



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

Transcripts

Steven Ahmad

	Student ID	99400035	Grade
	State Student ID	0099400035	Age
	Status Tag	Active	Gender
	Student Number	35	Birthdate

Graduation Track	Graduated	Grad Stat	Expected Grad
Default			6/30/2022

Comment

Change

(W) Acad GPA	(W) Total GPA	(W) 10-12 GPA	Credit Att/Compl	Class Rank/Size
3.4762	3.3810	3.5352 3.4507	3.4865 3.3243	177.50 177.50

61 of 450 Recompute GPA

Print Default CAHSEE College Reqs Grad Status Limit (9-12)

Course History

Add 1 Record Mass Add Records Sort by Subject Sort by Date Descending

2017-2018 | Aeries Continuation School Grade 9 | Summer

Schl	Year	Tm	Grd	CrS ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
	995	2017-2018	3	9	2400	Hlth/Car Sem 1			A	5.00	5.00			More

2018-2019 | Screaming Eagle High School Grade 9 | Fall

Schl	Year	Tm	Grd	CrS ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
	994	2018-2019	1	9	0010	PE 9			N	A	5.00	5.00		More
	994	2018-2019	1	9	0314	Hon Eng 9 CP			P	A	5.00	5.00		More
	994	2018-2019	1	9	0401	French I CP			P	A-	5.00	5.00		More

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

Transcripts

Steven Ahmad

	Student ID: 99400035	Grade
	State Student ID: 0099400035	Age
	Status Tag: Active	Gender
	Student Number: 35	Birthdate

Graduation Track	Graduated	Grad Stat	Expected Grad
Default		■	6/30/2022

Comment

Change

(W) Acad GPA	(W) Total GPA	(W) 10-12 GPA	Credit Att/Compl	Class Rank/Size
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Recompute GPA

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2017-2018 Aeries Continuation School													Grade 9 Summer	
Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
	995	2017-2018	3	9	2400	Hlth/Car Sem 1			A	5.00	5.00			More

2018-2019 Screaming Eagle High School													Grade 9 Fall	
Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
	994	2018-2019	1	9	0010	PE 9		N	A	5.00	5.00			More
	994	2018-2019	1	9	0314	Hon Eng 9 CP		P	A	5.00	5.00			More
	994	2018-2019	1	9	0401	French I CP		P	A-	5.00	5.00			More

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	Transcript of Student Progress November 6, 2023 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 95999 (777) 555-9448							
Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp
Grade 8 Fall 2019-2020				Screaming Eagle High School			
Eald Eagle Intermediate School				Screaming Eagle High School			
100386	Algebra G	B	5.00 5.00	0018	Inter Dance	A	5.00 5.00
Credit and GPA rates vary for MS Courses				0315	Hon Eng 10 CP	A	5.00 5.00
Grade 8 Spring 2019-2020				0417	Spanish II	A+	5.00 5.00
Eald Eagle Intermediate School				0624	Hon Geo/Trg CP	A-	5.00 5.00
100386	Algebra G	B+	5.00 5.00	0666	Honors Biology	B	5.00 5.00
Credit and GPA rates vary for MS Courses				0970	Leadership	A	5.00 5.00
Grade 9 Fall 2020-2021				Screaming Eagle High School			
Aeries Continuation School				Screaming Eagle High School			
0017	Big Dance	A	5.00 5.00	0018	Inter Dance	A	5.00 5.00
0314	Hon Eng 9 CP	B+	5.00 5.00	0315	Hon Eng 10 CP	A	5.00 5.00
0416	Spanish I	A	5.00 5.00	0417	Spanish II	A+	5.00 5.00
0639	Hon Adv Alg	A	5.00 5.00	0624	Hon Geo/Trg CP	A	5.00 5.00
0677	Hon/Chem Pre IB	B	5.00 5.00	0666	Honors Biology	B-	5.00 5.00
0725	Hon World Hist	A	5.00 5.00	0970	Leadership	A	5.00 5.00
0968	Leadership	A	5.00 5.00	Credit Att: 30.00 Cmp: 30.00 AGPA: 3.8000			
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.6667				Grade 10 Spring 2021-2022			
Grade 9 Spring 2020-2021				Screaming Eagle High School			
Screaming Eagle High School				Screaming Eagle High School			
0017	Big Dance	A	5.00 5.00	0018	Inter Dance	A+	5.00 5.00
0314	Hon Eng 9 CP	B+	5.00 5.00	0315	IB Eng HL 1	A	5.00 5.00
0416	Spanish I	A	5.00 5.00	0426	IB Span HL 1	A	5.00 5.00
0639	Hon Adv Alg	A	5.00 5.00	0630	AP Calculus AB	C+	5.00 5.00
0677	Hon/Chem Pre IB	A-	5.00 5.00	0696	Chem IB SL	C	5.00 5.00
0725	Hon World Hist	A	5.00 5.00	0703	Ap Us History	A-	5.00 5.00
0968	Leadership	A	5.00 5.00	0970	Leadership	A	5.00 5.00
Credit Att: 35.00 Cmp: 35.00 AGPA: 3.8333				Soaring Eagle College			
Grade 10 Summer 2020-2021				Soaring Eagle College			
Eagle High Summer School				Soaring Eagle College			
0725	Driver's Ed	B	2.50 2.50	Credit Att: 45.00 Cmp: 45.00 AGPA: 4.0000			
2400	Hib/Car Sem 1	A	5.00 5.00	Grade 11 Spring 2022-2023			
Credit Att: 7.50 Cmp: 7.50 AGPA: 3.6667				Screaming Eagle High School			
Course Tags: * = Non Academic ** = Honors (weighted) p = College Prep r = Repeated				Screaming Eagle High School			
Weighted Non-Weighted				Screaming Eagle High School			
Acad GPA (9-12) 3.9891 3.9773				Screaming Eagle High School			
Acad GPA (10-12) 4.8411 3.8296				Screaming Eagle High School			
Total GPA (9-12) 3.9725 3.8239				Screaming Eagle High School			
Credit Attempted: 272.50				Screaming Eagle High School			
Ranked by Weighted Academic GPA				Screaming Eagle High School			
District Enter: 9/5/2017 CA/SEE				Screaming Eagle High School			
School Enter: 9/5/2020 ELA: Not Taken				Screaming Eagle High School			
				Math: Not Taken			
Class of 2024				Screaming Eagle High School			
State ID# 0940000001				Screaming Eagle High School			
This transcript is unofficial unless signed by a school official.				Screaming Eagle High School			
Signature: _____				Date: _____			
Date: _____				Date: _____			
Student Body President				Hours			
Community Service				14.50			
National Merit Scholar							
California Scholarship Federation							



With Immunizations

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

Student Name	Student ID	Grade	Birthdate	Birthplace	 Transcript of Student Progress																																																																						
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Class of 2024																																																																											
Signature: _____ Date: 11/05/2023																																																																											
Immunization Data Records Presented: Other - Immun. Records DTIP: 10/06, 11/06, 01/07, 01/08, 08/11, 09/11 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 VACC: 05/07, 10/19																																																																											

Transcript of Student Progress



Screaming Eagle High School
8338 Eagle Crae Lane
Eagle Rock, CA 93994

(999) 555-9994

County District School#
65-99999-999994
College Entrance
Exam Board: 123994

November 5, 2023

Abbott, Allan James

MM A Abbott
1116 Glenview Lane
Eagle Rock, CA 99999

(777) 555-9448

Student ID
0099400001State ID#
9940000001District Enter: 9/5/2017
School Enter: 9/5/2020

Class of 2024

Year	Grade	Term	Crs ID	Course Title	Mark	Attempt	Complete	Indicator(s)
Electives								
2020-2021	10	Summer	0755	Driver's Ed	B	2.00	2.50	
2020-2021	10	Summer	2400	HBV/Car Sem 1	A	5.00	5.00	
Credit Attempted: 7.50 Credit Completed: 7.50 Academic GPA: 3.6667								
Mathematics								
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 gpa rules vary for MS Courses								
English								
Screaming Eagle High School (65-9999-999994) 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 HL 2	A	5.00	5.00	
2023-2024	12	Fall	0317	IB Eng HL 2	A	5.00	5.00	
-Work in Progress-								
Foreign Language								
Screaming Eagle High School (65-9999-999994) 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								

Date	Test Taken	Score
10/20/23	SAT Reading 440 Math 520	980
05/20/23	SAT Reading 440 Math 460	900
11/20/22	SAT Reading 490 Math 550	1040
06/20/22	ACT EN, JA, WR 25, WR 29, WR 34, CP 25, EW 24, WR 9	
10/20/23	SAT 10 460 LR 460 WR 720	
05/20/23	AP French Language	5
05/20/23	AP Physics B	5
05/20/23	AP US History	5
05/20/23	AP Calculus AB	3
05/20/23	IB English A1 HL	6
03/20/24	ELPAC: Eng Lang Prof Assessm: California (PL)	4.900
Date		
09/20/22	Student Body President	40.00
	Community Service	14.00
11/20/21	National Merit Scholar	
06/20/23	California Scholarship Federation	
Immunization Data		
Records Provided: Other - Immun: Records		
DTP: 10/06, 11/06, 01/07, 01/08, 09/17, 09/17		
MMB Exempt: M 7/15/2021		
Allerg: reaction to peanuts		
HEP-B: 08/06, 10/06, 05/07		
Meas: 05/07, 09/17		
Pneum: 08/06, 11/06, 11/06, 01/07		
TB Skin Test: 09/17, 09/17, Neg X		
Vacc: 09/07, 10/10		

CREDIT SUMMARY

Subject Area	Credit	Need	Comp	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-Weighted	Class Size: 466	Credit Attempted: 272.50	Credit Completed: 272.50
Acad GPA (9-12)	3.9891	3.9773	
Acad GPA (10-12)	4.0494	3.5205	
Total GPA (9-12)	3.9725	3.8239	

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.

Transcript Definition

Changes may not take effect for up to 5 minutes due to caching.

Transcript Definition for - Default Add Delete ^

Codes	Description
	Default
FAX	Faxable Transcript
IMM	Immunizations on Transcript

General **Terms** TTP - Things to Print

Design Options ▼

Demographics ▼

Record Details ▼

GPA Options ▼

Optional Areas ▲

Optional Areas

Print Student Photo
 Print/Define TTP
 H.S. Grad Status
 Include Algebra 1 Req.

 Due to space limitations only 2 of these 3 options can be selected. Photo and Grad Status must be de-selected in order to display IMM records when defined in Things to Print.

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

Design Options

Transcript Style:

Transcript Title:

Name Under Transcript Title:

Hide Shading on Laser Report
 Extra Space on Cred/GPA
 Print Parent Address to Colleges
 Allow Parents/Students to Print
 Print College Board School Code



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

Print Student Transcript Report Options

Report Delivery: None ▼

Select Students to Print

Show all Students (includes inactive students)

Filter by Student ID, Name, or Number...

StuID	Name	Gender	Gr
99400001	Abbott, Allan	M	
99400002	Abdelnour, Alice	F	
99400003	Abdo, Alice	F	
99400004	Abdo, Arnold	M	
99400005	Abea, Ayrianna	F	
99400006	Abejon, Tanya	F	
99400007	Abesamis,	F	

Total: 0 Select All Students Clear All

Address to Print

Print Parent Address

Print College Address

Grade to Print

Print for: All Students ▼

Additional Options

Transcript Definition: ▼

Sort by: Student Name ▼

Print Inactive Students

Print Student w/out HIS Record

Print Student Legal Name

Run Report

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

Print Student Transcript
Report Options

Report Delivery: None ▼

Select Students to Print

Show all Students (includes inactive students)

Filter by Student ID, Name, or Number...

StuID	Name	Gender	Gr
99400001	Abbott, Allan	M	
99400002	Abdelnour, Alice	F	
99400003	Abdo, Alice	F	
99400004	Abdo, Arnold	M	
99400005	Abea, Ayrianna	F	
99400006	Abejon, Tanya	F	
99400007	Abesamis,	F	

Total: 0 Select All Students Clear All

Address to Print

Print Parent Address

Print College Address

Grade to Print

Print for: All Students ▼

Additional Options

Transcript Definition: ▼

Sort by: Student Name ▼

Print Inactive Students

Print Student w/out HIS Record

Print Student Legal Name

Run Report

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

Course History														
Add 1 Record Mass Add Records <input type="checkbox"/> Sort by Subject <input type="checkbox"/> Sort by Date Descending														
2019-2020 Aeries Continuation School												Grade 9 Summer		
Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
	995	2019-2020	3	9	2720	MathIntven S1			B+	0.00	0.00			More
	995	2019-2020	3	9	2721	Math Inter Sm 2			A-	5.00	5.00			More
2020-2021 Screaming Eagle High School												Grade 9 Fall		
Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
	994	2020-2021	1	9	0010	PE 9		N	A	5.00	5.00			More
	994	2020-2021	1	9	0301	English 9 Cp	P		C	5.00	5.00			More
	994	2020-2021	1	9	0416	Spanish I	P		B	5.00	5.00			More
	994	2020-2021	1	9	0607	Algebra Cp	P		C-	5.00	5.00			More
	994	2020-2021	1	9	0674	Phys Science,CP	P		B-	5.00	5.00			More
	994	2020-2021	1	9	0765	Health/Careers			C	5.00	5.00			More
Actions														

2020-2021 Screaming Eagle High School												Grade 9 Fall		
Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	Indicators	More
994	2020-2021	1	9	0010	PE 9			N	A	5.00	5.00			
Enrolled: 92 Absences: 3 Present: 89														
Excused Abs: 3 Unexcused Abs: 0 Suspended: 0 Tardy: 1														
Citizenship: S Section: 3172 Staff ID: 994831 Date of Completion: <input type="text"/>														

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		Minimum	Credit	Override	Count for	Count for	Show on	Count in	Count in	
	Low	High	Mark Value	Override	Credits?	UC/CSU?	Grad Reqs?	Transcript	GPA?	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											

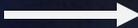
Add One Record

From the Transcript Page
Select Add One Record

Enter the appropriate
data
Save the Record

Let's add OGC
information

This screenshot shows the Transcript Page interface. A red box highlights the 'Add One Record' button in the 'Course History' section. The page includes a table with columns for 'Graduation Track', 'Graduated', 'Grad Stat', and 'Expected Grad'. Below the table is a 'Comment' field and a 'Change' button. A summary table shows GPA and credit information, with a 'Recompute GPA' button. The 'Course History' section has a blue header and contains the 'Add One Record' button, 'Mass Add Records' button, and checkboxes for 'Sort by Subject' and 'Sort by Date Descending'. The page footer shows '2019-2020 | Aeries Continuation School' and 'Grade 9 | Summer'.



This screenshot shows the 'Course History' page with a red box highlighting the 'Save' button. The page has a blue header and a table with columns: 'Schl', 'Year', 'Tm', 'Grd', 'Crs ID', 'Std Course Title', 'RT', 'CP N/H', 'Mark', 'Atpm', 'Comp', and 'Special Crs Title'. The 'Schl' column contains the value '994'. Below the table are several input fields: 'Enrolled', 'Absences', 'Present', 'Excused Abs', 'Unexcused Abs', 'Suspended', 'Tardy', 'Citizenship', 'Section', 'Staff ID', and 'Date of Completion'. There are also icons for saving and refreshing the data.

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!

Course History

Add 1 Record | Mass Add Records | Sort by Subject | Sort by Date Descending

2019-2020 | Aeries Continuation School | Grade 9 | Summer

Go Hide Inactives

	Crs ID	Title	Long Title
Add	0001	No Zero Period	
Add	0002	No First Period	
Add	0003	WithdrawGrades	Withdrawal Grades
Add	0005	No Fifth Period	
Add	0006	No Sixth Period	
Add	0007	Lep	Limited Eng Prof
Add	0008	First Aid	
Add	0009	Fines/Fees Owed	Fines/Fees Owed
Add	0010	PE 9	
Add	0011	PE	
Add	0012	Weight Trng	
Add	0013	Ind Stdy P.E.	
Add	0014	Adapt PE	

For New Records...

School:

Year: 2020-2021 Term: Student Grade:

The new records for this term...

Crs ID	District Course Title	Special Course Title	Mark	Repeat Tag	Credits Attmp't'd	Credits Compl't'd
--------	-----------------------	----------------------	------	------------	-------------------	-------------------

Save And Clear Courses | Save And Clear Marks | Clear | Close

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

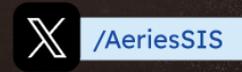
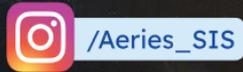
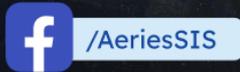
Where to Go

support.aeriescon.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





Share your Feedback:

