

# AIM Transcripts:

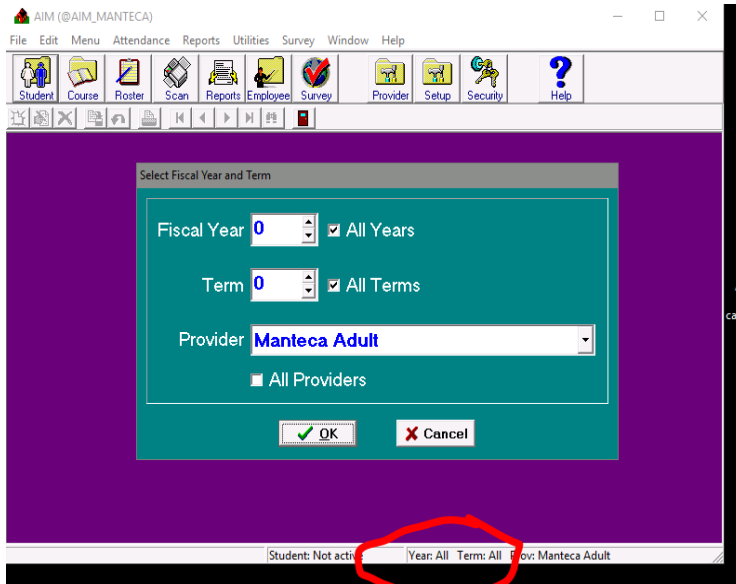
May 2021



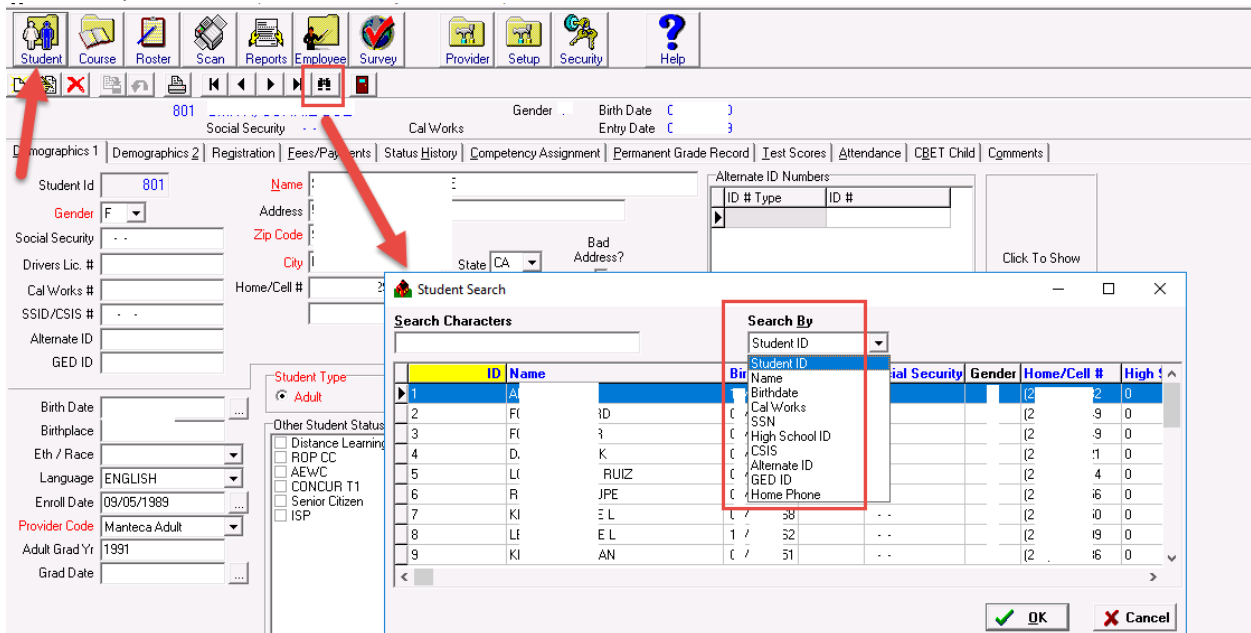
# Student Transcripts

You can access and download/print transcripts using the Student option for individual student transcript requests by following the below steps:

## 1. Confirm Years and Terms are set to All

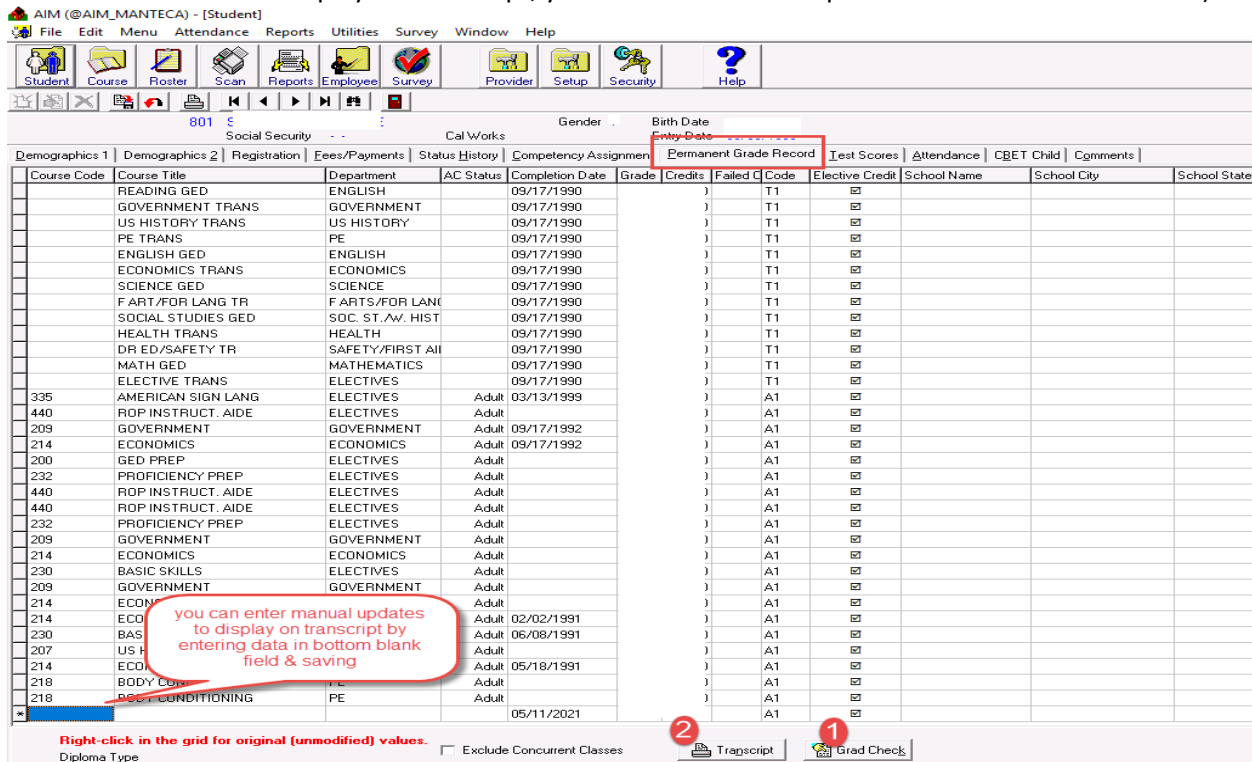


## 2. Open Student screen and search for Student



# Student Transcripts

- Once the student record opens > select Permanent Grade Record Tab (if you need to add Course information to display on Transcript, you can enter manual updates in last blank field & save)



AIM (@AIM\_MANTECA) - [Student]

File Edit Menu Attendance Reports Utilities Survey Window Help

Student Course Roster Scan Reports Employee Survey Provider Setup Security Help

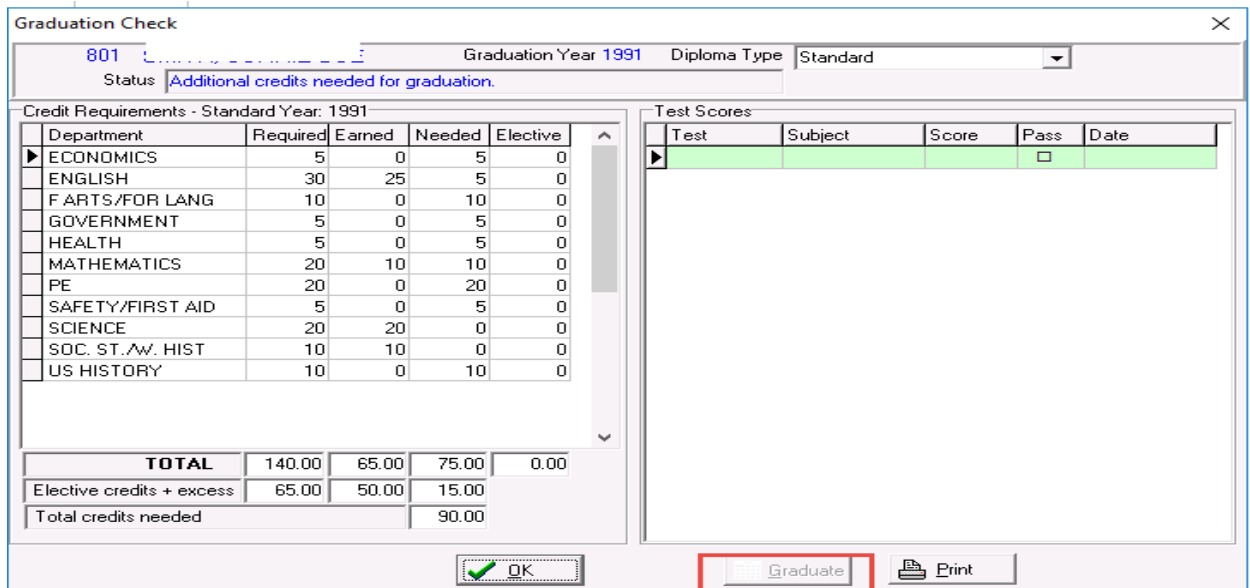
801 Social Security Cal Works Gender Birth Date Entry Date

Demographics 1 Demographics 2 Registration Fees/Payments Status History Competency Assignment Permanent Grade Record Test Scores Attendance CBET Child Comments

Course Code	Course Title	Department	AC Status	Completion Date	Grade	Credits	Failed	Code	Elective Credit	School Name	School City	School State
	READING GED	ENGLISH		09/17/1990	)			T1	<input type="checkbox"/>			
	GOVERNMENT TRANS	GOVERNMENT		09/17/1990	)			T1	<input type="checkbox"/>			
	US HISTORY TRANS	US HISTORY		09/17/1990	)			T1	<input type="checkbox"/>			
	PE TRANS	PE		09/17/1990	)			T1	<input type="checkbox"/>			
	ENGLISH GED	ENGLISH		09/17/1990	)			T1	<input type="checkbox"/>			
	ECONOMICS TRANS	ECONOMICS		09/17/1990	)			T1	<input type="checkbox"/>			
	SCIENCE GED	SCIENCE		09/17/1990	)			T1	<input type="checkbox"/>			
	F ART/FOR LANG TR	F ARTS/FOR LANG		09/17/1990	)			T1	<input type="checkbox"/>			
	SOCIAL STUDIES GED	SOC. ST./W. HIST		09/17/1990	)			T1	<input type="checkbox"/>			
	HEALTH TRANS	HEALTH		09/17/1990	)			T1	<input type="checkbox"/>			
	DR ED/SAFETY TR	SAFETY/FIRST AID		09/17/1990	)			T1	<input type="checkbox"/>			
	MATH GED	MATHEMATICS		09/17/1990	)			T1	<input type="checkbox"/>			
	ELECTIVE TRANS	ELECTIVES		09/17/1990	)			T1	<input type="checkbox"/>			
335	AMERICAN SIGN LANG	ELECTIVES	Adult	03/13/1999	)			A1	<input type="checkbox"/>			
440	ROP INSTRUCT. AIDE	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
209	GOVERNMENT	GOVERNMENT	Adult	09/17/1992	)			A1	<input type="checkbox"/>			
214	ECONOMICS	ECONOMICS	Adult	09/17/1992	)			A1	<input type="checkbox"/>			
200	GED PREP	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
232	PROFICIENCY PREP	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
440	ROP INSTRUCT. AIDE	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
440	ROP INSTRUCT. AIDE	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
232	PROFICIENCY PREP	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
209	GOVERNMENT	GOVERNMENT	Adult		)			A1	<input type="checkbox"/>			
214	ECONOMICS	ECONOMICS	Adult		)			A1	<input type="checkbox"/>			
230	BASIC SKILLS	ELECTIVES	Adult		)			A1	<input type="checkbox"/>			
209	GOVERNMENT	GOVERNMENT	Adult		)			A1	<input type="checkbox"/>			
214	ECONOMICS	ECONOMICS	Adult		)			A1	<input type="checkbox"/>			
230	BAS	Adult	02/02/1991	)				A1	<input type="checkbox"/>			
207	US H	Adult	06/08/1991	)				A1	<input type="checkbox"/>			
214	ECONOMICS	Adult	05/18/1991	)				A1	<input type="checkbox"/>			
218	BODY CON	Adult		)				A1	<input type="checkbox"/>			
218	PEPT. CONDITIONING	PE	Adult		)			A1	<input type="checkbox"/>			
				05/11/2021	)			A1	<input type="checkbox"/>			

Right-click in the grid for original (unmodified) values.  Exclude Concurrent Classes 2 Transcript 1 Grad Check

- Optional > set the Graduation Date by clicking **Grad Check** (#1 in screen shot) to display popup Graduation Check and if student satisfied ALL requirements the Graduate button is available to select and enter a Graduation Date, which will then display on Demographics 1 tab and on Transcript



Graduation Check

801 Graduation Year 1991 Diploma Type Standard

Status: Additional credits needed for graduation.

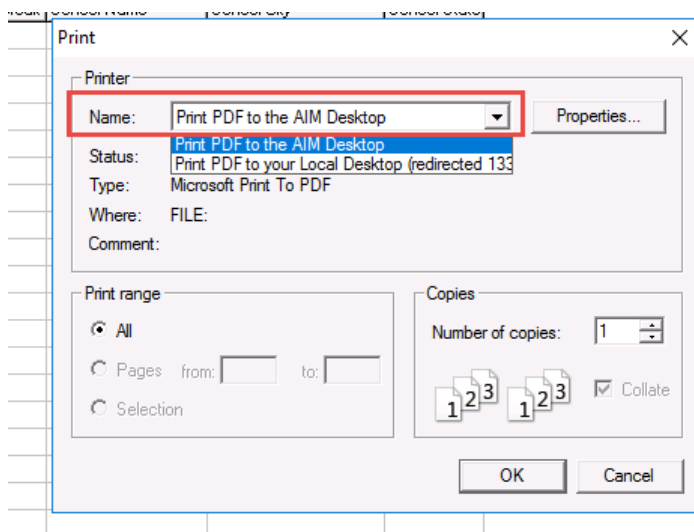
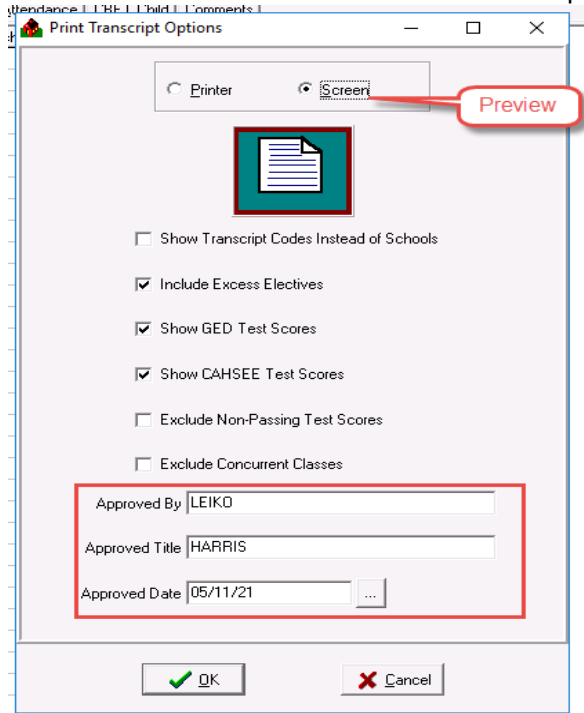
Department	Required	Earned	Needed	Elective
ECONOMICS	5	0	5	0
ENGLISH	30	25	5	0
F ARTS/FOR LANG	10	0	10	0
GOVERNMENT	5	0	5	0
HEALTH	5	0	5	0
MATHEMATICS	20	10	10	0
PE	20	0	20	0
SAFETY/FIRST AID	5	0	5	0
SCIENCE	20	20	0	0
SOC. ST./W. HIST	10	10	0	0
US HISTORY	10	0	10	0
<b>TOTAL</b>	<b>140.00</b>	<b>65.00</b>	<b>75.00</b>	<b>0.00</b>
Elective credits + excess	65.00	50.00	15.00	
Total credits needed			90.00	

Test	Subject	Score	Pass	Date
			<input type="checkbox"/>	

OK Graduate Print

## Student Transcripts

5. Click **Transcript** button (#2 in screen shot) and make any selections available > if populated: Approved By, Approved Title and Approved Date will display on bottom right corner of Transcript when generated
  - a. Printer option will automatically initiate download process for printing
  - b. Screen option will generate Preview > select **Print PDF to the AIM Desktop** from the Name dropdown and click OK
  - c. Once Transcript displays > click small printer icon at top > click OK on the popup window to initiate the download of the transcript to print from local computer



# Student Transcripts

**Manteca Adult**  
**MANTECA ADULT**  
 2274 West Louise Ave.  
 MANTECA, CA 95337

Phone # (209)858-7350  
 Fax # (209)858-7524

**TRANSCRIPT** Program: Standard

Name: Student ID: 801 Entry Date: \_\_\_\_\_  
 Address: Gender: Social Security: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
 Phone: Birth Date: \_\_\_\_\_ Date Transcript Requested: 05/11/2021

Department/Course	Comp Date	GR	Credits	School	Department/Course	Comp Date	GR	Credits	School	Department	Req'd	Earned	Needed
<b>ECONOMICS</b>					<b>PE</b>					ECONOMICS	5.00	0.00	5.00
ECONOMICS TRANS	09/17/90	P	0.00		PE TRANS	09/17/90	P	0.00		ENGLISH	30.00	25.00	5.00
ECONOMICS	02/02/91		0.00		BODY CONDITIONING			0.00		ARTS/FOR LANG	10.00	0.00	10.00
ECONOMICS	05/18/91		0.00		BODY CONDITIONING			0.00		GOVERNMENT	5.00	0.00	5.00
ECONOMICS	09/17/92		0.00		<b>SAFETY/FIRST AID</b>					HEALTH	5.00	0.00	5.00
ECONOMICS		I	0.00		DREDSAFETY TR	09/17/90	P	0.00		MATHEMATICS	20.00	10.00	10.00
ECONOMICS			0.00		<b>SCIENCE</b>					PE	20.00	0.00	20.00
<b>ELECTIVES</b>					SCIENCE GED	09/17/90	P	20.00		SAFETY/FIRST AID	5.00	0.00	5.00
ELECTIVE TRANS	09/17/90	P	0.00		<b>SOC. ST./W. HIST</b>					SCIENCE	20.00	20.00	0.00
SOCIAL STUDIES GED	09/17/90	P	10.00		SOC. ST./W. HIST	09/17/90	P	10.00		SOC. ST./W. HIST	10.00	10.00	0.00
WORK EXPERIENCE	09/17/90	P	20.00		SOCIAL STUDIES GED	09/17/90	P	10.00		US HISTORY	10.00	0.00	10.00
BASIC SKILLS	06/08/91		0.00		<b>US HISTORY</b>					ELECTIVES	65.00	50.00	15.00
AMERICAN SIGN LANG	03/13/99		0.00		US HISTORY TRANS	09/17/90	P	0.00		EXCESS ELECTIV	0.00	0.00	0.00
BASIC SKILLS			0.00		US HISTORY I		I	0.00		<b>GRADUATION</b>	205.00	115.00	90.00
GED PREP			0.00										
PROFICIENCY P PREP			0.00										
PROFICIENCY P PREP			0.00										
ROP INSTRUCT. AIDE		A	10.00										
ROP INSTRUCT. AIDE			0.00										
ROP INSTRUCT. AIDE		P	10.00										
<b>ENGLISH</b>													
ENGLISH GED	09/17/90	P	10.00										
READING GED	09/17/90	P	15.00										
<b>ARTS/FOR LANG</b>													
ARTS/FOR LANG TR	09/17/90	P	0.00										
<b>GOVERNMENT</b>													
GOVERNMENT TRANS	09/17/90	P	0.00										
GOVERNMENT	09/17/92		0.00										
GOVERNMENT		I	0.00										
GOVERNMENT		I	0.00										
<b>HEALTH</b>													
HEALTH TRANS	09/17/90	P	0.00										
<b>MATHEMATICS</b>													
MATH GED	09/17/90	P	10.00										

Grade Point Average: 4.000 Approved By: LEIKO  
 Title: HARRIS  
 Date: 05/11/2021

If you want to include TEST SCORES on the Transcript you will use the **Setup** button > select **Student** > select **Tests** and make individual Test Name selections by checking the box in the Transcript column > Save. The next Transcript generation will include Test Scores if in the system for the student.

AIM (@AIM\_MANTECA) - [General System Setup]

File Edit Menu Attendance Reports Utilities Survey Window Help

Student Course Roster Scan Reports Employee Survey Provider Setup Security Help

General Setup | Course/Section | **Student**

Annual Income | Concurrent Schools | School District | Diploma Type | Ethnicity / Race | Language | MOP | Receipt Prefs | Required Fields | Status Codes | Student Status Group | **Tests** | Transcript Codes | Grade Labels | CBET Schools | Enroll Codes

Enter Search Terms (AND logic) \_\_\_\_\_ Click on grid column titles to change the sort order.

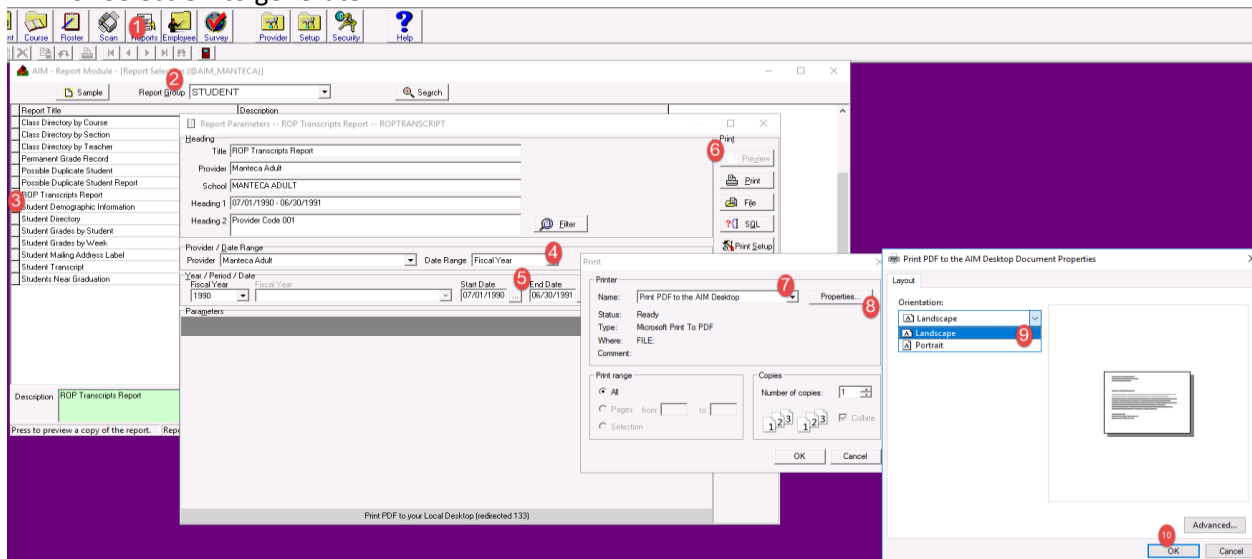
Press Enter to Accept

Active	Test Name	Subject	Test Type	Level	Max Score	Min Pass Score	Transcript	Articulation Test	eClassManager	CASAS HSE Test
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	A			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	AA			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	AAA			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	AAAAA			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	B			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	C			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	LISTENING	EXIT	D			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	MATHEMAT	EXIT	A			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL
<input checked="" type="checkbox"/>	CASAS	MATHEMAT	EXIT	AA			<input type="checkbox"/>	<input type="checkbox"/>		SHOW REAL

# Student Transcripts

You can also access and download/print transcripts using the Report option by following the below steps – the two most common Transcripts would be the ROP Transcripts Report and the Student Transcript.

1. Select Reports
2. Select Group > STUDENT
3. Select Report you wish to generate
4. Select Fiscal year
5. Enter Year and Start/End Date Ranges
6. Click Preview
7. Select **Print PDF to the AIM Desktop** so the system downloads the report for printing
8. Select Properties (the ROP Transcript & Student Transcript reports need to be Landscape)
9. Select Landscape for Orientation
10. Select OK to generate



Once report generates you can click the Small Printer Icon to initiate the download process to then access the PDF and print

