



Creating Student Transcripts

PLEASE NOTE: The latest version of any instructions we create to help you administrate your satellite will always be found at www.tumi.org/gateway. If you have any trouble with transcripts or anything else, go to www.tumi.org, help, Satellite FAQs. If you've encountered a problem, more than likely other satellites have encountered the same issue and we will post the solution to that problem at that location.



1. Go to www.tumi.org/gateway to access and save the appropriate **Transcript Template** and **Courses** file to your computer (save both files in the same location).
2. Open Excel Program.
3. Navigate to **Transcript Template** you just saved and open file.
4. Input the name of your satellite into the template and save.
5. **Create a Student Transcript.**
 - a. Save template as a new file in the folder you are working in (with the student's last name, a comma, and then their first name).
 - b. **Enter student's name** on line A5.
 - c. **Enter student's address** on line A6 and A7.
 - d. **Enter the student number** in line H7 (if you have assigned a student number to that student) .
6. **Enter Course Info into Student Transcript.**

If the Courses that you are wanting to enter on a student's transcript are not in the "Courses" file, add the course number, title, department area and number of credits to the Courses file (instructions for adding courses are on the web, www.tumi.org/gateway). Be sure to save your edits.

- a. **Enter Semester info** (on line 11 or following); note the semester Spring or Fall (S or F; the last two digits of the year the course was taken, e.g. 11 for 2011).
 - b. **Tab to course #.**
 - c. **Enter the course number** (the courses numbers and titles are programmed into these templates. Open the “**Courses**” file to see the course numbers and titles).
 - d. **Tab to “Type of Course”** (as you tab, the course information will automatically fill in for the course # you just entered).
 - e. **Enter the Type of Course** (see “Understanding Transcripts” to determine what to enter here).
 - f. **Tab to Grade.**
 - g. **Enter the letter grade** that the student received for this particular course.
 - h. **Tab to Grade Point** and it will automatically fill in.
 - i. **Click on the next available cell** under the “Semester” column.
 - j. **Repeat the above steps** until all of the courses for this student are added (be sure to save file throughout the process of editing it).
7. **To create the next student’s transcript, start at point #5 above and repeat for each student.**
8. **BACK UP YOUR TRANSCRIPTS.**
It is important to backup your files in case of computer issues. Lost files are difficult to recreate. We offer as a free service to our satellites the opportunity for you to save a backup of your students transcripts to our server. Your transcript files must be zipped and placed into a folder. You may uploaded these with your quarterly reports to TUMI (specific instructions for this are on the Site Report Form at www.tumi.org/gateway).

Printing Transcripts

9. Print transcripts.

A pdf form was included with the Transcript files, titled “Transcript Letterhead.pdf.” Print enough copies of this document to print your transcripts.



10. Load this letterhead into your printer, open the appropriate transcript files, and print a copy for the student and a copy for your files.

