

# How to download the Transcript of Records/Semester Grades in PDF from Neptun?

- I. [Downloading the semester grades p. 2-3](#)
- II. [Downloading the registry excerpt \(Transcript of Records\) p. 4-6](#)

# I. Downloading the semester grades – from 1st to 3rd steps

My data | **Studies** | Subjects | Exams | Finances | Information | Administration

Neptun

- Training data
- Term data
- Class schedule
- Grade average
- Gradebook**
- Curriculum
- Field practice

Gradebook

Choose term | Terms: Kérem válasszon

Terms: Kérem válasszon

List

---

Choose term | Terms: Please choose!

Terms: Please choose!

- Please choose!
- All terms
- 2022/23/2
- 2022/23/1**
- 2021/22/2
- 2021/22/1
- 2020/21/2

Actions: Add to favourites | Print fulfillment | **Print preview**

Official notes

Actions: Add to favourites | Print fulfillment page | Registry excerpt print preview

Term gradebook rows - 2022/23/1

Print

Subject code	Subject name, Lecturer	Cr. Req.	Class per week (T/P/L)	Class per term (T/P/L)	Signature	Grades	Notes	Waiting list	Fulfilled
PEDB17-130	Organization of conferences, Szabó Lilla	4 term mark	0/2/0			Excellent Lilla Szabó 17/24/2022			✓

# I. Downloading the semester grades – from 4th to 5th steps

Term gradebook rows - 2022/23/1 [Print preview] Print Close

Term gradebook rows - 2022/23/1

Subject code	Subject name, Lecturer	Cr.	Req.	Class per week (T/P/L)	Class per term (T/P/L)	Signature	Grades	Notes	Waiting list	Fulfilled
PEDB17-130	Organization of conferences, Szabó Lilla	4	term mark	0/2/0			Excellent Lilla Szabó 12/24/2022			
PEDB17-SZD	Thesis, Vincze Beatrix Dr.	4	report							No grade

Term gradebook rows - 2022/23/1

Subject name, Lecturer
Organization of conferences, Szabó Lilla
Thesis, Vincze Beatrix Dr.

2024. 07. 30. 12:05 Neptun.Net

Term gradebook rows - 2022/23/1 [Print preview]

Term gradebook rows - 2022/23/1

Subject code	Subject name, Lecturer	Cr.	Req.	Class per week (T/P/L)	Class per term (T/P/L)	Signature	Grades	Notes	Waiting list	Fulfilled
PEDB17-130	Organization of conferences, Szabó Lilla	4	term mark	0/2/0			Excellent Lilla Szabó 12/24/2022			
PEDB17-SZD	Thesis, Vincze Beatrix Dr.	4	report							No grade

Number of results: 1-2/2 (31 ms)

Nyomtatás 1 oldal

Cél

Oldal

Elrendezés

Mentés PDF-ként

PDF24 Fax

Mentés PDF-ként

Továbbiak...

Álló

Print

Close

Waiting list	Fulfilled
	No grade

## II. Downloading the registry excerpt (Transcript of Records) – 1st step

The screenshot displays the NEPTUN web application interface. At the top left, the NEPTUN logo is visible with the tagline "Egységes Tanulmányi Rendszer". Below the logo, a blue button labeled "Education Admin." and the text "Neptun Meet Street" are present. A navigation bar contains tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Studies" tab is selected, and a dropdown menu is open, listing various options: "Training data", "Term data", "Class schedule", "Grade average", "Gradebook" (highlighted in blue), "Curriculum", "Field practice", "Publications", "E-learning materials", "Consultations", "Official notes", "Degree thesis/Thesis application", and "Final certificate requirements".

The main content area is titled "Messages" and includes a "Filters" section and "Message types: All messages". Below this, there are radio buttons for "Personal messages", "System messages", and "All messages" (which is selected). A "List" button is located below the radio buttons. A "New message" button is also visible. At the bottom right, there are icons for XLS, a printer, a pushpin, and a magnifying glass, along with a page size selector set to "500".

## II. Downloading the registry excerpt (Transcript of Records) – 2nd step

The screenshot displays the Neptun web application interface. At the top, the header includes 'Education Admin.' and 'Neptun Meet Street'. A navigation menu contains 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. On the left, there are panels for 'Neptun news', 'Messages' (with a count of 7), and 'Favourite functions'. The main content area is titled 'Gradebook' and features a 'Choose term' section with a dropdown menu set to 'Please choose!' and a 'List' button. Below this, an 'Actions' bar contains 'Add to favourites', 'Print fulfillment page', and 'Registry excerpt print preview', which is circled in red. The 'Official notes' section shows a table with columns for 'Subject', 'Entry type', 'Entry date', and 'Uploaded documents', currently displaying 'No result' and 'Number of results:0-0/0 (0 ms)'. Utility icons for XLS, printing, and search are visible on the right.

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | Administration

Neptun news

Messages

- Inbox
- Sent messages
- Archived messages
- Settings
- Directory

Favourite functions

Gradebook

Choose term Terms: Please choose!

Terms: Please choose! List

Actions: Add to favourites Print fulfillment page **Registry excerpt print preview**

Official notes

Subject	Entry type	Entry date	Uploaded documents
No result			

Number of results:0-0/0 (0 ms)

Page size 500

## II. Downloading the registry excerpt (Transcript of Records) – 3rd step

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | Administration

Neptun news

Messages

- Inbox
- Sent messages
- Archived messages
- Settings
- Directory

Favourite functions

Gradebook

Terms:

Actions: **A** Print Back

Official notes

Page size 500

Subject	Entry type	Entry date	Uploaded documents
No result			

Number of results:0-0/0 (0 ms)

Please select a print template

Print templates: Törzslap-kivonat\_EN

- Törzslap-kivonat
- Törzslap-kivonat\_EN