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	otions ▼ Repo	rts 🔻 🛛 Hel	p 🔻 Sea	rch on Name
Contacts					
Daily Attendance		Name			
Transcript					

2. Click the Transcript side tab

Pages	Family	Academics	Groups	Calendar		
Students						
Details	O	otions ▼ Repo	rts 🔻 Hel	p 🔻 Sea	rch on Name	٩
Contacts						
Daily Attendance		Name				
Transcript						

3. Change the Dictionary menu option to All

Options -	Reports 🔻	Help 🔻	Searc	h on Year	0	Y		a→z	
✓ All									
Comment Only Courses - Trimesters									
Year Comment Only Courses - Quarterly									

4. Change the Filter to **All Records**

Options ▼ Reports ▼	Help 🔻 Search	on Year	Y 💷	a+z	
		Current Y	(ear		
		Current S	School		
Year	Grade	 All Record 	ds		