


Transcripts

Last Modified on 02/13/2026 1:22 pm CST

Tool Search: Transcripts


A transcript is a historical record of a student's performance in a course. The information listed on the transcript can vary from district to district, depending on district preferences. Each district records the grade information that students receive on transcripts and report cards. Grade information is connected to a student's course schedule.



Fields may vary by state. See the [State Specific Information](#) section for Transcript procedures in your state.


Transcripts ☆

[Student Information](#) > [General](#) > [Transcripts](#)

Student, Example

 Student #: 123456789 Grade: 12 DOB: 01/01/2005

 Medical Condition(s)
  Custody

Related Tools ^

↓ Group

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted
Group: 22-23 - Campus High School - Grade 11								
1006A	Eng LNG/COMP AP(IT ENG111)	No	A-	3.67	3.67	1	1	1
1098	Eng LNG/COMP AP(IT ENG 215)	No	B-	2.67	2.67	1	1	1
1542	U.S. History	No	B+	3.33	3.33	1	1	1
1542	U.S. History	No	A-	3.67	3.67	1	1	1
2152A	Spanish V (IT SPAN 201)	No	B	3	3	1	1	1
2152B	Spanish V (IT SPAN 202)	No	A-	3.67	3.67	1	1	1
2564	Pre-Calculus (IT MATH 136)	No	C+	2.33	2.33	1	1	1
2566	Trigonometry (IT MATH 137)	No	B	3	3	1	1	1
3090	Anatomy & Phys (IT APHY 102)	No	B-	2.67	2.67	1	1	1
4000	Intro 2D Art	No	A	4	4	1	1	1
4002	Intro to 3D Art	No	A	4	4	1	1	1
5216	PLTW Human Body Systems	No	B+	3.33	3.33	1	1	1

Edit

New Details

Reports

Feedback

Student Transcript

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

Home Screen

The home screen of the Transcript tool is a read-only view of the student's transcript records. It is typically organized by the school year, with the most current school year first. This view displays basic course information:

► [Click here to expand...](#)

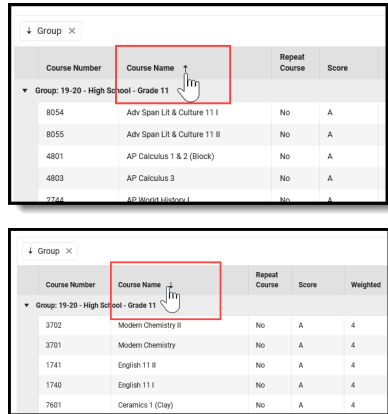
Field Descriptions	Example
Year when the course was taken, school , grade level	22-23 Campus High School - Grade 11
Course Number	2564
Course Name	Pre-Calculus
Whether the course was repeated (Yes/No)	No
Score the student received in the course	C+
Weighted value of the score earned in the course (if applicable). Some schools adjust this value to account for a course's difficulty. It is often calculated on a 5.0 scale (instead of the standard 4.0). Refer to the GPA Calculations in Campus article for more information.	2.33
Unweighted value of the score calculated on a standard 4.0 scale, treating all classes equally, regardless of whether they are AP, Honors, or standard. Refer to the GPA Calculations in Campus article for more information.	2.33
Weight assigned to the course. Some schools/districts assign higher weights to more rigorous courses, such as Honors, Advanced Placement (AP), or International Baccalaureate (IB) classes.	1
Number of credits earned for completion of the course.	1
Number of credits attempted by enrolling in the course.	1
Credit type associated with the course.	Mathematics

Field Descriptions	Example
Actual term in which a course was completed.	2
Terms long to indicate how many terms the course covers.	2
Comment about the specific course entry on the transcript.	This grade was adjusted due to an administrative error.

Navigation and Features

All transcript records for every school year and calendar are listed on the home screen. Click anywhere on the transcript record to modify additional details for the selected record. Alternatively, use the Edit button to quickly add or modify a record. Clicking anywhere on a transcript record opens the Detail view for that record; using the Edit button allows quick editing of the entire transcript. Only the two most recent groups of transcript records are listed in Edit mode. Click the **Show All Records** button to display all transcript records for the student.

► [Click here to expand...](#)

Feature	Image
<p>Get a quick view of the student's transcript by school year (automatic sort option). See the Column Grouping section for more information. Sorting happens within each grouping.</p> <p>When records are grouped, you can sort them by clicking the dragged value in the header to ascend or descend. The records within those groups are sorted by clicking the table headers.</p> <p>In the first image to the right, the Course Number column is sorted in ascending order (A-Z), and an up arrow indicates the sort has been changed. In the second image, the Course Number column is sorted descending (Z-A), and includes a down arrow.</p>	

Feature

Group the column headings using click-and-drag technology.
This resorts the transcript entries by the selected groupings.

The default sort option is Year. This is the school year in which the student took that course, and the score received was posted on the transcript. All transcript records are displayed in year order, with the most recent year first. You can remove this (click the X next to Year) or click and drag additional columns into the header.

The graphic to the right shows the Course Name added to the header. Now, the transcript records are sorted by Year and then by Course Name.

Each time a new column heading is added to the header, transcript data is sorted accordingly. Column headings can be moved to sort by, for example, Course Name and then by Year.

See the [Column Grouping](#) section for additional information.

Collapse the group on the left side to display only the records for the desired year.

The image to the right displays transcript data for the 2017-18 school year, with the data for other school years collapsed.

Click Edit to modify existing records quickly. Once opened, you can change current records and add new ones (by clicking **Add Rows**).

Use the Add Rows option like the **Batch Add** option on the original Transcript. An Add Rows pop-up displays where the number of rows can be entered. The number of Rows, School Year, School Name (may also be Transfer School Name), and Grade level are required.

When you are finished, click **Save** to save the changes and return to the Main screen. Click **Cancel** to return to the Main screen.

The Free Form Entry sub-right applies to the Course Number, Course Name, School Number, and School Name fields. When assigned, any value can be entered into these four fields.

Image

Transcripts >		Business Terms		Sales >	
Add Refresh		Add Refresh		Add Refresh	
+ Add		+ Add		+ Add	
Item	Item	Item	Item	Item	Item
Item 1	Item 2	Item 3	Item 4	Item 5	Item 6
Item 7	Item 8	Item 9	Item 10	Item 11	Item 12
Item 13	Item 14	Item 15	Item 16	Item 17	Item 18
Item 19	Item 20	Item 21	Item 22	Item 23	Item 24
Item 25	Item 26	Item 27	Item 28	Item 29	Item 30
Item 31	Item 32	Item 33	Item 34	Item 35	Item 36
Item 37	Item 38	Item 39	Item 40	Item 41	Item 42
Item 43	Item 44	Item 45	Item 46	Item 47	Item 48
Item 49	Item 50	Item 51	Item 52	Item 53	Item 54
Item 55	Item 56	Item 57	Item 58	Item 59	Item 60
Item 61	Item 62	Item 63	Item 64	Item 65	Item 66
Item 67	Item 68	Item 69	Item 70	Item 71	Item 72
Item 73	Item 74	Item 75	Item 76	Item 77	Item 78
Item 79	Item 80	Item 81	Item 82	Item 83	Item 84
Item 85	Item 86	Item 87	Item 88	Item 89	Item 90
Item 91	Item 92	Item 93	Item 94	Item 95	Item 96
Item 97	Item 98	Item 99	Item 100	Item 101	Item 102
Item 103	Item 104	Item 105	Item 106	Item 107	Item 108
Item 109	Item 110	Item 111	Item 112	Item 113	Item 114
Item 115	Item 116	Item 117	Item 118	Item 119	Item 120
Item 121	Item 122	Item 123	Item 124	Item 125	Item 126
Item 127	Item 128	Item 129	Item 130	Item 131	Item 132
Item 133	Item 134	Item 135	Item 136	Item 137	Item 138
Item 139	Item 140	Item 141	Item 142	Item 143	Item 144
Item 145	Item 146	Item 147	Item 148	Item 149	Item 150
Item 151	Item 152	Item 153	Item 154	Item 155	Item 156
Item 157	Item 158	Item 159	Item 160	Item 161	Item 162
Item 163	Item 164	Item 165	Item 166	Item 167	Item 168
Item 169	Item 170	Item 171	Item 172	Item 173	Item 174
Item 175	Item 176	Item 177	Item 178	Item 179	Item 180
Item 181	Item 182	Item 183	Item 184	Item 185	Item 186
Item 187	Item 188	Item 189	Item 190	Item 191	Item 192
Item 193	Item 194	Item 195	Item 196	Item 197	Item 198
Item 199	Item 200	Item 201	Item 202	Item 203	Item 204
Item 205	Item 206	Item 207	Item 208	Item 209	Item 210
Item 211	Item 212	Item 213	Item 214	Item 215	Item 216
Item 217	Item 218	Item 219	Item 220	Item 221	Item 222
Item 223	Item 224	Item 225	Item 226	Item 227	Item 228
Item 229	Item 230	Item 231	Item 232	Item 233	Item 234
Item 235	Item 236	Item 237	Item 238	Item 239	Item 240
Item 241	Item 242	Item 243	Item 244	Item 245	Item 246
Item 247	Item 248	Item 249	Item 250	Item 251	Item 252
Item 253	Item 254	Item 255	Item 256	Item 257	Item 258
Item 259	Item 260	Item 261	Item 262	Item 263	Item 264
Item 265	Item 266	Item 267	Item 268	Item 269	Item 270
Item 271	Item 272	Item 273	Item 274	Item 275	Item 276
Item 277	Item 278	Item 279	Item 280	Item 281	Item 282
Item 283	Item 284	Item 285	Item 286	Item 287	Item 288
Item 289	Item 290	Item 291	Item 292	Item 293	Item 294
Item 295	Item 296	Item 297	Item 298	Item 299	Item 300
Item 301	Item 302	Item 303	Item 304	Item 305	Item 306
Item 307	Item 308	Item 309	Item 310	Item 311	Item 312
Item 313	Item 314	Item 315	Item 316	Item 317	Item 318
Item 319	Item 320	Item 321	Item 322	Item 323	Item 324
Item 325	Item 326	Item 327	Item 328	Item 329	Item 330
Item 331	Item 332	Item 333	Item 334	Item 335	Item 336
Item 337	Item 338	Item 339	Item 340	Item 341	Item 342
Item 343	Item 344	Item 345	Item 346	Item 347	

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Exceed
1720	English I	No	A	4	1	1	
2580	Phy 401 honors (geography)	No	A	4	1	1	
3401	Regular Phy Science I	No	A	4	1	1	
4400	Geometry/Honors 2	No	A	3.57	1	1	
7400	Finalment Choir 1	No	A	4	1	1	
8050	Spanish Intervention 1	No	A	3.57	1	1	

The screenshot shows the Canvas LMS interface. At the top, a navigation bar indicates the user is in the 'Group 2021 - HIGH SCHOOL - Grade 11' context. Below this, a table lists courses. The table has columns: 'COURSE NUMBER', 'COURSE NAME', 'REPEAT COURSE', 'SECTION', and 'SECTION'. The table contains three rows of data:

COURSE NUMBER	COURSE NAME	REPEAT COURSE	SECTION	SECTION
122	ALGEBRA I	No	F133	32
122	ALGEBRA I			
232	CHEMISTRY			

Below the table, there is a 'Add Rows' dialog box. The dialog box has a title bar 'Add Rows' and a close button 'X'. It contains the following fields:

- Number of Rows**: A dropdown menu set to '2'.
- School Name**: A text field containing 'TREAS COUNITY HIGH SCHOOL'.
- School Number**: A text field containing '070'.
- District Number**: A text field containing '003'.
- Grade**: A dropdown menu set to 'NCS Grade 12'.
- Grade Level**: A dropdown menu set to '12 Grade 12'.

At the bottom of the dialog box, there are three buttons: 'Add Rows', 'Cancel', and 'Add Rows'. The 'Add Rows' button is highlighted with a red box. Below the dialog box, there is a link: 'Add/Re Course Fields Based on Course Number Selections'.

New 19-20 High School - Grade 10						
Student Number	Current Grade	Current	Mid-Point	Under-Point	Next	Score
1	10	10	10	10	10	10
2	10	10	10	10	10	10
3	10	10	10	10	10	10
4	10	10	10	10	10	10
5	10	10	10	10	10	10
6	10	10	10	10	10	10
7	10	10	10	10	10	10
8	10	10	10	10	10	10
9	10	10	10	10	10	10
10	10	10	10	10	10	10

Feature

Once in **Edit** mode, only the two most recent groups of transcript records display. These groups can be records from the last two school years or the same school year, but from different calendars.

When there are more records to show, a note of **Additional Records is hidden** at the end of the two groups. Mark **Show All Records** to display more transcript entries.

When all records are displayed, a note of **End of Records** displays.

Use the **New Details** button to add a new record. When finished, click the arrow next to the **Save** button, then choose **either Save** to save the record and return to the Main screen, or **Save & New** to save the record and add another.

Add transcript-related documents using the **Documents** option. See the [Documents](#) section for more information.

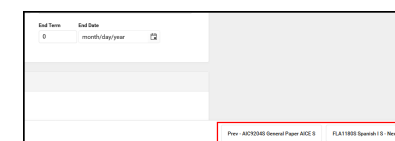
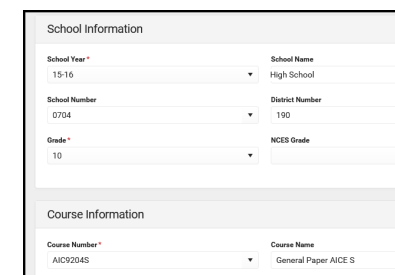
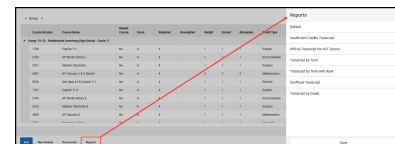
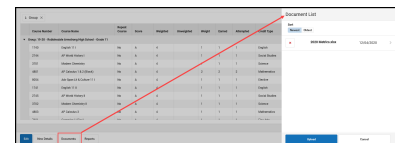
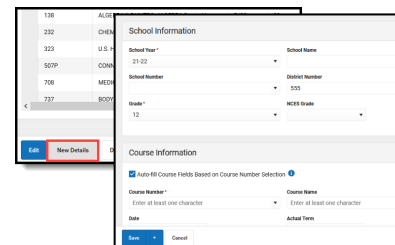
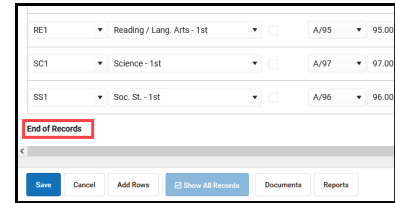
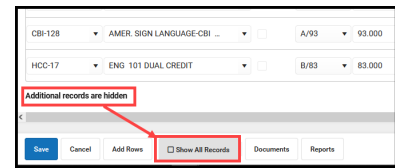
Print the student's transcript from the Main screen by clicking the **Reports** button. See the [Reports](#) section for more information.

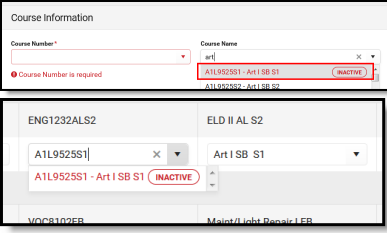
On the Detail screen, transcript information is organized into *cards* - School Information, Course Information, Scoring Information, Transcript Credit Information, and Additional Information.

Localized fields and district-defined fields are displayed on the Additional Information card, which is collapsible.

When viewing the details of an existing record, navigate to the next record by clicking the name of the next course record in the lower right-hand corner, or view the previous transcript record by clicking the name of the previous course record.

Image



Feature	Image
<p>Inactive courses are displayed in the field dropdown lists with an INACTIVE label in both the Main and Detail screens.</p> <p>When printing the Transcript, the INACTIVE label does NOT print.</p>	 <p>The image contains two screenshots of the Infinite Campus interface. The top screenshot shows the 'Course Information' screen. It has a 'Course Number' field and a 'Course Name' dropdown menu. The dropdown menu is open, showing 'Art I SB S1' with an 'INACTIVE' label. Below the dropdown, there is a red error message: 'Course Number is required'. The bottom screenshot shows a transcript printout. It has two columns: 'ENG1232ALS2' and 'ELD II AL S2'. Under 'ENG1232ALS2', there is a dropdown menu showing 'Art I SB S1' with an 'INACTIVE' label. Under 'ELD II AL S2', there is a dropdown menu showing 'Art I SB S1'. Below these, there is a red error message: 'Course Number is required'.</p>

Feature

Scores are organized into Score Groups and Rubrics. When GPA Values and/or GPA Unweighted Values are added to a Score Group, they are displayed in parentheses behind the score name.

Score groups and rubrics associated with the selected course for the record are displayed first in the dropdown list.

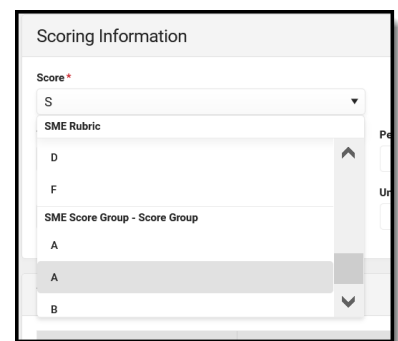
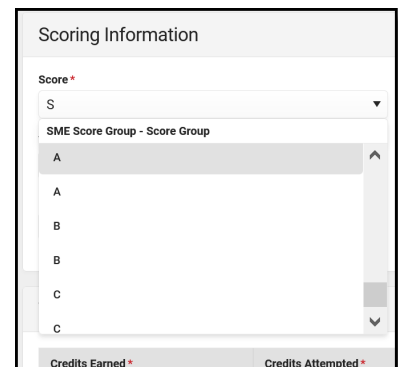
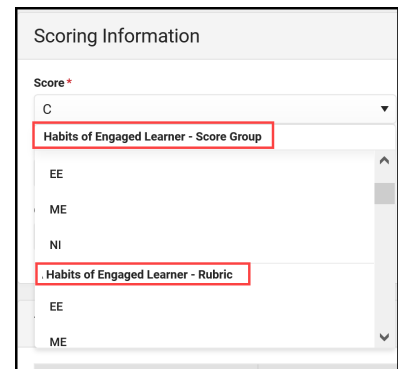
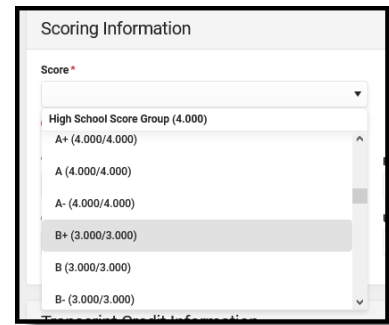
Identical Score Group/Rubrics

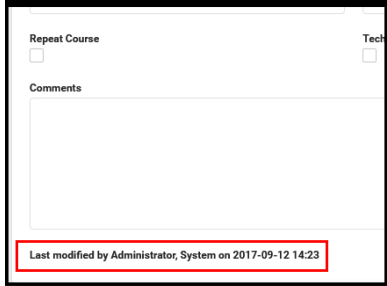
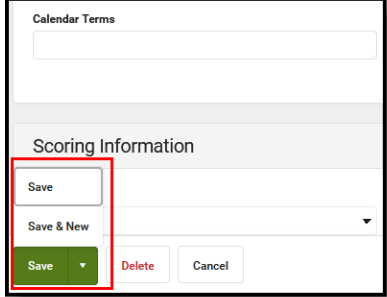
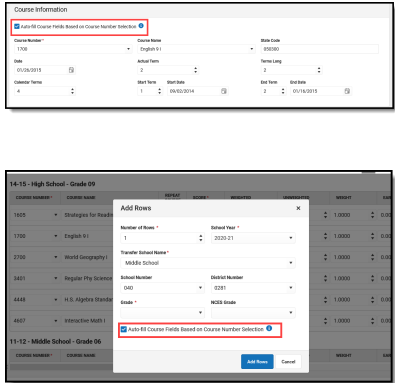
When identically named Score Groups and Rubrics exist, the group type is appended to the group name. For example, a Score Group named Habits of Engaged Learner and a Rubric named Habits of Engaged Learner would be listed in the score dropdown as *Habits of Engaged Learner—Score Group* and *Habits of Engaged Learner—Rubric* (see the second image for an example).

When identically named Score Groups or Rubrics have the same name and scores, only one entry is listed for the group, and the scores display as duplicates (see the third image for an example).

When there are two identical Score Groups and an identically named Rubric, one entry is listed for the Rubric, and one entry is listed for the duplicate Score Groups; the scores of the Score Group are duplicated (see the fourth image for an example).

Image



Feature	Image
<p>Modified By information displays at the end of the transcript record as part of the Additional Information card. It indicates the last user to change the transcript and when (date and time). This does not display for transferred records or converted district data.</p>	
<p>Add a new detail record by manually populating the cards with the appropriate information. When ready to save, click the Save icon or click the down arrow next to the Save icon to save the entry or save the entry and add a new entry (Save & New).</p>	
<p>Use the Auto-fill Course Fields Based on Course Number Selection preference to automatically populate other course-related fields. This is available when adding a new Detail record, adding new Rows, and editing existing records. Removing the checkbox turns it off (other course fields will not auto-fill).</p> <p>These fields are auto-filled:</p> <ul style="list-style-type: none"> • State Code • Terms Long • GPA Weight • Credits Attempted • Credit Type • Credit Overflow Override • SCED Subject Area • SCED Course Identifier • Online Learning 	

Feature

When adding a new record, enter part of a course name or number (at least one character - symbols, letters, or numbers). Matching results display in the dropdown list for easy selection.

Course Names and Numbers are populated from the following:

- **Course/Section from the school where the student was previously enrolled (School Number on the Transcript record).**
- **Course/Section from the school selected in the Campus toolbar where the student is currently enrolled.**
- **Course Master used at the district.**

The list of courses returned also depends on the school year selected for the Transcript record. If no school year is selected, the one in the Campus toolbar is used.

When selecting a course number, the appropriate fields, including SCED and Online Learning, are auto-populated when adding a new record from either the Detail or the Main screen. GPA Weight, Credits Attempted, Credit Type, Terms Long, and Credit Overflow Override are also updated as Course Numbers are entered. Editing an existing record does not automatically update those values.

The Free Form Entry sub-right applies to the Course Number, Course Name, School Number, and School Name fields. When assigned, any value can be entered into these four fields.

An **Original Value** label is displayed next to the original values populated for the Course Number and Course Name (see the second image to the right). Re-selecting the original value does not populate the additional fields from the Course.

Error messages display when a field exceeds the maximum character limit, noting the correct field length. Records cannot be saved until the correct field length is entered.

Image

Course Information

Course Number*
 001
 0001 - Applied Skills Seminar B I
 0001 - Strategies I
 0001 - Cycle Unit Production
 0010 - Essential Transition II
 0011 - Core English I

Course Name

Actual Term

Start Term Start Date
 month/day/year

Scoring Information

Course Information

Course Number* 314 State Code 22104

Course Name SC: EARTH SCIENCE

Date 01/23/2020

Calendar Terms 4

Term 2 End Date 01/23/2020

SC: EARTH SCIENCE

1410 - SC: AGR. SCIENCE REACTIVE

1411 - FORENSIC SCIENCE REACTIVE

1425 - COMPUTER SCIENCE REACTIVE

School information

School Year *	Transfer School Name
2019-20	High School
School Number	District Number
0501124567	1234
Maximum length is 7	
Grade *	NCES Grade
10	10: Grade 10

Things to Know

Grade Levels

- A grade level must exist within the calendar for it to be associated with a transcript record.
- When a grade level is marked as Exclude from GPA, courses taken by a student in that grade level may still display on the transcript (depending on other course setup scenarios). This only indicates that scores received for courses taken in that grade level are NOT factored into GPA calculations.

Refer to [Grade Level Setup](#) for additional information.

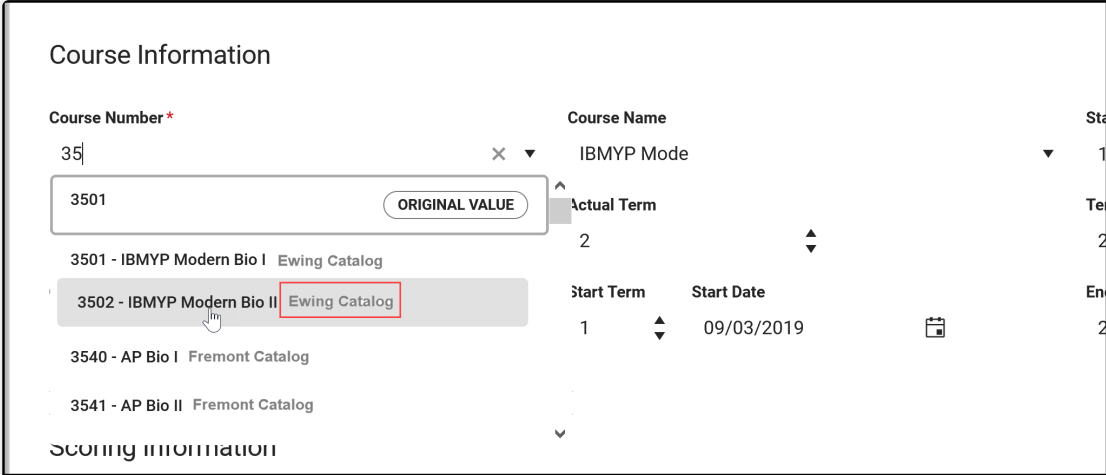
Course Name and Course Number

If the exact same course name and number are available in multiple course catalogs, all instances of that course name/course number populate the dropdown lists. Users can select the calendar/course catalog that best matches the Transcript record.

Course Name and Number values return as follows:

- When a new entry is added for a course taken at the same school selected in the Campus toolbar, the Course Name and/or Course Number fields are populated with the available courses at that school. Once a course name/course number is selected, the score field displays the score group associated with that course at the top of the list of all score groups/rubrics.
- When a new entry is added for a course not taken at the school selected in the Campus toolbar, the Course Name and Course Number values populate from the school where the student was previously enrolled. This occurs when the previous school is in the same district.
- The Course Master (Course Catalog) used at the district is also used to return applicable courses.

When adding or modifying a transcript record, the Course Catalog name appears after the course name or number.



Course Information

Course Number* ✕ ▼

Course Name ▼

Actual Term ▲ ▼

Start Term ▲ ▼ Start Date 📅

Scoring Information

3501 ORIGINAL VALUE

3501 - IBMYP Modern Bio I Ewing Catalog

3502 - IBMYP Modern Bio II Ewing Catalog

3540 - AP Bio I Fremont Catalog

3541 - AP Bio II Fremont Catalog

Course Number with Course Catalog Name

Transcript records are sorted by Course Number in ascending alphanumeric order, starting with 0, 1, 2, 3, A, B, C, then by Course Name in alphanumeric order, then by Actual Term number, numeric ascending (12 is after 2), then by the transcript ID. For example:

- 000123 - Algebra
- 0001234 - Algebra
- 000200
- 02
- 123 - Algebra
- ALG123 - 123Algebra
- ALG123 - Algebra

Credit Type

Credit types are sorted in the following order.

1. Credit Groups and Standards associated with the selected School name on the Transcript Record sort first. These are selected on the [School Standards](#) tool.
2. Credit Groups and Standards not associated with the selected School name follow and include a label of NOT IN USE.

When entering transcript records by typing in the School field (not selecting options from a dropdown list), Credit Groups and Standards display as if a School is selected on the Transcript record.

Column Grouping

Transcript entries are grouped by Year, School Name, and Grade Level. Each column can be re-sorted by clicking on the column header. In addition to those options, you can group the transcript by clicking and dragging the column headers into the top row to suit your preferences.

Click the column header you wish to add to the group option and drag it to the group row. The transcript is sorted by the headers listed. Refreshing the browser restores the grouping to the default, where records are grouped by Year, School Name, and Grade Level.

↓ Group ×

Course Number

Group: 19-20 - High School

1740

2744

3701

4801

8054

1741

↓ Group × ↑ Course Number ×

Course Number

Group: 19-20 - High School

Course Number

1740

Course Number

1741

Course Number

2744

Drag a column header and drop it here to group by that column

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned
1171	Pre-AP English 6	No	A	4		1	1
1173	Sp Reading 6	No	A	4		1	1
2173	Pre-AP Sp Social Studies 6	No	A	4		1	1
3172	Pre-AP Sp Phys Science 6	No	A	4		1	1
4123	Pre-Algebra - 6 B	No	A	4		1	1
6101	Phy Ed 6	No	A	4		1	0.5

Click and Drag Grouping

When grouped, records can be sorted by clicking the dragged value in the header to sort in ascending or descending order. The records within those groups are sorted by clicking the table

headers.

Edit an Existing Transcript Record

When editing a Course Name or Course Number, enter at least one character to return a list of matching values.

Two options exist for editing existing records:

- Locate the record in the list of transcript items, click on it to open the Detail Screen, and modify the information (option 1); OR
- Click the **Edit** button to convert each row of the existing records into editable fields (option 2).

Option 1

Hover over the row that needs to be modified. Click anywhere in that row to view or edit the record. This opens the record in the Detail Screen, where updates can be made to any available field.

- Click the **Save** button when finished; or
- Click the arrow next to the Save button to **Save & New**, where changes are made to the record, and a new Details screen displays for the addition of another transcript record; or
- Use **Save & Next**, where changes are made to the record, and the next record in the transcript is displayed for editing.

↓ Group X

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight
▼ Group: 19-20 - High School - Grade 11						
1740	English 11 I	No	A	4		1
1741	English 11 II	No	A	4		1
2704	Workshop I	No	A	4		1
2705						1
3701						1
3702						1
4801						2

School Information

School Year * 2019-20 **Transfer School Name** High School

School Number 053 **District Number** 0281

Grade * 11 **NCES Grade** 11: Grade 11

Course Information

Course Number * **Course Name** English 11 II

Actual Term

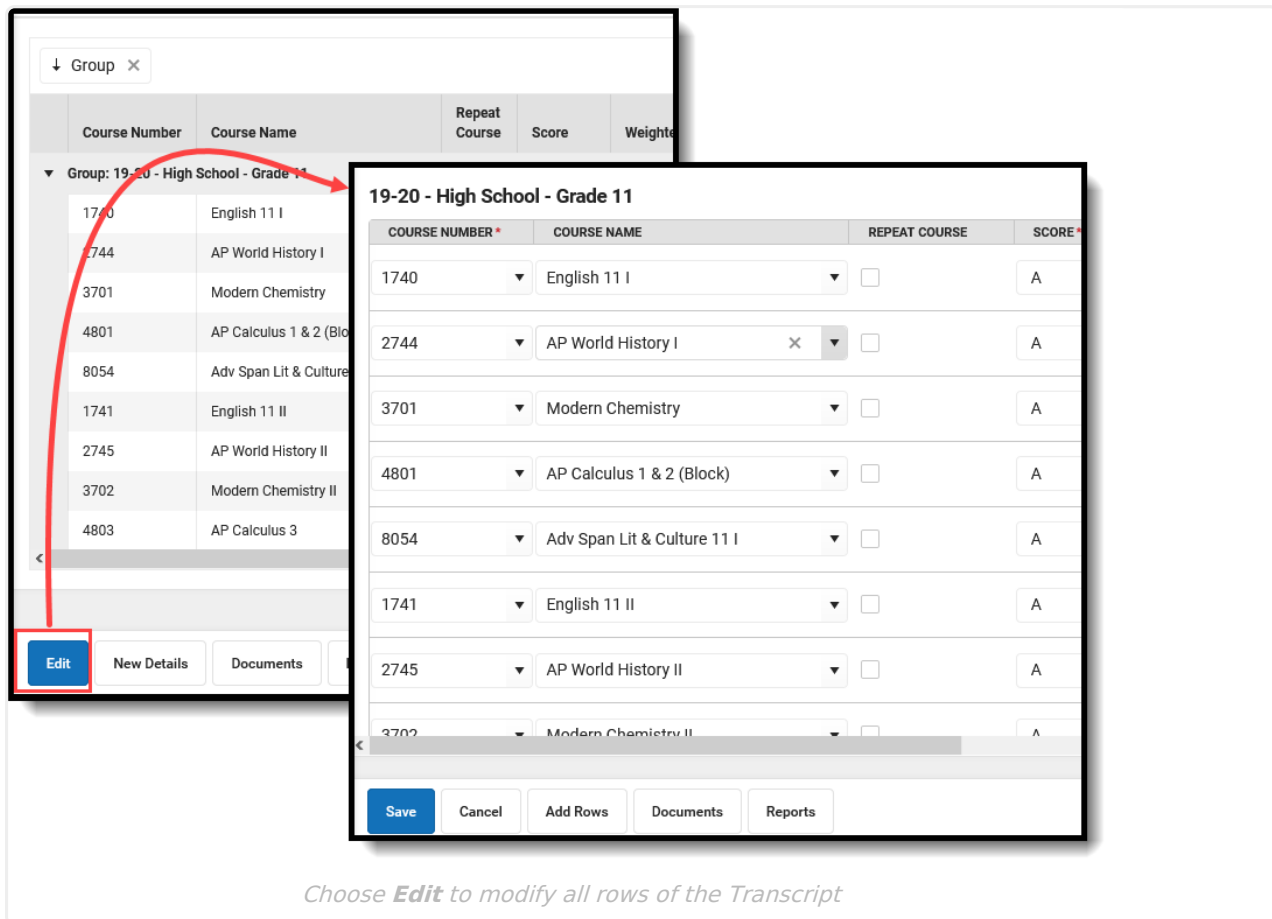
Save & New Save & Next Save Delete Cancel

Click Transcript Record to Edit the Details

Option 2

Click the **Edit** button. This changes the read-only view of the transcript record to an editable format. Update the fields as needed. Use the tab key to move through the fields and rows.

Click **Save** when finished.



Choose **Edit** to modify all rows of the Transcript

From this view, additional rows can be added for a quick [batch add](#) of transcript data. See the section below for more information.

Add New Rows to the Transcript Record

When in **Edit** mode, where every existing row is editable, an option exists to add rows to the transcript. This feature can be used to add multiple transcript records simultaneously, which is particularly useful when entering basic transcript information for a new transfer student.

1. From the Main screen, click the **Edit** button, then click the **Add Rows** button. An Add Rows pop-up will display, where you can enter the number of rows needed.
2. In the pop-up, select the **school year**, **school name**, **grade** level, and the number of rows. The School Year and School Name are prepopulated with the school selected in the Campus toolbar, and the Grade Level is prepopulated with the student's current grade level or enrollment.
3. Click the **Add Rows** button. The empty rows are displayed at the top of the Transcript record for the selected school year, school, and grade level.
4. Enter the appropriate information for the new transcript records. Use the tab keys to move through the rows.
5. Click **Save** when finished. The new transcript records are saved.

Repeat these steps as needed. There is no limit to the number of rows that can be added.

Note the following when modifying information in the **Add Rows** pop-up:

- When changing the School Name, if the **School Number** or **District Number** has not yet been changed, those fields are automatically updated to the associated values related to the newly changed **School Name**.
- When changing the **Grade Level**, if the **NCES Grade Level** has not yet been updated, that field is automatically updated to the associated value for the newly changed Grade Level.
- Each time the **Add Rows** button is selected, the values in the pop-up default to the last information used to add rows. This enables faster addition of multiple records at once (Batch Add).
- When canceling the **Add Rows** pop-up and then selecting **Add Rows** again, the values in the **Add Rows** fields revert to the associated values for the calendar selected in the Campus toolbar.

Add as many rows as needed. Only those that are populated are saved. Any rows that do not have the fields populated are removed when saving the record. Any new records with an existing group (School Year, School Name, Grade Level) are merged with others in that group upon saving.

Add Rows

A new row or a new record cannot be saved until all required fields are populated. Field popups appear when required fields are missing data.

Required Entry Message Display on Main Screen

Calendar Terms	Start Term	Start Date	End Term	End Date
4	1	09/03/2019	2	01/17/2020

Scoring Information

Score *

Score is required

Weighted GPA Value	Percent	GPA Max
4.000		4.000
GPA Weight	Unweighted GPA Value	
1.000		

Required Entry Message Display on Detail Screen

Add a New Detail Record

From the Main screen, click the **New Details** button. This opens the Detail screen, where a new transcript record can be entered. See the [Detail Screen Card Descriptions](#) section for information on the available cards and fields.

When you're finished adding the record, click **Save** to save it and return to the Main screen. Then, click the arrow next to the Save button for **Save & New**, which saves the entered information and opens a new Details record to add another record. Alternatively, click **Cancel** to not save any information. Using the Save & New option carries overall school information from this record to a new record.

Group

Course Number	Course Name
Group: 19-20 - High School - Grade 11	
1740	English 11 I
2744	AP World History I
3701	Modern Chemistry
4801	AP Calculus 1 & 2 (E
8054	Adv Span Lit & Cultu
1741	English 11 II
2745	AP World History II
3702	Modern Chemistry II
4803	AP Calculus 3

School Information

School Year *	Transfer School Name
2020-21	
School Number	District Number
	0281
Grade *	NCES Grade
12	

Course Information

Course Number *	Course Name
Date	Actual Term
12/04/2020	

Edit

New Details

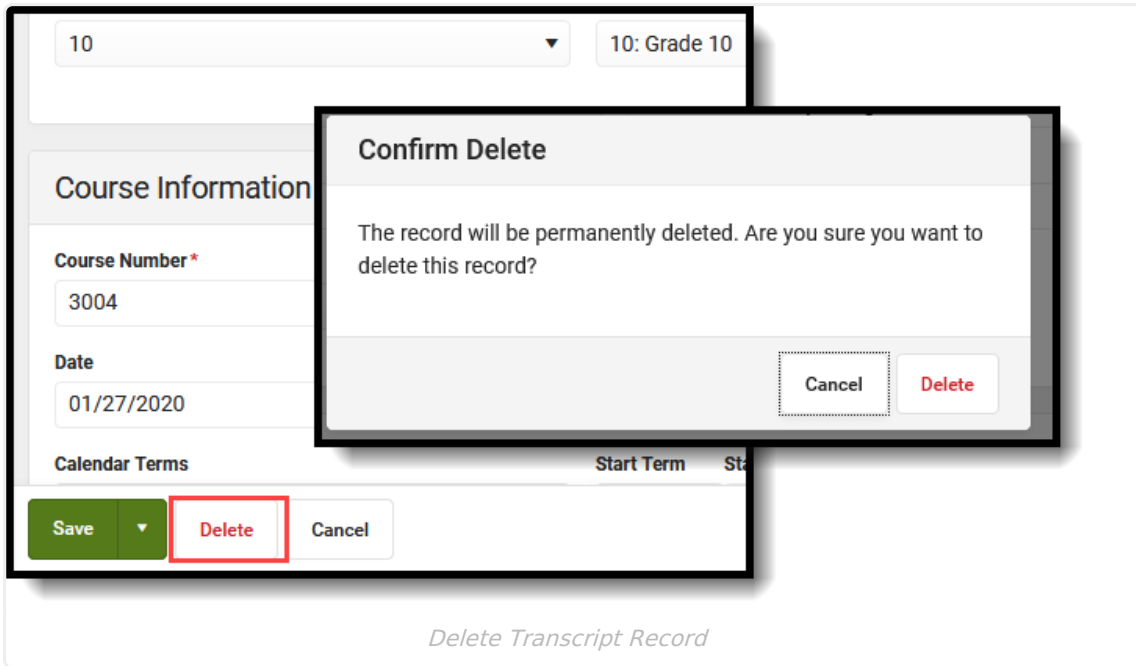
Documents

Reports

Add a New Details Record

Delete a Transcript Record

When a record needs to be permanently removed, select (click) the record's row on the Main screen. The Transcripts Detail Screen loads when the **Delete** button is selectable. Acknowledge the pop-up that indicates the record will be permanently removed after deletion. To avoid deleting the record, click **Cancel**.



Confirm Delete

The record will be permanently deleted. Are you sure you want to delete this record?

Cancel Delete

Save Delete Cancel

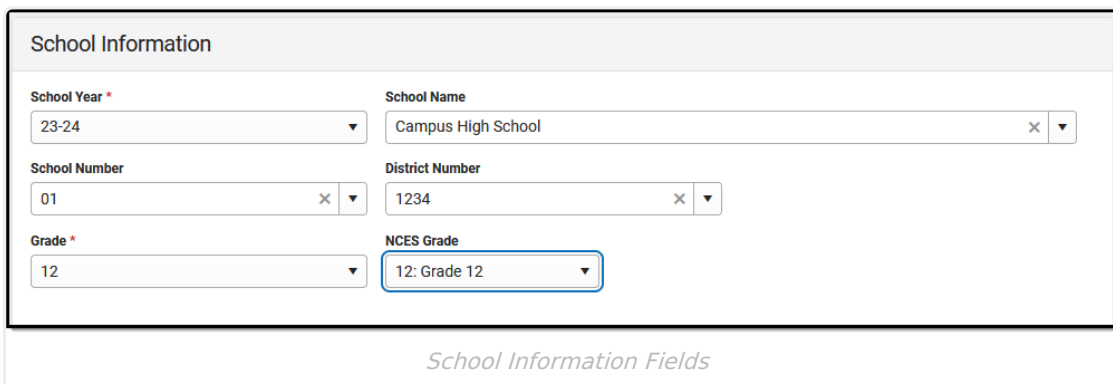
Delete Transcript Record

Detail Screen Card Descriptions

Expand the items below to see descriptions of the fields available on the transcript.

School Information Fields

School Information fields provide information on where the student was enrolled when the selected course was taken.



School Information

School Year * 23-24 School Name Campus High School

School Number 01 District Number 1234

Grade * 12 NCES Grade 12: Grade 12

School Information Fields

► [Click here to expand...](#)

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
School Year	Identifies the year the student received the score for the selected courses. School years are sorted in descending order (i.e., 2017-18, 2016-17, etc.).	This field auto-fills with the current year value.	transcriptDetail.startYear, transcriptDetail.endYear Returns the start and end year in which the student took the course in YYYY format.
School Name / Transfer School Name	Identifies the name of the school where the student took the course. This state-designated name populates from the selected school/calendar when the score is posted to the transcript. School names are sorted alphabetically. The Free Form Entry sub-right applies to this field. When assigned, any value can be entered here. See the School Name Attribute section below for more information.	This field auto-fills on the School Number value.	transcriptDetail.schoolName
School Number	Identifies the state-assigned school number where the student took the course. This populates from the selected school/calendar when the score is posted to the transcript. School numbers are sorted in numeric (ascending) order. The Free Form Entry sub-right applies to this field. When assigned, any value can be entered here.	This field auto-fills on the School Name value.	transcriptDetail.schoolNumber

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
District Number	Identifies the district where the student took the course. When the score is posted to the transcript, this field populates from the selected school/calendar.	This field auto-fills with the School Name value.	dist.number
Grade	Indicates the grade level at which the student enrolled when they received the score for the course. Grade levels are sorted by the assigned sequence.	This field auto-fills on the student's current grade level value.	transcriptDetail.grade
NCES Grade	<p>Indicates the NCES (National Center for Education Statistics) grade level when the score was received.</p> <p>The NCES Grade Level mapping is set using the Grade Level Definitions tool. NCES grades are sorted by the sequence assigned to the grade level.</p> <p>This field is required to send transcripts using the eTranscript tool.</p>	N/A	enrollmentHistory.ncesGrade

School Name Attribute

When necessary, users can modify options for certain transcript fields in the Core Attribute/Dictionary. The district maintains dictionary values entered in the Attribute/Dictionary. Note that when users are assigned the Free Form Entry sub-right, any value can be entered for the School Name (as well as School Number, Course Name, and Course Number).

Core Attribute/Dictionary ☆

Save

Campus Attributes/Dictionary Editor

- Local Assignment Option Code
- Marking Period Code
- Middle School Core Course Indicator
- Online Course Instruction Type
- School Name
- Section Identifier
- State of Non-CA school
- TwentyFirstCCLC
- Vaccine
- Vaccine_VaccineCDC
- VaccineExemption
- Waiver
- YouthProgram

Campus Attribute Detail

*Display Name: School Name

*Screen Location: TranscriptCourse

*Field Name: schoolName

*Data Type: textBox

Max Size: Seq: 0

Hide: ☐ Required: ☐

Default Value:

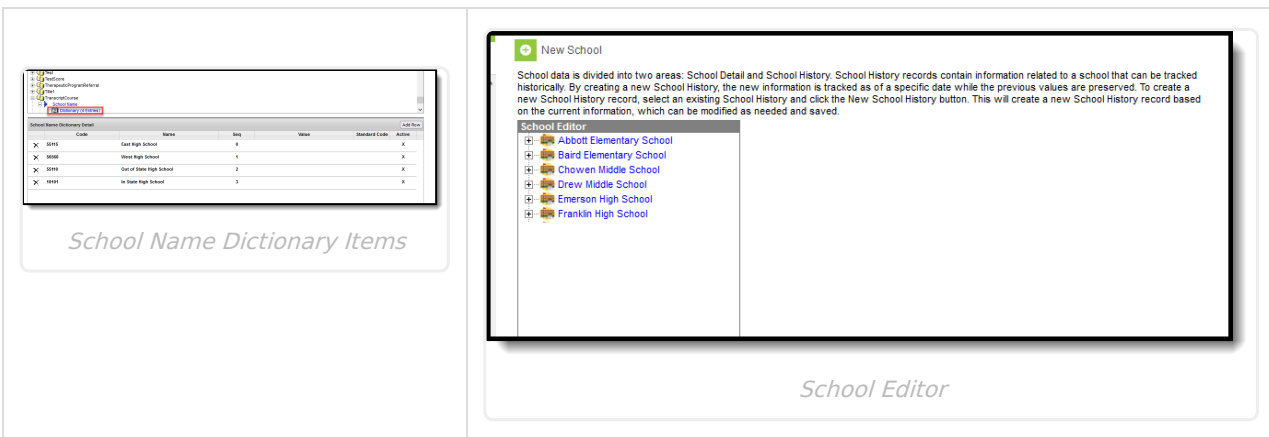
Comments: District defined list of School Names used to indicate where a student transferred from.

Transcript Course Attributes

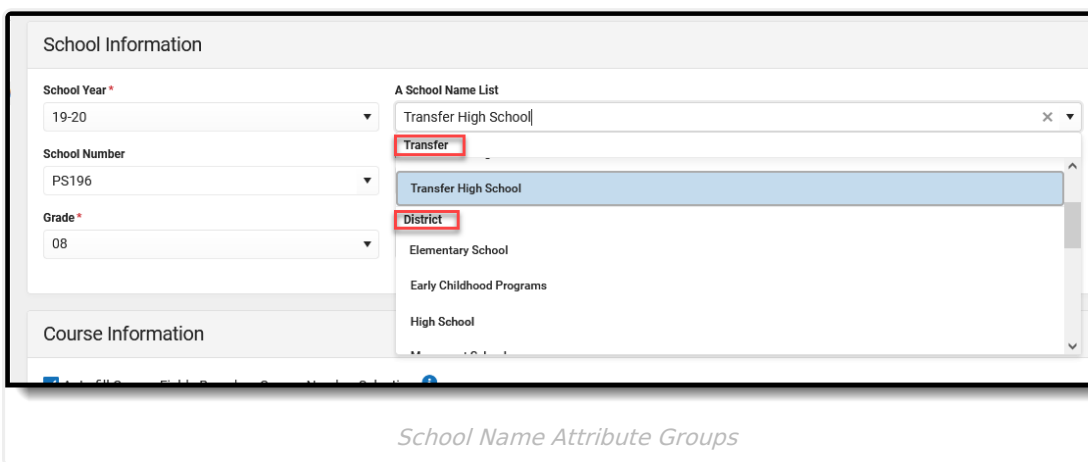
The Data Type selection determines the behavior of the School Name attribute.

When TranscriptCourse.schoolName has a Data Type of **textfield**, the School Name and School Number lists in the Transcript Editor are populated from the Schools editor list. A Data Type of textfield is the default option.

When TranscriptCourse.schoolName has a Data Type of **drop-down list**, the School Name and School Number lists on the Transcript Editor populate with the Name (School Name) and Code (School Number) from the associated dictionary (first image) of the attribute, plus the School Name and Number on the [School](#) editor (second image).

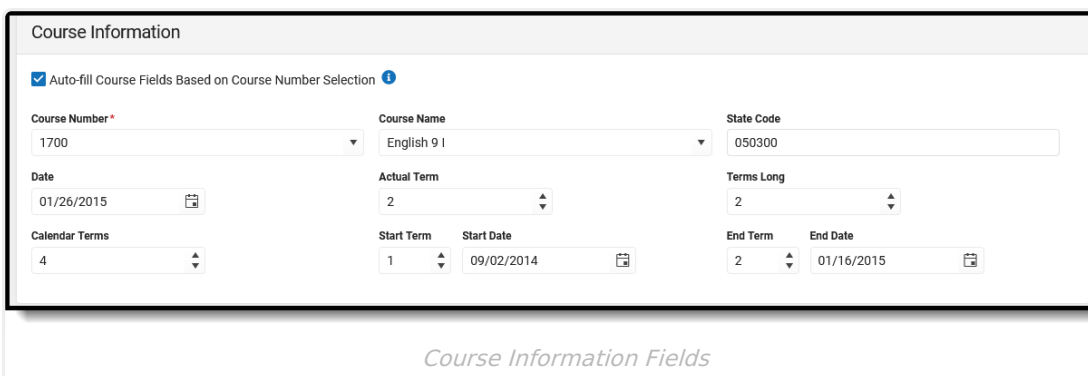


The list of available school names on the Transcript editor is sorted into groups for Transfer and District. Values from the attribute dictionary are included in the Transfer group, and values from the Schools editor are included in the **District** group.



Course Information Fields

Course Information fields provide details about the course. Course information auto-fills when the **Auto-fill Course Fields Based on Course Number Selection** preference is marked.



Note the following information about the **Auto-fill Course Fields Based on Course Number Selection** Preference:

- When the preference is NOT set to auto-fill, if the course number is selected and the course name field is empty or unmodified, the course name still auto-fills from the selected course number.
- This preference is stored locally for each user. If the user removes the checkbox for the preference (auto-fill does not occur) and clears the browser cache, the preference defaults back to being marked the next time the user adds Transcript records.
- When the user removes the checkbox from the Add Rows modal, the preference is also not marked when adding a new Details record, and vice versa.
- The Course Number selection always respects the preference's current status. When it is marked and new rows are added, then remove the checkbox and add two more rows, the auto-fill does not occur.

► [Click here to expand...](#)

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Course Number	<p>Identifies the district-defined or school-defined number of the course. Course numbers are sorted in numeric ascending order.</p> <ul style="list-style-type: none"> • Inactive courses are displayed with a red INACTIVE label. • The original value selected for this field displays with a gray ORIGINAL VALUE label. Re-selecting the original value does not populate the additional fields dependent on the Course (these fields vary by state). <p>The Free Form Entry sub-right applies to this field. When assigned, any value can be entered here.</p>	<p>This field auto-fills when the auto-fill preference is enabled for the Course Name, State Code, GPA Weight, Terms Long, Credits Attempted, Credit Type, Credit Overflow Override, Online Learning, SCED Subject Area, and SCED Course Identifier fields.</p>	transcriptDetail.courseNumber

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Course Name	<p>Identifies the district-defined or school-defined name of the course. Courses are sorted in numeric order by course number.</p> <ul style="list-style-type: none"> Inactive courses are displayed with a red INACTIVE label. The original value selected for this field displays with a gray ORIGINAL VALUE label. Re-selecting the original value does not populate the additional fields dependent on the Course (these fields vary by state). <p>The Free Form Entry sub-right applies to this field. When assigned, any value can be entered here.</p>	N/A	transcriptDetail.courseName
State Code	<p>Displays the course's state-designated identification number.</p> <p>Changes made to the Course Number field ALWAYS change this field.</p>	This field auto-fills on the Course Number and Course Name values.	transcriptDetail.stateCode
Date	Displays the month, day, and year the score was posted in the Grade Book or the date the score was manually added to the student's transcript.	This field auto-fills on the date the record is created.	<p>transcriptDetail.date</p> <p>Returns the entered date in MM/DD/YYYY format.</p>
Actual Term	Indicates the term in which the student took the course.	N/A	transcriptDetail.actualTerm

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Terms Long	Identifies the number of terms the course met for this transcript entry.	This field auto-fills on the Course Number values.	transcriptDetail.termsLong
Calendar Terms	Displays the total number of terms in the calendar.	N/A	transcriptDetail.termsLong
Start Term	Indicates the term number representing the first term the course met for this transcript entry (e.g... 1 = first term = Q1 or S1, 2 = second term = Q2 or S2, etc.). This is displayed as the first number in the Term column of the student's Transcript main view.	N/A	transcriptDetail.startTerm
Start Date	Identifies the date on which the transcript course term starts.	N/A	transcriptDetail.termstartDate
End Term	Displays the term number representing the last term the course met for this transcript entry.	N/A	transcriptDetail.endTerm
End Date	Identifies the date on which the transcript course term ends.	N/A	transcriptDetail.termEndDate

Scoring Information Fields

Scoring Information fields detail the scores and GPA information the student received for the selected course.

Scoring Information

Score *

93

Weighted GPA Value

4.000

Percent

93.00

GPA Max

4.000

GPA Weight

0.500

Unweighted GPA Value

4.000

Scoring Information Fields

► [Click here to expand...](#)

Field	Description	Auto-Fill Behavior	Ad hoc Field Names
Score	<p>Displays the score the student received for the transcript entry. This field also displays the GPA Value and the Unweighted Value in the dropdown list.</p> <p>When a course is selected, the score group assigned to the course appears first in the list of all score groups/rubrics.</p> <p>If a course number does not match the school's list of course numbers (e.g., a transferred course), all score groups used by the district are listed.</p> <div> <p>When a score is changed, ALL GPA fields are updated.</p> </div>	<p>This field auto-fills GPA Value, GPA Max, Unweighted GPA.</p>	<p>transcriptDetail.score</p> <p>Returns either the letter grade or the numeric value, depending on the score group assigned to the course.</p>

Field	Description	Auto-Fill Behavior	Ad hoc Field Names
Weighted GPA Value	<p>Displays the GPA value of this score based on the grading scale for the district or school. This is used for Weighted GPA calculations and Unweighted GPA calculations when the transcript record does not have an Unweighted GPA Value.</p> <p>This field accepts up to four decimal points (XXX.XXXX).</p>	This field auto-fills on the Score value.	transcriptDetail.gpaValue
Percent	<p>Indicates the percentage value represented by the score received on this entry.</p> <p>This field accepts up to four decimal points (XXX.XXX).</p>	N/A	transcriptDetail.percent
GPA Max	<p>Identifies the maximum GPA value achievable for this course and score.</p> <p>This field accepts up to four decimal points (XXX.XXXX).</p>	This field auto-fills on the Score value.	transcriptDetail.gpaMax

Field	Description	Auto-Fill Behavior	Ad hoc Field Names
GPA Weight	<p>Identifies the GPA weighting for this entry up to four decimal places.</p> <p>If the GPA Weight on a Transcript Course Record is blank/null, the GPA Value for that Course is not included in any Weighted or Unweighted GPA calculations on the transcript.</p> <p>This field accepts up to four decimal points (XX.XXXX).</p>	This field auto-fills on the Course Number value.	transcriptDetail.gpaWeight
Unweighted GPA Value	<p>Indicates the Unweighted GPA value of this score based on the grading scale for the district or school. This is used for Unweighted GPA calculations.</p> <p>This field accepts up to four decimal points (XXX.XXXX).</p>	This field auto-fills on the Score value.	transcriptDetail.unweightedGPAValue

Transcript Credit Information Fields

Transcript Credit Information displays the number of credits the student earned and attempted for the course record, and to which credit category (type) it applies. Note that values for Credits Attempted, Credit Type, and Credit Rollup Overflow auto-fill on the populated Course Number Information.

When adding a new transcript record, a blank row of credit-related fields displays. This allows users to add the appropriate credit values without first adding a row.

Transcript Credit Information

Credits Earned *	Credits Attempted *	Credit Type	Credit Overflow Override	
0.500	0.500	FINE ART		Remove

Add

Transcript Credit Information Fields

The [Transcript Post](#) tool posts the Credit Type assigned to the Grading Task of the course. If additional Credit Types are needed, they must be added to the course transcript record manually.

1183	MYP English 6	No	B	3		1	1	1	English	4	4
1185	MYP Reading 6	No	C	2		1	1	1	English	4	4
2182	MYP Humanities 6	No	NC	0		1	0	1	Social Studies Humanities	4	4
3182	MYP Phys Sci 6	No	B	3		1	1	1	Science	4	4
4185	MYP Math 6	No	D	1		1	1	1	Mathematics	4	4

Two Credit Types for One Course

The Credit Earned and Credits Attempted can be adjusted for each Credit Type on the Transcript Credit Information screen.

Transcript Credit Information

Credits Earned *	Credits Attempted *	Credit Type	Credit Overflow Override	
0.000	1.000	Social Studies		Remove
1.000	0.000	Humanities		Remove

Add

Detail View for Two Credit Types

► [Click here to expand...](#)

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Credits Earned	Stores the actual credit value earned for the associated transcript entry.	N/A	transcriptDetail.creditsEarned
Credits Attempted	Stores the maximum possible credit available for the associated transcript entry.	This field auto-fills on the Course Number value.	transcriptDetail.creditsAttempted

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Credit Type	<p>Displays all standard/credit groups and categories.</p> <p>Standards are displayed in the Credit Name field based on the first parent group to which the standard is associated.</p> <p>See the Things to Know section for more information on Credit Types.</p> <p>A NOT IN USE label displays if the Credit Group is not selected in the School Standards tool.</p>	This field auto-fills on the Course Number value.	transcriptDetail.standardName1 transcriptDetail.standardName2

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Credit Overflow Override	<p>This field is set for a single course Grading Task and is used to roll credits when the current credit type has met its credit requirements. The credits from the course apply to the credit type. If that credit type has met its requirements, it then looks at the overflow setup for the course's original credit type.</p> <p>Choices in this field are limited to the siblings of the credit type selected in the Credit Name field.</p> <p>A NOT IN USE label displays if the Credit Group is not selected in the School Standards tool.</p>	This field auto-fills on the Course Number value.	<p>transcriptDetail.secondaryCredit</p> <p>Returns the code associated with the credit type.</p>
Add and Remove	<p>Use the Add button to add a new row for transcript credit information to the current course record.</p> <p>Use the Remove button to eliminate the existing transcript credit information for the current course record.</p>	N/A	N/A

Additional Information Fields

The Additional Information fields provide further details on the transcript entry and include localized fields (used for state reports) and district-defined fields (created by the district). This section is collapsible or expandable by clicking the minus/plus sign on the right-hand side.

Localized and district-defined fields are not included in this article. Instead, see your [state's articles](#) for more information on Transcript procedures for your state.

Additional Information

TranscriptID 2187989

Federal College ID
Staff License Number
Bonus Points

Status

Task Code
Standard Number
Standard Name

Ed-Fi Term Type

☐ Repeat Course
☐ Technology

SCED Subject Area
SCED Course Identifier
Online Learning

02: Mathematics (K-12)
006: Algebra I

☒ High School Credit

Comments

Additional Information Fields

► [Click here to expand...](#)

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Transcript ID	A unique identifier for the transcript entry. The ID is used in state reports and allows users to easily identify which transcript record relates to the record on the report.	N/A	transcriptDetail.transcriptID
Bonus Points	GPA bonus points associated with this entry. This field accepts values less than 100 and up to four decimal points (XX.XXXXX).	N/A	transcriptDetail.bonusPoints
Status	Status of course, such as R (required) or E (elective), etc.	N/A	transcriptDetail.status

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Task Code	<p>The code associated with the transcript entry.</p> <p>This field should be populated with either the Grading Task Code (entered on the Grading Task Detail) or the Standard Number Code (entered on the Standard Detail editor)</p>	N/A	N/A
Standard Number	State- or district-defined number for this standard. This field populates with the Standard Number (entered on the Standard Detail editor).	This field auto-fills on the Standard Name value.	transcriptDetail.standardNumber
Standard Name	State- or district-defined standard name for this course.	This field auto-fills on the Standard Number value.	transcriptDetail.standardName
Repeat Course	Indicates the student has previously taken this course.	N/A	<p>transcriptDetail.repeatCourse</p> <p>Returns a value of 0 if the checkbox is not marked, or a value of 1 if the checkbox is marked.</p>
Technology	Indicates whether the transcript entry meets technology reporting requirements.	N/A	<p>transcriptDetail.technology</p> <p>Returns a value of 0 if the checkbox is not marked, or a value of 1 if the checkbox is marked.</p>

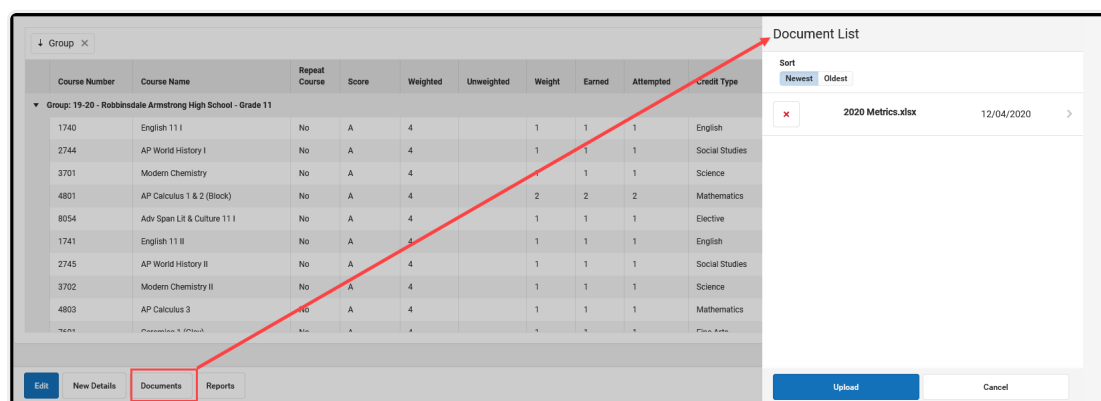
Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Comments	<p>Lists any general notes on the transcript entry.</p> <p>This field is also displayed on the Main Detail view.</p> <p>The entire comment displays in the pop-up text when the user hovers over this field on the Main screen.</p>	N/A	transcriptDetail.comments

Documents

Upload previous student transcript reports from other schools of enrollment for a particular student. This uses the [Digital Repository](#) features. There is no limit to the number of documents you can upload here, but be aware that your district may have set a maximum file size.

Only documents uploaded from the Transcript tool are displayed here. To view other types of uploaded documents, use the [Person Documents](#) tool.

Mark the **Consent** statement (files cannot be saved unless this is marked), then click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.



Transcripts Document Upload



Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. Click the red X next to the file name to remove an uploaded document.

For more information on document upload, see the [Managing Document Attachments](#) article.

Course Name	Score
FUNDAMENTAL PHYSICAL ED.	A
ENGLISH 2 ENR	A
ALGEBRA 2 ENR	B

Document List

Sort: Newest Oldest

	SecondTransferDocument.pdf	03/13/2018	>
	UploadTrans.pdf Transfer Transcript Info	03/03/2018	>

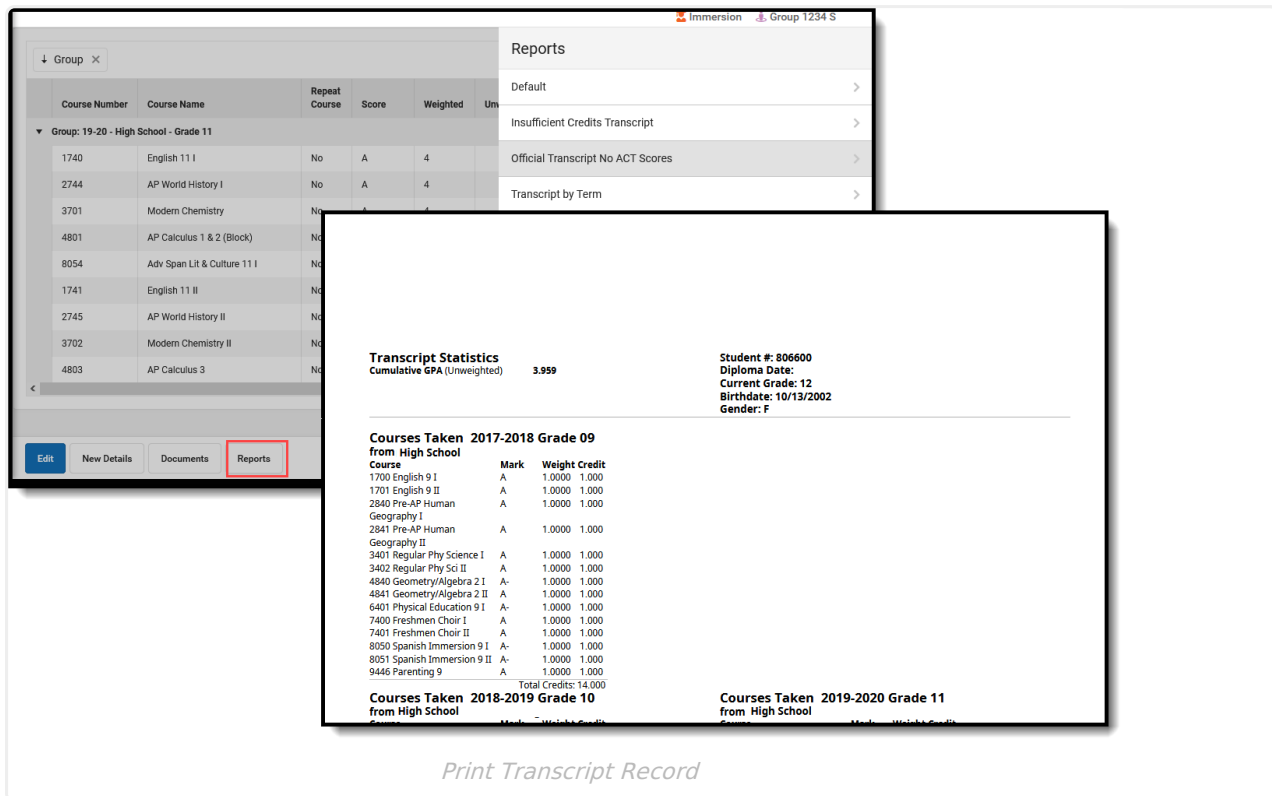
Document Upload Delete

Reports

Click the Reports button on the main screen to print the student's transcript. This opens a side panel with all available Transcript Reports. The Default Report contains the standard transcript elements and can be printed without creating a transcript report in [Report Preferences](#). The other reports listed here were created in Report Preferences.

Choosing any report from the side panel opens in a new browser window. Reports are in PDF format.

Control whether the Default Transcript Report displays as a print option by setting the **Enable Default Transcript** [System Preferences](#).



Transcript Statistics
Cumulative GPA (Unweighted) 3.959

Student #: 806600
Diploma Date:
Current Grade: 12
Birthdate: 10/13/2002
Gender: F

Courses Taken 2017-2018 Grade 09 from High School

Course	Mark	Weight	Credit
1700 English 9 I	A	1.0000	1.0000
1701 English 9 II	A	1.0000	1.0000
2840 Pre-AP Human Geography I	A	1.0000	1.0000
2841 Pre-AP Human Geography II	A	1.0000	1.0000
3401 Regular Phy Science I	A	1.0000	1.0000
3402 Regular Phy Sci II	A	1.0000	1.0000
4840 Geometry/Algebra 2 I	A-	1.0000	1.0000
4841 Geometry/Algebra 2 II	A	1.0000	1.0000
6401 Physical Education 9 I	A-	1.0000	1.0000
7400 Freshmen Choir I	A	1.0000	1.0000
7401 Freshmen Choir II	A	1.0000	1.0000
8050 Spanish Immersion 9 I	A-	1.0000	1.0000
8051 Spanish Immersion 9 II	A-	1.0000	1.0000
9446 Parenting 9	A	1.0000	1.0000
Total Credits: 14.000			

Courses Taken 2018-2019 Grade 10 from High School

Courses Taken 2019-2020 Grade 11 from High School

Print Transcript Record

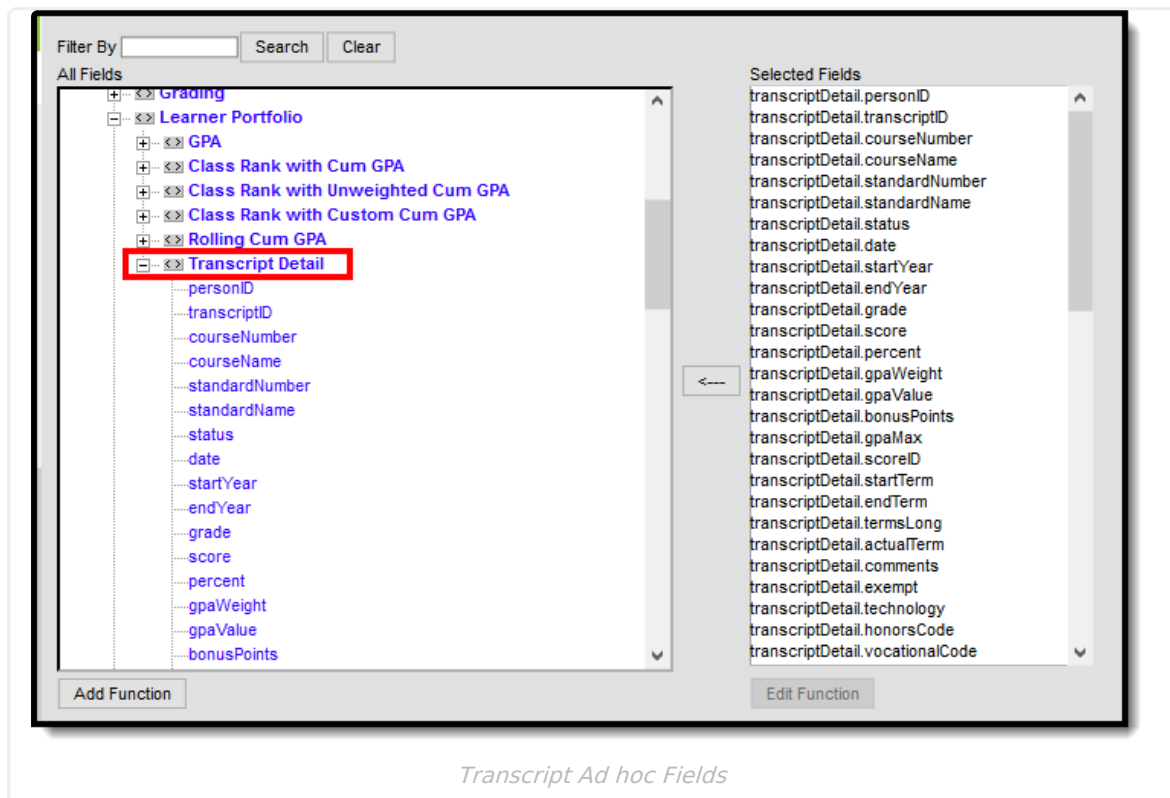
All transcript courses are displayed on the printed transcript regardless of how a student is scored and what transcript preference options were selected for credits and standards. This selection affects the credit/standard groups displayed in the Credit Summary and Standards Summary.

Note that In-Progress grades and planned courses are not counted in the Credit Summary.

A transcript is printed for each student's household with a guardian whose Mailing checkbox is marked. Only one transcript prints if all of the student's guardians are in the same household. If guardians reside in more than one household, the number of households they reside in determines how many transcripts are printed.

Transcript Information in Ad hoc Query Wizard

Transcript information is available in the Query Wizard for Student data types in the **Student > Learner Portfolio > Transcript Detail** folder.



State-Specific Information

Fields may vary by state:

- [Arizona](#)
- [California](#)
- [Colorado](#)
- [Indiana](#)
- [Kentucky](#)
- [Maine](#)
- [North Carolina](#)
- [South Dakota](#)
- [Texas](#)
- [Wyoming](#)