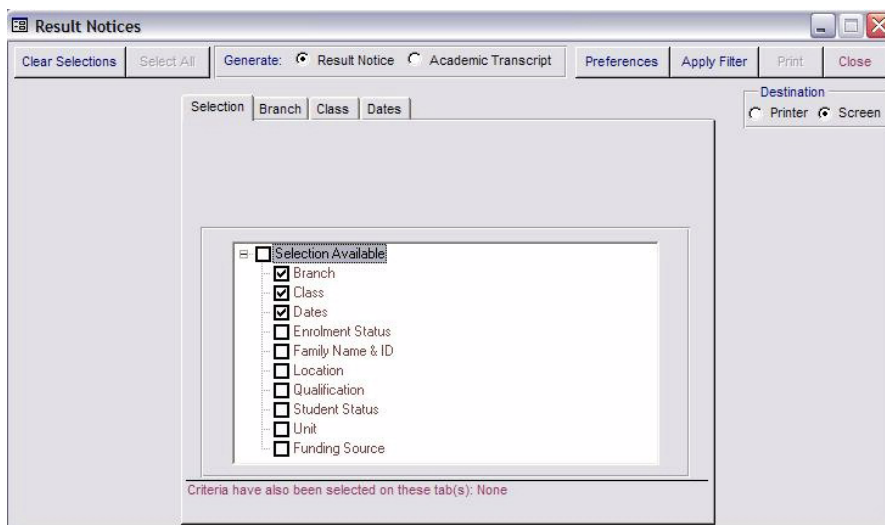


Tip Sheet No.13

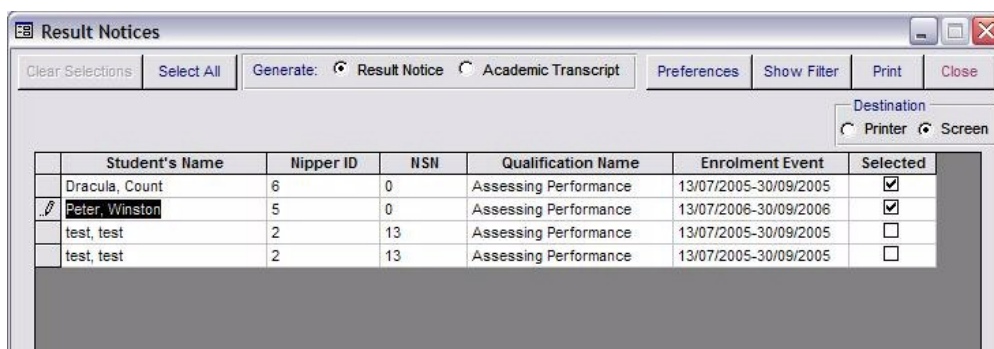
Result Notices and Academic Transcripts

1. Click on the **Student Management** button.
2. Click on the **Outcomes** button.
3. Click on the **Result Notices** or **Transcripts** button.
4. **Filter** the records to display student records that meet your criteria.
5. Click on the **Apply Filter** button.



The student records matching your criteria will be displayed.

6. Tick the **Selected** column for the student records you want to view.

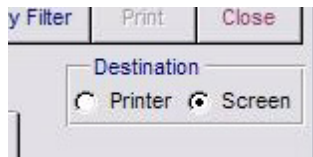


7. Click on the **Preferences** button.

Select the preferences to be applied to the layout of the Results Sheet or Transcript.

8. Click on the **Save Preferences** button.
9. Click on the **Return** button.

10. Select a **Destination** for the Results Sheet or Transcript to be either printed to the printer or displayed on screen.



11. Click on the **Print** button.

The Results Sheet or Transcript will be displayed on screen or printed to the printer.