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.'

Start Credits Mods Mods & Marks	GPA types GPA Scales & Marks Trans Codes Mode to Classes Class Rank RC types RC Lockouts Rubrics Keys Comments	
Set Transcript Options and Credit Re	equirements	
Add a new school type Add a new graduation type Add a new course calegory		
Add New School Type	Ignes [GPA Scales & Marks] Trave Conce Block to Classes, Class Rank HC Types HC Lockods Robics Keys, Convers.	
Name	High School	
Applicable Gradelevels	UU 40 US UE 11 TD TK P5 100 01 02 03 04 05 05 07 00 100 21 02 03 04 05 05 07 00 100 12 12 02 100 12 02 10	
Report Caro Template		
Calculate Credit:	a 2	
Cancel	Sane	

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.

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I	Adding New Course Category	
	Category	High School
l	Rollover Stopped.	If checked, early costs in the calegory to not relayer to the default 'Rolover' calegory. Same

- 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

 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.

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

The rollover category will be highlighted in green.

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.

- 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.

Save

 [Intel] [Content]
 [Intel & March & March & March & Coll & Transcription
 [Inter Casters]
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		students' printed transcripts by choosing from below and clicking Save when done.
Select the Transcript Ter	mplate to use:	Default
Select which GPA types to print o		Z Academic GPA Cal Canst 5015 GPA Z Total GPA Z Weighted GPA
Print Class Renk	k (if available):	# Yes D Ne
Select which test scores to print on t		2nd Grade Benchmarks - Math. AP. CLPA. CELDT. CRT. PCAT. PTT REMODULE STAR. Sciences. Woodcock Johnson III ACT BEspince CAFFT. CHSPE. CBT. CED. PSAT. BAIL Actional Requirements. ICLNESE CAF6. CMA. Custom Test. NWEN. Reading. 343 Subject Test. Wildle
If test score is printed, include	e data of test?	# Yas D No
Print Co	ourse Codes?	O Yea ₩ No
Include Immunization		0 Yea # No
Rows to prim (Leave blank for	t per column? r deloutt of 40)	10
Accreditation line: (optional)		Academy is fully accredited by the Nestern Association of d Colleges.
Caption for signature line for official transcripts:	This tran	cript is UNOFFICIAL unless signed by a school official
School information beader for transcriptic (defaults to local school information)	Nilestone 123 Any S	
	😨 Require a	eal for official transcripts
Cancel		

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.

Start Coodits	Muds Mod	h & Marin GPA Types GPA Scales & Marin 1	Irana Goden - Mil	ds to Diamen Diam	a Bank RG Types RC Lookeuts R	ubrics	Krys Commonts	
Change Modifie	rs List							
Set Name	Nodifier	Description	Skip GPA	Skip Credits	Delete	Edit		
Cal Grant	ĸ	Cali Grant: Exclude from GPA		-	Atready in use, See list	Ecit	Changing likelitiers	
CAUC	ag	A-G Course Requirements		-	Already In use, See Init	Edit	You can add modifiers to the list. Modifiers are grouped into sets, which are used to make modifiers unique.	
ClassType	•	Non-Academic Class		-	8	Ect	Within a set, only one modifier per set may be specified for an individual course entry.	
ClassType	82	Advanced Placement (AP)		-	Aready in use. See Init	Ect		
ClassType	ap.	College Prep		-	8	Edit		
ClassType	n	Honors Course (SPA Weighted)		-	2	Eot		
No Credit	nc	No credit gives for class		-	2	Edt		
OtherCA	ib	International Baccalaureate		-	8	Ect		
OtherCA.	0	Other			Already in use, See list	Eot		
OtherCA	v	Vecational Education		-	8	Edit		
PassFall	pt	PassiFall Cause	YES		Already in use. See list	Eot		
Repeat	r .	Repeated Later	YES	YES	Already in use. See Int	Edt		
Dart Creats		ets & Marins GPA Types GPA Teatres & Marins	Trans Cedes	Blods to Classes	Class Rank RC Types RC Losts	eufs Po	arrs Krys Commeds	
Vodifier Title (ab								
Description		not taken for credit.						
Updiffer Set	** Creat	le New Set Called: - No Credit						
Skip GPA	2							
Exp Credits	1							
Gancel								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.

Set Name	Notifier	Description	Skip GPA	Skip Credits	Use	RW/PLS	Which modifiers do you wish to use?
cal Grant	ĸ	Cal Grant Exclude from GPA			12	21	
AUC	10	A-G Course Requirements			X	21 C	"Transcript Modifiers" change the way that courses are used to calculate GPAs for display on branscripts. For example, many schools have an "Academic GPA" which specifically excludes
SasaType		Non-Academic Class			30	1	classes marked with a "hisn-Academic Class" modifier.
assT(pe	ap	Advanced Placement (AP)			1	23	Modifiers are broken up into groups called their "Set". Only one modifier in a set can be
SassType	CØ	College Piep			13		selected. For example, it's impossible to have a class that is both "Advanced Placement" a
eq/TassK	h	Honors Course (GPA Weightait)			13	23	"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 th
lo Credit	no	No credit given for class			23	23	table abeve.
KherCA	0	International Baccalaureate			10		If you don't wish to use ALL the codes shown here (including the defaults) then select the o
ADIerCA	0	Other			12	22	you'd like to use, and click the "Use Selected" button. If you do wish to use ALL of the cod
ADrefCA	2	Vocational Education			1		shown here, just check the "Use All" button.
PassFail	pt	Pass/Fail Course	Х		X	23	Among any modifiers that you choose to use, you may also choose "RW" which allows I'S
Repeat	r	Repeated Later	X	Х	1	23	beachers in ReportWriter to set these modifiers in ReportCards.
							Marking a modifier as "not used" will not cause any uses of that modifier in existing transcr to be deleted. If you'd like to see which stadents are using a specific modifier, click "Chang Modifier Lim" at the bottern right.
CancevExt				Use Selec	Inter Line	48	Change Modiller

Step #3 - Mods and Marks Tab

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

Start Credits Mods Mods &	Marka G	PA ppes	GPA :	Scales &	Marka	Trans C	odes	Mode to (Classes	Class	Rank	RC Types	RC La	ockouta	Rubric	s Keys	Com	ments						
ranscripts and Course Cate	ories													Report	Card :	Settings	5							
Set Transcript Credit Requ Set Printed Transcript Ophi Define Transcript Modifiers Define Transcript (DPA sca Set CSIS Transcript Codes Set Requirements for Auto	es	demic P	lan (AAF	'n											Report C Define C Define R Report C	is Modifi Card Set Commen Tubrics (Card Loc Larks S	tings its (optional coptional kouts	D						
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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.

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.

	rpes					
Add New Type						
Add new type						
* The default scale will b	e applied to co	ourses not linked	to a modifier			
GPA Type	Class Rank	Report Cards	When no modifiers are given, use scale:	Details		
Academic GPA	o 🚹	0	Unweighted •	More Details		
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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	Rep	orts A	Academy		ers Po	rtal	Help		
Start	Credits	Mods Mods	s & Marks	GPA Types	GPA Scales 8	Marks	Trans Codes Mo	ds to Classes	Class Rank
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Select	Class Mark	GPA Scale: Unweighted	GPA Scale: Weighted	Skip GPA	Skip Credits	sis_reprc912	sis_reprcH SProgress	sis_reprck8	sis_reprcmiddle
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0	b	3	4						
0	b-	3	4						
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0	C-	2	3						

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Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:transcript_settings&rev=1497653856

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