Banner Combined Population Selection -- SWRUNOF (Unofficial Transcript)

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SWRUNOF, the unofficial transcript report, can be run for multiple students after following the steps to run a Combined Population Selection. It shows students' grades, degrees/certificates earned, credits earned, GPA, and more.

Directions:

1. From the Banner Main Menu, type SWRUNOF, then press Enter.

2. Click the Next Block icon TWICE to get to the “Parameter Values” block.

3. On the right side of the Parameter Values section, complete the parameter values as shown:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>What To Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Use Population Selection</td>
<td>Type Y for yes (Y in CAPS)</td>
</tr>
<tr>
<td>02: Student ID</td>
<td>(Leave this field blank)</td>
</tr>
<tr>
<td>03: Address Selection Date</td>
<td>Type in today's date (if it does not already appear).</td>
</tr>
<tr>
<td></td>
<td>Example: 02-JAN-2012 for January, 2, 2012</td>
</tr>
<tr>
<td>04: Address Priority and Type</td>
<td>Leave default of 1MA</td>
</tr>
<tr>
<td>05: Population Selection ID</td>
<td>Type in the name of the Combined Population Selection you created in earlier steps (all CAPS).</td>
</tr>
<tr>
<td>06: Population Application Code</td>
<td>Type STUDENT in CAPS</td>
</tr>
<tr>
<td>07: Population Creator ID</td>
<td>Type in your Banner login in CAPS.</td>
</tr>
<tr>
<td>08: Print Control Report</td>
<td>We recommend typing Y so you can view report result details on the last page of the report.</td>
</tr>
</tbody>
</table>

4. When you have finished entering the parameter values above, click the Next Block icon.

5. Click the Save icon on the top left of your screen.

For other saving options and help saving your report parameters for next time, refer to: Saving Your Report Parameters.

You will see a message at the bottom left of the screen: Look for Printout in yourname_swrunof_99999.lis.

1. Open Report Viewer to view and/or print your report.