

Instructions for Creating, Uploading and Sending Transcripts to the CollegeforTN.org Transcript Exchange

STAR Student Version

STEP 1: Create Transcript in Star Student

- Log-in to Star Student.
- Go to History>User Maintenance>XAP Transcript Interface and click 'Run.'
- Key in the values that correspond to your Unweighted GPA Number, Weighted GPA Number and Rank Number or use the default settings (GPA format must be 0.00). If you do not have an unweighted or weighted GPA, there is the ability to choose "none" for that field.
- If you wish to include test scores, make sure the corresponding box is checked. (ACT and SAT scores must be loaded into Star Student if you want to include them on the transcript).
- Click 'Run.' You should receive the message: "XAP file was successfully created. Connect to Discoverer to view information." Click 'OK.'
- Log-out of Star Student.

STEP 2: Create the Transcript File in Discoverer

- You will need access to Discoverer for this step. If you do not have access to Discoverer, work with your central office or school personnel that does to complete this step.
- Log-in to Discoverer at <https://ssms.discoverer.state.tn.us/discoverer/plus> and enter your username and password.
- Click on connection.
- Pick the option to 'Open Existing Workbook' located in the 'database.'
- Choose the file called 'ssms_rpt dist 999.XAP' where 999 is your district number.
- At the prompt, enter the four-digit school number for your high school including leading zeros (i.e. school number 5 would be 0005). Click 'OK.'
- Once you have opened the workbook and the report has run, the file must be converted to a text file.
- Go to 'File' at the top of the screen and choose 'Export.'
- On the next screen, click the 'Next' button to use the current worksheet and to export the table / crosstab only.
- On the next screen, when asked about which format to use in exporting, use the dropdown menu to choose text file (.txt).

STEP 2: Create the Transcript File in Discoverer...continued

- The second line shows you where the file will be stored on your computer. Be sure to make a note of this path or designate another path if you wish, so that you can locate the text file.
- Click 'Next' at this screen and the following screen that verifies your school number.
- Click 'Finish' and it should return a message that the file was exported successfully.
- Click 'OK.'
- Exit Discoverer and logout.

STEP 3: Edit the Text File on Your Local Hard Drive

- Locate the file you exported to your local hard drive and open the text file that you just created (xap.txt).
- Delete only the top line (header line "Data rec") from the file. Delete the text on the line then click the 'Delete' button on your keyboard to delete the line completely.
- The 'HR' record should now be the first line in the file.
- Save your changes and exit this file.

STEP 4: Upload Transcript File to the CollegeforTN.org Trancript Exchange

- Go to the XAP website to upload your text file at <http://counselor.XAP.com/>
- Enter your username and password and then click 'Log-on.' Contact Armando Rodriguez or Troy Grant if you do not have a username and password (see contact information below).
- On the Counselor Center screen, choose the 'Counselor Tools' dropdown and select 'Transcript Manager.'
- On the Counselor Center screen, click the 'Upload Transcripts' tab.
- Indicate the type of transcripts (current, end of term, or final) that are being uploaded and whether or not you want to enable students to send their transcripts to their college or university of choice.
- Click 'Browse' to locate your text file. Once you have found the file highlight it and click 'Open.'
- Choose the school whose transcripts are being uploaded.
- Next, you will find two checkboxes. The first checkbox item is a test-only upload. By clicking this box, you will NOT be uploading student information into the transcript exchange. Only click this box if you are testing the upload process. The second check box requests that a report be sent to you via email with the status of your upload. This box is optional.
- Once you have located your file, click the 'Upload' button.
- At the completion of the upload, you will receive an Upload Transcript Report with information about the number of transcripts that were in the file. This is the same notice that is sent to you via email. Ensure that the number of transcripts identified matches the number of transcripts uploaded to Xap Transcript Exchange.

STEP 4: Upload Transcript File to the CollegeforTN.org Trancript Exchange...continued

- NOTE: You will see a link to messages if any errors or warnings are encountered during the upload. Click on the number to see more detail about the messages encountered during upload. You will be presented with the Summary view of messages. If you click on Detail button, you will see a more descriptive message.
- All SSMS users will receive two messages regarding the 'Session Date'. This does NOT mean that your upload was unsuccessful but, instead, is a warning regarding how certain information is flowing to Xap. Again, a 'Session Date' message will not affect your upload.

STEP 5: Send Select Students' Transcripts

- In the Counselor Center, click on the 'Counselor Tools' tab and then 'Transcript Manager.'
- NOTE: Prior to sending an official transcript to an institution, it is a good idea to review the transcript for accuracy. To review a PDF document of your students' transcripts, click on the printer icon to the far left of that student's name.
- Make sure the 'From' date range reflects the date your transcripts were uploaded (defaults to current month). At the top of the screen in the 'Select transcripts to be Sent Options' section, pull down the Results to select 1000 students at a time. By doing this you will be able to select and send all of your students in one screen. Otherwise you will have to send them in batches of 100 (default number of students per screen).
- Select the student(s) you wish to send to an institution and hit the 'Next' button. You can choose one, some, or all of your students. If you are sending transcripts to TSAC, select all students.
- You will be provided with a list of destination institutions, including the Tennessee Student Assistance Corporation. Select the institution(s) you would like to send the transcript(s) to. Click 'next.'
- You will receive a confirmation screen. Click the 'Finish' button. This completes the sending of your transcripts.
- NOTE: In order to view a list of institutions that are currently accepting transcript, click on the 'Destinations' tab.
- To confirm or view if the selected institution has downloaded the sent transcripts, click on Reports > Transcript Reports. Click on the 'Release By Student' tab. In the report for the student you are checking on check the 'Date Downloaded'. The Date Downloaded is the date the institution downloads the transcript. Keep in mind this may not be immediate, as the institutions are notified by email that transcripts are waiting to be downloaded.
- Log-out of the XAP website and the process is complete.

If you encounter problems with the data pulled from Star Student, please contact the Helpdesk for assistance at 1-800-495-4154 or ssms.support@state.tn.us .

For XAP support, please call 1-800-Go-To-Xap or 1-800-468-6927.

For CollegeforTN.org support, please call Troy Grant at 615-532-0423.