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.

ſ	Bart Crodis Mods Midda & Marka OPA Types OPA Bulles & Marks	Trans Godes   Mode to Glasses   Glass Ram)   RC Types   RC Lookools   Refriss   Rays   Commons
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 2					1
English		1		40	40
Mathematics	ы	2		10	20
Algebra 1		3		10	10
US History		5		10	10
Government	Ε.	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	Ш.			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.

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Select the Transcript Ten	splate to use: Default
Select which GPA types to print or	I transcripts: IZ: Academic GPA Cal Genet 1011 GPA IZ: Total GPA IZ: Wagned GPA
Print Class Renk	of available: 🖲 Yes O No
elect which lest scores to print on t	transcript     Znd Grade Benchmarks - Math AP     CAPA CLUDT ORT CAT PEAR     CAPA CLUDT ORT CAT PEAR     Scattere Workson Section Sectio
If test score is printed, include	data of toot? % Yes O No
Print Co	ume Codes? © Yes. ® No
Include Immunization	Information? © Yes ® No
Rows to print (Leave blank for	per column? detout or 40)
ccreditation line: (optional)	Milestone Academy is fully accredited by the Nestern Association of Schools and Colleges.
aption for signature line for ficial transcripts:	This transcript is UNOFFICIAL unless signed by a school official
ichool information beader for ranacriptic defaults to local school information)	Nilestune Academy 2 123 Any Street
	Require seal for official transcripta

### 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.

Start Condits	Muds Mod	ts & Marks GPA Types GPA Seales & Marks	Trans Codes M	lads to Diamons Dia	no Rank (PE Types) RE Lookeuts	Pubrics 1	Gennerds	
Change Modifie	-							
	Modifier	Description	Skip GPA	Skip Credits	Delete	Edit	Changing Modifiers	
Cal Grant	κ	Cal Grant Exclude from GPA		*	Already in use. See list	Eot		
CAUG	ag	A-G Course Requirements		-	Already in use. See Itsl	Edt	You can add modifiers to the list. Modifiers are grouped into sets, which are used to make modifiers unique. Within a set, only one modifier per set may be specified for an individual course entry.	
ClassType	•	Non-Academic Class			8	Ect	weather a set, only one instance per set may be specified to all manuals course may.	
Class T/pe	82	Advanced Placement (AP)			Aready in use. See Its!	Edt		
ClassType	αp.	College Prep		-	8	Edit		
ClassType	n	Honors Course (SPA Weighted)			E	Eot		
No Credit	nc	No credit gives for class		-	8	Edt		
OtherCA.	ib	International Baccalaureate			8	Ect		
Other C A	0	Other			Already in use. See list	Eot		
OtherCA.	v.	Vecational Education		-	8	Edit		
PassFall	01	PassiFall Course	YES.		Already in use. See list	Eot		
Repeat	r .	Repeated Later	YES	YES	Already in use. See 1st	Ect		
Bart Credits	Muda M	OPA Types OPA Inates & Mart	Trans Codes	Mode to Classes	Class Rank RC 19965 RC Li	etauts Ra	Rins Rays Commands	
Change Modifi	ers List -> /	Add/Edit						
Updifier Title (ab	br) nc							
Description	course	not taken for credit.						
<b>Updifier Set</b>	** Crea	te New Set Called: . No Credit						
SIGD GPA	12							
Stop Credits	1							
Cancel								Save
Car St.								- Serve

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.
PasaFai	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						
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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 Rubrics ( Card Loc Iarks 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."
- 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.

	ypes					
Add New Type						
* The default scale will t			1			
GPA Туре	Class Rank	Report Cards	When no modifiers are given, use scale:	Details		
Academic GPA	o 🚹	0	Unweighted *	More Details		
Cal Grant 10/11 GPA	o 🚹 🚹	0	Unweighted <b>▼</b>	More Details		
Total GPA	0	0	Unweighted •	More Details		
Weighted GPA	. 🚹	۲	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	Reports Academy		Teache	ers Po	rtal	Help			
Start	Credits	Mods Mods	s & Marks	GPA Types	GPA Scales 8	Marks	Trans Codes Mo	ds to Classes	Class Rank	
Transo	cript Class	Mark Valu	les							
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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Last update: 2017/06/16 23:01