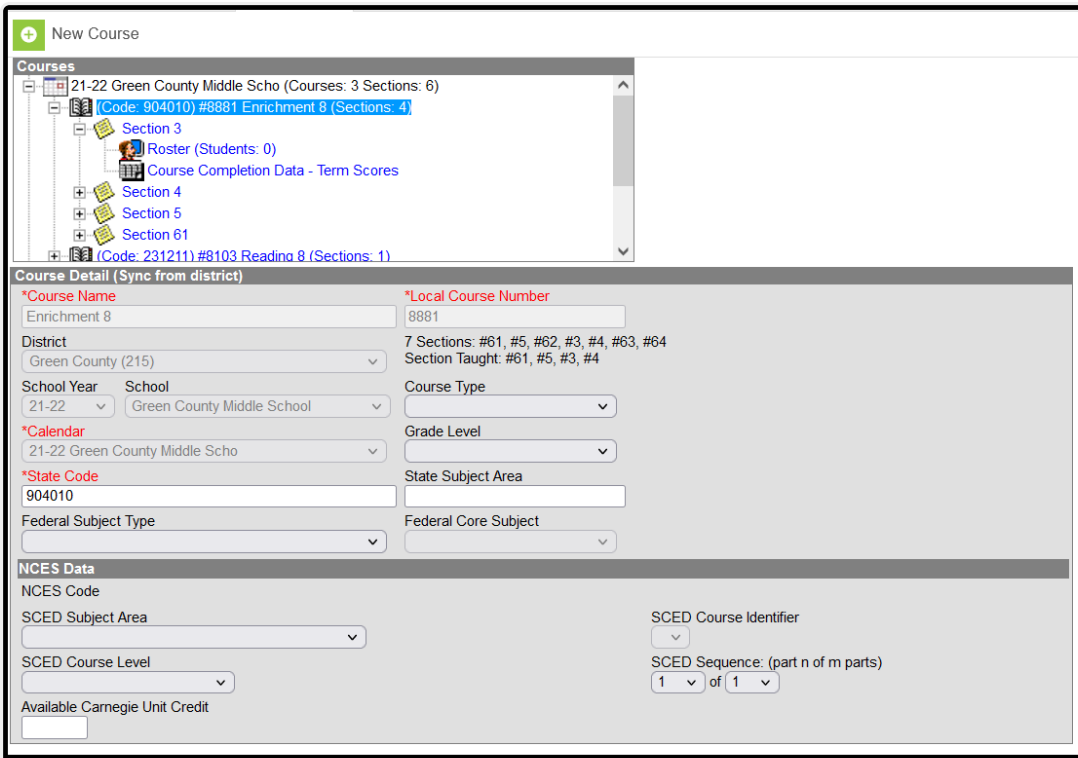


Course Completion Data (State Edition)

Last Modified on 03/13/2024 12:21 pm CDT

[Tool Rights](#) | [District-Level Prerequisites](#) | [View and Report Course Completion Data at the State Level](#)

State Editions can view course completion data for all state-linked districts. Course scores entered in state-linked district edition sites can be synced, imported, displayed and reported from State Edition.

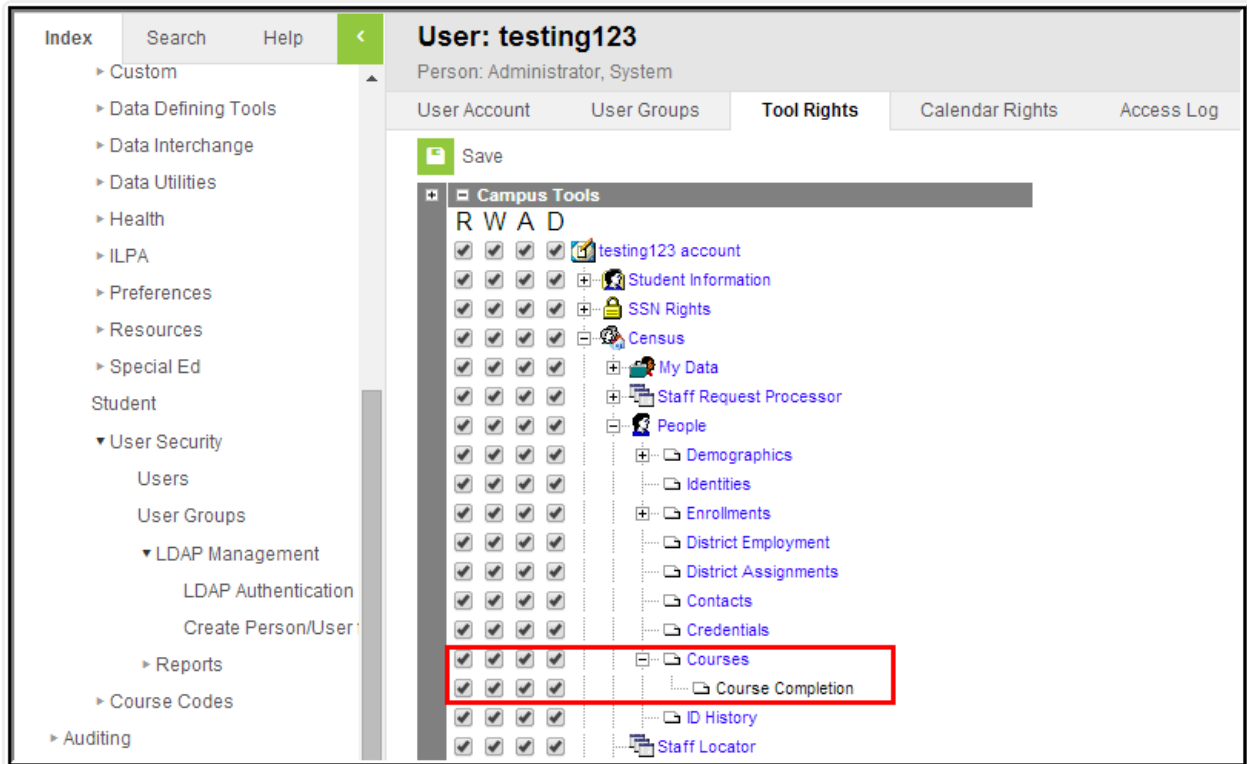


Census People Courses

Tool Rights

The minimum tool rights required for accessing course completion data is at least **R**(ead) rights to Courses and Course Completion.

State Edition users must also have calendar rights for the calendar in which the user wishes to view course completion data. If the user wants to look at course completion data for multiple courses across multiple calendars, they must have access to all related calendars.



Course Completion Tool Rights

District-Level Prerequisites

Course Completion data is provided to the state by posting grades to transcripts and syncing that data. When grades are posted to transcript via the [Transcript Post](#) tool, the TranscriptCourse table is populated. Once this table is populated, the district can sync district-level table information, which is used for Course Completion data.

Before posting grades to student transcripts, district users must verify proper setup has been done on grading tasks, courses and sections.

1. Verify the grade received in the course is viewable elsewhere, such as the [Student Schedule](#), a report card or other grading reports.
2. Verify the [Post to Transcript checkbox](#) is marked for any grading task that should be listed on the transcript.
3. Verify the [Grading Task](#) has the Credit Type and the Credit amount entered.
4. Verify the Transcript checkbox is marked on the [Course](#).
5. Verify the grade the student received is a valid score entry in the [score group](#).
6. Verify the [grade the student received is correct](#). After posting transcripts, only manual changes can be made to this grade.

Once grading tasks, courses and sections are verified as accurate and ready to post to transcripts, post grades to transcripts using the [Transcript Post](#) tool.

In instances where your school does not use transcripts (i.e., Elementary or Middle School grade

levels, etc), grades should still be posted to transcripts via the Transcript Post tool for the sake of populating Course Completion data. In this situation, users do not need to worry about using transcript data outside of running the Transcript Post tool and populating Course Completion data.

NOTE: Manually entered transcript records do not sync to the state because they do not have a section ID.

Transcript Post Tool

View and Report Course Completion Data at the State Level

Step 1. Sync TranscriptCourse Data to State | Step 2. View Course Completion Data | Step 3. Report Course Completion Data

Step 1. Sync TranscriptCourse Data to State

Once districts have posted grades to transcript, the TranscriptCourse table data must be synced to the state TranscriptCourseSE table level using the [Resync State Data](#) tool.

Mark the **TranscriptCourseSE** checkbox as well as the **Check dependencies** checkbox to ensure transcript data syncs correctly.

Resync State Data - Batch ☆

Resync Data For The Current School Year (2022-2023)

Check dependencies

<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status Legend
<input type="checkbox"/>	Homeless	12/02/2022 10:51:01	Processed: 1167 Errors: 0	●
<input type="checkbox"/>	ImmCertificate	12/02/2022 10:51:01	Processed: 2580 Errors: 0	●
<input type="checkbox"/>	MedicaidInsurance	12/02/2022 10:51:01	Processed: 0 Errors: 0	●
<input type="checkbox"/>	POSEligibility	12/02/2022 10:51:02	Processed: 6960 Errors: 94	●
<input type="checkbox"/>	ProgramParticipation	12/02/2022 10:51:02	Processed: 1346 Errors: 211	●
<input type="checkbox"/>	PublishedTabCustomStudent	12/02/2022 10:51:02	Processed: 0 Errors: 0	●
<input type="checkbox"/>	TEDSKY	12/02/2022 10:51:02	Processed: 5063 Errors: 0	●
<input type="checkbox"/>	⊕ Test	12/02/2022 10:51:02	Processed: 465 Errors: 0	●
<input checked="" type="checkbox"/>	TranscriptCourseSE	12/02/2022 10:51:02	Processed: 0 Errors: 0	●
<input type="checkbox"/>	Transportation	12/02/2022 10:51:02	Processed: 3126 Errors: 4	●
<input type="checkbox"/>	VaccineShot	12/02/2022 10:51:02	Processed: 78390 Errors: 0	●

Resync State Data Tool (District Level)

Step 2. View Course Completion Data

Once transcript data is synced, State Edition users can view detailed course completion data per teacher per section per student per term via the Census > People > Courses tool.

1. Search for the teacher using the **Staff Search option**.
2. Select the teacher in the search results.
3. Select **Courses**.
4. Find the course with the Courses window and expand the Course Section by selecting the (+).
5. Select **Course Completion Data**. The Course Completion Data - Term Scores editor displays.

Index Search < **Staff, Maria**
 #123456789 DOB: 08/14/1990 Gender: F
 Demographics Identities Enrollments District Employment District Assignments
 Contacts Credentials **Courses** ID History Military Connections Contact Log

Staff Barnett Go Advanced Search

Search Results: 1
Staff, Maria

New Course

Courses

- 21-22 Middle School (Courses: 3 Sections: 6)
 - (Code: 904010) #8881 Enrichment 8 (Sections: 4)
 - Section 3
 - Section 4
 - Section 5
 - Section 61
 - Roster (Students: 18)
 - Course Completion Data - Term Scores**
 - (Code: 231211) #8103 Reading 8 (Sections: 1)

Course Completion Data - Term Scores

Course 8881 Enrichment 8
 Calendar 21-22 Middle School

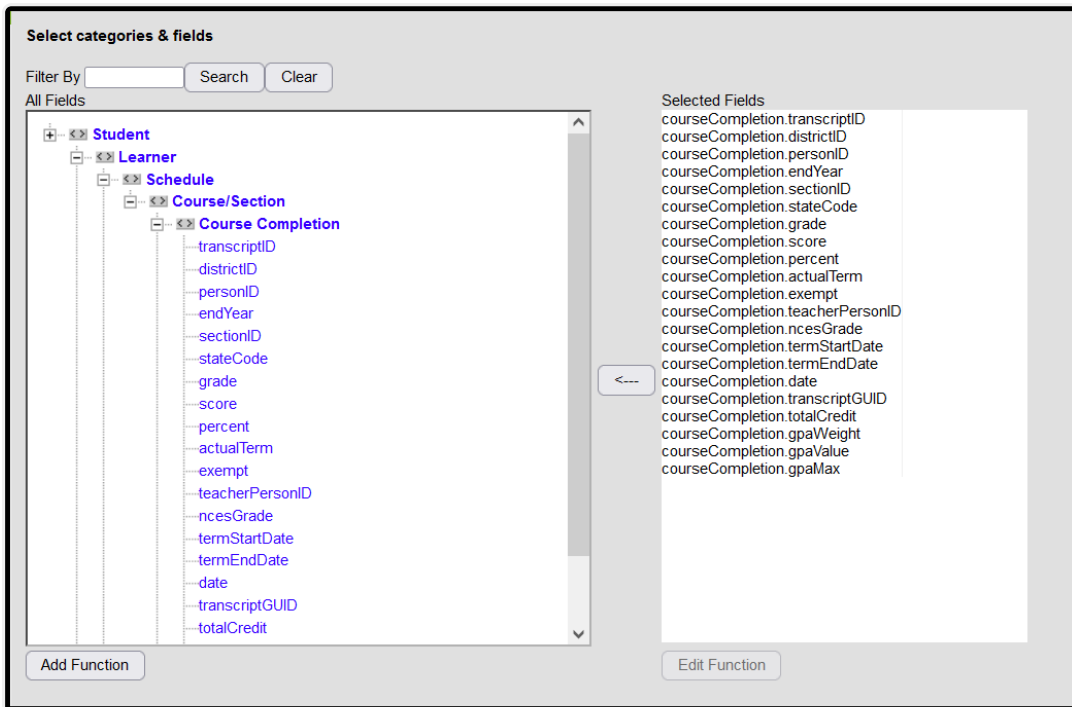
Student Name	Term 4 08/03/2021 - 05/17/2022		
	score	percent	total credits
08 Student, Asher	B/87	87.330	0.000
08 Student, Brooke	B/88	87.760	0.000
08 Student, Christopher	B/86	86.080	0.000
08 Student, Delia	A/95	95.230	0.000
08 Student, Erik	A/95	95.190	0.000
08 Student, Fiona			

Course Completion Data

Step 3. Report Course Completion Data

Course Completion data can be reported via an Ad hoc filter within the [Filter Designer](#) tool. In Filter Designer, select the **Query Wizard** and **Student Data**. Then choose **Create**.

Add Course Completion fields to the Ad hoc filter by going to Student > Learner > Schedule > Course/Section > Course Completion



Course Completion Data Fields in Ad hoc (State Level)

Select the following additional fields for help in identifying student, teacher and course information:

These are suggestions for improving data analysis and are not required in reporting Course Completion data. Adding additional fields to Course Completion data increases the time it takes for the filter to generate.

- Student ID (Student > Demographics > personID)
- First Name of student (Student > Demographics > firstName)
- Last Name of student (Student > Demographics > lastName)
- Name of teacher who taught the course (Student > Learner > Schedule > Course/Section > teacherFullName)
- Staff State ID of teacher who taught the course (Student > Learner > Schedule > Course/Section > staffStateID)
- Course Name (Student > Learner > Schedule > Course/Section > CourseName)
- Course State Code (Student > Learner > Schedule > Course/Section > stateCode)

Once all appropriate fields have been added to the filter, select **Save** to save the filter, select **Save and Test** to save the filter and generate a report based on fields selected, or select **Next** to continue formatting the filter using the [Filter Parameters](#), [Output Formatting](#) and [Grouping and Aggregation](#) editors.

Course Completion Total Records:20098

All Records

Student ID	Student Last Name	Student First Name	Teacher Name	Staff State ID	Course Name	State Code	Transcript ID	District ID	Person ID	End Year	courseCompletion.sectionID	courseCompletion.stateCode	courseCompletion.grade	courseCompletion.s
	Johnson	Jasmine	Willie		HEALTH	340133	1	328		2012	5576304	450809	10	D
	Johnson	Jasmine	Jody		US HISTORY HNR	450809	1	163		2012	1576304	450809	10	D
	Johnson	Jasmine	Nathan		GEOMETRY HNR	270402	1	809		2012	8376304	450809	10	D
	Johnson	Jasmine	Terra		SPANISH1	161108	1	157		2012	9576304	450809	10	D
	Johnson	Jasmine	Tammy		SPANISH1	161108	1	611		2012	4576304	450809	10	D

Course Completion Ad hoc Filter Results