

# Transcripts-Importing Report Card Information

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

## Importing Report Cards from ReportWriter

Report cards created in ReportWriter can be imported into a student's transcript in SP SIS. When a report card is finalized by the teacher, it is sent to the SIS and ready for import by the administration. If a teacher needs to change a report card, they must

1. Unfinalize
2. SAVE
3. Re-finalize report card and SAVE once more

This new report card will overwrite the old finalized report card. Whenever changes are made to a finalized report card, this procedure of re finalizing must be done to show any changes made.

If a report card has been imported by the registrar and but the teacher made changes following that import, a notation will show in the Import area that shows as Re-Import. All information is color coded in the system with a key to show definitions

### To import a report card:

- Step 1. Go to Admin»Transcripts»Import Finalized report cards
- Step 2. Choose Import, Skip, or Reject and Click SAVE

The screenshot shows the SIS interface for importing report cards. At the top, there are navigation tabs: Admin, Reports, Schools, Teachers, Portal, and Help. Below the tabs, there is a search bar and a message: "\* Select the reports to import and press the import button at the bottom of the page." The main content area displays a table of report cards for a student. The table has columns for Modifiers, Alt, Class, Grade, Crd Att, Crd Ern, and Trans Cat. The 'Import' radio button is selected and circled in red. The table shows four report cards: Language Arts 1, Mathematics Kindergarten, Social Studies 1, and Science. Each row has a 'Place' dropdown menu and an 'Originality' field.

Modifiers	Alt	Class	Grade	Crd Att	Crd Ern	Trans Cat
<input type="radio"/> + <input type="radio"/> ae <input type="radio"/> ap <input type="radio"/> h <input type="radio"/> ag <input type="radio"/> pf <input type="radio"/> r <input type="radio"/> v <input type="radio"/> x		Language Arts 1	A-	0	0	Place: Language Arts
Mods: <input type="radio"/> Class <input checked="" type="radio"/> Catalog		Catalog: Language Arts				Originality: Language Arts
<input type="radio"/> + <input type="radio"/> ae <input type="radio"/> ap <input type="radio"/> h <input type="radio"/> ag <input type="radio"/> pf <input type="radio"/> r <input type="radio"/> v <input type="radio"/> x		Mathematics Kindergarten	B+	0	0	Place: Mathematics
Mods: <input type="radio"/> Class <input checked="" type="radio"/> Catalog		Catalog: Self Contained				Originality: Mathematics
<input type="radio"/> + <input type="radio"/> ae <input type="radio"/> ap <input type="radio"/> h <input type="radio"/> ag <input type="radio"/> pf <input type="radio"/> r <input type="radio"/> v <input type="radio"/> x		Social Studies 1	B+	0	0	Place: Social Studies
Mods: <input type="radio"/> Class <input checked="" type="radio"/> Catalog		Catalog: Social Studies				Originality: Social Studies
<input type="radio"/> + <input type="radio"/> ae <input type="radio"/> ap <input type="radio"/> h <input type="radio"/> ag <input type="radio"/> pf <input type="radio"/> r <input type="radio"/> v <input type="radio"/> x		Science	A	0	0	Place: Science
Mods: <input type="radio"/> Class <input checked="" type="radio"/> Catalog		Catalog: Science				Originality: Science

- If choosing Import, the students report card will be imported and the student's name will disappear from the transcript import list (unless "all entries" box is checked) Click SAVE always after making changes
- If you see a report card at Import that is not correct, you can fix it. Although keep in mind the teachers report card will not be correct until re-finalized
- Skip allows you to work on the import at a later time and returns you to the import list. Click SAVE

- You can also skip a report card that has been re-finalized by a teacher that already matches on you've imported and fixed manually
- Reject allows you to create a message to send to the teacher in ReportWriter. This will let the teacher know that something is wrong with the report cards and needs to be adjusted in ReportWriter and re-finalized. Click SAVE

If you see the dark yellow **re-import** status, you know the teacher has changed the report card in ReportWriter and the report card is ready to reimport. It will overwrite the other copy you imported previously.

If there are problems with importing a report card because of something the teacher needs to fix in ReportWriter, you will get an error message after clicking on Import and SAVE. The report card will be rejected and a message will be sent to the teacher in ReportWriter to contact administration because the report card was rejected for import.

If you want to see all students in the school and what processes you've already performed, click on the "All Entries" box at the top of the screen and click on **Show List**.

**List of Report Cards Waiting Import**

School Type: Elementary | Year: 2015 - 2016 | Term: Semester 1 (Fall) | Staff: -- All Staff -- | Show Rejected R/C

Source: All Entries | Enroll Primary: -- ALL -- | Show List

**Action Color Key**

- Ready for Import
- Report Card not finalized
- Already Imported
- Need to Finalize in ReportWriter

Displaying all  
 (The teacher listed is the staff member most recently assigned to the student, and the listed is the learning center to which the student was assigned in his or her most recent enrollment record.)

Sel	Seq	Status	Name	Grd	Teacher	School Type	RC Template	Sch Period	Sch Year	Transcript	Action	Print
<input type="checkbox"/>	1	Unhandled	Abercrombie, Carly	05	Smith S	Elementary	sis_reprck8	Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Import   Skip   Print
<input type="checkbox"/>	2	Not Finalized	Abney, John	03	Craig A	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	3	Unhandled	Abney, Kristen	04	Kramers M	Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	4	Unhandled	Abney, Tamara	03	Kramers M	Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	5	Unhandled	Albarati, Sozan	04		Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	6	Unhandled	Alcala, Jessica	04	Kramers M	Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	7	Unhandled	Alvarez, Marisela	PS	Ashton T	Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	8	Unhandled	Anderson, Ann	06	Smith S	Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	9	Unhandled	Anderson, Christian	07	Caswell B	Elementary		Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Finalize   Skip   Print
<input type="checkbox"/>	10	Imported	Ashcroft, August	02	Higgins M	Elementary	sis_reprck8		Semester 1 (Fall)	2015 - 2016	Transcript	Review   Print

## Mass Importing Transcripts from ReportWriter and/or Learning Centers

You can mass import report cards into transcripts

- Step 1. Choose students to mass import. Do this by clicking on the Select All checkbox
- Step 2. Click the Mass Import button
- Step 3. Click the SAVE button on the bottom right of the next page to import all records

Admin Reports Schools Teachers Portal Help Type to

List of Report Cards Waiting Import

School Type: Elementary Year: 2015 - 2016 Term: Semester 1 (Fall) Staff: -- All Staff -- Show Rejected R/C

Source: PLS/LC All Entries: Enroll Primary -- ALL -- Show List

Action Color Key:  Ready for Import

Displaying unhandled

(The teacher listed is the staff member most recently assigned to the student, and the listed is the learning center to which the student was assigned in his or her most recent enrollment record)

Seq	Status	Name	Grd	Teacher	School Type	RC Template	Sch Period	Sch Year	Transcript	Action	Print
<input type="checkbox"/> 1	Unhandled	Elbarati, Do'a'a	KN	Pellegrini C	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall) 2015 - 2016	Transcript	Import   Skip	Print
<input type="checkbox"/> 2	Unhandled	James, Harry	KN	Higgins M	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall) 2015 - 2016	Transcript	Import   Skip	Print
<input type="checkbox"/> 3	Unhandled	Kilian, Ellisa	02	Higgins M	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall) 2015 - 2016	Transcript	Import   Skip	Print
<input type="checkbox"/> 4	Unhandled	Lesange, Kim	06	Higgins M	Elementary	sis_reprck8	Classroom Based - 6-8	Semester 1 (Fall) 2015 - 2016	Transcript	Import   Skip	Print
<input type="checkbox"/> 5	Unhandled	Smith, Jamie	01	Higgins M	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall) 2015 - 2016	Transcript	Import   Skip	Print

Select All  Select Unimported

Click to Fill

Confirm:

Mass Import: This option allows you to import many/all records above in "one fell swoop"

Override Grades Report:

**Learning Center Report Cards can also be imported individually through the student's dashboard/transcript page**

- Step 1. On the Students transcript page click on the Import Finalized Report Cards link
- Step 2. Select the import by selecting the import bubble on the left hand side of the page and then click SAVE

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