



Good morning, Aeries!

Intro to Transcripts



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TRANSCRIPT PROCESSES

LEENI MITCHELL

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

3 Column Transcript

Student Name		Student ID		Grade	Gender	Birthdate	Counselor	Transcript of Student Progress			
Abbott, Allan James		0099400001		12	Male	11/11/2001	Durbin, S	 January 30, 2020 Screaming Eagle High School 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994			
Parent/guardian name, address, telephone											
M/M A Abbott 1118 Glenview Lane Eagle Rock, CA 99999 (777) 555-9448											
Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp
Grade 8 Fall 2015-2016				Grade 10 Fall 2017-2018				+ p 0426 IB Span HL 1 A 5.00 5.00			
Bald Eagle Intermediate School				Screaming Eagle High School				+ p 0630 AP Calculus AB C+ 5.00 5.00			
100386	Algebra G	B	5.00 5.00	* 0018	Inter Dance	A	5.00 5.00	+ p 0696	Chem IB SL	C	5.00 5.00
Credit and GPA rules vary for MS Courses				+ p 0315	Hon Eng 10 CP	A	5.00 5.00	+ p 0703	Ap Us History	A-	5.00 5.00
Grade 8 Spring 2015-2016				p 0417	Spanish II	A+	5.00 5.00	0970	Leadership	A	5.00 5.00
Bald Eagle Intermediate School				p 0624	Hon Geo/Trg CP	A-	5.00 5.00	Credit Att: 35.00 Cmp: 35.00 AGPA: 4.0000			

Single Column Transcript

Transcript of Student Progress										
			Screaming Eagle High School 6336 Eagle Crag Lane Eagle Rock, CA 95994 (999) 555-9994							
November 3, 2022			County District School# 65-99999-9999994			College Entrance Exam Board: 123994		Class of 2023		
Abbott, Allan James										
M/M A Abbott 1118 Glenview Lane Eagle Rock, CA 99999 (777) 555-9448										
Student ID: 0099400001			State ID#: 9940000001			District Office: 9/5/2016		School Entry: 9/5/2019		
Not Hispanic/Latino White			Hispanic/Latino			Baptist		Hemet, ID MX		
Year	Grade	Term	Chs ID	Course Title	CA	Mark	Attempt	Complete	Indicator(s)	
Electives										
2019-2020	9	Summer	0705	Driver's Ed	B	2.50	2.50			
2019-2020	10	Summer	0609	Math/Calc Stat I	A	5.00	5.00			
Credit Attempted: 7.50 Credit Completed: 7.50 Academic GPA: 3.5697										
Mathematics										
Screaming Eagle High School (95-9999-999994) Eagle Point, CA										
2019-2020	9	Fall	100386	Algebra G	B	10.00	10.00			
2018-2019	8	Spring	100386	Algebra G	B+	10.00	10.00			
Credit and GPA rules vary for MS Courses										
English										
Screaming Eagle High School (95-9999-999994) Eagle Rock, CA										
2019-2020	9	Spring	0314	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	0316	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	0317	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	Fall	0317	IB Eng HL 2	A	5.00	5.00			
Work in Progress: 0317 IB Eng HL 2 10.00 0.00										
Foreign Language										
Screaming Eagle High School (95-9999-999994) Eagle Rock, CA										
2019-2020	9	Spring	0419	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	Fall	0427	IB Span HL 2	A	5.00	5.00			
Work in Progress: 0427 IB Span HL 2 10.00 0.00										
History / Social Studies										
Screaming Eagle High School (95-9999-999994) Eagle Rock, CA										
2019-2020	9	Spring	0705	Hon World Hist	A	5.00	5.00			
2021-2022	11	Fall	0705	Ap Us History	A	5.00	5.00			
2021-2022	11	Spring	0705	Ap Us History	A	5.00	5.00			
2022-2023	12	Fall	0704	Chives CA	A-	5.00	5.00			
2022-2023	12	Fall	0705	IBWAnd2HSLCv	A-	5.00	5.00			
2022-2023	12	Fall	0715	IB Theory/Know	A-	10.00	10.00			
Work in Progress: 0704 Chives CA 5.00 0.00										
Work in Progress: 0715 IB Theory/Know 10.00 0.00										
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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 from 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

College ID	Name	Print Tag	Date 1	Status 1	Date 2	Status 2	Date 3	Status 3
468	AT STILL UNIV OF HEALTH SCIENCES		06/28/2020	C				
5591	ABC BEAUTY ACADEMY		05/14/2020	C	06/29/2020	R		
5665	ABCOTT INSTITUTE	P	06/28/2020		06/29/2020		06/28/2020	
5852	ABC ADULT SCHOOL		06/28/2020					

Transcripts Print Transcripts Colleges

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grade History	GRH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grade Reporting GPAs	GRG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transcripts	HIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transcript Comment		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transcript Report Printing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

New Transcription Definiton (TDF)

Create an
Unofficial
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

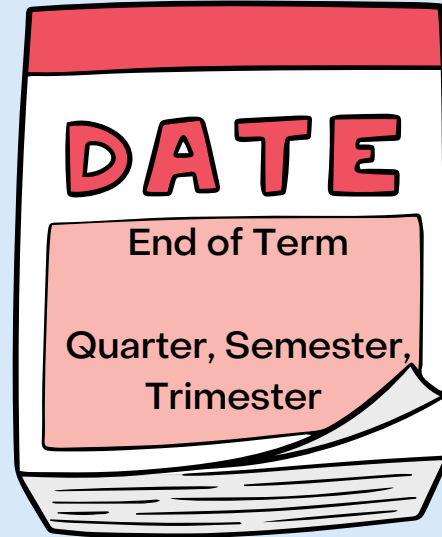
☒ Hide Shading on Laser Report

☐ Extra Space on Cred/GPA

☒ Print Parent Address to Colleges

☒ Allow Parents/Students to Print

COPY GRADES TO TRANSCRIPTS (HIS)



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

Options for Term and
Cumulative GPA

GPA Options Tab

Image and Custom Content Tabs

District Logo
Principal Signature
Watermark
OGC Disclaimer
Signature Line Text