

eTranscriptCA Quick Start for IT – 2 Year Institutions

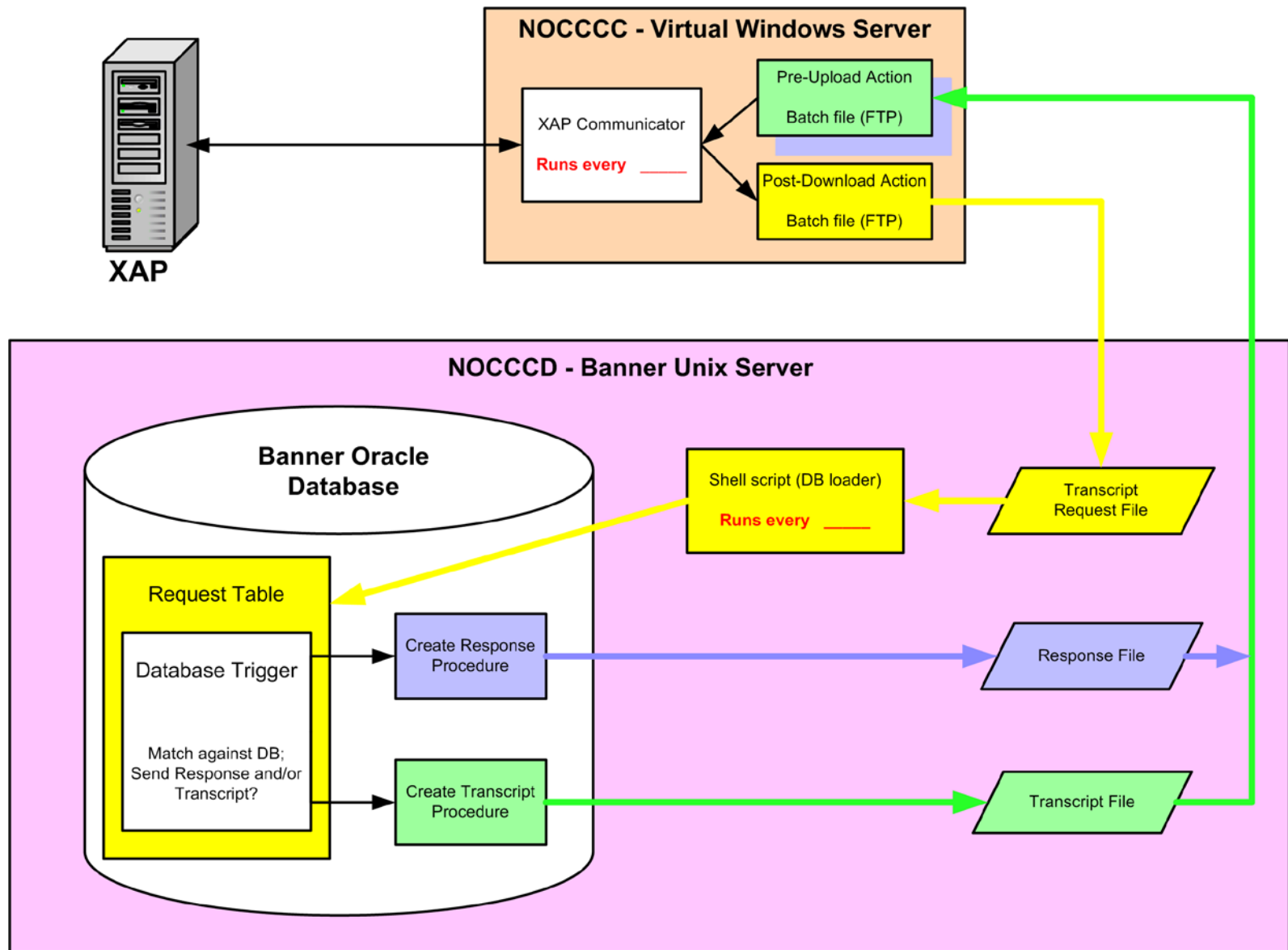
eTranscript California Workshop
Fullerton College
April 19, 2011

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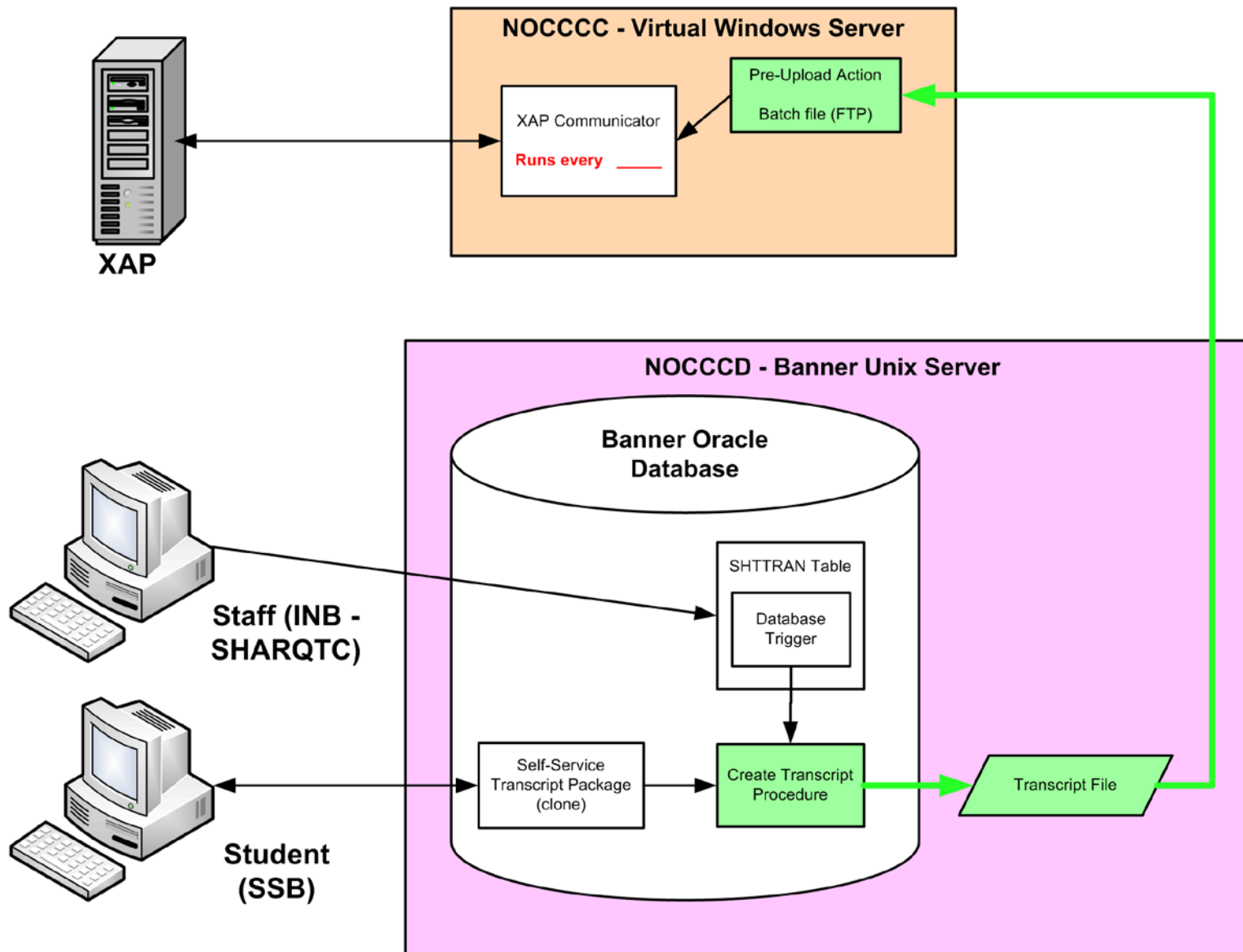
eTranscriptCA at NOCCCD

- **Pilot for Cypress College** – programming began in November 2005.
- **LIVE for Cypress** – August 2007
 - 2010: 3,590 eTranscriptCA transcripts (16% of all transcripts)
- **LIVE for Fullerton College** – June 2008
 - 2010: 6,966 eTranscriptCA transcripts (21% of all transcripts)

CCCTran Processing (NOCCCD) – Transcript Request



CCCTran Processing (NOCCCD) – Unsolicited Transcript



Implementation Steps

- Establish your Team
- Learn about eTranscript California
- Decisions and Configuration
- Programming
- Testing, Testing, Testing
- Document
- Go LIVE

Building Your Team

- **Admissions and Records**

- Staff involved in Transcript processing
- Participate in design decisions, identify test cases and participate in testing, identify new workflows and document new procedures, train A&R staff and implement new procedures when GO LIVE.

- **IT Department**

- Best if includes someone with student system experience
- Participate in design decisions, server configuration and setup, programming and testing.

Learning about eTranscriptCA

- eTranscriptCA web site
(<http://etranscriptca.org/>)
 - File Repository
 - Implementation Guide (78 pages)
 - Data Dictionary
 - 2 volumes – 587 pages
 - About 600 fields (we used about 50%)
 - Many other documents
- Live colleges

File Repository

eTranscript California - Windows Internet Explorer

http://etranscriptca.org/home

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eTranscript CALIFORNIA

A+ A- RESET

Monday, April 18th 2011

search... Go

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File Repository

Login Form

Username

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Login

Forgot your password?

eTranscripts for California

Monday, 23 July 2007 08:52

News! 2011 eTranscript California Workshop -

Tuesday April 19, 9:00 - 3:30 at Fullerton College. Open to all California colleges' to attend. For Information and Registration - [Click Here](#)

CCCTran has become "eTranscript California", with the same renowned transcript processing capabilities now available across all California postsecondary systems.

eTranscript California Benefits:

- Speed
- Tracking
- Security
- Increased Productivity
- Student Convenience
- Lower Costs
- Standardized Formats
- Environmentally friendly

Latest

- Colleges Online
- Making the case for electronic transcripts
- 2010 Workshop Videos

Polls

Does your college want to import College Transcript data into your existing Student Records System?

☐ CCC - Yes

☐ CCC - No

☐ CSU - Yes

☐ CSU - No

File Repository – Support Files

Remository - Windows Internet Explorer



http://etranscriptca.org/file-repository



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File Repository

 **eTranscript California :: File Repository** 
RSS

Containers	Folders/Files
 About eTranscript California	(8/22)
 Contracts & Agreements	(0/1)
 eTranscriptCA Steering Committee	(1/14)
 Making the case for eTranscriptCA	(0/3)
 Recommended Practices	(0/3)
 Support Files	(6/21)






File Repository – Support Files


Support Files - Windows Internet Explorer


http://etranscriptca.org/file-repository/Support-Files/

Support Files

Support Files RSS

Containers	Folders/Files
 Data Mapping Tools from NOCCCD	(0/1)
 Data Specifications	(0/5)
 Implementation Docs	(0/6)
Implementation guides for XML, EDI, SPEEDE RIPS, and CCCTran Implementation and Programming guide. Checklist for migration to Live status.	
 Programming Examples	(1/5)
Examples of programming code used when integrating CCCTran with the college student information system (SIS).	
 SIS Integration	(0/4)

 Search Repository

 Submit File

Colleges Online

eTranscript California - Windows Internet Explorer

http://etranscriptca.org/home

Google

★ Favorites eTranscript California

Colleges Online

Over **228,000** LIVE transcripts delivered!

[Click here for Live Transcript Counts](#)

[Click here for list of Primary Contacts](#)

Live Colleges	Accepting Electronic Requests?	Sending Electronic Transcripts?	Accepting Electronic Transcripts?	Testing in Live - Contact before Trading
• American River	Yes	Yes	Yes	
• Bakersfield	No	Yes	Yes	
• Butte	No	Yes	Yes	
• Canada	Yes	Yes	Yes	
• Cerritos	Yes	Yes	Yes	
• Cerro Coso	No	Yes	Yes	
• Chaffey	Yes	Yes	Yes	
• College of San Mateo	Yes	Yes	Yes	
• College of the Sequoias	No	Yes	Yes	
• Cosumnes River	Yes	Yes	Yes	
• Crafton Hills	No	No	Yes	Yes
• Cypress	Yes	Yes	Yes	
• El Camino	Yes	Yes	Yes	
• Folsom Lake	Yes	Yes	Yes	
• Fullerton	Yes	Yes	Yes	

Who's Online

We have 3 guests online

Colleges Online – Read more ...

eTranscript California - Windows Internet Explorer

http://etranscriptca.org/home

Google

★ Favorites eTranscript California

• CSU San Bernardino	No	No	Yes
• CSU Channel Islands	No	No	Yes

Colleges **Implementing** / **not yet LIVE** on eTranscript California include:

- Merced
- Hartnell
- CSU East Bay
- Fresno Pacific University
- CSU Fresno
- CSU Stanislaus
- Fresno City
- Reedley
- Feather River
- Santa Barbara City
- Concordia University

Last Updated on Monday, 21 March 2011 09:33

[➔ Read more...](#)

California Community Colleges Chancellors Office

Colleges Online – Student Info System

Colleges Online - Windows Internet Explorer

http://etranscriptca.org/news/highlights/20-colleges-online

Colleges Online

Does this college?	Live	Accept Electronic Requests from & Fulfill Transcripts to other eTran colleges?	Process eTran Request Hold conditions?	Initiate Transcript Requests to other colleges?	Student Records System (SIS)	Upload student transcript data into SIS?	Use a 3rd Party for Transcript Extraction? Who?
CA Community Colleges							
American River	Y	Yes	Yes	Yes	PeopleSoft	No	No
Bakersfield	Y	No	No	Yes	Banner	No	No
Butte	Y	No	No	Yes	Datatel	No	No
Canada	Y	Yes	No	Yes	Banner	No	No
Cerritos	Y	Yes	No	Yes	PeopleSoft	No	Credentials
Cerro Coso	Y	No	No	Yes	Banner	No	No
Chaffey	Y	Yes	Yes	Yes	Datatel	No	No
College of San Mateo	Y	Yes	No	Yes	Banner	No	No
College of the Sequoias	Y	No	No	Yes	Banner	No	Credentials
Cosumnes River	Y	Yes	Yes	Yes	PeopleSoft	No	No
Crafton Hills	Y	No	No	No	Datatel	No	No
Cypress	Y	Yes	No	Yes	Banner	No	No
El Camino	Y	Yes	Yes	Yes	Datatel	No	No
Feather River	N	beta	No	No	Banner	No	No
Fresno City	N	beta	No	No	Datatel	No	No
Folsom Lake	Y	Yes	Yes	Yes	PeopleSoft	No	No
Fullerton	Y	Yes	No	Yes	Banner	No	No
Hartnell	N	beta	No	No	Banner	No	No
Merced	N	beta	No	No	Datatel	No	No
Mira Costa	Y	No	No	Yes	PeopleSoft	No	Credentials
Moorpark	Y	No	No	Yes	Banner	No	No
Oxnard	Y	No	No	Yes	Banner	No	No

Code Availability

- Includes Request processing (many others send transcripts)
- Already experienced with sharing code.
- **Banner**
 - NOCCCD (Richard Oberlin), San Mateo CCD
- **Datatel**
 - El Camino (Hiep Tran)
- **PeopleSoft**
 - Los Rios CCCC (Kris Backus)

Terminology – Parties, Files

- CCCTran – Parties involved:
 - Requesting Institution
 - Recipient Institution (send to here)
 - Transcript Institution
- CCCTran – Files involved:
 - Request File (download)
 - Response File (upload) (very simple)
 - Transcript File (upload)

Terminology – Transcript Variations

- **Unsolicited Transcript**
 - Not because of a request. Simply upload a transcript to eTranscriptCA.
- **District Wide Transcript**
 - Request sent to College A. Send transcript for all colleges in your district (College A, B, C).
- **Recycling**
 - Unlimited, repeated downloads of a request. Allows processing of ON HOLD requests without (much) additional local programming.

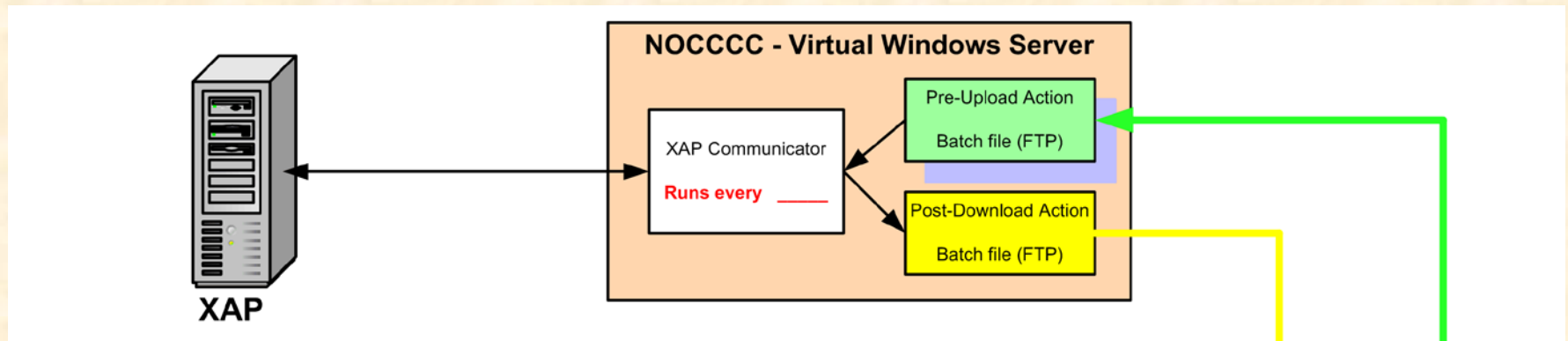
Terminology – Holds, Holds, Holds

- Request (Hold) Conditions
 - May result in a Hold Response
- Local Hold
 - Results in a Hold Response
- Transaction Status = On Hold
 - From a Hold Response
 - From an Offline Record Search Response

Possible User Interfaces

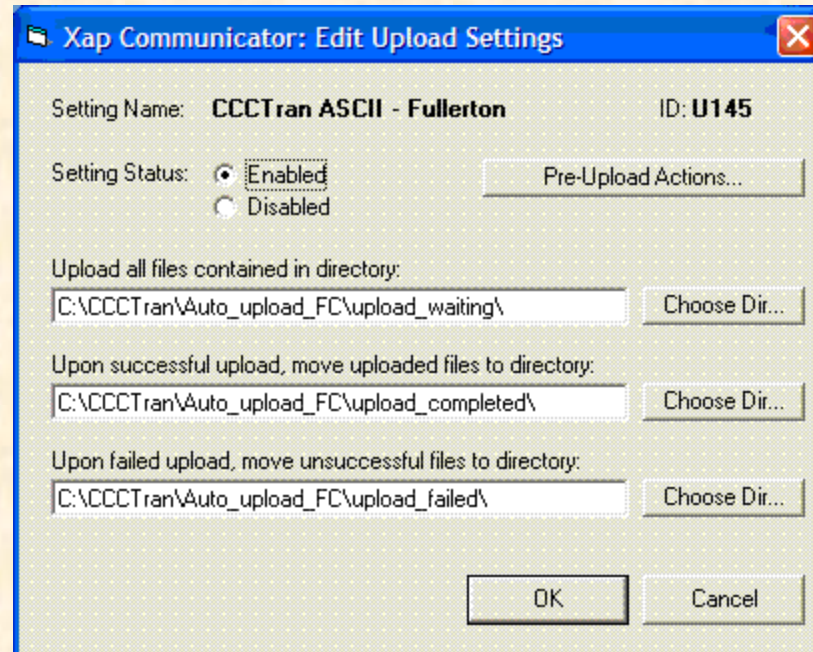
- Admissions and Records
 - XAP Control Center
 - Check status (no transactions waiting)
 - View Offline Record Search Required
 - Enter Response -- paper Transcript Sent
 - Setup automatic emails (to A&R, student, requestor)
 - Student Information System (SIS)
 - Staff entry of Transcript request
 - Partial Transcript Report (or use Control Center)
 - Can't Enter Response when partial paper Transcript Sent
- Student Portal
 - Web Transcript Request (paid for?)

Windows Server – Xap Communicator



- Same or separate server from CCCApply?
 - Separate schedule?
- FTP and/or batch files (best to do single record)
 - WinSCP – free SFTP (SSH) and FTP client (winscp.net)

Xap Communicator - Upload



- **Directories**
 - Upload Waiting (single or multi record files)
 - Upload Completed Successfully
 - Upload Failed (check this directory)

Testing, Testing, Testing

- Beta Control Center/beta server
 - Allows complete testing
- Upload validation on Control Center
 - Very helpful to programmer when developing
- Admissions and Records should test all info that appears on your transcript
 - To/from your own college (transcript views)
 - With trading partners
 - Follow Best Practices for guarding SSNs

How long will it take?

- It is just a transcript
 - A simple report
 - But, include everything on printed transcript. And no mistakes allowed
 - Challenge is number of fields involved
 - Problem if data is in free text field and needs to go into eTranscriptCA formatted or coded field
- One to Eight Months (I don't know)

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