

Transcripts

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Classic View: Student Information > General > Transcript; Student Information > Counseling > General > Transcript

Search Terms: Transcripts

A transcript is a historical record of a student's performance in a course. The information listed on the transcript can vary from district to district depending on district preferences. Each district records grading information that students receive on transcripts and report cards. Grading information is connected to the course schedule of a student.

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted	Credit Type	Actual Term	Terms Long	Comment
Group: 21-22 - HIGH SCHOOL - Grade 12												
ACT 120	Dance Team	No	A/99	99	4	0	1	1	Physical Education	1	4	
Group: 20-21 - HIGH SCHOOL - Grade 11												
122	ALGEBRA II	No	F/53	53	0	0.5	0	0.5	Mathematics	1	2	
138	ALGEBRA 1.5/ INTRO. ALGEBRA 2	No	B/89	89	3	1	1	1	Mathematics	4	2	Increase
232	CHEMISTRY	No	B/83	83	3	1	1	1	Science	4	2	
323	U.S. HISTORY	No	A/99	99	4	1	1	1	Social Studies	2	2	
507P	CONNECTIONS-P	No	A/100	100	4	0	0.25	0.25	Other	4	4	
708	MEDICAL MATH (0.5)	No	A/92	92	4	0.5	0.5	0.5	Health Science	3	1	
737	BODY STRUCTURES & FUNCTIO.	No	A/94	94	4	1	1	1	Science	4	4	Decrease

Student Transcripts

When using the Classic View of Campus, Transcripts can be accessed from either Student Information > General OR Student Information > Counseling > General > Transcripts.

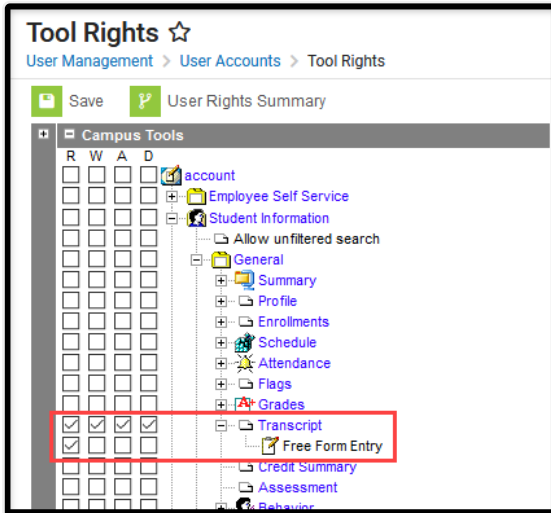
When using the New Look of Campus, Transcripts are ONLY available in Student Information > General. Enter the word Transcripts in the Search bar to access student transcripts. Users must have tool rights assigned to Student Information > General > Transcripts for the Transcripts tool to display in the new navigation.

Tool Rights

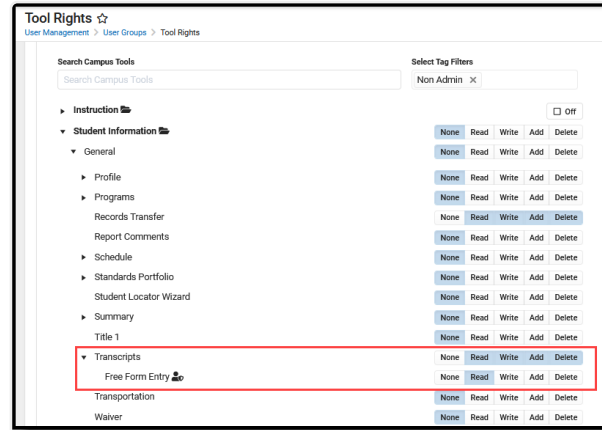
Users must be assigned the **Student Information > General > Transcript** tool right.

- R = users can read transcript entries
- W = users can edit existing transcript entries
- A = users can add and save new transcript entries
- D = users can remove transcript entries

When the **Free Form Entry** sub-right is assigned (only R rights are needed), users can freely enter a desired value. If a user is not assigned this right, values can only be selected from the dropdown list. This applies to the Course Name, Course Number, School Name and School Number fields on the Transcript.



Classic Navigation - Transcript Tool Rights



New Look - Transcript Tool Rights

Also, users must be assigned **Modify Rights** to the Calendar via the [Calendar Rights](#) tab:

- If the Modify Rights checkbox is not marked, the user only has Read rights to the Transcript.
- If the Modify Rights checkbox is marked, assigned tool rights are enforced.

Assigned User Group rights take precedence over the Modify Rights checkbox.

Existing tool rights to both Transcript tools is used to determine access and the highest access assigned is respected. If a user is assigned RWA to the original Transcript and RWAD to the Counseling Transcript, the user has RWAD to the Transcript in both locations.

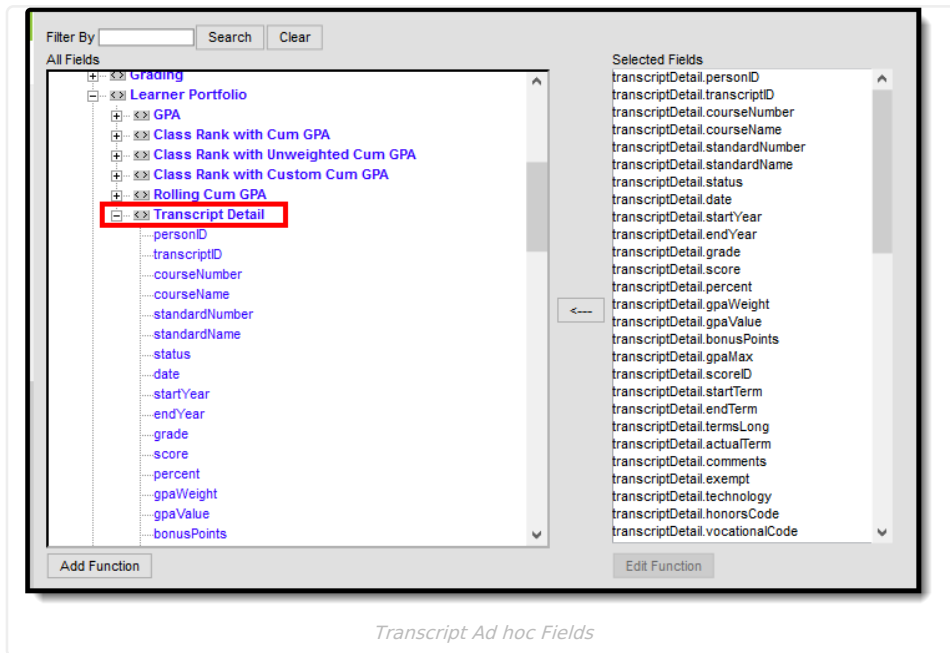
Conversion of Tool Rights

Any user who was assigned tool rights to the following has access to the new Student Transcript tool and the Free Form Entry tool rights:

- Student Information > General > Transcript
- Student Information > Counseling > General > Transcript

Transcript Information in Ad hoc Query Wizard

Transcript information is available in the Query Wizard for Student data types in the **Student > Learner Portfolio > Transcript Detail** folder.



See the [Detail Screen Card Descriptions](#) section below for the related Ad hoc field and information on how that field returns data.

Navigation and Features of Student Transcript

A calendar must be selected in the Campus toolbar in order to display transcript records. An alert displays if a calendar is not selected.

The main view of the Transcript, called the **Main** screen. This view is a read-only view of the student's transcript records, (usually) organized by the school year, usually with the most current school year first. This view displays basic course information - the year the course was taken and in which school, grade level, course number and name, whether the course was repeated, the score received, GPA related fields (Weighted, Unweighted, Weight), credit information (Earned, Attempted, Credit Type), length of the course (Actual Term, Terms Long), and a Comments field.

All transcript records for all school years and calendars are listed here. To modify additional details for the selected record, click anywhere on a transcript record. Or, use the **Edit** button to quickly add or modify a record. Clicking anywhere on a transcript records opens the Detail view of just that record; using the Edit button allows for the quick editing of the entire transcript.

When in Edit mode, only the two most recent groups of transcript records are listed. Mark the **Show All Records** button to display every transcript record for the student.

Submit feedback for the new Transcript by clicking the **Feedback** button in the bottom right hand corner. This takes you to the [Campus Community Report Cards and Transcripts](#) forum topic where you can add your suggestions for the transcript.

▶ [Click here to expand...](#)

Things to Know

Grade Levels

When a grade level is marked as Exclude from GPA (on the [Grade Levels](#) editor), courses taken by a student during those grade levels may still display on the transcript (depending on other course setup scenarios). This is only an indication that scores received from courses taken during that grade level are NOT factored into GPA calculations.

Course Name and Course Number

In a situation where the exact same course name and course number is available in multiple course catalogs, all instances of that course name/course number populate the dropdown lists. Users can select which calendar/course catalog is appropriate for the Transcript record.

Course Name and Number values return as follows:

- When a new entry is added for a course taken at the same school selected in the Campus toolbar, the Course Name and/or Course Number values populate from the available courses at that school. Once a course name/course number is selected, the score field displays the score group associated to that course at the top of the list of all score groups/rubrics.
- When a new entry is added for a course not taken at the school selected in the Campus toolbar, the Course Name and Course Number values populate from the school where the student was previously enrolled. This occurs when the previous school is in the same district.
- The Course Master (Course Catalog) used at the district is also used to return applicable courses.

The name of the Course Catalog displays after the name or number of the course when adding or modifying a transcript record.

The screenshot shows a form titled "Course Information". It has a "Course Number*" field with a dropdown menu. The dropdown is open, showing a list of course options. The selected option is "3502 - IBMYP Modern Bio II Ewing Catalog". Other options include "3501 - IBMYP Modern Bio I Ewing Catalog", "3540 - AP Bio I Fremont Catalog", and "3541 - AP Bio II Fremont Catalog". The form also has fields for "Course Name", "Actual Term", "Start Term", and "Start Date".

Course Number with Course Catalog Name

Transcript records sort by Course Number ascending in alphanumeric order starting with 0, 1, 2, 3, A, B, C, then by Course Name alphanumeric order, then by Actual Term number, numeric ascending (12 is after 2), then by the transcript ID. For example:

- 000123 - Algebra
- 0001234 - Algebra
- 000200
- 02
- 123 - Algebra
- ALG123 - 123Algebra
- ALG123 - Algebra

Credit Type

Credits types are sorted in the following order.

1. Credit Groups and Standards associated with the selected School name on the Transcript Record sort first. These are selected on the [School Standards](#) tool.
2. Credit Groups and Standards not associated with the selected School name follow, and include a label of NOT IN USE.

When entering transcript records by typing in the School field (not selecting options from a dropdown list), Credit Groups and Standards display as if a School is selected on the Transcript record.

Column Grouping

Transcript entries are grouped by Year, School Name and Grade Level. Each column can be re-sorted by clicking on the column header. In addition to those options, the transcript can be grouped by clicking and dragging the column headers into the very top row to suit your preferences.

Click the column header you wish to add to the group option, and drag it to the group row. The transcript re-sorts by the headers listed. Refreshing the browser returns the grouping to the default option of records grouped by Year, School Name and Grade Level.

Click and Drag Grouping

When records are grouped, the groups can be sorted by clicking the dragged value in the header to be ascending or descending. The records within those groups are sorted by clicking the table headers.

Edit an Existing Transcript Record

When editing a Course Name or Course Number, enter at least one character to return a list of matching values.

Two options exist for editing existing records:

- Locate the record in the list of transcript items, click on it to open the Detail Screen and modify the information (option 1); OR
- Click the **Edit** button, which changes each row of the existing records into editable fields (option 2).

Option 1

Hover over the row that needs to be modified. Click anywhere in that row to view or edit the record. This opens that record in the Detail Screen, where updates can be made to any of the available fields.

- Click the **Save** button when finished; or
- Click the arrow next to the Save button to **Save & New**, where changes are made to the record and a new Details screen displays for the addition of another transcript record; or
- Use the **Save & Next**, where changes are made to the record and the next record in the transcript displays for editing.

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight
1740	English 11 I	No	A	4		1
1741	English 11 II	No	A	4		1
2704	Workshop I	No	A	4		1
2705						1
3701						1
3702						1
4801						2

School Information

School Year * 2019-20 **Transfer School Name** High School

School Number 053 **District Number** 0281

Grade * 11 **NCES Grade** 11: Grade 11

Course Information

Course Number * 1741 **Course Name** English 11 II

Save & Next **Actual Term**

Save **Delete** **Cancel**

Click Transcript Record to Edit the Details

Option 2

Click the **Edit** button. This changes the read-only view of the transcript record to an editable format. Update the fields as needed; use the tab keys to move through the fields and rows.

Click **Save** when finished.

Choose **Edit** to modify all rows of the Transcript

From this view, additional rows can be added for a quick **batch add** of transcript data. See the section below for more information.

Add New Rows to the Transcript Record

When editing a Course Name or Course Number, enter at least one character to return a list of matching values.

When in **Edit** mode, where every existing row is editable, an option exists to add rows to the transcript. This can be used to add several transcript records at one time. This is useful when entering basic transcript information for a new transfer student.

1. From the Main screen, click the **Edit** button, then click the **Add Rows** button. An Add Rows pop up displays where the number of rows needed can be entered.
2. In the pop up, in addition to the number of rows, select the **School Year**, **School Name** and **Grade** level. The School Year and School Name are prepopulated with the school selected in the Campus toolbar; the Grade Level is prepopulated with the student's current grade level or enrollment.
3. Click the **Add Rows** button. The empty rows display at the top of the Transcript record for the selected school year, school and grade level.
4. Enter the appropriate information for the new transcript records. Use the tab keys to move through the rows.
5. Click **Save** when finished. The new transcript records are saved.

Repeat these steps as needed. There is no limit to the number of rows that can be added.

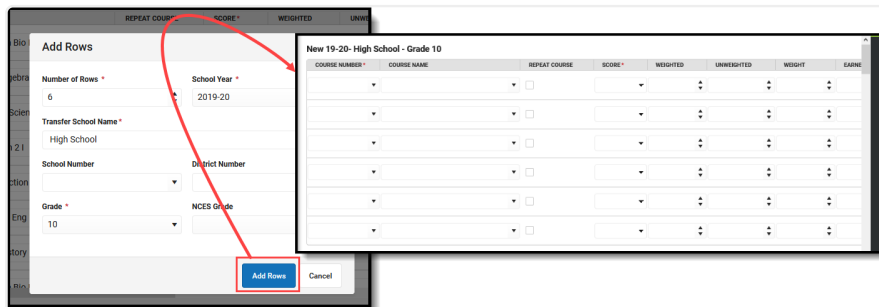
Note the following when modifying information in the **Add Rows** pop up:

- When changing the School Name, if the **School Number** or **District Number** have not yet been changed, those fields are automatically updated to the associated values related to the newly changed **School Name**.
- When changing the **Grade Level**, if the **NCES Grade Level** has not yet been changed, that field is

automatically updated to the associated value related to the newly changed Grade Level.

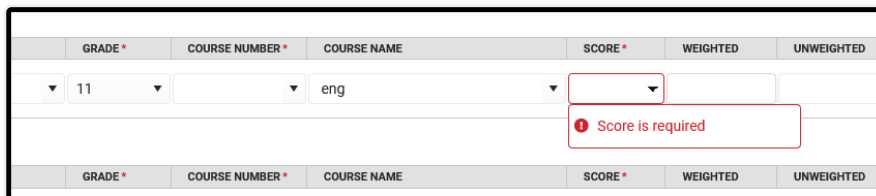
- Each time the **Add Rows** button is selected, values in the pop up default to the last information used to add rows. This makes adding several records at one time (Batch Add) faster.
- When canceling the **Add Rows** pop up and then selecting **Add Rows** again, the values in the **Add Rows** fields return to the associated values related to the calendar selected in the Campus toolbar.

Add as many rows as needed. Only those that are populated are saved. Any rows that do not have the fields populated are removed upon saving of the record. Any new records that have an existing group (School Year, School Name, Grade Level) are merged with others in that group upon saving.

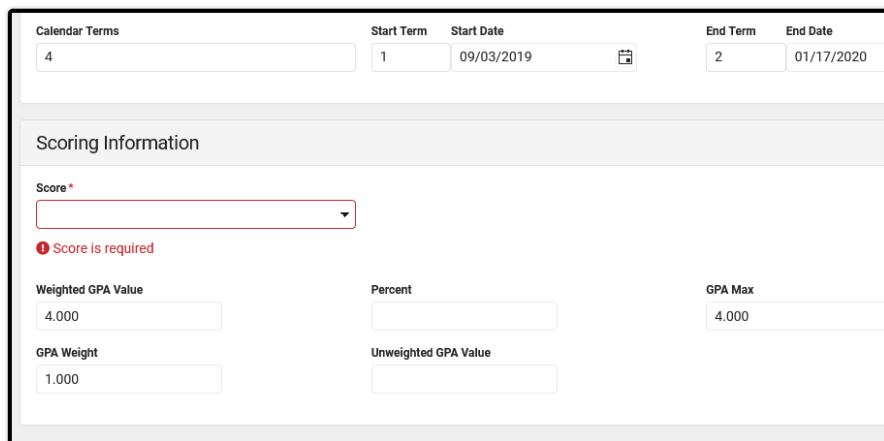


Add Rows

A new row or a new record cannot be saved until all required fields are populated. Field popups display when data is missing from the required fields.



Required Entry Message Display on Main Screen



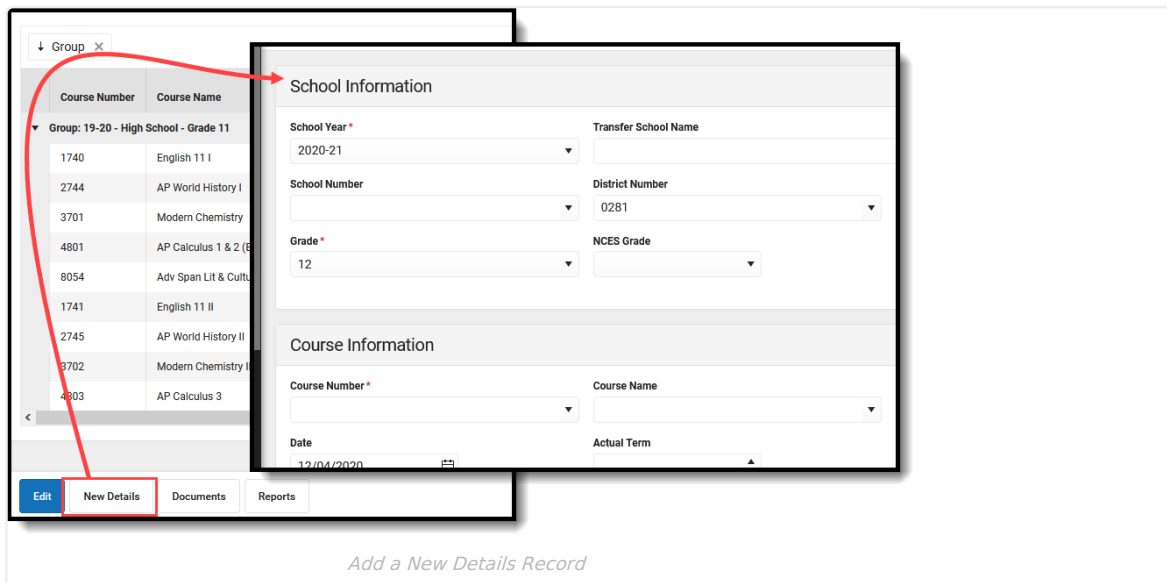
Required Entry Message Display on Detail Screen

Add a New Detail Record

When editing a Course Name or Course Number, enter at least one character to return a list of matching values.

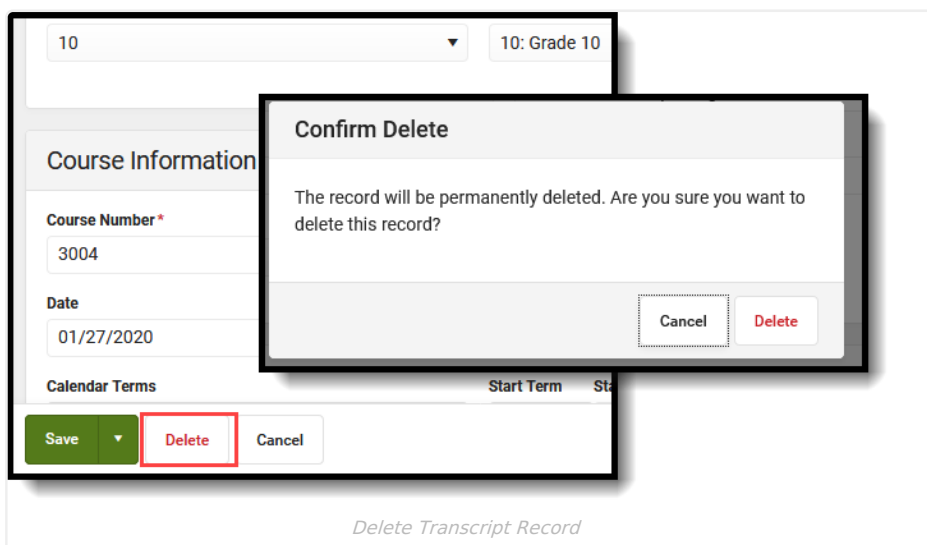
From the Main screen, click the **New Details** button. This opens the Detail screen, where a new transcript record can be entered. See the [Detail Screen Card Descriptions](#) section for information on the available cards and fields.

When finished adding the record, click **Save** to save the record and return to the Main screen, or click the arrow next to the Save button for **Save & New**, which saves the entered information and opens a new Details record to add another record, or click **Cancel** to not save any information. Using the Save & New option carries over all school information from this record to a new record.



Delete a Transcript Record

When a record needs to be permanently and completely removed, select (click) that records row from the Main screen. The Transcripts Detail Screen loads, at which time the **Delete** button can be selected. Acknowledge the pop-up that indicates the record will be permanently removed after Delete. To not delete the record, click **Cancel**.



Detail Screen Card Descriptions

[School Information Fields](#) | [Course Information Fields](#) | [Scoring Information Fields](#) | [Transcript Credit Information](#)

Expand the items below to see descriptions of the fields available on the transcript.

School Information Fields

School Information fields provide information on where the student was enrolled when the selected course was taken.

School Information Fields

[Click here to expand...](#)

Course Information Fields

Course Information fields detail the specifics of the course. Course information auto-fills when the **Auto-fill Course Fields Based on Course Number Selection** preference is marked.

Course Information Fields

Note the following information about the **Auto-fill Course Fields Based on Course Number Selection** Preference:

- When the preference is NOT marked to auto-fill, when the course number is selected and the course name field is empty or has not been modified, the course name still auto-fills from the selected course number.
- This preference is stored locally for each user. If the user removes the checkbox for the preference (auto-fill does not occur) and clears the browser cache, the preference defaults back to being marked the next time the user is adding Transcript records.
- When the user removes the checkbox from the Add Rows modal, the preference is also not marked when adding a new Details record, and vice versa.
- The selection of the Course Number always respects the current status of the preference. When it is marked and new rows are added, then remove the checkbox and add two more rows, the auto-fill does not occur.

[Click here to expand...](#)

Scoring Information Fields

Scoring Information fields detail the scores and GPA information the student received for the selected course.

Scoring Information

Score *
93

Weighted GPA Value: 4.000 Percent: 93.00 GPA Max: 4.000

GPA Weight: 0.500 Unweighted GPA Value: 4.000

Scoring Information Fields

▶ [Click here to expand...](#)

Transcript Credit Information Fields

Transcript Credit Information displays the amount of credits the student earned and attempted for the course record, and to which credit category (type) it applies. Note that values for Credits Attempted, Credit Type and Credit Rollup Overflow auto-fill on the populated Course Number Information.

When adding a new transcript record, a blank row of Credit related fields displays. This allows users to add the appropriate credit values without having to add a row first.

Transcript Credit Information

Credits Earned *	Credits Attempted *	Credit Type	Credit Overflow Override	
0.500	0.500	FINE ART		Remove

Add

Transcript Credit Information Fields

A course can have multiple Credit Types. When that happens, the main view of the Transcript record looks like this:

1183	MYP English 6	No	B	3		1	1	1	English	4	4
1185	MYP Reading 6	No	C	2		1	1	1	English	4	4
2182	MYP Humanities 6	No	NC	0		0	1	0	Social Studies Humanities	4	4
3182	MYP Phys Sci 6	No	B	3		1	1	1	Science	4	4
4185	MYP Math 6	No	D	1		1	1	1	Mathematics	4	4

Two Credit Types for One Course

The Credit Information for that record looks like this:

Transcript Credit Information

Credits Earned *	Credits Attempted *	Credit Type	Credit Overflow Override	
0.000	1.000	Social Studies		Remove
1.000	0.000	Humanities		Remove

Add

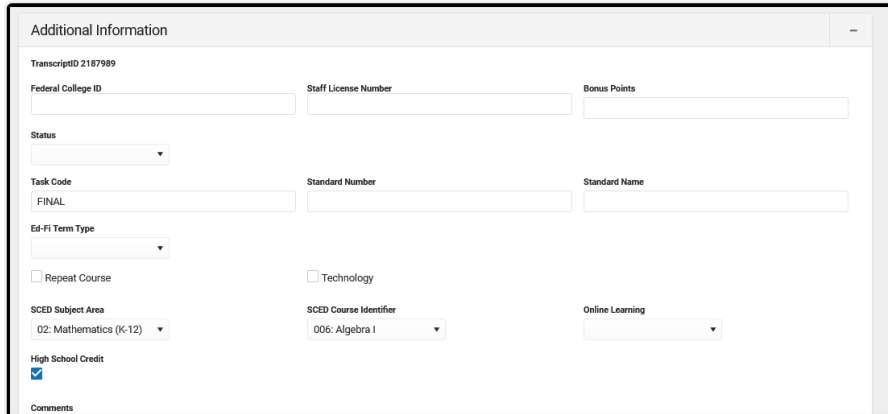
Detail View for Two Credit Types

▶ [Click here to expand...](#)

Additional Information Fields

Additional Information fields provide further details on the transcript entry, and includes localized fields (used for state reports) and district-defined fields (created by the district) This section is collapsible or expandable by clicking the minus/plus sign on the right hand side.

Localized and district-defined fields are not included in this article. Instead, see the [State Tools](#) articles for more information on Transcript procedures for your state.



Additional Information Fields

▶ [Click here to expand...](#)

Documents

Upload previous student transcript reports from other schools of enrollment for a particular student. This uses the [Digital Repository](#) features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

Only documents uploaded from the Transcript tool display here. Other type of uploaded documents do not display. To see other types of uploaded documents, view them on the [Person Documents](#) tab.

Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.

Transcripts Document Upload

Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. To remove an uploaded document, click the red X next to the file name.

For more information on document upload, see the [Managing Document Attachments](#) article.

Document Upload Delete

Reports

Print the student's transcript from the Main screen by clicking the Reports button. This opens a side panel with all available Transcript Reports. The Default Report is the standard transcript elements and can be printed without creating a transcript report in [Report Preferences](#). Other reports listed here have been created in Report Preferences.

Choosing any report from the side panel opens in a new browser window. Reports are in PDF format.

Control whether the Default Transcript Report displays as a print option by setting the **Enable Default Transcript** [System Preferences](#).

Reports

- Default
- Insufficient Credits Transcript
- Official Transcript No ACT Scores
- Transcript by Term

Transcript Statistics
Cumulative GPA (Unweighted) **3.999**

Student #: 806600
Diploma Date:
Current Grade: 12
Birthdate: 10/13/2002
Gender: F

Courses Taken 2017-2018 Grade 09 from High School

Course	Mark	Weight	Credit
1700 English 9 I	A	1.0000	1.0000
1701 English 9 II	A	1.0000	1.0000
2840 Pre-AP Human Geography I	A	1.0000	1.0000
2841 Pre-AP Human Geography II	A	1.0000	1.0000
3407 Regular Phy Science I	A	1.0000	1.0000
3402 Regular Phy Sci II	A	1.0000	1.0000
4840 Geometry/Algebra 2 I	A-	1.0000	1.0000
4841 Geometry/Algebra 2 II	A	1.0000	1.0000
6401 Physical Education 9 I	A-	1.0000	1.0000
7400 Freshmen Choir I	A	1.0000	1.0000
7401 Freshmen Choir II	A	1.0000	1.0000
8050 Spanish Immersion 9 I	A-	1.0000	1.0000
8051 Spanish Immersion 9 II	A-	1.0000	1.0000
9446 Parenting 9	A	1.0000	1.0000

Total Credits: 14.0000

Courses Taken 2018-2019 Grade 10 from High School

Courses Taken 2019-2020 Grade 11 from High School

Print Transcript Record

All transcript courses display on the printed transcript regardless of how a student is scored and what transcript preference options were selected for credits and standard. This selection affects the display of the credits/standard groups displayed in the Credit Summary and Standards Summary.

Note that In-Progress grades and planned courses are not counted in the Credit Summary.

A transcript prints for each of the student's households with a guardian where the Mailing checkbox is marked. If all of the the student's guardians are in the same household, only one transcript prints. If guardians are in more than one household, the number of households in which the guardians reside determines how many transcripts print.