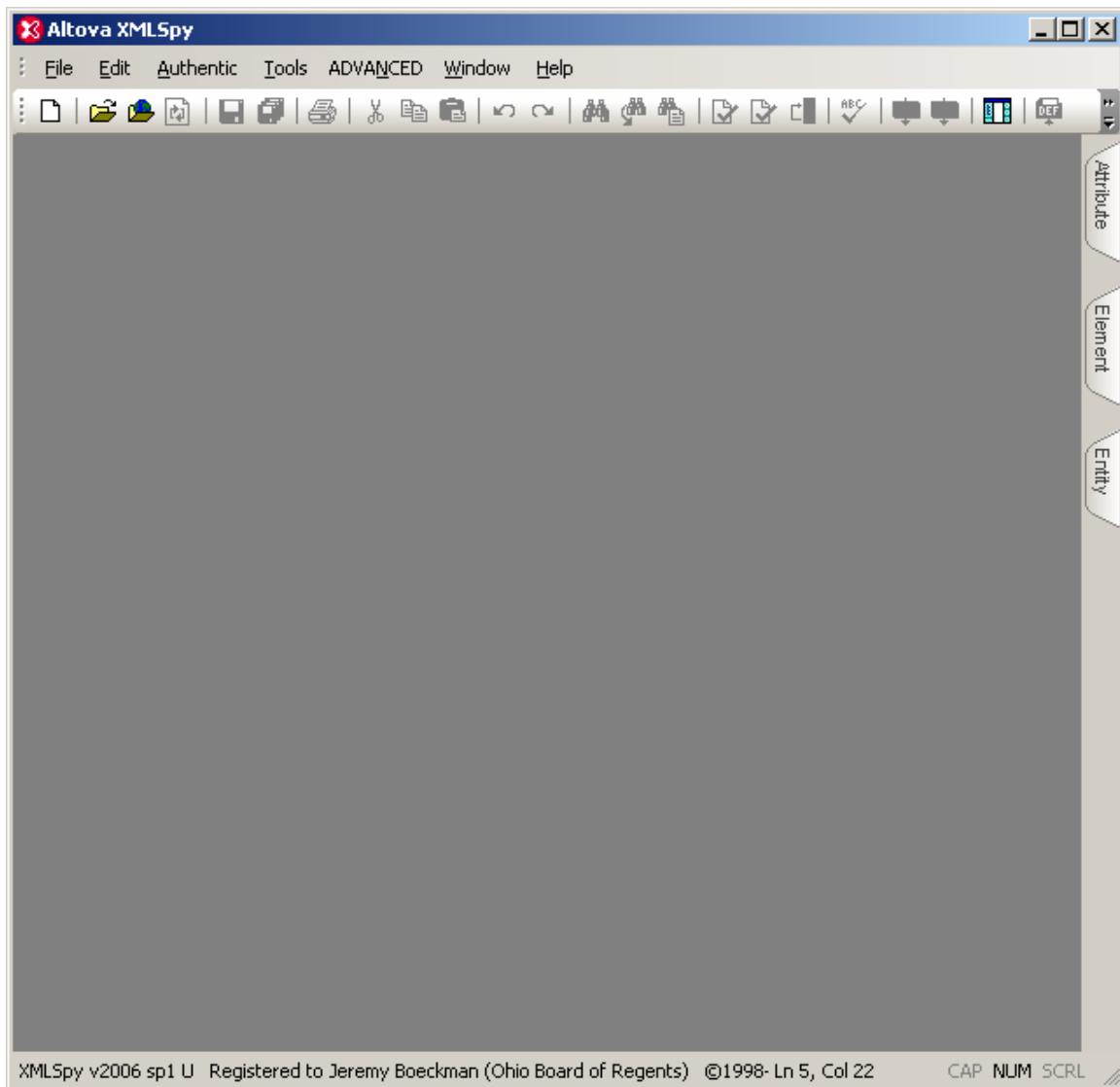
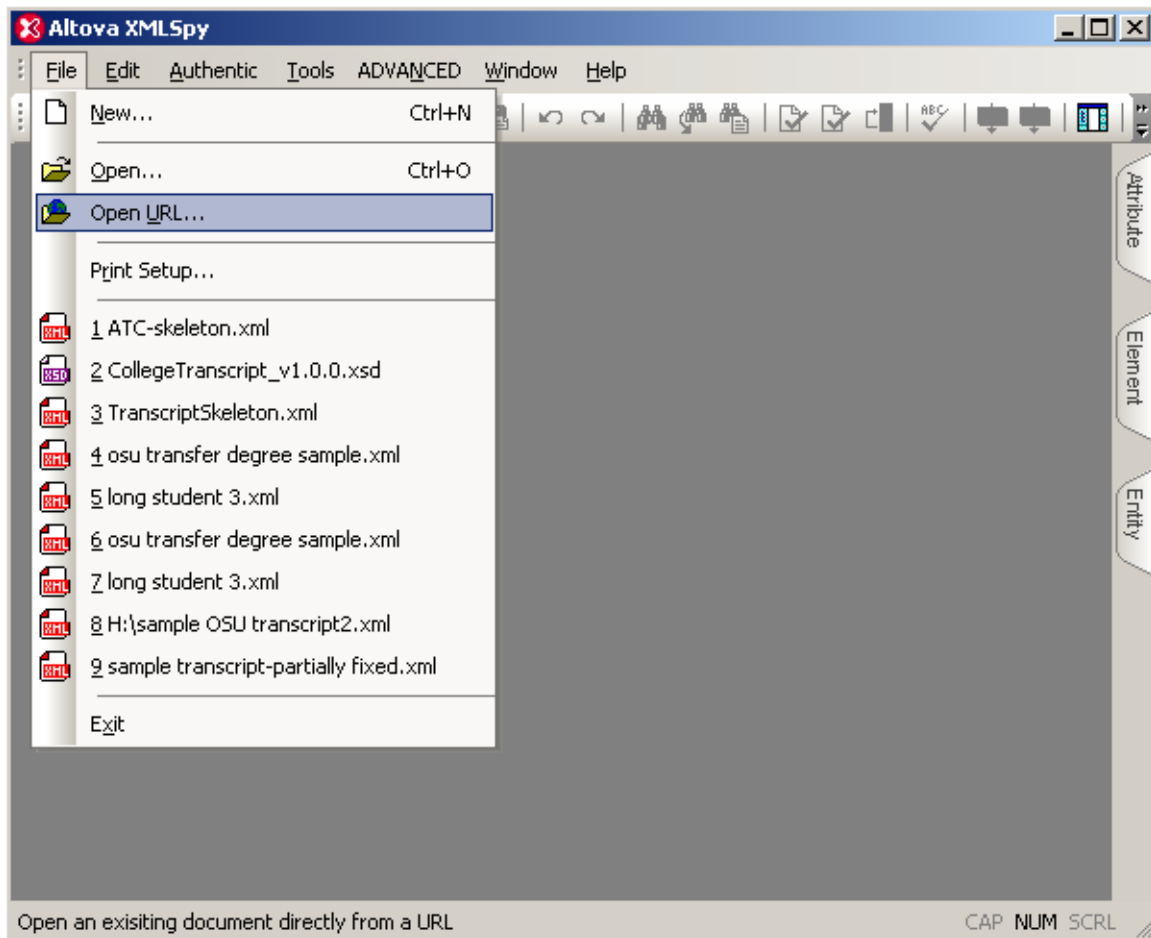


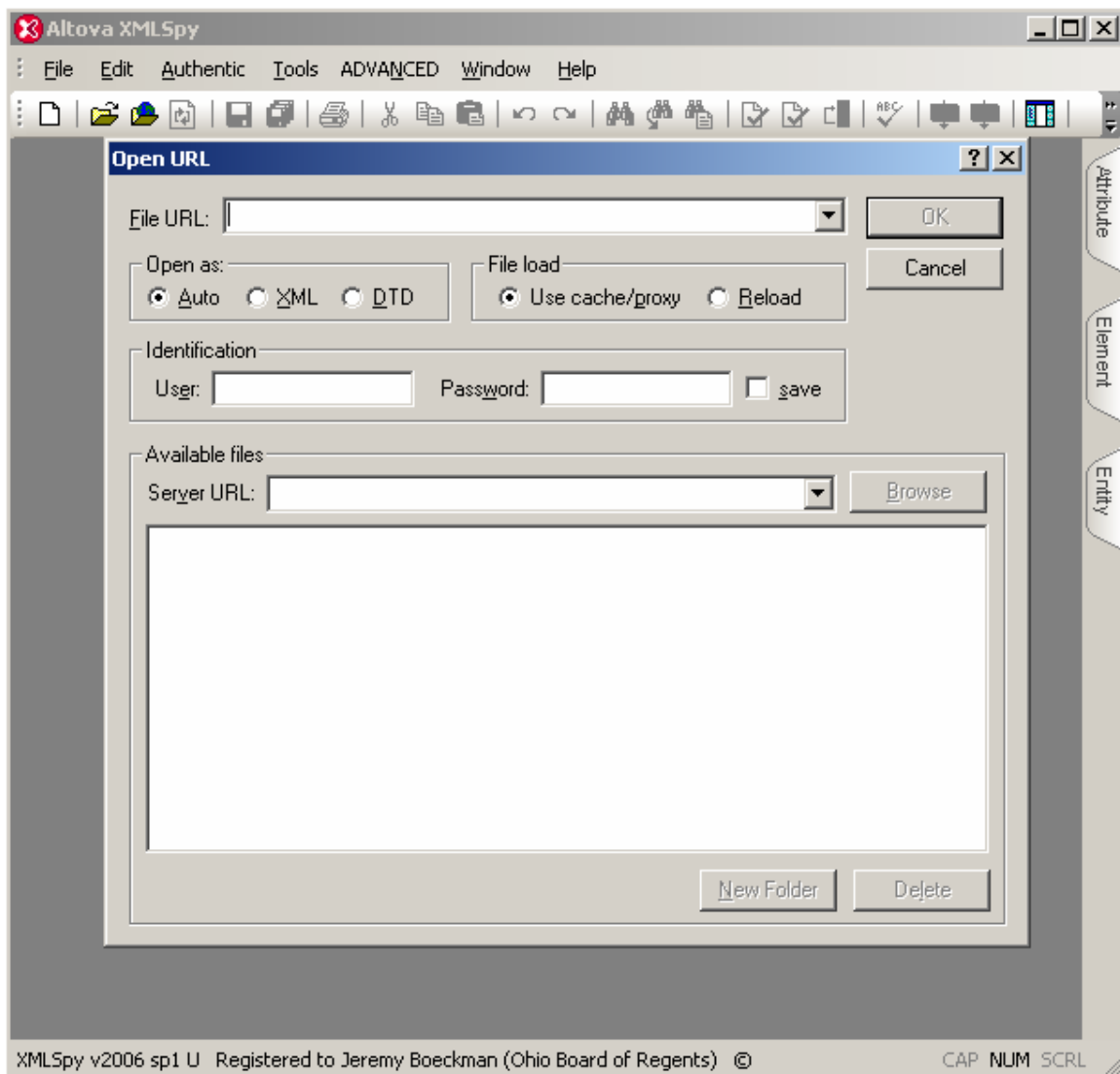
1. Open XMLSpy



2. Select File, Open URL...



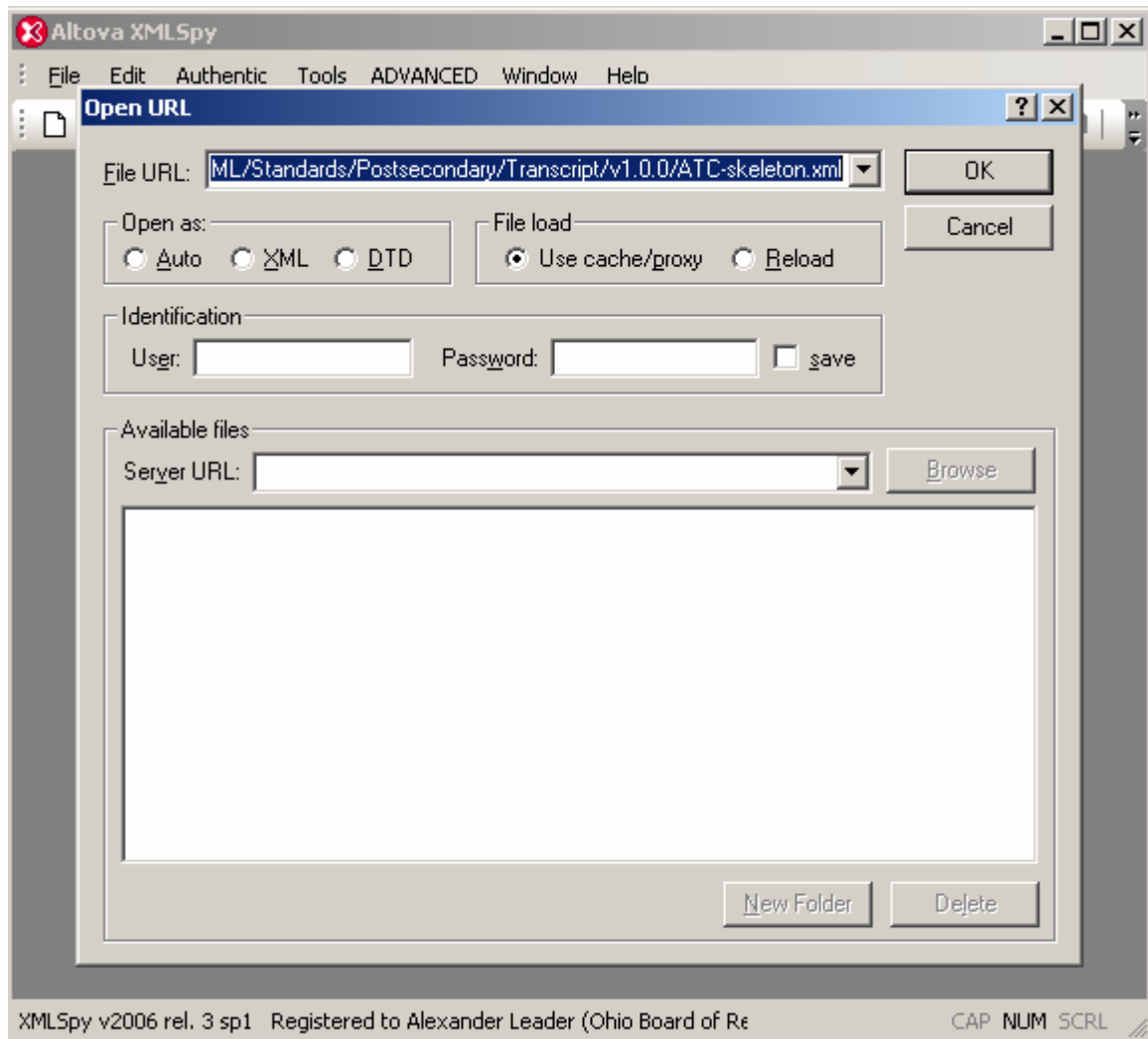
3. The 'Open URL' window appears.



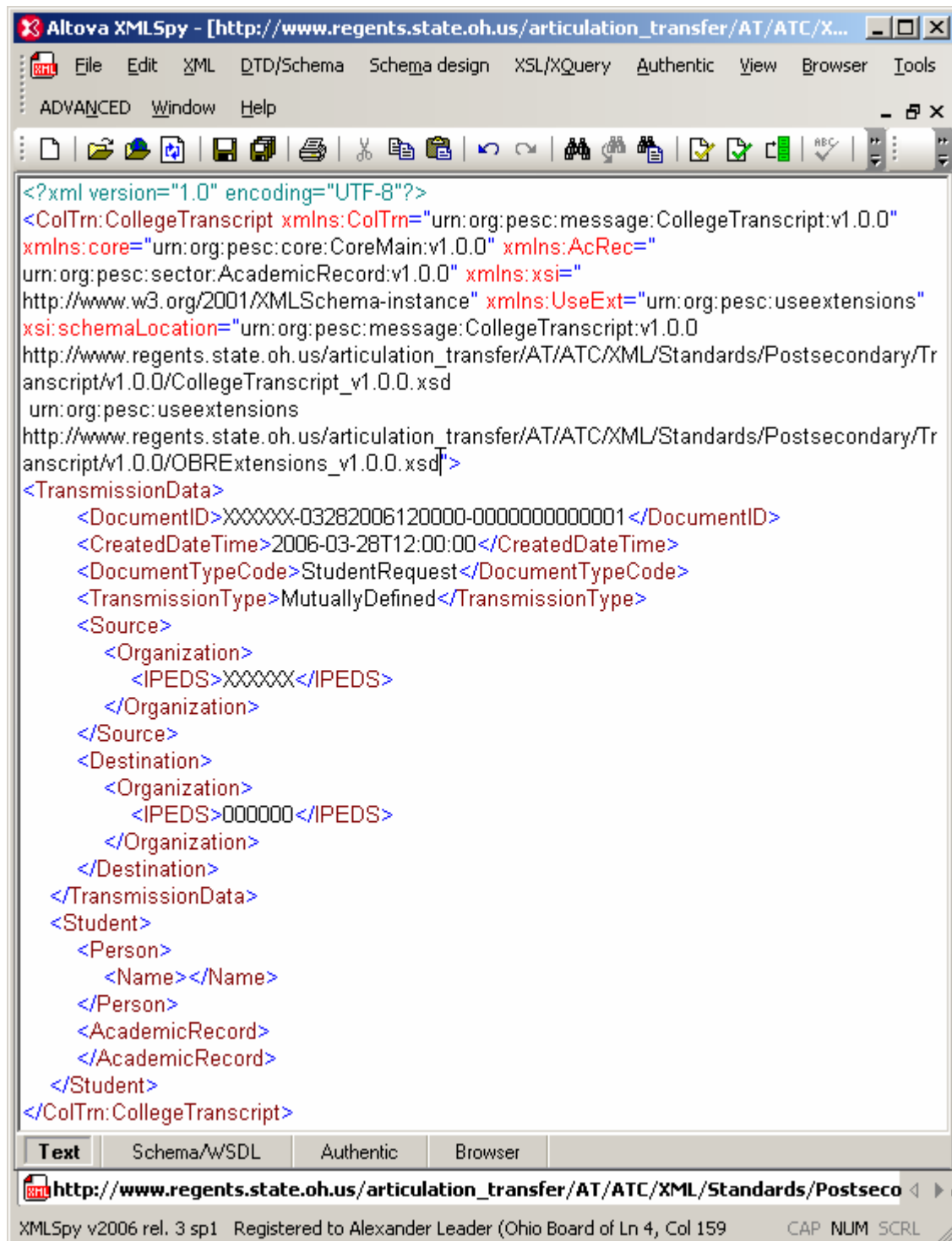
4. Enter the following URL into the 'File URL' text box:

http://www.regents.state.oh.us/articulation_transfer/AT/ATC/XML/Standards/Postsecondary/Transcript/v1.0.0/ATC-skeleton.xml

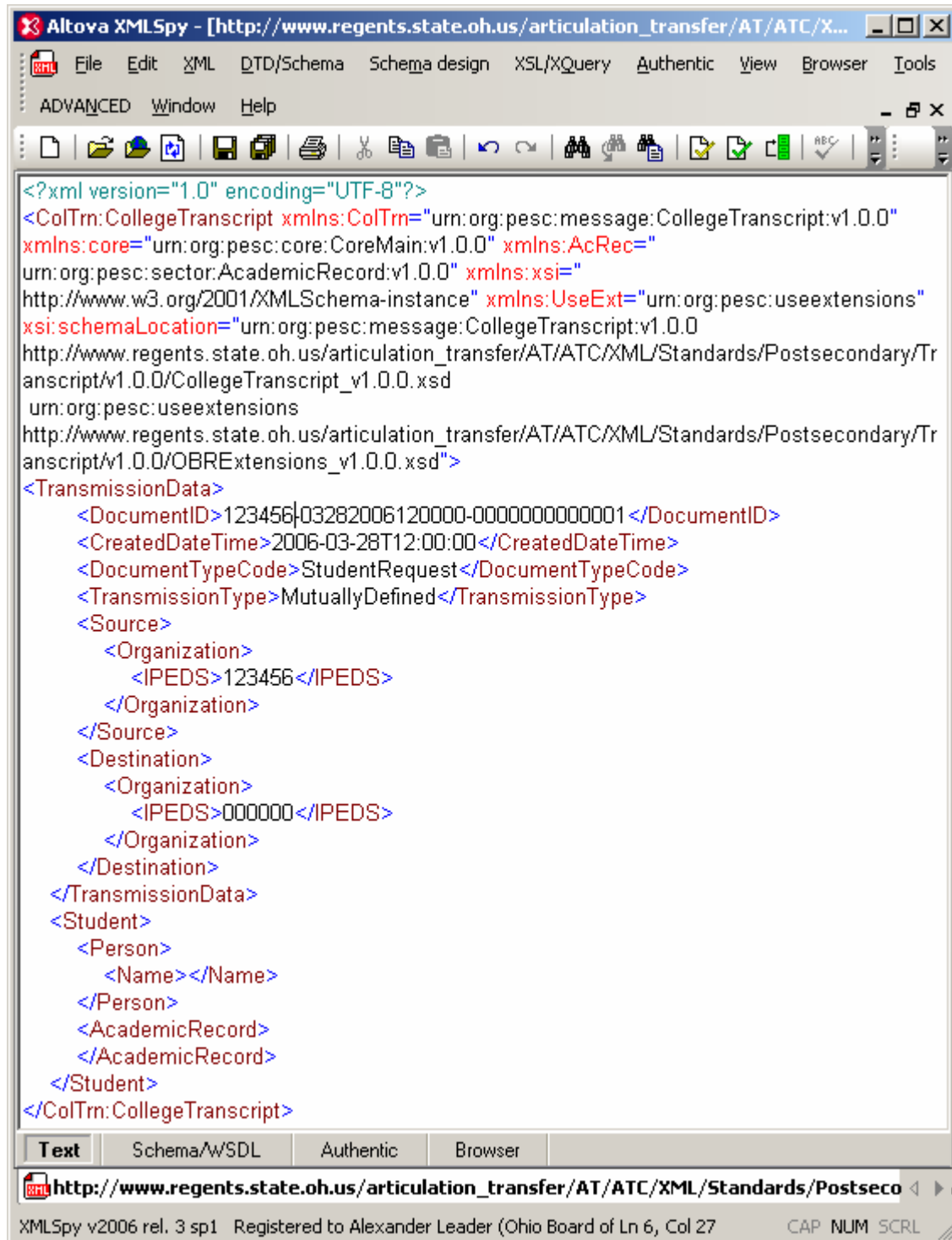
Click 'OK'



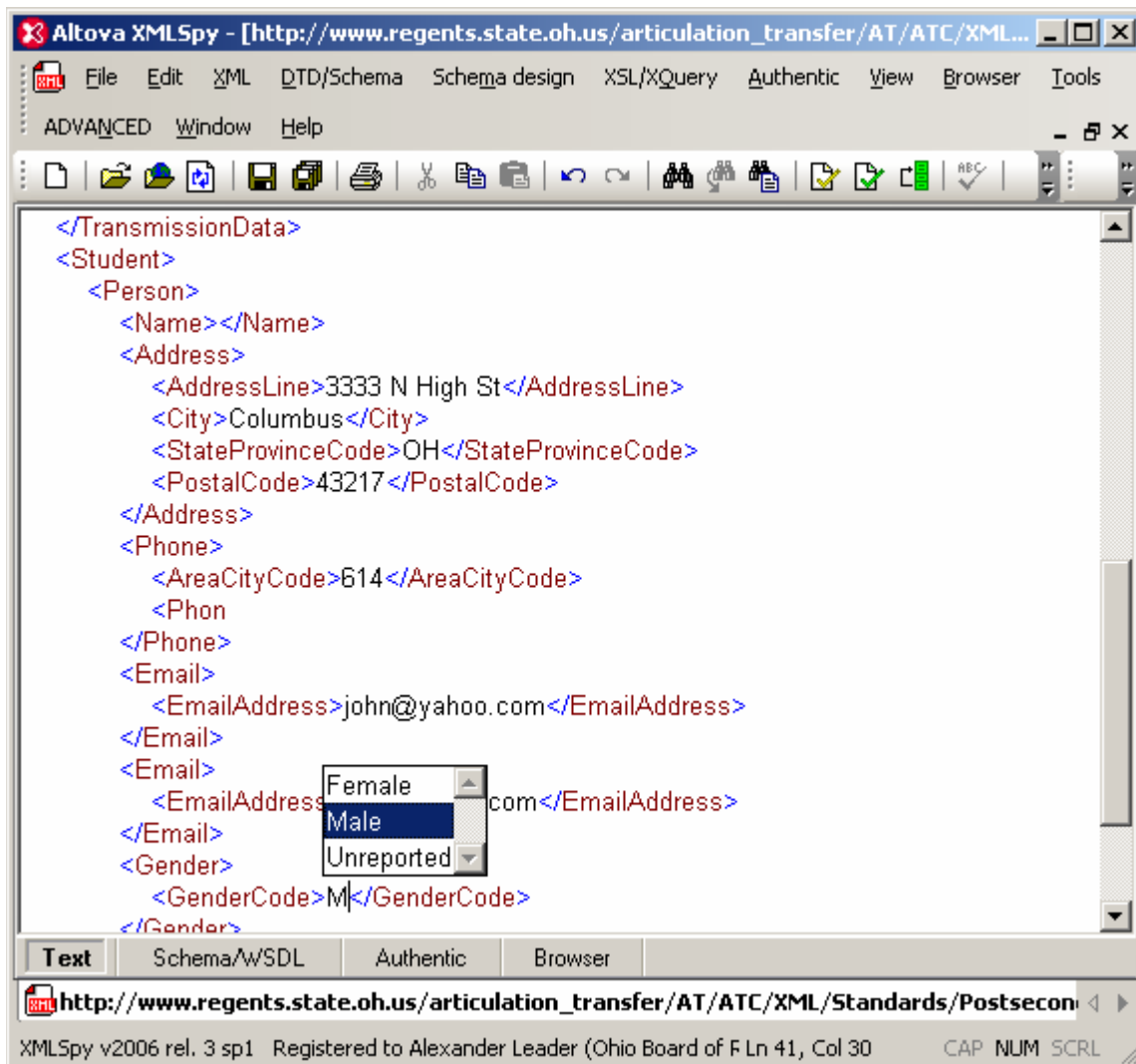
5. A skeleton XML transcript is loaded from the URL. From here, you will add the elements necessary for your campuses transcript.



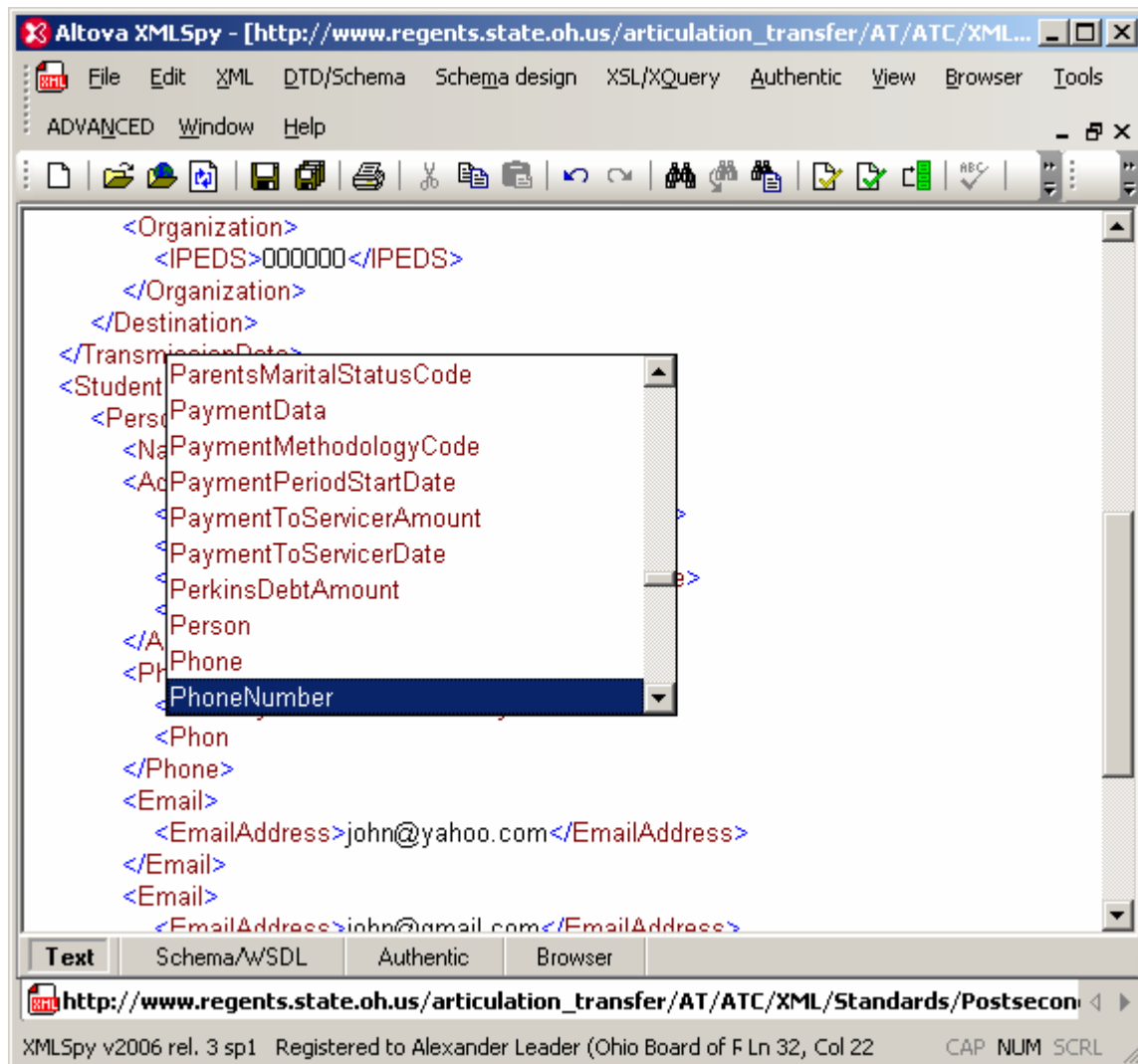
6. The skeleton transcript has some predetermined values already entered. For DocumentID and TransmissionData.Source.Organization.IPEDS, replace XXXXXX with your schools IPEDS code. See the Implementation Details document for more information.



7. For enumerated elements, XMLSpy will provide 'pop-up' windows for you to select a valid value

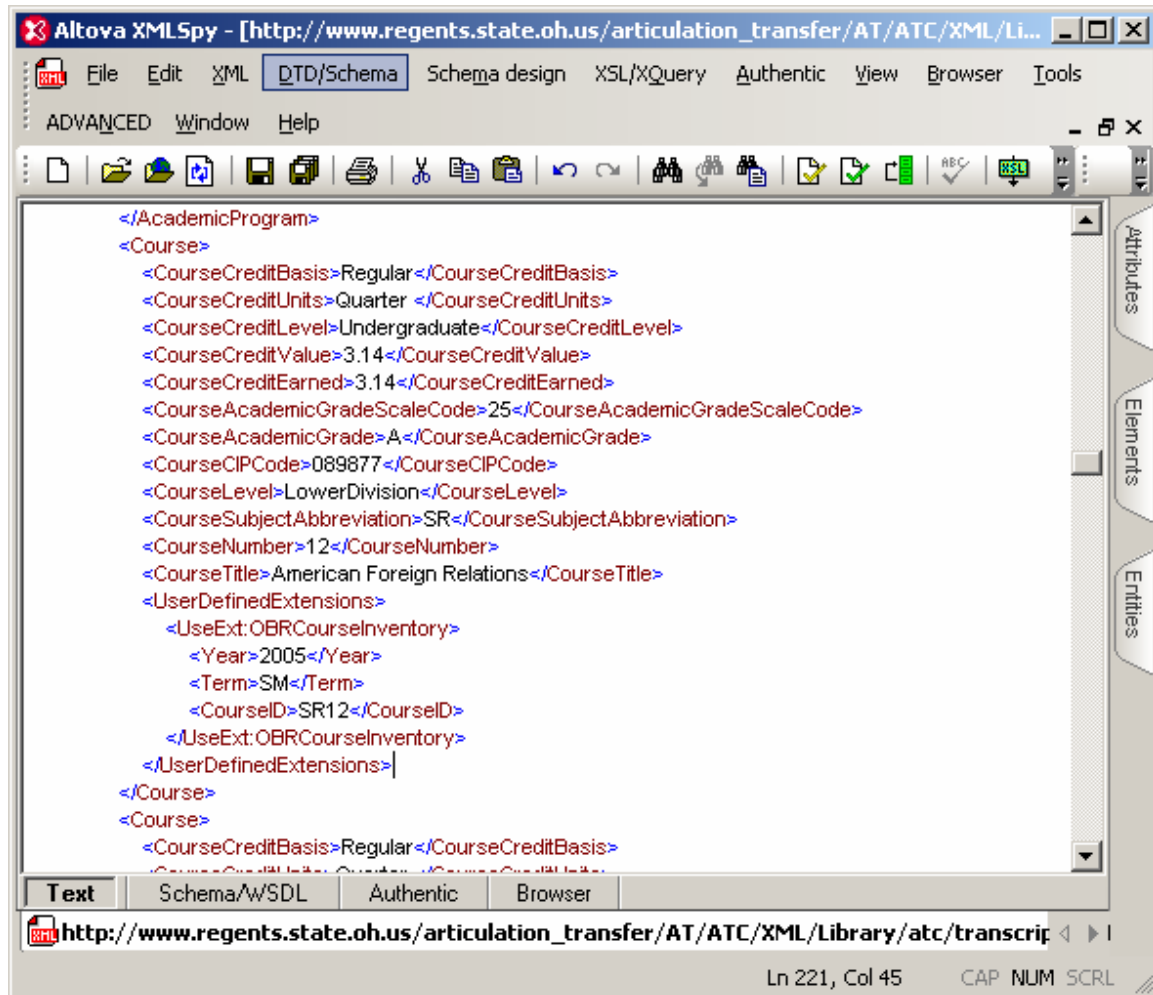


8. As you type in an element name, XMLSpy provides a 'pop-up' to assist you in finding the appropriate element.

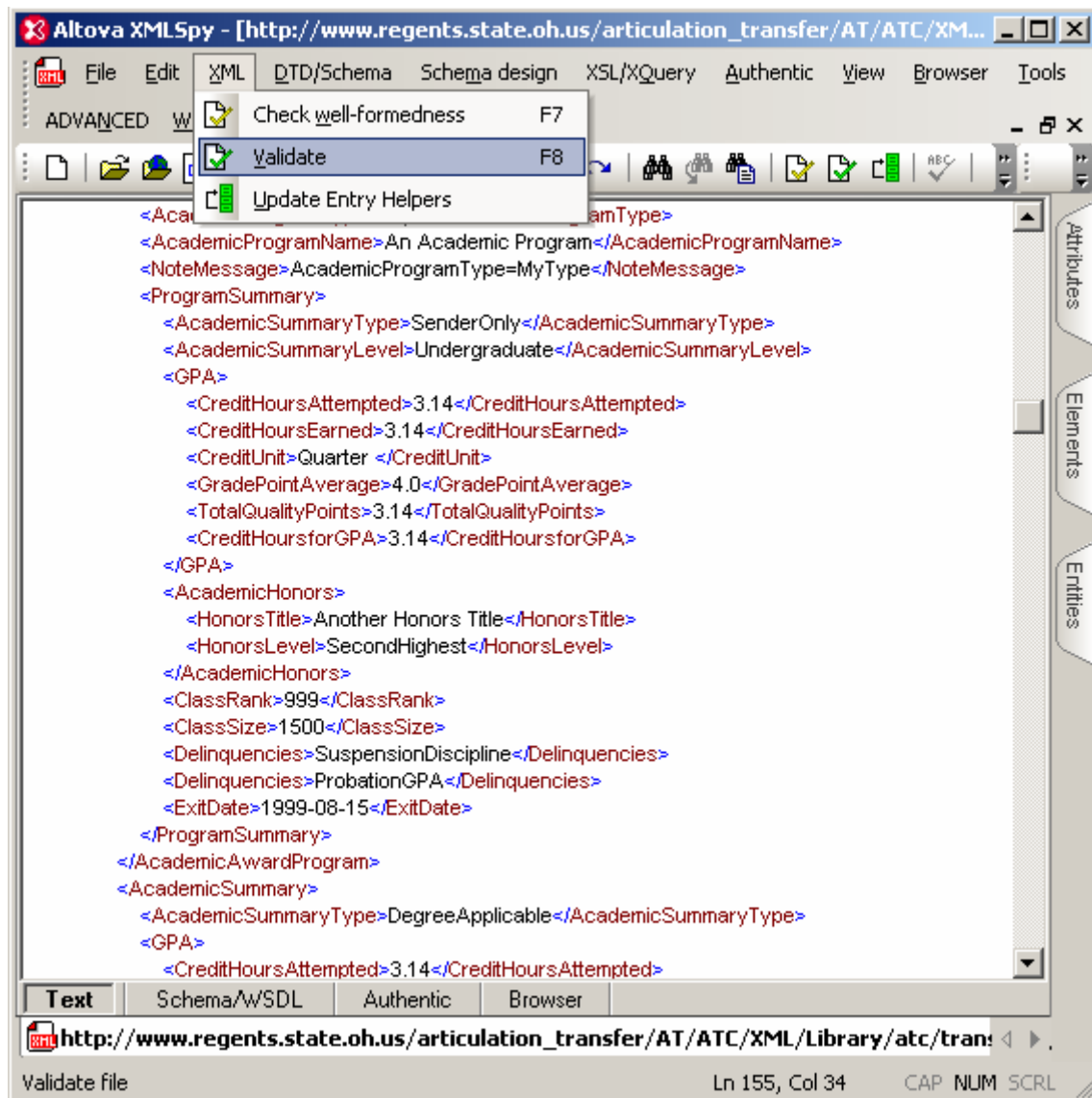


9. For 'UserDefinedExtensions' in 'Course', use the following format:

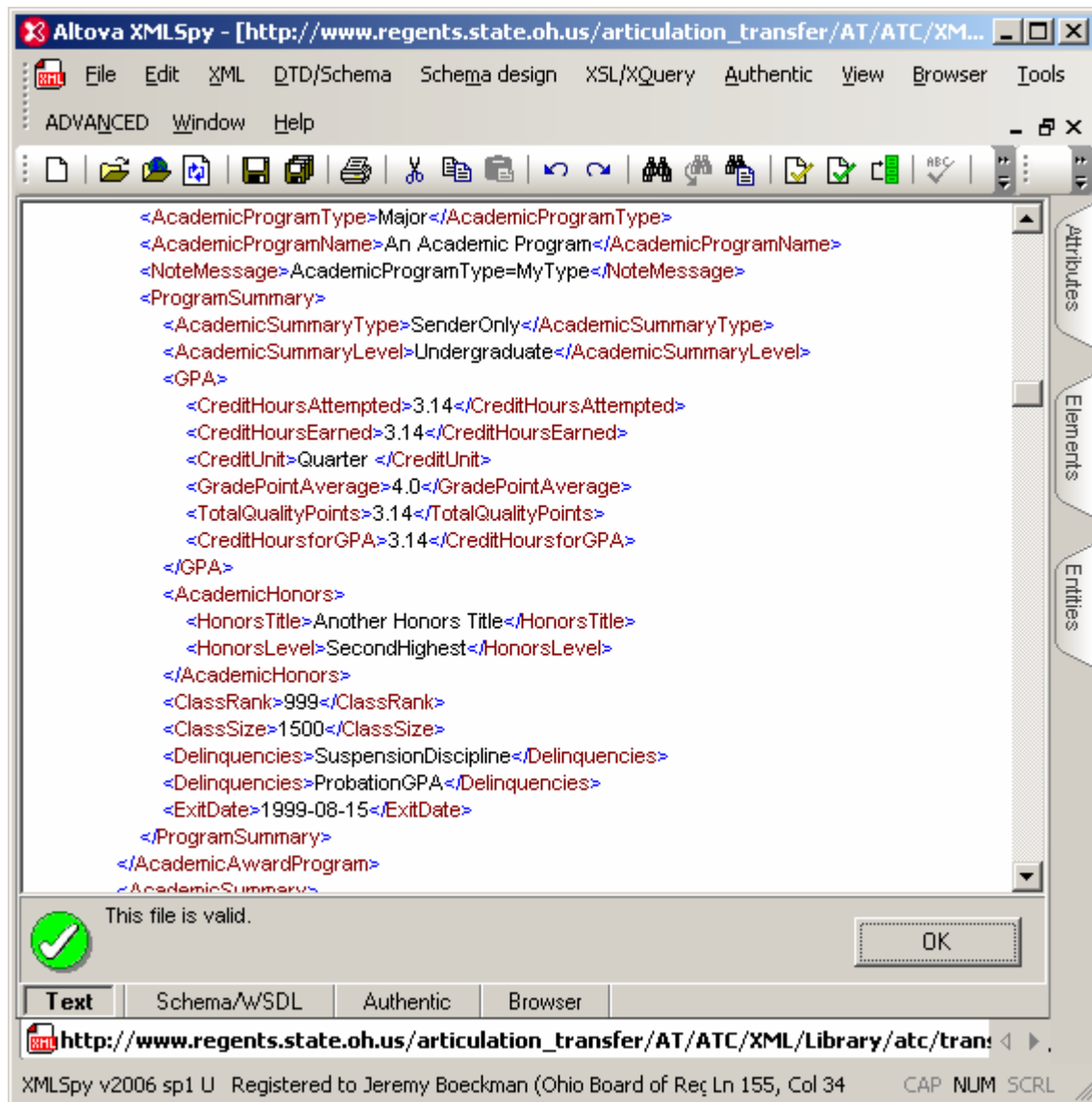
```
<UserDefinedExtensions>
  <UseExt:OBRCourseInventory>
    <Year>2005</Year>
    <Term>SM</Term>
    <CourseID>SR12</CourseID>
  </UseExt:OBRCourseInventory>
</UserDefinedExtensions>
```



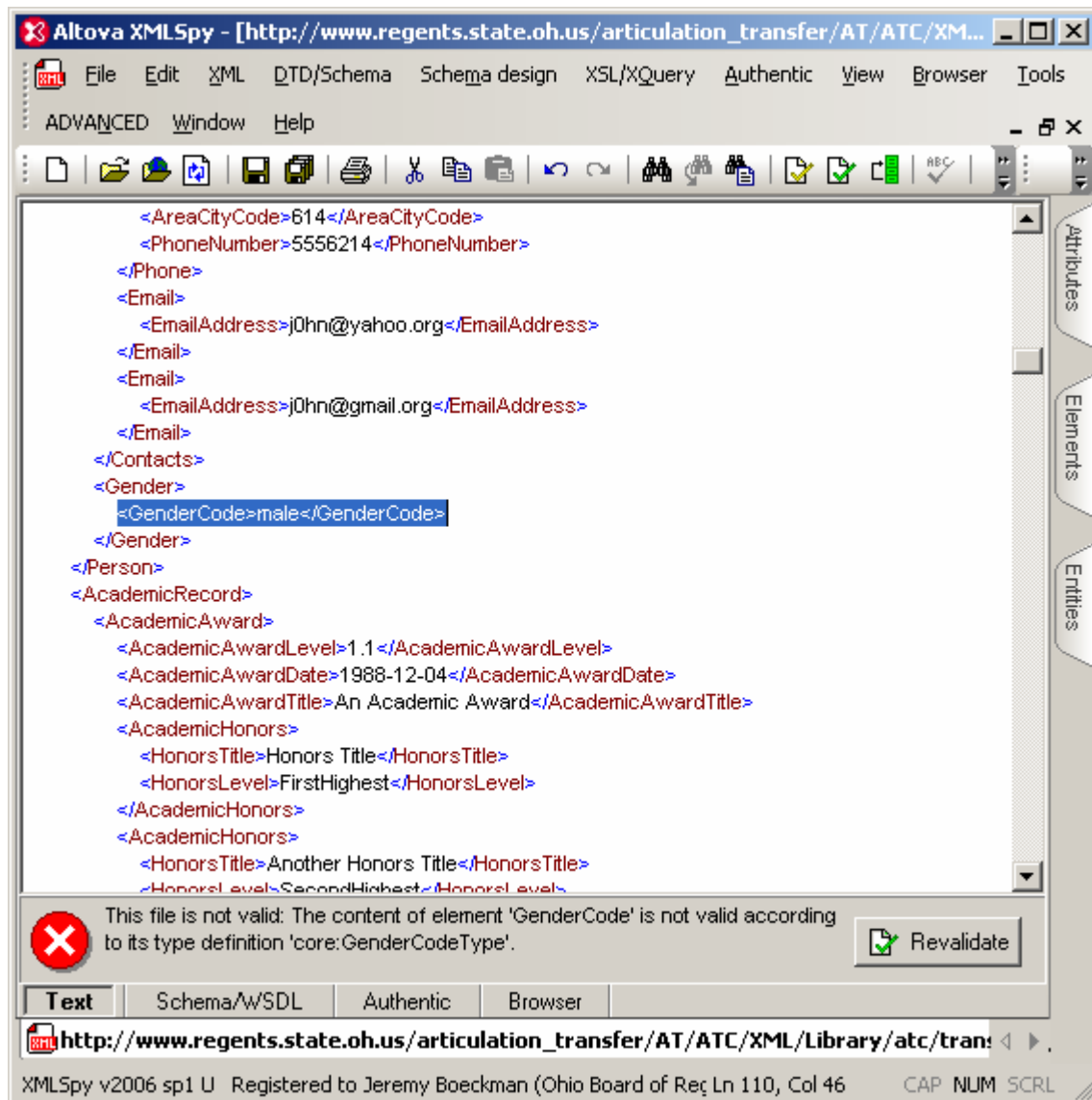
10. To validate the document, Select XML, Validate



11. Upon successful validation, “This file is valid” will appear at the bottom of the screen.



12. If a problem is found, the error message will appear at the bottom of the screen. You can then fix the problem and revalidate.



13. Upon completion, select File, Save As... to save the file to your hard disk.

