



# Technology Helper

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## **Printing Transcripts from the Student Management Program**

1. Enter Student Look and Browse.
2. Login.
3. Select the correct student in the white bar in the upper right hand corner.
4. Click on the TRANS button near the top.
5. Click and hold down the left mouse button somewhere in the transcript window. (The icon will turn into a stack of papers.)
6. Drag this paper to the printer and release the mouse button.
7. Select the correct school years to include.
8. Semesters should have 12 in the box. (This will include first and second semester.)
9. The GPA box should have an A in it.
10. UNCHECK the box at the bottom for Combine Sem 1 and 2...
11. UNCHECK the box at the bottom for Group By Semesters...
12. Click the paper and magnifying glass to preview your transcript.
13. Then click the printer at the bottom to print.