



MT 3010 Transcripts and Credits

August 2009

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TRANSCRIPT ENTRY



OVERVIEW

This lesson will provide an overview of transcript entry and printing.

OBJECTIVES

At the conclusion of this lesson, the learner will be able to:

- Add a new entry to a transcript.
- Post scores to transcripts.
- Print transcripts individually and en masse.

TRANSCRIPT TAB

The Transcript tab

holds the permanent academic record for the student. The grading system in Campus is set up by the district to indicate which grading tasks are posted to the transcript. A user with proper rights can also manually add or adjust grades to the student transcript if needed. A printed version of the transcript may be generated by choosing a format type in the dropdown list. A PDF version of the transcript will then display in a new window and can be printed or saved as needed.

Courses Taken 2006-2007 Grade 10									
Course	Standard	Mark	GPA Value	Bonus	GPA Wt.	Credit/Category	Term	Comments	
Edt1 1004q American Lit/Comp	A	4.0000			0.5000	0.500 American Literature/Comp	1-4		
Courses Taken 2005-2006 Grade 10									
Edt1 1001a 9thWorldL/CompAP Prep		99	4.0000		1.0000	1.000 English/Language Arts	1-2		
Edt1 1002a Algebra B		78	3.0000		1.0000	1.000 Math	1-2		
Edt1 1002a Physical Science		80	3.0000		1.0000	1.000 Science	1-2		
Edt1 1002a Spanish I		95	4.0000		1.0000	1.000 World Lang	3-2		
Edt1 1011a General PE I		92	4.0000		1.0000	1.000 Personal Fitness	3-2		
Edt1 0003a IB ArtDesign I		83	3.0000		1.0000	1.000 Art	3-2		
Courses Taken 2004-2005 Grade 09									
Edt1 230130000 Language Arts		81	3.0000		1.0000	0.000 Electives	1-8		
Edt1 270200040 Algebra Ia		83	3.0000		1.0000	0.000 Electives	1-8		
Edt1 250190010 Literacy		93	4.0000		1.0000	0.000 Electives	1-8		
Edt1 360900000 Physical Education		70	2.0000		1.0000	0.000 Electives	4-2		
Edt1 400010000 Science		82	3.0000		1.0000	0.000 Electives	1-8		
Edt1 450000000 Social Studies		77	2.0000		1.0000	0.000 Electives	1-8		
Edt1 500130000 Art		88	3.0000		1.0000	0.000 Electives	4-2		
Edt1 600000000 Spanish		89	3.0000		1.0000	1.000 Electives	1-8		

Adding a Single Transcript Entry

Grades that the student has earned at your school are added to the transcript using the Post To Transcript tool found in System Administration module. To avoid duplicate items on the transcript, the following process should be used only when adding credits that were earned outside of your district, such as transfer credits.

1. Click the New icon at the top of the Transcript tab.

2. Select the year and grade level in which the student earned the credit.

3. Enter the institution that the credit is from including school name and the numbers if known.

4. Enter the number and name of the course.

5. The transcript by term template uses the Actual Term to subgroup courses by year and term. A value is only required if the district or school uses the transcript by term

Transcript Course Editor

School/Year: 2006-2007 Grade: 10 District No.: 100 Transfer School Name: 4T4P Block - Harrison High

*Course Number: 1004q Course Name: American Lit/Comp State Code: 23.0510000

Date: 08/18/2006 Actual Term: 2 Start Term: 1 End Term: 4 Terms Long: 4

Current Score: A Change Score: GPA Weight: 0.5 GPA Value: 4 Unweighted GPA Value: 4
Percent: 97.5 GPA Max: 4.33 Bonus Points:

Standard Number: Standard Name: Technology: N/A Status: N/A

Comments:

Transcript Credit

Earned: X 0.5 Attempted: 0.5 Credit Name: --American Literature/Comp

Add TranscriptCredit

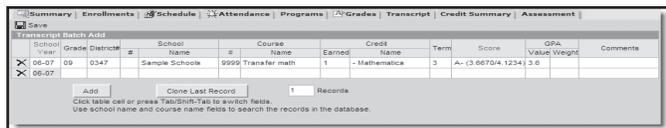
Transcript Entry

- option.
- The remaining term fields may be filled in and then used for internal reporting if desired.
 - Select the score the student earned in the course in the drop-down list. All scores used in the district will display. The numbers in parentheses will indicate the GPA value for that score and the maximum on that score group.
 - Enter a GPA weight. This is a multiplier used to determine how the score the student earned is calculated into the cumulative GPA.
 - If required, enter a standard number and name.
 - In the transcript credit area, enter the amount of credit the student earned in the course, an amount attempted, and choose a credit type in the credit name. If multiple types of credit will be awarded (example: a physics class in some schools offers 2 credits—1 math and 1 science), click Add Transcript Credit to add the second credit amount and type.
 - When finished, click save.

Adding Multiple Transcript Items Using Batch Add

If adding multiple items to a student transcript (as in the case of a student transferring into the district), the Batch Add mode will allow rapid entry of the transcript data.

- Click Batch Add at the top of the Transcript tab.
- Select the School Year from the dropdown menu.



The screenshot shows a web application interface for adding transcript items. At the top, there are navigation tabs: Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, Credit Summary, and Assessment. Below the tabs is a 'Save' button and a 'Transcript Batch Add' section. This section contains a table with columns: School Year, Grade, District #, School Name, Course #, Course Name, Earned, Credit Name, Term, Score, GPA Value, GPA Weight, and Comments. Two rows are visible, both for the 06-07 school year and grade 09. The first row shows District # 0347, School Name Sample Schools, Course # 9999, Course Name Transfer math, Earned 1, Credit Name Mathematics, Term 3, Score A-, GPA Value (3.66704, 1.234), and GPA Weight 3.6. Below the table are buttons for 'Add', 'Clone Last Record', and 'Records' (showing 1). A small note at the bottom says: 'Click base cell or press Tab/Shift+Tab to switch fields. Use school name and course name fields to search the records in the database.'

- Select the Grade the student was that year.
- Enter the District Number and School Name.
- Enter the Course Number and Name.
- Enter the Credit earned and select a credit group type (Name).
- Select the Term the grade was earned in.
- Select the Score the student earned.
- Enter the GPA Weight and Value.
- Click add to create a new line or click Clone Last Record to copy the school identifying information to the next line.
- When finished, click Save.

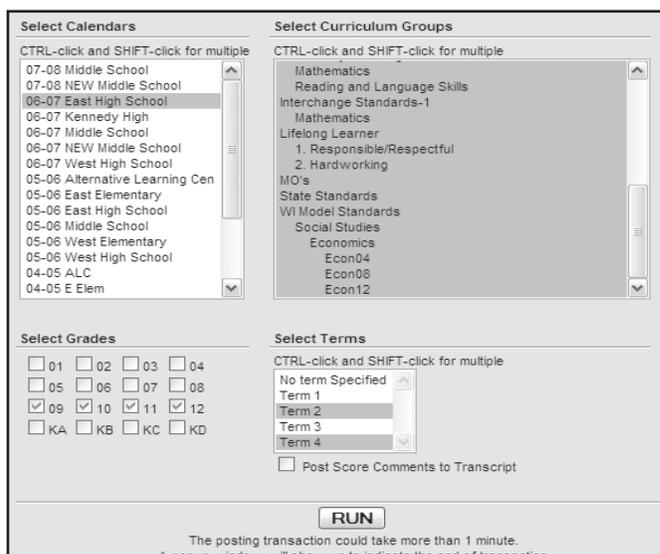
Editing a Transcript Entry

- Select the line item on the transcript that needs to be changed.
- The current score will display as a text item. Select the new grade in the change score dropdown list. The numbers in parentheses indicate the GPA value for the score and the maximum GPA value from that score group.
- If needed, change the amount of credit earned by the student.
- Click Save when finished.

Transcript Entry

Posting Grades to Transcripts

- Expand System Administration.
- Expand Student Portfolio.
- Select Transcript Post.
- Select the calendar(s) to post grades in.
- Select the credit group(s) that grades are associated with.
- Select the grade level(s).
- Select the term(s).
- Post Score Comments if checked will also copy the grading comments to the transcript.
- When all options are set, click Run.



The screenshot shows a web interface for posting grades to transcripts. It is divided into four main sections:

- Select Calendars:** A list of school calendars with '06-07 East High School' selected.
- Select Curriculum Groups:** A list of curriculum groups including Mathematics, Reading and Language Skills, Interchange Standards-1, Lifelong Learner, and others.
- Select Grades:** A grid of checkboxes for grade levels from 01 to 12. Grades 09, 10, 11, and 12 are checked.
- Select Terms:** A dropdown menu for selecting terms (Term 1, Term 2, Term 3, Term 4). 'Term 2' is selected.

At the bottom, there is a 'RUN' button and a note: 'The posting transaction could take more than 1 minute. A popup window will show up to indicate the end of transaction.'

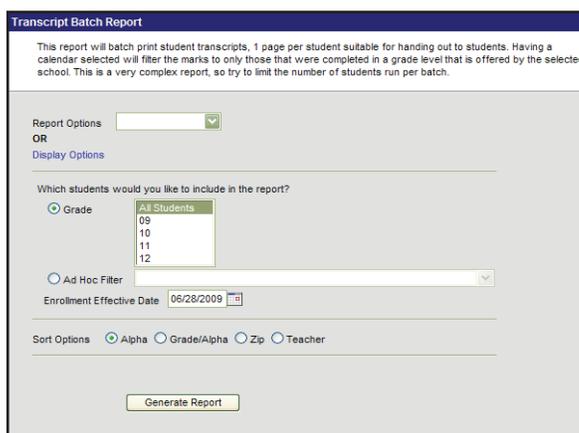
Transcript Batch

The Transcript Batch Report prints student transcripts suitable for sending home.

Path: Grading & Standards > Reports > Transcript Batch

Generating the Transcript Batch

- Select report options from the Report Options dropdown list.
- Select the students to generate the transcripts for by selecting an Ad hoc filter or by selecting the grade from the Grade Level dropdown list.
- Enter a date in the Enrollment Effective Date field.
- Select Sort Options – Alphabetical, Grade/Alphabetical, Zip Code or by Teacher. Sorting by zip code is provided for bulk mailing rates. The teacher option will print the teacher's name for the selected period and term in which the student is scheduled in the upper corner for ease of distribution.
- Click Generate Report.



The screenshot shows the 'Transcript Batch Report' generation screen. It includes the following fields and options:

- Report Options:** A dropdown menu.
- Display Options:** A link to view display options.
- Which students would you like to include in the report?:**
 - Grade:** A radio button selected, with a dropdown menu showing 'All Students', '09', '10', '11', and '12'.
 - Ad Hoc Filter:** A radio button unselected, with a dropdown menu.
- Enrollment Effective Date:** A date field containing '06/28/2009'.
- Sort Options:** Radio buttons for 'Alpha', 'Grade/Alpha', 'Zip', and 'Teacher'. 'Alpha' is selected.
- Generate Report:** A button at the bottom.



Transcript Entry

CREDIT SUMMARY

The Credit Summary tab will show the total amount of credits that are listed on the student's transcript based upon the credit groups or categories that are defined in the school. Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where credit could be earned in the selected school and calendar.

Transcript Credit Summary				
Cum GPA: 3.385	Rank: 10 of 487			
	08	09	10	Total
Default				
Electives	0.0			0.0
American Literature/Comp			0.5	0.5
Total	0.0	0.0	0.5	0.5
High School				
Art		1.0		1.0
Math		1.0		1.0
Science		1.0		1.0
World Lang		1.0		1.0
English/Language Arts		1.0		1.0
Personal Fitness		1.0		1.0
Total	0.0	6.0	0.0	6.0