



Student Transcripts Overview

- Base Data:
 - ✓ **HARRIS NEEDS TO TURN ON THE USE CREDIT FLAG AT YOUR SITE - HARRIS CUSTOM CONTROL**
 - ✓ In Curriculum Management - Instructional Course Offerings module > Course Tab
 - Enter the course credits per School Year (ex: if Program lasts 3 years and earns 9 credits total enter 3 in this field)
 - Identify credit option by FNL or MP (we recommend FNL)
 - By MP means ¼ credit disbursed each MP Close w/passing grade
 - By FNL means total credit disbursed during MP4 w/ passing FNL grade - recommended
 - ✓ In System Administrator – Custom Control – grading tab
 - Enter letter grade conversions/quality points
 - ✓ Student Assessment - Statewide Articulation Processing > GPA Range Management tab

- In System Administrator - Classmate Master Control module > MP Close tab
 - ✓ During MP Close process student grade information is automatically transferred to Student Transcript module
 - ✓ Transcript data is processed every Marking Period during MP Close, however, if you are in the Transcript module and notice Current Year transcript grade records do not display you can process using > Transcripts # 6 - this will insert all final course grades and calculate a GPA
 - ✓ During Rollover Student Transcript information is repopulated with student grade information.

- In Student Enrollment – Student Transcripts module
 - ✓ Click to select a location if necessary
 - ✓ Defaults to Current Students
 - Current students will display the current school year students. This option can be used to enter in data from previous years that are not currently held in archive
 - If you need to Edit Current Year information you need to edit in Attendance or Grading modules (transcript should match Report Card)
 - After editing if information does not change in Transcript module use Master Control > #6. Process to Update Transcript
 - Click to select a student
 - Transcript tab: Displays the student transcript information from archive.

 - ✓ Archive Student information:



- Select Archive radio button and enter archive year (1617 for example) last year's archive students will appear for selection
- Select Student > click Add tab
- Enter Calendar Year (2 digit SSFF - 1617 example)
- Select a Grade Level
- Enter information
 - Enter the # of days Absent
 - Enter the # of days Tardy
 - Enter MP / FNL Grade
 - Enter the total # of credits earned for a specific course
- Select a Course or If the Course is not a current CTE course, enter the Course title in the Non CTC Course text box
- Select a Class
- Save > this will then show on the Edit History tab and display on Transcript Report

- ✓ Edit Credits
 - Select Yr / Grade / Course record from bottom grid you want to edit
 - Adjust details that display in fields above for selected record > Save from top of menu
 - Calculate button to calculate the Program GPA when all Transcript information has been entered or to re-calculate
 - This will only average the students final Program if had been enrolled in multiple (references how many years Student in Program in Archive – same CIP)
 - Takes Students Program Average based on how many years student is in Program and references GPA Range Table set up in Statewide Articulation
 - GPA Range is used for Student Transcripts and Statewide Articulations (Transcript Calculations does NOT change Statewide Articulation GPA)
 - Save

- ✓ Occupational Grades & Academic Grades tabs are View ONLY
- ✓ Quality Points / Total Quality Points are not used in PA

- REPORT
 - ✓ State Reporting > 339 Transcript – Current Students (339TransC)
 - Name / Address / Home School / Counselor / DOB / Entry Date / Graduation Year – populate from Student Master module
 - Completer Date > Student Scheduling module
 - Parent / Guardian > Student Contacts module
 - CTE GPA > Transcript module
 - Career Technical Education > Current Year Grades and Archive Grades
 - CTE Attendance > Current Year Attendance and Archive Attendance
 - Technical Academics > Student Technical Academic Grades
 - Dual Enrolment Credit > Instructional Course Offerings module > Course Tab has Course State Code that references PIMS Manual Vol 2 Appendix A



Dual Enrollment State Course Code and Student Scheduling module >
Change Existing tab > Dual Credit *Yes

- Also will list Student Master Post-Secondary Institution completed
 - Career Pathway > NOCTI Information – **ONLY FINAL YEAR DATA**
 - Course Cert Student Completion module - Test Name - P/F & Date
 - If customer has Add-On NOCTI functionality and imports Cut & Test Scores will populate Students Written & Performance Test Scores in addition to Test Name & Date
 - If a Program has been flagged EOP Exam = NIMS then
 - 1) All NIMS certifications that have been taken & recorded in Student Certification will appear under the NOCTI/NIMS section
 - 2) ONLY those NIMS certifications that the student PASSED will appear under the Industry Certification section
 - If a Program is not flagged EOP Exam = NIMS then all certifications that the student PASSED will display under the Industry Certification section. No NIMS will display under the NOCTI/NIMS EOP section.
 - Work Based Learning > State/Industry Assessment module > WBL Tab
 - Awards And Recognition > Student Awards module
 - Certifications And Eligibility > Course Cert Student Completion module
 - Leadership and Service Learning > Student Master module > CTSO tab
 - Principal Signature will populate if loaded in Personnel Management module
- ✓ Archive Report is currently be worked on for future (made avail with v2018a release)

REPORT DETAIL EXAMPLE:

CAREER TECHNICAL EDUCATION							CTE ATTENDANCE										
1718	120401	Cosmetology				AM	11										
	MP1	MP2	MP3	MP4	FNL	Credit											
	64							ABSENT	MP1	MP2	MP3	MP4	Total				
									1	1	0	0	2				
1718	000006	Physical Education				PE4W2	11										
	MP1	MP2	MP3	MP4	FNL	Credit											
	100							ABSENT	MP1	MP2	MP3	MP4	Total				
									0	0	0	0	0				
1617	470604	Automotive Technology				AM	10										
	MP1	MP2	MP3	MP4	FNL	Credit											
								ABSENT	MP1	MP2	MP3	MP4	Total				
1617	120401	Cosmetology				AM	10										
	MP1	MP2	MP3	MP4	FNL	Credit											
								ABSENT	MP1	MP2	MP3	MP4	Total				
1617	000006	Physical Education				PE4W2	10										
	MP1	MP2	MP3	MP4	FNL	Credit											
								ABSENT	MP1	MP2	MP3	MP4	Total				
TECHNICAL ACADEMICS							DUAL ENROLLMENT CREDIT										
1718	AP	Anatomy & Physiology				FNL	Credit	11	East Stroudsburg								
	MP1	MP2	MP3	MP4	FNL	Credit											
	999	999	999	999													
1718	CF	Career & Financial Management				FNL	Credit	11									
	MP1	MP2	MP3	MP4	FNL	Credit											
	999	999	999	999													
1718	TM	Technical Math				FNL	Credit	11									
	MP1	MP2	MP3	MP4	FNL	Credit											
	999	999	999	999													
1718	TR	Technical Reading & Writing				FNL	Credit	11									
	MP1	MP2	MP3	MP4	FNL	Credit											
	999	999	999	999													
1718	TS	Technical Science				FNL	Credit	11									
	MP1	MP2	MP3	MP4	FNL	Credit											
	999	999	999	999													
CAREER PATHWAY							WORK-BASED LEARNING										
NOCTI - Cosmetology/Cosmetologist (PA) 05/14/2018 F							Participation in Co-operative Education Work Experience Internship										
AWARDS AND RECOGNITION			CERTIFICATIONS AND ELIGIBILITY			LEADERSHIP AND SERVICE LEARNING											
1718	National Technical Honor Society Member		S/P2 - Cosmetology			05/14/2018			SkillsUSA								