

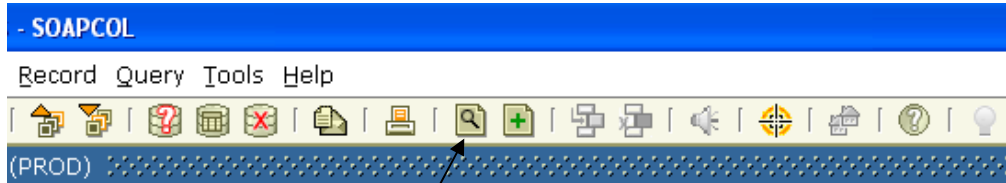
Using Banner Xtender To View Student Transcripts from Other Institutions

When accessing scanned documents:

Go to SOAPCOL and enter the student Banner ID (Do NOT page-down or next block)

Click on the **Magnifying Glass** button (see below)

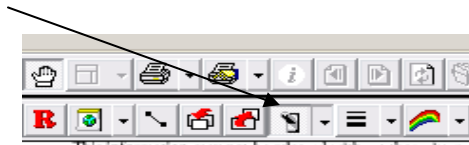
This will bring up all the scanned transcripts for this student



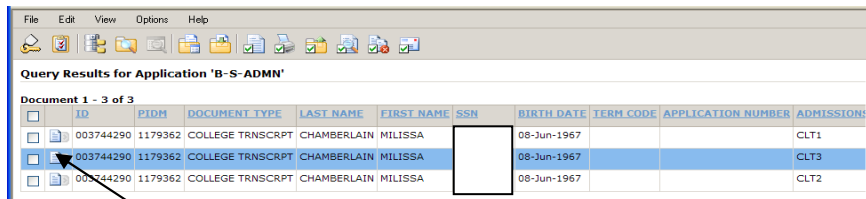
Click on the Black Magnifying Glass to activate Xtender

Notes:

- If you ever get lost in Xtender, just close the window and click the **Magnifying Glass** button again
- Please remember that not all transcripts have been scanned, but starting 7/22/09 and forward for the “Received date” on SOAPCOL the transcript should be available
- If you get a “No Documents Found” error, there is no scanned transcript available
- There is a button in the tool bar that will hide any markings that were made on the transcript. The button is here:

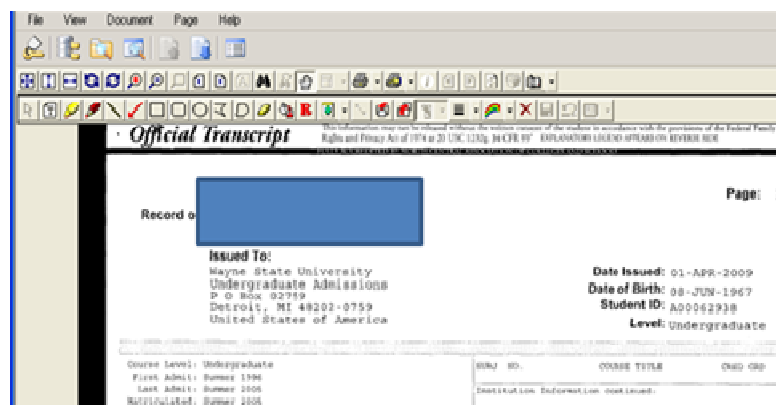


If there are multiple transcripts it will give you a list, otherwise it will just open the transcript:



Click here to select the document

Once you click on the document icon, give it a few seconds and the transcript will pop up.



Use these buttons to go from document to document

Use these buttons to go from page to page within one document