Transcript Post

Last Modified on 10/22/2022 9:37 am CDT

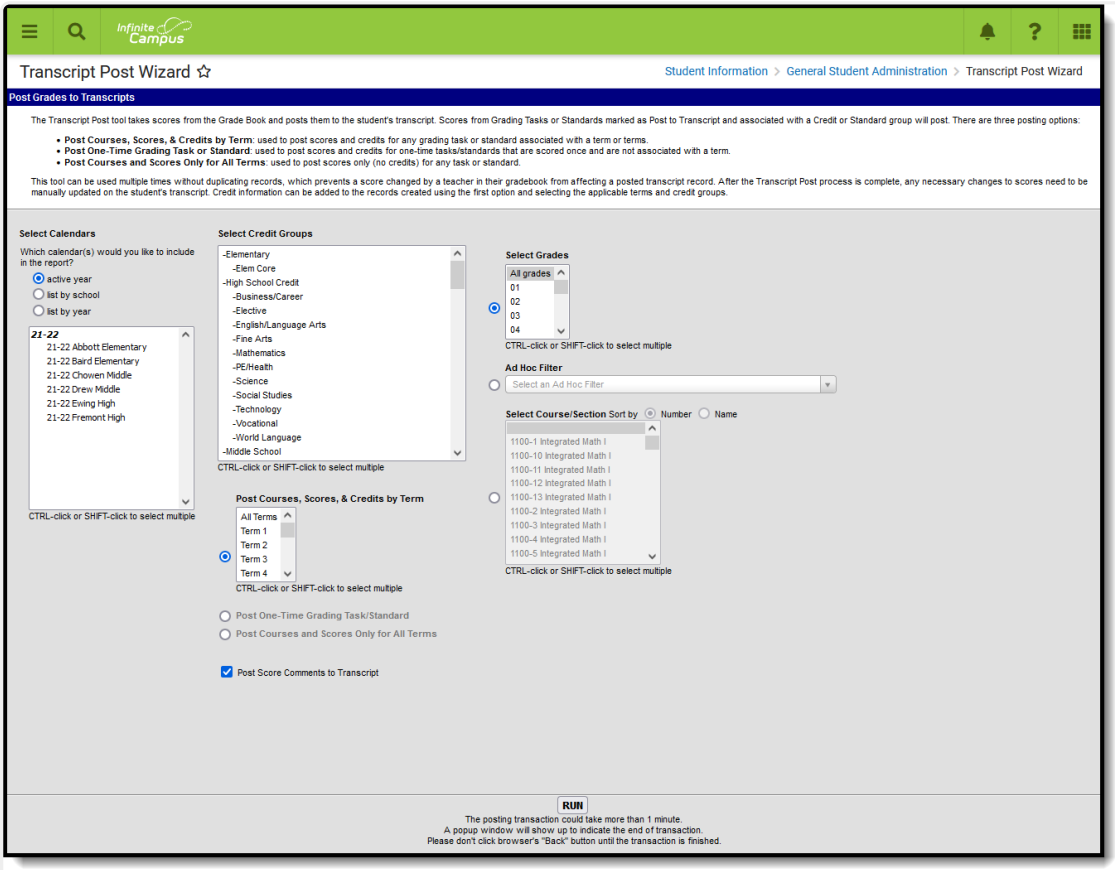
Checklist for Posting Transcripts | Transcript Post Editor | Post Transcript Records Using Post Courses, Scores, and Credits by Term | Post One-Time Grading Task/Standard | Post Courses and Scores Only for All Terms

Classic View: System Administration > Student Portfolio > Transcript Post

Search Terms: Transcript Post

The **Transcript Post** locates scores students received at the end of a course - a semester grade, for example - and posts them to the student's Transcript. This tool only allows users to select calendars to which they are assigned modify rights.

Virginia districts should follow the instructions available on the Transcript Post (Virginia) article.



Transcript Post Tool

Checklist for Posting Transcripts

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Before posting grades to the student's transcripts, verify that the proper setup has been done on the grading tasks, courses and sections.

- Verify the Post to Transcript checkbox is marked for any grading task that should be listed on the transcript.
- Verify the Grading Task has the Credit Type and the Credit amount entered.

Credit Type is required in order for a grade to post to transcript. Credit amount is suggested but not required in order for a grade to post to transcript.

- Verify the Transcript checkbox is marked on the Course tab.
- Verify the GPA Weight is entered on the Course tab.
- Verify the grade the student received is a valid score entry in the score group and correct credit coefficient in the score group.
- Verify the grade the student received is correct. After posting transcripts, only manual changes can be made to this grade.

After using the Transcript Post Tool, navigate to the student's Transcripts tool to review the posted grades.

- 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.

Transcript Post Editor

The following table describes the available options on the Transcript Post Wizard.

Option	Description
Select Calendars	Indicates from which calendar student grades are posted to the transcript. A calendar must also be selected when generating the report. Calendars can be selected by active year, by school name, or year.
Select Credit Groups	Indicates which scores are posted. Credit groups define how credits earned by students are counted on the transcript. Choose either the main parent group (i.e., High School) or a child group (Elective, English, etc.).

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Option	Description
Select Desired Post Option	There are three options available for posting scores to the student's Transcript: • **Post Courses, Scores, & Credits by Term** - (previously labeled as Select Terms) This option posts course information in which the score was received, the score the student received in that course, and the credit amount the student received for successful completion of the course for the selected term(s). A selection of which term(s) needs to be made, or select All Terms. • **Post One-Time Grading Tasks/Standards** - This option posts course information, scores and credit received for those grading tasks and standards that are scored once and not associated with a specific term. THIS IS THE ONLY OPTION THAT POSTS ONE-TIME GRADING TASKS AND STANDARDS. • **Post Courses and Scores Only for All Terms** - This option posts the course information in which the student received the score and the score the student received in those courses for all terms. Credit information is not posted, but it can be added manually to the Transcript record as needed, or use the Post Courses, Scores, & Credits by Term option.
Post Score Comments to Transcript	When marked, any comments that were entered by the teacher or other staff when the score was saved are also posted to the transcript.

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Option	Description
Student Selection	Indicates the students for which transcript records are posted. Students can be selected by the **Grade** level, by an **Ad hoc Filter**, or by the **Course/Section**. • **Select Grades** - Only students in the selected grade levels where scores are available for them will have transcript records posted when the students meet requirements of the other selections made (enrollment in the selected calendar, scores in the selected credit groups, etc.) • **Ad hoc Filter** - Only students included in the Ad hoc Filter where scores are available for those students will have transcript records posted when the students meet requirements of the other selections made (enrollment in the selected calendar, scores in the selected credit groups, etc.). Only student type filters are available for selection (Census/Staff and Course Data Type Filters are not included in the dropdown). • **Select Course/Section** - Only students enrolled in the selected Course/Sections where scores are available for them will have transcript records posted when the students meet requirements of the other selections made (enrollment in the selected calendar, scores in the selected credit groups, etc.). Multiple course/sections can be selected, if desired. The list of course/sections can be selected by either course number or course name (choose the appropriate radio button). When multiple calendars are selected, the Ad hoc Filter and Course/Section options are not available.
Run	Begins the posting transaction. Note that this process could take some time, depending on the number of grades available to post, the number of credit groups selected, the number of terms selected, and the number of students selected.

Post Transcript Records Using Post Courses, Scores, and Credits by Term

This option posts course information in which the score was received, the score the student received in that course, and the credit amount the student received for successful completion of the course for the selected term(s). A selection of which term(s) needs to be made, or select All Terms.

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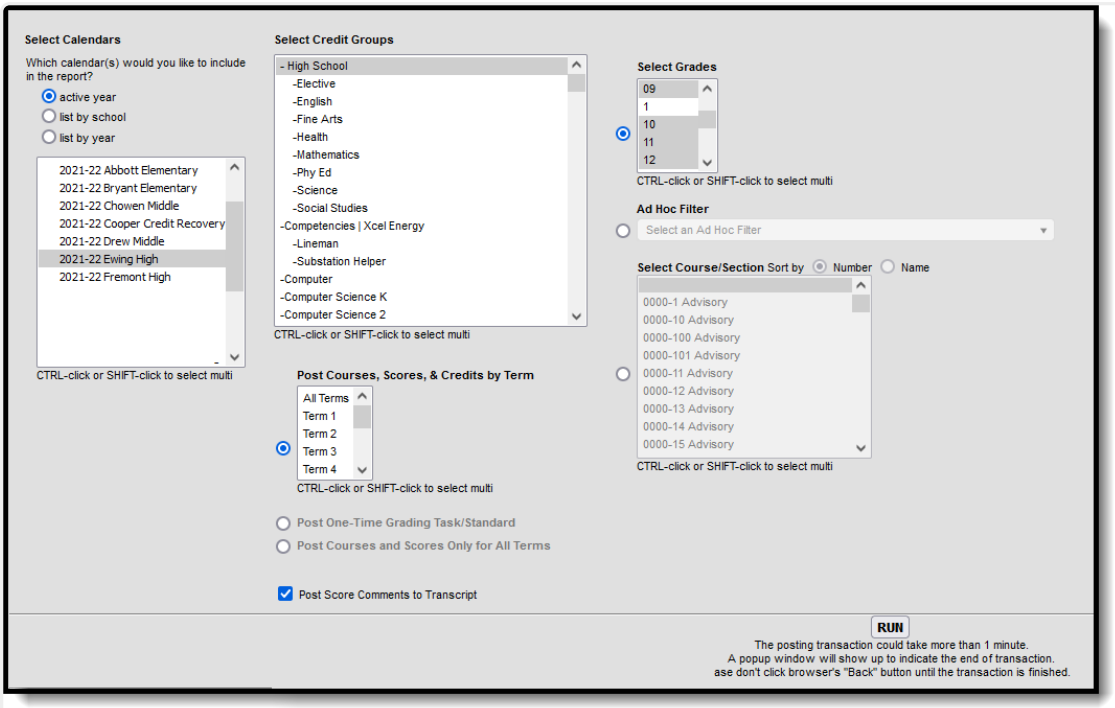
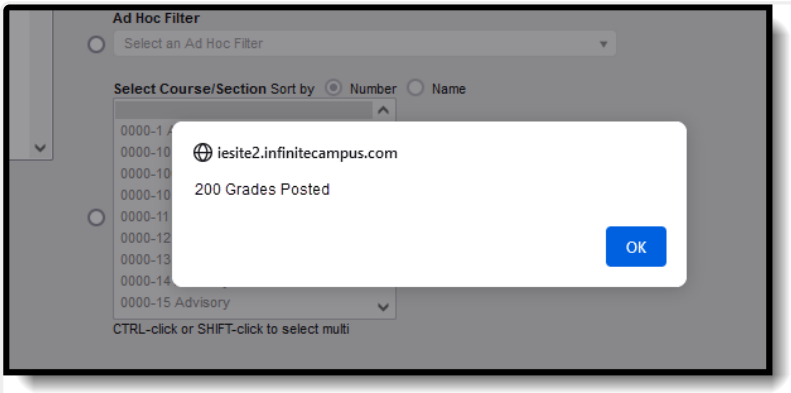


Transcript Post Option to Post Courses, Scores, & Credits by Term with Grade Level Option Selected

1. Select the **Calendars** for which to post transcripts.
2. Select the **Credit Groups** for which to post transcripts.
3. Select the Posting Option of **Post Courses, Scores, & Credits by Term**.
4. Choose which Terms course information, scores and credits should be posted. Choose specific terms or All Terms.
5. Mark the **Post Score Comments to Transcript.**
6. Select the students for which to post transcript records by choosing **Grade Levels**, an **Ad hoc Filter**, or **Course/Sections**.
7. Click **Run**. When the process is finished, a confirmation message displays indicating how many grades were posted.
8. Click the **OK** button when finished. Posted scores can be viewed on the student's Transcript.



Transcript Post Confirmation

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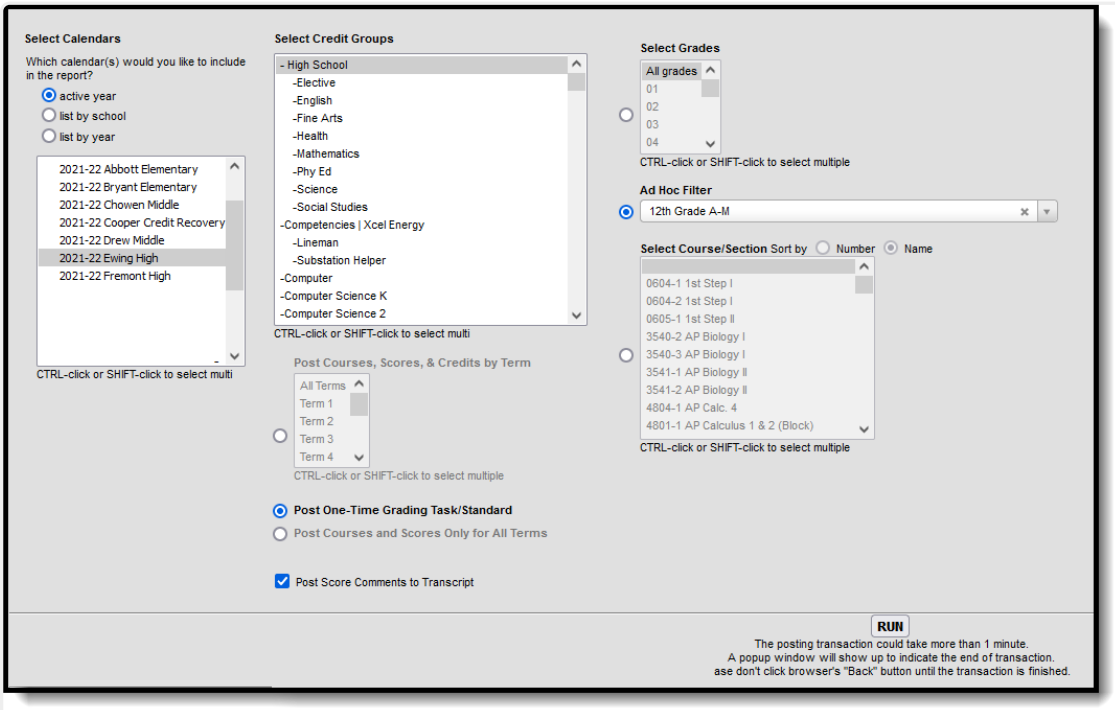
Post One-Time Grading Task/Standard

This option posts course information, scores and credit received for those grading tasks and standards that are scored once and not associated with a specific term.



Transcript Post Option to Post One-Tim Grading Task/Standard with Ad hoc Filter Selected

1. Select the **Calendars** for which to post transcripts.
2. Select the **Credit Groups** for which to post transcripts.
3. Select the Posting Option of **Post One-Time Grading Task/Standard.**
4. Mark the **Post Score Comments to Transcript,** if desired.
5. Select the students for which to post transcript records by choosing **Grade Levels**, an **Ad hoc Filter**, or **Course/Sections**.
6. Click **Run**. When the process is finished, a confirmation message displays indicating how many grades were posted.
7. Click the **OK** button when finished. Posted scores can be viewed on the student's Transcript.

Post Courses and Scores Only for All Terms

This option posts the course information in which the student received the score and the score the student received in those courses for all terms. Credit information is not posted, but it can be added manually to the Transcript record as needed, or use the Post Courses, Scores, & Credits by Term option.

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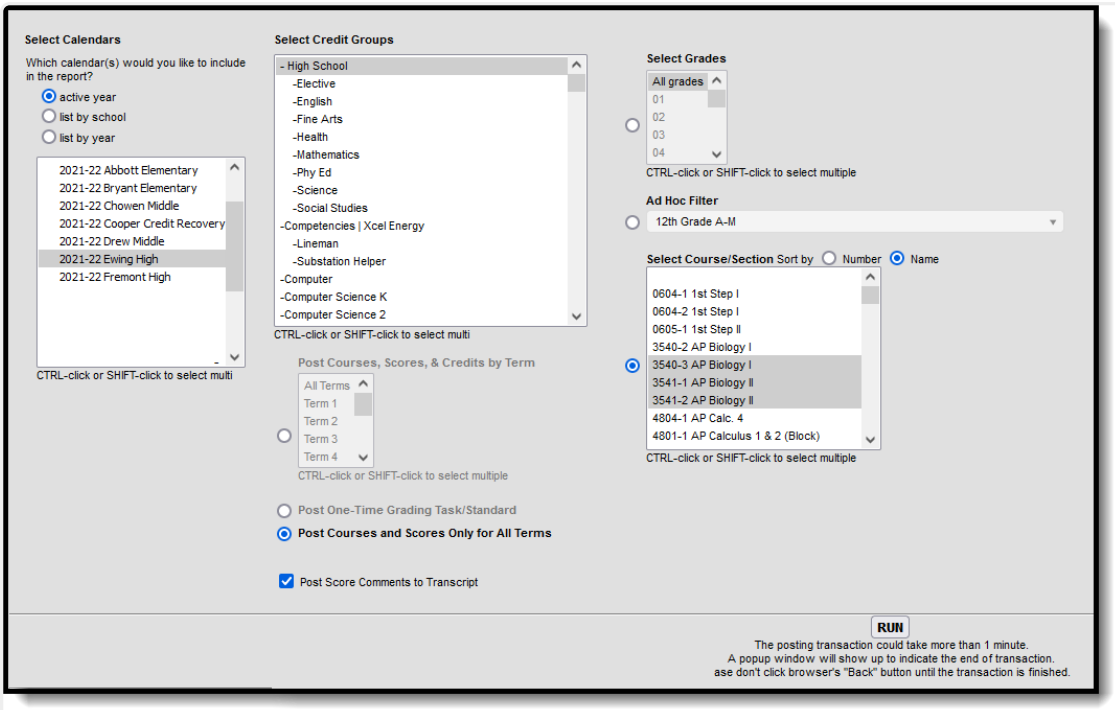

Transcript Post Option to Post Courses and Scores Only for All Terms with Courses Selected

1. Select the **Calendars** for which to post transcripts.
2. Select the **Credit Groups** for which to post transcripts.
3. Select the Posting Option of **Post Courses and Scores Only for All Terms.**
4. Mark the **Post Score Comments to Transcript,** if desired.
5. Select the students for which to post transcript records by choosing **Grade Levels**, an **Ad hoc Filter**, or **Course/Sections**.
6. Click **Run**. When the process is finished, a confirmation message displays indicating how many grades were posted.
7. Click the **OK** button when finished. Posted scores can be viewed on the student's Transcript.

Previous Versions

Transcript Post [.2124 - .2211]

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