Transcript Processes

- Printing Transcripts for Students

- Printing Transcripts to Colleges

- Copying Grades to HIS and Recomputing GPA's

- Quick Review - Mass Update Graduation Status

Transcript Processes

NEED TO KNOW

- How to Print for one Student
- How to print for multiple students
- How to print to colleges
- How to copy records to HIS
- How to recompute GPA's
- End of Year Mass Update Graduation Status

Transcript Processes

NICE TO KNOW

- How to set up for parent/student printing
- College Requests Page
- Tables that affect Transcripts
  - Courses (CRS)
  - Course History Institutions (CHI)
  - Valid Marks
  - District & School Options
  - Transcript Definition Page
  - College Table

Printing Transcripts for Many 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

Printing a Transcript for many students

- **Access the Student Transcript Report page**
- **Select Students from the List**
  - *Ability to filter*
- **May Select groups of students from the Grade to Print Dropdown**
- **Select the desired Transcript Definition from the Dropdown**
- **Select other options if needed**
- **Select Run Report**

Printing Transcripts to Colleges

- **Access the Student Transcript Report page**
- **Select Students from the List**
  - *Ability to filter*
- **Select Print College Address**
- **Select College Options**
- **Select the college(s)**
- **Select the desired Transcript Definition from the Dropdown**
- **Select other options if needed**
- **Select Run Report**

Print Student Transcript Report Options

Report Delivery: None ▼

Select Students to Print | Address 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: 2 | Select All Students | Clear All

○ Print Parent Address
● Print College Address

College Options
● Print to 1 College, Many Students
○ Print to Many Colleges, 1 Student
○ Use College Requests Table
☐ Update College Requests

Select a College and Students to Print
CALIF STATE UNIV FRESNO ▼

Additional Options
Transcript Definition: TRF ▼
Sort by: Student Name ▼
☐ Print Inactive Students
☐ Print Student w/out HIS Record
☐ Print Student Legal Name

Run Report

College Requests Page

The **College Requests** page shows the log of Student Transcripts printed to Colleges or set up to be sent to Colleges. The information is stored in the CRT Table.

College Requests

	Allan (AJ) Abbott ⌄							General

College Requests

	College ID	Name	Print Tag	Date 1	Status 1	Date 2	Status 2	Date 3	Status 3
✏️	1117	CALIFORNIA INSTITUTE OF THE ARTS		11/07/2022					
✏️	1120	CALIF STATE UNIV FULLERTON	P	09/29/2022		09/13/2022		11/07/2022	
✏️	1213	PEPPERDINE UNIVERSITY	P	11/17/2022		09/13/2022		11/07/2022	
✏️	3388	CALIF STATE UNIV BAKERSFIELD		09/13/2022					

➕ Add New Record

| Transcripts | Print Transcripts | Colleges |

Using the College Requests Page

When printing to colleges from the Print Student Transcripts Report and Update College Requests is selected, records will be added to the CRT table with the date the transcript was printed. **Colleges must have an entry in the COL table (Colleges) to use this feature**.

To set up records in CRT for future printing, enter the appropriate college(s) in the student's CRT record and add a Print Tag of P or X. Then access the Print Students Transcripts page, select Print to Colleges and select the Use College Requests Table Checkbox.

Status tags - C = College Requested   R = Revised/Resent   S = Student Requested

Parent/Student Ability to Print

- TDF – In the appropriate transcript definition setup, check the box to allow parents/students to print.
  - *Suggestion: Place an Unofficial watermark on that definition in the Images tab.*

- Security for Parent and/or Student Portal Groups
  - Need Read Access to Transcripts
  - Checkbox for Transcript Printing

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

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		✔							

Process

1. At the end of the appropriate grading period, verify all grade changes have been entered in GRD
2. Access the Grade Reporting Dashboard – F - Transcripts – Copy Grades to Transcripts
3. Select the appropriate option for copying all classes or just quarter classes
4. Select the term and year to be used in HIS
5. Select the student grade level to update – generally ALL
6. Select the marking period to be copied
7. Option to populate School Taken with Home School
8. Overwrite if HIS records exist checkbox
9. Select the Copy Grades to Transcripts button

Copy Grades to Transcripts (HIS)

Grade Reporting Process Dashboard

⊞ 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

Copy Grades to Transcripts (HIS)

○ Move all applicable classes to Transcripts. NOTE – This is the typical option.
○ Move ONLY quarter classes to Transcripts. NOTE - Do this ONLY at mid-semester. Grades for courses tagged with a 'Q' in the Courses Table will move to Transcripts.

HIS Term: 0: Summer ▼
HIS Year: 22
Student Grade: All ▼

Select Which Mark to Move to HIS: 4: 2nd Sem ▼

Populate School Taken with Home School? ☐
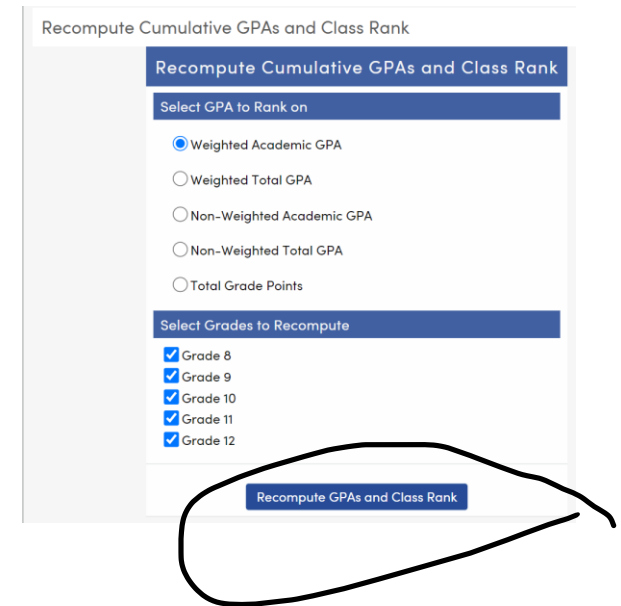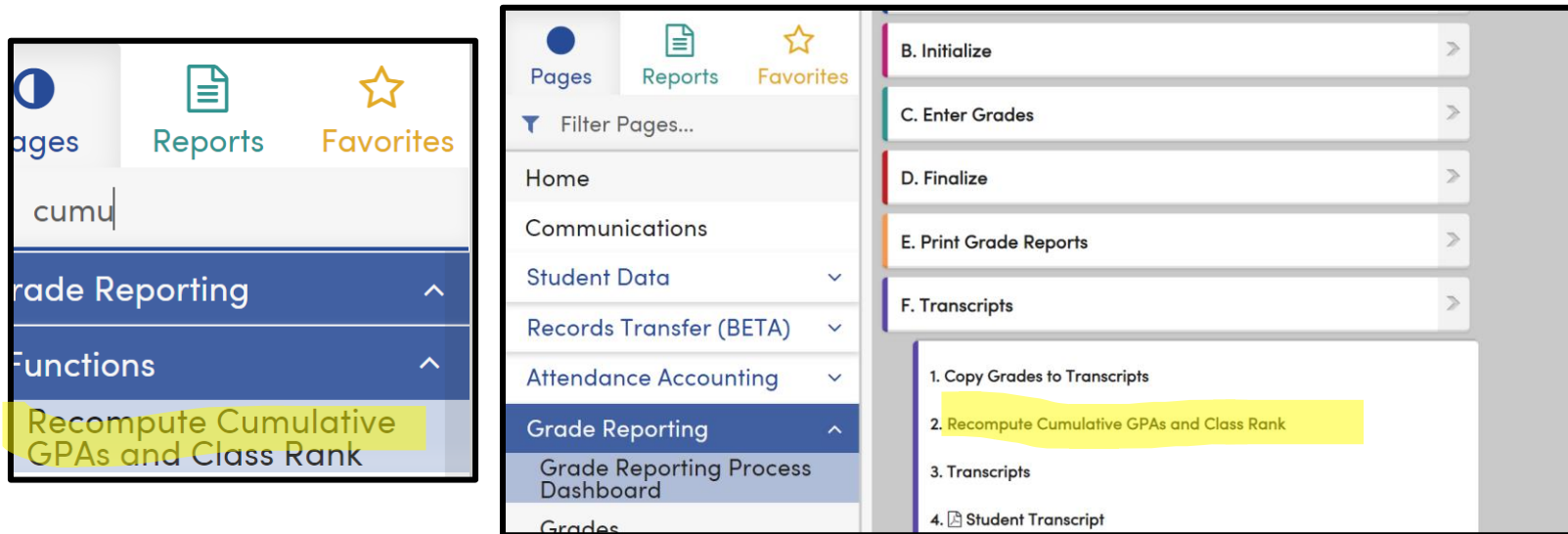
Overwrite if HIS records exist? ☑
(If unchecked, the process will skip existing records)

Copy Grades to Transcripts (HIS)

Recompute the Cumulative

After all records have been copied from GRD to HIS, cumulative GPA's, credits and Class Rank must be re-computed.

Select the function   - Select the options – Select the Recompute button

[Documentation-Recompute the Cumulative](#)

Mass Update Graduation Status

o **Designed to update students' graduation status at the end of the year for CALPADS reporting**

o **Can be a tool prior to that to track student progress on multiple requirements**

o **Will track on 4 areas**
- o *Graduation Requirements*
  - o *Will verify Algebra 1*
  - o *Can includes credits enrolled*
  - o *Can include inactive students*
- o *Community Service*
  - o *Can verify community service hours from ACT*
- o *Competency Tests*
- o *User Defined Requirement*

- o *Process*
  - o *Set up the form*
  - o *Load the students*
  - o *Preview the summary*
  - o *Preview the students*
- o *Reports*

Mass Update Graduation Status - part 2

o **End of Year reporting to CALPADS**

o   **Can be run at District or School Level**

o **Will honor Skip or Keep to update for selected students**
o **Verify selected options are appropriate**
o **Options saved at the District Level will be saved for all schools selected**
o **When running at the school level, process will only run for the school where user is logged in**
o **Make certain graduation date is populated**
o **If Community Service hours are required, select the appropriate ACT codes and make certain hours needed is populated**
o **If competency tests are required, verify definitions**
o **If User Defined Requirement is needed, select the appropriate options**
   o **Example: Career Pathways completer requirement – CPW.CM = 1**
o **Save the Setup**
o **Load Students**
o **Review Summary**
o **Review the Students and make needed individual changes**
o **Select the appropriate graduation code for each group of students**
o **Print Verification Report**
o **Update STU and ENR**

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Aeries

Thanks for joining us!

Where to Go

Transcript Documentation

Aeries Demo Data

Aeries Academy

Feedback:

THANK YOU!

Upcoming GMA Workshops – 9:00 AM

Repeat Tags – Wednesday, April 10

Transcript Definitions - Things to Print – Thursday, April 11

Career Pathway Management – Tuesday, April 16, 2024

Secondary Standards Based Grades – Wednesday, April 23

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If you need full Aeries training, send email to training@aeries.com