

NTC v 3.1

Release Notes



National Transcript Center

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National Transcript Center (NTC) Version 3.1 Release Notes

This document summarizes the changes made to the National Transcript Center (NTC) between the previous version and version 3.1. These changes include new features requested by NTC members and improvements to existing features. These product improvements are part of the continuing effort to ensure that the National Transcript Center (NTC) sets the standard in the electronic record/transcript marketplace that others try to match.

These changes are separated into the following categories:

- *Uploads, Downloads, and Record Management* (p. 3)
- *Graphical User Interface (GUI)* (p. 4)
- *Translation and Transport* (p. 5)

Note: Not all of the work items completed for this release are included in this document. Work items that are not directly related to the NTC user experience are not covered in this document. In addition, these release notes serve as notification of changes, not as revised operating instructions. Appropriate revisions have been made to the product user documentation.

Uploads, Downloads, and Record Management

New Partner User Role

Previously, only an NTC user at the institution level could send, receive, and request student records/transcripts. NTC 3.1 offers a new account type, a Partner User account, which allows a user at the partner (district) level to send, receive, and request student records/transcripts on behalf of the schools assigned to that user's partner (district).

Batch Upload of PDF Records/Transcripts

Uploading multiple records/transcripts in PDF format is now available. Many institutions in need of uploading transcripts quickly can take advantage of this newly added functionality. A zip file containing the record/transcript PDF's and a CSV file with the identifying student information for each PDF can be uploaded in just one click.

Batch Download of Records/Transcripts as Individual PDF Files

When downloading record/transcript PDF's in batch, all records/transcripts have previously been consolidated into one PDF file for quick downloading and printing. In NTC 3.1, when downloading multiple records/transcripts as PDFs, the user will have the option to select to either have each individual PDF placed into a zip file or to combine the selected PDF records/transcripts into a single PDF file.

Partner Administrators Can View/Download Descendent Partner Student Records/Transcripts

Within NTC, it is possible to have parent and child partners. For example, a regional service center within a state might be a parent partner with a district assigned to it as a child partner, and individual institutions are then under the district (child) partner. In NTC 3.1, a partner administrator role that is associated with a parent partner can now view and/or download student records/transcripts for institutions that belong to a child partner within the partner hierarchy.

Data Extract Upload Exceptions

Previously, when a single student record contained in a data extract failed to upload via SFTP due to a data format issue, the entire extract was rejected. Now when a failure occurs, the rest of the student records in the data extract will upload. If any failures occur, a list of exceptions will be generated at the end of the process. This list will be emailed to the individual listed as the partner contact for the uploading partner. Those exceptions may then be revised and uploaded again.

Graphical User Interface (GUI)

California: Course Title Field Expansion

The course title field has been expanded to allow for more characters.

Virginia: Support for Multiple Course Grades

Support for multiple course grades will be added to the 2009-10 Virginia eTranscript PDF. The course grade(s) displayed will depend upon the course's grading period.

Virginia: Addition of Current Grade Level

A new field in the header for Current Grade Level has been added to the 2009-10 Virginia eTranscript PDF. Current Grade Level will be determined by the last grade level in the academic course history in reverse chronological order.

Virginia: Numerical Formatting Changes

Phone Number

This release will display all phone numbers to have the following format on the 2009-10 Virginia eTranscript PDF: (XXX) XXX-XXXX.

Student ID Number

This release will change Student "ID Number" to "State Testing Identifier" on the 2009-10 Virginia eTranscript PDF.

State Division Code

In this version the state division code will have the following mask on the 2009-10 Virginia eTranscript PDF: XXX-XXXX.

Course Honors Indication

A Course Level column has been added to the course box that contains a course level code. The course level code displayed is described in a legend that appears at the bottom of each page of a transcript. Note, in EDI, if the Honors indicator (CRS07) is set to "Y" in EDI, the course level code will be set to "Honors".

NTC Record/Transcript Course Level Code Legend:

AP=Advanced placement course

G=General

H=Honors course

IB=International Baccalaureate Course

Translation and Transport

Wyoming: PDF/SIF Translation for Course Grade Display

SIF supports multiple grade types within a course; however, many other data specifications and the NTC PDF support only one grade per course. If multiple grades are found in a SIF data extract, only one grade will be displayed on the PDF. NTC will look for grades in the following order and will display the first grade type found: percentage, numeric, letter, narrative. If course grade is a percentage, the data will truncate to 2 decimal places.