*Information*NOW – Transcripts

About This Guide

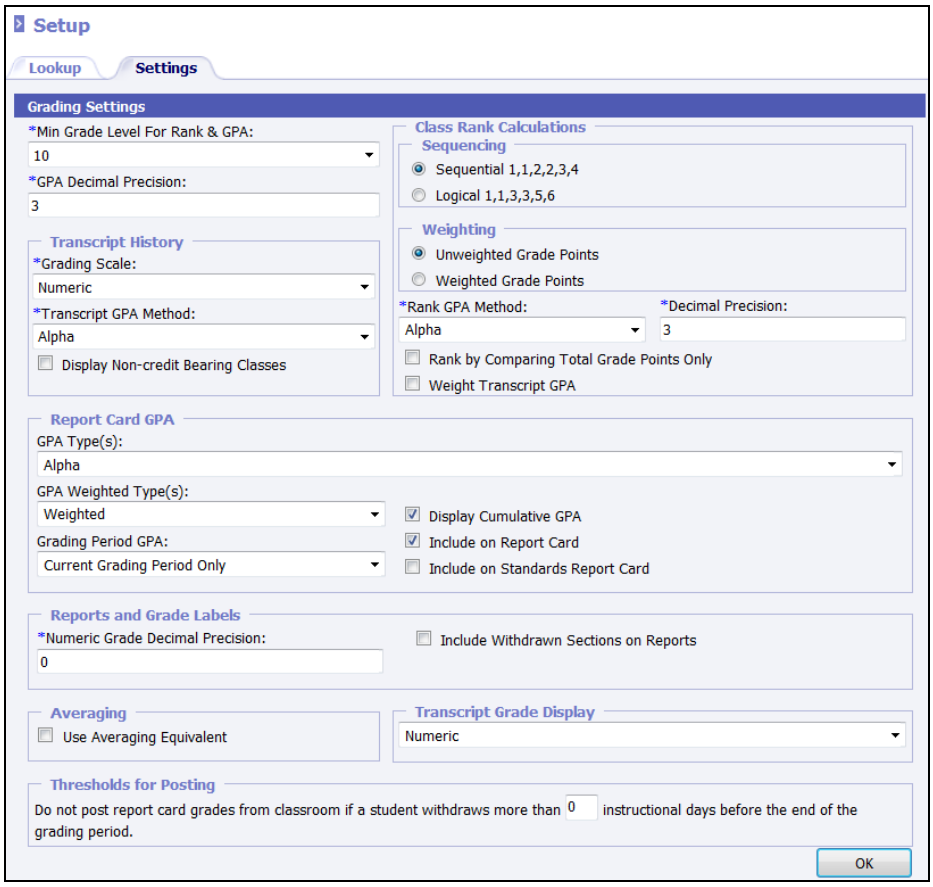
This document provides instructions on setting up and utilizing the **Transcripts** feature in *Information***NOW**.

Setup

The setup steps in this section must be completed prior to using Transcripts.

Grading Settings

To set up transcripts, go to **Grades | Setup**. Select the *Settings* tab and enter data as described below. Required fields are indicated with an asterisk (*).



- **Grade Settings**:
  - ***Min Grade Level for Rank & GPA**: Select the earliest grade level to be included in class rank and GPA calculations.
  - ***GPA Decimal Precision**: Enter the number of decimal places to be included in GPA calculation.
- **Transcript History**:
  - ***Grading Scale**: Select the type of grading scale to be printed on transcripts if included.
  - ***Transcript GPA Method**: Select the type of GPA to display on the students' printed transcript reports.
  - **Display Non-Credit Bearing Classes**: Check to include all grades on the printed student transcript report, regardless of credit issued.
- **Class Rank Calculations**:
  - **Sequencing**: Select the preference for Class Rank sequence in case of ties during the ranking process.
    - *Sequential*: If a three-way tie occurs for 3rd place in the class ranking, the students will be ranked, 1, 2 and 3, 3, 3, 4.
    - *Logical*: If a three-way tie occurs for 3rd place in the class ranking, the students will be ranked 1, 2, 3, 3, 3, 6.
  - **Weighting**: Select whether the GPA used to determine class ranking is an unweighted GPA or a weighted GPA.
  - ***Rank GPA Method**: Select the GPA Method that is being used to determine the ranks of the students.
  - ***Decimal Precision**: Enter the number of decimal places to be used when calculating class rank GPA.
  - **Rank by Comparing Total Grade Points**: Rank the students on total grade points earned and not credit attempted (GPA). For example, a student with 4 A's will receive 4 quality points for each A, for a total of 16 quality points. Another student earns 4 A's and a B, which will earn a total of 19 quality points. The second student will be ranked ahead of the first student in this example.
  - **Weight Transcript GPA**: Print the weighted GPA on the students' transcripts.
- **Report Card GPA**: Choose the appropriate settings for items to print on the report card.
  - **GPA Type**: Select to print No GPA (*None*), *Alpha*, *Numeric* or *All*.
  - **GPA Weighted Type**: Select to print *Weighted*, *Unweighted* or *Both* for GPA's on the report card.
  - **Grading Period GPA**: Select to print a GPA for the *Current Grading Period Only*, *All Grading Periods* or No grading period GPA (*None*).
  - **Display Cumulative GPA**: Check to include the student's cumulative GPA on the report card.
  - **Include On Report Card**: Check to include all of the selected items on the traditional report card.
  - **Include On Standards Report Card**: Check to include all of the selected items on the standards report card.
- **Reports And Grade Labels**:
  - **Numeric Grade Decimal Positions**: Enter the number of decimal places to print on grading reports and labels.
  - **Include Withdrawn Sections on Reports**: Check to include sections from which a student is currently withdrawn on grading reports and labels.
- **Averaging**: Check to use the averaging equivalent of a graded item when averaging grades.
- **Transcript Grade Display**: Select to view **Alpha**, **Numeric** or **Both** grades on the individual student's transcript screen.

- **Thresholds For Posting**: Enter the number of instructional days for which the student can be withdrawn from the section or from school and still receive a grade. If the date on which a student withdraws from a section (or from school) is less that the grading period end date minus the number of in-school/instructional days from the school calendar entered for the posting threshold, then the student will not have grades posted for the section for the grading period. For example, if students who withdraw five days before the ending of the grading period should still receive a posted grade from the teacher's Grade Book, enter a 5 in this field.

Click **OK** to save the changes.

GPA Method

GPA Methods are the various formulas used for calculating a student's GPA. Those formulas may include a standard-based GPA, such as a 4- or 12-point scale, or a numeric- (percentage-) based GPA.

For specific instructions regarding GPA Method, please refer to the *Information**NOW** - Grading* Quick Reference Guide.

To modify the GPA method, go to either **Grades | Setup** or to **System Preferences | Setup**. Select the *GPA Method* lookup and click **Refresh**.

Grading Scales

Grading Scales are used for multiple purposes other than assigning letter grades to students for earning specific numeric grades. The parts of the transcript controlled by the scale include credit awarded and the amount of quality points awarded.

For specific instructions regarding Grading Scales, please refer to the *Information**NOW** - Grading* Quick Reference Guide.

To modify the Grading Scales, go to either **Grades | Setup** or to **System Preferences | Setup**. Select the *Grading Scales* lookup and click **Refresh**.

For transcript setup, remember the following for each alpha mark or numeric grade range:

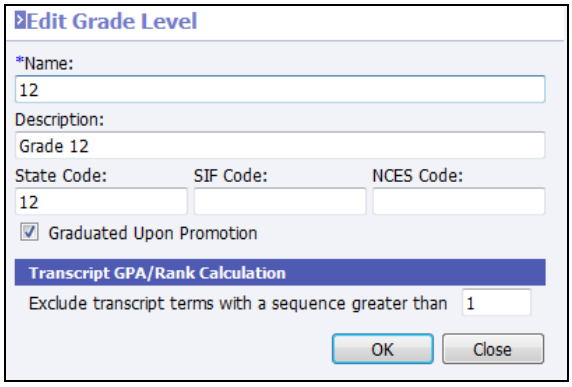
- For a graduation credit to be awarded, *Award Graduation Credit* must be checked.
- For quality points to be awarded, the *GPA Method* field must have a value.
- If a student earns zero quality points at a specific grade point, then a 0 must be entered into the *GPA Method* field.
- If the GPA method uses numeric grades, the value entered for the GPA Method will be overridden. When posting to the transcript, *Information***NOW** will use the student's numeric grade.

Grade Levels

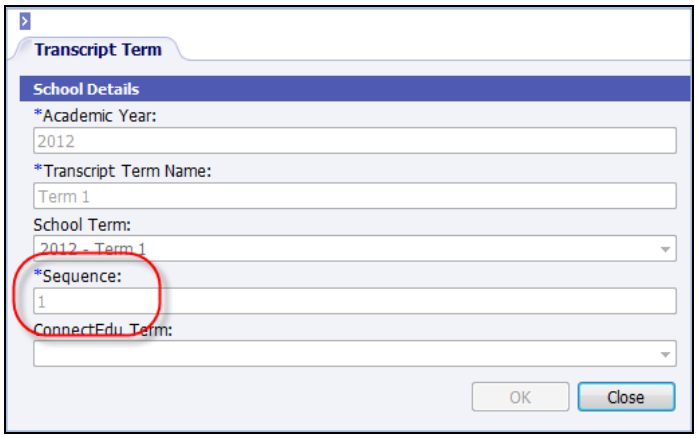
Users may exclude terms from Transcript GPA & Rank by term and by grade level. This will exclude any grade information from the class size, rank, and GPA calculations after a certain term. This setting is by grade level. For example, a school may want to "lock" GPA & Rank for all seniors on December 31st after the first term is completed for scholarship and ranking purposes for graduation.

To change the setting, go to **System Preferences | Setup**. Select **Grade Level** from the list and click **Refresh**. Click to **View** a grade level.

In the lookup bank for grade level, an option is available for each grade level. **Exclude transcript terms with a sequence greater than xx**. The field is blank by default, meaning that all transcript terms will be considered when calculating rank and GPA.



The sequence number referred to here is the sequence number on the transcript term record under **System Preferences | Setup**.



When posting and reconciling transcripts, the calculations for class size, class rank, and GPA will exclude student transcript term data that is received in a transcript term after the selected term sequence where the student transcript term grade level matches the grade level containing the setting.

Terms

Terms are used to indicate how often credit can be awarded. Terms are also used to indicate the shortest length of time a class lasts, as well as the name of the term printed on the transcripts.

For specific instructions regarding Terms, please refer to the *Information***NOW** – *Attendance* Quick Reference guide.

To modify the Terms, go to either **Scheduling | Setup** or to **System Preferences | Setup**. Select the *Terms* lookup and click **Refresh**. If the necessary term does not exist, click **Add** to insert a new term.

Note regarding *ConnectEdu Term*: If using ConnectEdu, select the corresponding credit bearing graded item.

Grading Periods

Grading Periods are the timeframes for which graded items may be collected and reported.

Note: Terms must be created before Grading Periods can be added.

To modify the Grading Periods, go to either **Grades | Setup** or to **System Preferences | Setup**. Select the **Grading Periods** lookup. Select the appropriate Term and click **Refresh**.

For details regarding grading periods, refer to the *Information**NOW** – Grading* Quick Reference Guide.

Academic Session Name

Academic Sessions are created for the various time segments during an academic year. For example, one academic session may be created for the regular school year that would run from August to May, and another academic session may be created for the summer school that runs from June to July.

For specific instructions regarding Academic Sessions, please refer to the *Information**NOW** – Creating An Academic Session* Quick Reference Guide.

> Note: The name of the academic session will print on the student transcript.

Valid Course

The *Valid Course* area is used to set a default for GPA Credits and Graduation Credit when sections are created in the Master Schedule.

For specific instructions regarding Valid Courses, please refer to the *Information**NOW** – Scheduling* Quick Reference Guide.

To modify courses, go to **Scheduling | Valid Courses**.

Master Schedule

The *Master Schedule* contains the following settings which affect GPA and credit calculations for transcripts.

- **Course Type**: The general grouping to which the section belongs.
- **Difficulty Level**: The level of difficulty of the section.
- **Grading Scale**: A scale should only be selected if the section uses a scale other than the default scale assigned to each grade level in the *School Maintenance* form, located under **School/District | School**.
- **GPA Credit**: The number of credits attempted for the course. If section does not affect GPA, leave blank.

> Note: If left blank, no grade points will be awarded even if *Include Unweighted* and *Weighted* are checked.

- **Grad Credit**: The number of credits earned for completing the coursework.
- **A. Credit**:
  - This area controls the terms for which credit is awarded. If a term is checked, credit will be attempted and/or awarded for that term.
  - Along with *GPA* and *Grad Credit*, *A.Credit* determines how much credit is actually attempted and/or earned. This might be used in cases in which a year-round class is considered 1.00 credit attempted and/or earned and .50 is awarded for each semester. *A. Credit* would be checked for 2 terms, with 1.00 credit divided by 2 terms checked = 0.50 credit for each term checked.
  - If *A. Credit* is checked AND *GPA Credit* and *Grad Credit* are left blank, the term grade will post to the transcript without affecting GPA and awarding graduation credit. Possibly used at middle school where no credits are awarded or when a student is auditing courses at the high school.
- **Weight Added**: Award additional quality points when computing weighted GPA.

> Note: If course is not weighted, leave at 0.00.

- **Weight Multiplier**: Award additional quality points by multiplying the quality points by this factor.

Note: If course is not weighted, leave at 1.00.

- **Unweighted and Weighted GPA checkboxes**: If checked, the course will be included into the GPA Method. If not checked, the course will be excluded from the GPA Method.

Note: If there is no GPA value, the inclusion checkbox does not have to unchecked. NO grade points will be awarded if there is no GPA credit awarded.

Note 2: Generally, these checkboxes should remain checked unless the user wishes to set exclusion from a specialized GPA Method (for example, *Core Classes GPA*).

Now that the transcript setup has been completed, the grades should be ready to be posted to the transcripts.

Posting Grades to Transcripts

Once the grades have been entered and validated for the students, the grades can be posted to the transcripts. This process copies the grades from the current academic session into the transcript file.

Note: If grade comments have been entered on the student's grades screen, those comments will also be posted to the student's transcript grade record.

To copy the grades from the students' grade files to the transcripts, the grades must be posted to the transcripts. To complete the task do the following:

- Go to **Grades | Setup**. Select the *Grading Periods* lookup and click **Refresh**.
- Confirm that the correct graded item has *GPA Points* and *Grad Credit* checked.
- Go to **Mgmt Console | Console**.
- Click *Post Grades to Transcript*.

Select either current term to post or repost a previous term.

Note: Once the current term has been posted, previous terms may not be reposted unless the user first unposts the current term. For example, if term 2 has been posted and changes are required for term 1, users must unpost term 2 and then unpost term 1. Make changes to term 1 grades and then repost term 1 and then repost term 2. It is always suggested to spot-check student transcripts to confirm the accuracy after posting. To unpost transcripts, go to **Mgmt Console | Console**. Select to **Unpost Grades to Transcript**.

If changes are made to grade-related items such as student grades, Master Schedule or grading scales, grades must be posted again to the student transcript.

Note: A warning will display if there are no graded items marked to post to transcript for the selected term.

If an Academic Session is closed, any changes within that Academic Session will need to be made directly on the student's transcript.

Reconcile Term GPA and Rank

Users may also update GPA/Rank without re-posting to transcripts. This provides the user the ability for manually entered transcript information to be included in transcript class size, rank and GPA calculation.

A screen will display where the user may select the **Term** to be reconciled. Only those terms that have already been posted to transcript in the academic session will display.

When the user clicks **Reconcile**, the program will recalculate GPA and RANK for the term selected based upon changes to transcript settings and manual student transcript edits.

To determine which students to include, the system considers the following:

- Which students have transcript records posted for the selected term.

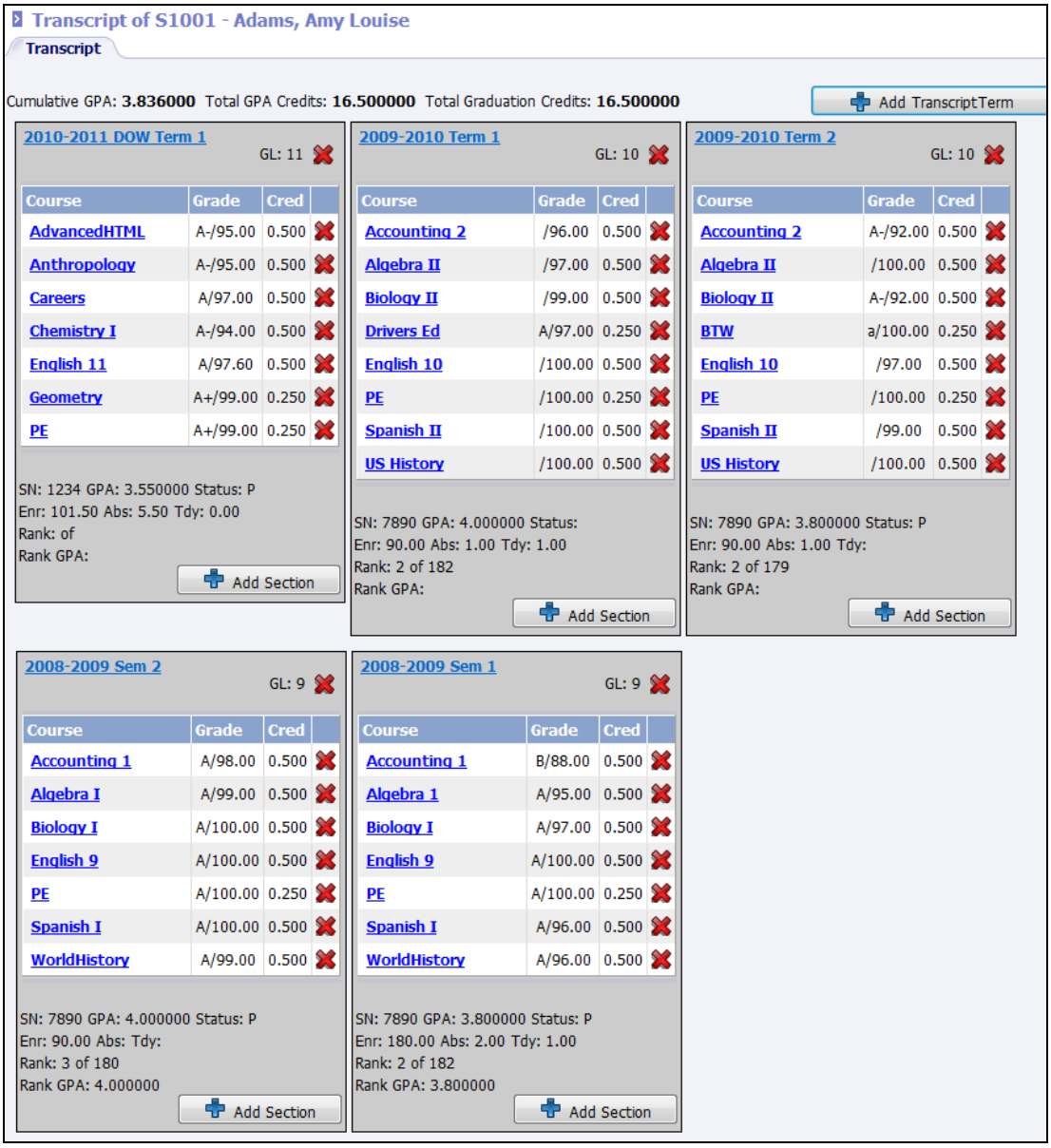
- If the student checked as **Exclude from class rank**.
- If the cumulative GPA for the student through the selected term not blank.

Viewing Student Transcripts

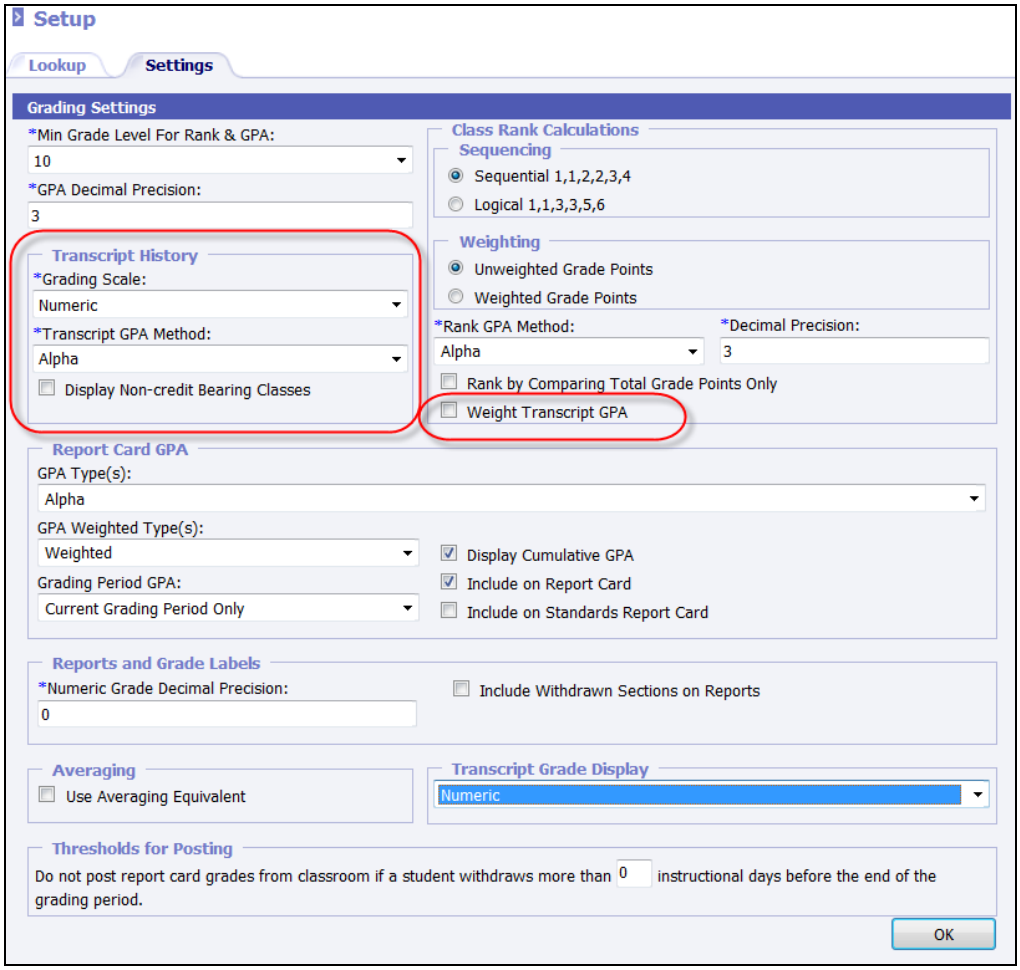
Once grades have been posted to transcripts, they may be viewed through the student's *Transcript* screen.

Go to **Students | Student Maintenance**. Search for and select the student. Click the **Transcript** option under the manage menu at left.

To access the new user interface, go to **Students | Student Maintenance**. Search for and select to **View** a student. Click the **Transcript** option under the *Manage* menu on the left. The following screen will display:

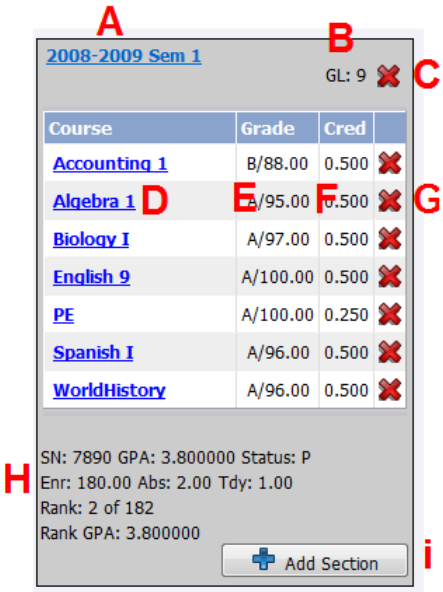


- **Cumulative GPA**: The student's cumulative Grade Point Average. The GPA displayed here is controlled by the *Transcript GPA Method* drop-list under **Grades | Setup** | *Settings* tab. If the weighted GPA is desired, check the *Weight Transcript GPA* option.



- **Total Graduation Credits**: The *Total Graduation Credits* includes the total number of graduation credits for all terms. This will only include credits that are currently posted to transcripts. Any credits that are in progress will not be included in the total.

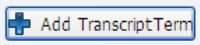
- **Terms**: Each transcript term displays in individual box. Terms are ordered by **Sequence** as defined on the Transcript Term. They will display in ascending sequence order, since the system is displaying the most recent Transcript Term appears in the top left, with each subsequent sequenced area appearing after it. The structure of each Transcript Term will display as follows:



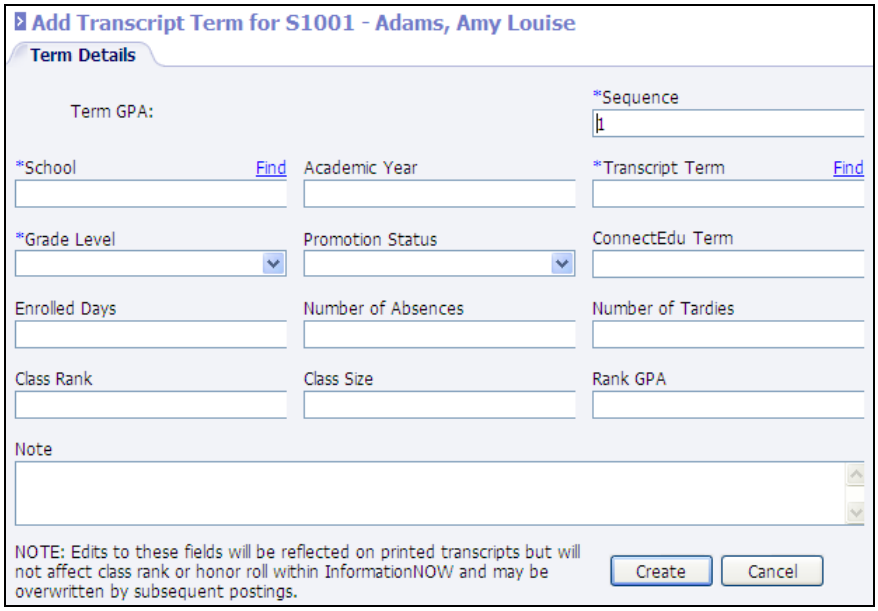
Region	Description
A	Hyperlink that displays the Academic Session name entered into the Transcript Term. Clicking on the hyperlink will display the *Transcript Term* edit screen.
B	The grade level of the student at the end of the posted term.
C	The red X in the upper right corner of the term allows the user to delete an entire term. When the user clicks the red X, he or she will be prompted with a dialog asking *Are you sure you wish to delete this term?*
D	Each section that has been added for the Transcript Term will display in this grid. The *Course* column will contain the course's full name and will be hyperlinked. Clicking the hyperlink will open the Transcript Section edit screen in a pop-up for the user.
E	The *Grade* column will contain the numeric grade for the course. In the event a numeric grade is not present, the alpha grade will display. Note: To determine if the screen should display alpha or numeric grades, go to **Grades | Setup |** *Settings* tab. In the **Transcript Grade Display** option, select to display *Numeric*, *Alpha* or *Both*.
F	The *Cred* column will display the graduation credits for the course.
G	The last column will contain a red X that will allow the user to delete a line entry from the list of courses. When a user clicks the red X, he or she will be prompted with a dialog asking *Are you sure you wish to delete this section?*
H	This text area will contain the following information: SN: The school number of the school that relates to the term GPA: The student's GPA for the term Status: The student's promotion status code for the term Enr: The number of days the student was on roll during the term. Abs: The number of days the student was absent during the term. Tdy: The number of days the student was tardy during the term. Rank ## out of ##: The student's class rank and the class size for the term. Rank GPA: The student's rank GPA for the term
i	The **Add Section** button will allow users to add additional sections to a particular Transcript Term for the student. Clicking this button will cause the *Transcript Section* add screen to display.

- **Transcript Report**: To print a transcript for this student, click **Transcript Report** under the *Reports* menu at left.
- **Transcript Landscape**: To print a landscape transcript report, click **Transcript – Landscape** under the *Reports* menu at left.

Adding a Transcript Term

To add a new transcript term, click the 

button in the upper right hand corner. Required fields are indicated with an asterisk (*).



- ***Sequence**: The sequence determines the order in which terms will display on the student's individual transcript screen. Transcript terms display on the student screen in sequence *ascending* order. When inserting a new term, the Sequence will default to 1 but may be changed to reorder the terms for the selected student.
- ***School**: Click **Find** to select the school from a list. If the school does not exist in the list, click **Add** to insert a new school.
- **Academic Year**: This field will populate when the *Transcript Term* is selected. If posted, pulls from the *Session Name* field, located on the **Acad. Sessions** tab of the *School Maintenance* screen.

> Note: If the year is listed more than once with different Academic Session names (for example, *2009* and *2008-2009*), the Academic Session name was modified between posting terms to the transcript.

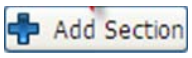
- ***Transcript Term**: The term within the Academic Session for which the courses were completed. If posted, pulls from the *Name* field of the Terms which were created under **Scheduling | Setup** or **System Preferences | Setup** and under the *Terms* lookup. Click **Find** to select the term from a list of existing available terms.
- ***Grade Level**: The student's grade level at the time the term was completed. If posted, pulls from the *Grade Level* field under the *Main* tab of the *Student Maintenance* form.
- **Promotion Status**: The student's status at the time the course was completed.
- **ConnectEdu Term**: The graded item that the term credits are based on. If posted, pulls from the *ConnectEdu* option in **Scheduling | Setup** or **System Preferences | Setup** and under the *Terms* lookup.
- **Enrolled Days**: The number of days the student was enrolled for the term. If posted, calculated based on student's enrollment record(s) and the dates within the posted term.

- **Number of Absences**: The total absences for the student during the term. If posted, pulls from the daily attendance for all dates within the posted term.
- **Number of Tardies**: The total number of tardies for the student during the term. If posted, pulls from the daily attendance for all dates within the posted term.
- **GPA**: The cumulative GPA for the Academic Session.
- **Class Rank**: The rank of the student in respects to their grade level. If posted, calculated by the system based on the settings under **Grades | Setup** | *Settings* tab.

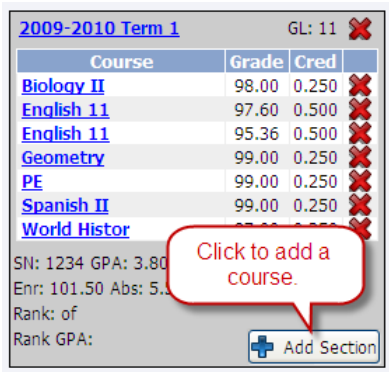
> Note: Students who are withdrawn at the time of the posting will not be included. Also, students who have *Exclude from Class Rank* check on the *School* tab of the *Student Maintenance* form will not be included.

- **Class Size**: The number of students enrolled in the student's grade level. If posted, pulls from the currently enrolled students for the grade level, school and academic session.
- **Rank GPA**: The GPA used to calculate the rank. If posted, calculated by the system based on the settings under **Grades | Setup**| *Settings* tab.
- **Note**: Enter a note that applies specifically to this transcript term.
- **Permanent Record Labels**: To print a permanent record label, click the **Permanent Record Labels** option under the reports menu at left.

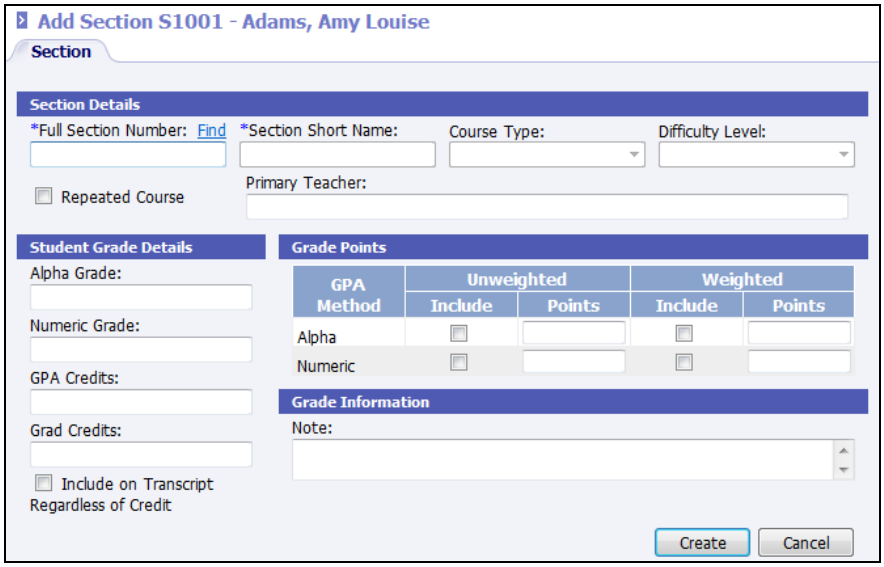
Adding a Course to the Transcript

To insert a new course section to a student's transcript, click the 

button within the correct term.



The *Section* screen contains the details regarding the individual grade record for the student in the selected course and term. Required fields are indicated with an asterisk (*).



Section Details

- **<u>*Full Section Number</u>**: The course and section number of the completed course. If manually entering the grade, either enter the section number or click *Find* to search for the course in the existing Valid Course file. If selecting a section, the teacher assigned to the section will display in the **Primary Teacher** field.

Note: When selecting to **Find** the course from the Valid Course file, the *Full Section Number*, *Section Short Name*, *Course Type*, *Difficulty Level*, *GPA Credit*, *Grad Credit* and the *Include* check boxes for *Unweighted GPA* will be populated automatically based on what is set for the selected course in the Valid Course File. All fields may be edited except for *Section Short Name*, *Course Type* or *Difficulty Level*.

WARNING! If tracking *Graduation Credits* or *Goals Sought* to monitor progress towards a specific graduation goal, users must click **Find** to select a course from the Valid Course file. Scores that are added to the student transcript by hand-typing the course and not using the **Find** button will not be considered when determining if a student has met a specific goal.

- **<u>*Section Short Name</u>**: The name of the completed course. If posted, pulls from the *Master Schedule Section* screen under **Scheduling | Master Schedule**. If the *Find* option was used to search for the course, this field will be disabled.
- **<u>Course Type</u>**: The category of the course (ex.: *Math*, *English*, *Science*). This field is used for Graduation Requirements. If posted, pulls from the *Master Schedule* section screen under **Scheduling | Master Schedule**. If the *Find* option was used to search for the course, this field will be disabled.
- **<u>Difficulty Level</u>**: The level of difficulty of the course. This field is used for Graduation Requirements. If posted, pulls from the *Master Schedule* section screen under **Scheduling | Master Schedule**. If the *Find* option was used to search for the course, this field will be disabled.
- **<u>Repeated Course</u>**: Check box that denotes a course that is repeated by student.
- **<u>Primary Teacher</u>**: Automatically populated if the user clicks **Find** to select a course from the existing master schedule.

Student Grade Details

- **<u>Alpha Grade</u>**: The alphabetic grade the student earned.
- **<u>Numeric Grade</u>**: The numeric grade the student earned.

Note: If selecting to **Find** a course from the Valid Course File, when the numeric grade is entered, the program will populate the Alpha Grade and the Points for the Unweighted GPA's based on the course and assigned grading scale. Users may edit the letter grade if necessary for the grade record. If the letter grade change affects the points earned, the Points for the GPA Methods may need to be edited manually.

- **GPA Credits**: The number of credits attempted. This field must either be blank or show a value of 0.01 or greater. It cannot contain the value of 0.00. If blank, the grade will not have an effect on the GPA. If posted, pulls from the *Master Schedule*.
- **Grad Credits**: The number of credits the student earned for completing the course work. If posted, pulls from the *Master Schedule* (if the student's grade is checked for *Graduation Credit* within the Grading Scale).
- **Include on Transcript Regardless of Credit**: Check here if this course is to be included on the printed transcript if no credit is earned. If *Display Non-Credit Bearing Grades* under **Grades | Setup** and on the *Settings* tab is not checked, this option overrides that setting.

Grade Points

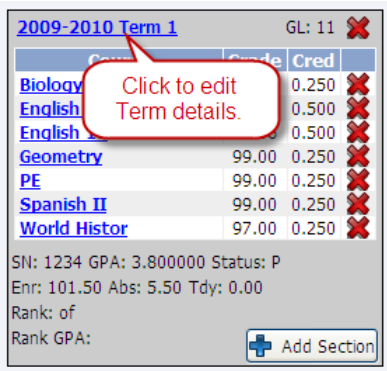
- **Unweighted Include**: Check this box if the section is considered part of the GPA Method. If posted, pulls from the *Master Schedule*.
- **Unweighted Points**: The number of quality points the student earned. If posted, calculated by comparing students' grade to grading scale. If *Use Numeric Grade* is checked in the *GPA Method* form, the students' actual numeric grade will be used.
- **Weighted Include**: Check this box if the section is considered part of the GPA Method. If posted, pulls from the *Master Schedule*.
- **Weighted Points**: The number of weighted quality points the student earned. If posted, calculated by comparing student's grade to the grading scale and adding weight based on the weight multiplier; and/or added in the Master Schedule form. If *Use Numeric Grade* is checked in the *GPA Method* form, the student's actual numeric grade plus weight multiplier and/or weight added will be entered.
  - If a course is not weighted, the GPA points are usually the same in the *Unweighted Points* and *Weighted Points* fields.
  - If a course is weighted, the GPA points in the *Unweighted Points* field will be equal to an unweighted course and the *Weighted Points* will be unweighted points plus additional points.

Note: Generally, courses are included in both weighted and unweighted GPA methods. There may be customized GPA Methods that allow a section to be included in the weighted GPA, but not in the unweighted GPA.

- **Note**: Enter a note that may be included on the printed transcript.

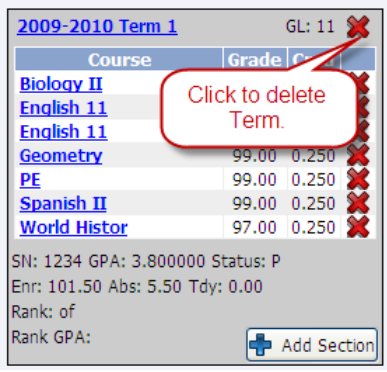
Editing a Term

To edit a transcript term, click the Term which appears as a blue link at the top of the term box.



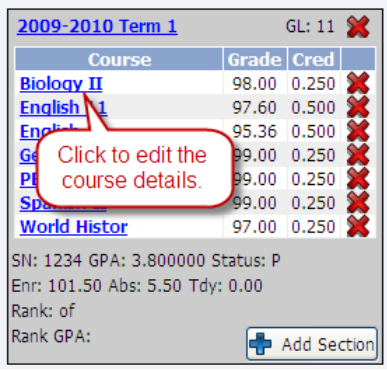
Deleting a Term

To delete a term, click the red **X** that appears in the upper right hand corner of the term box. When the user clicks the red **X**, he or she will be prompted with a dialog asking *Are you sure you wish to delete this term?*



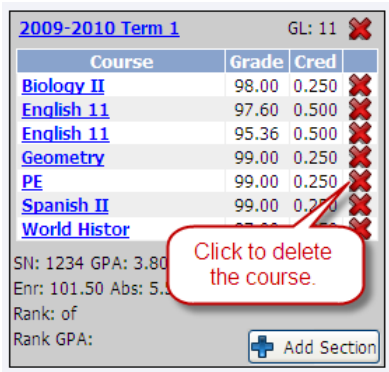
Editing a Course

To edit a course, click the name of the course that appears as a blue link.



Deleting a Course

To delete a course from the term, click the red **X** next to the course. When a user clicks the red **X**, he or she will be prompted with a dialog asking *Are you sure you wish to delete this section?*

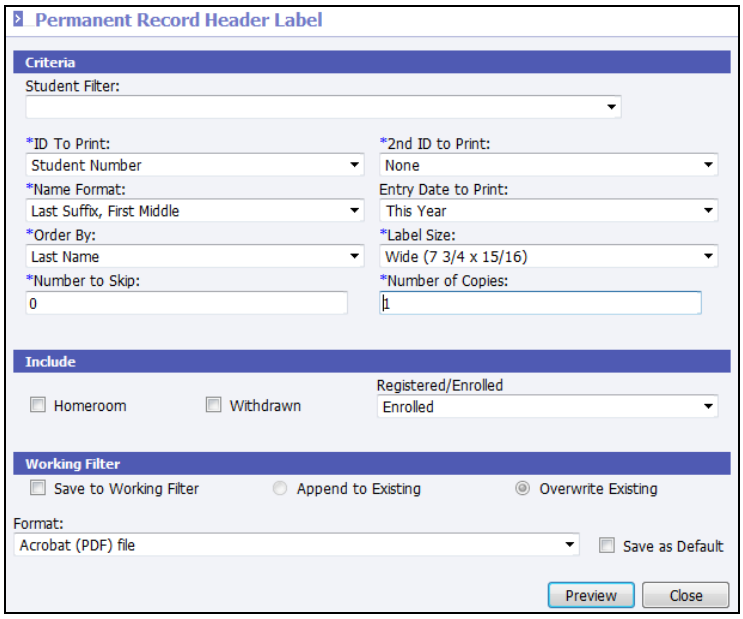


Transcript Reports

Permanent Record Header Labels

This report allows users to print a label to affix to the student's permanent record folder.

The report is available from the **Students | Reports** menu and the **Reports | All Reports** menu.



Select from the following options. Required fields are indicated with an asterisk (*).

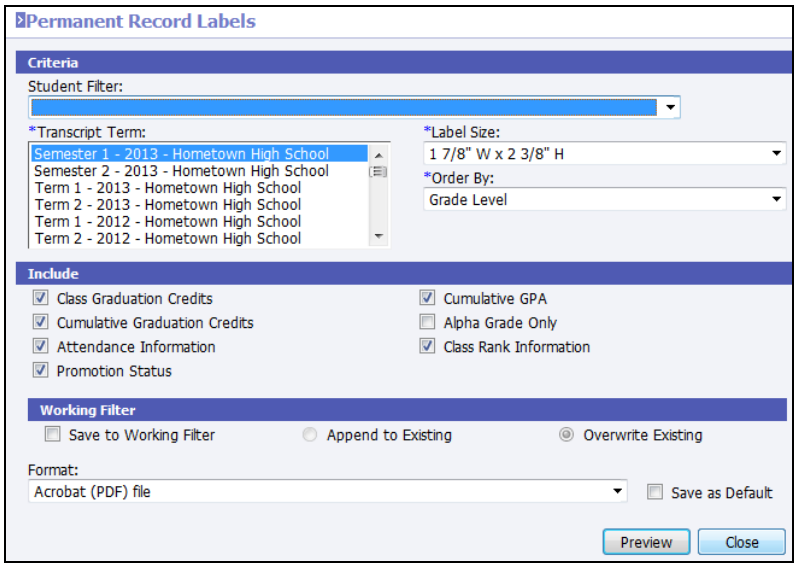
- **Filter**: Select the filter of students for which to print.
- ***ID To Print**: Select to include the *Student Number*, *Social Security Number*, *Alt. Student Number*, *State ID Number*, or *None*.
- ***2nd ID to Print**: To print an additional ID on the label, select it from the available list.
- ***Name Format**: Select to print *Last Suffix*, *First Middle* or *First Middle Last Suffix*.

- **Entry Date To Print**: Select whether to print the student's entry date for the current academic session (this year) or the original entry date from the student's *Main* tab.
- ***Order By**: Select to order the labels by *Last Name*, *Student Number*, *Grade*, *Homeroom* or *Zip Code*.
- ***Label Size**: Select to print on *Wide* (7 ¾ x 15/16) labels or *Box* (3 ½ x 2 ½) labels.
- ***Number To Skip**: If printing to a sheet of labels and part of the sheet has already been used, indicate the number of the label to which to start printing.
- ***Number of Copies**: Enter the number of copies to print for each student.
- **Include**:
  - **Homeroom**: Check to include the student's current homeroom on the label.
  - **Withdrawn**: Check to print for currently withdrawn students
  - **Registered/Enrolled**: Select to print for *Enrolled*, *Registered* or both *Enrolled/Registered* students.

Permanent Record Labels

Permanent Record Labels may be printed if transcript cards are used. The labels may be generated from either:

- **Individual Student**: Go to **Students | Student Maintenance**. Search for and select to view the student. Click **Transcripts** under the *Manage* menu at left. Select the *School*, *Grade Level* and *Term*. Click **Permanent Record Labels** under the *Reports* menu at left; or,
- **Group of Students**: Go to **Reports | Permanent Record Labels**.



- **Student Filter**: Optional, select the filter of students to print. If no filter is selected, all students will be included.
- **Transcript Term**: Select the term(s) to print on the labels. The number of terms that may print on one label will vary by label size. If the user selects more terms than the selected label size can fit, an error message will display asking the user to change either the label size or the number of selected transcript terms.
- **Label Size**: Select the label size required to print. The label size selected will determine the number of available terms to print on one label.

Note: Please contact the STI Forms department to purchase labels.

- **Order by**: If printing for multiple students, select the order in which the students are to be printed. The options are *Grade Level*, *Homeroom* or *Student Display Name*.

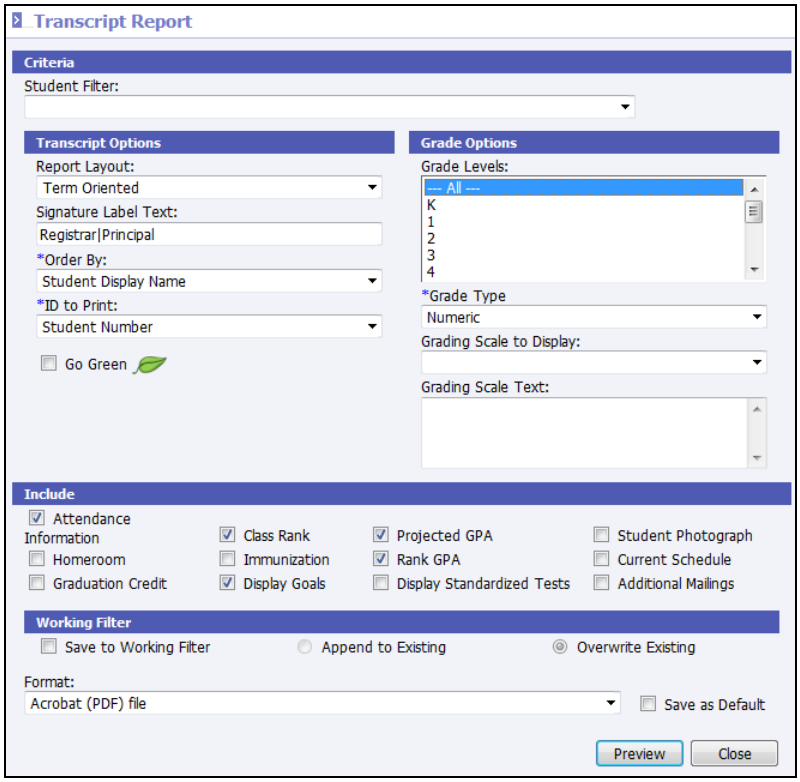
- **Class Graduation Credits**: Print the graduation credits earned for the term.
- **Cumulative Graduation Credits**: Print the total graduation credits the students have earned.
- **Attendance Information**: Print the number of membership days, absences and tardies.
- **Promotion Status**: Select to include the student's current promotion status from the selected term on the label. Options include:
  - *D = Demoted*
  - *E = Enrolled*
  - *G = Graduated*
  - *M = Promoted Mid-Year*
  - *P = Promoted*
  - *R = Retained*
  - *W = Withdrawn*
- **Cumulative GPA**: Print the overall GPA for the students.
- **Alpha Grade Only**: By default, this option is selected. If not checked, the numeric grade only will be printed.
- **Class Rank Information**: Print the students' ranks and rank GPA's.

Transcript Report

The transcript report may be generated from either:

- **Individual Student**: Go to **Students | Student Maintenance**. Search for and select to view the student. Click **Transcripts** under the *Manage* menu at left and click **Transcript Report** under the *Reports* menu at left; or,
- **Group of Students**: Go to **Reports | Transcript Report**.

Required fields are indicated with an asterisk (*).



- **Student Filter**: (Optional) Select the filter of students to print. If no filter is selected, all students will be included.

  Note: It is not necessary to select a filter when printing a transcript from the student's *Transcript* screen.

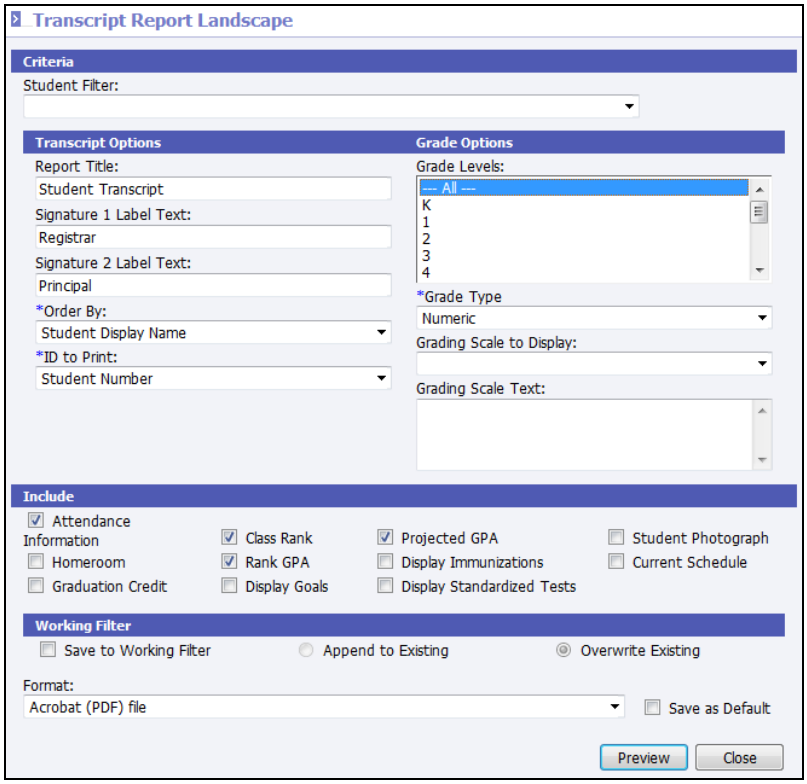
- **Report Layout**: Select the layout of Term Oriented, Year Oriented or Grouped By Course Type.
- **Signature Label Text**: Defaults to Registrar. If the person approving the transcript is in a different position, the position may be entered here. This label will print next to the signature line.
- ***Order By**: If printing transcripts for multiple students, transcripts may be printed in order by Student Display Name, Grade Level or Homeroom.
- **ID To Print**: Select the student ID to print on the report (None/blank, Student Number, Alt Student Number, Social Security Number or State ID Number.
- **Go Green**: Select this option to not print a hard copy of the transcript report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the home portal.
- **Grade Levels**: Select the grade levels of the students to be included in the transcript. For example, to print a transcript of student's grades from 8th through 12th grade, select 8, 9, 10, 11 and 12.
- ***Grade Type**: Select the grade type to print (Numeric, Alpha or Both).
- **Grading Scale to Display**: Select a scale to display on the transcript.
- **Grading Scale Text**: Users may either select a grading scale from the existing list or enter grading scale detail in the Grading Scale Text box. If selecting a grading scale from the existing list, users may edit that grading scale in the Grading Scale Text box below.

  Note: The *Grading Scale Text* box is unique to the user's machine. If entered, a cookie is stored on the machine so changes will be saved for the next printing.

- **Attendance Information**: Include the students' attendance for each term.
- **Homeroom**: Print the students' homerooms.
- **Graduation Credit**: Print the students' cumulative credits.
- **Class Rank**: Print the students' Class Ranks.
- **Immunization**: Check to include all student immunizations, not just those marked for compliance.
- **Display Goals**: Print any selected goals the students may have in *Goals Sought* on the student *Maintenance* form under the *Manage* menu.
- **Projected GPA**: Check this option to include any unearned quality points in the GPA calculation.
- **Rank GPA**: Print the students' GPA's used for ranking.
- **Display Standardized Tests**: Include the students' standardized tests that are entered in the *Standardized Tests* option on the student *Maintenance* form under the *Manage* menu.
- **Student Photograph**: Include student photographs (if the photos have been properly set up in *Information***NOW**).
- **Current Student Schedule**: Includes the students' current schedule.
- **Additional Mailings**: Check to print an extra copy of the report for student contacts who have been marked as *Receives Mailings.*

Transcript Report Landscape

To generate the Transcript Report Landscape, go to **Reports | Transcript Report Landscape**.



- **Student Filter**: (Optional) Select the filter of students to print. If no filter is selected, all students will be included.
- **Report Title**: Enter the text to be printed below the District Name (Default is *Student Transcript*).
- **Signature Label 1 Text**: Enter the text to be printed for the first signature line.
- **Signature Label 2 Text**: Enter the text to be printed for the second signature line.
- **Order By**: Select to order by *Student Display Name*, *Grade Level* (then display name) or *Homeroom*.
- **ID to Print**: Select to print *Student Number*, *Alternate Student Number*, *Social Security Number* or *State ID Number*.
- **Grade Levels**: Select the grade levels to be printed on the report. For example, to print a transcript for grades assigned to a student from 8th grade through 12th grade, select 8 to 12. This does not indicate the students to print on the report. It determines the range of grades to be included on the report
- **Grade Type**: Select which type of grade to print on the report – *Alpha*, *Numeric* or *Both*.
- **Grading Scale To Display**: Users may either select a grading scale from the existing list or enter grading scale detail in the *Grading Scale Text* box. If selecting a grading scale from the existing list, users may edit that grading scale in the *Grading Scale Text* box below.

> Note: The *Grading Scale Text* box is unique to the user's machine. If entered, a cookie is stored on the machine so changes will be saved for the next printing.

- **Attendance Information**: Check to include attendance detail in the bottom right corner of the report.
- **Homeroom**: Check to display the name and teacher of the student's homeroom.

- **Graduation Credit**: Check to print course listing with credits required/received in the top right corner of the report.
- **Class Rank**: Check to include class rank and size.
- **Rank GPA**: Check to include the GPA that was used to calculate the student's class ranking.
- **Display Goals**: Check to print student goals.
- **Projected GPA**: Check to print student's projected GPA based on current grades.
- **Display Immunizations**: Check to include all student immunizations, not just those checked for compliance.
- **Display Standardized Tests**: Check to display a summary of the student's standardized test(s).
- **Student Photograph**: Check to include picture if on file.
- **Current Schedule**: Select to include the student's current schedule on the transcript.