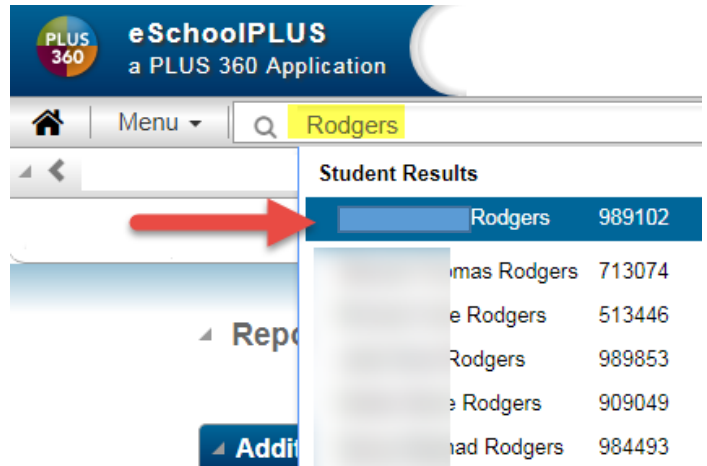
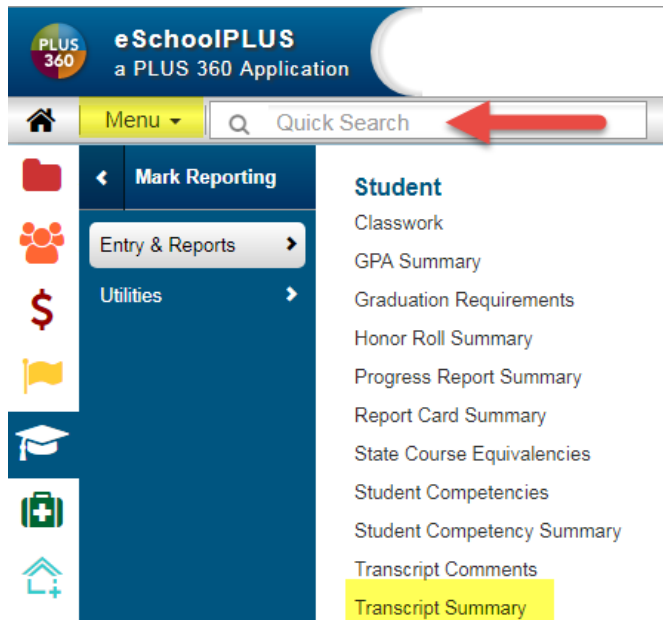


TRANSCRIPT COURSE SUMMARY

Step 1 – Path: **Menu > Mark Reporting > Entry & Reports > Student > Transcript Summary**

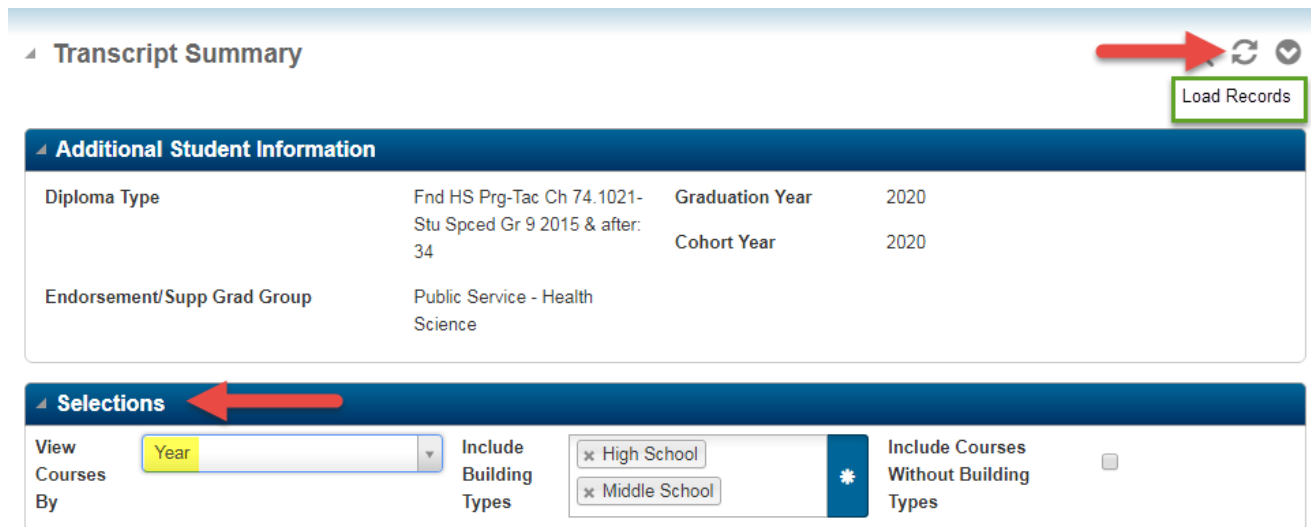
Step 2 – Click on Transcript Summary. Search for the student by typing the student’s last name or the ID number in the “Quick Search” box. Once the list comes up, click on the student’s name.



The student’s Transcript Summary will appear.

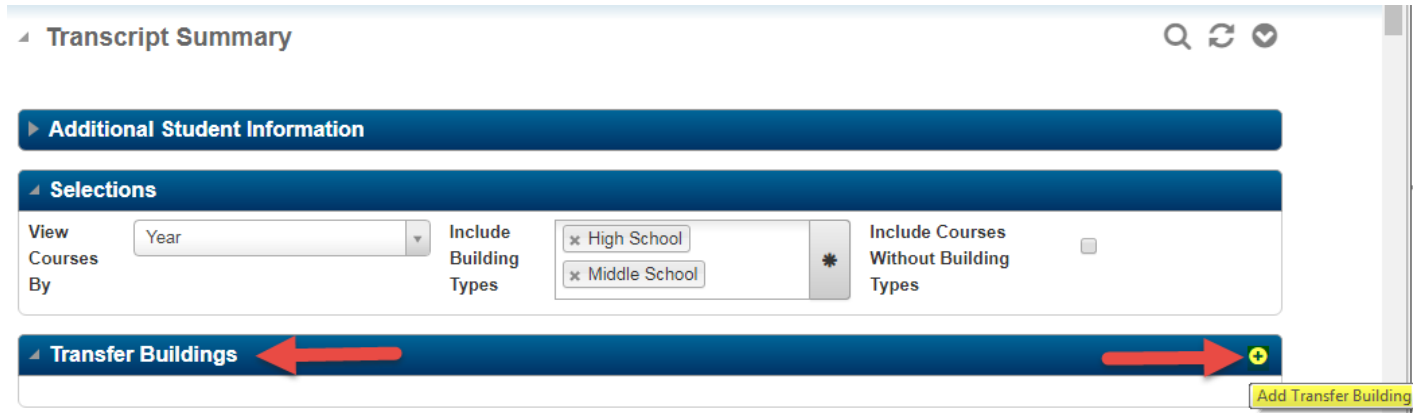
You can change the transcript page view by going to the “Selections” panel and change to **Year** or **Department**.

Then click on “Load Records” to save the view.



How to enter courses from a Transfer Building:

Step 1 – Click on the Plus sign  on the “Transfer Buildings” panel.



Transcript Summary


Additional Student Information

Selections

View Courses By: Year

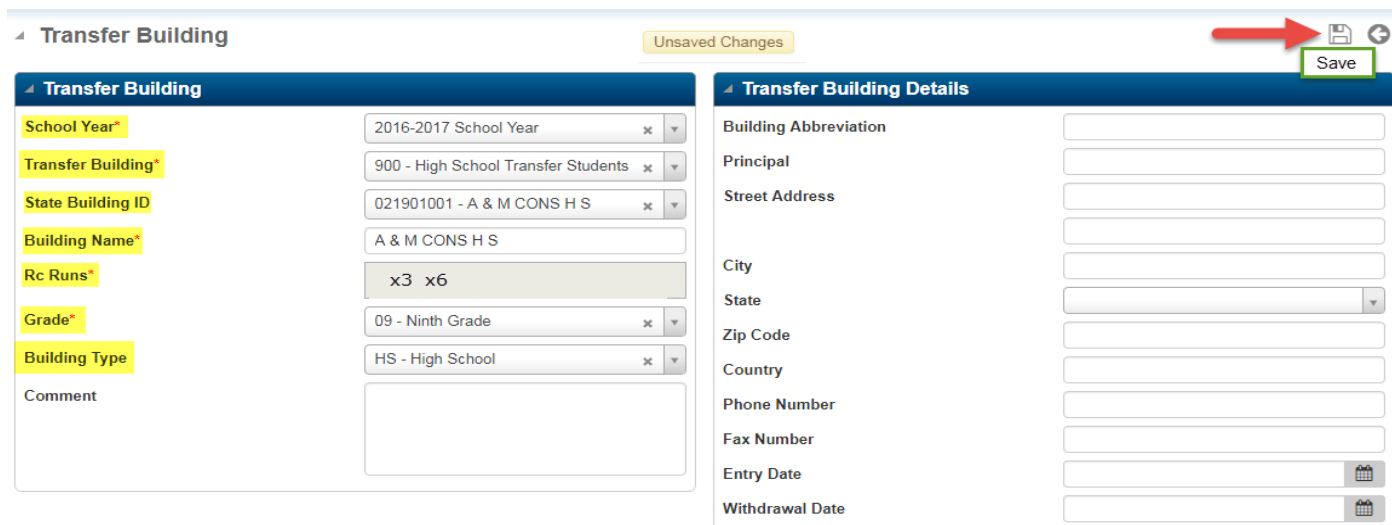
Include Building Types: High School, Middle School

Include Courses Without Building Types:


Transfer Buildings 

Add Transfer Building

Step 2 – Type in the fields, or use the drop down arrows. The top of the screen will say “Unsaved Changes” until you are finished and click on “Save”. Example below:



Transfer Building

Unsaved Changes  Save

Transfer Building

School Year*: 2016-2017 School Year

Transfer Building*: 900 - High School Transfer Students

State Building ID: 021901001 - A & M CONS H S

Building Name*: A & M CONS H S

Rc Runs*: x3 x6

Grade*: 09 - Ninth Grade

Building Type: HS - High School

Comment:

Transfer Building Details

Building Abbreviation:

Principal:

Street Address:

City:

State:

Zip Code:

Country:

Phone Number:

Fax Number:

Entry Date:

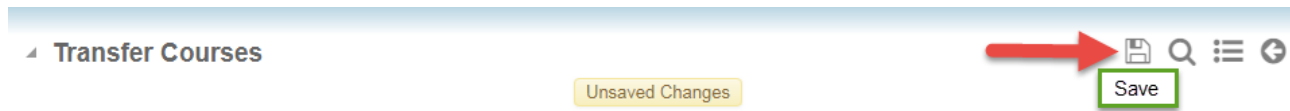
Withdrawal Date:

Step 3 – Enter the course numbers, or use the magnifying glass  to search for the courses. Enter grades, etc.


School Year: 2017 Building: A & M CONS H S

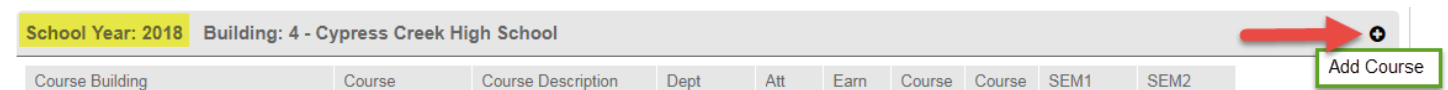
Course	Description*	Duration	Att Credit*	Earn Credit*	SEM1	SEM2	State Course ID	Part Number	Number of Parts
01121	English I	M	0.5	0.5	85		03220100	1	2
01122	English I	M	0.5	0.5		92	03220100	2	2
31121	Biology I	M	0.5	0	65		03010200	1	2


Step 4 – The top of the screen will say “Unsaved Changes” until you are finished and click on “Save”.

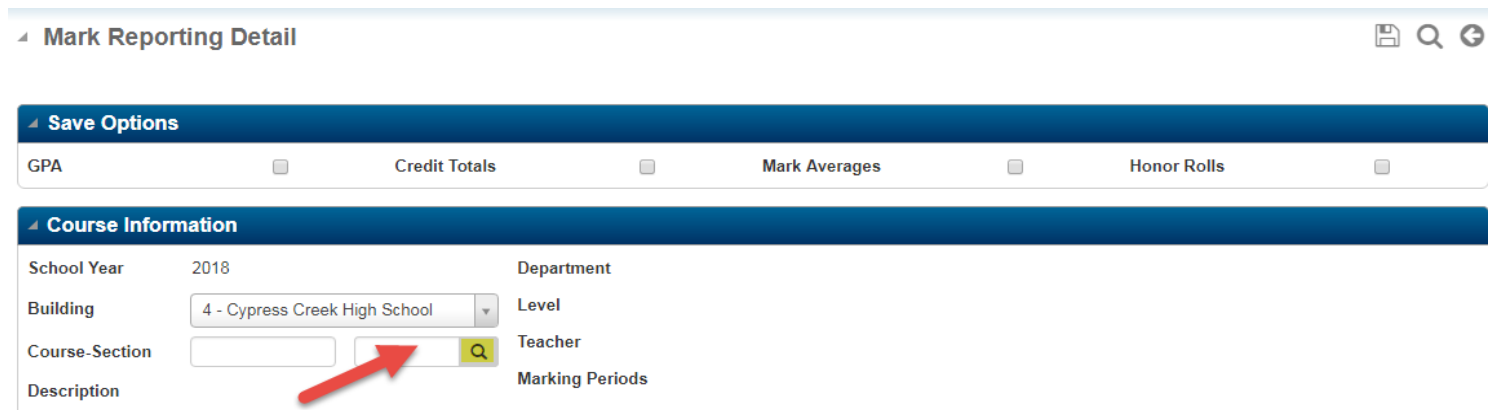


How to enter courses in your Building:

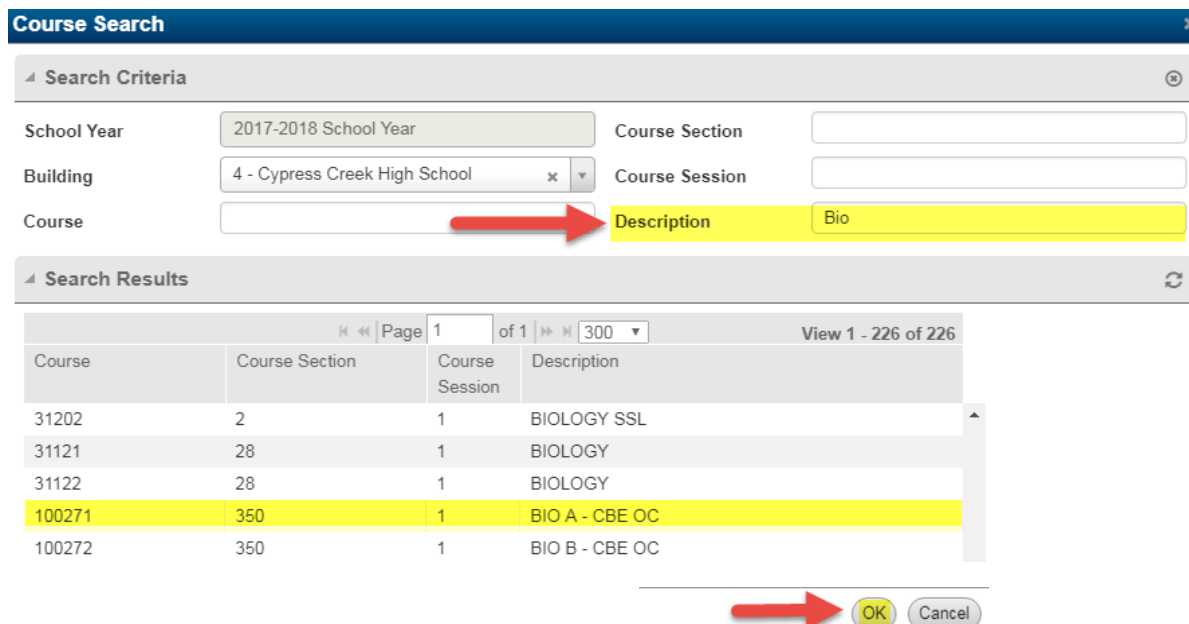
Step 1 – Click on the Plus sign  on the school year you want to add the course.



Step 2 - Enter the course numbers, or use the magnifying glass  to search for the courses.



Step 3 – Type in a Description. A list of courses will appear. Click on the course you want and it will be highlighted. Click **OK**.



Step 4 – Put the “Date Added” and the “Date Dropped” for the Credit by Exam.

If the student passed the course, put in the “Earned” credit.

Mark Reporting Detail

Course Information

School Year: 2018 Department: 03 - SCIENCE
 Building: 4 - Cypress Creek High School Level: 6
 Course-Section: 100271 350 Teacher: STAFF, NEW
 Description: BIO A - CBE OC Marking Periods: N2

Dates

Date Added	Date Dropped	
01/30/2018	01/30/2018	<input type="checkbox"/>
		<input type="checkbox"/>

Credits

Credit Type	Credit	Ovr	Ovr Reason
Attempted	0.5	<input type="checkbox"/>	
Earned	0.5	<input checked="" type="checkbox"/>	

Step 5 – Scroll down to the “Marks” panel and put the semester grade in.

Marks/Credits/Comments/Absences

N2

Marks

9SEM 96 Ovr

Step 6 – Click on “Save”.

Mark Reporting Detail

Save

Example of Transcript Summary:

Transcript Summary

Total Earned Credit: 12.00

School Year: 2018 Building: 4 - Cypress Creek High School

Course Building	Course	Course Description	Dept	Att Credit	Earn Credit	Course Level	Course Type	SEM1	SEM2
	02011-4	English II K	01	0.5	0	7	H		
	02012-4	English II K	01	0.5	0	7	H		
	100271-350	BIO A - CBE OC	03	0.5	0.5	6	E	96	