



Transcript Guide

Version Date: 09/03/2014

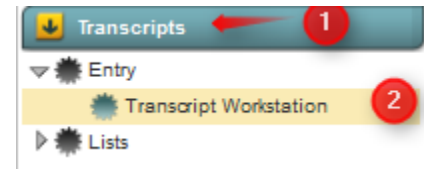
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Starting the Transcript Workstation

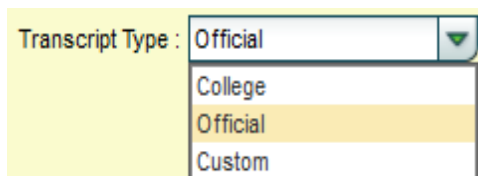
To access student transcripts, go to menu item **Transcripts** and then click **Transcript Workstation**.



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**: Select this option to show grades for current year classes in addition to transcript records from previous years. These grades will be marked with a "G".
 - **NOTE**: Typically, this option is used after the midterm part of the year.

 A screenshot of the 'Setup' dialog box. It contains the following fields and options:

- Year: 1213
- District: 010
- School: 025
- Grade: 09,10,11,12
- Transcript Type: Official
- Show Current Year Grades
- More Options section with buttons: Basic, Grades, Printing, Official, STS, and OK.

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

Basic Button:

Basic

Senior Graduation Date : May 24 2015

- 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

Grades Button:

Grades

GPA Print Type : Alpha Basic

- 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:

Printing

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

OK

Official Button:

Official

- 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

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, such as by Grade, by Special Code, by Sport, etc...
- **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																				
BABINEAU 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		CMICS				<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

- **D** = Delete
- **GRP** = Course Transcript Group
- **Course** = Course Name
- **S1n** = Not used in Calcasieu Parish: First semester numeric grade.
- **S1a** = First semester alpha grade.
- **S1yr** = Year first semester grade earned. **Note:** "Year" is the ending part of the school year. Example: "1415" would be indicated as "15".
- **R1** = Not used in Calcasieu Parish: "Replace semester 1 grade"
- **S2n** = Not used in Calcasieu Parish: "Second semester numeric grade".
- **S2a** = Second semester alpha grade.
- **S2yr** = Year second semester grade earned. **Note:** "Year" is the ending part of the school year. Example: "1415" would be indicated as "15".
- **R2** = Not used in Calcasieu Parish: "Replace semester 2 grade"
- **F1n** = Not used in Calcasieu Parish: "Final numeric grade".
- **F1a** = Final alpha grade. Use if final alpha grades are posted in your district.
- **F1yr** = Year final grade earned. **Note:** "Year" is the ending part of the school year. Example: "1415" would be indicated as "15".
- **R3** = Not used in Calcasieu Parish: "Replace final grade"
- **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. Enter the grade earned and year earned.
 - A numeric or alpha grade will be entered in one of the Semester 1 columns (S1a), and / or Semester 2 columns (S2a), and / or Final columns (F1a). This is done by clicking in the appropriate cell, then choosing an alpha letter (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: “1415” would be indicated as “15”.

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: REP CR SS

S2: REP CR SS

F: REP CR SS

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 **F** cell, then the details would be added on the **F** row.
 - If the user had posted grades in the **S1** and **F** cells, then the details would be added in both rows.
7. Enter **CP** (Credit Pursued) and **CE** (Credit Earned) information on the rows that match grade entry.
8. If a check was placed on the row 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 Certification
<input type="checkbox"/>	T	RG Course Used in TOPS GPA Calculation
<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 Load
<input type="checkbox"/>	O	RG Obsolete Course
<input type="checkbox"/>	R	RG Rotation Classes
<input type="checkbox"/>	F	RG Full Credit Transfer to High School
<input type="checkbox"/>	P	RG 1/2 Credit Transfer to High School
<input type="checkbox"/>	S	RG Semester Course
<input type="checkbox"/>	E	RG 1.0 Credit Course lasting one semester
<input type="checkbox"/>	Z	RG 0.5 Credit Course lasting all Term
<input type="checkbox"/>	C	HR Accelerated Course-Numeric Placement
<input type="checkbox"/>	V	AP Adv Placement Course-Numeric Placement
<input type="checkbox"/>	A	RG Alternate Grade Translation Table
<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 type some of the school's name in the **Search** box. A matching list will come up. Verify if the school is in the correct district, then select.
 - If the school is not in the pick list, such as a school from Texas, click the yellow "x" in the upper right, to close the school listing. You will find that the cursor is located in the **Course** field waiting for you to type in the name of the site.
 - i. Select the **State** when working with a school that is not on the school selection listing.

The screenshot shows a 'Save' dialog box with a yellow background. At the top, there are labels for 'CP:', 'CE:', 'REP:', 'CR:', 'SS:', 'Honors:', and 'DS:'. Below these are three rows of input fields labeled 'S1:', 'S2:', and 'F:'. Each row has a 'REP' checkbox, a 'CR' checkbox, and a 'SS' checkbox. To the right of these are two dropdown menus. The 'Credit Site' dropdown is highlighted with a red box and a red arrow. The 'State' dropdown is also highlighted with a red box and a red arrow. Below the dropdowns is a 'Save' button. The 'Enrolled Site' field contains 'Tampa High School' and the 'State' dropdown is set to 'FL FL'.

- **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")**.

The screenshot shows a 'Save' dialog box with a yellow background. At the top, there are labels for 'CP:', 'CE:', 'REP:', 'CR:', 'SS:', 'Honors:', 'DS:', 'Credit Site:', 'State:', 'Enrolled Site:', and 'College Hours:'. Below these are three rows of input fields labeled 'S1:', 'S2:', and 'F:'. Each row has a 'REP' radio button, a 'CR' radio button, and a 'SS' radio button. To the right of these are two dropdown menus. The 'Enrolled Site' field is empty. Below the dropdowns is a 'Save' button.

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.

Editing Transcript Records

- To change the **GRP** (Group), **Course**, **S1a**, **S1yr**, **S2a**, **S2yr**, **F1a**, **F1yr**, and **S-code** (State Course Code): Click in the desired cell, change the value, hit the ENTER key, 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"/>	1.0	1.0			120			
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			
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			
4		AMERICAN HISTOR				<input type="checkbox"/>				<input type="checkbox"/>	C	09		<input type="checkbox"/>	1.0	1.0			220403			2
4		CIVICS				<input type="checkbox"/>				<input type="checkbox"/>	C	08		<input type="checkbox"/>	0.5	0.5			220501			
4		WORLD GEOGRAPHI				<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"/>								2
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											2
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			2

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 ()

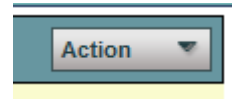
Semester 2 Record ()

Final Record (3 B)

Ok **Cancel**

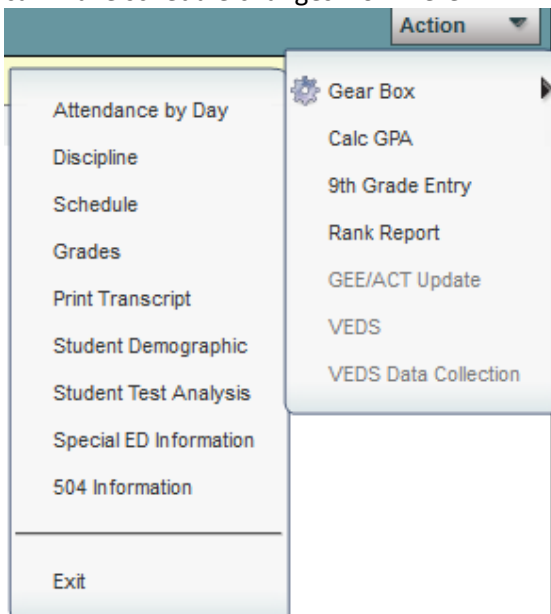
Action Button Programs

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**.

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.
 - Can also be run from **Transcripts > Lists > Rank Report**
2. At the **Rank Report** setup box, click the **Update GPA** button as shown below:

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 to use final grades from the current year are to be included in the cumulative gpa calculation. **NOTE**: Normally selected after the midterm of a year.
- **0.5 credit to 1 credit course....**: Select this option. 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**: Do not select.
- **Use Final grades only**: Normally selected. This will calculate 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 : 064

Grade : 12

As of Date : Jan 29 2013

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

Select if after midterm.

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.

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 (previous 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 **Alpha Loaded**.
- **Special Ed Exclusion:** Click to limit ranking according to special code diploma path. Select OM2, OM3, OM4, and OM5 to exclude non diploma bound students from the ranking.
- **Include Early Graduates:** Do not select.
- **Exclude NR Students:** Select this option.
- **Include Replaced Grades:** Select this option.
- **View Previous Ranks:** Do not select.
- **Update GPA:** It is a good idea to update the cumulative GPA before printing any ranks. The directions on the previous pages discuss how this is done. It does not take a long time. After performing the **Update GPA**, the user is returned to this Rank setup screen.
- **OK:** After performing the **Update GPA**, click **OK** to get a Rank Report on screen.

The screenshot shows a software window titled "Setup - 10.22.12" with a close button in the top right corner. The window contains the following configuration fields and options:

- Year:** 1213 (dropdown menu)
- District:** 010 (dropdown menu)
- School:** 064 (text input)
- Grade:** 12 (text input)
- As Of:** Jan (dropdown), 29 (dropdown), 2013 (dropdown), and a calendar icon
- Age From:** 0 (text input) **To:** 100 (text input)
- Minimum Units:** 17 (text input)
- GPA Display Type:** ALPHA LOADED (dropdown menu)
- Special Ed Exclusion:** OM2,OM3,OM4,OM5 (text input)
- Include Early Graduates:**
- Exclude NR Students:**
- Include Replaced Grades:**
- View Previous Ranks:**

At the bottom of the window, there are two buttons: "Update GPA" and "OK".

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

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: Jennings, 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				

Carnegie Units Earned Report

The Carnegie Units Earned Report will show credits earned by transcript group, which are then categorized by previous credits earned and current year grades credit earned. Additionally, the report will show if the student has passed tests for Louisiana graduation requirements.

Getting Started

1. In the left navigation panel, click **Transcripts**, then **Lists**, then **Carnegie Units Earned Report**.
2. Aside from the [Standard Setup Options](#), unique setup options are described next.
3. **Active Only**: Select to limit to currently enrolled students.
4. **Credits Req** button: (Optional) Click to enter default credits a student at a grade level should have.
 - Example: For English group, set grade 9 to 1.0, set grade 10 to 2.0, grade 11 to 3.0, and grade 12 to 4.0.
 - Repeat for relevant transcript groups such as Math, Social Studies, and Science.
 - For **TotErn**(Total Earned), set to values reflective of what a student should have at the start of the current year.
 - Example: For grade 9, set to 0.0, grade 10 set to 5.0, grade 11 set to 11.0, grade 12 set to 17.0.
 - For **TotProj** (Total Projected) Set to values reflective of what a student should have at the end of the current year.
 - An example of how the **Credits Req** could be configured is shown below:

Grd	English	Compur	Math	Soc St	Scienc	Health	For Lar	Voc Ele	Reg Ele	TotErn	TotProj
9th	1.0	0.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	5.0
10th	2.0	0.0	2.0	2.0	2.0	2.0	0.0	0.0	0.0	5.0	11.0
11th	3.0	0.0	3.0	3.0	3.0	2.0	0.0	0.0	0.0	11.0	17.0
12th	4.0	0.0	4.0	4.0	4.0	4.0	0.0	0.0	0.0	17.0	24.0

- Click the **OK** button to close the **Credits Req** screen and return to the setup box.
5. Click the **OK** button on the setup box to start the report. It will take a little while to obtain results.

Unique Column Descriptions

1. **English** through **Reg Elect**: These are transcript groups. Each transcript group has two sub categories:
 - **ERN**: A count of credits earned in previous years. If the user clicks on a count in the **ERN** cell, a transcript workstation screen will appear.
 - **CYR**: A count of credits being pursued during the current year. To see a student's grades for the current year, click the iGear icon by the student's name, then select **Grades**.
2. **Tot Earn** (Total Earned): Sum of the credits earned in the previous years.
3. **Tot Proj** (Total Projected): Sum of the credits from previous years, plus credits pursued from current year.
4. **Sped**: If the student is a special ed student, **SPED** will show here, otherwise special codes will show here.
5. **Tests**: This column identifies if the student has test results necessary for graduation requirements in Louisiana. "Yes" is displayed if the student has the test results to graduate. "No" is displayed if the student does not have the test results to graduate.
 - Need to manage test scores for students as a result of reviewing this report? Go to *Grades > Entry > [Test Score Editor](#)* to enter/edit student test scores.
6. **Endorsement**: Displays the Academic Endorsement code associated with the student. These are entered on the *Vocational* tab of Student Master.

Screen Features

1. If a count of in the **ERN** cell is clicked, the [Transcript Workstation](#) will appear.
2. If a count of the **ERN** plus the **CYR** is less than the amount indicated in the setup option's **Credits Req** button, the cell will be shaded in red. An example is shown below:

Welcome		Carnegie Units Earned ✖				Student Master ✖					
Sidno	Student Name	English		Computer		Math		Soc Study		Science	
		ERN	CYR	ERN	CYR	ERN	CYR	ERN	CYR	ERN	CYR
9085149	ARCENEUX,JAY					1.0		1.0			
2080035	ARDOIN,BEVERLY LAINE	3.0	1.0			2.5	1.5	3.0	1.0	4.0	
9069958	ARDOIN,DA					3.0	1.0	3.5		3.0	1.0
5099003	ASON,MIK						1.0	3.0		3.0	
3040017	BACA-WH					4.0	1.0	3.0	1.0	4.0	
5099002	BENOIT,ANGELA MARIE	3.0	1.0			3.0	1.0	3.0	1.0	4.0	

This cell is shaded red because the total Soc Study credit is 3, rather than a total of 4 for a 12th

Review and Update Special Codes Related to Diploma Pathways

Special Codes reflective of Diploma Pathways will show at the top of the Transcript Workstation as **Path**.

Student Master Special Codes Related to Diploma Pathways

- **CO4:** Core 4 (*state STS reported*)
- **COA:** Certificate of Achievement: Used to identify student earning Cert of Achievement. (*local tracking*)
- **COB:** Basic Core (*state STS reported*)
- **COD:** Career Diploma (*state STS reported*)
- **CT4:** Core 4 with CTE (*state STS reported*)
- **OM1:** Op4 Career Diploma Pathway/Track (*state SIS reported*)
- **OM2:** Op5 Non Diploma School / Program (*state SIS reported*)
- **OM3:** Op6 Connections Pathway (only grade 8) (*state SIS reported*)
- **OM4:** Op7 Skills Certificate after Connections Pathway (*state SIS reported*)
- **OM5:** Op8 Pursuing GED after Connections Process (*state SIS reported*)
- **TRA:** Transitional 9th grade student (*state SIS reported*)

How to Update Special Codes Related to Diploma Pathways

1. On left navigation panel, select *Student Master* > *Loaders* > [Special Code Loader](#).
2. At the setup box, set the **Year**, **District**, **School**, and **Grade**. Click **OK**.
3. On the left are students, on the right are special codes.
4. Click in a blank “**SP**” column. A select marker (*) will be displayed.
5. Repeat for any other student to be given the special code.
6. On the right, click the appropriate special code. You will see the “*” change to the code selected.
7. Go through the listing and associate diploma related special codes for each Senior. Repeat for underclassmen as needed.

How to Update Special Codes for a Single Student

1. In **Student Master**, locate desired student.
2. Click on the **Special Codes** field on the lower left.
3. Pick the appropriate diploma related special code.
4. Click the **Save** button.

Enter Vocational Cluster/Concentrations

1. Go to **Student Master** > **Loaders** > [Vocational Concentration/Cluster Loader](#) to do a bunch of students quickly.
2. Select students on the left, then pick the Vocational Concentration/Cluster on the right.
3. To do a single student at a time, in Student Master, go to the Vocational tab, then select Concentration and Cluster for the student. Click the Save button to store the entry.

Optional: Assign a Cohort Year to a Student

Cohort Year will display in the upper part of the Transcript Workstation.

1. To do a single student, in Student Master, go to the Sports and Fees tab.
2. In the lower right, locate the Cohort Year field, then select the desired Year.
3. Click **SAVE** to store the information.
4. To do many students at once, go to **Student Master** > **Loaders** > **Cohort Year Fast Loader** to associate a cohort year with many students at one time.