

## Producing Individual Transcripts

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### *Version Table*

Revision	Description	Author	Date
	Transferred onto template from existing approved process	R Falconer	17/03/2023
	Link to e template updated	VH	08/04/24

### *1. Summary and other guides this links to*

This guide will teach the reader how to produce an individual transcript from SITS.

A 'transcript', also referred to as a 'record of academic achievement (RAA),' documents and certifies a student's academic profile. This will include the programme of study, modules taken, marks received, honours conferred. Students may request a transcript as part of an application package for further education or employment opportunities, among other reasons.

Transcript requests from current students are sent or forwarded to the PASS team. Requests from students who have already graduated from Edinburgh Napier University will be processed by the Student Records via the e-shop for a small fee. If a graduate is making a transcript request after the start of the next session, then this must be requested by the student through the Student Records shop.

Transcript requests can be fulfilled at any point throughout the academic year, except during the period where marks are in the process of being confirmed by the Programme Assessment Board. These embargo dates on transcript production are provided in the key dates calendar.

Across the University there are several programmes for which award decisions are made at the January Boards, and result letters and Diploma Supplements are issued after the TR1 results publication date. If any of these students with an AWARD status request a transcript/ RAA before their graduation date this is provided to them by the PASS teams.



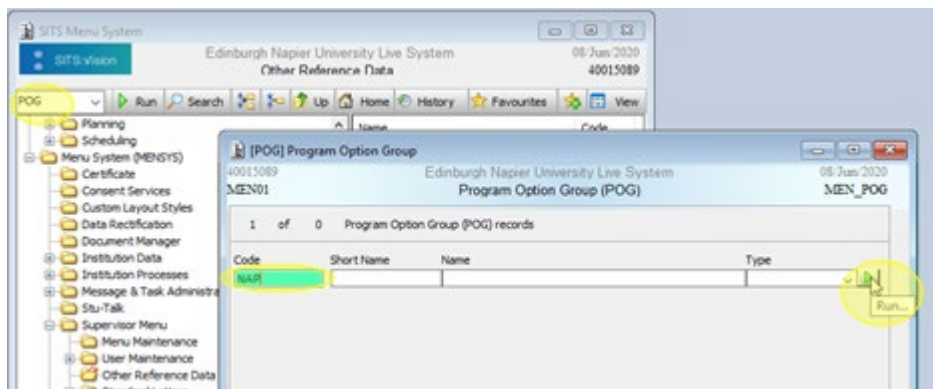
## 2. Step-By-Step Instructions



To produce an individual transcript, two actions are performed. First, the student's RAA is pulled out of the SITS database. Second the Edinburgh Napier RAA graphic is added to the document. The detailed instructions for these two actions are outlined below. When completed, transcripts are printed on watermarked paper or, if an E-transcript, saved and emailed as a PDF document.

### Step 1 – Pulling Student Transcript Data Out of SITS

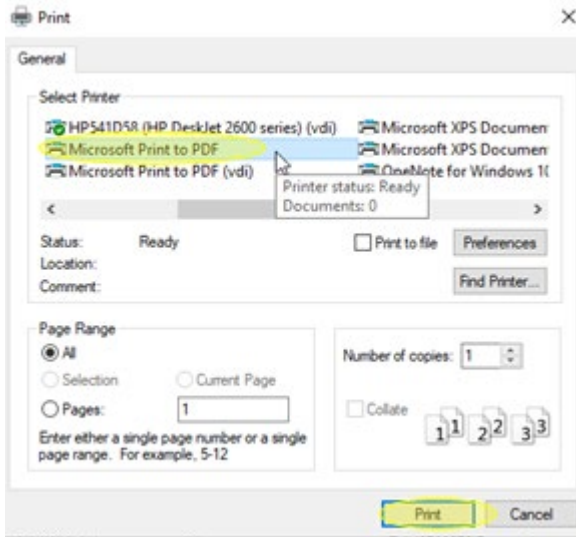
- i. In SITS, bring up the '**POG**' screen and type in "**NAP**" under 'Code' and click the **green chevron** to bring up the report options.



- ii. If the individual requesting the transcript is an undergraduate student, click option **12 (UG Record of Academic Achievement (RAA))**. If the student is a postgraduate student, click option **14 (PG Record of Academic Achievement (RAA))**.

- iii. In the next screen, make sure to fill out the correct **Year**, **Course**, **Programme**, and **SPR code**, and to delete the **SCE Batch** code so it is left blank. Then click **Print Preview** at the bottom of the screen. Once the preview pops up, hit **Print** at the top of the screen.

- iv. Finally, under 'Select Printer', click on the **Microsoft Print to PDF** option. Once you have it selected, hit **Print** and then save the PDF document.

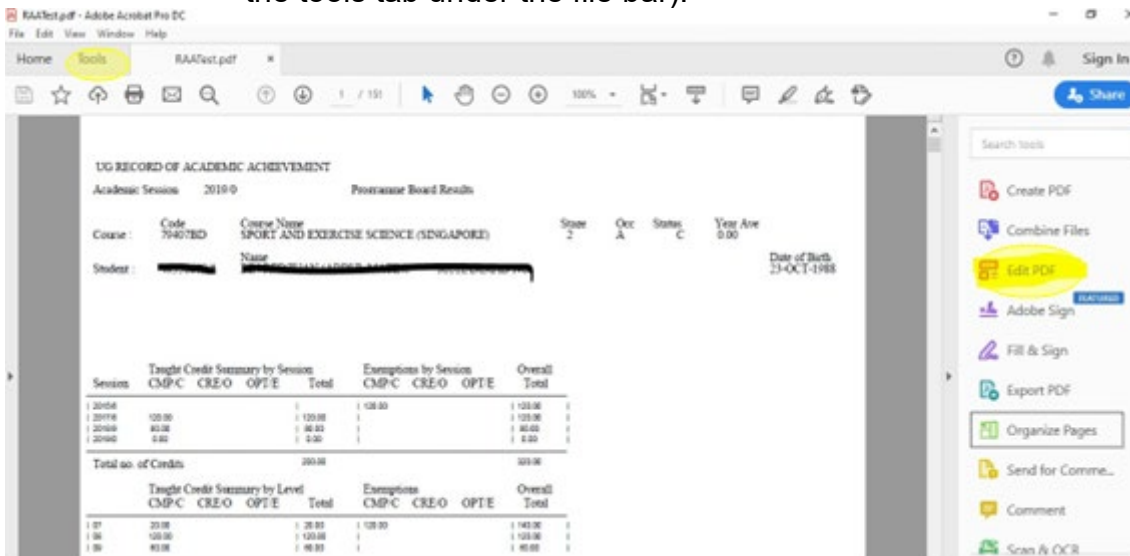


Step 2 – Adding the Edinburgh Napier RAA Graphic to E-Transcripts

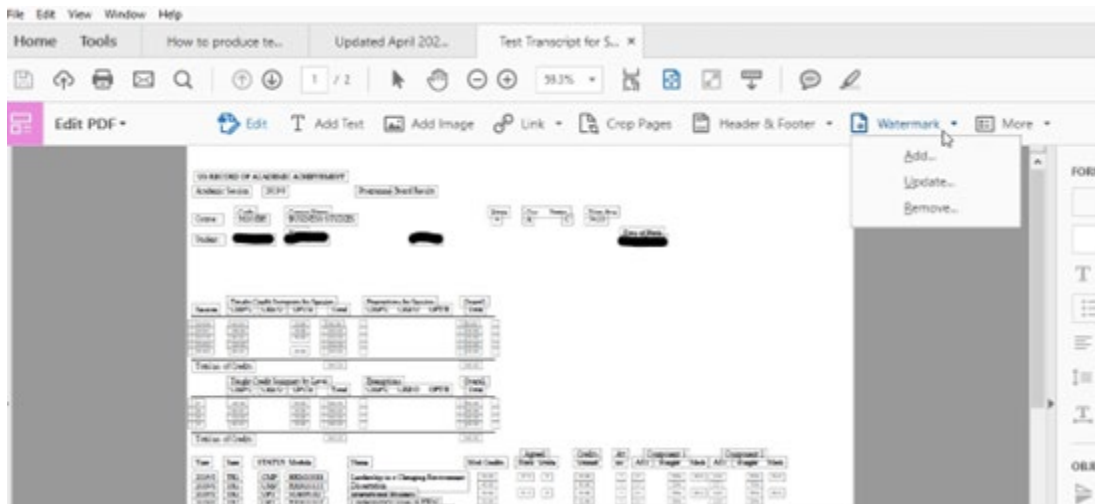
**\*You must have ADOBE ACROBAT PRO DC (i.e. Acrobat DC 2018)**

(Note: you can download and run this program from Apps Anywhere)

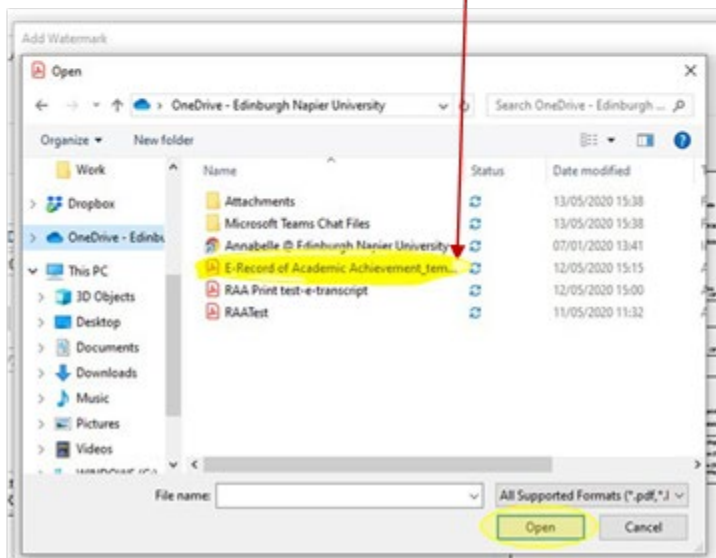
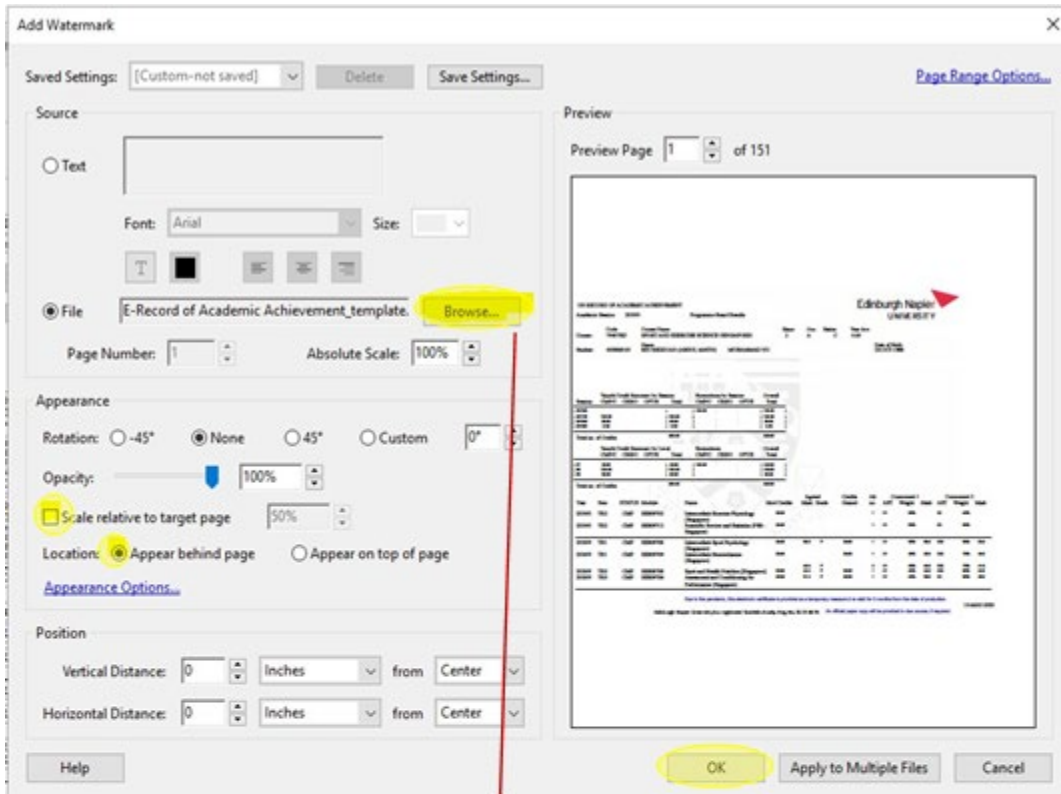
- i. Save a copy of the [E-record of Academic Achievement template](#) for E-transcripts to your files.
- ii. Open the RAA document you just pulled from SITS in Adobe Acrobat Pro DC and click **Edit PDF** on the left hand side (or under the tools tab under the file bar).



- iii. Along the 'Edit PDF' bar at the top of the screen, you will see an option called **Watermark**. Click on it and then select **Add Watermark** from the drop down menu.



- iv. On the 'Add Watermark' screen under the 'Source' section, you will see an option to select a file; click on the **Browse** button to the right. You will be prompted to open a file; select the file you saved at Step 2a. Next, under the 'Appearance' section, untick the **Scale relative to target page** box and tick the **Appear behind page** button. Leave everything else as it is and click **OK** at the bottom.



- V. Once the watermark graphic is in place and everything looks good, go up to file and save the transcript as a PDF (preferably to OneDrive). After saving, either print or email the transcript.

**PG RECORD OF ACADEMIC ACHIEVEMENT**  
Academic Sessions: 2019-0  
Programme Board Examinations

Course: Code: J1112NDM Course Name: MBA LEADERSHIP PRACTICE  
Student: [Redacted]

Session	Taught Credit Summary by Session				Examinations by Session				Overall		
	CMPC	CRE-O	OPT-E	Total	CMPC	CRE-O	OPT-E	Total			
2017-8	40.00			40.00				40.00			
2018-9	100.00			100.00				100.00			
2019-0	0.00			0.00				0.00			
<b>Total no of Credits</b>				140.00					140.00		

Year	Sem	STATUS	Module	Name	Mod Credits	Agreed Mark Grade	Credits Gained	Att as	Component 1		Component 2	
									AST	Weight	Grade	AST
2019-0	TR3	CMF	HRM11123	MBA Practice Project	20.00			1	0%			
2018-9	TR3	CMF	HRM11121	Action Learning in Organisations	40.00	74	40.00	1	0%	74		
2018-9	TR3	CMF	MDT11128	Marketing and Building High Performing Organisations	20.00	74	20.00	1	0%	74	72	80%
2018-9	TR3	CMF	SOE11144	Global Business Economics and Finance	20.00	72	20.00	1	0%	72		
2018-9	TR3	CMF	HRM11122	Reflection on Practice	20.00	72	20.00	1	0%	72		
2017-8	TR2	CMF	HRM11117	Management and Organisational Change	20.00	75	20.00	1	0%	75	72%	70%
2017-8	TR2	CMF	HRM11120	Leading Strategic Decision-Making	20.00	74	20.00	1	0%	74	72	74%

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### 3. Additional Information