

The following outlines the steps to navigate to a UofC Web Electronic Document page in order to upload an unofficial transcript. Also included in this lesson is how to view the uploaded document.

IMPORTANT: The name of any file(s) CANNOT be longer than 30 characters, including spaces or symbols.

1. Click the **Student Admissions** link.
▶ [Student Admissions](#)

2. Click the **Application Evaluation** link.
[Application Evaluation](#)

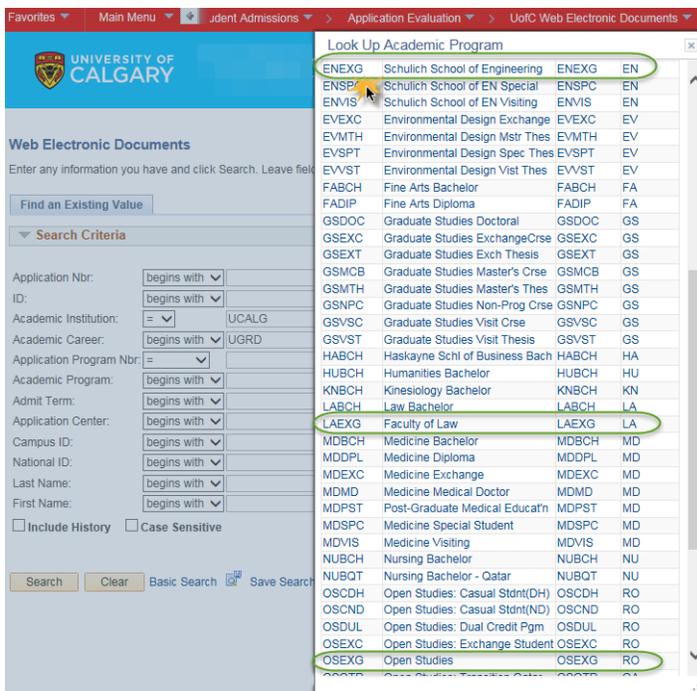
3. Click the **UofC Web Electronic Documents** link.
[UofC Web Electronic Documents](#)

4. Click the **Web Electronic Documents** link.
[Web Electronic Documents](#)

5. Click the **Look up Academic Program** button.


6. The list of Academic Programs display including 3 for Incoming Exchange; ENEXG Schulich School of Engineering; LAEXG Faculty of Law and OSEXG Open Studies. Note: OSEXC should no longer be used. For this example select ENEXG. Click the **ENEXG** link.

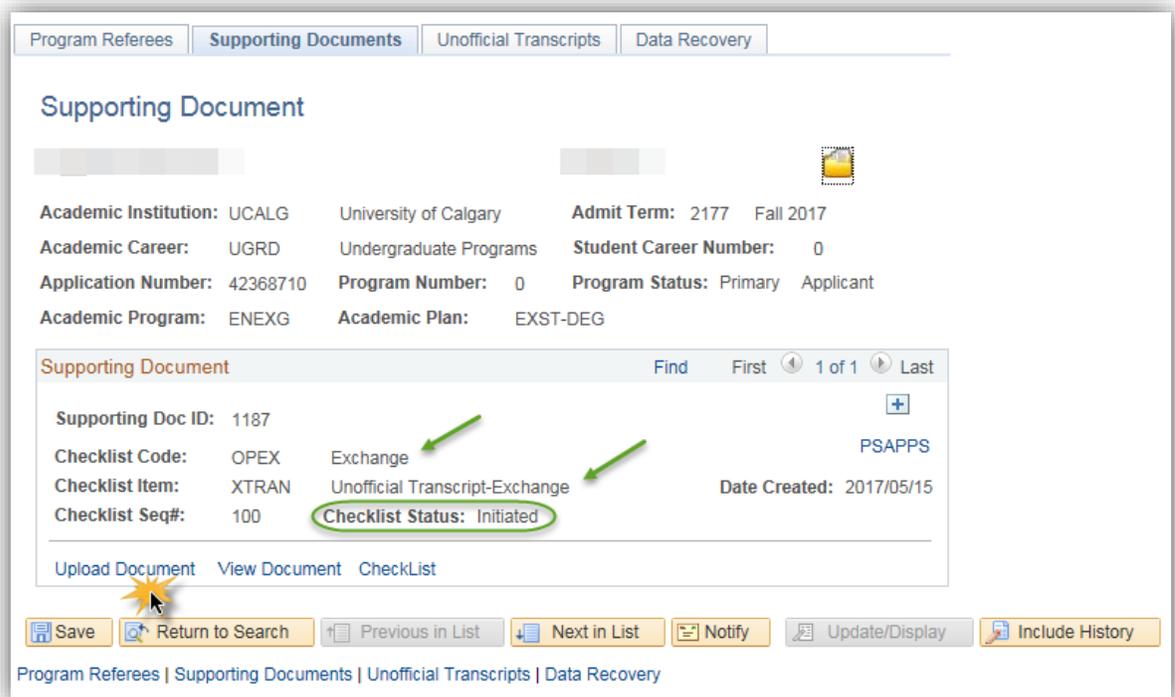
ENEXG



Program Code	Program Name	Program Code	Program Code
ENEXG	Schulich School of Engineering	ENEXG	EN
ENSP	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMT	Environmental Design Mstr Thes	EVMT	EV
EVSP	Environmental Design Spec Thes	EVSP	EV
EVVST	Environmental Design Vist Thes	EVVST	EV
FABCH	Fine Arts Bachelor	FABCH	FA
FADIP	Fine Arts Diploma	FADIP	FA
GSDOC	Graduate Studies Doctoral	GSDOC	GS
GSEXC	Graduate Studies Exchange Crse	GSEXC	GS
GSEXT	Graduate Studies Exch Thesis	GSEXT	GS
GSMCB	Graduate Studies Master's Crse	GSMCB	GS
GSMTH	Graduate Studies Master's Thes	GSMTH	GS
GSNPC	Graduate Studies Non-Prog Crse	GSNPC	GS
GSVSC	Graduate Studies Visit Crse	GSVSC	GS
GSVST	Graduate Studies Visit Thesis	GSVST	GS
HABCH	Haskayne Schl of Business Bach	HABCH	HA
HUBCH	Humanities Bachelor	HUBCH	HU
KNBCH	Kinesiology Bachelor	KNBCH	KN
LABCH	Law Bachelor	LABCH	LA
LAEXG	Faculty of Law	LAEXG	LA
MDBCH	Medicine Bachelor	MDBCH	MD
MDDPL	Medicine Diploma	MDDPL	MD
MDEXC	Medicine Exchange	MDEXC	MD
MDMD	Medicine Medical Doctor	MDMD	MD
MDPST	Post-Graduate Medical Educat'n	MDPST	MD
MDSPC	Medicine Special Student	MDSPC	MD
MDVIS	Medicine Visiting	MDVIS	MD
NUBCH	Nursing Bachelor	NUBCH	NU
NUBQT	Nursing Bachelor - Qatar	NUBQT	NU
OSCDH	Open Studies: Casual Stdnt(DH)	OSCDH	RO
OSCDN	Open Studies: Casual Stdnt(ND)	OSCDN	RO
OSDUL	Open Studies: Dual Credit Pgm	OSDUL	RO
OSEXC	Open Studies: Exchange Student	OSEXC	RO
OSEXG	Open Studies	OSEXG	RO

10. On Supporting Documents the Supporting Document required is indicated by the Checklist Code: OPEX and the Checklist Item: XTRAN Unofficial Transcript-Exchange. Note that the Checklist Status: Initiated. This indicates the unofficial transcript has not been uploaded at this point. The student will see a "To Do" item in Student Centre. Click the **Upload Document** link.

[Upload Document](#)



Program Referees | **Supporting Documents** | Unofficial Transcripts | Data Recovery

Supporting Document

Academic Institution: UCALG University of Calgary Admit Term: 2177 Fall 2017
 Academic Career: UGRD Undergraduate Programs Student Career Number: 0
 Application Number: 42368710 Program Number: 0 Program Status: Primary Applicant
 Academic Program: ENEGX Academic Plan: EXST-DEG

Supporting Document Find First 1 of 1 Last

Supporting Doc ID:	1187	Exchange	PSAPPS
Checklist Code:	OPEX	Unofficial Transcript-Exchange	Date Created: 2017/05/15
Checklist Item:	XTRAN		
Checklist Seq#:	100	Checklist Status: Initiated	

Upload Document View Document CheckList

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Program Referees | Supporting Documents | Unofficial Transcripts | Data Recovery

11. To upload an unofficial transcript click on the Upload button. Click the **Upload** button.

Upload

12. At this point it is assumed the unofficial transcript has been saved on the user's computer and can be uploaded. Click the **Browse** link.

13. Browse to the location of the unofficial transcript, select the file and click open. Click the **Open** button.

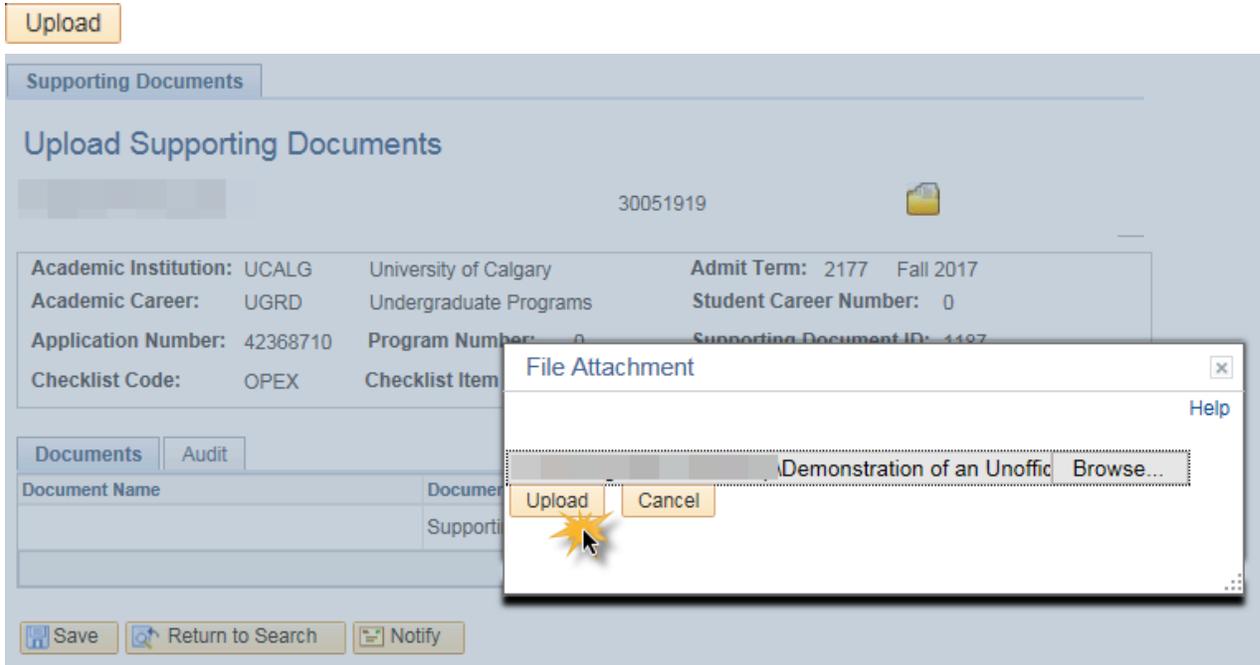
Open

Upload and View Supporting Documents

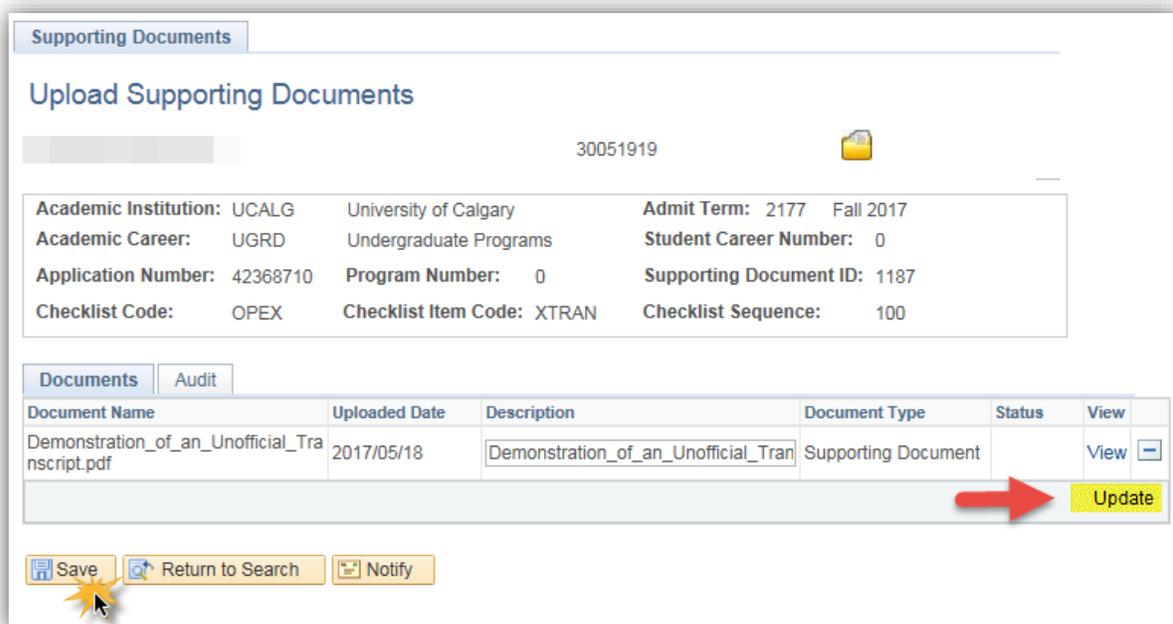
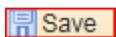
SA – Processing Online Web Applications



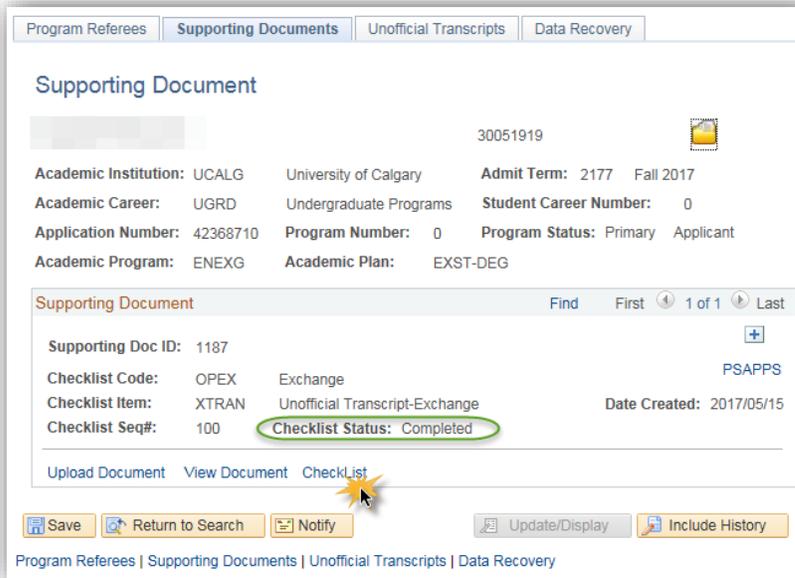
14. Click the **Upload** button.



15. Note that Update displays enabling additional unofficial transcripts to be uploaded using the update button if necessary. Click the **Save** button.



16. Note the Supporting Document indicates the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded. To view the checklist item click on Checklist
Click the **Checklist** link.



Program Referees | **Supporting Documents** | Unofficial Transcripts | Data Recovery

Supporting Document

30051919 

Academic Institution: UCALG University of Calgary Admit Term: 2177 Fall 2017
 Academic Career: UGRD Undergraduate Programs Student Career Number: 0
 Application Number: 42368710 Program Number: 0 Program Status: Primary Applicant
 Academic Program: ENEXG Academic Plan: EXST-DEG

Supporting Document Find First 1 of 1 Last

Supporting Doc ID: 1187  PSAPPS

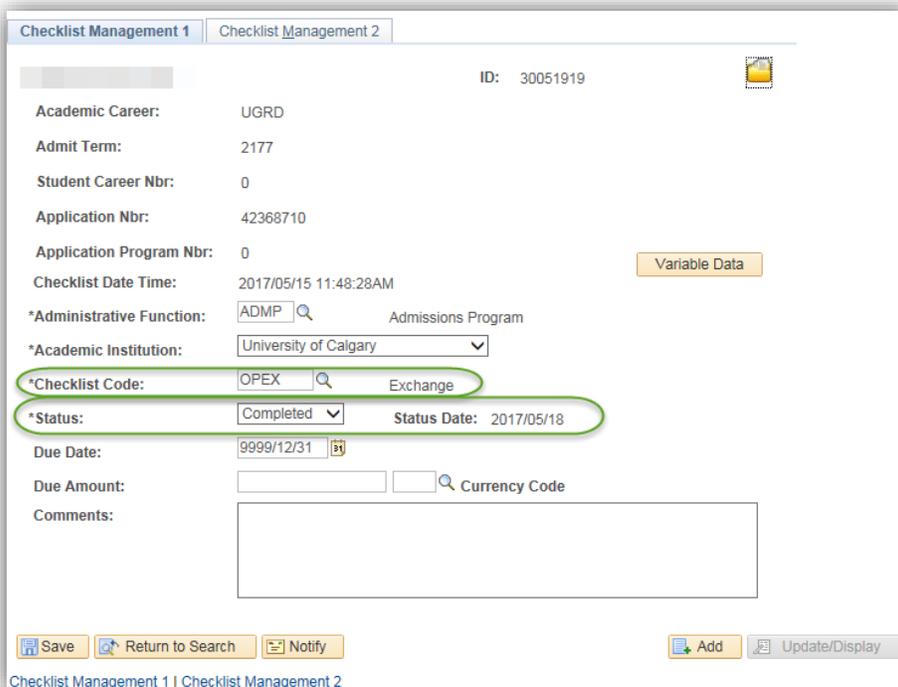
Checklist Code: OPEX Exchange
 Checklist Item: XTRAN Unofficial Transcript-Exchange Date Created: 2017/05/15
 Checklist Seq#: 100 **Checklist Status: Completed**

Upload Document View Document **CheckList**

Save Return to Search Notify Update/Display Include History

Program Referees | Supporting Documents | Unofficial Transcripts | Data Recovery

17. Checklist Management 1 displays the Checklist Code: OPEX and the Status: Completed as well as the date the Checklist was completed.



Checklist Management 1 | Checklist Management 2

ID: 30051919 

Academic Career: UGRD
 Admit Term: 2177
 Student Career Nbr: 0
 Application Nbr: 42368710
 Application Program Nbr: 0 Variable Data

Checklist Date Time: 2017/05/15 11:48:28AM

*Administrative Function: ADMP Admissions Program
 *Academic Institution: University of Calgary

***Checklist Code: OPEX Exchange**
***Status: Completed Status Date: 2017/05/18**

Due Date: 9999/12/31
 Due Amount: Currency Code
 Comments:

Save Return to Search Notify Add Update/Display

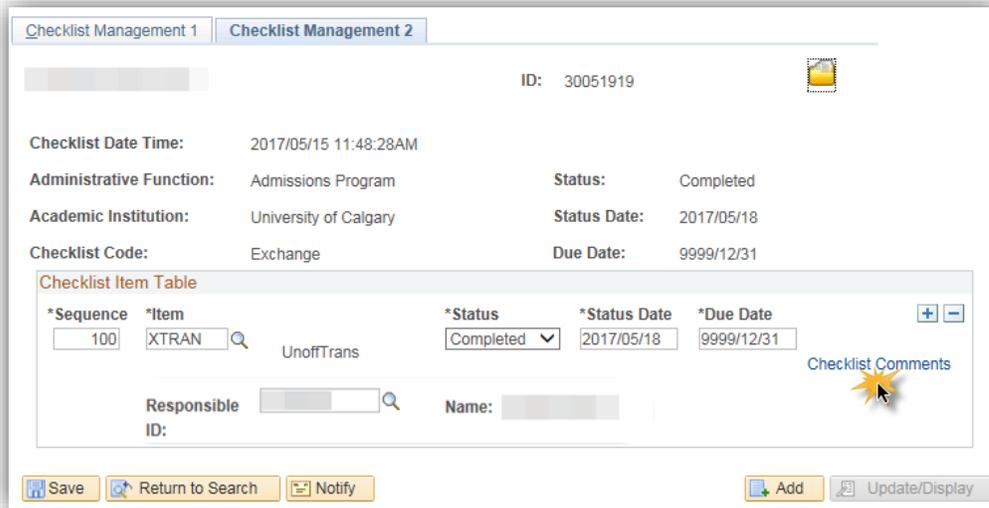
Checklist Management 1 | Checklist Management 2

Upload and View Supporting Documents

SA – Processing Online Web Applications

18. Checklist Management 2 displays additional details about the checklist (Status, Date, etc.). Click the **Checklist Comments** link.

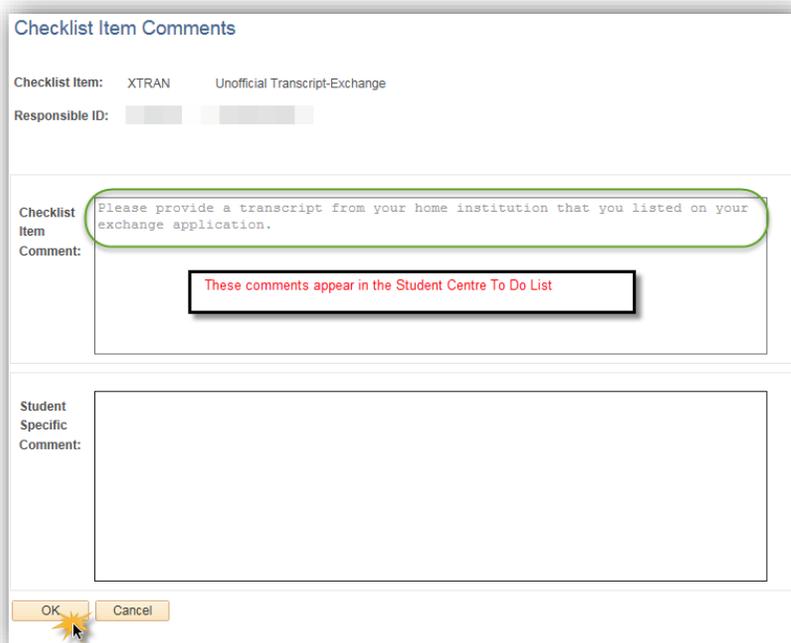
Checklist Comments



The screenshot shows the 'Checklist Management 2' interface. At the top, there are tabs for 'Checklist Management 1' and 'Checklist Management 2'. Below the tabs, the ID '30051919' is displayed. The main area contains several fields: 'Checklist Date Time: 2017/05/15 11:48:28AM', 'Administrative Function: Admissions Program', 'Academic Institution: University of Calgary', and 'Checklist Code: Exchange'. To the right, 'Status: Completed', 'Status Date: 2017/05/18', and 'Due Date: 9999/12/31' are shown. A 'Checklist Item Table' is present with columns for '*Sequence', '*Item', '*Status', '*Status Date', and '*Due Date'. The table contains one row with values: 100, XTRAN, UnoffTrans, Completed, 2017/05/18, and 9999/12/31. Below the table, there are fields for 'Responsible ID' and 'Name'. A 'Checklist Comments' link is highlighted with a mouse cursor. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

19. Checklist item comments are what the student would see in the Student Centre on their To Do list. Click the **OK** button.

OK



The screenshot shows the 'Checklist Item Comments' dialog box. It contains the following information: 'Checklist Item: XTRAN Unofficial Transcript-Exchange', 'Responsible ID: [redacted]', and a 'Checklist Item Comment' field with the text: 'Please provide a transcript from your home institution that you listed on your exchange application.' Below this, a red box contains the text: 'These comments appear in the Student Centre To Do List'. At the bottom, there are 'OK' and 'Cancel' buttons. A mouse cursor is pointing at the 'OK' button.

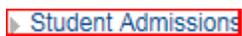
20. When completed viewing the checklist item you can close the window.
Click the **Close Tab** button.



View Supporting Documents:

The next part of this lesson demonstrates how you can view the uploaded document. **Note:** You can also view uploaded documents from Student Admissions > Application Evaluation > Dept Application Evaluation.

21. Click the **Student Admissions** link.



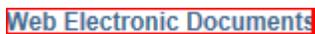
22. Click the **Application Evaluation** link.



23. Click the **UofC Web Electronic Documents** link.



24. Click the **Web Electronic Documents** link.



25. You can enter the student ID or search for the grid of information again if desired.
Click the **Search** button.



26. Click the **Supporting Documents** tab.



Upload and View Supporting Documents SA – Processing Online Web Applications

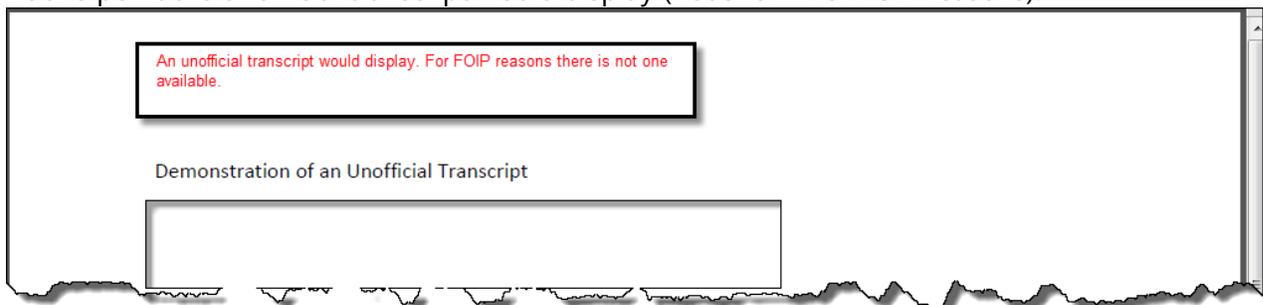


27. To view any uploaded supporting documents click on the View Document link. Note the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded it can also be viewed to verify the correct document has been uploaded. Click the **View Document** link.

[View Document](#)

The screenshot shows a web interface with tabs for 'Program Referees', 'Supporting Documents', 'Unofficial Transcripts', and 'Data Recovery'. The 'Supporting Documents' tab is active, displaying a 'Supporting Document' record for ID 1187. The record details include: Academic Institution: UCALG (University of Calgary), Academic Career: UGRD (Undergraduate Programs), Application Number: 42368710, Program Number: 0, Academic Program: ENEXG, Academic Plan: EXST-DEG, Admit Term: 2177 (Fall 2017), Student Career Number: 0, and Program Status: Primary Applicant. The 'Checklist Status' is highlighted as 'Completed'. Navigation buttons include 'Upload Document', 'View Document', and 'CheckList'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.

28. At this point the unofficial transcript would display (not shown for FOIP reasons).



End of Procedure.

Consult www.ucalgary.ca/ittraining for the corresponding online learning.