# Posting Transfer Credit in Batch-100207

1. Navigate:  
   Records and Enrollment > Transfer Credit Evaluation > Batch Posting

2. You need a **Run Control ID** to run this process. You can either use an existing **Run Control ID** or create a new one. Normally, you want to create a **Run Control ID** that is specific to the process, because the ID will save your settings and cut data entry time the next time you run the process.

   If you have a pre-existing **Run Control ID**, click *Search* and select it from the list.

   If you need to create a new **Run Control ID**, click the *Add a New Value* tab. Enter a name for the new **Run Control ID** (no blanks), and click *Add*.

3. You can process multiple groups of students with one run. Each group has a **Group Number** and a **Description**. Add a new group by clicking the *Add a New Row* button in the upper right.

   Each group can be assigned its own set of **Process Parms** (parameters).

   Enter a description into the **Description** field.

4. You can choose from three **Processing Options**: Post Model, Create Model, Create and Post Model. What you choose will affect the other parameters.

   Click the *Processing Option* list.

5. If students already have transfer credit models, you don’t need either of the Create Model choices.

   Click the *Post Model* list item.

6. Because of our choice of **Processing Option**, some parameters are not available for setting.

   We must enter the student **ID**, **Model Number** and **Articulation Term** for each student we want to process.

7. Click the Look up **Transfer Model Nbr** button. This will show a list of all the transfer credit models this student has. Choose the model you want to post.

8. Enter the desired information into the **Articulation Term** field.

9. To add more students, add rows. Click the *Add multiple new rows* button.

10. Enter the desired number of rows into the field.

11. Click the *OK* button.

12. Continue to enter students and model information.

13. Click the *Run* button.
14. The **Server Name** field should be blank. Click the **OK** button.

15. Click the **Process Monitor** link.

16. Click the **Refresh** button periodically until the **Run Status** is **Success** and **Distribution Status** is **Posted**.

17. Click the **Go back to Batch Posting** link.

18. Click the **Process Results** tab. Check that the posting was successful.

19. **End of Procedure.**