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

1/7

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.'

Nerr	e High School	1						
Applicable Gradeleve	82 2 09 2 10 Select All Select K-	02 2 11	UE 03 12 12 Deselect Al	104 104	E 1D E 05	TK 05	P3 07	D 03
Report Ca Templa	et sis_reprc912							
Calculate Cred	ts 🗵							

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.

Blant Crudita Hoda Moda & Nurka OPA Types OPA Scales & Marks	Thans Godes Monte to Classes Class Rami, RC Types RC Lookools Redrices Roya Commonte
Adding New Course Category	
	High School Economics
	■ If checked, works and/ar is their calegory. To and reliance to the default. Reliance: category.
Cancel	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

 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 ?				V	23
English		1		40	40
Mathematics	ы	2		10	20
Algebra 1		3		10	10
US History		5		10	10
Government	ы	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	Ш	12			10
Phys Ed.		13		20	20
Health		14		5	5
Driver Education	ы	15		5	5
Electives		16		60	50
Community Service	П			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.

Editing Course Category

School Type:	High School V
Category:	Higher Math
	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.

Start Covers Marks Marks Black Marks GPA Types GPA Later & Marks Trans Cades Marks In Cases Cares Tank In Cypes IIC Latinals Rates Keys Conversion

Set Print Options for Transcripts	
Select the Transcript Ter	II be included in students' printed transcripts by choosing herr below and clicing Save when done. mplate to use: Default
Select which GPA types to print o	
server where we styles to prive a	II California Contra Co
Print Class Ren/	l (franklahle): * Yes © Ne
Select which test scores to print on t	te transcript De d'Grade Benchmarta - Math. AP. CARA. C CLUDT. C MT. C POAT. PT. C MUH02MANCE STAR. Secretor
If test score is printed, include	data of toss? * Yes O Ne
Print C	ourse Codes? © Yes ® No
Include Immunization	Information? © Yks # No
Rows to prim (Leave blank for	t per column? 40
Accreditation line: (optional)	Milestone 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 beader for transcriptic (defaults to local school information)	Nilestone Academy 2 123 Any Street
	🗵 Require seal for official transcripts
Cancel	

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	in & Marins GPA Types GPA Scales & Marins 7	Tana Codes Mis	do to Disease a	a Bank RG Types RC Lookeuts R	ubrics	Keyn Caements	
Change Modifie	ers List							
Set Name	Notifier	Description	Skip GPA	Skip Credits	Delete	Edit		
Cal Grant	×	Cal Grant: Exclude from GPA			Atready in use, See list	Ecit	Changing like differs	
CAUG	aj	A-S Course Requirements		-	Already In use, See Its!	Edt	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 induidual course entry.	
ClassT/pe	82	Advanced Placement (AP)		-	Aready in use, See Int	Ect		
ClassType	ap.	College Prep		-	8	Edit		
ClassType	n	Honors Course (SPA Weighted)			23	Eot		
No Credit	nc	No credit gives for class		-	8	Eot		
OtherCA.	ib	International Baccalaureate		-	8	Ect		
OtherCA.	0	Other		-	Aready in use. See foll	Eot		
OtherCA.	v	Vocational Education		-	8	Edit		
PassFall	10	PassiFail Course	YES	-	Aready in use. See list	Eot		
Repeat	e .	Repeated Later	YES	YES	Aready in use. See Int	Edt		
								1
Bart Credits	Modia Me	ets & Martis GPA Types GPA Seales & Martis	Trans Codes	Blods to Classes	Class Rank RC Types RC Losis	iulis H	ubriss Bays Commands	
Change Modifi	ers List -> /	Add/Edit						
Modifier Title (ab	obr) nc							
Description	course	not taken for credit.						
Modifier Set	** Crea	le New Set Called: - No Credit						
SIKD GPA	12							
Exp Credits	1							
Cancel								54
								_

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	x	Cal Grant Exclude from GPA			12	21	
GAUC	30	A-G Course Requirements			X		"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
ClassType	*	Non-Academic Class			30	23	classes marked with a "lion-kcademic Class" modifier.
ClassType	ap	Advanced Placement (AP)			1	23	Modifiers are broken up into proups called their "Set". Only one modifier in a set can be
ClassType	0	College Prep			13	2	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"
ClassT(pe	h	Honors Course (GPA Weights d)			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
No Credit	ne	No credit given for class			23	23	table above.
ADreitik	0	International Biaccataureate			13		If you don't wish to use ALL the codes shown here including the defaults) then select the
OtherCA	¢.	Other			13	22	you'd like to use, and click the "Use Selected" button. If you do wish to use ALL of the ci
AD19450	v.	Vocational Education			30		shown here, just check the "Use All" button.
PasaFai	pl	PassFall Course	×		30	2	Among any modifiers that you choose to use, you may also choose "RW" which allows I
Repeat	r	Repeated Later	X	Х	1	8	beachers in Report/Writer to set these modifiers in ReportCards.
							Marking a modifier as "not used" will not cause any uses of that modifier in existing trans to be deleted. If you'd like to see which students are using a specific modifier, click "Cha Modifier List" at the bottem right.
CancevExt				Use Selec			Charge Modifie

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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ranscripts and Course Catego	ies												,	Report	Card	Settings	5							
Set Transcript Credit Require Set Printed Transcript Options Define Transcript Modifiers Define Transcript GPA Scales Set CSIS Transcript Codes Set Requirements for Automs		Semic P	lan (AAP	5											Report (Define (Define P Report (Rubrics (Card Loc	tings its (optio optional kouts							
orrective Actions													,	Assign	ment N	larks S	ettings							
															Set Assi	griment	-level Ma	ints and	Gradin	g Metho	ds (opti	onal)		
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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.

Transcript Settings

The default scale will			1		
GPA Туре	Class Rank	Report Cards	When no modifiers are given, use scale:	Details	
Academic GPA	o 🚹	Θ	Unweighted T	More Details	
Cal Grant 10/11 GPA	o 🛦 🛦	0	Unweighted •	More Details	
Total GPA	0	0	Unweighted *	More Details	
Weighted GPA	۰ 🔥	۲	Unweighted T	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	cademy	Teache	rs Po	rtal	Help		
Start	Credits	Mods Mods	s & Marks	GPA Types	GPA Scales &	Marks	frans Codes Mo	ds to Classes	Class Rank
Transo	cript Class	s Mark Valu	les						
Select	Class Mark	GPA Scale: Unweighted	GPA Scale: <u>Weighted</u>	Skip GPA	Skip Credits	sis_reprc912	sis_reprcHSProgress	sis_reprck8	sis_reprcmiddle
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0	a-	4	5						
0	a+	4	5						
0	b	3	4						
0	b-	3	4						
0	b+	3	4						
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0	C-	2	3			4			

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