Transcript Guide

Version Date: 09/03/2014

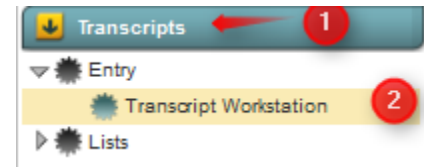**6007 Financial Plaza
Shreveport, Louisiana 71129
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(800) 509-7070
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http://www.edgear.com**

Contents

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.

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	Previous	Next	Setup	Find	Help	Print Multiple	Print Single

- **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 ✖

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
						☐				☐				☐								
	1	ENGLISH III		B	11	☐	B	11		☐	B	11		☐	1.0	1.0			120333	007008RINGGC		
	1	ENGLISH IV		A	12	☐	A	12		☐	A	12	D	☐	1.0	1.0			120334	060012MINDEN		
	3	ALGEBRA I		C	09	☐	D	09		☐	D	09	D	☐	1.0	1.0			160321	402003LOUISIA		
	3	ALGEBRA II		B	10	☐	C	10		☐	C	10	H	☐	1.0	1.0			160322	007008RINGGC		
	3	GEOMETRY		B	10	☐	B	10		☐	B	10		☐	1.0	1.0			160323			
	4	CIVICS				☐	B	10		☐	B	10		☐	0.5	0.5			220501			
	4	FREE ENTERPRISE		B	10	☐				☐	B	10		☐	0.5	0.5			220200			
	4	WORLD GEOGRAPI		C	09	☐	F#	09		☐	F#	09		☐	1.0	0.5			220300			
	5	BIOLOGY		C	10	☐	C	10		☐	C	10		☐	1.0	1.0			150301			
	5	PHYSICAL SCIENCE		C	09	☐	C	09		☐	C	09		☐	1.0	1.0			150802			
	6	ENGLISH I		B	09	☐	B	09		☐	C	09		☐	1.0	1.0			120331			
	6	HEALTH EDUC		C	09	☐				☐	C	09		☐	0.5	0.5			190500			
	6	PHYSICAL ED I*				☐	A	09		☐	A	09		☐	0.5	0.5			190105			
	6	PHYSICAL ED II		B	10	☐	C	10		☐	C	10		☐	1.0	1.0			190106			
	7	ENGLISH II		A	10	☐	A	10		☐	A	10		☐	1.0	1.0			120332			
	7	FRENCH I		B	09	☐	C	09		☐	B	09		☐	1.0	1.0			121001			
	8	ACCOUNTING II		B	10	☐	B	10		☐	B	10		☐	1.0	1.0			040104			
	8	AGRISCIENCE I		B	09	☐	B	09		☐	B	09		☐	1.0	1.0			010301		2	
	8	AGRISCIENCE II		B	10	☐	B	10		☐	B	10		☐	1.0	1.0			010302		2	
	8	BUSINESS ENG VO		A	11	☐	A	11		☐	A	11		☐	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.
- **P**E = 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 <u>GRP</u> – Transcript Group, the <u>COURSE</u> – course name, <u>H</u> – Honors Field (if any), <u>S-code</u> – State course number.

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.

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** (S1**yr**, S2**yr**, or F1**yr**) is the <u>ending part of the school year</u>. Example: "1415" would be indicated as "15".

4. **S-Code**: (State Course Code): <u>Only needs to be entered if the user is entering a course that is not in the district course catalog</u>. 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.

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:

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

    - **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")**.

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

1. 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.

2. 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.

Delete Transcript Records

1. 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.

2. A selection box of semester or final records will be displayed. Select the item(s) to delete, and then click **OK**.

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.
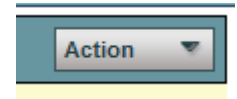
Gear Box

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.

Action ▼	
	🔧 Gear Box ▶
Attendance by Day	Calc GPA
Discipline	9th Grade Entry
Schedule	Rank Report
Grades	GEE/ACT Update
Print Transcript	VEDS
Student Demographic	VEDS Data Collection
Student Test Analysis	
Special ED Information	
504 Information	
Exit	
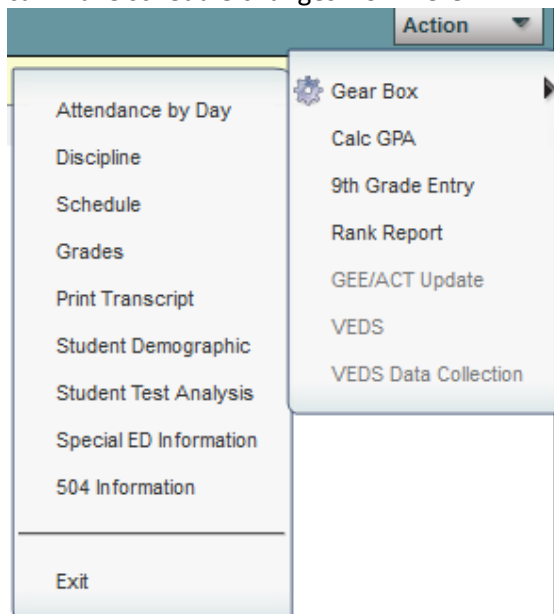
Calc GPA (Current Student)

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 GEOGRAPH		0.0	* 0.5	= 0.0000	56.5000	
WORLD GEOGRAPH		4.0	* 0.5	= 2.0000	58.5000	
Earned Points:	58.5	/ Total Units Pursue: 21.0		= 2.7857		
Attempted Points:	84.0	/ Total Units Pursue: 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.

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.

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% | ▼ |

Permanent Record

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

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

Birthdate: 1992-11-05

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

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

Page 1 of 1

Example Official Transcript Report

JasperViewer

| | 1 | | | 100% |

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		A = 3.500 4.000
B = 86.500 93.499	BATON ROUGE, LOUISIANA	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

Page 1 of 1

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	Compu	Math	Soc Stu	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 he user clicks on a count in the **ERN** cell, a transcript workstation screen will appear.
   - **CYR**: A count of credits being <u>pursued</u> during the current year. To see a student's grades for he 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 <u>pursued</u> 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:

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*)
- **CTU**: TOPS University Diploma (*state STS reported*) *New for 10/15/2014*
- **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.
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