

Transcript Post [.2124 - .2211]

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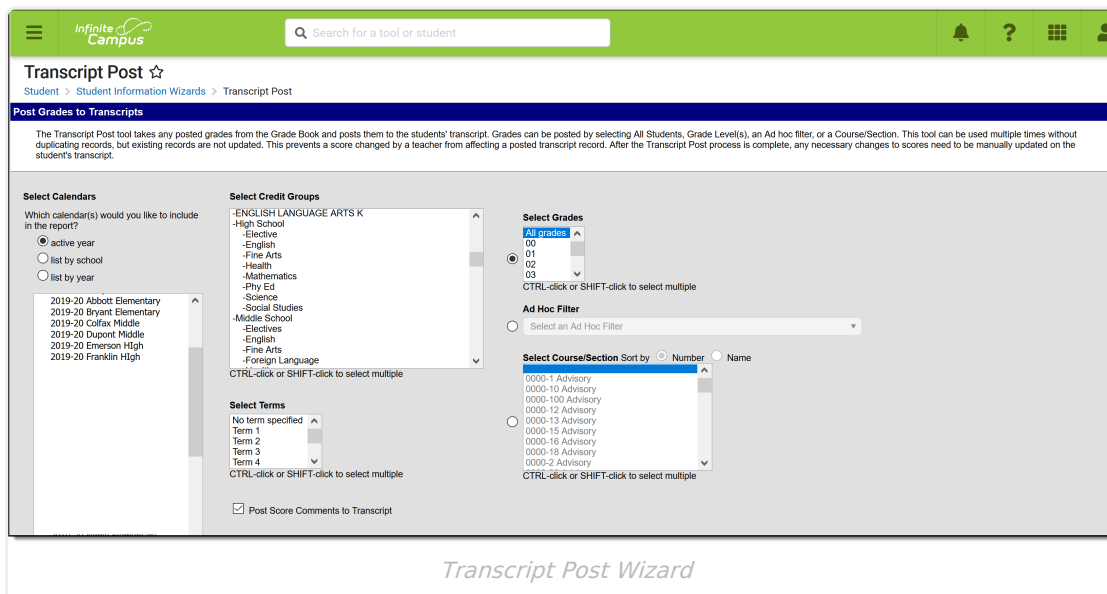
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The **Transcript Post** takes a snapshot of the students' grades and post them to the students' permanent record. This tool only allows users to select calendars to which they are assigned modify rights.

Virginia districts should follow the instructions available on the [Transcript Post \(Virginia\)](#) article.



Checklist for Posting Transcripts

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 grade received in the course is viewable elsewhere, on a report card or other grading reports.
- 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.

Transcript Post Editor

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

Field	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.).
Select Terms	Indicates which calendar term grades are posted. At least one selection needs to be made, either the name the term or the No term specified option. More than one term can be selected.
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. If this checkbox is marked and there are no comments to post, comments are not posted to the transcript.

Field	Description
Student Selection	<p>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.</p> <ul style="list-style-type: none"> • Only students in the selected grade have transcript records posted if there are scores available for them based on other selections made. • Only students included in the Ad hoc Filter have transcript records posted if there are scores available for them based on other selections made. Only student type filters are available for selection (Census/Staff and Course Data Type Filters are not included in the dropdown). Filters from the Query Wizard, Selection Editor and Pass-Through Query tools are listed. • Only students enrolled in the selected Course/Sections have transcript records posted if there are scores available for them based on other selections made. 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). <p>When multiple calendars are selected, the Ad hoc Filter and Course/Section options are not available.</p>
Run	<p>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.</p>

Use the Post Transcripts Wizard

This tool can be run multiple times without concern. Any new scores for courses that have been posted are added to the transcript. Existing records already posted to the transcript are not updates.

1. Select the **Calendars** for which to post transcripts.
2. Select the **Credit Groups** for which to post transcripts.
3. Select the **Terms** for which to post the transcripts.
4. Mark the **Post Score Comments to Transcript**.
5. Select the students for which to post transcript records by choosing **Grade Levels**, an **Ad hoc Filter**, or **Course/Sections**.
6. Click the **Run** icon. When the process is finished, a confirmation message displays indicating how many grades were posted.

7. Click the **OK** button when finished.

Navigate to the student's Transcript tab in [Student Information General](#) or in [Student Information Counseling General](#) to review the posted grades.
