

GUIDE TO CREATE AN OFFICIAL GRADES TRANSCRIPT ON ATENEA

Step 1. Localization of Master's Related Courses

On the first screen you come across when accessing the “Master Oficiales” module you must select the academic year and the Master and intake.

After doing that, the corresponding courses will appear.

You will see the official courses with their English and Spanish names and the type of course, followed by the private course it corresponds to, also with its English and Spanish name. You will also see the type of course and the private Master that it belongs to.

2. Select Master & Intake

3. Official Course

4. Private Course

1. Select Academic Year

Atenea Teresa Enciso ie

2022/2023

MASTERS OFICIALES

PROGRAMA OFICIAL

VER PROCESO MATRICULAR Y VOLCAR NOTAS GENERAR EXCEL EXPORTAR

PROGRAMA	CONVOCATORIA	ASIGNATURAS RELACIONADAS			ASIGNATURAS NO OFICIALES			PROGRAMA NO OFICIAL	ECTS	RECONOCID.	VOLCAR NOT.	REQUERIDA	
		ASIGNATURA OFICIAL	ASIGNATURA OFICIAL (EN)	TIPO ASIGNATURA	ASIGNATURA NO OFICIAL	ASIGNATURA NO OFICIAL (EN)	TIPO ASIGNATURA						
IEBEXMBA (OF)	IEBEX MBA (MAR. 23/MAY. 23)												
IMBA (OF)	ENE-2022	COMUNICACIÓN PARA LA PERS	PERSUASIVE COMMUNICATION	OBLIGATORIA	PUBLIC SPEAK YOUR MIND AND		REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
IMBA (OF)	SEP-2022	COMUNICACIÓN PARA LA PERS	PERSUASIVE COMMUNICATION	OBLIGATORIA	Empower Your Negotiation	Empower Your Negotiation	REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
IMBA (OF)	ENE-2023	COMUNICACIÓN PARA LA PERS	PERSUASIVE COMMUNICATION	OBLIGATORIA	FACILITATION		REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
MAB (OF)	SEP-22	CONTABILIDAD FINANCIERA/FI	FINANCIAL ACCOUNTING	OBLIGATORIA	FINANCIAL ACCOUNTING	CONTABILIDAD FINANCIERA	REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
MAFE (OF)	SEP-22	CONTROL DE GESTIÓN/MANAG	MANAGEMENT CONTROL	OBLIGATORIA	COST CONTROL		REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
MAJE (OF)	SEP-22	DIRECCIÓN DE MARKETING/MA	MARKETING MANAGEMENT	OBLIGATORIA	MARKETING MANAGEMENT		REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
MAJI (OF)	OCT-22	DIRECCIÓN FINANCIERA/FINAN	FINANCIAL MANAGEMENT	OBLIGATORIA	FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT	REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar
MBA (OF)	EMBA-ES (OCT. 22/DIC.23)	ECONOMÍA DEL DESARROLLO/	ECONOMIC DEVELOPMENT	OBLIGATORIA	THE GLOBAL ECONOMY PAST	THE GLOBAL ECONOMY PAST	REGULAR	IEBEXMBA (MAR-2023)	3	No	No	Si	Borrar

Step 2. Create Official Grades Transcript

In order to create the official grades transcript, click on “Generar Excel”. During the generation of the Excel, you can choose whether it also shows the private courses and their grades or only the official ones.

Click here to generate Excel

The screenshot shows the Atenea system interface for generating an official grades transcript. The interface includes a header with the Atenea logo and the name Teresa Baciero. The main content area displays a table of related courses (ASIGNATURAS RELACIONADAS) with columns for official and non-official courses, their types, and ECTS credits. The 'GENERAR EXCEL' button is highlighted with a red box and a callout arrow pointing to it. A modal dialog is open in the foreground, allowing users to toggle options for private courses, low/expulsion students, and dual enrollment.

PROGRAMA	CONVOCATORIA	ASIGNATURA OFICIAL	ASIGNATURA OFICIAL (EN)	TIPO ASIGNATURA	ASIGNATURA NO OFICIAL	ASIGNATURA NO OFICIAL (EN)	TIPO ASIGNATURA	PROGRAMA NO OFICIAL	ECTS	RECONOCIDA	VOLCAR NOTAS	REQUERIDA	
IEBEXMBA (OF)	IEBEX MBA (MAR. 23/MAY. 23)												
IMBA (OF)	ENE-2022												
IMBA (OF)	SEP-2022												
IMBA (OF)	ENE-2023												
MAB (OF)	SEP-22												
MAFE (OF)	SEP-22												
MAJE (OF)	SEP-22												
MAJI (OF)	OCT-22												
MBA (OF)	EMBA-ES (OCT. 22/DIC.23)												

MOSTRAR ASIGNATURA/NOTA PRIVADA:
 SI

MOSTRAR ALUMNOS BAJA/EXPULSION:
 NO

DUAL:
 NO