Transcript Batch

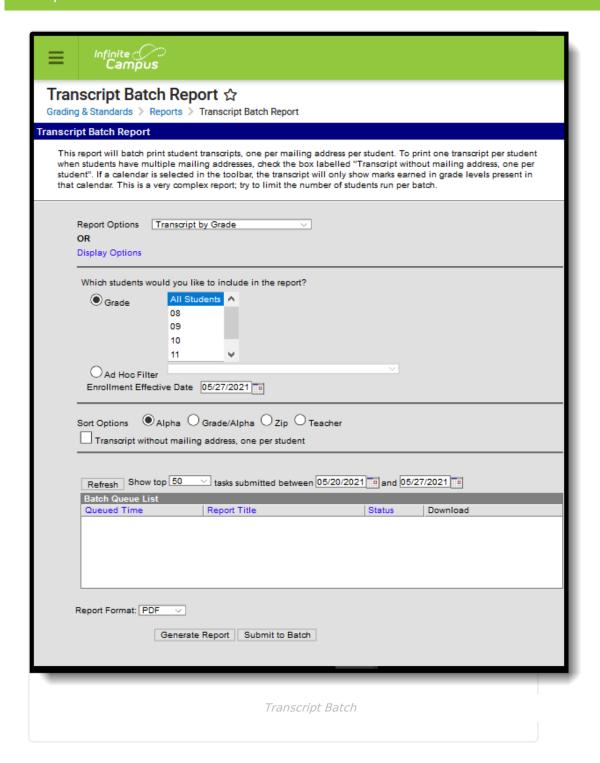Last Modified on 03/11/2024 8:44 am CDT

Transcript Batch Editor | Generate Saved Transcript Reports | Generate Transcript Reports by Selecting Display Options

Classic View: Grading and Standards > Reports > Transcript Batch

Search Terms: Transcript Batch

The Transcript Batch Report allows users to generate transcript records for multiple students at one time. This report allows users to select a saved transcript report with pre-selected transcript options that are set in the Report Preferences tool or to design a transcript using Display Options instead of selecting an existing transcript report.

Transcript Batch

Transcript Batch Editor

Options	Description
Report Options or Display Options	Indicates which Transcript Report, created in the Report Setup area, generates. If there is no existing Transcript Report to generate, use the Display Options. These are the same options that are selected in the Report Setup area.

Options	Description
Which students would you like to include in the report?	Students can be selected by either the Grade Level or an Ad hoc filter. • **Grade(s)** - choose at least one grade level. Only those grade levels included in the selected calendar are available for selection. • **Ad hoc Filter** - select a previously created filter from the Filter Designer. Doing this returns course requests satisfied for only those students included in the filter. The name of the filter is included in the header of the report. Only filters using the Student Data Type are available for selection.
Sort Options	Transcripts can be printed (sorted) in the following ways: • **Alphabetical** - report cards are printed alphabetically by last name. • **Grade/Alpha** - report cards are printed numerically by grade level, and then alphabetically by last name within the grade level. • **Zip Code** - report cards are printed in ascending zip code order, best for bulk mailings. • **Teacher** - report cards are printed alphabetically by teacher last name, based on the student's teacher assignment for the selected period. Students who do not have a mailing address are not included in the sort, unless the **Transcripts without mailing address, one per student** checkbox is marked. A transcript prints for each of the student's households with a guardian where the Mailing checkbox marked. If all of the the student's guardians are in the same household, only one transcript prints. If guardians are in more than one household, the number of households in which the guardians reside determines how many transcripts print.
Report Format	The Transcript Batch can be generated in either PDF or DOCX format.

Options	Description
Report Generation	Two buttons are available for report generation: • **Generate Report** - displays the report instantly. • **Submit to Batch** - sends the report to the Batch Queue for generation at a specified time. This option is recommended when generating the report for a large number of students.

Generate Saved Transcript Reports

1. Select the desired transcript from the **Report Options** dropdown.
2. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc Filter**.
3. Enter an **Enrollment Effective** Date, if desired.
4. Select the **Sort Options.**
5. Select the desired **Report Format** - PDF or DOCX.
6. Click the **Generate Report** button.

High School Official Transcript   **Student, Joseph**
Tel: (555)122-4335   Fax: (763)504-8831   Student Number: 123456   Grade: 12
10635 36th Avenue North,   MN 55441   4321 109th Ave NE, Any Town, MN 55449
                                                 Generated on 10/06/2011 10:21:54 AM Page 1 of 2

Enrollment History   **Transcript Statistics**   Student #: 123456
Start   End   Grade School   Cumulative GPA (Weighted)   3.317   State ID: 1234567890
09/02/2008   10   Non-Attending Non Pub   Class Rank   165 of 443   Diploma Date: 06/09/2011
09/08/2009 06/09/2010 11   High School   Percentile   62.75%   Current Grade: 12
09/07/2010 06/08/2011 12   High School   Birthdate: 11/21/1992
                                                                              Gender: M

Courses Taken 2007-2008 Grade 09   **Courses Taken 2008-2009 Grade 10**
from School   from School
Course   Mark Weight Credit   Course   Mark Weight Credit
1100 English 9   A   2.000 2.000   1100 English 10 A   2.000 2.000
1199 U.S. History A 2.000 2.000   1199 Geography   A   1.000 1.000
1300 Biology   A   2.000 2.000   1300 Chemistry   A   2.000 2.000
1400 Geometry   A   1.000 1.000   1400 Algebra II B+   1.000 1.000
1400 Geometry   B+   1.000 1.000   1400 Algebra II A   1.000 1.000
1600 Phy Ed 9   A   0.500 0.500   1600 Phy Ed 10   A   0.500 0.500
1699 Arabic 9   B+   1.000 1.000   1699 Arabic 10   B+   2.000 2.000
1699 Computer 9 A   0.500 0.500   1699 Quran 10   A   0.500 0.500
1699 Arabic 9   A   1.000 1.000   1699 Computer 10 A   1.000 1.000
1699 Islamic Study 9 A 0.500 0.500   1699 Quran 10   B+   0.500 0.500
1699 Quran 9   B+   0.500 0.500   1699 Islamic Study 10 A 1.000 1.000
1699 Quran 9   A   0.500 0.500   Total Credits: 12.500
        Total Credits: 12.500

Courses Taken 2009-2010 Grade 11   **Courses Taken 2010-2011 Grade 12**
from Univ of Minnesota   from University of Minnesota
Course   Mark Weight Credit   Course   Mark Weight Credit
1199 PSEO Intro to Logic C+ 2.000 2.000   1100 PSEO Intro to B 2.000 2.000
1199 PSEO Europe: The B 2.000 2.000   Shakespeare
World II   1100 PSEO Intro Creative Writ A- 2.000 2.000
1199 PSEO Intro Psych C 2.000 2.000   1199 PSEO Princ of B+ 2.000 2.000
1300 PSEO Earth: It's B 2.000 2.000   Microecon
Environment   1300 PSEO Evolution & B 2.000 2.000
1400 PSEO PreCalc I C- 1.500 1.500   Ecology
1600 PSEO Judo   B   0.500 0.500   1400 PSEO Calculus I D 2.000 2.000
        Total Credits: 10.000   1500 PSEO Health Sci B+ 1.000 1.000
                                               Terminology
                                               1600 PSEO Cond. A-   0.500 0.500
                                               1600 PSEO Handball A 0.500 0.500
                                                        Total Credits: 12.000

                                Official's Signature _____

Transcript Batch Report Display
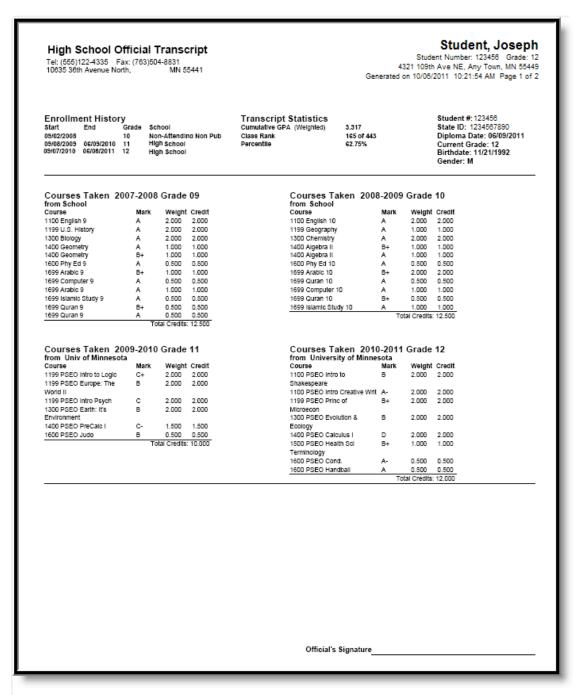
Generate Transcript Reports by Selecting Display Options

1. Select the **Display Options** link.
2. Select the desired options to include on the transcript.
3. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc Filter**.
4. Enter an **Enrollment Effective** Date, if desired.
5. Select the desired **Sort Option.**

6. Select the desired **Report Format** - PDF or DOCX.
7. Click the **Generate Report** button.

Depending on the options selected, the transcript may print more than one page.

High School Official Transcript
Tel: (555)122-4335   Fax: (763)504-8831
10635 36th Avenue North,   MN 55441

Student, Joseph
Student Number: 123456   Grade: 12
4321 109th Ave NE, Any Town, MN 55449
Generated on 10/06/2011 10:21:54 AM Page 1 of 2

Enrollment History

Start	End	Grade	School
09/02/2008		10	Non-Attending Non Pub
09/08/2009	06/09/2010	11	High School
09/07/2010	06/08/2011	12	High School

Transcript Statistics

Cumulative GPA (Weighted)	3.317
Class Rank	165 of 443
Percentile	62.75%

Student #: 123456
State ID: 1234567890
Diploma Date: 06/09/2011
Current Grade: 12
Birthdate: 11/21/1992
Gender: M

Courses Taken 2007-2008 Grade 09
from School

Course	Mark	Weight	Credit
1100 English 9	A	2.000	2.000
1199 U.S. History	A	2.000	2.000
1300 Biology	A	2.000	2.000
1400 Geometry	A	1.000	1.000
1400 Geometry	B+	1.000	1.000
1600 Phy Ed 9	A	0.500	0.500
1699 Arabic 9	B+	1.000	1.000
1699 Computer 9	A	0.500	0.500
1699 Arabic 9	A	1.000	1.000
1699 Islamic Study 9	A	0.500	0.500
1699 Quran 9	B+	0.500	0.500
1699 Quran 9	A	0.500	0.500
		Total Credits:	12.500

Courses Taken 2008-2009 Grade 10
from School

Course	Mark	Weight	Credit
1100 English 10	A	2.000	2.000
1199 Geography	A	1.000	1.000
1300 Chemistry	A	2.000	2.000
1400 Algebra II	B+	1.000	1.000
1400 Algebra II	A	1.000	1.000
1600 Phy Ed 10	A	0.500	0.500
1699 Arabic 10	B+	2.000	2.000
1699 Quran 10	A	0.500	0.500
1699 Computer 10	A	1.000	1.000
1699 Quran 10	B+	0.500	0.500
1699 Islamic Study 10	A	1.000	1.000
		Total Credits:	12.500

Courses Taken 2009-2010 Grade 11
from Univ of Minnesota

Course	Mark	Weight	Credit
1199 PSEO Intro to Logic	C+	2.000	2.000
1199 PSEO Europe: The World II	B	2.000	2.000
1199 PSEO Intro Psych	C	2.000	2.000
1300 PSEO Earth: It's Environment	B	2.000	2.000
1400 PSEO PreCalc I	C-	1.500	1.500
1600 PSEO Judo	B	0.500	0.500
		Total Credits:	10.000

Courses Taken 2010-2011 Grade 12
from University of Minnesota

Course	Mark	Weight	Credit
1100 PSEO Intro to Shakespeare	B	2.000	2.000
1100 PSEO Intro Creative Writ	A-	2.000	2.000
1199 PSEO Princ of Microecon	B+	2.000	2.000
1300 PSEO Evolution & Ecology	B	2.000	2.000
1400 PSEO Calculus I	D	2.000	2.000
1500 PSEO Health Sci Terminology	B+	1.000	1.000
1600 PSEO Cond.	A-	0.500	0.500
1600 PSEO Handball	A	0.500	0.500
		Total Credits:	12.000

Official's Signature_____

Transcript Batch - Report Display Options