

Transcript Highlighting Tips & Ticks

In order for the Goodwin College of Education staff and administrators to process your endorsement application you need to highlight the appropriate courses within each transcript file that provides evidence of meeting the requirements for the endorsement. Lack of completing this step will delay and/or prevent you from receiving your endorsement in a timely manner.

Highlighting

You have multiple options available to you for highlighting your transcript.

- 1) Digitally save Transcript files and Highlight your transcript using some digital method of your preference.
- 2) Print your transcript files in paper format, use a physical highlighter, and scan the highlighted copied and upload to Tk20.
 - i) Scenario: You do not have a printer and scanner. Visit NEIU's library or any public library to complete this requirement. Remember to scan in color. Please make sure to check NEIU's website or your library's website for any COVID type restrictions.
 - ii) Scenario: I can print but I do not have a scanner.
 - 1) Option 1: Visit NEIU's library or any public library to complete this requirement. Remember to scan in color. Please make sure to check NEIU's website or your library's website for any COVID type restrictions.
 - 2) Option 2: Use a cell phone app like CamScanner.
Android: <https://camscanner.en.softonic.com/android>
iOS: <https://camscanner-free.en.softonic.com/iphone>

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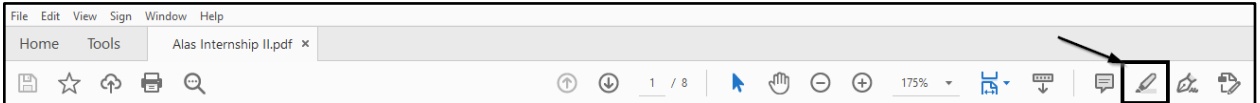
3) You want to try to do it on your own but don't know how to start, etc.

Step 1: Download a PDF reader such as

- Adobe Reader, <https://get.adobe.com/reader/otherversions/>
- FoxIt Reader, <https://www.foxit.com/pdf-reader/>

Step 2: Use the highlighting tool to highlight the course meeting your endorsement requirements.

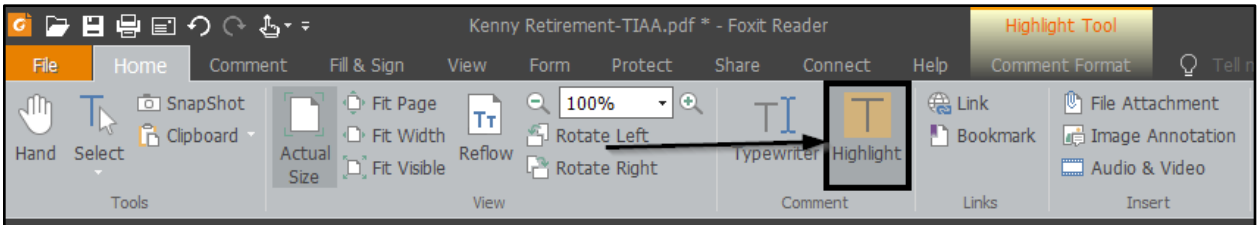
a) Adobe



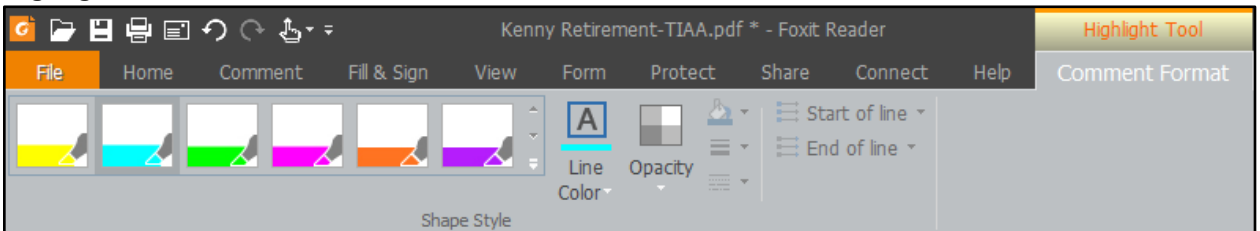
Highlighter tool



b) FoxIt



Highlighter toolbar



Step 3: Save the transcript file and upload to Tk20 application.