

Transcript Post Wizard

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Tool Search: Transcript Post

The **Transcript Post Wizard** locates scores students receive at the end of a course—a semester grade, for example—and posts them to the student's Transcript. This tool only allows users to select calendars to which they are assigned [modify rights](#).

Virginia districts should follow the instructions available in the [Transcript Post \(Virginia\)](#) article.

Transcript Post Wizard ☆
Student Information > General Student Administration > Transcript Post Wizard

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

Select Calendars

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

- 2023-24 Abbott Middle School
- 2023-24 Baker Elementary So
- 2023-24 Davis Armstrong
- 2023-24 Davis Cooper Hig
- 2023-24 Davis ESY Progra
- 2023-24 Davis Middle Sch
- 2023-24 Davis Spanish Im
- 2023-24 Davis Transition

CTRL-click or SHIFT-click to select multiple

Select Credit Groups

- High School
- Elective
- English
- Fine Arts
- Health
- Mathematics
- Phy Ed
- Science
- Social Studies
- Middle School
- Electives
- English
- Fine Arts
- Foreign Language

CTRL-click or SHIFT-click to select multiple

Post Courses, Scores, & Credits by Term

- All Terms
- Term 1
- Term 2
- Term 3
- Term 4

CTRL-click or SHIFT-click to select multiple

Post One-Time Grading Task/Standard

Post Courses and Scores Only for All Terms

Post Score Comments to Transcript

Select Grades

- All grades
- 01
- 02
- 03
- 04

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

Select an Ad Hoc Filter

Select Course/Section Sort by Number Name

- 2708-7 U.S. Government
- 2708-8 U.S. Government
- 2708-9 U.S. Government
- 2707-1 Economics 9
- 2707-10 Economics 9
- 2707-11 Economics 9
- 2707-12 Economics 9
- 2707-2 Economics 9
- 2707-3 Economics 9
- 2707-4 Economics 9

CTRL-click or SHIFT-click to select multiple

RUN

The posting transaction could take more than 1 minute.
A popup window will show up to indicate the end of transaction.
Please don't click browser's "Back" button until the transaction is finished.

Transcript Post Tool

See the [Transcript Post Wizard Tool Rights](#) article for information about rights needed to use this tool.

Checklist for Posting Transcripts

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

Done	Verify Setup
	Post to Transcript checkbox is marked for any grading task that should be listed on the transcript.
	<p>Grading Task has the Credit Type and the Credit amount entered.</p> <ul style="list-style-type: none"> • 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 tab.
	Grade the student received is a valid score entry in the score group 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 groups define how credits earned by students are counted on the transcript. Select a single child group, or use Ctrl-click, Shift-click, or highlight and scroll to select multiple groups.

Option	Description
Select Desired Post Option	<p>There are three options available for posting scores to the student's Transcript:</p> <ul style="list-style-type: none"> • Post Courses, Scores, & Credits by Term - This option posts course information, including the student's score in that course and the credit amount the student received for successfully completing the course 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 the score and 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	<p>When marked, any comments that were entered by the teacher or other staff when the score was saved are also posted to the transcript.</p>

Option	Description
Student Selection	<p>Indicates the students for whom transcript records are posted. Students can be selected by Grade level, Ad hoc Filter, or Course/Section.</p> <ul style="list-style-type: none"> • 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 where scores are available for those students will have transcript records posted when the students 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). <p>The Ad hoc Filter and Course/Section options are unavailable when multiple calendars are selected.</p>
Run	<p>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 selected, the number of terms selected, and the number of students selected.</p>

Posting Transcripts

1. Select the **Calendars** for which to post transcripts.
2. Select the **Credit Groups** for which to post transcripts.
3. 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**
4. Choose which Terms course information, scores, and credits should be posted. Choose specific terms or All Terms.
5. Mark the **Post Score Comments to Transcript**.
6. Select the students for which to post transcript records by choosing **Grade Levels**, an **Ad hoc Filter**, or **Course/Sections**.
7. Click **Run**. When the process is finished, a confirmation message indicates how many grades were posted.
8. Click the **OK** button when finished.

After using the Transcript Post Wizard tool, navigate to the student's [Transcripts](#) page to review the posted grades.
