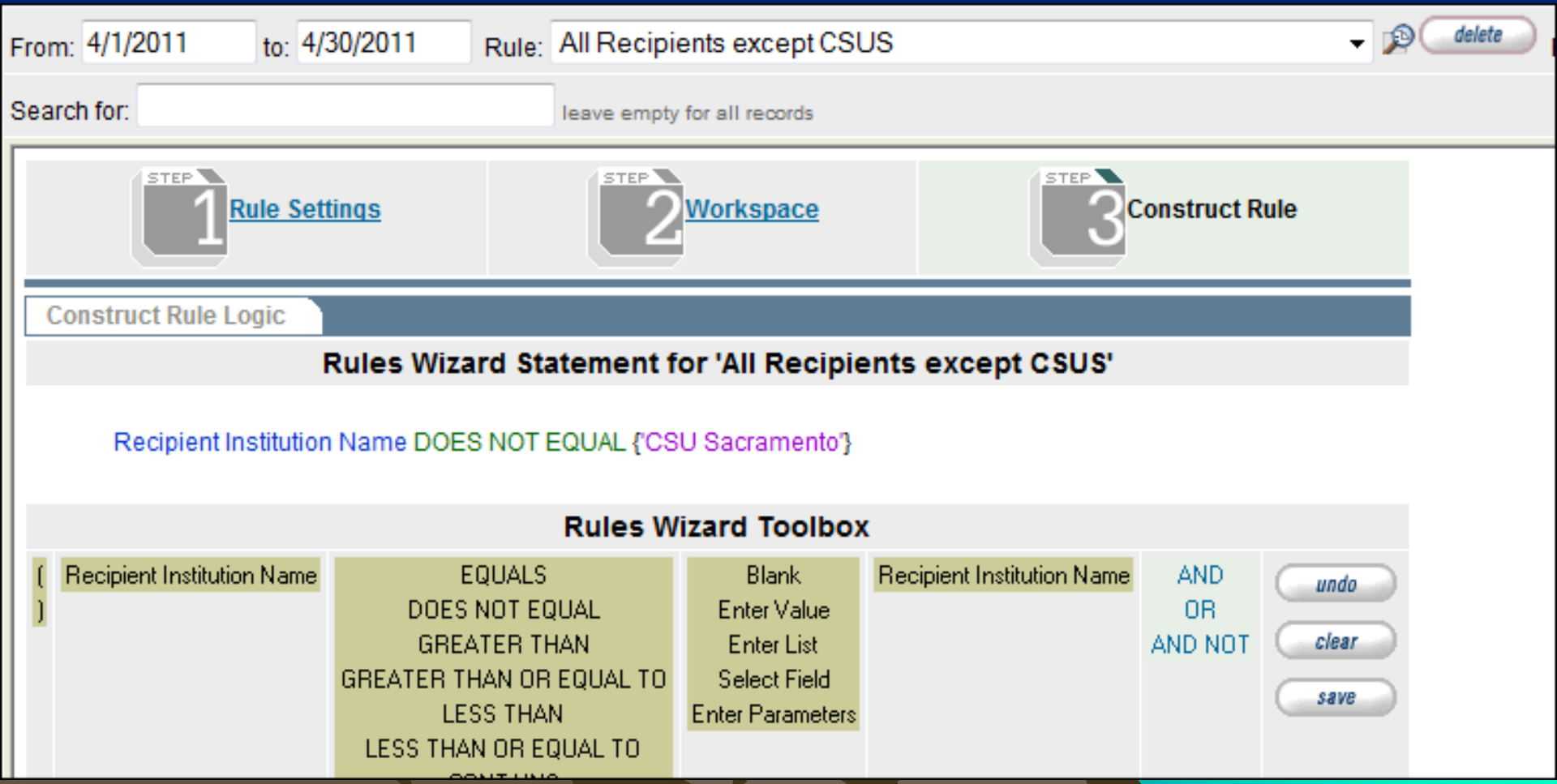
Transcript Menu

- Request College Transcripts
- Fulfill College Transcript Requests
- Download College Transcripts
- Download High School Transcripts
- Account Manager
- **Reports**
- Preferences
- About eTranscriptCA

Reports – Custom Views & Rules



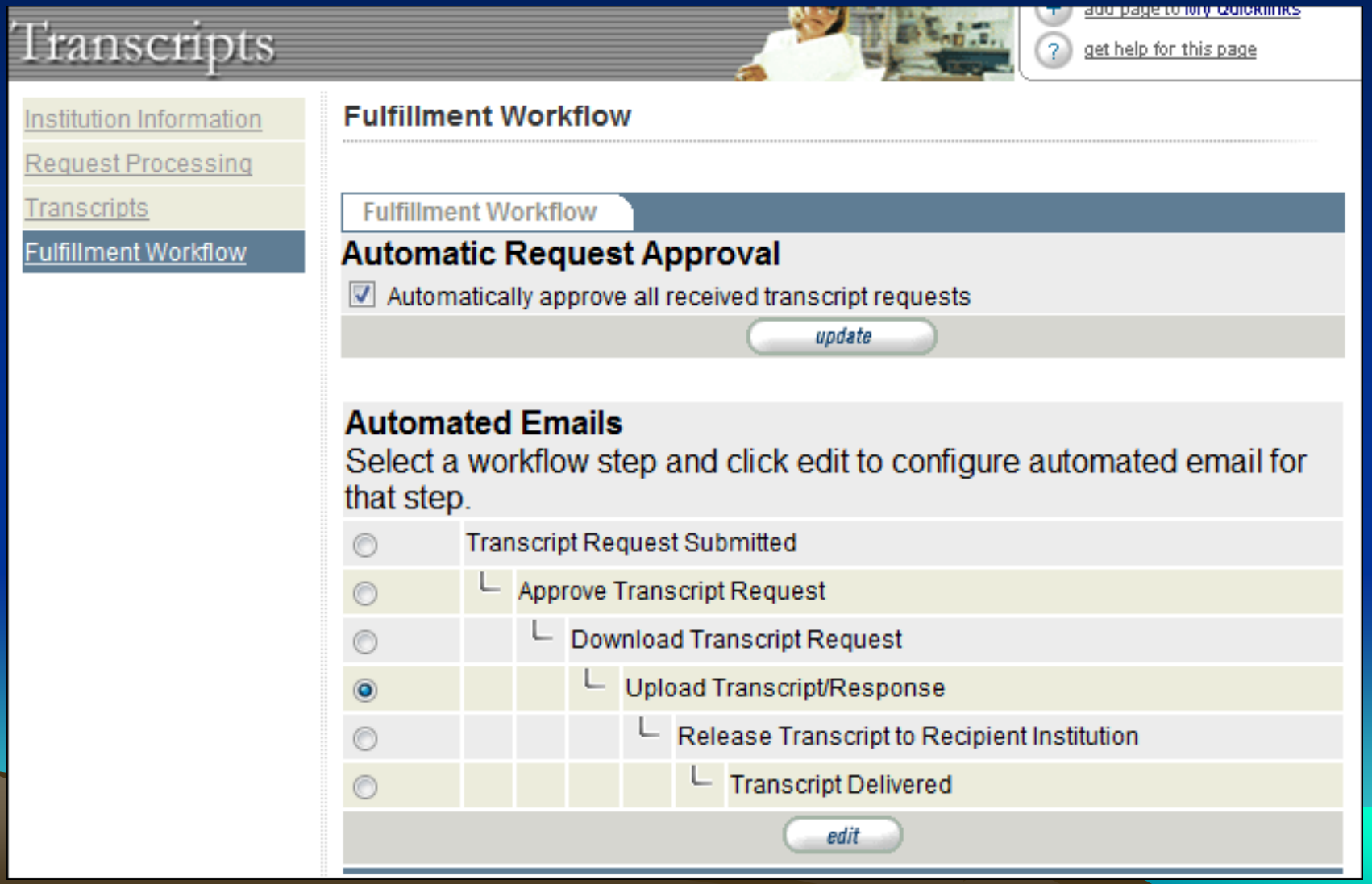
Rules Wizard



Transcript Menu

- Request College Transcripts
- Fulfill College Transcript Requests
- Download College Transcripts
- Download High School Transcripts
- Account Manager
- Reports
- **Preferences**
- About eTranscriptCA

Fulfillment Workflow - Emails



Email Tasks

Transcript Stage Change Action

Current Tasks

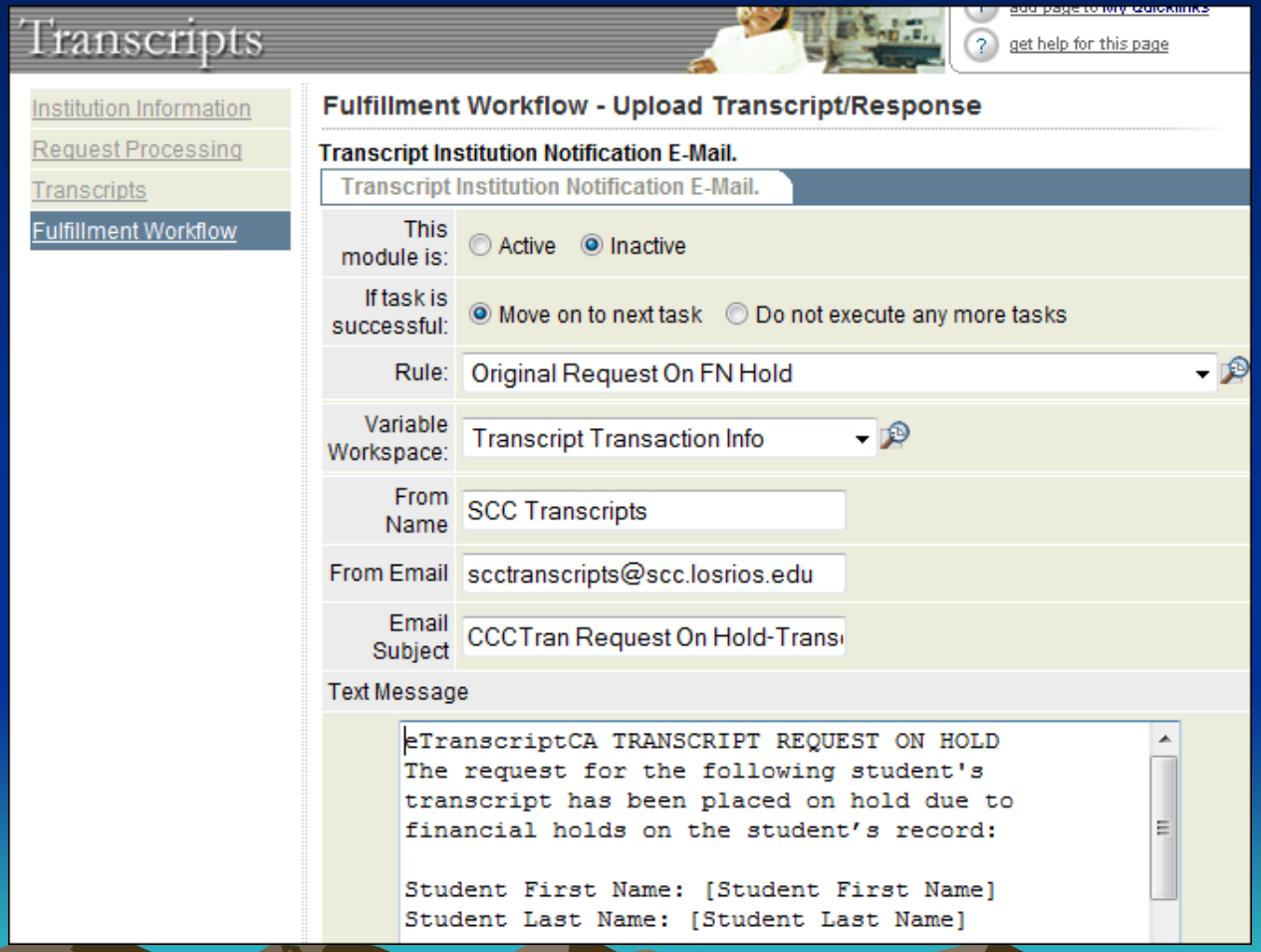
	Task	Active	Rule	On Success	Order
○	Transcript Institution Notification E-Mail.	No	Original Request On FN Hold	Continue	▲ ▼
○	Requesting Institution Notification E-Mail.	No	Original Request On FN Hold	Continue	▲ ▼
○	Recipient Notification E-Mail.	No	Original Request On FN Hold	Continue	▲ ▼
○	Custom Notification E-Mail For Anybody.	No	Original Request On FN Hold	Continue	▲ ▼
○	Custom Notification E-Mail For Anybody.	Yes	Offline Record Search	Continue	▲ ▼

edit copy delete

Add New Task

	Task	Task Description
○	Student Confirmation E-Mail.	Send confirmation email to the student.
○	Transcript Institution Notification E-Mail.	Send confirmation email to the Transcript Institution.
○	Requesting Institution Notification E-Mail.	Send confirmation email to the Requesting Institution.
○	Recipient Notification E-Mail.	Send confirmation email to the Recipient Institution.
○	Custom Notification E-Mail For Anybody	Send confirmation email to anybody you want.

Add Tasks & Setup Rules



Questions?