

[admin](#), [admin essential](#), [transcripts](#), [student records](#)

## 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. 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	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	1		40	40
Mathematics	<input type="checkbox"/>	2		10	20
Algebra 1	<input type="checkbox"/>	3		10	10
US History	<input type="checkbox"/>	5		10	10
Government	<input type="checkbox"/>	6		5	5
Economics	<input type="checkbox"/>	7		5	5
Science	<input type="checkbox"/>	8		10	10
Life Science	<input type="checkbox"/>	9		10	10
Foreign Language	<input type="checkbox"/>	10		20	20
Visual/Perf Arts	<input type="checkbox"/>	11		10	10
Technology	<input type="checkbox"/>	12			10
Phys Ed.	<input type="checkbox"/>	13		20	20
Health	<input type="checkbox"/>	14		5	5
Driver Education	<input type="checkbox"/>	15		5	5
Electives	<input type="checkbox"/>	16		60	50
Community Service	<input type="checkbox"/>			5	5
Social Studies	<input type="checkbox"/>			10	10
Back	Credit Totals:		0	235	245

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.

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Set Print Options for Transcripts

Determine what optional information will be included in student printed transcripts by choosing from below and clicking Save when done.

Select the Transcript Template to use:

Default

Select which GPA types to print on transcripts:

☒ Academic GPA

☒ Cal Grant 10/15 GPA

☒ Total GPA

☒ Weighted GPA

Print Class Rank (if available):

☒ Yes

☐ No

Select which test scores to print on the transcript:

☐ 2nd Grade Benchmarks - Math

☐ AP

☐ CAPA

☐ CELDT

☐ CHSPE

☐ CST

☐ PCAT

☐ PFT

☐ REN4000/ACE STAR

☐ Scantron

☐ Woodcock Johnson III

☐ ACT

☐ Bridgepoint

☐ CAFFT

☐ CHSPE

☐ CMT

☐ Custom Test

☐ CED

☐ PSAT

☐ SAT

☐ SAT Subject Test

☐ STS

☐ Additional Requirements

☒ CHSPE

☐ CAT-6

☐ CMA

☐ Custom Test

☐ NWRA

☐ Reading

☐ SAT Subject Test

☐ WAB

If test score is printed, include date of test?

☒ Yes

☐ No

Print Course Codes?

☐ Yes

☒ No

Include Immunization Information?

☐ Yes

☒ No

Rows to print per column?

(Leave blank for default of 40)

40

Accreditation line (optional):

Milestones Academy is fully accredited by the Western Association of Schools and Colleges.

Caption for signature line for official transcripts:

This transcript is UNOFFICIAL unless signed by a school official.

School information header for transcripts (defaults to local school information):

Milestones Academy  
123 Any Street

☒ Require seal for official transcripts

Cancel

Save

## Step #2 - MODS Tab

### Define Transcript Modifiers

Choose what modifiers you want to be be 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.

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Change Modifiers List

Set Name	Modifier	Description	Skip GPA	Skip Credits	Delete	Edit
Cal Grant	x	Cal Grant: Exclude from GPA	-	-	Already in use. See list	Edit
CAJC	ag	A-G Course Requirements	-	-	Already in use. See list	Edit
Class Type	*	Non-Academic Class	-	-	<input type="checkbox"/>	Edit
Class Type	ap	Advanced Placement (AP)	-	-	Already in use. See list	Edit
Class Type	cp	College Prep	-	-	<input type="checkbox"/>	Edit
Class Type	h	Honors Course (GPA Weighted)	-	-	<input type="checkbox"/>	Edit
No Credit	nc	No credit given for class	-	-	<input type="checkbox"/>	Edit
OtherCA	ib	International Baccalaureate	-	-	<input type="checkbox"/>	Edit
OtherCA	o	Other	-	-	Already in use. See list	Edit
OtherCA	v	Vocational Education	-	-	<input type="checkbox"/>	Edit
Pass/Fail	pf	Pass/Fail Course	YES	-	Already in use. See list	Edit
Repeat	r	Repeated Later	YES	YES	Already in use. See list	Edit

Cancel/Done

Delete Chosen

Add

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Change Modifiers List → Add/Edit

Modifier Title (abbr):

nc

Description:

course not taken for credit

Modifier Set:

\*\* Create New Set Called: 

No Credit

Skip GPA:

☒

Skip Credits:

☒

Cancel

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.

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### Defining Transcript Modifiers

Set Name	Modifier	Description	Skip GPA	Skip Credits	Use	RW/PLS
Cal Grant	c	Cal Grant, Exclude from GPA			<input checked="" type="checkbox"/>	<input type="checkbox"/>
CALC	ag	A-G Course Requirements			<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	a	Non-Academic Class			<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	ap	Advanced Placement (AP)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
ClassType	cp	College Prep			<input type="checkbox"/>	<input type="checkbox"/>
ClassType	h	Honors Course (GPA Weighted)			<input type="checkbox"/>	<input type="checkbox"/>
No Credit	nc	No credit given for class			<input type="checkbox"/>	<input type="checkbox"/>
OtherCA	b	International Baccalaureate			<input type="checkbox"/>	<input type="checkbox"/>
OtherCA	d	Other			<input type="checkbox"/>	<input type="checkbox"/>
OtherCA	v	Vocational Education			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pass/Fail	pf	Pass/Fail Course	X		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repeat	r	Repeated Later	X	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Cancel/Exit](#)
[Use Selected](#)
[Use All](#)
[Change Modifier List](#)

Which modifiers do you wish to use?

"Transcript Modifiers" change the way that courses are used to calculate GPAs for display on transcripts. For example, many schools have an "Academic GPA" which specifically includes classes marked with a "Non-Academic Class" modifier.

Modifiers are broken up into groups called their "Set". Only one modifier in a set can be selected. For example, it's impossible to have a class that is both "Advanced Placement" and "Non-Academic" at the same time. To reflect this, they are in the same set by default. "ClassType". To make this easy to see, each Set is given a different background color in the table above.

If you don't wish to use ALL the codes shown here (including the defaults) then select the ones you'd like to use, and click the "Use Selected" button. If you do wish to use ALL of the codes shown here, just check the "Use All" button.

Among any modifiers that you choose to use, you may also choose "RW" which allows IS teachers in ReportWriter to set these modifiers in ReportCards.

Making a modifier as "not used" will not cause any uses of that modifier in existing transcripts to be deleted. If you'd like to see which students are using a specific modifier, click "Change Modifier List" at the bottom right.

### Step #3 - Mods and Marks Tab

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

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### Transcripts and Course Categories

- Set Transcript Credit Requirements
- Set Printed Transcript Options
- Define Transcript Modifiers
- Define Transcript GPA Scales
- Set CSIS Transcript Codes
- Set Requirements for Automated Academic Plan (AAP)

### Report Card Settings

- Set Class Modifiers
- Report Card Settings
- Define Comments (optional)
- Define Rubrics (optional)
- Report Card Lockouts

### Assignment Marks Settings

- Set Assignment-level Marks and Grading Methods (optional)

### Corrective Actions

- Enrollment / Gradtype Anomaly Report

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." 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.*

Transcript GPA Types

Add New Type

\* The default scale will be applied to courses not linked to a modifier

GPA Type	Class Rank	Report Cards	When no modifiers are given, use scale:	Details
Academic GPA	<input type="radio"/>	<input type="radio"/>	Unweighted ▾	More Details
Cal Grant 10/11 GPA	<input type="radio"/>	<input type="radio"/>	Unweighted ▾	More Details
Total GPA	<input type="radio"/>	<input type="radio"/>	Unweighted ▾	More Details
Weighted GPA	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Unweighted ▾	More Details

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Edit Settings for GPA Type

GPA Type: Total GPA

Grade Levels: ☒ 12 ☒ 11 ☒ 10 ☒ 9 ☒ 8 ☒ 7 ☒ 6 ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ K1 ☐ P2 ☐ TK ☐ TD ☐ B1 ☐ UE ☐ US ☐ AD ☐ UU

When computing this GPA Type, what Modifiers should use which GPA Scales?

Modifier	Description	Grading Scale
*	Non-Academic Class	Default ▾
h	Honors Course (GPA Weighted)	Weighted ▾
v	Vocational Education	Default ▾
c	Other	Default ▾
pf	Pass/Fail Course	Skip Computation ▾
ap	A-G Course Requirements	Default ▾
ib	International Baccalaureate	Default ▾
cp	College Prep	Default ▾
ap	Advanced Placement (AP)	Default ▾
nc	No credit given for class	Default ▾
x	Cal Grant: Exclude from GPA	Default ▾
r	Repeated Later	Skip Computation ▾

Cancel

Save

# 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.



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Transcript Class Mark Values

Select	Class Mark	GPA Scale: <i>Unweighted</i>	GPA Scale: <i>Weighted</i>	Skip GPA	Skip Credits	sis_reprc912	sis_reprcHSProgress	sis_reprck8	sis_reprcmiddle
<input type="radio"/>	a	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	a-	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	a+	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	b	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	b-	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	b+	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	c	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	c-	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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