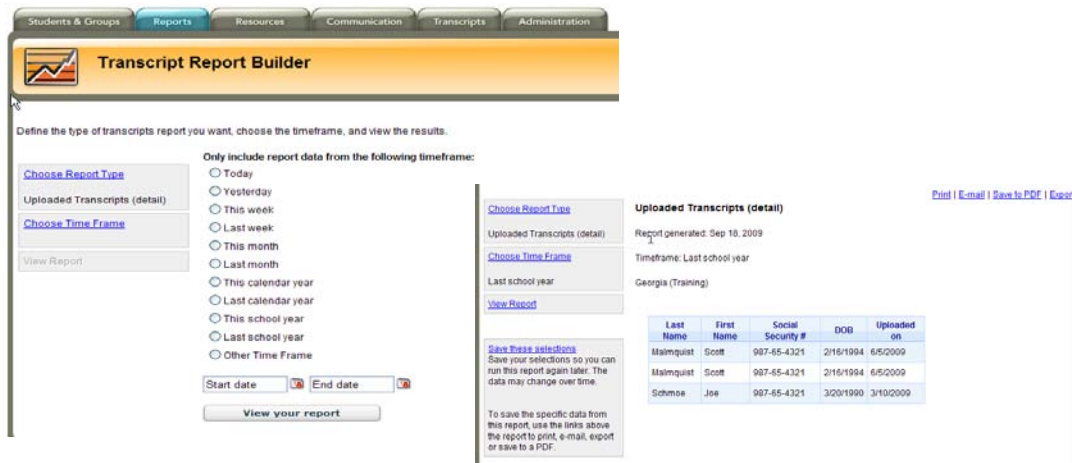# TRANSCRIPT REPORT BUILDER

Use the **Transcript Report Builder** to view:

- Uploaded transcripts (summary)

- Uploaded transcripts (detail)

- Released transcripts by student (summary)

- Released transcripts by student (detail)

- Released transcripts by college (summary)

- Released transcripts by college (detail)

STEPS TO GET STARTED

1. On the **Reports Tab**, click on **Transcript Report Builder.**

2. Choose your **report type.**

3. Follow the prompts to **set the timeframe** for your report and then click **View your report.**