**A – Navigation Review**

* Expanding and collapsing Nodes
* Searching for Student
* Favorites

**B – Courses**

**Node: Scheduling Process | Courses**

* **Course** data configuration determines **Transcript** results
	+ **General Tab:**
		- * **Other Tab:**
			* **California Specific Fields Tab:**

**C – Valid Marks**

**Node: Grade Reporting | Configurations | Valid Marks**

* **Valid Marks** are used in Grade Reporting and Gradebooks
* Each mark is identified with a point values for GPA calculation

**D – Course History Institutions**

**Node: School Info | Configurations | Course History Institutions**

* **Course History Institutions** records contain CDS ID numbers for LEAs and that used in **Transcripts**

**E – Graduation Requirements**

**Node: Grade Reporting | Configurations | Graduation Requirements**

* **Graduation Requirements** determines the required subject area credits for graduation and impacts **Transcripts**

**F – Transcript Configurations**

**Node: Grade Reporting | Configurations | Transcript Definition**

* **Transcript Definition** determines the information displayed on transcripts
	+ **General Tab**
	+ **GPA Options Tab**
	+ **Terms Tab**
	+ **Optional Areas Tab**
		- Only two options available
	+ **Things to Print Tab**

**Node: Grade Reporting | Configurations | Off Grade Courses**

**Off Grade Courses** allows credit for courses taken prior to high school

**Node: School Info | Colleges**

* + **Colleges** is a listing used for assigning colleges to transcripts
		- Printing/sending transcripts to a college
		- Monitoring **College Requests**

**G – Transcripts**

**Node: Grade Reporting | Transcripts**

* **Transcripts (HIS)** is used to document academic achievement, monitor graduation status, and provide state reporting
* **Graduated (STU.DG), Graduation Status (STU.HSG)**, **Expected Graduation (STU.EGD)** and **Comments (STU.CO)** fields are located in the **STU** table
	+ **Student Demographics Tab 2** displays **Completion Status** and **Comments**
	+ **Expected Graduation (STU.EGD)** displays on **Transcripts** page
	+ Use **CHANGE Query** to mass populate fields
	+ **GPAs**
		- Use **Recompute** button to update after entry
		- Running the **Transcript Report** updates for all
		- **Transcripts** page buttons:
			* **Recompute GPA**
			* **College Reqs** – quick link to **College Request** page
			* **Grad Status** – quick link to **Graduation Status** page
		- **Limit (9-12)** – **Off Grade Courses** will display
		- Sort Options:
			* **Sort by Subject**
			* **Sort by Date Descending**
		- Adding records to **Transcripts (HIS)**
			* **Add 1 Record**
			* **Mass Add Records**
			* **Repeat Tag** Options
			* Recording a **Waiver** on **Graduation Requirements**
				+ Assigns the credits on the **Waiver** to **Electives**
				+ Enter an “X” for the **Mark** value
				+ Enter amount of waived credits in **Attempted Credits (Atmp)**
				+ Enter 0 (zero) for **Completed Credits (Comp)**
			* **Staff ID** required for CALPADS EOY reporting
			* Viewing **Transcript Report**
				+ For one student – on **Transcripts** page
				+ For multiple students – **Student Transcripts Report**

All students or by grade level

Selected students

Honors a **KEEP/SKIP Query**

**Address Options:**

Parent Address

College Address

* **Transcript Definition Options**:
	+ Default
	+ Faxable Transcript
	+ Immunizations on Transcript
	+ Student Photograph Transcript
	+ **Additional Options:**
		- Print Inactive Students
		- Print Student w/out HIS Record
		- Print Student Legal Name

**H – College Requests**

**Node: Student Data | Other | College Requests**

* + Table used to monitor student **College Requests**
	+ Print transcripts for **College Request**

**I – Graduation Status**

**Node: Grade Reporting | Graduation Status**

* Displays **Graduation** Status including:
	+ By **Subject Area** – determined by **Course Subject (CRS.S1, CRS.S2, CRS.S3)**
		- **Credit Required**
		- **Credit Completed**
		- **Credit Enrolled**
		- **Credit Planned**
		- **Credit Needed**
	+ **Graduation Status** Options:
		- **Show Credit Details on Screen** – displays courses taken and credits earned for each **Subject**
		- **Hide Planned Credits** – hides the column
		- **Print Graduation Status Report** button
		- **View Transcripts** button – quick link to **Transcripts** page
	+ Color Summary Buttons:
		- **Credits Completed (green)**
		- **Credits Enrolled (blue)**
		- **Credits Needed (red)**
		- Algebra 1 Requirement Met
		- High School Physical Fitness Pass/Not Passed