## Datatel Help: Running a Departmental Analysis or Transcript
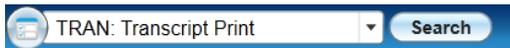
A Departmental Analysis lists a student's course record by department, whereas a Transcript lists courses by semester. This handout will give you instructions on running and printing either of these reports through Datatel.

1. **Sign into Datatel Colleague 4.3**
   a. Sign into myRoanoke
   b. Click on "Colleague UI 4.3" on the right hand menu
   c. Problem? E-mail support@roanoke.edu

   > Informer
   > Campus Pack
   > Colleague UI 4.3
   > Academic Advising
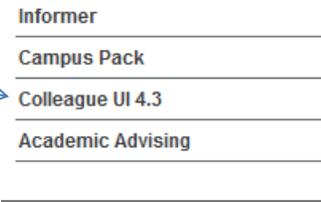
2. **Enter TRAN in the search bar at the top and click "Search" or hit "Enter."**

   TRAN: Transcript Print   Search

3. **If you want to run a Departmental Analysis, enter "DA" into the Trans Grouping field at the top of the page. If you want a Transcript, enter "UG."**

   Trans Grouping 1 DA   **OR**   Trans Grouping 1 UG

4. **Type in the student's name, last name, or portion of last name followed by… Click "OK."**

   person, tyler   or   person   or   pers...

5. **If there are multiple people with the same name/last name, you will need to scroll through the pages to find the right student. Use this arrow to scroll to the next page. (Tip: current students usually have pictures!). Once you have found the right student, choose that student by either double-clicking within that box or by clicking the check box at the left AND clicking "Open" at the bottom of the window**

   Search Results for: person...   (PERSON)
   Filter: Combined ▾   ☐ Select All   (+ Add) |< <   1 - 8 of 57   > >|
   1 ☐   Chelsea Person   555 Blue Point Ter Apt F   cuttiebug81588@msn.co...
              Newport News VA 23602   Start Term:
         OP, PR   Reunion Class:

6. **Enter additional students, as necessary.**

7. **When you have entered all students, click SAVE at the top of the screen.**   ✓ Save

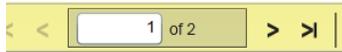8. **Change Output Device to "H"** Output Device H Hold/Browse File Output **. Click SAVE twice.** ✓ Save   ✓ Save **and then click FINISH.** Finish

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9. **A window should open with the appropriate report. To scroll to the next page, use the navigation buttons at the top left.**

| < | < | 1 of 2 | > | >| |

10. **To print, click "Export PDF" at the top of the page, enter the formatting options as below, and click "Create PDF."**

Formatting Options

Font: Courier   Font Size: 7

Orientation: ● Portrait   ○ Landscape

Paper Size: Letter

Create PDF   Use Defaults   Cancel

11. **Follow the prompts to open the file. Print or save as needed.**