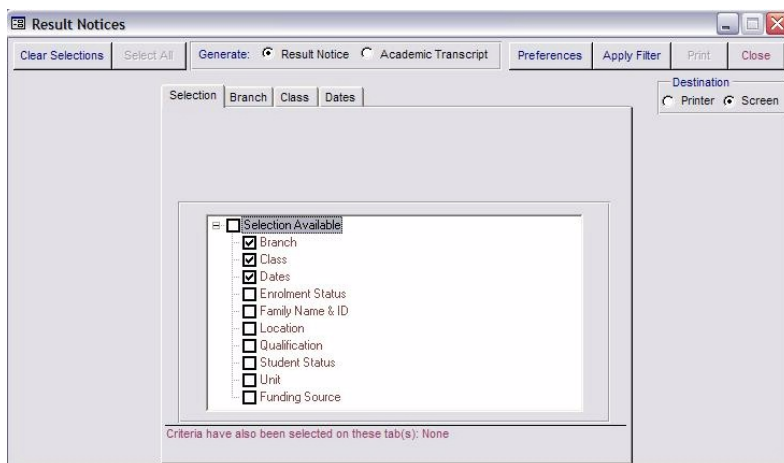


Result Notices and Academic Transcripts



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 student records so that only those who meet your criteria are displayed.
5. Click on the **Apply Filter** button.



6. The student records matching your criteria will be displayed. Confirm those students you wish to view by placing a tick in the **Selected** column.

Student's Name	Nipper ID	NSN	Qualification Name	Enrolment Event	Selected
Dracula, Count	6	0	Assessing Performance	13/07/2005-30/09/2005	<input checked="" type="checkbox"/>
Peter, Winston	5	0	Assessing Performance	13/07/2006-30/09/2006	<input checked="" type="checkbox"/>
test, test	2	13	Assessing Performance	13/07/2005-30/09/2005	<input type="checkbox"/>
test, test	2	13	Assessing Performance	13/07/2005-30/09/2005	<input type="checkbox"/>

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

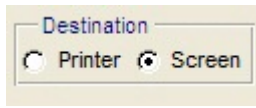
8. Select the preferences to be applied to the layout of the Results Sheet or Transcript. To save the preferences click on the **Save Preferences** button.
9. Click on the **Return** button.

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

1. **Select** a **Destination** (the following example is based on **Screen**).



2. **Click** the **Print** button. The **Student Results** will be displayed in a **Print Preview** format.