

LMS Job Sheet: The Student Transcript Report

Version 1.0, 4/2/07

This Job Sheet describes the “Student Transcript Report” in the NWS Learning Management System.

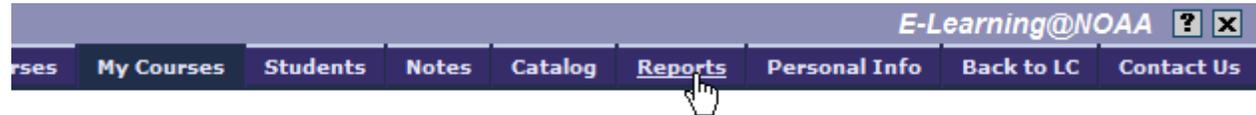
Assumptions:

- *The user is logged into the system, and is an “Employee” or “Associate” user type.*
- This job sheet was made using the Firefox browser. You may see slightly different dialog boxes if using Internet Explorer.

1.0. Navigate to the Student Transcript Report

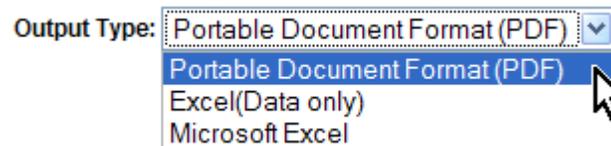
1.1. Click on “My Courses”

1.2. Click on “Reports”



- The Student Transcript Report is the only report available to “Employees” or “Associates”.
- If you have a different user type, you will need to click on the “Student Transcript” menu item at this point.

1.3. Select Report Type



- On the lower left of the screen is a dropdown menu to choose the report type.
- The PDF version is the default.
- The other two options are Excel spreadsheets. The first, “Excel (Data Only)” has no formatting on the data in the spreadsheet.

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2.0. Generate Report

2.1. Click the “Submit” button.

- Click the “Submit” button on the lower center of the window to generate the report.
- Depending upon the number of students you have access to, you may have to wait a few moments for your report to be generated.

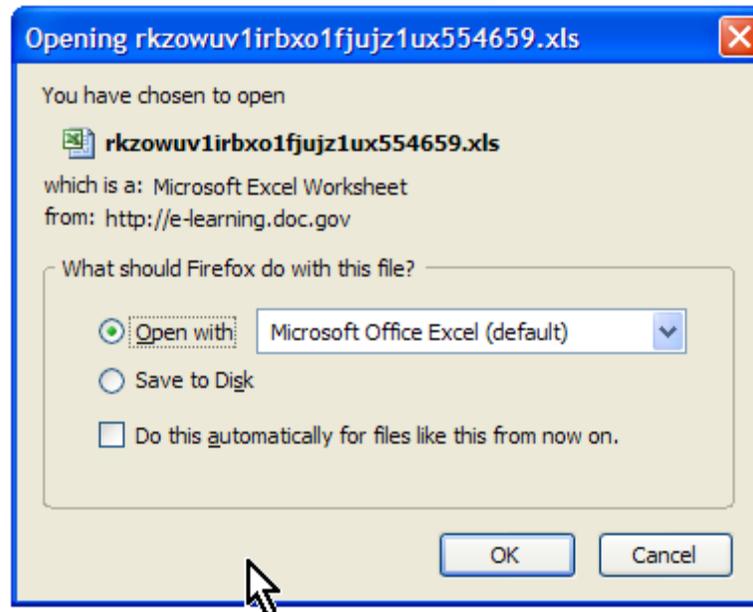
2.2. If generating a PDF, view the report.



- If you have selected the PDF option, the report will be viewed in a popup window.
- If you would like to save the report to disk, use the “Save a Copy” feature of the PDF Plugin window in the browser.

Warning Decision Training Branch

2.3. If generating a spreadsheet, save the file.



- If you have chosen one of the spreadsheet options for report type, you will be asked to open or save the file.
- As you see in the screenshot, the dialog box allows you the choice of opening the file or saving it to disk.
- Be advised! The file can be very large if you have a large number of students in your list. It is recommended to save the file to disk.
- The default file name is randomly generated, so you may want to rename the file. You will have the opportunity to rename the file after clicking "Ok" on the save dialog box.

3.0. Task Complete!