Good morning, Aeries!

Intro to Transcripts

TRANSCRIPT PROCESSES

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Presenter

Transcript Overview
HIS Table

Transcript 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 allow parents/students to print
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 informaton

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

Options for Printing

One Student

- Print from within the Student Transcript Record

Many Students

Print from Reports Page – Student Transcript Report

May Print to Colleges

May use the College Requests page

Parent/Student Access to Print

Parents and Students can be given the rights to print from within the Parent/Student Portal

Single Column Transcript

3 Column Transcript

Process for Printing Transcripts

Print for One Student

- ☐ Access the student's transcript page
- ☐ Locate & select the appropriate transcript definition –
- ☐ Click the Print button

Print for Many Students

- ☐ Access the Student Transcript Report page
- ☐ Select students from the list – may use the filter to locate students
- ☐ May select groups of students rom the Grade to Print dropdown
- ☐ Select the desired Transcript Definition from the dropdown
- ☐ Select other options if needed and Click Run Report

Print to Colleges

- ☐ Follow the first 2 steps in the Print for Many Students list above
- ☐ Select Print College Address and select College Options
- ☐ Select College(s) and the appropriate Transcript Definition
- ☐ Selecting Update College Requests will enter a record in each students' College Requests page with college and date transcript was printed
- ☐ Select Other options if needed and Click Run Report

Using the College Requests Page (CRT)

- ☐ Shows the log of transcripts printed or set up to print to colleges
- ☐ The College Requests page may be used to set up transcripts to be printed to colleges at a future date
- ☐ Access the student's College Request Page and enter the appropriate college and a Print tag of P or X
- ☐ Access the Student Transcripts Report page
- ☐ Select Print to Colleges and select the Use College Requests Table radio button from College Options
- ☐ Select the appropriate TDF and other options if needed
- ☐ Select Run Report - transcripts will be printed for all students with a Print tag in the CRT table

Print Access for Parents & Students in the Portal

Set up Security

Parents and Students need Read Access to HIS

Security

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Fields	Expiration Date (Read will not expire)
Grade Reporting									
Grades	GRD	✓	☐	☐	☐	☐	☐		
Grade History	GRH	✓	☐	☐	☐	☐			
Grade Reporting GPAs	GRG	✓	☐	☐	☐	☐			
Transcripts	HIS	✓	☐	☐	☐	☐			
Transcript Comment		✓		☐					
Transcript Report Printing		✓							

New Transcription Definiton (TDF)

Create an Unoffficial Transcript Definition - Use a Watermark to identify it as Unofficial

TDF Design Options

In Design Options for the Unofficial Transcript, Select the checkbox to Allow Parents and Students to Print

Transcript Definition for UNO - Unofficial Transcript

General | Terms | TTP - Things to Print

Design Options

Transcript Style: Standard (3-Column) ▼

Transcript Title: Transcript of Student Progress

Name Under Transcript Title: School Name

☑ Hide Shading on Laser Report
☐ Extra Space on Cred/GPA
☑ Print Parent Address to Colleges
☑ Allow Parents/Students to Print

COPY GRADES TO TRANSCRIPTS (HIS)

DATE

End of Term

Quarter, Semester, Trimester
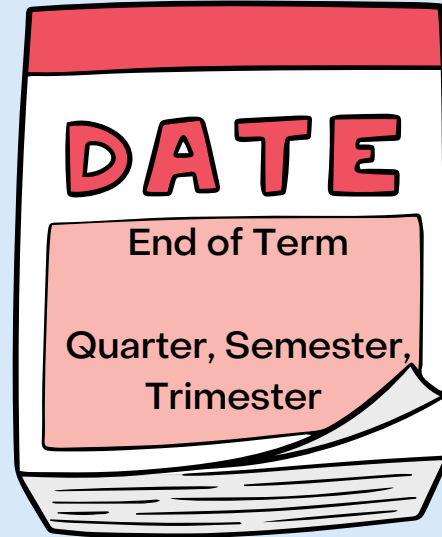
Process

- [ ] Verify all grade changes have been entered

- [ ] Access Grade Reporting Dashboard

- [ ] Select Letter F - Copy Grades to Transcripts

- [ ] Select Option to copy all or just quarter -

- [ ] Select the term and year to be used

- [ ] Select the grade level(s) to be appended- generally all

- [ ] Select marking period to be copied

- [ ] Select Options if needed - home school, overwrite

- [ ] Select Copy Grades to Transcripts button

Recompute Cumulative Class Rank & GPA

Process

Grade Reporting Dashboard

- Select Letter F - Recompute cumulative GPA's and Class Rank
- Select appropriate GPA
- Select Grade Levels to Update
- Select "Recompute" button

Values are stored in the STU table

When to Recompute

Individual Student - whenever HIS is changed
Schoolwide - at end of term marking period - Quarter, Semester, Trimester

⊞ Grade Reporting Process Dashboard

A. Setup / Config

B. Initialize

C. Enter Grades

D. Finalize

E. Print Grade Reports

F. Transcripts

1. Copy Grades to Transcripts

2. Recompute Cumulative GPAs and Class Rank

Recompute Cumulative GPAs and Class Rank

Select GPA to Rank on

○ Weighted Academic GPA
● Weighted Total GPA
○ Non-Weighted Academic GPA
○ Non-Weighted Total GPA
○ Total Grade Points

Select Grades to Recompute

☐ Grade 8
☑ Grade 9
☑ Grade 10
☑ Grade 11
☑ Grade 12

TRANSCRIPT DEFINITION

Design Options
3 column or Single Column

Demographics Tab

Demographics Tab

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

Optional Areas

Optional Areas

Student Photo
Things to Print
Graduation Status
Competency Tests

Record Details Tab

Record Details

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

GPA Options Tab

GPA Options Tab

Options for Term and
Cumulative GPA

Image and Custom Content Tabs

District Logo
Principal Signature
Watermark
OGC Disclaimer
Signature Line Text