

Creating a Transcript of Records (PDF) in unisono

In order to create a Transcript of Records via unisono select “My Studies” in the menu and choose the category “My achievements”. At the bottom of the web page you will find a possibility to create a PDF of your current achievements under the section “Reports”.

Please check first under the heading "Study history" - which you may need to expand - the study programme you have selected. A checkmark must be set for the degree programme whose data you would like to generate as an overview. A transcript of academic records should always be generated for only one programme. You should not select several programmes at the same time, since this can lead to an incorrect output.

The screenshot shows the unisono web interface. The top navigation bar includes 'Bewerbung', 'Studentisches Leben', 'Mein Studium', 'Veranstaltungen', 'Organisation', 'Benutzer-Informationen', '?', and 'Lesezeichen'. The 'Mein Studium' menu is open, showing options like 'Studienplaner mit Modulplan', 'Stundenplan', 'Belegungen und Anmeldungen', 'Leistungen', 'Studienservice', and 'Mein Studiengangplan'. The 'Leistungen' option is highlighted. The main content area shows a table of 'Leistungsdaten' with columns for 'Titel', 'Nummer', 'Versuch', 'Rücktritt', 'Bewertung', 'Bonus', 'Malus', 'Status', 'Freiversuch', 'Vermerk', and 'Vorbehalt'. The table lists several Bachelor's degrees. At the bottom, the 'Bescheinigungen' section is visible, and the 'Leistungsübersicht (PDF)' link is highlighted with a red box.

Overview of lecture enrolments and registrations of achievements in unisono

An overview of your lecture enrolments and your registered achievements (credits and exams) can be obtained by selecting the category "Assignments and registrations" within the category "My Studies" in the menu.

There you also have the option of filtering the overview for the purpose of a clearer arrangement. It is possible to display *both* lecture enrolments and registered achievements, or *either* lecture enrolments *or* registered achievements.

The screenshot shows the 'Mein Studium' menu with a dropdown containing options like 'Studienplaner mit Modulplan', 'Stundenplan', 'Belegungen und Anmeldungen', 'Leistungen', 'Studienservice', and 'Mein Studiengangsplan'. Below the menu, there are filters for 'Sommersemester 2019', 'Wintersemester 2018', 'Sommersemester 2018', and 'Wintersemester 2018'. The main content area displays two sections: 'Veranstaltung: Beispiel-Veranstaltung' and 'Studienleistung: Beispiel-Leistung'. Each section has a table with columns for 'Termine und Räume', 'Status', and 'Aktionen'.

Termine und Räume	Status	Aktionen
4. Gruppe ● Mittwoch, 31.01.2018 von 20:00 bis 21:00 Einzeltermin ● Dozent/-in: Beispiel-Dozent/in	zurückgetreten WiSe 2017	Detailansicht

Termine und Räume	Status	Aktionen
1. Gruppe ● , Keine Uhrzeit festgelegt Prüfungsform: Schriftlich oder Mündlich ● Prüfer/-in: Beispiel-Prüfer/in	zugelassen Schriftlich oder Mündlich WiSe 2017	Detailansicht Anmelden WiSe 2018