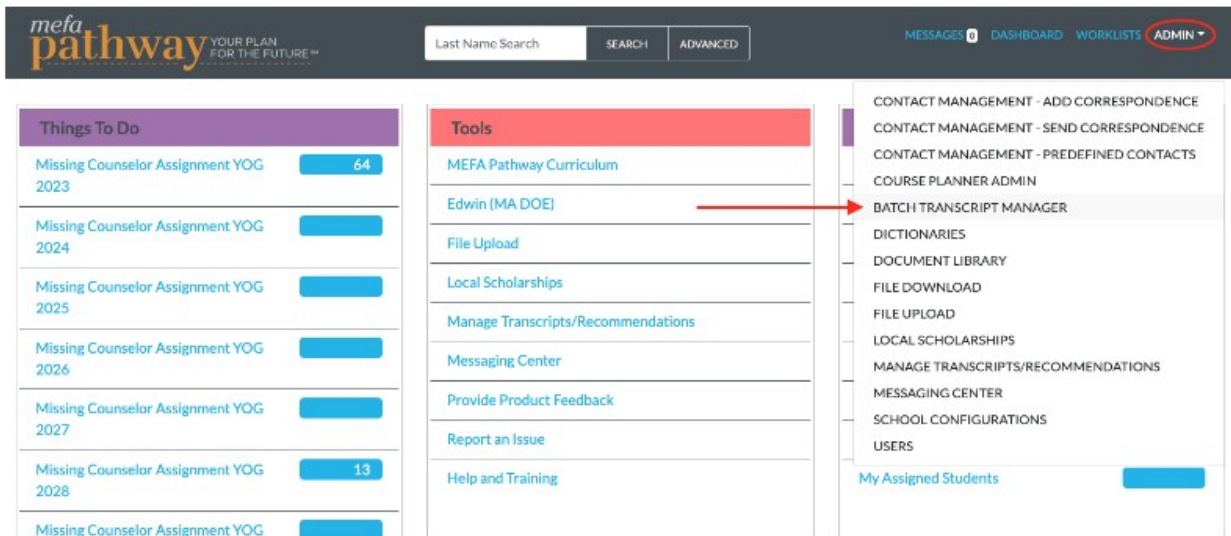


Batch Upload for Transcripts Instructions

To upload a batch of transcripts, use the Batch Transcript Manager. Access to the Batch Transcript Manager is restricted by security access. Once your user profile is granted access (work with the MEFA K-12 Services Team to do this), you will see *Batch Transcript Manager* listed under the Admin link.



Click *Batch Transcript Manager* and follow the instructions on the screen.

Batch Transcript Upload

Step 1: Export your PDF Batch Transcript file from your Student Information System.

Step 2: Choose the Transcript Type.

Step 3: Drag and drop or choose your file.

Step 4: Click Upload.

Please note, one Batch can be processed at a time per school. You must finish processing a Batch before starting a new Batch.

Transcript Type *

Initial
Mid Year
Final

Drag and drop a single PDF file.
or
Choose File

Maximum file size 14 MB

Upload

You will need a single PDF file that contains all of the same type of transcript. Each transcript in this file should have the same layout and the same number of pages. The Batch Transcript Manager cannot support files that contain varied page lengths. For example, all transcripts must be one page, or all transcripts must be two pages.

Depending on the number of transcripts, it may take a few minutes for the batch to process. You will then be shown the review screen.

The review screen will show you the number of transcripts (in green) that were able to match with a student case, and the number that were not able to match with a student case and require a review (in red).

Batch Transcript Match

Batch Transcript Instructions

Processed at 1/24/2024 12:51:26 PM

Unmatch All Confirm/Submit

1 transcript unmatched 5 transcripts matched Show All Transcripts

Change View [Grid Icon] [List Icon]

Sort By: Last Name A-Z | Last Name Search

Change Unmatch Transcript

Alexander, Bailey

Birthdate: 20021211

LASID: 13407

Change Unmatch Transcript

Alexander, Bailey

Birthdate: 12/11/2002

LASID: 13407

Change Unmatch Transcript

Allen, Hanna

Birthdate: 07/23/2003

LASID: 13137

Change Unmatch Transcript

Almonte-Hernandez, Alina

Birthdate: 02/28/2003

LASID: 13385

Change Unmatch Transcript

Andrade, Richard

Birthdate: 09/25/2002

LASID: 13161

Match Transcript

Appleyard, Mackenzie

Birthdate: 04/03/2003

LASID: 13162

From the review screen, you can click on any transcript to view its image.

Batch Transcript Match

Batch Transcript Instructions

Processed at 2/8/2023 1:03:28 PM

263 transcripts unmatched

Change View [Grid Icon] [List Icon]

Match Transcript

Andrew, Testaccount

Birthdate: 09/13/2003

LASID: 13268

Match Transcript

Acquah, Yeolia

Birthdate: 01/12/2003

LASID:

Transcript Viewer

1 / 1

Secondary School Record - Transcript

High School

Case Name	Grade	Score	Additional Information
Algebra I	A	100	Grade 11
Geometry	A	100	Grade 11
Algebra II	A	100	Grade 12
Calculus	A	100	Grade 12
Statistics	A	100	Grade 12
English I	A	100	Grade 11
English II	A	100	Grade 12
English III	A	100	Grade 12
English IV	A	100	Grade 12
World History	A	100	Grade 11
U.S. History	A	100	Grade 12
Science	A	100	Grade 11
Physical Science	A	100	Grade 11
Biology	A	100	Grade 12
Chemistry	A	100	Grade 12
Health	A	100	Grade 11
Physical Education	A	100	Grade 11
Art	A	100	Grade 11
Music	A	100	Grade 11
Foreign Language	A	100	Grade 11
Spanish I	A	100	Grade 11
Spanish II	A	100	Grade 12
Spanish III	A	100	Grade 12
Spanish IV	A	100	Grade 12

Close

Match Transcript

Gilman, Zillow

Birthdate: 06/08/2003

LASID: 13148

For the transcripts that did not match with a student case, Click on *Match Transcript* for a search box to appear in which you can search student cases at your school in order to find a match for the transcript.

The screenshot displays the 'Batch Transcript Match' interface. At the top, it shows 'Batch Transcript Instructions' and a status bar indicating 'Processed at 2/8/2023 1:03:28 PM'. A red notification icon indicates '263 transcripts unmatched'. The main area contains a grid of transcript cards, each with a 'Match Transcript' button. A modal window titled 'Andrew Testaccount Transcript Matching' is open, featuring search fields for 'Last Name', 'First Name', 'LASID', and 'Birthdate' (with a calendar icon), and a 'Grad Year' dropdown menu. The modal includes 'Close' and 'Search' buttons. The background shows several transcript cards with details like names (Sally, Joe, Tuttle, Violet, Zillow), birthdates, and LASIDs.

Card ID	Name	Birthdate	LASID
100	Sally, Smith	09/13/2003	13268
101	Joe, Smith	20021009	
102	Tuttle	06/20/2003	13377
103	Violet	10/04/2002	13179
104	Violet	11/19/2002	13180
105	Gilman, Zillow	06/08/2003	13148
106			
107			
108			
109			
110			

After you enter data in the search box, you will be presented with a list of students. Click the *Match* button next to the student that you want to match the transcript to.

Last Name	First Name	LASID	Birthdate	Exp Graduation Year	Match
Testaccount	Commonappfiftynine		03/12/2004	2024	Match
Testaccount	Commonappfiftysix		03/12/2004	2024	Match
Testaccount	Commonappsixtyone		03/12/2004	2024	Match
Testaccount	Commonappsixtytwo		03/12/2004	2024	Match
Testaccount	Commonappsixty		03/12/2004	2024	Match
Testaccount	Sonic		03/12/2004	2023	Match
testaccount	dmdassabetvalley		04/05/2009	2025	Match
testaccount	hannatest		07/25/2003	2031	Match

Close

After you have completed the review process, click the *Confirm* button. It may take a few minutes for the transcripts to be added to each student's case.

Batch Transcript Status

The transcripts will be added to the confirmed matched cases. Any transcript that was unmatched will be deleted. Click cancel to return to the review screen.

Confirm Cancel