AERIESCON
Spring 2024

Creating & Maintaining Student Transcripts

Subtitle: Session420

Leeni Mitchell | Aeries Trainer

March 07 2024

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What is a Transcript?

So, what is a transcript? --- A kind of guidebook,
A list of much info of courses we took -
Of ID's and marks and the terms and the years,
When you throw in class rank, it could cause some tears.
Some have grad status or photos or test scores,
And if it's a good one, it could open some doors.
Some have activities and special content -
Athletics and clubs or class president,
Immunizations or Golden State Seal,
Or Language Assessment, you choose the ideal.
Today we are here to quickly review
How to edit, create or simply add new.
Of course, there's much more in a few other sessions.
Check them all out to get those impressions.
And when you're all done, you will give a shout out
To Transcripts in Aeries, they're tops – there's no doubt.

Outcomes

Knowledge of Some Important Tables Related to Transcripts
Understand the Transcript Form
Print various transcript definitions for a student
Understand the Transcript Definition Form
Create a new transcript definition
Print transcripts for multiple students
Print transcripts to Colleges
Create and use Off Grade Courses
Edit and add transcript data

Transcript Page - HIS

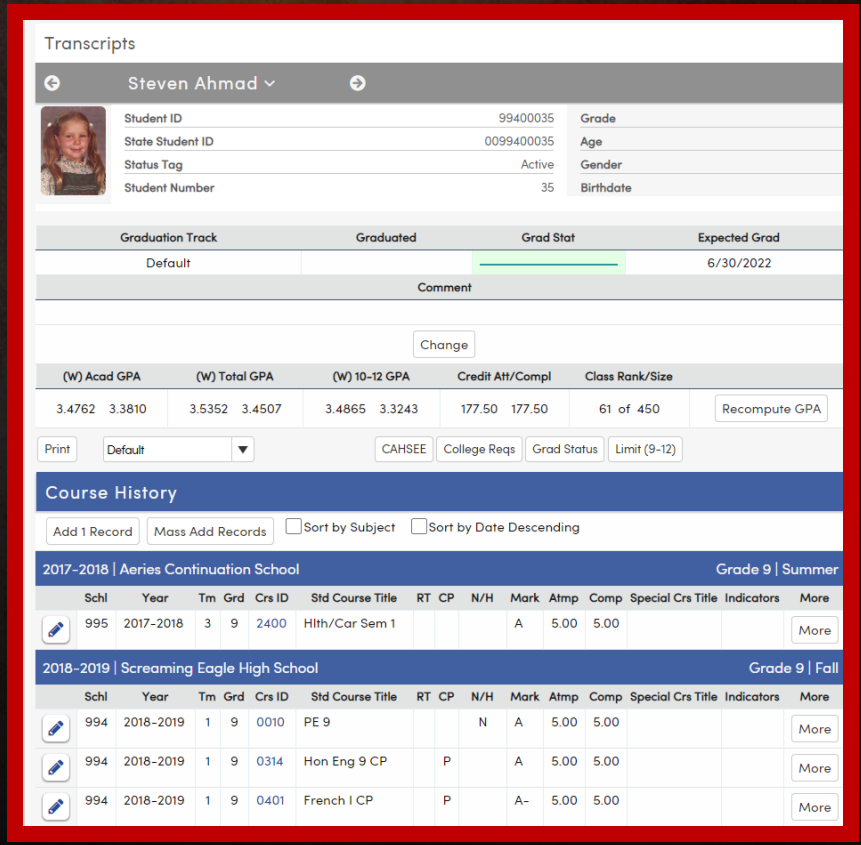
Student Information Bar at top of form
Quick Graduation Status Info
- Default track, Date graduated, CALPADS Graduation status, Expected graduated date

Variety of GPA's – ability to recompute the cumulative
Options to Print, go to College Requests or Grad Status,
- Limit the grade level view

Ability to add records, sort by subject or date

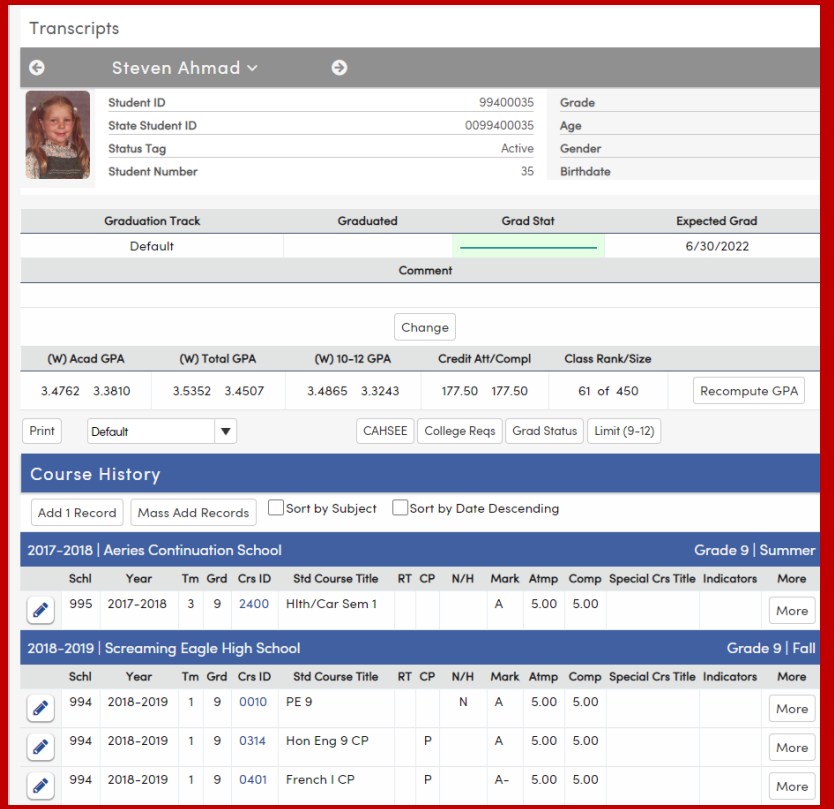
Transcript Record - for each course
- School where the course was taken – reading CHI
- Course ID and title – reading CRS
- College Prep – reading CRS
- N/H tags – reading CRS
- Requests button
- Transcript selection dropdown - reading TDF
- Can have multiple transcripts

Let's look at a few



Default

- **Student Information**
- **Transcript Info**
  - ✓ Title of Transcript – Date – School Info
- **For each term**
  - ✓ Grade and term – School of record(CHI) – Course/mark/gpa/Honors Info
- **Work in Progress**
- **Bottom of the form** – 3 columns and signature line
  - ✓ Left Column – cumulative info, Grad yr, SSID
  - ✓ Center Column - Photo
  - ✓ Right Column – Credit Summary, Signature Line



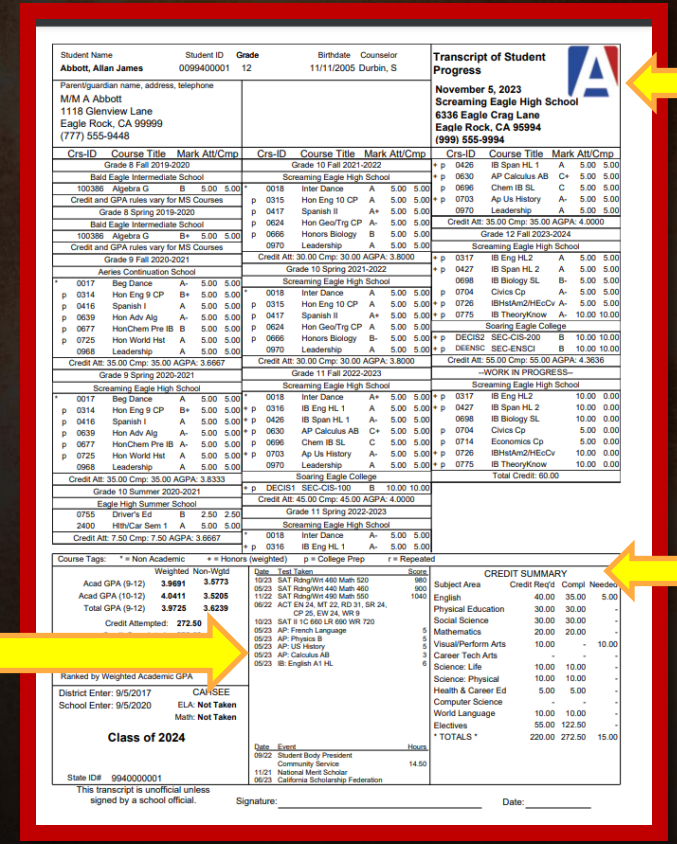
Faxable

Similar to default but no shading

Note District Logo

Still has credit summary

No picture, but has some test info and records from the ACT table



Student Name: **Abbott, Allan James** | Student ID: 0099400001 | Grade: 12 | Birthdate: 11/11/2005 | Counselor: Durbin, S

Parent/guardian name, address, telephone
M/M A Abbott
1118 Glenview Lane
Eagle Rock, CA 99999
(777) 555-9448

Transcript of Student Progress

November 5, 2023
Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA 95994
(999) 555-9994

Crs-ID	Course Title	Mark	Att/Cmp
Grade 8 Fall 2019-2020			
Bald Eagle Intermediate School			
100386	Algebra G	B	5.00 5.00
Credit and GPA rules vary for MS Courses			
Grade 8 Spring 2019-2020			
Bald Eagle Intermediate School			
100386	Algebra G	B+	5.00 5.00
Credit and GPA rules vary for MS Courses			
Grade 9 Fall 2020-2021			
Aeries Continuation School			
* 0017	Beg Dance	A-	5.00 5.00
p 0314	Hon Eng 9 CP	B+	5.00 5.00
p 0416	Spanish I	A	5.00 5.00
p 0639	Hon Adv Alg	A-	5.00 5.00
p 0677	HonChem Pre IB	B	5.00 5.00
p 0725	Hon World Hst	A	5.00 5.00
0968	Leadership	A	5.00 5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.6667			
Grade 9 Spring 2020-2021			
Screaming Eagle High School			
* 0017	Beg Dance	A	5.00 5.00
p 0314	Hon Eng 9 CP	B+	5.00 5.00
p 0416	Spanish I	A	5.00 5.00
p 0639	Hon Adv Alg	A-	5.00 5.00
p 0677	HonChem Pre IB	A-	5.00 5.00
p 0725	Hon World Hst	A	5.00 5.00
0968	Leadership	A	5.00 5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.8333			
Grade 10 Summer 2020-2021			
Eagle High Summer School			
0755	Driver's Ed	B	2.50 2.50
2400	Hlth/Car Sem 1	A	5.00 5.00
Credit Att: 7.50 Cmp: 7.50 AGPA: 3.6667			

Crs-ID	Course Title	Mark	Att/Cmp
Grade 10 Fall 2021-2022			
Screaming Eagle High School			
* 0018	Inter Dance	A	5.00 5.00
p 0315	Hon Eng 10 CP	A	5.00 5.00
p 0417	Spanish II	A+	5.00 5.00
p 0624	Hon Geo/Trg CP	A-	5.00 5.00
p 0666	Honors Biology	B	5.00 5.00
0970	Leadership	A	5.00 5.00
Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000			
Grade 10 Spring 2021-2022			
Screaming Eagle High School			
* 0018	Inter Dance	A	5.00 5.00
p 0315	Hon Eng 10 CP	A	5.00 5.00
p 0417	Spanish II	A+	5.00 5.00
p 0624	Hon Geo/Trg CP	A	5.00 5.00
p 0666	Honors Biology	B-	5.00 5.00
0970	Leadership	A	5.00 5.00
Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000			
Grade 11 Fall 2022-2023			
Screaming Eagle High School			
* 0018	Inter Dance	A+	5.00 5.00
* p 0316	IB Eng HL 1	A	5.00 5.00
* p 0426	IB Span HL 1	A-	5.00 5.00
* p 0630	AP Calculus AB	C+	5.00 5.00
p 0696	Chem IB SL	C	5.00 5.00
* p 0703	Ap Us History	A-	5.00 5.00
0970	Leadership	A	5.00 5.00
Soaring Eagle College			
* p DECIS1	SEC-CIS-100	B	10.00 10.00
Credit Att: 45.00 Cmp: 45.00 AGPA: 4.0000			
Grade 11 Spring 2022-2023			
Screaming Eagle High School			
* 0018	Inter Dance	A-	5.00 5.00
* p 0316	IB Eng HL 1	A-	5.00 5.00

Crs-ID	Course Title	Mark	Att/Cmp
* p 0426	IB Span HL 1	A	5.00 5.00
* p 0630	AP Calculus AB	C+	5.00 5.00
p 0696	Chem IB SL	C	5.00 5.00
* p 0703	Ap Us History	A-	5.00 5.00
0970	Leadership	A	5.00 5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 4.0000			
Grade 12 Fall 2023-2024			
Screaming Eagle High School			
* p 0317	IB Eng HL2	A	5.00 5.00
* p 0427	IB Span HL 2	A	5.00 5.00
0698	IB Biology SL	B-	5.00 5.00
p 0704	Civics Cp	A-	5.00 5.00
* p 0726	IBHstAm2/HEcCv	A-	5.00 5.00
* p 0775	IB TheoryKnow	A-	10.00 10.00
Soaring Eagle College			
* p DECIS2	SEC-CIS-200	B	10.00 10.00
* p DEENSC	SEC-ENSCI	B	10.00 10.00
Credit Att: 55.00 Cmp: 55.00 AGPA: 4.3636			
--WORK IN PROGRESS--			
Screaming Eagle High School			
* p 0317	IB Eng HL2		10.00 0.00
* p 0427	IB Span HL 2		10.00 0.00
0698	IB Biology SL		10.00 0.00
p 0704	Civics Cp		5.00 0.00
p 0714	Economics Cp		5.00 0.00
* p 0726	IBHstAm2/HEcCv		10.00 0.00
* p 0775	IB TheoryKnow		10.00 0.00
Total Credit: 60.00			

Course Tags: * = Non Academic + = Honors (weighted) p = College Prep r = Repeated

	Weighted	Non-Wgtd
Acad GPA (9-12)	**3.9691**	**3.5773**
Acad GPA (10-12)	**4.0411**	**3.5205**
Total GPA (9-12)	**3.9725**	**3.6239**
Credit Attempted:	**272.50**	

Ranked by Weighted Academic GPA

District Enter: 9/5/2017
School Enter: 9/5/2020

CAHSEE
ELA: **Not Taken**
Math: **Not Taken**

Class of 2024

State ID# 9940000001

Date	Test Taken	Score
10/23	SAT R/Wrt 460 Math 520	980
05/23	SAT R/Wrt 440 Math 460	900
11/22	SAT R/Wrt 490 Math 550	1040
06/22	ACT EN 24, MT 22, RD 31, SR 24, CP 25, EW 24, WR 9	
10/23	SAT II 1C 660 LR 690 WR 720	
05/23	AP: French Language	5
05/23	AP: Physics B	5
05/23	AP: US History	5
05/23	AP: Calculus AB	3
05/23	IB: English A1 HL	6

Date	Event	Hours
09/22	Student Body President	
	Community Service	14.50
11/21	National Merit Scholar	
06/23	California Scholarship Federation	

CREDIT SUMMARY

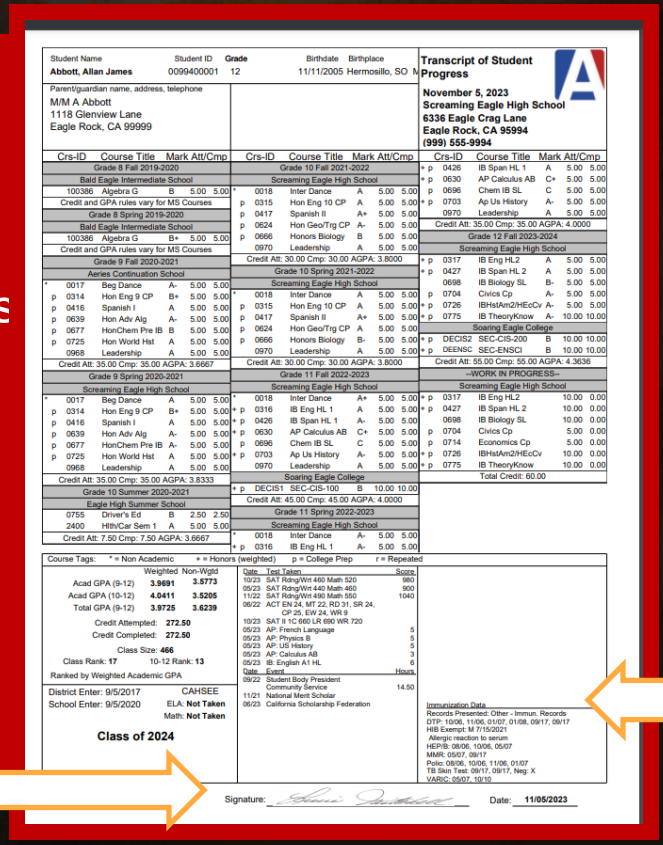
Subject Area	Credit Req'd	Compl	Needed
English	40.00	35.00	5.00
Physical Education	30.00	30.00	-
Social Science	30.00	30.00	-
Mathematics	20.00	20.00	-
Visual/Perform Arts	10.00	-	10.00
Career Tech Arts	-	-	-
Science: Life	10.00	10.00	-
Science: Physical	10.00	10.00	-
Health & Career Ed	5.00	5.00	-
Computer Science	-	-	-
World Language	10.00	10.00	-
Electives	55.00	122.50	-
* TOTALS *	220.00	272.50	15.00

This transcript is unofficial unless signed by a school official.

Signature: _____ Date: _____

With Immunizations

- Immunizations, test info, and ACT records in place
- Credit summary is gone
- **Note Principal's signature**



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Parent/guardian name, address, telephone
M/M A Abbott
1118 Glenview Lane
Eagle Rock, CA 99999

Transcript of Student Progress
November 5, 2023
Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA 95994
(999) 555-9994

Grade 8 Fall 2019-2020 — Bald Eagle Intermediate School
100386 Algebra G B 5.00 5.00
Credit and GPA rules vary for MS Courses

Grade 8 Spring 2019-2020 — Bald Eagle Intermediate School
100386 Algebra G B+ 5.00 5.00
Credit and GPA rules vary for MS Courses

Grade 9 Fall 2020-2021 — Aeries Continuation School
0017 Beg Dance A- 5.00 5.00
p 0314 Hon Eng 9 CP B+ 5.00 5.00
p 0416 Spanish I A 5.00 5.00
p 0639 Hon Adv Alg A- 5.00 5.00
p 0677 HonChem Pre IB B 5.00 5.00
p 0725 Hon World Hst A 5.00 5.00
0968 Leadership A 5.00 5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.6667

Grade 9 Spring 2020-2021 — Screaming Eagle High School
0017 Beg Dance A 5.00 5.00
p 0314 Hon Eng 9 CP B+ 5.00 5.00
p 0416 Spanish I A 5.00 5.00
p 0639 Hon Adv Alg A- 5.00 5.00
p 0677 HonChem Pre IB A- 5.00 5.00
p 0725 Hon World Hst A 5.00 5.00
0968 Leadership A 5.00 5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.8333

Grade 10 Summer 2020-2021 — Eagle High Summer School
0755 Driver's Ed B 2.50 2.50
2400 Hlth/Car Sem 1 A 5.00 5.00
Credit Att: 7.50 Cmp: 7.50 AGPA: 3.6667

Grade 10 Fall 2021-2022 — Screaming Eagle High School
0018 Inter Dance A 5.00 5.00
p 0315 Hon Eng 10 CP A 5.00 5.00
p 0417 Spanish II A+ 5.00 5.00
p 0624 Hon Geo/Trg CP A- 5.00 5.00
p 0666 Honors Biology B 5.00 5.00
0970 Leadership A 5.00 5.00
Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000

Grade 10 Spring 2021-2022 — Screaming Eagle High School
0018 Inter Dance A 5.00 5.00
p 0315 Hon Eng 10 CP A 5.00 5.00
p 0417 Spanish II A+ 5.00 5.00
p 0624 Hon Geo/Trg CP A 5.00 5.00
p 0666 Honors Biology B- 5.00 5.00
0970 Leadership A 5.00 5.00
Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000

Grade 11 Fall 2022-2023 — Screaming Eagle High School
0018 Inter Dance A+ 5.00 5.00
p 0316 IB Eng HL 1 A 5.00 5.00
p 0426 IB Span HL 1 A- 5.00 5.00
p 0630 AP Calculus AB C+ 5.00 5.00
p 0696 Chem IB SL C 5.00 5.00
p 0703 Ap Us History A- 5.00 5.00
0970 Leadership A 5.00 5.00
Soaring Eagle College
p DECIS1 SEC-CIS-100 B 10.00 10.00
Credit Att: 45.00 Cmp: 45.00 AGPA: 4.0000

Grade 11 Spring 2022-2023 — Screaming Eagle High School
0018 Inter Dance A- 5.00 5.00
p 0316 IB Eng HL 1 A- 5.00 5.00
p 0426 IB Span HL 1 A 5.00 5.00
p 0630 AP Calculus AB C+ 5.00 5.00
p 0696 Chem IB SL C 5.00 5.00
p 0703 Ap Us History A- 5.00 5.00
0970 Leadership A 5.00 5.00
Soaring Eagle College
p DECIS2 SEC-CIS-200 B 10.00 10.00
p DEENSC SEC-ENSCI B 10.00 10.00
Credit Att: 55.00 Cmp: 55.00 AGPA: 4.3636

--WORK IN PROGRESS--
Screaming Eagle High School
p 0317 IB Eng HL2 10.00 0.00
p 0427 IB Span HL 2 10.00 0.00
0698 IB Biology SL 10.00 0.00
p 0704 Civics Cp 5.00 0.00
p 0714 Economics Cp 5.00 0.00
p 0726 IBHstAm2/HEcCv 10.00 0.00
p 0775 IB TheoryKnow 10.00 0.00
Total Credit: 60.00

Course Tags: * = Non Academic + = Honors (weighted) p = College Prep r = Repeated

	Weighted	Non-Wgtd
Acad GPA (9-12)	**3.9691**	**3.8773**
Acad GPA (10-12)	**4.0411**	**3.9205**
Total GPA (9-12)	**3.9725**	**3.8239**

Credit Attempted: **272.50**
Credit Completed: **272.50**
Class Size: **466**
Class Rank: **17** 10-12 Rank: **13**
Ranked by Weighted Academic GPA

District Enter: 9/5/2017
School Enter: 9/5/2020

CAHSEE
ELA: **Not Taken**
Math: **Not Taken**

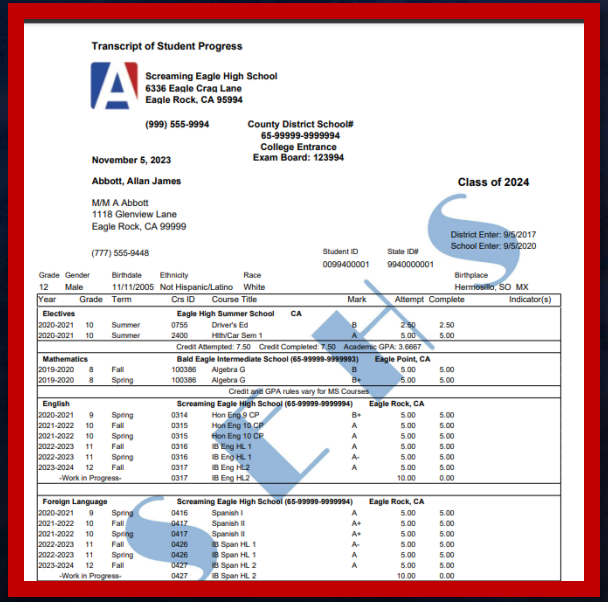
Class of 2024

Date	Test Taken	Score
10/23	SAT Rdng/Wrt 460 Math 520	980
05/23	SAT Rdng/Wrt 440 Math 460	900
11/22	SAT Rdng/Wrt 490 Math 550	1040
06/22	ACT EN 24, MT 22, RD 31, SR 24, CP 25, EW 24, WR 9	
10/23	SAT II 1C 660 LR 690 WR 720	
05/23	AP: French Language	5
05/23	AP: Physics B	5
05/23	AP: US History	5
05/23	AP: Calculus AB	3
05/23	IB: English A1 HL	6

Date	Event	Hours
09/22	Student Body President Community Service	14.50
11/21	National Merit Scholar	
06/23	California Scholarship Federation	

Immunization Data
Records Presented: Other - Immun. Records
DTP: 10/06, 11/06, 01/07, 01/08, 09/17, 09/17
HIB Exempt: M 7/15/2021
Allergic reaction to serum
HEPB: 08/06, 10/06, 05/07
MMR: 05/07, 09/17
Polio: 08/06, 10/06, 11/06, 01/07
TB Skin Test: 09/17, 09/17, Neg: X
VARIC: 05/07, 10/10

Signature: _____ Date: **11/05/2023**



Transcript of Student Progress

Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA 95994

(999) 555-9994

County District School#
65-99999-9999994
College Entrance
Exam Board: 123994

November 5, 2023

Abbott, Allan James

Class of 2024

M/M A Abbott
1118 Glenview Lane
Eagle Rock, CA 99999

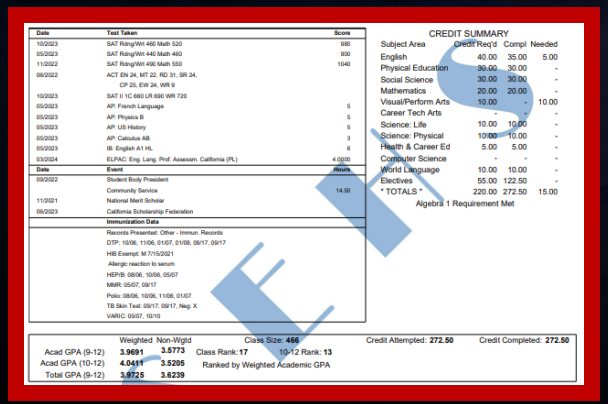
(777) 555-9448

District Enter: 9/5/2017
School Enter: 9/5/2020

Student ID	State ID#
0099400001	9940000001

Grade	Gender	Birthdate	Ethnicity	Race	Birthplace
12	Male	11/11/2005	Not Hispanic/Latino	White	Hermosillo, SO MX

Year	Grade	Term	Crs ID	Course Title	Mark	Attempt	Complete	Indicator(s)
Electives				**Eagle High Summer School CA**				
2020-2021	10	Summer	0755	Driver's Ed	B	2.50	2.50	
2020-2021	10	Summer	2400	Hlth/Car Sem 1	A	5.00	5.00	
				Credit Attempted: 7.50 Credit Completed: 7.50 Academic GPA: 3.6667				
Mathematics				**Bald Eagle Intermediate School (65-99999-9999993) Eagle Point, CA**				
2019-2020	8	Fall	100386	Algebra G	B	5.00	5.00	
2019-2020	8	Spring	100386	Algebra G	B+	5.00	5.00	
				Credit and GPA rules vary for MS Courses				
English				**Screaming Eagle High School (65-99999-9999994) Eagle Rock, CA**				
2020-2021	9	Spring	0314	Hon Eng 9 CP	B+	5.00	5.00	
2021-2022	10	Fall	0315	Hon Eng 10 CP	A	5.00	5.00	
2021-2022	10	Spring	0315	Hon Eng 10 CP	A	5.00	5.00	
2022-2023	11	Fall	0316	IB Eng HL 1	A	5.00	5.00	
2022-2023	11	Spring	0316	IB Eng HL 1	A-	5.00	5.00	
2023-2024	12	Fall	0317	IB Eng HL2	A	5.00	5.00	
		-Work in Progress-	0317	IB Eng HL2		10.00	0.00	
Foreign Language				**Screaming Eagle High School (65-99999-9999994) Eagle Rock, CA**				
2020-2021	9	Spring	0416	Spanish I	A	5.00	5.00	
2021-2022	10	Fall	0417	Spanish II	A+	5.00	5.00	
2021-2022	10	Spring	0417	Spanish II	A+	5.00	5.00	
2022-2023	11	Fall	0426	IB Span HL 1	A-	5.00	5.00	
2022-2023	11	Spring	0426	IB Span HL 1	A	5.00	5.00	
2023-2024	12	Fall	0427	IB Span HL 2	A	5.00	5.00	
		-Work in Progress-	0427	IB Span HL 2		10.00	0.00	



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06/2022	ACT EN 24, MT 22, RD 31, SR 24, CP 25, EW 24, WR 9	
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05/2023	AP: French Language	5
05/2023	AP: Physics B	5
05/2023	AP: US History	5
05/2023	AP: Calculus AB	3
05/2023	IB: English A1 HL	6
03/2024	ELPAC: Eng. Lang. Prof. Assessm. California (PL)	4.0000

Date	Event	Hours
09/2022	Student Body President	
	Community Service	14.50
11/2021	National Merit Scholar	
06/2023	California Scholarship Federation	

Immunization Data

Records Presented: Other - Immun. Records
DTP: 10/06, 11/06, 01/07, 01/08, 09/17, 09/17
HB Exempt: M 7/15/2021
Allergic reaction to serum
HEP/B: 08/06, 10/06, 05/07
MMR: 05/07, 09/17
Polio: 08/06, 10/06, 11/06, 01/07
TB Skin Test: 09/17, 09/17, Neg: X
VARIC: 05/07, 10/10

CREDIT SUMMARY

Subject Area	Credit Req'd	Compl	Needed
English	40.00	35.00	5.00
Physical Education	30.00	30.00	-
Social Science	30.00	30.00	-
Mathematics	20.00	20.00	-
Visual/Perform Arts	10.00	-	10.00
Career Tech Arts	-	-	-
Science: Life	10.00	10.00	-
Science: Physical	10.00	10.00	-
Health & Career Ed	5.00	5.00	-
Computer Science	-	-	-
World Language	10.00	10.00	-
Electives	55.00	122.50	-
* TOTALS *	220.00	272.50	15.00

Algebra 1 Requirement Met

	Weighted	Non-Wgtd			
Acad GPA (9-12)	**3.9691**	**3.5773**	Class Size: **466**	Credit Attempted: **272.50**	Credit Completed: **272.50**
Acad GPA (10-12)	**4.0411**	**3.5205**	Class Rank: **17**	10-12 Rank: **13**	
Total GPA (9-12)	**3.9725**	**3.6239**	Ranked by Weighted Academic GPA		

Transfer Transcript

Auto Formatted for Double Window Envelope
Design Options – Single Column
- ✓ Hide Shading
- ✓ Print College Board School Code
- ✓ Print Parent Address to Colleges

Demographics
- ✓ Print middle name instead of initial
- ✓ Print Birthplace instead of counselor
- ✓ Print SSID
- ✓ Print Student Gender
- ✓ Print Race/Ethnicity
- ✓ Print Class of/Graduated Label

Record Details Bar –
- Show Department
- Group on Department

GPA Options - Total Weighted

Image Options – Watermark, Logo, Signature

TTP – ELPAC Added

Transcript Definition Page - TDF

Used to define the formatting and content parameters of printed transcripts

See the 4 transcripts that we just reviewed in Print Format

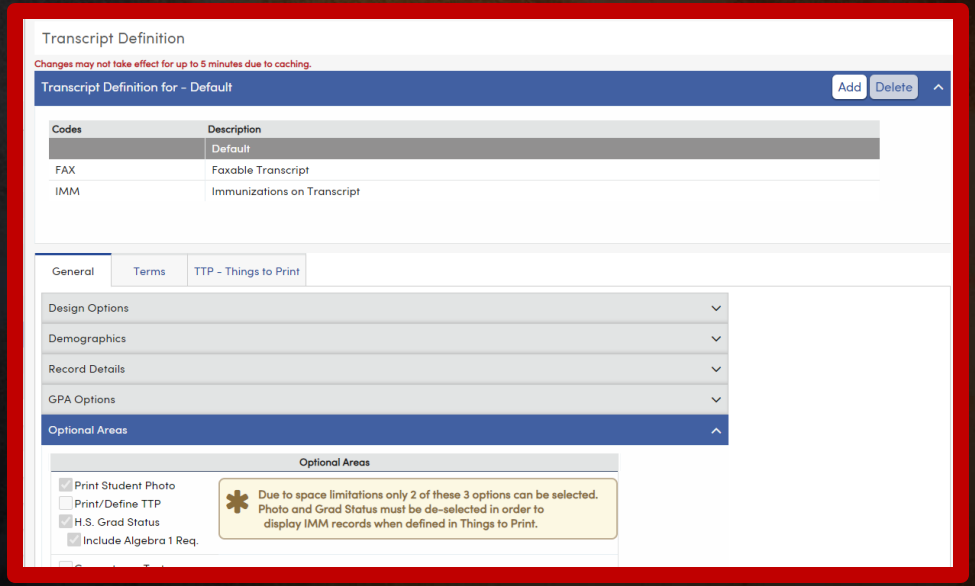
3 tabs –

General Tab – contains multiple formatting options - bars

Terms Tab – defines the terms for sorting and printing on transcripts

TTP Tab – Things to Print – identifies other types of items to print on transcripts - Activities, Test Scores, Immunizations, other student related records or fields

Let's create a new transcript - an Unofficial one that we could allow parents and students to print from the portal.



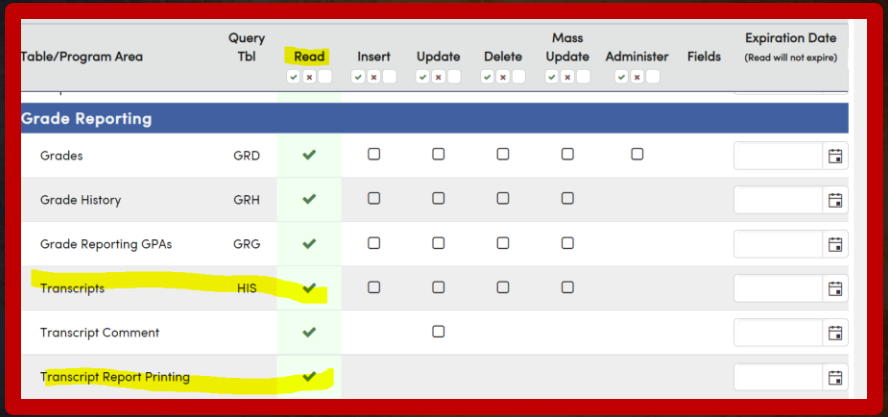
Unofficial Transcript for Parents & Students

Process

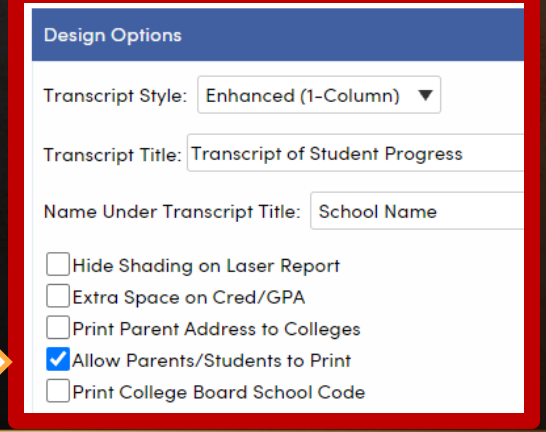
- Set up Security
- Set up TDF
  - Add a Transcript Definition called Unofficial
  - Select the checkbox to allow parents and students to print in Design Options
  - Select options from the Tabs and Menu Bars
  - Add an Unofficial Watermark

Parent/Student Ability to Print - Setup

- Security
  - Parent and/or Student Portal Groups
    - Need Read Access to Transcripts
    - Checkbox for Transcript Report Printing
- TDF Design Options
  - Checkbox to allow parents/students to print



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		✓							



Making Additional Changes to TDF

- Design Options
  - Shading
  - Print Parent Address to Colleges
  - Extra Space on Credit/GPA
  - Allow Parents/Students to Print
- Demographics
-
  - Middle Name
  - Birthplace
  - SSID
  - Gender
- Record Details
  - Include City/State with the School Checkbox for Transcript
- Options – Print Immunizations

Printing Transcripts for Multiple Students

Use Student Transcript Report

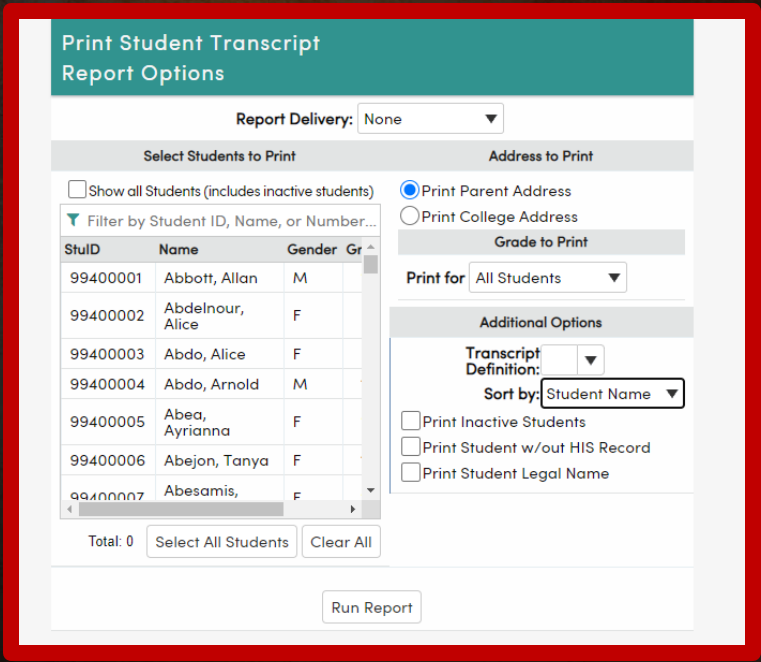
Select one student or many

Can address to Parent or College

Can select whole grade levels

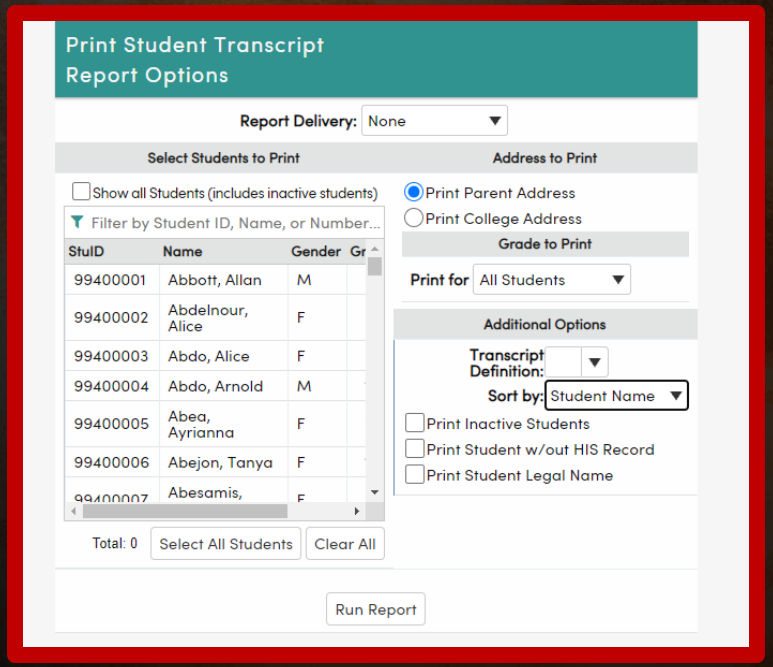
Ability to sort by name, counselor, teacher
Can choose a period and date
Can limit to a specific section

Let's print



Printing Transcripts to Colleges

- Requires existing COL table
- Print to 1 College Many Students
- Print to Many Colleges 1 Student
- Update College Requests Check Box
- Use College Requests Page



Editing an Existing Transcript

Use the HIS table – the transcript page

Use the pencil to edit a record

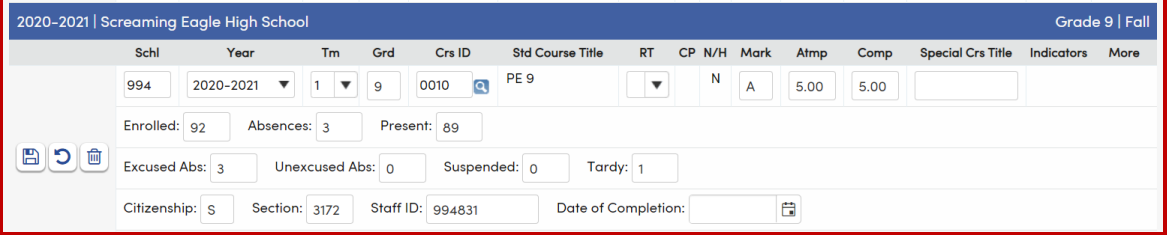
Make needed changes

Save the record

Delete a record with trashcan

Can waive a requirement with mark of X

Let's see how this looks in Aeries



Adding Records to Transcripts
Off Grade Courses

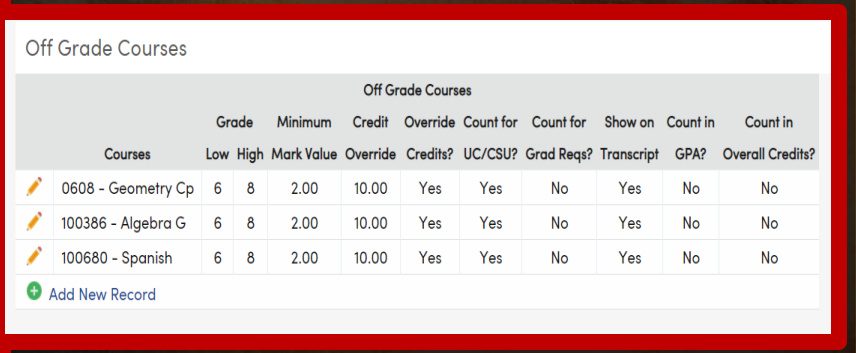
Gives you the ability to define how courses taken prior to the 9th grade will show on transcript

Scenario
Student took Algebra and Spanish 1 in middle school
I want them both to show on the transcript

I do not want them to count for graduation requirements or gpa calculation

I do want them to count for UC and CSU entrance requirements

Let's go to Off Grade Courses and set this up


Off Grade Courses

Off Grade Courses

	Courses	Grade Low	Grade High	Minimum Mark Value	Credit Override	Override Credits?	Count for UC/CSU?	Count for Grad Reqs?	Show on Transcript	Count in GPA?	Count in Overall Credits?
	0608 - Geometry Cp	6	8	2.00	10.00	Yes	Yes	No	Yes	No	No
	100386 - Algebra G	6	8	2.00	10.00	Yes	Yes	No	Yes	No	No
	100680 - Spanish	6	8	2.00	10.00	Yes	Yes	No	Yes	No	No

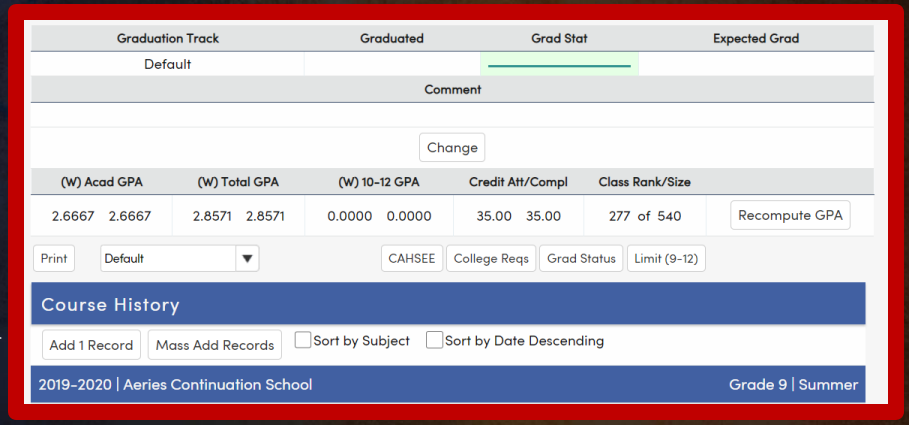
Add New Record

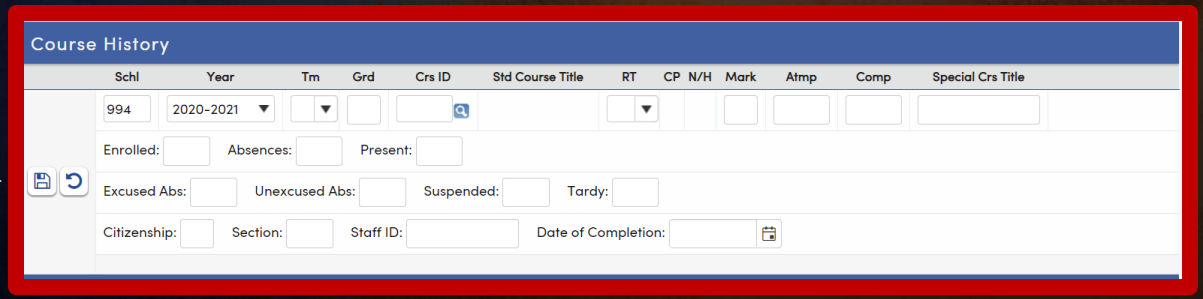
Add One Record

From the Transcript Page
Select Add One Record

Enter the appropriate data
Save the Record

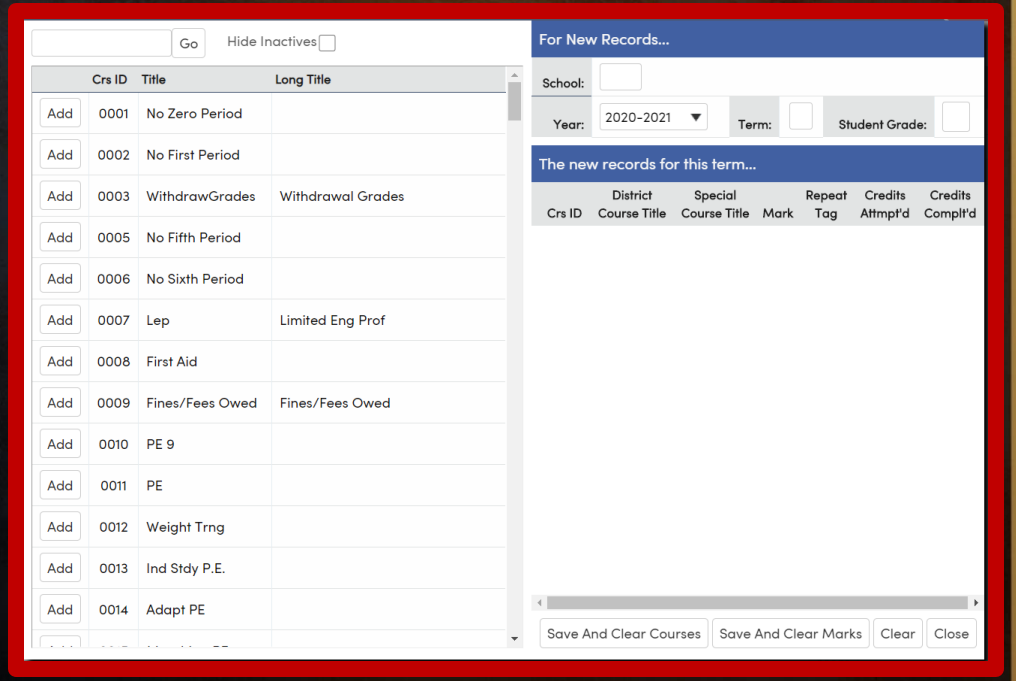
Let's add OGC information





Mass Add Records

- Quickly add an entire term's worth of transcript records
- Search and add courses
- Identify the school, year, term, grade level
- Enter the mark and any other information, like credit value or Special Course Title
- When term is complete, Save and Clear Marks
- Repeat for 2nd term
- Save and Clear Courses
- Enter information for another year, if needed
- Let's practice!



Repeat Tags

Summary

In general – repeat tags go on the 1st take entry

Exception – student repeats a course and gets a lower mark on the 2nd take.

Blank – no repeat tag – applies to most entries where student received an F on the first try

Repeat tag of R

Most used

Best use is for repeats to improve a mark, not replace a deficiency

Also used for occasions where student received a lower mark on the 2nd take

Repeat tag of N

Essentially removes the mark from any calculation

Repeat tag of B

Removes the mark from the GPA calculation, but counts in CA and CC

Repeat tag of A - Counts in CA but not in CC or GPA

Repeat tag of G – removes from CA and CC, but counts in GPA

Repeat Tags Chart

Repeat Tag (HIS.RT)	Credit Attempted	Credit Completed	Count in GPA
Blank entry	YES	YES	YES
2 or N	NO	NO	NO
3 or B	YES	YES	NO
4 or R	YES	NO	YES
5 or A	YES	NO	NO
6 or G	NO	NO	YES

Important Tables

Course History Institutions - contains CDS # and important information about LEA's – used to identify records from other schools

Course Table – the foundation of a transcript – identifies a multitude of factors critical to graduation requirements and college entrance requirements, as well as scheduling

Master Schedule – Credit Value field and exclude field

Valid Marks – Setup for identifying marks that can be used for Grade Reporting and GPA Calculations

Colleges Table – stores college information – used to print transcripts to colleges

College Request Table – tracks transcripts sent to colleges

District School Options – houses the district logo
School Options – houses the principal's signature

Off Grade Courses – page is used to identify how courses taken prior to grade 9 will show on the transcript

Transcript Definition (TDF)– defines what and how data is printed on transcripts. Ability to add photos, test scores, information from other tables, etc - It is also used to create transcripts other than the default.

Other Sessions Related to Transcripts

- Session 421-1 – Advanced Transcripts
- Session 421-2 – Graduation & College Entrance Tracking
- Session 410 – Grade Reporting for Secondary Schools
- Session 415 – Secondary Standards Based Grades
- Session 610 – Academic Plans

Key Takeaways

Need to Know

How to print transcripts for individual students and multiple students.
Ability to have multiple transcripts
How to use Off Grade Courses
How to add one transcript record
How to add many transcript records

Nice to Know

Repeat tag information
GPA Calculation Process
How to create new transcript definitions
How to print transcripts to colleges

Where to Go

support.aeries.com

THANK YOU!

The recording of this session will be posted in the Virtual Conference Portal within 48 hours and will be available to you until January 31, 2024

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