Reporting Course Completion Data

Last Modified on 10/22/2022 10:08 am CDT

State Editions of Campus can view course completion data for all state-linked districts. In order to view this data, tool rights must be assigned, prerequisites must be established and specific steps must be followed. This article describes the process necessary for viewing course completion data.

This article includes the following topics:

Required Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

The minimum tool rights required for accessing course completion data is at least **R**(ead) rights to Courses and Course Completion (see Image 1).

State Edition users must also have calendar rights for the calendar in which the user wishes to view course completion data. If the user wants to look at course completion data for multiple courses across multiple calendars, they must have access to all related calendars.

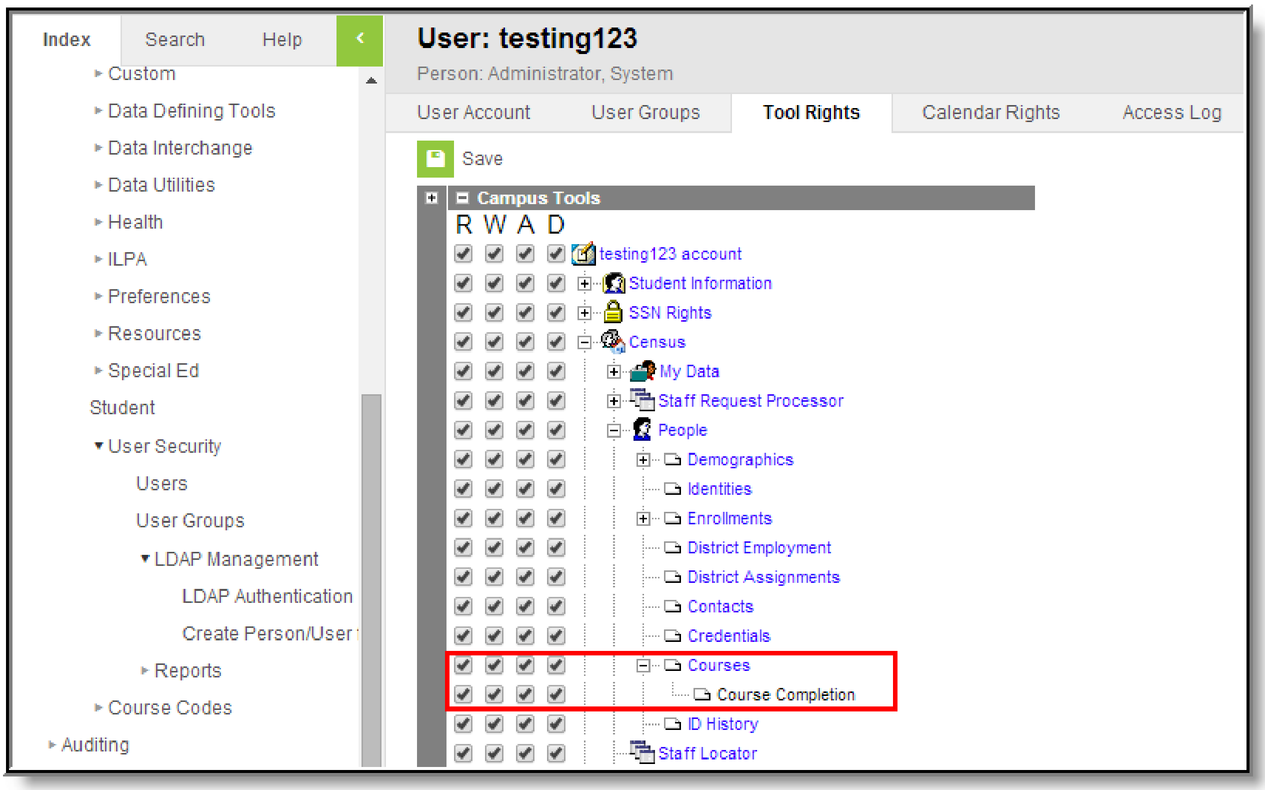

Image 1: Course Completion Tool Rights

District-Level Prerequisites

Course Completion data is provided to the state by posting grades to transcripts. When grades are posted to transcript via the Transcript Post tool, the TranscriptCourseSE table is populated. Once this table is populated, the state can sync district-level table information and report Course Completion data.

Before posting grades to student transcripts, district users must verify proper setup has been done on grading tasks, courses and sections.

1. Verify the grade received in the course is viewable elsewhere, such as the Schedule tab, a report card or other grading reports.
2. Verify the Post to Transcript checkbox is marked for any grading task that should be listed on the transcript.
3. Verify the Grading Task has the Credit Type and the Credit amount entered.
4. Verify the Transcript checkbox is marked on the Course tab.
5. Verify the grade the student received is a valid score entry in the score group.
6. Verify the grade the student received is correct. After posting transcripts, only manual changes can be made to this grade.

Once grading tasks, courses and sections are verified as accurate and ready to post to transcripts, post grades to transcripts using the Transcript Post tool (see Image 2).

In instances where your school does not use transcripts (i.e., Elementary or Middle School grade levels, etc), grades should still be posted to transcripts via the Transcript Post tool for the sake of populating Course Completion data. Users do not need to worry about using transcript data outside of running the Transcript Post tool and populating Course Completion data.

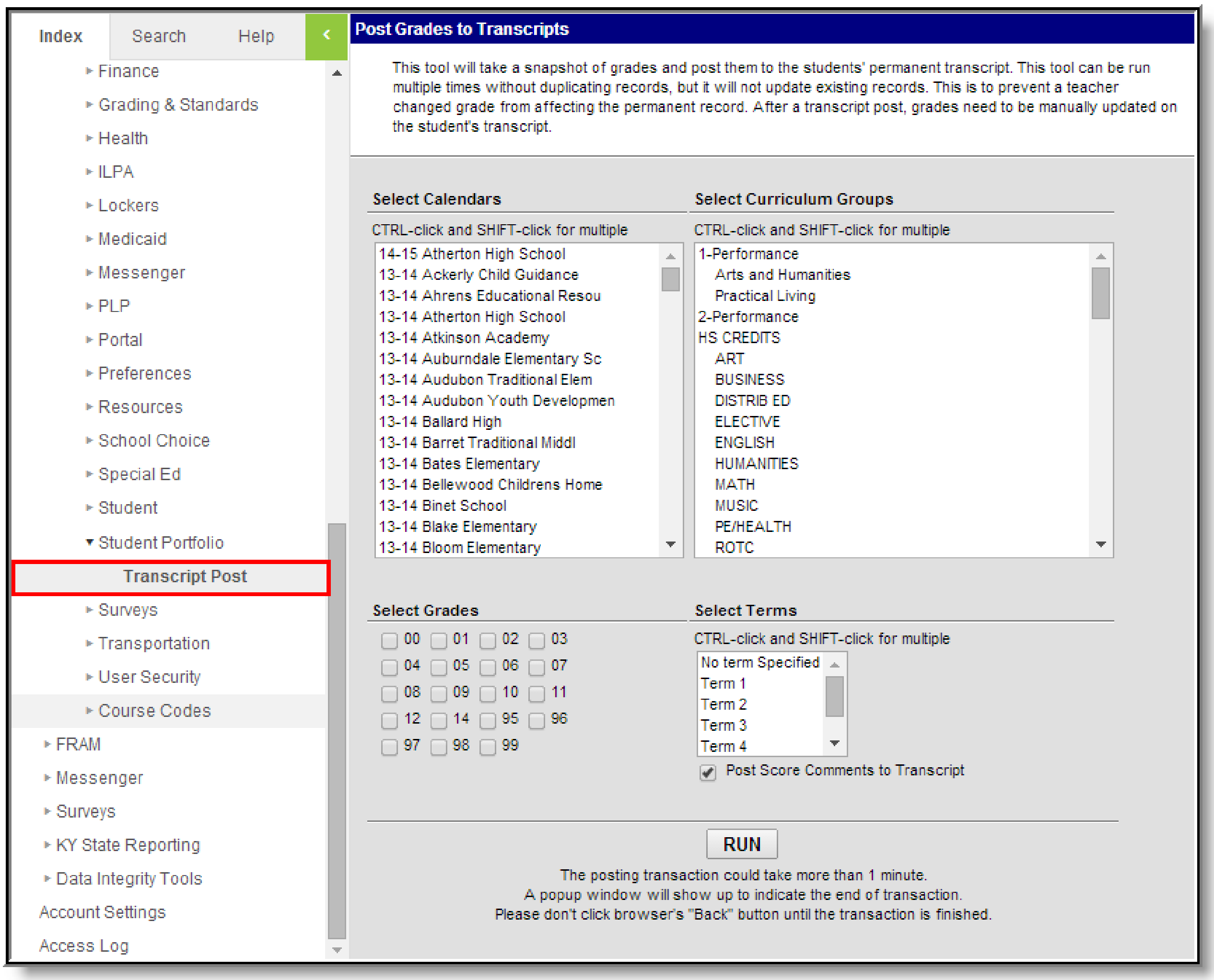

Image 2: Transcript Post

Viewing and Reporting Course Completion Data at the State Level

Viewing and reporting Course Completion data requires three important steps.

Required Tool Rights | District-Level Prerequisites | Viewing and Reporting Course Completion Data at the State Level

Step 1. Sync CourseTranscriptSE Data to State

Once districts have posted grades to transcript, CourseTranscriptSE table data must be synced at the state level using the Resync State Data tool (see Image 3).

Users should mark the **TranscriptCourseSE** checkbox as well as the **Check dependencies** checkbox to ensure Course Completion data syncs correctly.

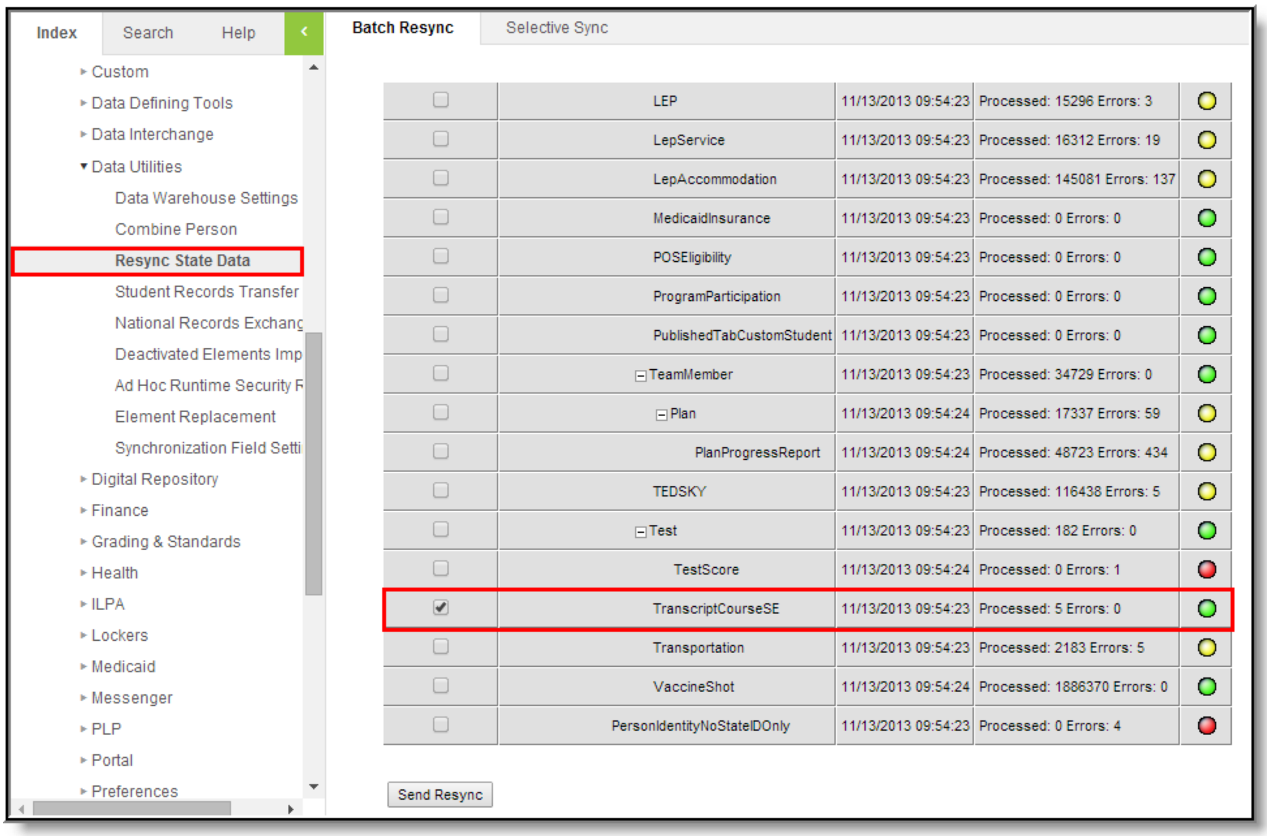

Image 3: Resync State Data Tool (State-Level)

Step 2. View Course Completion Data

Once data is synced, State Edition users can view detailed course completion data per teacher per section per student per term via the Courses tab (see Image 4).

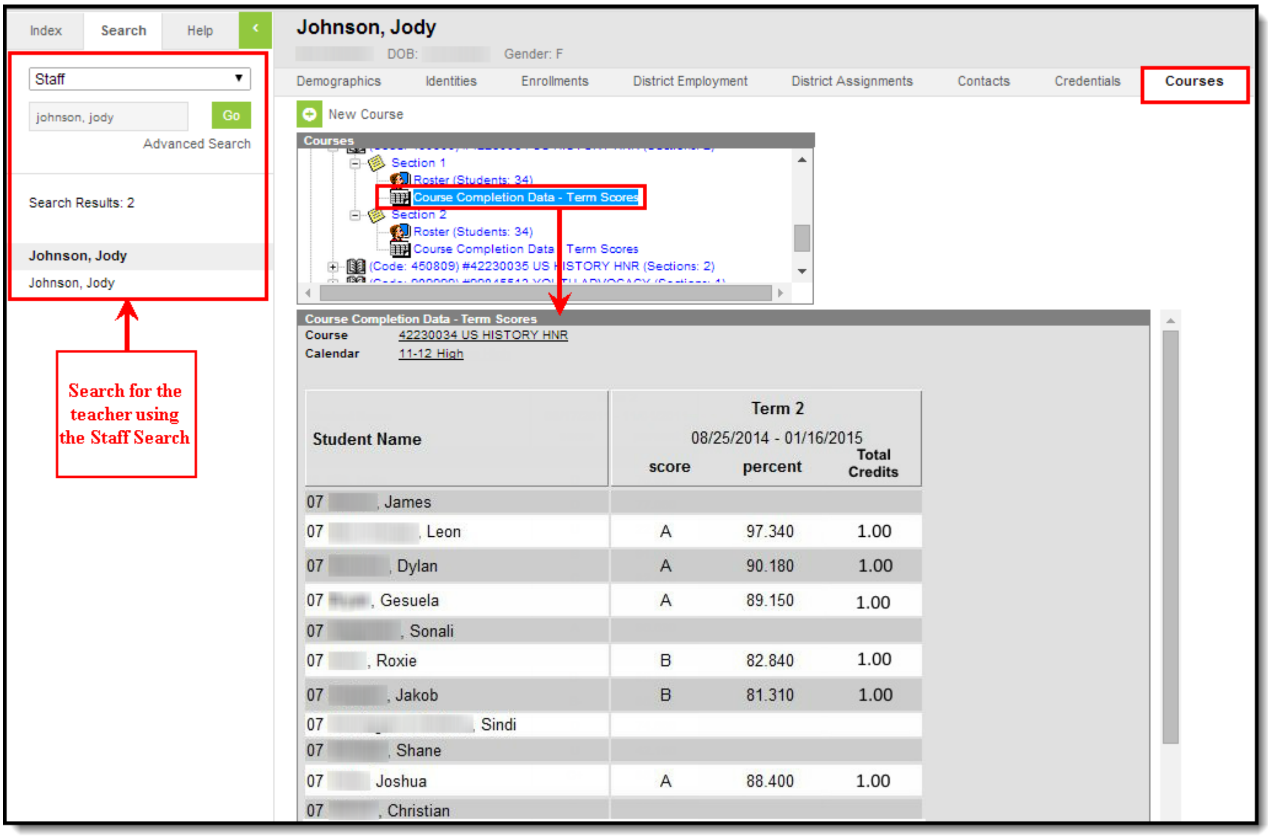

Image 4: Viewing Course Completion Data

To view Course Completion data:

1. Search for the teacher using the Staff **Quick Search**.
2. Select the teacher in the search results.
3. Select the **Courses** tab.
4. Find the course with the Courses window and expand the course and section by selecting the (**+**).
5. Select **Course Completion Data**. The Course Completion Data - Term Scores editor will appear below.

Step 3. Report Course Completion Data via Ad Hoc Reporting

Once Course Completion data has been reviewed, the information can be reported via and Ad hoc filter within the Filter Designer tool.

To report Course Completion data, go to the Filter Designer tool, select the **Query Wizard** and **Student** radio buttons and select the **Create** button (see Image 5).

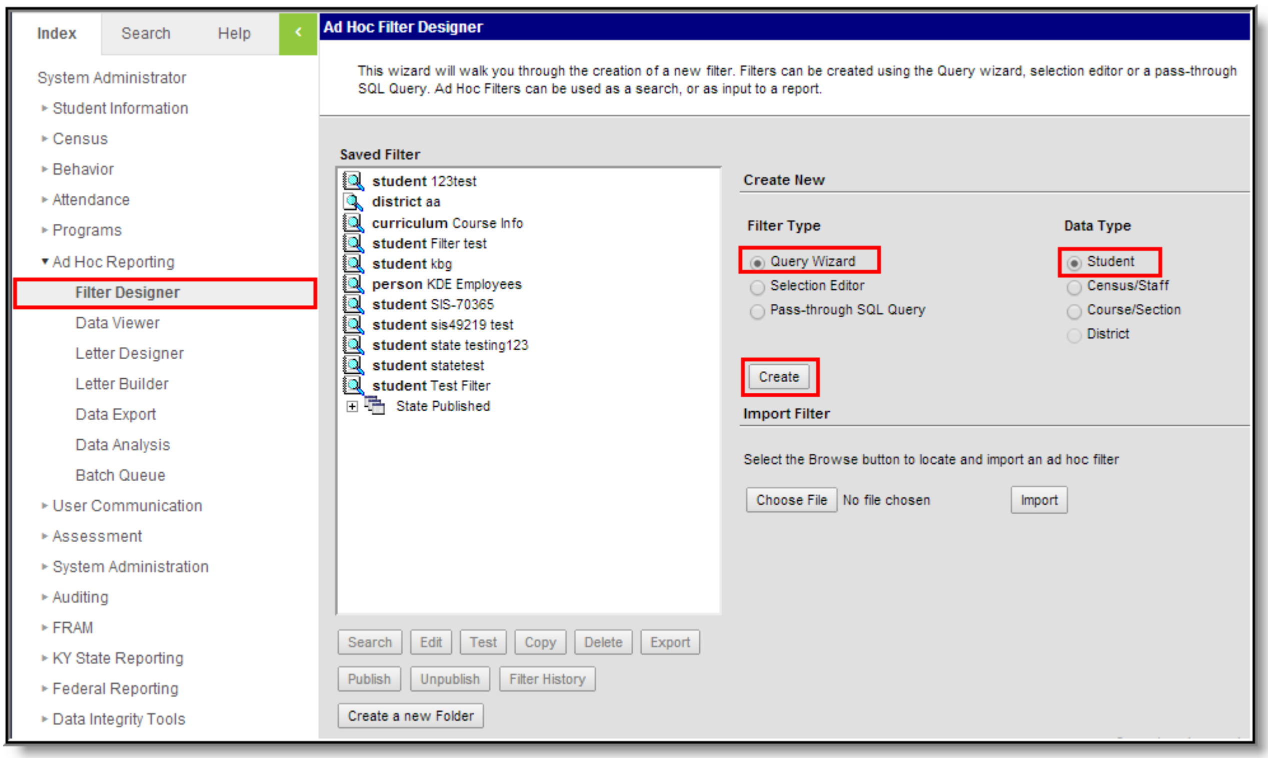

Image 5: Creating an Ad Hoc Filter Containing Course Completion Data

Add Course Completion fields to the Ad hoc filter by going to Student > Learner > Schedule > Course/Section > Course Completion (see Image 6).

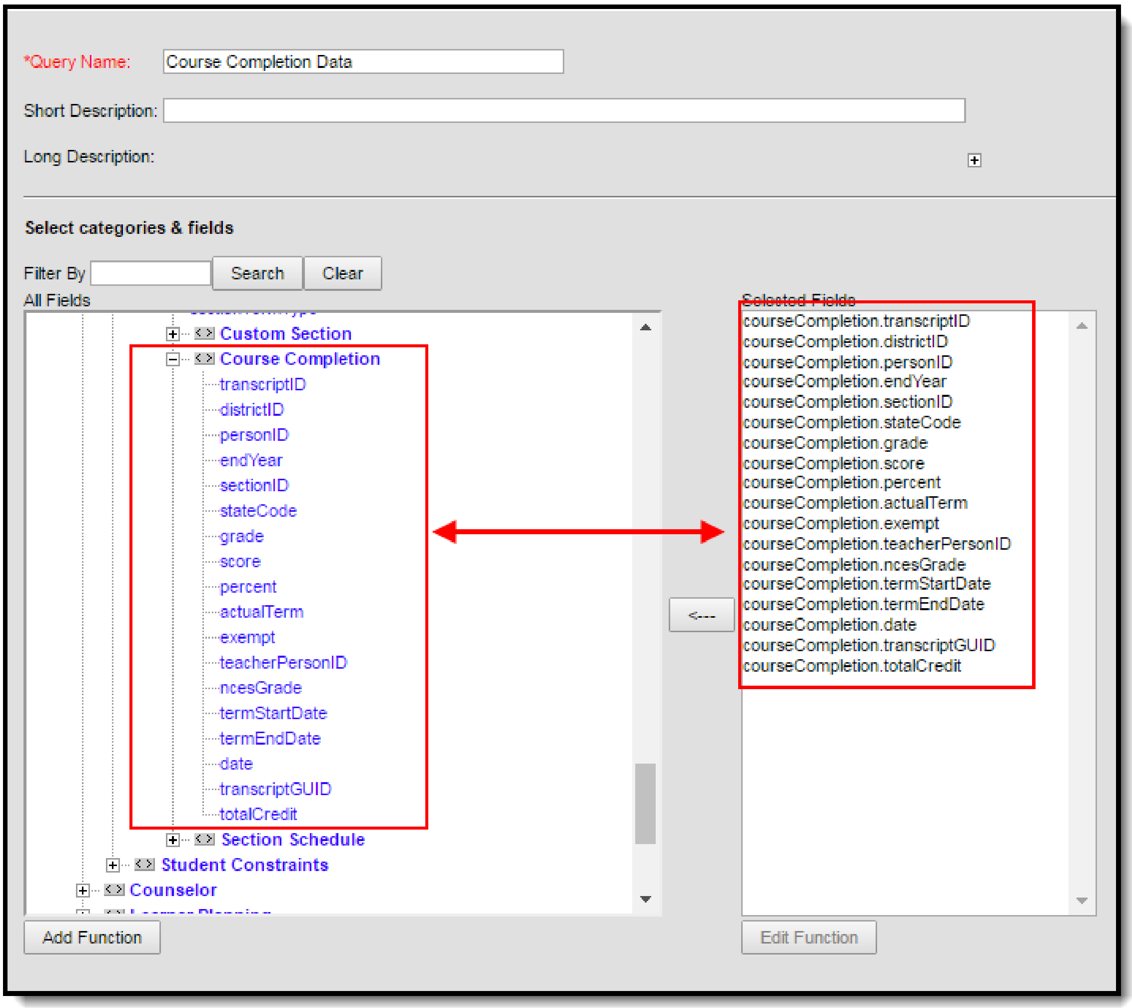

Image 6: Adding Course Completion Data to an Ad Hoc Filter

Users are highly encouraged to select the following additional fields for help in identifying student, teacher and course information:

> These are suggestions for improving data analysis and are not required in reporting Course Completion data. Adding additional fields to Course Completion data will increase the time it takes for the filter to generate.

- Student ID (Student > Demographics > personID)
- First Name of student (Student > Demographics > firstName)
- Last Name of student (Student > Demographics > lastName)
- Name of teacher who taught the course (Student > Learner > Schedule > Course/Section > teacherFullName)
- Staff State ID of teacher who taught the course (Student > Learner > Schedule > Course/Section > staffStateID)
- Course Name (Student > Learner > Schedule > Course/Section > CourseName)
- Course State Code (Student > Learner > Schedule > Course/Section > stateCode)

Once all appropriate fields have been added to the filter, select **Save** to save the filter, select **Save and Test** to save the filter and generate a report based on fields selected (see Image 7), or select **Next** to continue formatting the filter using the Filter Parameters, Output Formatting and Grouping and Aggregation editors.

The image below is an example of a generated Ad hoc filter containing Course Completion data.

Course Completion Total Records:20098

All Records

Student ID	Student Last Name	Student First Name	Teacher Name	Staff State ID	Course Name	State Code	Transcript ID	District ID	Person ID	End Year	courseCompletion.sectionID	courseCompletion.stateCode	courseCompletion.grade	courseCompletion.s
[illegible]	Johnson	Jasmine	[illegible] Willie		HEALTH	340133	1	328	[illegible]	2012	5576304	450809	10	D
[illegible]	Johnson	Jasmine	[illegible] Jody		US HISTORY HNR	450809	1	163	[illegible]	2012	1576304	450809	10	D
[illegible]	Johnson	Jasmine	[illegible] Nathan		GEOMETRY HNR	270402	1	809	[illegible]	2012	8576304	450809	10	D
[illegible]	Johnson	Jasmine	[illegible] Terra		SPANISH1	161108	1	157	[illegible]	2012	9576304	450809	10	D
[illegible]	Johnson	Jasmine	[illegible] Tammy		SPANISH1	161108	1	611	[illegible]	2012	4576304	450809	10	D

Image 7: Example of Course Completion Ad Hoc Filter Report