



5.	Select Format Cells... from the menu	
6.	On the Format Cells screen, select Custom	
7.	After selecting Custom, the Type: box will contain some information, such as <i>General</i> . You will need to: <ul style="list-style-type: none">• Delete the information in the Type: box. For example, delete the word, <i>General</i>.	

8.



9.	Column A should show the student ids with leading zeroes, such that each student id is 9 numbers long.	
10.	You will need to save the file as a .CSV. To begin, <ul style="list-style-type: none">• Click the File tab• Click Save As	
11.	In the File name: box, give your file a meaningful name, such as <i>batchtranscripts</i> .	

12. In the **Save as Type** box,
- Click the down arrow and
 - Click the option, CSV (Comma delimited)Comitted)Comitted)Comma



13.	<ul style="list-style-type: none">• Navigate to your destination folder, such as <i>My Documents</i> or <i>Desktop</i>• Click Save.	
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14. Microsoft Excel will generate several messages that will require a response. Do not worry. This behavior is



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| 23. | On the Process Transcripts page, click Add a New Value | |
| 24. | <ul style="list-style-type: none">In the Run Control ID box, enter a name for this process, such as | |



- | | | |
|-----|---|--|
| 38. | On the Process List , <ul style="list-style-type: none">• Click until the Run Status says <i>Success</i> and the Distribution Status says <i>Posted</i>.• Click the <u>Go back to Process Transcripts</u> link | |
| 39. | On the Process Transcripts page, click <u>Report Manager</u> | |