



# Good morning, Aeries!

Intro to Transcripts



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## INTRO TO TRANSCRIPTS

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Presenter



# Transcript Overview

## Page

Record of student progress by grade, year, and term

May sort by subject or date descending

Includes the following:

School where course was taken, school year, term, and grade level course was taken, course information, mark, credits, indicators and more

## Reports

Selection of multiple transcript definitions

Set up in TDF - Transcript Definition  
May Print for one or many

May address to colleges

May use the College Request form to save records of transcripts sent to colleges

Reports often include both term and overall GPA and class rank information

## Transcript Definition Form

Used to create and edit transcript designs

Option for traditional 3 column report or enhanced single column report

Option to add principal's signature, district logo, watermark

## 3 Column Report

Generally confined to a single page  
Limited options for demographic and sort information

Ability to print 2 of the following:

Credit Status, Student Photo, TTP

To include Immunizations, can only select TTP

TTP = Things to Print

## Single Column Report

Will usually generate multiple pages

Options to include Gender, Race, Ethnicity, SS#

Ability to include and sort by Department

Ability to print both TTP, including immunizations, and Credit Status

No photo option



# Transcript Page

## Student Information Bar

At the top of most Aeries pages

## Buttons

College Request Page  
Grad Status Page  
Add One Record  
Add Many Records

## Graduation Information

Track  
Graduated Date  
Grad Status  
Expected Graduation Date

## Filter/Sort Options

Filter for Grade Levels  
Sort by Subject  
Sort by Date Descending  
Sort by Date Ascending

## Comment

Narrative Statement to explain  
information on the transcript

Variety of GPA information

## Record for each course taken

School - Year - Term  
Grade - Course ID - Title  
Tags - Repeat, College Prep,  
N/H  
Mark - Credits Att, Credits Comp  
Special Course Title  
Indicators - More button

# Editing and Adding Transcript Records

## Off Grade Courses

- ☐ Set up Off Grade Courses to include middle school records
- ☐ Verify Course Table information for Math and LOTE
- ☐ Add Middle School identified courses to HIS

## Editing Existing Records

- ☐ Select the Pencil edit icon to make changes to an existing record
- ☐ Make needed changes
- ☐ Mark of X can be used to waive credits for a course
- ☐ Select the Trash Can icon to delete a record, the Back Arrow to cancel the edit

## Adding a Single Transcript Record

- ☐ Select the Add 1 record button at the top of the form
- ☐ Search for and enter the school code of the institution where the course was taken
- ☐ Enter the year, term, grade level, course info, mark and credits
- ☐ Enter information in the "More" button if needed

## Mass Adding Records

- ☐ Select the "Mass Add Records" button at the top of the form
- ☐ In the left hand pane, select all courses for the first year and term being entered
- ☐ In the right hand pane select the school, year, term, grade level of the courses being entered
- ☐ Enter the rest of the course information
- ☐ Select either Save and Clear Marks, Save and Clear Courses or Save



# TRANSCRIPT DEFINITION

## Design Options 3 column or Single Column

Demographics Tab  
Options for  
Middle Name  
Birthplace, ID,  
Gender,  
Enter/Leave Dates  
Other

*Demographics  
Tab*



### Optional Areas

Student Photo  
Things to Print  
Graduation Status  
Competency Tests

*Optional  
Areas*

### *Record Details*

Work in Progress  
School Information  
Ability to hide tags  
Subject Area  
College Credit  
Information

### *GPA Options Tab*

Options for Term and  
Cumulative GPA

### *Image and Custom Content Tabs*

District Logo  
Principal Signature  
Watermark  
OGC Disclaimer  
Signature Line Text

# Single Column Transcript

## What's Different

### Demographics Bar

- Ability to print Social Security # (must follow procedure to enable encrypted data)
- Ability to print Student Race/Ethnicity

### Record Details Bar

- Ability to print State Course Code
- Include City/State with School is automatic – not an option
- Ability to Show and Group by Department

### Optional Areas Bar

Ability to print both Grad Status and TTP

- Photo is not an option

Transcript of Student Progress

**Screaming Eagle High School**  
6336 Eagle Craig Lane  
Eagle Rock, CA 95994  
(999) 555-9994

County District School#  
65-9999-999994  
College Entrance  
Exam Board: 123994

November 3, 2022

Abbott, Allan James  
M/M A Abbott  
1118 Glenview Lane  
Eagle Rock, CA 99999  
(777) 555-9448

Class of 2023

Student ID: 0099400001  
State ID#: 9940000001  
District Enter: 9/5/2016  
School Enter: 9/5/2019  
Birthplace: Hermosillo, SO MX

Grade	Gender	Birthdate	Ethnicity	Race	Student ID	State ID#	Birthplace	
12	Male	11/11/2004	Not Hispanic/Latino	White	0099400001	9940000001	Hermosillo, SO MX	
Year	Grade	Term	Crs ID	Course Title	Mark	Attempt	Complete	Indicator(s)
Electives								
2019-2020	10	Summer	0700	Driver's Ed	B	2.50	2.50	
2019-2020	10	Summer	2400	Hth/Car Sem 1	A	5.00	5.00	
				Credit Attempted: 7.50	Credit Completed: 7.50	Academic GPA: 3.6667		
Mathematics								
2018-2019	8	Fall	00086	Algebra 0	B	10.00	10.00	
2018-2019	8	Spring	00086	Algebra 0	B+	10.00	10.00	
				Credit and GPA rules vary for MS Courses				
English								
2019-2020	9	Spring	0114	Hon Eng 9 CP	B+	5.00	5.00	
2020-2021	10	Fall	0315	Hon Eng 10 CP	A	5.00	5.00	
2020-2021	10	Spring	0315	Hon Eng 10 CP	A	5.00	5.00	
2021-2022	11	Fall	0316	IB Eng HL 1	A	5.00	5.00	
2021-2022	11	Spring	0316	IB Eng HL 1	A	5.00	5.00	
2022-2023	12	Fall	0317	IB Eng HL 2	A	5.00	5.00	
2022-2023	12	Spring	0317	IB Eng HL 2	A	10.00	0.00	
				-Work in Progress-				
Foreign Language								
2019-2020	9	Spring	0416	Spanish I	A	5.00	5.00	
2020-2021	10	Fall	0417	Spanish II	A+	5.00	5.00	
2020-2021	10	Spring	0417	Spanish II	A+	5.00	5.00	
2021-2022	11	Fall	0426	IB Span HL 1	A	5.00	5.00	
2021-2022	11	Spring	0426	IB Span HL 1	A	5.00	5.00	
2022-2023	12	Fall	0427	IB Span HL 2	A	5.00	5.00	
2022-2023	12	Spring	0427	IB Span HL 2	A	10.00	0.00	
				-Work in Progress-				
History / Social Studies								
2019-2020	9	Spring	0729	Hon World Hist	A	5.00	5.00	
2021-2022	11	Fall	0703	Ap Us History	A-	5.00	5.00	
2021-2022	11	Spring	0703	Ap Us History	A-	5.00	5.00	
2022-2023	12	Fall	0704	Civics Cp	A-	5.00	5.00	
2022-2023	12	Fall	0726	IBHstAm2HstCv	A-	5.00	5.00	
2022-2023	12	Fall	0775	IB TheoryKnow	A-	10.00	10.00	
2022-2023	12	Spring	0704	Civics Cp	A-	5.00	0.00	
2022-2023	12	Spring	0714	Economics Cp	A-	5.00	0.00	
2022-2023	12	Spring	0775	IB TheoryKnow	A-	10.00	0.00	
2022-2023	12	Spring	0726	IBHstAm2HstCv	A-	10.00	0.00	
				-Work in Progress-				