**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