

How to View Transcript Records

1. From the **Family** top tab, place a checkmark beside the name of the student whose transcript you would like to view.

Pages	Family	Academics	Groups	Calendar		
Students	•					
Details	Ор	tions ▼ Repo	rts 🔻 🛛 Hel	p 🔻 Sea	rch on Name	0
Contacts						
Daily Attendance		Name				
Transcript		i				

2. Click the Transcript side tab

Pages	Family	Academics	Groups	Calendar		
Students						
Details	Opt	ions 🗸 🛛 Repo	rts 🔻 Hel	sea	rch on Name	9
Contacts						
Daily Attendance		Name				
Transcript						

3. Change the Dictionary menu option to All

Options 🗸	Reports 🔻	Help 🔻	Searc	h on Year	9	Y		a÷z	
				🗸 All					
Comment Only Courses - Trimesters									
Year Comm					Only Cours	ses - Qi	uarterly		

4. Change the Filter to All Records

Options	Help 🔻	Search on Year	<u>ч</u> т		a₊z	
	Current Year	1				
	Current School					
Year	Grade		 All Records 			