



WebPams Transcript Guide

Version Date: 12/28/2013

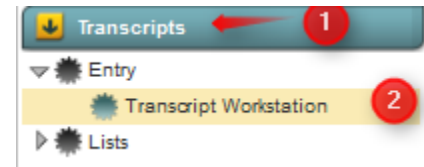
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Starting the Transcript Workstation

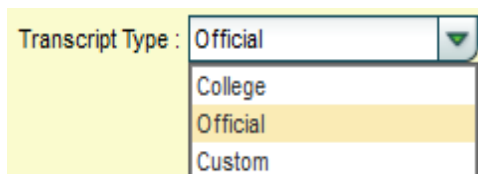
To access student transcripts, go to menu item **Transcripts** and then click **Transcript Workstation**.



The Transcript Setup screen has many items to explain:

(Check with district/school administrator for explanation correct responses which apply to your district policy for transcripts)

1. **District/Year** : Make changes, if necessary.
2. **School** : Choose if needed.
3. **Grade**: Choose grade(s) to work with.
4. **Transcript Type**: See pages at end of this guide for examples of [College](#) and [Official](#) type transcripts.



5. **Show Current Year Grades**: Selecting this option will show grades for current year classes in addition to transcript records from previous years. On a College or Custom transcript, these grades will be marked with a "G".

6. Settings for each of the **"More Options"** button are described on the next pages. After going over desired settings, click the **OK** button.

Quick View Settings for a Transcript with Current Year Schedule

1. On the setup box, "Transcript Type" field, set to "College".

Basic Button:

The Basic settings dialog box includes the following options:

- Senior Graduation Date: [Month] [Year] [Day]
- Disable error checking(faster)
- Show Current Year Schedule (w/o grades)
- Show Rank
- Show Attempted GPA
- 0.5 credit to 1 credit course if only one sem posted, even if final is posted
- Select Course Master records by school
- Show source for all grades

OK

Grades Button:

The Grades settings dialog box includes the following options:

- GPA Print Type: Alpha Loaded
- Show Numeric Grades
- Round GPA's
- Show courses with no final grade
- Count replaced courses in GPA
- Use Semester Grades Only for GPA Calculation

OK

Be sure to set for your district's type of GPA.

Printing Button:

The Printing settings dialog box includes the following options:

- Attendance Summary
- Attendance Detail
- Discipline Detail
- Print signature block
- Use Sis School
- Display the SSN

OK

Use if your school is a program site.

Official Button:

The Official settings dialog box includes the following options:

- Print/Transmit state course descriptions
- Show final only
- Hide courses with zero credit earned
- Print asterisk by accelerated courses (for Official transcript type)
- Show F's on Transcript

OK

Quick View Settings for Official Transcript

1. On the setup box, "Transcript Type" field, set to "Official".

Basic Button:

Senior Graduation Date: [] [] [] []

- Disable error checking(faster)
- Show Current Year Schedule (w/o grades)
- Show Rank
- Show Attempted GPA
- 0.5 credit to 1 credit course if only one sem posted, even if final is posted
- Select Course Master records by school
- Show source for all grades

OK

Leave unchecked for "Official" type. If checked, the print job will be blank.

Grades Button:

GPA Print Type : Alpha Loaded

- Show Numeric Grades
- Round GPA's
- Show courses with no final grade
- Count replaced courses in GPA
- Use Semester Grades Only for GPA Calculation

OK

Printing Button:

- Attendance Summary
- Attendance Detail
- Discipline Detail
- Print signature block
- Use Sis School
- Display the SSN

OK

Use if your school is a program site.

Official Button:

- Print/Transmit state course descriptions
- Show final only
- Hide courses with zero credit earned
- Print asterisk by accelerated courses (for Official transcript type)
- Show F's on Transcript

OK

Detailed Descriptions of “More Options” Buttons

1. Basic Button:

1. **Senior Graduation:** enter date if different that date on school Calendar.
2. **Current Year Schedule (w/o grades):** [**Do not use if printing “Official” type transcripts.*] Handy for checking transcripts against a current schedule to ensure classes are scheduled for needs of the student.
3. **Show Rank:** will show current rank of student. Rank is not an automatic calculation – must be run by school staff.
4. **Show Attempted GPA:** Select if your site wants to display this information.
5. **0.5 credit to 1 credit course if only one semester posted, even if final is posted:** Usually this selection is chosen. If a single semester is posted on a course, credit will be given for single semester of the course.
6. **Select Course Master records by school:** when adding a new course to the transcript, this option, when selected, will limit the pick list of courses associated with the school site.
7. **Show source of all grades:** By default, WebPams will show only sites if different from enrolled school. If user wants to show all sites where the credit is earned, select this option. This will show the enrolled site as well.

Basic

Senior Graduation Date :

Disable error checking(faster)

Show Current Year Schedule (w/o grades)

Show Rank

Show Attempted GPA

0.5 credit to 1 credit course if only one sem posted, even if final is posted

Select Course Master records by school

Show source for all grades

OK

2. Grades Button Options

1. **GPA Print Type:** Make sure this matches the district level policy. LOADED includes additional quality points courses such as AP, Honors, etc.

A screenshot of a dropdown menu for 'GPA Print Type'. The menu is open, showing four options: 'Alpha Basic', 'Alpha Loaded', 'Numeric Basic', and 'Numeric Loaded'. 'Alpha Basic' is currently selected. The background of the menu is yellow.

2. **Show Numeric Grades:** Will display numeric average along with alpha letter. Ex: 82 C
3. **Round GPA's:** Check to round GPA.
4. **Show courses with no final grade:** Select to show classes with no final.
5. **Count replaced courses in gpa:** If site allows for replacement of courses when taken several times, this option will include the replaced courses in the gpa calculation.
6. **Use Semester Grades Only in GPA calculation:** Checking this option will use only semester averages in calculating the cumulative gpa.

A screenshot of a dialog box titled 'Grades'. The dialog box has a yellow background and a blue header. It contains the following options:

- GPA Print Type : Alpha Basic (dropdown menu)
- Show Numeric Grades
- Round GPA's
- Show courses with no final grade
- Count replaced courses in GPA
- Use Semester Grades Only for GPA Calculation

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

7.

3. **Printing** Button Options:

- **Attendance Summary:** Select to add an attendance summary to the transcript.
- **Attendance Detail:** Select to add detailed attendance records to the transcript.
- **Discipline Detail:** Select to add detailed discipline records to the transcript.
- **Print Signature Block:** Select to add a place for official signatures.
- **Use SIS school:** for districts with program sites only. Selecting this option will show the state site followed by the program site name rather than just the site name.

The screenshot shows a dialog box titled "Printing" with a yellow background. It contains the following options:

- Attendance Summary
- Attendance Detail
- Discipline Detail
- Print signature block
- Use Sis School
- Display the SSN

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

4. **Official** Button: [settings for Official type transcript]

1. **Print/Transcript state course descriptions:** usually not selected. On the official transcript type, checking this option will show state course code descriptions rather than local course descriptions.
2. **Show final only:** On the official transcript type, the transcript will show final grades only.
3. **Hide courses with zero credit earned:** On the official transcript type, selecting this option will filter out courses with zero credit earned.
4. **Show F's on transcript:** For the official transcript type, select to show F's. Usually this is selected.

The screenshot shows a dialog box titled "Official" with a yellow background. It contains the following options:

- Print/Transmit state course descriptions
- Show final only
- Hide courses with zero credit earned
- Print asterisk by accelerated courses (for Official transcript type)
- Show F's on Transcript

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

5. **STS** Button: [Only for District Level Coordinators]

- Contains settings for sending transcript data to state.

Buttons at Bottom of Transcript Workstation



- **Refresh** – if needed, the student’s transcript can be refreshed with this button
- **Previous, Next** – Browse through the group of students selected on the setup screen
- **Setup** – Return to the setup screen and change the options
- **Find** – Locate a student and view the transcript
- **Print Multiple** – Print more than one student
- **Print Single** – Print the current student’s transcript

Find a Student

Locate the **Find** button in the lower center portion of the screen. Using the mouse, click on the desired student’s name. The student’s transcript will appear on the screen as shown below.

Welcome Transcript Workstation																												
BABINEAUX DARRYL PAUL (5040309)																												
SPED 504 LEP																												
Credits Pursued : 20.5 Credits Earned : 20.0 Year : 1213 Grade : 12																												
D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3	Cp	Ce	H	G	S-code	Grade-Source	PE	S						
						<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>														
1		ENGLISH III	B		11	<input type="checkbox"/>	B		11	<input type="checkbox"/>	B		11	<input type="checkbox"/>	1.0	1.0			120333	007008RINGGC								
1		ENGLISH IV	A		12	<input type="checkbox"/>	A		12	<input type="checkbox"/>	A		12	<input type="checkbox"/>	1.0	1.0	D		120334	060012MINDEN								
3		ALGEBRA I	C		09	<input type="checkbox"/>	D		09	<input type="checkbox"/>	D		09	<input type="checkbox"/>	1.0	1.0	D		160321	402003LOUISIA								
3		ALGEBRA II	B		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	1.0	1.0	H		160322	007008RINGGC								
3		GEOMETRY	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	1.0	1.0			160323									
4		CIVICS				<input type="checkbox"/>	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	0.5	0.5			220501									
4		FREE ENTERPRISE	B		10	<input type="checkbox"/>				<input type="checkbox"/>	B		10	<input type="checkbox"/>	0.5	0.5			220200									
4		WORLD GEOGRAPI	C		09	<input type="checkbox"/>	F#		09	<input type="checkbox"/>	F#		09	<input type="checkbox"/>	1.0	0.5			220300									
5		BIOLOGY	C		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	1.0	1.0			150301									
5		PHYSICAL SCIENCE	C		09	<input type="checkbox"/>	C		09	<input type="checkbox"/>	C		09	<input type="checkbox"/>	1.0	1.0			150802									
6		ENGLISH I	B		09	<input type="checkbox"/>	B		09	<input type="checkbox"/>	C		09	<input type="checkbox"/>	1.0	1.0			120331									
6		HEALTH EDUC	C		09	<input type="checkbox"/>				<input type="checkbox"/>	C		09	<input type="checkbox"/>	0.5	0.5			190500									
6		PHYSICAL ED I*				<input type="checkbox"/>	A		09	<input type="checkbox"/>	A		09	<input type="checkbox"/>	0.5	0.5			190105									
6		PHYSICAL ED II	B		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	1.0	1.0			190106									
7		ENGLISH II	A		10	<input type="checkbox"/>	A		10	<input type="checkbox"/>	A		10	<input type="checkbox"/>	1.0	1.0			120332									
7		FRENCH I	B		09	<input type="checkbox"/>	C		09	<input type="checkbox"/>	B		09	<input type="checkbox"/>	1.0	1.0			121001									
8		ACCOUNTING II	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	1.0	1.0			040104									
8		AGRISCIENCE I	B		09	<input type="checkbox"/>	B		09	<input type="checkbox"/>	B		09	<input type="checkbox"/>	1.0	1.0			010301		2							
8		AGRISCIENCE II	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>	1.0	1.0			010302		2							
8		BUSINESS ENG VO	A		11	<input type="checkbox"/>	A		11	<input type="checkbox"/>	A		11	<input type="checkbox"/>	1.0	1.0			040302									

Columns on the Transcript Workstation Screen

Note: * or ** items listed below refer to the following conditions...

* Use either numeric or alpha. If you enter a numeric grade the corresponding letter grade from the district grading scale will be added. If you enter an alpha grade, the corresponding quality points will be added.

**Use the final option if your district issues final grades.

- **D** = Delete
- **GRP** = Course Transcript Group
- **Course** = Course Name
- ***S1n** = First semester numeric grade. Use if semester numeric grades are posted in your district. **Note:** “Year” is the ending part of the school year. Example: 1112 would be indicated as “12”.

- ***S1a** = First semester alpha grade. Use if semester alpha grades are posted in your district.
- ***S1yr** = Year first semester grade earned. Use if semester values are posted in your district. **Note:** “Year” is the ending part of the school year. Example: “1112” would be indicated as “12”.
- **R1** = “Replace semester 1 grade”: Check with district coordinator if this should be used. A check will indicate that this course is not be used in state reporting / gpa calculations and is being “replaced” by another instance of the course.
- ***S2n** = Second semester numeric grade. Use if semester numeric grades are posted in your district.
- ***S2a** = Second semester alpha grade. Use if semester alpha grades are posted in your district.
- ***S2yr** = Year second semester grade earned. Use if semester values posted in your district. **Note:** “Year” is the ending part of the school year. Example: “1112” would be indicated as “12”.
- **R2** = “Replace semester 2 grade”: Check with district coordinator if this should be used. A check will indicate that this course is not be used in state reporting / gpa calculations and is being “replaced” by another instance of the course.
- ****F1n** = Final numeric grade. Use if final numeric values are posted in your district.
- ****F1a** = Final alpha grade. Use if final alpha grades are posted in your district.
- ****F1yr** = Year final grade earned. Use if final grades are posted in your district. **Note:** “Year” is the ending part of the school year. Example: “1112” would be indicated as “12”.
- **R3** = “Replace final grade”: Check with district coordinator if this should be used. A check will indicate that this course is not be used in state reporting / gpa calculations and is being “replaced” by another instance of the course.
- **Cp** = Carnegie Units Pursued
- **Ce** = Carnegie Units Earned.
- **H** = Letter code to denote specific traits of a course. A course can have none, one, or a combination of these. Commonly used codes are:
 - **A = Alternate Grade Scale Course** (usually 10 point scale)
 - **D = Dual Enrollment**
 - **H = Honors** (indicator for Honors, and, if set for district, can indicate a 5 point course.)
 - **1 = Special Ed Course**
 - **3= Gifted Course**
 - **4 = Advanced Placement**
- **G** = the letter G denotes a current year grade record (this cannot be edited from here).
- **S-code** = State Code.
- **Grade-Source** = School site where grade was pursued /earned.
- **PE** = Possible errors with the transcript record.
- **S** = Save cell. Clicking this cell will bring up a details screen of additional information that can be entered about the course, and then perform a final save of the record.

Adding Transcript Records

Two situations when adding course(s) to a transcript:

1. Insert a course that is present in the course catalog:
 - Double click in the **Course** blank to bring up the Course Catalog. You can then choose the desired course. This brings in the **GRP** – Transcript Group, the **COURSE** – course name, **H** – Honors Field (if any), **S-code** – State course number.

BABINEAUX DARRYL PAUL (5040309)														
Credits Pursued : 21.0					Credits Earned : 20.5					Year : 1213		Grade : 12		
D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3
	1	ENGLISH I				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

2. Insert a course is not present in the course catalog:
 - Single click in the **Course** blank to type the name of a course not available in the Course Catalog. You will then need to select a **GRP** for the **Transcript Group** and click in **S-code** column to bring up the State Course Catalog to select the appropriate state course number.

BABINEAUX DARRYL PAUL (5040309)														
Credits Pursued : 21.0					Credits Earned : 20.5					Year : 1213		Grade : 12		
D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3
		Astronomy				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

3. Next step is to enter the grade earned and year earned.
 - Check with your district administrator to determine if you need to post final grades only, or semester grades only, or a combination of the two. Check also to determine if your district posts numeric grades, or alpha grades for transcript records.
 - A numeric or alpha grade will be entered in one of the Semester 1 columns (S1n or S1a), and / or Semester 2 columns (S2n or S2a), and / or Final columns (F1n or F1a). This is done by clicking in the appropriate cell, then either entering a numeric value if numeric is used (cells ending with “n” as S1n, S2n, or F1n), or choosing an alpha letter if alpha’s are used (cells ending with “a” as S1a, S2a, F1a).
 - To enter the year the grade was earned (either S1yr, S2yr, or F1yr), click the drop down and choose a desired year. The **Year** (S1yr, S2yr, or F1yr) is the ending part of the school year. Example: “1112” would be indicated as “12”.

BABINEAUX DARRYL PAUL (5040309)															SPED	504	LEP					
Credits Pursued : 21.0					Credits Earned : 20.5					Year : 1213		Grade : 12										
D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3	Cp	Ce	H	G	S-code	Grade-Source	PE	S
	1	ENGLISH I	B		10	<input type="checkbox"/>	C		10	<input type="checkbox"/>	B		10	<input type="checkbox"/>					120331			

4. **S-Code:** (State Course Code): Only needs to be entered if the user is entering a course that is not in the district course catalog. If posting a course not in the course catalog, to enter the state course code, click in the S-code cell. A listing of state courses / codes appears. Search the listing, then click to select the desired state course code.
5. **Save the course** – Click the bluegreen box at the far right of the row. A detail screen will appear as shown below.

D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3	Cp	Ce	H	G	S-code	Grade-Source	PE	S
						<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
1		ENGLISH I				<input type="checkbox"/>				<input type="checkbox"/>	C	07		<input type="checkbox"/>	1.0	1.0			120			
1		ENGLISH II				<input type="checkbox"/>				<input type="checkbox"/>	C	08		<input type="checkbox"/>	1.0	1.0			120			2
1		ENGLISH III				<input type="checkbox"/>				<input type="checkbox"/>	C	09		<input type="checkbox"/>	1.0	1.0			120			
3		ALGEBRA I				<input type="checkbox"/>				<input type="checkbox"/>	B	07		<input type="checkbox"/>	1.0	1.0			160321			
3		GEOMETRY				<input type="checkbox"/>				<input type="checkbox"/>	D	08		<input type="checkbox"/>	1.0	1.0			160323			

1

Click green "Save" cell here.

Save ✕

CP :	CE :	REP :	CR :	SS :	Honors :	DS :	Credit Site :	State :	Enrolled Site :	College Hours :
S1 :	<input type="text"/>	<input type="text"/>	<input type="radio"/> REP	<input type="radio"/> CR	<input type="radio"/> SS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S2 :	<input type="text"/>	<input type="text"/>	<input type="radio"/> REP	<input type="radio"/> CR	<input type="radio"/> SS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F :	<input type="text"/>	<input type="text"/>	<input type="radio"/> REP	<input type="radio"/> CR	<input type="radio"/> SS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. The user will notice that there are three rows of cells: S1 row, S2 row, and F row. The user would enter details on the matching row of the grade posted previously. For example:
 - If the user had posted a grade in the **F1** cell, then the details would be added on the **F** row.
 - If the user had posted grades in the **S1** and **F1** cells, then the details would be added in both rows.
7. If the **CP** (Credit Pursued) and **CE** (Credit Earned) are different from the information on the district course catalog, enter here. If you are entering a course not in the district course catalog, then enter this information here.
8. If a check was placed on the line under the **REP** column, the radio button for **REP** (Replaced) will be indicated.
9. If the course was taken as **CR** (Credit Recovery) click the radio button to indicate **CR**.
10. If the Course was taken as **SS** (Summer School, not Credit Recovery) click the radio button to indicate **SS**.
11. If an indicator is needed for the **Honors** field, click to choose the appropriate code, or combination of codes. Below are the possible **Honor** field choices:

<input type="checkbox"/>	G	RG Course Required for Graduation
<input type="checkbox"/>	H	HR Honor Course
<input type="checkbox"/>	I	RG Offers Industry Based Certifica
<input type="checkbox"/>	T	RG Course Used in TOPS GPA Calc
<input type="checkbox"/>	t	RG Tops course substitution
<input type="checkbox"/>	B	RG Basic Course
<input type="checkbox"/>	N	RG Credit Course NOT Used in Loa
<input type="checkbox"/>	O	RG Obsolete Course
<input type="checkbox"/>	R	RG Rotation Classes
<input type="checkbox"/>	F	RG Full Credit Transfer to High Sch
<input type="checkbox"/>	P	RG 1/2 Credit Transfer to High Sch
<input type="checkbox"/>	S	RG Semester Course
<input type="checkbox"/>	E	RG 1.0 Credit Course lasting one se
<input type="checkbox"/>	Z	RG 0.5 Credit Course lasting all Ter
<input type="checkbox"/>	C	HR Accelerated Course-Numeric Pe
<input type="checkbox"/>	V	AP Adv Placement Course-Numeric
<input type="checkbox"/>	A	RG Alternate Grade Translation Tab
<input type="checkbox"/>	L	RG Leap Remediation
<input type="checkbox"/>	D	DE Dual Enrollment
<input type="checkbox"/>	1	SE Special Education course
<input type="checkbox"/>	2	RG Remediation Course
<input type="checkbox"/>	3	GT Gifted
<input type="checkbox"/>	4	AP Advanced Placement
<input type="checkbox"/>	5	TA Talented
<input type="checkbox"/>	6	IB International Baccalaureate
<input type="checkbox"/>	7	HR Enrichment Course
<input type="checkbox"/>	8	RG Cumulative All Year Course

12. Choose all that apply and click **OK**.

13. If the course was **DS** (Distance/Satellite) indicate it as one of the following:

- | | | |
|---|----|-----------------------------|
| 1 | 01 | State Virtual School Course |
| 2 | 02 | 8g Satellite Courses |
| 3 | 03 | Other Distance Learning |

14. Credit Site, State, Enrolled Site, and College Hours

- **Credit Site** refers to the site where the credit was earned / pursued. Click in the **Credit Site** field to get a listing of sites in Louisiana.
 - For Dual Enrollment courses, credit site is the post secondary site where the dual enrolled credit is earned. For most other courses, credit site is the high school where the credit is earned.
 - i. **Tip:** Universities and Community colleges start with site codes of “4”. Technical colleges start with site codes of “2”. You may find it easier to find the post secondary site by first highlighting the column header of **Site ID**, then place a “4” or “2” in the text box.
 - The easiest way to search the listing is to click on the column header labeled “**School Name**”, then type in the some of the name of the school in the text box. You will see the listing will filter on the text entered. Check the district column if there are multiple school sites with the same name. Click the desired Louisiana school.

State Schools List

Search: LAGRA 2

School District	School Name 1	Site ID
St. Mary Parish	LaGrange Elementary Sch	051018
Calcasieu Parish	LaGrange High School	010033
Orleans Parish	Lake Area Middle School	036176
Jefferson Davis Parish	Lake Arthur Elementary S	027011
Jefferson Davis Parish	Lake Arthur High School	027012

Second, type the first part of the school's name to begin a filtered search that matches.

- If the school site is not in the listing (*Example – Tampa High School in the state of Florida*), do the following:
 - i. Close the school site pick list by clicking the yellow “x” in the upper right. The user will see that the cursor is blinking in the **Credit Site** field. Type in the name of the site, then move to the right in the **State** field . Click the drop down listing and pick the state that the school is located.

Save

CP: CE: REP: CR: SS: Honors: DS: Credit Site: State: Enrolled Site: College Hours:

S1 : [] [] REP CR SS [] [] [] [] [] []

S2 : [] [] REP CR SS [] [] [] [] [] []

F : 1 1 REP CR SS [] [] [] [] [] []

Save

- **Enrolled Site:** For Dual Enrollment courses only: Enter the **high school** that the student was enrolled in while taking the DE course. This is required if the course is **Dual Enrollment (Honors code of "D")**.

	CP:	CE:	REP:	CR:	SS:	Honors:	DS:	Credit Site:	State:	Enrolled Site:	College Hours:
S1:	<input type="text"/>	<input type="text"/>	<input type="radio"/> REP	<input type="radio"/> CR	<input type="radio"/> SS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
S2:	<input type="text"/>	<input type="text"/>	<input type="radio"/> REP	<input type="radio"/> CR	<input type="radio"/> SS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F:	<input type="text"/>	<input type="text"/>	<input type="radio"/> REP	<input type="radio"/> CR	<input type="radio"/> SS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

15. When all information is entered, click the **SAVE** button. The course will move from the insert row at the top to the matching group listing of courses.
- Example: If the new course is a math class (GRP = "3"), then after clicking **Save**, the new math class will move from the insert row at top to the math grouping of classes further down.
 - Click on the **school name**. This will place the school in Site Location for S1. Click in S2 Site Location the school list will reappear with the same site chosen. Simply click the same site. Repeat for F Site Location. If only S1 class then enter the school ID/name in S1 and/or Final only. If S2 class then enter the school/ID in S2 and Final only. If your district does not use Final grades then enter school/ID in S1 and/or S2 as needed.

Changing Transcript Records

- To change the **GRP (Group), Course, S1n, S1a, S1yr, R1, S2n, S2a, S2yr, R2, F1n, F1a, F1yr, R3** and **S-code (State Course Code)**: Click in the desired cell, change the value, and it is saved automatically.
- To change the **Cp (Credit Pursued), Ce (Credit Earned), or H (Honors), or Grade Source**: Click the blue-green "save" cell on the far right of the row. A details screen as discussed earlier will appear (shown below). Make the needed changes and click on the **Save** button to complete the update.

D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3	Cp	Ce	H	G	S-code	Grade-Source	PE	S
						<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
1		ENGLISH I				<input type="checkbox"/>				<input type="checkbox"/>	C	07		<input type="checkbox"/>	1.0	1.0			120321			
1		ENGLISH II				<input type="checkbox"/>				<input type="checkbox"/>	C	08		<input type="checkbox"/>	1.0	1.0			120322			
1		ENGLISH III				<input type="checkbox"/>				<input type="checkbox"/>	C	09		<input type="checkbox"/>	1.0	1.0			120323			
3		ALGEBRA I				<input type="checkbox"/>				<input type="checkbox"/>	B	07		<input type="checkbox"/>	1.0	1.0			160321			
3		GEOMETRY				<input type="checkbox"/>				<input type="checkbox"/>	D	08		<input type="checkbox"/>	1.0	1.0			160323			
4		AMERICAN HISTOR				<input type="checkbox"/>				<input type="checkbox"/>	C	09		<input type="checkbox"/>	1.0	1.0			220403			
4		CIVICS				<input type="checkbox"/>				<input type="checkbox"/>	C	08		<input type="checkbox"/>	0.5	0.5			220501			
4		WORLD GEOGRAPH				<input type="checkbox"/>				<input type="checkbox"/>	B	07		<input type="checkbox"/>	1.0	1.0			220300			
5		BIOL				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
5		ENVIR				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
5		PHYSK				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
6		HEALT				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
6		PHYSK	S1 :			<input type="checkbox"/>	REP	<input type="checkbox"/>	CR	<input type="checkbox"/>	SS											
6		PHYSK	S2 :			<input type="checkbox"/>	REP	<input type="checkbox"/>	CR	<input type="checkbox"/>	SS											
6		PHYSK	F :	1	1	<input type="checkbox"/>	REP	<input type="checkbox"/>	CR	<input type="checkbox"/>	SS											
8		ADULT				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
8		AGRIS				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
8		AGRIS				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>								
8		FINANCIAL M				<input type="checkbox"/>				<input type="checkbox"/>	B	09		<input type="checkbox"/>	1.0	1.0			040304			
8		HOUSING				<input type="checkbox"/>				<input type="checkbox"/>	D	09		<input type="checkbox"/>	0.5	0.5			100500			
8		INTRO TO BCA				<input type="checkbox"/>				<input type="checkbox"/>	B	08		<input type="checkbox"/>	1.0	1.0			040401			

Save

CP: CE: REP: CR: SS: Honors: DS: Credit Site: State: Controlled Site: College Hours:

S1 : REP CR SS

S2 : REP CR SS

F : 1 1 REP CR SS

Save

1 Click green "Save" cell here.

2 Edit CP, CE, Honors, Credit Site, etc... across the row, then "Save"...

Delete Transcript Records

- To delete a grade record from the transcript, click on the red cell in the "D" column (Delete) on the far left of the course.
- A selection box of semester or final records will be displayed. Select the item(s) to delete, and then click **OK**.

Delete

WARNING!

Which **AGRISCIENCE II** record do you wish to delete?

Semester 1 Record ()

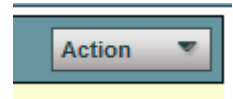
Semester 2 Record ()

Final Record (3 B)

Ok **Cancel**

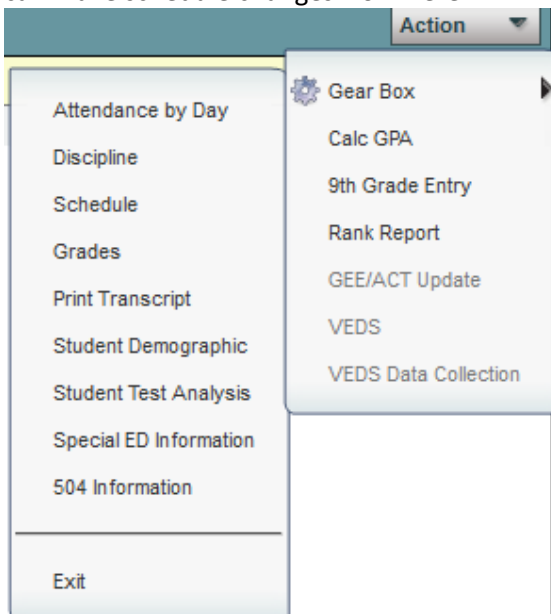
Action Button Programs

Located in the upper right of the transcript workstation, the Action button gives the user access to other functions such as the iGear, Calc GPA (for current student), Set 9th Grade Entry Year, and run a Rank Report (from here, a user can update gpa for all students). Below is a description or directions for each.



Gear Box

Offers access to information about the student as shown below. Users that have rights to change a student's schedule can make schedule changes from here.



Calc GPA (Current Student)

In order to calculate the Cumulative GPA for the current student, click the **Calc GPA** selection in the **Action** button listing. The GPA will be calculated and a course-by-course report of all calculations used in determining the GPA will be provided as shown below.

Calculation report - INCLUDE						
Course	H	Grade	CP	Product	Earned	Attempted
ACCOUNTING I		3.0	* 0.5	= 1.5000	1.5000	
ACCOUNTING I		3.0	* 0.5	= 1.5000	3.0000	
ACCOUNTING II		3.0	* 1.0	= 3.0000	6.0000	
ACCOUNTING II		4.0	* 0.5	= 2.0000	8.0000	
ACTING II		3.0	* 0.5	= 1.5000	9.5000	
ACTING III		4.0	* 0.5	= 2.0000	11.5000	
AGRISCIENCE I		3.0	* 1.0	= 3.0000	14.5000	
AGRISCIENCE II		3.0	* 1.0	= 3.0000	17.5000	
ALGEBRA I		1.0	* 1.0	= 1.0000	18.5000	
WORLD GEOGRAP		0.0	* 0.5	= 0.0000	56.5000	
WORLD GEOGRAP		4.0	* 0.5	= 2.0000	58.5000	
Earned Points:	58.5	/ Total Units Pursuec 21.0		= 2.7857		
Attempted Points:	84.0	/ Total Units Pursuec 21.0		= 4.0000		

Print

9th Grade Entry

Displays 9th grade entry year. Most students will have the correct year. It may be necessary to manually correct the year in some cases. If necessary, choose the correct 9th grade entry year from the drop down, and click **OK**.

Rank Report

*It is always a good idea to run the **Update GPA** utility prior to printing reports with a rank on them. The directions in the **Update GPA** section (next page) cover how to do this.

1. At the setup screen, select from the options shown:

- Set the desired **Year, School, Grade, and As of Date**.
- **Minimum Units:** If desired, the user can set to limit the ranking to students with a set number of Carnegie Units.
- **GPA Display Type:** Set to report desired GPA type. **NOTE:** Be sure to run **Update GPA** first. Can be done by clicking the **Update GPA** button at the bottom of the setup box. Directions for this on next page of this guide.
- **Special Ed Exclusion:** Click to limit ranking according to special code diploma path. For example, the user may want to exclude students with a special code of “OM2 NonDiploma bound” students.
- **Include Early Graduates, Exclude NR Students, Include Replaced Grades, View Previous Ranks:** Click to select option if desired.
- **Update GPA:** It is a good idea to update the cumulative GPA before printing any ranks. The directions on the next page will discuss how this is done. It does not take a long time. After performing the **Update GPA**, the user is returned to this setup screen.
- **OK:** After performing the **Update GPA**, click **OK** to get a Rank Report on screen.

2. The Ranking report will provide you with a rank of students in the class requested. Additional students will be added at the bottom of the list:
- **1111** – Special Education and Opt3 students
 - **2222** – Too few credits
 - **3333** – Student with leave code
 - **4444** – SBLC codes (indicates failures)
3. Example **Rank Report** shown below. The report can be sorted in various ways to get details other than ranks.

GPA Ranking Report											
	Student ID	Student Name	Age	Eth	Gen	Units PU	Units EA	GPA	GPA ATT	Total Points	Rank
1	9040018	LANDRY, SHERRI ELIZABETH	19	0	F	15	15	3.9286	4.0000	55.00	1 of 30
2	9040019	LANTHIER, TISHA PAIGE	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
3	9040009	DEMARY, SALLY GAIL	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
4	9040006	COMPTON, STEPHANIE CHRISTINE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
5	9040007	CRADER, CATHERINE MARIE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
6	9040025	SHAW, BEVERLY ALAINA	18	0	F	15.5	15.5	3.6552	4.0000	53.00	6 of 30

Update GPA

*Accessed via the **Rank Report**.

*It is always a good idea to run this update prior to running the Rank report.

1. From the **Action** button, click the **Rank Report** selection.
2. At the **Rank Report** setup box, click the **Update GPA** button as shown below:

Setup

Year: 1213

District: 010

School: 003

Grade: 12

As Of: Sep 26, 2012

Age From: 0 To: 100

Minimum Units:

GPA Display Type: ALPHA LOADED

Special Ed Exclusion:

Include Early Graduates:

Include Replaced Grades:

View Previous Ranks:

Update GPA

OK

3. The **Update GPA** setup box will appear. Options are described below.

- Set the **Year**, **School**, and **Grade(s)**, and **As of Date** (usually current date).
- **Use Current Grades**: Select if semester / final grades from the current year are to be included in the cumulative gpa calculation.
- **0.5 credit to 1 credit course....**: Usually selected. If a single semester of a full credit course is taken, the final will be given with only a .5 credit to match.
- **Use Semester grades only**: Select if district calculates cumulative gpa only on grades that are in the semester category of a transcript.
- **Use Final grades only**: Select if district calculates cumulative gpa only on grades that are in the final category of a transcript.
- **Include P grade as failures**: Do not select this option. Will take a P grade and count is as 0 quality points just like an F grade. Normally, schools want a P to simply be left out of the calculation since it has no quality points.

Transcript GPA Calculation Setup

Year: 1213

District: 010

School: 003

Grade: 12

As of Date: Sep 26 2012

Use current grades

0.5 credit to 1 credit course
if only one semester posted,
even if final posted

Use semester grades only

Use final grades only

Include P grade as failures

OK

4. Click the **OK** button to begin the calculation.

- A message will be displayed indicating the processing is taking place.
- The processing will take several minutes. When done, close the **Update GPA** setup box. This will return the user to the **Rank Report** setup box.

Example College Transcript Report

JasperViewer
100%

Grading Scale

A = 93.500 100.000
 B = 86.500 93.499
 C = 76.500 86.499
 D = 69.500 76.499
 SIDNO: 5040313

Permanent Record

Demo 004 K-12
BABINEAUX, JASON LAYNE
 6007 FINANCIAL PLAZA
 SHREVEPORT, LA 71129

A = 3.500 4.000
 B = 2.500 3.499
 C = 1.500 2.499
 D = 0.800 1.499

Sex: M Ethnic: White
 SSN:901010099 GRD 12

Birthdate: 1992-11-05

Group	Course	Sem 1	Yr	Sem 2	Yr	Final	Yr	CP	CE	H	G	State Code	Grade Source		
English															
	ENGLISH III	4	A	10	4	D	10	4	A	10	1.0	1.0	120333		
Computer Education															
	ENGLISH I	3	B	08	4	D	08	3	B	08	0.5	0.5	120331		
	ENGLISH II	3	B	09	3	A	09	3	B	09	1.0	1.0	120332	LUTHERAN HIGH	
Math															
	ALGEBRA I	2	C	08	2	C	08	2	C	08	1.0	1.0	160321		
	ALGEBRA II	4	A	10	4	A	10	4	A	10	1.0	1.0	160322		
	GEOMETRY	3	B	09	3	B	09	3	B	09	1.0	1.0	160323		
Social Studies															
	AMERICAN HISTORY	4	A	10	4	A	10	4	A	10	1.0	1.0	220403		
	CIVICS	4	A	09				4	A	09	0.5	0.5	220501		
	FREE ENTERPRISE				4	A	09	4	A	09	0.5	0.5	220200		
	WORLD GEOGRAPHY	3	B	08	4	A	08	3	B	08	1.0	1.0	220300		
Science															
	BIOLOGY	3	B	09	3	B	09	3	B	09	1.0	1.0	150301		
	CHEMISTRY	4	A	10	4	A	10	4	A	10	1.0	1.0	150401		
	PHYSICAL SCIENCE	4	A	08	3	B	08	3	B	08	1.0	1.0	150802		
Health & PE															
	HEALTH EDUC	3	B	08				3	B	08	0.5	0.5	190500		
	PHYSICAL ED I*				4	A	08	4	A	08	0.5	0.5	190105		
	PHYSICAL ED II	4	A	09	4	A	09	4	A	09	1.0	1.0	190106		
Foreign Languages															
	FRENCH I								P	07	1.0	1.0	121099		
	FRENCH II	4	A	10	4	A	10	4	A	10	1.0	1.0	121002		
Voc Electives															
	ACCOUNTING I							4	A	09	1.0	1.0	040101		
	AGRISCIENCE I	4	A	08	4	A	08	4	A	08	1.0	1.0	010301		
	AGRISCIENCE II	4	A	09	4	A	09	4	A	09	1.0	1.0	010302		
	AGRISCIENCE III	4	A	10	4	A	10	4	A	10	1.0	1.0	010303		
	BUS COMP APP	4	A	10	4	A	10	4	A	10	1.0	1.0	040400		
	INTRO TO BCA	4	A	09	3	B	09	4	A	09	1.0	1.0	040401		
Gen Ed Electives															
	FINE ARTS SURVEY	4	A	08	4	A	08	4	A	08	1.0	1.0	030332		
	PSYCHOLOGY								A	10	1.0	1.0	D	222001	401003McNeese State
Total:								23.5	23.5						

Year Entered Grade 9: 2007 Cumulative/Attempted GPA: 3.6136 / 0.0000 Rank: 2 / 2 Total Units: 23.5
 ACT English: 22 Math: 16 Reading: 17 Science/Reasoning: 14 Composite: 17
 The above named student has passed all required components of the Graduation Test: YES

I hereby certify that the above named student has successfully completed the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of the above specified diploma from a State-Approved High School. On file in the school office is this student's cumulative record and/or GED test results.

SUBSCRIBED TO: _____ AT: Jasper, LA

Example Official Transcript Report

CERTIFICATE OF HIGH SCHOOL CREDIT FOR STATE-APPROVED HIGH SCHOOLS									
Grading Scale		STATE OF LOUISIANA DEPARTMENT OF EDUCATION						G.P.A. Scale	
A = 93.500 100.000		BATON ROUGE, LOUISIANA						A = 3.500 4.000	
B = 86.500 93.499								B = 2.500 3.499	
C = 76.500 86.499								C = 1.500 2.499	
D = 69.500 76.499								D = 0.800 1.499	
NAME OF STUDENT				SOCIAL SECURITY #		DATE OF BIRTH		DATE OF GRADUATION	
BABINEAUX, JASON LAYNE				901010099		11/05/1992		MAY 20, 2011	
NAME OF SCHOOL		PARISH OR SCHOOL SYSTEM		ADDRESS				TELEPHONE	
Demo 004 K-12		Jefferson Davis		4040 Pine Island Highway Jennings, LA 70546				3378244452	
	Course Code	Subject Title	Year	S1	S2	F	Unit	Grade Source/Remark	
English	120333	ENGLISH III	10			A	1.0		
Computer	120331	ENGLISH I	08			B	0.5		
	120332	ENGLISH II	09			B	1.0	LUTHERAN HIGH SCHOOL (L)	
Math	160321	ALGEBRA I	08			C	1.0		
	160322	ALGEBRA II	10			A	1.0		
	160323	GEOMETRY	09			B	1.0		
Social Studies	220403	AMERICAN HISTORY	10			A	1.0		
	220501	CIVICS	09			A	0.5		
	220200	FREE ENTERPRISE	09			A	0.5		
	220300	WORLD GEOGRAPHY	08			B	1.0		
Science	150301	BIOLOGY	09			B	1.0		
	150401	CHEMISTRY	10			A	1.0		
	150802	PHYSICAL SCIENCE	08			B	1.0		
Health & PE	190500	HEALTH EDUC	08			B	0.5		
	190105	PHYSICAL ED I*	08			A	0.5		
	190106	PHYSICAL ED II	09			A	1.0		
Foreign	121099	FRENCH I	07			P	1.0		
	121002	FRENCH II	10			A	1.0		
Voc Electives	040101	ACCOUNTING I	09			A	1.0		
	010301	AGRISCIENCE I	08			A	1.0		
	010302	AGRISCIENCE II	09			A	1.0		
	010303	AGRISCIENCE III	10			A	1.0		
	040400	BUS COMP APP	10			A	1.0		
	040401	INTRO TO BCA	09			A	1.0		
Gen Ed Electives	030332	FINE ARTS SURVEY	08			A	1.0		
	222001	PSYCHOLOGY	10			A	1.0	401003McNeese State Unive	
	Year Entered Grade 9	Cumulative/Attempted GPA	Class Rank			Total Units	The above named student has passed all required components of the Graduation Test:		
	2007	3.6136 / 0.0000	Rank: 2 / 2			23.5	YES		
I hereby certify that the above student has successfully completed the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of the above specified transcript from a State-Approved High School. On file in the school office is this student's cumulative record and/or GED test results.									
SUBSCRIBED TO THIS MAY 20, 2011 AT Jennings, LA									
SIGNATURE OF DISTRICT SUPERINTENDENT					SIGNATURE OF SCHOOL PRINCIPAL				