

InformationNOW – Transcripts

About This Guide

This document provides instructions on setting up and utilizing the **Transcripts** feature in *InformationNOW*.

Setup

The setup steps in this section must be completed prior to using Transcripts.

Grading Settings

To set up transcripts, go to **Grades | Setup**. Select the *Settings* tab and enter data as described below. Required fields are indicated with an asterisk (*).

The screenshot shows the 'Setup' dialog box with the 'Settings' tab selected. The 'Grading Settings' section includes the following fields and options:

- *Min Grade Level For Rank & GPA:** A dropdown menu set to '9'.
- *GPA Decimal Precision:** A text input field containing '3'.
- Transcript History** section:
 - *Grading Scale:** A dropdown menu set to 'Numeric'.
 - *Transcript GPA Method:** A dropdown menu set to 'Alpha'.
 - Display Non-credit Bearing Classes**
- Class Rank Calculations** section:
 - Sequencing:** Radio buttons for 'Sequential 1,1,2,2,3,4' (selected) and 'Logical 1,1,3,3,5,6'.
 - Weighting:** Radio buttons for 'Unweighted Grade Points' (selected) and 'Weighted Grade Points'.
 - *Rank GPA Method:** A dropdown menu set to 'Numeric'.
 - *Decimal Precision:** A text input field containing '3'.
 - Rank by Comparing Total Grade Points Only**
 - Weight Transcript GPA**

An 'OK' button is located at the bottom right of the dialog box.

- ***Min Grade Level for Rank & GPA:** Select the earliest grade level to be included in class rank and GPA calculations.
- ***GPA Decimal Precision:** Enter the number of decimal places to be included in GPA calculation.
- ***Grading Scale:** Select the type of grading scale to be printed on transcripts if included.
- ***Transcript GPA Method:** Select the type of GPA to display on the students' printed transcript report.
- **Display Non-Credit Bearing Classes:** Check to include all grades on the printed student transcript report, regardless of credit issued.

- **Class Rank Calculations - Sequencing**: Select the preference for Class Rank sequence in case of ties during the ranking process.
 - *Sequential*: If a three-way tie occurs for 3rd place in the class ranking, the students will be ranked, 1, 2 and 3, 3, 3, 4.
 - *Logical*: If a three-way tie occurs for 3rd place in the class ranking, the students will be ranked 1, 2, 3, 3, 3, 6.
- **Weighting**: Select whether the GPA used to determine class ranking is an unweighted GPA or a weighted GPA.
- ***Rank GPA Method**: Select the GPA Method that is being used to determine the ranks of the students.
- ***Decimal Precision**: Enter the number of decimal places to be used when calculating class rank GPA.
- **Rank by Comparing Total Grade Points**: Rank the students on total grade points earned and not credit attempted (GPA). For example, a student with 4 A's will receive 4 quality points for each A, for a total of 16 quality points. Another student earns 4 A's and a B, which will earn a total of 19 quality points. The second student will be ranked ahead of the first student in this example.
- **Weight Transcript GPA**: Print the weighted GPA on the students' transcripts.

Click **OK** to save the changes.

GPA Method

GPA Methods are the various formulas used to calculating a student's GPA. Those formulas may include a standard-based GPA, such as a 4- or 12-point scale, or a numeric- (percentage-) based GPA.

For specific instructions regarding GPA Method, please refer to the *InformationNOW - Grading Quick Reference Guide*.

To modify the GPA method, go to either **Grades | Setup** or to **System Preferences | Setup**. Select the *GPA Method* lookup and click **Refresh**.

Grading Scales

Grading Scales are used for multiple purposes other than assigning letter grades to students for earning specific numeric grades. The parts of the transcript controlled by the scale include credit awarded and the amount of quality points awarded.

For specific instructions regarding Grading Scales, please refer to the *InformationNOW - Grading Quick Reference Guide*.

To modify the Grading Scales, go to either **Grades | Setup** or to **System Preferences | Setup**. Select the *Grading Scales* lookup and click **Refresh**.

For transcript setup, remember the following for each alpha mark or numeric grade range:

- For a graduation credit to be awarded, *Award Graduation Credit* must be checked.
- For quality points to be awarded, the *GPA Method* field must have a value.
- If a student earns zero quality points at a specific grade point, then a 0 must be entered into the *GPA Method* field.
- If the GPA method uses numeric grades, the value entered for the GPA Method will be overridden. When posting to the transcript, *InformationNOW* will use the student's numeric grade.

Terms

Terms are used to indicate how often credit can be awarded. Terms are also used to indicate the shortest length of time a class lasts, as well as the name of the term printed on the transcripts.

For specific instructions regarding Terms, please refer to the *InformationNOW – Grading* Quick Reference guide.

To modify the Terms, go to either **Scheduling | Setup** or to **System Preferences | Setup**. Select the *Terms* lookup and click **Refresh**.

Note regarding *ConnectEdu Term*: If using ConnectEdu, select the corresponding credit bearing graded item.

Grading Periods

Grading Periods are the timeframes for which graded items may be collected and reported.

For specific instructions regarding Grading Periods, please refer to the *InformationNOW - Grading Period Setup* Quick Reference Guide.

To modify the Grading Periods, go to either **Grades | Setup** or to **System Preferences | Setup**. Select the **Grading Periods** lookup and click **Refresh**.

Academic Session Name

Academic Sessions are created for the various time segments during an academic year. For example, one academic session may be created for the regular school year that would run from August to May, and another academic session may be created for the summer school that runs from June to July.

For specific instructions regarding Academic Sessions, please refer to the *InformationNOW – Scheduling* or *InformationNOW – School-District Options* Quick Reference Guides.

To create Academic Sessions, go to **School | District**. Search and select to view a school. Click the *Academic Session* tab.

Note: The name of the academic session will print on the student transcript.

Valid Course

The *Valid Course* area is used to set a default for GPA Credits and Graduation Credit when sections are created in the Master Schedule.

For specific instructions regarding Valid Courses, please refer to the *InformationNOW – Scheduling* Quick Reference Guide.

To modify courses, go to **Scheduling | Valid Courses**.

Master Schedule

The *Master Schedule* contains the following settings which affect GPA and credit calculations for transcripts.

- **Course Type**: The general grouping to which the section belongs.
- **Difficulty Level**: The level of difficulty of the section.
- **Grading Scale**: A scale should only be selected if the section uses a scale other than the default scale assigned to each grade level in the *School Maintenance* form, located under **School/District | School**.
- **GPA Credit**: The number of credits attempted for the course. If section does not affect GPA, leave blank.

Note: If left blank, no grade points will be awarded even if *Include Unweighted* and *Weighted* are checked.

- **Grad Credit:** The number of credits earned for completing the coursework.
- **A. Credit:**
 - This area controls the terms for which credit is awarded. If a term is checked, credit will be attempted and/or awarded for that term.
 - Along with *GPA* and *Grad Credit*, *A. Credit* determines how much credit is actually attempted and/or earned. This might be used in cases in which a year-round class is considered 1.00 credit attempted and/or earned and .50 is awarded for each semester. *A. Credit* would be checked for 2 terms, with 1.00 credit divided by 2 terms checked = 0.50 credit for each term checked.
 - If *A. Credit* is checked AND *GPA Credit* and *Grad Credit* are left blank, the term grade will post to the transcript without affecting GPA and awarding graduation credit. Possibly used at middle school where no credits are awarded or when a student is auditing courses at the high school.
- **Weight Added:** Award additional quality points when computing weighted GPA.
- **Note:** If course is not weighted, leave at 0.00.
- **Weight Multiplier:** Award additional quality points by multiplying the quality points by this factor.
- **Note:** If course is not weighted, leave at 1.00.
- **Unweighted and Weighted GPA checkboxes:** If checked, the course will be included into the GPA Method. If not checked, the course will be excluded from the GPA Method.

Note: If there is no GPA value, the inclusion checkbox does not have to be unchecked. NO grade points will be awarded if there is no GPA credit awarded.

Note 2: Generally, these checkboxes should remain checked unless the user wishes to set exclusion from a specialized GPA Method (for example, *Core Classes GPA*).

Now that the transcript setup has been completed, the grades should be ready to be posted to the transcripts.

Posting Grades to Transcripts

Once the grades have been entered and validated for the students, the grades can be posted to the transcripts. This process copies the grades from the current academic session into the transcript file.

To copy the grades from the students' grade files to the transcripts, the grades must be posted to the transcripts. To complete the task do the following:

- Go to **Grades | Setup**. Select the *Grading Periods* lookup and click **Refresh**.
- Confirm that the correct graded item has *GPA Points* and *Grad Credit* checked.
- Go to **Mgmt Console | Console**.
- Click *Post Grades to Transcript*.
- Select either current term to post or repost a previous term.

Note: Once the current term has been posted, previous terms may not be reposted. It is important to spot-check student transcripts to confirm the accuracy after posting.

If changes are made to grade-related items such as student grades, Master Schedule or grading scales, grades must be posted again to the student transcript.

If an Academic Session is closed, any changes within that Academic Session will need to be made directly in the student's transcript.

Viewing Student Transcript

Once grades have been posted to transcripts, they may be viewed through the student's *Transcript* screen.

Go to **Students | Student Maintenance**. Search for and select the student. Click the **Transcript** option under the manage menu at left.

School Screen

The screenshot shows a 'Transcript' window with two input fields at the top: 'Cumulative GPA:' with a value of '0' and 'Graduation Credits:' with a value of '0'. Below these is a table with columns: School Number, School Name, Telephone, District Number, and District Name. A single row is visible with '7890' in the School Number column, 'Hometown Elementary' in the School Name column, and '1234' in the District Number column. To the right of the table are three icons: a blue plus sign labeled 'Add', a green checkmark labeled 'View', and a red X labeled 'Delete'. A 'Close' button is at the bottom right.

- **Cumulative GPA:** The student's cumulative Grade Point Average. The GPA displayed here is controlled by the *Transcript GPA Method* drop-list under **Grades | Setup | Settings** tab. If the weighted GPA is desired, check the *Weight Transcript GPA* option. These fields are highlighted in red in the screen shot below.

The screenshot shows the 'Setup' window with the 'Settings' tab selected. Under 'Grading Settings', the 'Min Grade Level For Rank & GPA' is set to '13' and 'GPA Decimal Precision' is '3'. Under 'Transcript History', the 'Transcript GPA Method' is set to 'Weighted GPA Method' (highlighted in red). Under 'Class Rank Calculations', 'Sequencing' is set to 'Sequential 1,1,2,2,3,4'. Under 'Weighting', 'Unweighted Grade Points' is selected. Under 'Rank GPA Method', 'Standard GPA Method' is selected and 'Decimal Precision' is '3'. The 'Weight Transcript GPA' checkbox is checked (highlighted in red). An 'OK' button is at the bottom right.

- **Cumulative Credits:** The total number of graduate credits the student has earned. This display is controlled by the *Min Grade Level for Rank and GPA* option under **Grades | Setup | Settings** tab.
- **Transcript Report:** To print a transcript for this student, click **Transcript Report** under the reports menu at left. All schools for which the student has transcript records will be listed. To view details, either place a check next to the school number and click **View** or click the school number that appears as a blue link. The *Academic Session* screen will display.

Academic Sessions Screen

<input type="checkbox"/>	Grade Level	Academic Session	GPA	Rank	Rank GPA	Abs	Tdy
<input type="checkbox"/>	9	2007	3.714000	1	4.500000	2.00	1.00

The *Academic Sessions* screen displays all grade levels for which grades have been entered or posted to the students' transcript.

The following information is provided for each Year/Academic Session:

- **Academic Session:** The Academic Session in which the student completed the course work.

Note: If the year is listed more than once with different Academic Session names (for example, 2008 and 2007-2008), the Academic Session name was modified between posting terms to the transcript.

- **GPA:** The cumulative GPA for the Academic Session.
- **Rank:** The most recent rank of the student for his or her grade level. The rank is automatically calculated at the time the transcripts are posted.

Note: Students who are withdrawn at the time of the posting will not be included. Also, students who have *Exclude from Class Rank* check on the *School* tab of the *Student Maintenance* form will not be included.

- **Rank GPA:** The GPA used to calculate the rank. This is controlled by the *Rank GPA Method* option under **Grades | Setup | Settings** tab.
- **Abs:** Total absences for the Academic Session, calculated at the time of posting to the transcripts.
- **Tdy:** Total tardies for the Academic Session, calculated at the time of posting to the transcripts.
- To view detail of each term within an Academic Session, place a check next to the student's grade level and click **View** or click the student's grade level which appears as a blue link. The *Term List* screen will display.

Terms List Screen

<input type="checkbox"/>	Term	Term GPA	Rank	Rank GPA	Enrolled	Abs	Tdy	Seq
<input type="checkbox"/>	Sem 1	3.714000	1	4.500000		2.00	1.00	1

The *Terms List* screen displays all of the terms posted or manually entered for the selected Grade Level/Academic Session.

The following information is provided for each Term:

- **Term:** The description of the term posted.
- **Term GPA:** The student’s GPA for the term.
- **Rank:** The rank of the student for their grade level. The rank is automatically calculated at the time the transcripts are posted.
- **Rank GPA:** The GPA used to calculate the rank. This is controlled by the *Rank GPA Method* option under **Grades | Setup | Settings** tab.
- **Enrolled:** Days the student was enrolled for the term.
- **Abs:** Total absences for the term.
- **Tdy:** Total tardies for the term.
- **Seq:** Sequence in which the term was created.

To view detail of each Term, place a check next to the name of the term and click **View** or click the name of the term which appears as a blue link.

Terms Details Screen

Transcript of 1234512345123 - Adams, Amy Marie a...

Term Details

*Grade Level: 11	*Academic Session: 2009-2010	*Term: T2
Promotion Status: Promoted	Term GPA: 24.222000	Enrolled Days: 90.00
Number of Absences: 1.00	Number of Tardies: 2.00	Class Size: 282
Class Rank: 3	Rank GPA:	ConnectEdu Term:

Note:

Add
View
Delete

	Section Name	Alpha	Number	Difficulty Level	GPA Credit	Grad Credit
<input type="checkbox"/>	Accounting 1	A+	99.000000	Regular	1.000	1.000
<input type="checkbox"/>	Calculus	A-	95.000000	College Prep	1.000	1.000
<input type="checkbox"/>	Chemistry I	A+	99.000000	Regular	1.000	1.000
<input type="checkbox"/>	English 11	A+	100.000000	Regular	1.000	1.000
<input type="checkbox"/>	PE	A+	100.000000		0.500	0.500

Add
View
Delete

*- Edits to these fields will be reflected on printed transcripts but will not affect class rank or honor roll within InformationNOW and may be overwritten by subsequent postings.

The *Terms Detail* screen contains the list of courses for which the student earned grades and /or credits. Also, some of the basic information that is related to the term is stored on this form. Required fields are indicated with an asterisk (*).

- ***Grade Level:** The student’s grade level at the time the term was posted. If posted, pulls from the *Grade Level* field under the *Main* tab of the *Student Maintenance* form.
- ***Academic Session:** The Academic Session during which the course was completed. If posted, pulls from the *Session Name* field located on the *Acad. Sessions* tab of the *School Maintenance* form.

- ***Term:** The term within the Academic Session for which the courses were completed. If posted, pulls from the *Name* field of the Terms which were created under **Scheduling | Setup** or **System Preferences | Setup** and under the *Terms* lookup.
- **Promotion Status:** The student's status at the time the course was completed.
- **Term GPA:** The student's GPA for the term. The Term GPA is calculated automatically based on how the courses are entered into the transcript or how the sections are set up under **Scheduling | Master Schedule**.
- **Enrolled Days:** The number of days the student was enrolled for the term. If posted, calculated based on student's enrollment record(s) and the dates within the posted term.
- **Number of Absences:** The total absences for the student during the term. If posted, pulls from the daily attendance for all dates within the posted term.
- **Number of Tardies:** The total number of tardies for the student during the term. If posted, pulls from the daily attendance for all dates within the posted term.
- **Class Size:** The number of students enrolled in the student's grade level. If posted, pulls from the currently enrolled students for the grade level, school and academic session.
- **Class Rank:** The rank of the student in respects to their grade level. If posted, calculated by the system based on the settings under **Grades | Setup | Settings** tab.
- **Rank GPA:** The GPA used to calculate the rank. If posted, calculated by the system based on the settings under **Grades | Setup | Settings** tab.
- **ConnectEdu Term:** The graded item that the term credits are based on. If posted, pulls from the *ConnectEdu* option in **Scheduling | Setup** or **System Preferences | Setup** and under the *Terms* lookup.
- **Note:** Enter a note that applies specifically to this transcript term.
- **Permanent Record Labels:** To print a permanent record label, click the **Permanent Record Labels** option under the reports menu at left.
- All fields except *Term GPA* may be edited. If data must be corrected, it is recommended that the user make the change in the area in which the data originated and then repost to transcripts. For example, if the credit was incorrectly entered on the section in the Master Schedule, the user should make that correction on the Master Schedule and then repost to transcripts, rather than making the credit change here. This will ensure that all students enrolled in the course will receive the correct credit amount.
- Below the term detail is a list of courses, grades, GPA and graduation credit details.
- To add a new grade record to a student's transcript, click **Add**.
- Data may be entered in the individual fields or users may click the **Find** link to select a course from the Valid Course File.
- To remove an existing grade record, place a check next to the grade record to be deleted and click **Delete**.
- To view or modify an existing grade record, either place a check next to the course name and click **View** or click the course name which appears as a blue link.

Edit Section Screen

Edit Section English 11 of Transcript of 1234512345123 -...

Section

Transcript of 1234512345123 - Adams, Amy Marie at Hometown High School, Grade Level 11, 2009-2010, T2

Section Details

*Full Section Number: [Find](#) *Section Short Name: Course Type: Difficulty Level:

Repeated Course

Student Grade Details **Grade Points**

Alpha Grade:

Numeric Grade:

GPA Credits:

Grad Credits:

Include on Transcript Regardless of Credit

GPA Method	Unweighted		Weighted	
	Include	Points	Include	Points
Alpha	<input checked="" type="checkbox"/>	4.000000	<input type="checkbox"/>	<input type="text"/>
Numeric	<input checked="" type="checkbox"/>	100.000000	<input type="checkbox"/>	<input type="text"/>

The *Section* screen contains the details regarding the individual grade record for the student in the selected course and term. Required fields are indicated with an asterisk (*).

Note: When selecting to **Find** the course from the Valid Course File, the *Full Section Number*, *Section Short Name*, *Course Type*, *Difficulty Level*, *GPA Credit*, *Grad Credit* and the *Include* check boxes for *Unweighted GPA* will be populated automatically based on what is set for the selected course in the Valid Course File. All fields may be edited except for *Section Short Name*, *Course Type* or *Difficulty Level*.

Sections Details

- ***Full Section Number:** The course and section number of the completed course. If manually entering the grade, either enter the section number or click *Find* to search for the course in the existing Valid Course File.
- ***Section Short Name:** The name of the completed course. If posted, pulls from the *Master Schedule Section* screen under **Scheduling | Master Schedule**. If the *Find* option was used to search for the course, this field will be disabled.
- **Course Type:** The category of the course (ex.: *Math, English, Science*). This field is used for Graduation Requirements. If posted, pulls from the *Master Schedule* section screen under **Scheduling | Master Schedule**. If the *Find* option was used to search for the course, this field will be disabled.
- **Difficulty Level:** The level of difficulty of the course. This field is used for Graduation Requirements. If posted, pulls from the *Master Schedule* section screen under **Scheduling | Master Schedule**. If the *Find* option was used to search for the course, this field will be disabled.
- **Repeated Course:** Check box that denotes a course that is repeated by student.

Student Grade Details

- **Alpha Grade:** The alphabetic grade the student earned.
- **Numeric Grade:** The numeric grade the student earned.

Note: If selecting to **Find** a course from the Valid Course File, when the numeric grade is entered, the program will populate the Alpha Grade and the Points for the Unweighted GPA's based on the course and assigned grading scale. Users may edit the letter grade if necessary for the grade record. If the letter grade change affects the points earned, the Points for the GPA Methods may need to be edited manually.

- **GPA Credits:** The number of credits attempted. This field must either be blank or show a value of 0.01 or greater. It cannot contain the value of 0.00. If blank, the grade will not have an effect on the GPA. If posted, pulls from the *Master Schedule*.
- **Grad Credits:** The number of credits the student earned for completing the course work. If posted, pulls from the *Master Schedule* (if the student's grade is checked for *Graduation Credit* within the Grading Scale).
- **Include on Transcript Regardless of Credit:** Check here if this course is to be included on the printed transcript if no credit is earned. If *Display Non-Credit Bearing Grades* under **Grades | Setup** and on the *Settings* tab is not checked, this option overrides that setting.

Grade Points

- **Unweighted Include:** Check this box if the section is considered part of the GPA Method. If posted, pulls from the *Master Schedule*.
- **Unweighted Points:** The number of quality points the student earned. If posted, calculated by comparing students' grade to grading scale. If *Use Numeric Grade* is checked in the *GPA Method* form, the students' actual numeric grade will be used.
- **Weighted Include:** Check this box if the section is considered part of the GPA Method. If posted, pulls from the *Master Schedule*.
- **Weighted Points:** The number of weighted quality points the student earned. If posted, calculated by comparing student's grade to the grading scale and adding weight based on the weight multiplier; and/or added in the *Master Schedule* form. If *Use Numeric Grade* is checked in the *GPA Method* form, the student's actual numeric grade plus weight multiplier and/or weight added will be entered.
 - If a course is not weighted, the GPA points are usually the same in the *Unweighted Points* and *Weighted Points* fields.
 - If a course is weighted, the GPA points in the *Unweighted Points* field will be equal to an unweighted course and the *Weighted Points* will be unweighted points plus additional points.

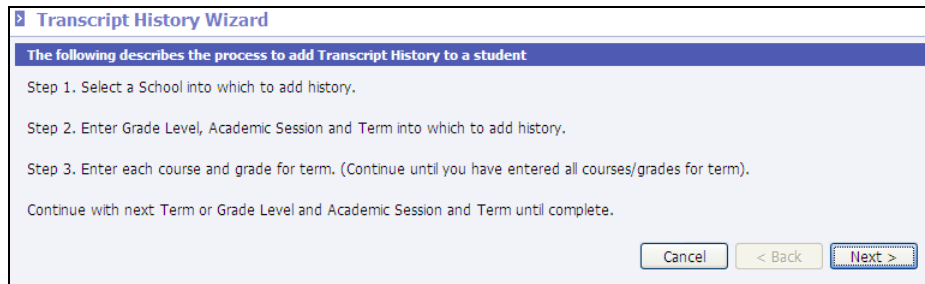
Note: Generally, courses are included in both weighted and unweighted GPA methods. There may be customized GPA Methods that allow a section to be included in the weighted GPA, but not in the unweighted GPA.

Manually Entering Student's Transcript

Grades may need to be manually entered on a student's transcript if, for example, the student transferred from another district, or if summer school grades were not tracked within *InformationNOW*.

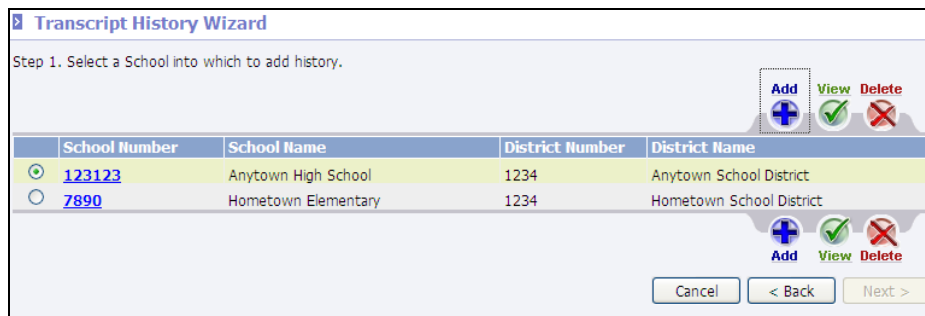
To create a new transcript record, perform the following steps:

- Go to **Students | Student Maintenance**. Search for and select to view the student.
- Click **Transcript** under the manage menu at left.



- Click **Next** to begin the process.

Step 1. Select a School into which to add history.



- Bullet the school at which the student received the grade and click **Next**.

Note: If the school is not listed, it may be inserted by clicking **Add**. *School Number* and *School Name* are required fields. Remaining fields are optional.

To edit an existing school record, bullet the school and click **View**. Make desired changes and click **OK**.

Step 2. Enter Grade Level, Academic Session and Term into which to add history.

- Complete the fields provided. Required fields are indicated with an asterisk (*).
- Refer to the section “Terms Details Screen” on page 7 for information on each field.

Note: *ConnectEdu Term* is not available for manually entered transcript terms.

- All fields except *Term GPA* may be edited.
- Click **Next** to enter the section information.

Step 3. Enter each course and grade for term.

GPA Method	Unweighted		Weighted	
	Include	Points	Include	Points
Alpha	<input checked="" type="checkbox"/>	4.000000	<input type="checkbox"/>	
Numeric	<input checked="" type="checkbox"/>	100.000000	<input type="checkbox"/>	

- Complete the fields provided for the selected course and grade detail. Refer to the section “Edit Section Screen” on page 9 for information on each field.
- To save the existing record and additional grade records, click **Add Section**.
- When all grade records have been entered, click **Finish**.

- The *Step 2* screen will return, allowing the user to insert additional terms.
- Click **Cancel** when all terms and grade records have been added.
- Now that transcripts have been entered, reports may be generated.

Transcript Reports

Permanent Record Labels

Permanent Record Labels may be printed if transcript cards are used. The labels may be generated from either:

- **Individual Student:** Go to **Students | Student Maintenance**. Search for and select to view the student. Click **Transcripts** under the *Manage* menu at left. Select the *School*, *Grade Level* and *Term*. Click **Permanent Record Labels** under the *Reports* menu at left; or,
- **Group of Students:** Go to **Reports | Permanent Record Labels**.

Options

- **Student Filter:** Optional, select the filter of students to print. If no filter is selected, all students will be included.

Note: It is not necessary to select a filter when printing a transcript from the student's transcript screen.

- **Transcript Term:** Select the term that is required to print labels.
- **Label Size:** Select the label size required to print.

Note: As of *InformationNOW* v2.5.0.2, the sole supported size is 1 7/8" w X 2 3/8" h, which is a custom label sold by STI. Please contact the STI Forms department for more information.

- **Order by:** If printing for multiple students, select the order in which the students are to be printed. The options are *Grade Level*, *Homeroom* or *Student Display Name*.

Include

- **Class Graduation Credits:** Print the graduation credits earned for the term.
- **Cumulative Graduation Credits:** Print the total graduation credits the students have earned.
- **Attendance Information:** Print the number of membership days, absences and tardies.

- **Promotion Status:** Select to include the student's current promotion status from the selected term on the label. Options include:
 - *D = Demoted*
 - *E = Enrolled*
 - *G = Graduated*
 - *M = Promoted Mid-Year*
 - *P = Promoted*
 - *R = Retained*
 - *W = Withdrawn*
- **Cumulative GPA:** Print the overall GPA for the students.
- **Alpha Grade Only:** By default, this option is selected. If not checked, the numeric grade only will be printed.
- **Class Rank Information:** Print the students' ranks and rank GPA's.

Transcript Report

The transcript report may be generated from either:

- **Individual Student:** Go to **Students | Student Maintenance**. Search for and select to view the student. Click **Transcripts** under the *Manage* menu at left and click **Transcript Report** under the *Reports* menu at left; or,
- **Group of Students:** Go to **Reports | Transcript Report**.

Required fields are indicated with an asterisk (*).

- **Student Filter:** (Optional) Select the filter of students to print. If no filter is selected, all students will be included.

Note: It is not necessary to select a filter when printing a transcript from the student's *Transcript* screen.

- **Report Layout:** Select the layout of *Term Oriented*, *Year Oriented* or *Grouped By Course Type*.

- **Signature Label Text**: Defaults to *Registrar*. If the person approving the transcript is in a different position, the position may be entered here. This label will print next to the signature line.
- ***Order By**: If printing transcripts for multiple students, transcripts may be printed in order by *Student Display Name, Grade Level* or *Homeroom*.
- **ID To Print**: Select the student ID to print on the report (None/blank, *Student Number, Alt Student Number, Social Security Number* or *State ID Number*).

Grade Options

- **Grade Levels**: Select the grade levels of the students to be included in the transcript. For example, to print a transcript of student's grades from 8th through 12th grade, select *8, 9, 10, 11* and *12*.
- ***Grade Type**: Select the grade type to print (*Numeric, Alpha* or *Both*).
- **Grading Scale to Display**: Select a scale to display on the transcript.
- **Grading Scale To Display**: Users may either select a grading scale from the existing list or enter grading scale detail in the *Grading Scale Text* box. If selecting a grading scale from the existing list, users may edit that grading scale in the *Grading Scale Text* box below.

Note: The *Grading Scale Text* box is unique to the user's machine. If entered, a cookie is stored on the machine so changes will be saved for the next printing.

Include

- **Attendance Information**: Include the students' attendance for each term.
- **Homeroom**: Print the students' homerooms.
- **Graduation Credit**: Print the students' cumulative credits.
- **Class Rank**: Print the students' Class Ranks.
- **Immunization**: Check to include all student immunizations, not just those marked for compliance.
- **Display Goals**: Print any selected goals the students may have in *Goals Sought* on the student *Maintenance* form under the *Manage* menu.
- **Projected GPA**: Check this option to include any unearned quality points in the GPA calculation.
- **Rank GPA**: Print the students' GPA's used for ranking.
- **Display Standardized Tests**: Include the students' standardized tests that are entered in the *Standardized Tests* option on the student *Maintenance* form under the *Manage* menu.
- **Student Photograph**: Include student photographs (if the photos have been properly set up in *InformationNOW*).
- **Current Student Schedule**: Print the students' schedule.

Transcript Report Landscape

To generate the Transcript Report Landscape, go to **Reports | Transcript Report Landscape**.

Transcript Report Landscape

Criteria
Student Filter: [Dropdown]

Transcript Options
Report Title: [Text Box: Student Transcript]
Signature 1 Label Text: [Text Box: Registrar]
Signature 2 Label Text: [Text Box: Principal]
*Order By: [Dropdown: Student Display Name]
ID to Print: [Dropdown: Student Number]

Grade Options
Grade Levels: [List: K, 1, 2, 3, 4]
*Grade Type: [Dropdown: Numeric]
Grading Scale to Display: [Dropdown]
Grading Scale Text: [Text Area]

Include
 Attendance Information Class Rank Projected GPA Student Photograph
 Homeroom Rank GPA Display Immunizations Current Schedule
 Graduation Credit Display Goals Display Standardized Tests

Working Filter
 Save to Working Filter Append to Existing Overwrite Existing

Format: [Dropdown: HTML] Save as Default

[Preview] [Close]

- **Student Filter:** (Optional) Select the filter of students to print. If no filter is selected, all students will be included.
- **Report Title:** Enter the text to be printed below the District Name (Default is *Student Transcript*).
- **Signature Label 1 Text:** Enter the text to be printed for the first signature line.
- **Signature Label 2 Text:** Enter the text to be printed for the second signature line.
- **Order By:** Select to order by *Student Display Name*, *Grade Level* (then display name) or *Homeroom*.
- **Student ID to Print:** Select to print *Student Number*, *Alternate Student Number*, *Social Security Number* or *State ID Number*.

Grade Options

- **Grade Levels:** Select the grade levels to be printed on the report. For example, to print a transcript for grades assigned to a student from 8th grade through 12th grade, select 8 to 12. This does not indicate the students to print on the report. It determines the range of grades to be included on the report
- **Grade Type:** Select which type of grade to print on the report – *Alpha*, *Numeric* or *Both*.
- **Grading Scale To Display:** Users may either select a grading scale from the existing list or enter grading scale detail in the *Grading Scale Text* box. If selecting a grading scale from the existing list, users may edit that grading scale in the *Grading Scale Text* box below.

Note: The *Grading Scale Text* box is unique to the user's machine. If entered, a cookie is stored on the machine so changes will be saved for the next printing.

Include

- **Attendance Information**: Check to include attendance detail in the bottom right corner of the report.
- **Homeroom**: Check to display the name and teacher of the student's homeroom.
- **Graduation Credit**: Check to print course listing with credits required/received in the top right corner of the report.
- **Class Rank**: Check to include class rank and size.
- **Rank GPA**: Check to include the GPA that was used to calculate the student's class ranking.
- **Display Goals**: Check to print student goals.
- **Projected GPA**: Check to print student's projected GPA based on current grades.
- **Display Immunizations**: Check to include all student immunizations, not just those checked for compliance.
- **Display Standardized Tests**: Check to display a summary of the student's standardized test(s).
- **Student Photograph**: Check to include picture if on file.
- **Current Schedule**: Select to include the student's current schedule on the transcript.