admin, admin essential, transcripts, student records, transcript settings, transcript modifiers, gpa types, gpa scales

Transcript Settings

> There have been changes to the Transcript Settings that will give each school the ability to set up transcripts to match the school's needs. Transcript settings affect everything from credit requirements, grade weights, course modifiers, and GPA Types.
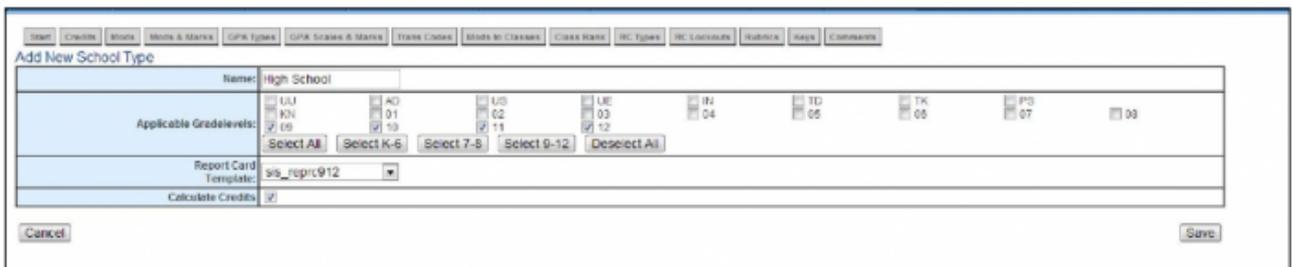
Step #1 - Basic Setup

To set transcript information go to **Administration»Settings»Transcripts/Report Cards**
Set Transcript Credit Requirements

1. Click 'Add a new school type.'

2. Name your school type, choose the grade levels, report card template, and select if you want to calculate credits for this type. SAVE.
   This will automatically create a "General Education" graduation type under your new school type.
   If you need to create a new graduation type, click the Add a new graduation type link.
   Type in the name of the new graduation type (ex: College Prep Education). Don't forget to set the rollover category.
3. Click Add a new course category for this graduation type. Enter a category name and click SAVE.

4. Continue to add course categories as needed by clicking on 'Add a new course category' and saving until you have all categories entered. If you make a mistake, click on the category, such as English, and edit or delete the course category.

5. Credit Rollovers
    1. Most schools make Electives their rollover category so any extra credits taken in any other course category will be "rolled over" to electives. Do this by clicking on the Electives category and then selecting the "Make this the rollover category for all graduation types" button.
    The rollover category will be highlighted in green.

	Hide ？	Report Sequence ？	General Ed 2013-2014	General Education	General Education 2011/12
Hide ？			☐	☑	☐
English	☐	1		40	40
Mathematics	☐	2		10	20
Algebra 1	☐	3		10	10
US History	☐	5		10	10
Government	☐	6		5	5
Economics	☐	7		5	5
Science	☐	8		10	10
Life Science	☐	9		10	10
Foreign Language	☐	10		20	20
Visual/Perf Arts	☐	11		10	10
Technology	☐	12			10
Phys Ed.	☐	13		20	20
Health	☐	14		5	5
Driver Education	☐	15		5	5
Electives	☐	16		60	50
Community Service	☐			5	5
Social Studies	☐			10	10
Back Credit Totals:			0	235	245

    2. You may have multiple rollover categories.
    For example, we have a Higher Math category and a Lower Math category. Sometimes students only take Higher Math and their credits first rollover to the Lower Math category before rolling over to general/electives. Credits would continue to roll to electives if the secondary category is full.
    Use the drop-down in the "Rollover to" field to choose where you want the extra credits in a category to roll.

Editing Course Category

School Type: High School ▾
Category: Higher Math
Rollover To: Mathematics ▾ Extra credits will rollover to this category instead of the default.
Rollover Stopped: ☐ If checked, extra credits in this category do not rollover.

Make this the default rollover category for all graduation types

6. Enter the credits required for each course type and click SET.

- You can edit or delete the course categories and add new graduation types if needed. Click on the name of the course category if you need to edit or delete it. All deletes in SP SIS require typing CONFIRM in all caps and clicking on the Delete button.
- To edit the credits needed in a category, just change the number of credits in the boxes and click SET.

Set Printed Transcript Options
Determine what optional information will be included in students' printed transcripts.

Step #2 - MODS Tab

Define Transcript Modifiers

Choose what modifiers you want to use on your transcripts. The basic list is given and this may be all you need. If you would like to add modifiers to the list, click on CHANGE MODIFIER LIST. Then click on ADD.

Example: students might have courses that will not be taken for credit. Click Add and enter "nc" and "course not taken for credit" in the fields. Change the Modifier Set to read "Create New Set Called" and then enter your own name in the blank field. Save. You can also to choose the 'Skip GPA" calculation and "Skip Credits" calculation for any course set with this modifier. Save.

Click Cancel/Done to return to the main page.

Now choose where you want to allow this modifier. USE is for the SIS. Choosing RW/PLS allows teachers to use it as a modifier in ReportWriter and/or PLS.

Click Use Selected.

Step #3 - Mods and Marks Tab

Access this page by clicking on the Mods & Marks tab at the top of the page.

Above, is a list of all the class marks that are acceptable for transcripts, and a list of all the modifier sets. You may want to set things so that certain marks cannot be used with certain modifier sets.

For example, you might decide that pass/fail classes can only be given a mark of "p" (for pass) and various forms of fail. This is where you can make that determination.

The heading "No Modifiers Selected" refers to whether or not you wish to allow a mark to be used without any modifier at all. For example, a mark of "P" (pass) may not be used unless the PassFail modifier (pf) has been selected.

Check the marks that are OK with each class modifier set, then press "Save Allowed Marks" to set.

Step #4 - GPA Types Tab

Access this page by clicking on the GPA Types tab at the top of the page.

Here you see the types of GPAs that are being calculated and available. You can create new GPA type definitions for your transcripts here. Settings are preset to calculate correctly. Please contact your account rep for help before changing as changes will affect ALL calculations for the specific GPA.

Class Rank column - is this GPA Type used to calculate class rank? If you change this, it will affect all class ranks for all currently enrolled students.

Report Cards column - is this GPA Type used to calculate the GPA posted on the report cards? The transcript can show any number of GPA types while the report card only shows the one chosen here. While this is usually the same as class rank, it may not always be.

Default Scale - Scale may be changed based on the modifier(s) used on a student's transcript. But if no modifiers are used, what grading scale do you want to be applied? Whatever is chosen on this page becomes the "default" for the details of the GPA. Click on "More Details" to see how each modifier is set. If Unweighted is chosen, any item on the "more details" page that is set to default is really set to "unweighted." This was created to save clicks for the user. In the example below, all GPAs are set to "unweighted." If you click on More Details for any of the GPA types, any modifier set to "default" will be automatically set to "Unweighted."

1. Set the GPA types for your school (if you need to add more click on Add New Type).
2. Choose if you want a class rank to be calculated using this GPA. You must choose one and then click Save Class Rank/Default Scales. If you want another GPA type calculated for Class Rank, choose a new one and then click Save Class Rank/Default Scales again.
3. Choose if you want the GPA to be calculated on an un-weighted or weighted scale. Unless you want all grades types to have a boost (5.0 scales instead of 4.0), leave this as "Unweighted."
4. Click on "More Details" and choose what grade levels this particular GPA type will reflect and then choose what modifiers you want for that GPA type. The "Default" sets the grading scale to whatever you did in step 3 (usually unweighted). Notice, for example, that the Pass/Fail grade type is not added into the GPA calculation and the honors and AP are given an extra point. Click SAVE when you have completed this page.

The warning sign icon shown in the view below tells you that not all grade levels are set when calculating the GPA.

Step #5 - Define Transcript GPA Scales

What marks do you want to allow for classes, and how much value should they have?

Enter in values you'd like to have for the GPA scales used for computing GPAs in transcripts for the various Marks. If you don't wish to use a particular Mark in your transcripts, leave the entry box blank.

You may add your own marks if you aren't satisfied with what you see here. To delete a mark, you must type "CONFIRM" in all caps to confirm its removal.

The check boxes set what marks you allow teachers to use on the different report cards set in the system.

		Admin	Reports	Academy	Teachers	Portal	Help	

| Start | Credits | Mods | Mods & Marks | GPA Types | GPA Scales & Marks | Trans Codes | Mods to Classes | Class Rank |

Transcript Class Mark Values

Select	Class Mark	GPA Scale: _Unweighted_	GPA Scale: _Weighted_	Skip GPA	Skip Credits	sis_reprc912 ☐	sis_reprcHSProgress ☐	sis_reprck8 ☐	sis_reprcmiddle ☐
○	a	4	5	☐	☐	☑	☐	☑	☑
○	a-	4	5	☐	☐	☑	☐	☑	☑
○	a+	4	5	☐	☐	☑	☐	☑	☑
○	b	3	4	☐	☐	☑	☐	☑	☑
○	b-	3	4	☐	☐	☑	☐	☑	☑
○	b+	3	4	☐	☐	☑	☐	☑	☑
○	c	2	3	☐	☐	☑	☐	☑	☑
○	c-	2	3	☐	☐	☑	☐	☑	☑

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