Transcript Post Wizard

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Tool Search: Transcript Post

The Transcript Post Wizard allows users to locate student scores at the end of a course — a semester grade, for example — and post them en masse to their transcripts.

> Virginia districts should refer to the Transcript Post (Virginia) article.

Transcript Post Tool

See the Transcript Post Wizard Tool Rights article for information about rights needed to use this tool.

Checklist Before Posting Transcripts

Before posting grades to the student's transcripts, verify that the proper setup has been completed for the grading tasks, standards, courses, and sections:

Done	Verify Setup
	Post to Transcript checkbox is marked for any grading task or standard that should be listed on the transcript.
	Grading Task has the Credit Type and Credit amount entered. • Credit Type is required for a grade to post to the transcript. • Credit amount is suggested but not required.
	Transcript checkbox is marked on the Course.
	Grade the student received is a valid score entry in the score group or rubric and the correct credit coefficient in the score group.
	Grade the student received is correct. Only manual changes can be made to this grade after posting transcripts.

Transcript Post Editor

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

Option	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, school name, or year.
Select Credit Groups	Indicates which scores are posted. Credit /Standards groups define how credits earned by students are counted on the transcript. Credit groups are listed first, followed by standards. When both are grading options for a school/district. Select a single child group. Use Ctrl-click, Shift-click, or highlight and scroll to select multiple groups. The applicable credit group/standard(s) **MUST** be selected for transcripts to be posted.

Option	Description
Select Desired Post Option	There are three options available for posting scores to the student's Transcript: • **Post Courses, Scores, & Credits by Term** - This option posts course information, including the student's score in that course and the credit the student earned for successfully completing it, for the selected term(s). You can select All Terms or the specific term(s) relevant to the situation. • **Post One-Time Grading Tasks/Standards** - This option posts course information, scores, and credits received for grading tasks and standards that are scored once and are not associated with a specific term. THIS IS THE ONLY OPTION THAT POSTS ONE-TIME GRADING TASKS AND STANDARDS. • **Post Courses and Scores Only for All Terms** - This option posts the course information for which the student received a score, along with the score the student received in those courses, for all terms. Credit information is not posted, but can be added manually to the Transcript record as needed, or use the Post Courses, Scores, & Credits by Term option.
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.
Student Selection	Indicates the students for whom transcript records are posted. Students can be selected by **Grade** level, **Ad hoc Filter**, or **Course/Section**. • **Select Grades** - Only students in the selected grade levels where scores are available will have transcript records posted when the students meet the requirements of the other selections (enrollment in the selected calendar, scores in the selected credit groups, etc.) • **Ad hoc Filter** - Only students included in the Ad hoc Filter for whom scores are available will have transcript records posted when they meet the requirements of the other selections made (enrollment in the selected calendar, scores in the selected credit groups, etc.). Only student-type filters are available for selection (Census/Staff and Course Data Type Filters are not included in the dropdown). • **Select Course/Section** - Only students enrolled in the selected Courses/Sections where scores are available will have transcript records posted when they meet the requirements of the other selections (enrollment in the selected calendar, scores in the selected credit groups, etc.). Multiple courses/sections can be selected if desired. The list of courses/sections can be selected by either course number or course name (choose the appropriate radio button). The Ad hoc Filter and Course/Section options are unavailable when multiple calendars are selected.

Option	Description
Run	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, terms, and students selected.

Posting Transcripts

1. Select the **Calendars** for which to post transcripts.
2. Select the **Credit Groups** for which to post transcripts.
3. The applicable credit group/standard(s) **MUST** be selected for transcripts to be posted.
4. Select the appropriate posting option:
   - **Post Courses, Scores, & Credits by Term**
   - **Post One-Time Grading Tasks/Standards**
   - **Post Courses and Scores Only for All Terms**
5. Choose which Terms course information, scores, and credits should be posted. Choose specific terms or All Terms.
6. Mark the **Post Score Comments to Transcript.**
7. Select the students for which to post transcript records by choosing **Grade Levels**, an **Ad hoc Filter**, or **Course/Sections**.
8. Click **Run**. When the process is finished, a confirmation message indicates how many grades were posted.
9. Click the **OK** button when finished.

After using the Transcript Post Wizard, navigate to the student's Transcripts page to review the posted grades.

State-Specific Information

Fields may vary by state:

- Virginia