

Transcripts

Last Modified on 10/21/2024 8:19 am CDT

[Transcript Information in Ad hoc Query Wizard](#) | [Navigation and Features](#) | [Column Grouping](#) | [Edit an Existing Transcript Record](#) | [Add New Rows to the Transcript Record](#) | [Add a New Detail Record](#) | [Detail Screen Card Descriptions](#) | [Documents](#) | [Reports](#)

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 grade information that students receive on transcripts and report cards. Grade information is connected to a student's course schedule.

The screenshot shows the 'Transcripts' tool interface for a student. At the top, it displays the student's name 'Student, Example', ID '123456789', grade '12', and DOB '01/01/2005'. Below this is a table of transcript records for the group '22-23 - Campus High School - Grade 11'. The table has columns for Course Number, Course Name, Repeat Course, Score, Weighted, Unweighted, Weight, Earned, and Attempted. The records include courses like Eng LNG/COMP AP, U.S. History, Spanish V, Pre-Calculus, Trigonometry, Anatomy & Phys, and Intro to 2D/3D Art. At the bottom of the interface are buttons for 'Edit', 'New Details', 'Reports', and 'Feedback'.

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted
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

Student Transcript

Read - View transcript records.

Write - Edit existing transcript records.

Add - Add and save new transcript records.

Delete - Remove transcript records.

When the **Free Form Entry** sub-right is assigned (only Read rights are needed), users can enter a desired value. If a user is not assigned this sub-right, values can only be selected from the dropdown list. This applies to the Course Name, Course Number, School Name, and School Number fields on the Transcript.

Users must also be assigned **Modify Rights** to the Calendar via the [Calendar Rights](#) tool:

- If the Modify Rights checkbox is not marked, the user only has Read rights to the Transcript.
- If the Modify Rights checkbox is marked, assigned tool rights are enforced.

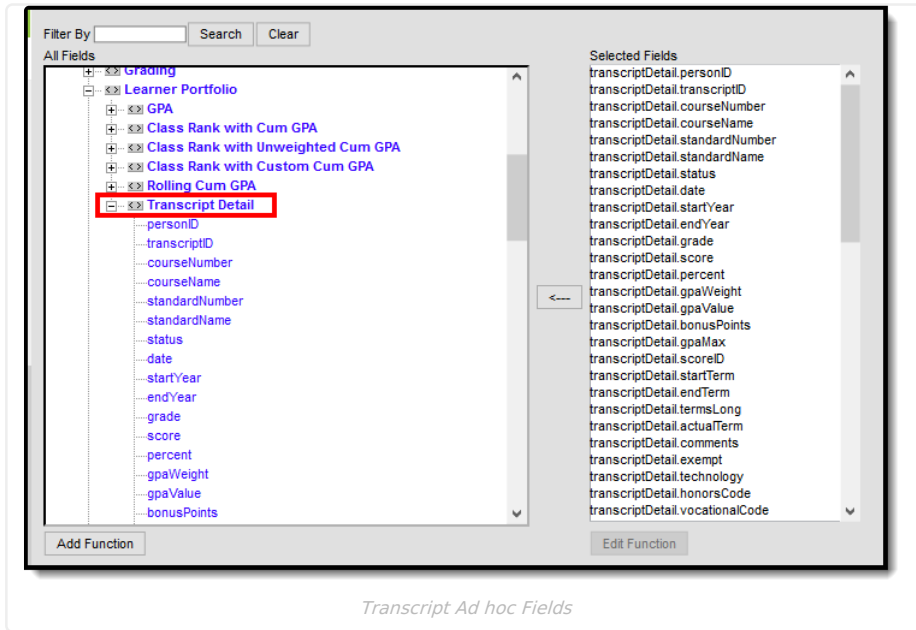
Assigned User Group rights take precedence over the Modify Rights checkbox.

See the [Tool Rights](#) article for more information about Tool Rights and how they function.

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.



See the [Detail Screen Card Descriptions](#) section below for the related Ad hoc field and information on how that field returns data.

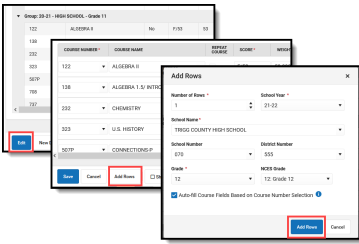
Navigation and Features

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 - the year the course was taken and in which school, grade level, course number and name, whether the course was repeated, the score received, GPA-related fields (Weighted, Unweighted, Weight), credit information (Earned, Attempted, Credit Type), length of the course (Actual Term, Terms Long), and a Comments field.

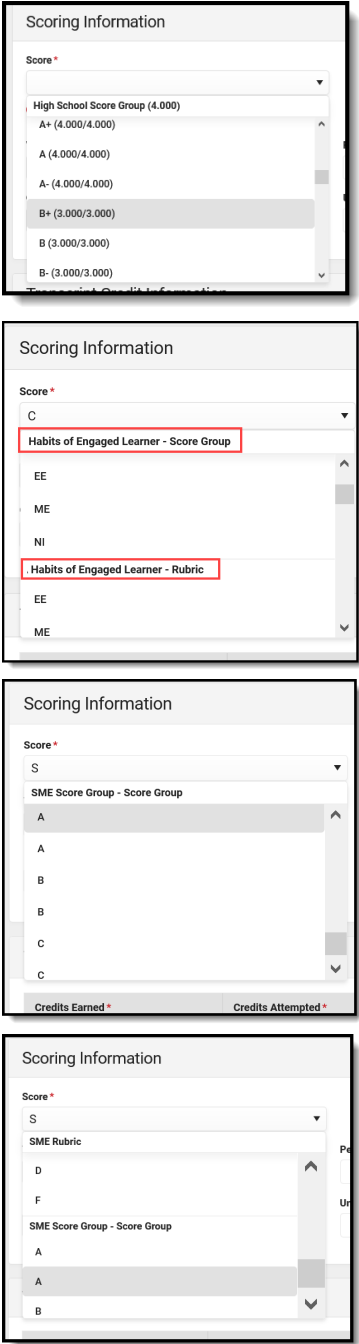
All transcript records for all school years and calendars are listed here. To modify additional details for the selected record, click anywhere on the transcript record. Alternatively, use the Edit button to add or modify a record quickly. Clicking anywhere on a transcript record opens the Detail view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

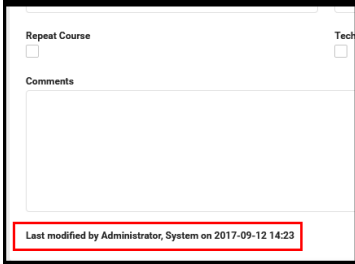
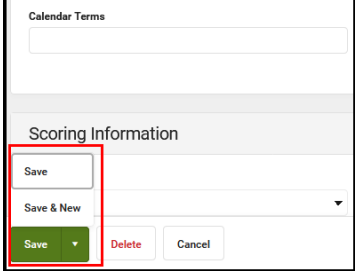
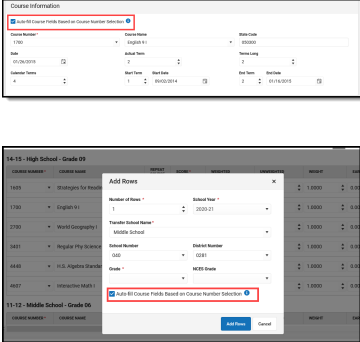
▶ [Click here to expand...](#)

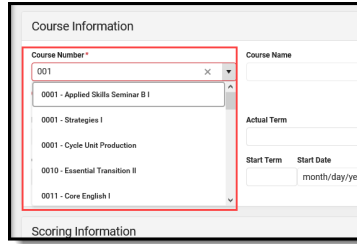
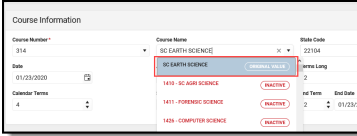
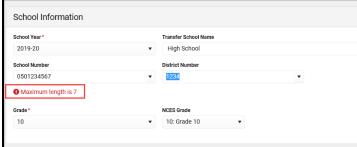
Feature	Image
<p>Get a quick view of the student's transcript by school year (automatic sort option). See the Column Grouping section for more information. Sorting happens within each grouping.</p> <p>When records are grouped, the groups can be sorted by clicking the dragged value in the header to be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

Feature	Image
<p>Group the column headings using click and drag technology. This re-sorts the transcript entries into a sort by the selected groupings.</p> <p>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 display in year order, with the most recent year first. This can be removed (click the X next to Year), or click and drag additional columns into the header.</p> <p>The graphic to the right shows the addition of Course Name being added to the header. Now the transcript records are sorted by Year, then by Course Name.</p> <p>Each time a new column heading is added to the header, transcript data sorts accordingly. Column headings can be moved to sort, for example, first by Course Name then by Year.</p> <p>See the Column Grouping section for additional information.</p>	
<p>Collapse the group on the left hand side to only display the records for the year in which you are working.</p> <p>The image to the right shows transcript data for the 2015-16 school year and the 2014-15 school year collapsed, so data for the 2013-14 school year displays.</p>	
<p>Quickly modify existing records by clicking Edit. Once opened, changes can be made to current records and new records can be added (by clicking Add Rows).</p> <div data-bbox="229 1155 975 1317" style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>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. Number of Rows, School Year, School Name (may also be Transfer School Name) and Grade level are required.</p> </div> <p>Click Save when finished to save the changes and return to the Main screen. Click Cancel return to the Main screen.</p> <p>The Free Form Entry sub-right applies to Course Number, Course Name, School Number and School Name field. When assigned, any value can be entered into these four fields.</p>	 
<p>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 from the same school year but from different calendars.</p> <p>When there are more records to show, at the end of the two groups, a note of Additional Records are hidden displays. Mark the Show All Records to display more transcript entries.</p> <p>When all records are displayed, a note of End of Records displays.</p>	 

Feature	Image
<p>Use the New Details button to add a new record. When finished adding, click the arrow next to the Save button and choose Save to save the record and return to the Main screen or Save & New to save the record and add another.</p>	
<p>Add transcript-related documents using the Documents option. See the Documents section for more information.</p>	
<p>Print the student's transcript from the Main screen by clicking the Reports button. See the Reports section for more information.</p>	
<p>On the Detail screen, transcript information is organized into <i>cards</i> - School Information, Course Information, Scoring Information, Transcript Credit Information, and Additional Information.</p> <p>Localized fields and district-defined fields display on the Additional Information card, which is collapsible.</p>	
<p>When viewing the detail 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.</p>	
<p>Inactive courses display 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>	

Feature	Image
<p>Scores are organized into Score Groups and Rubrics. When GPA Values and/or GPA Unweighted Values are added to the Score Group, those values display in parentheses behind the score name.</p> <p>Score groups and rubrics associated to the selected course for the record display first in the dropdown list.</p> <p>Identical Score Group/Rubrics When there are identically named Score Groups and Rubrics, the type of group is appended to the end of 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 <i>Habits of Engaged Learner - Score Group</i> and <i>Habits of Engaged Learner - Rubric</i> (see the second image for an example).</p> <p>When there are identically named Score Groups or Rubrics with the same name with the same scores, only one entry is listed for the group and the scores display as duplicates. (see the third image for an example).</p> <p>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).</p>	 <p>The first image shows a dropdown menu with 'Score *' selected. The list includes 'High School Score Group (4.000)', 'A+ (4.000/4.000)', 'A (4.000/4.000)', 'A- (4.000/4.000)', 'B+ (3.000/3.000)', 'B (3.000/3.000)', and 'B- (3.000/3.000)'. The second image shows 'Score *' set to 'C', with 'Habits of Engaged Learner - Score Group' and 'Habits of Engaged Learner - Rubric' highlighted in red. The third image shows 'Score *' set to 'S', with 'SME Score Group - Score Group' and its scores 'A', 'A', 'B', 'B', 'C', 'C' listed. The fourth image shows 'Score *' set to 'S', with 'SME Rubric' (scores 'D', 'F') and 'SME Score Group - Score Group' (scores 'A', 'A', 'B') listed.</p>

Feature	Image
<p>Modified By information displays at the end of the transcript record, as part of the Additional Information card. This indicates the last user to make changes to 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 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 and when adding new Rows, and when editing existing records. It can be turned off (other course fields will not auto-fill) by removing the checkbox.</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	Image
<p>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.</p> <p>Course Names and Numbers are populated from the following:</p> <ul style="list-style-type: none"> • 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 in which the student is currently enrolled. • Course Master used at the district. <p>The list of courses returned also depends on the school year selected for the Transcript record. If there is no school year selected, the school year selected in the Campus toolbar is used.</p> <p>When selecting a course number, appropriate fields are auto-populated, including SCED and Online Learning fields, when adding a new record either from the Detail screen 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 change those values automatically.</p> <p>The Free Form Entry sub-right applies to Course Number, Course Name, School Number and School Name field. When assigned, any value can be entered into these four fields.</p> <p>An Original Value label displays next to the original values populated for the Course Number and Course Name (see second image to the right). Re-selecting the original value does not populate the additional fields from the Course.</p>	 
<p>Error messages display when a field exceeds the maximum character limit, noting the correct length of the field. Records cannot be saved until the correct field length is entered.</p>	

Things to Know

Grade Levels

When a grade level is marked as Exclude from GPA (on the [Grade Levels](#) editor), courses taken by a student during those grade levels may still display on the transcript (depending on other course setup scenarios). This is only an indication that scores received from courses taken during that grade level are NOT factored into GPA calculations.

Course Name and Course Number

In a situation where the exact same course name and course number is available in multiple course catalogs, all instances of that course name/course number populate the dropdown lists. Users can select which calendar/course catalog is appropriate for 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 values populate from the available courses at that school. Once a course name/course number is selected, the score field displays the score group associated to 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.

The name of the Course Catalog displays after the name or number of the course when adding or modifying a transcript record.

Transcript records sort by Course Number ascending in alphanumeric order starting with 0, 1, 2, 3, A, B, C, then by Course Name 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

Credits types are sorted in the following order.

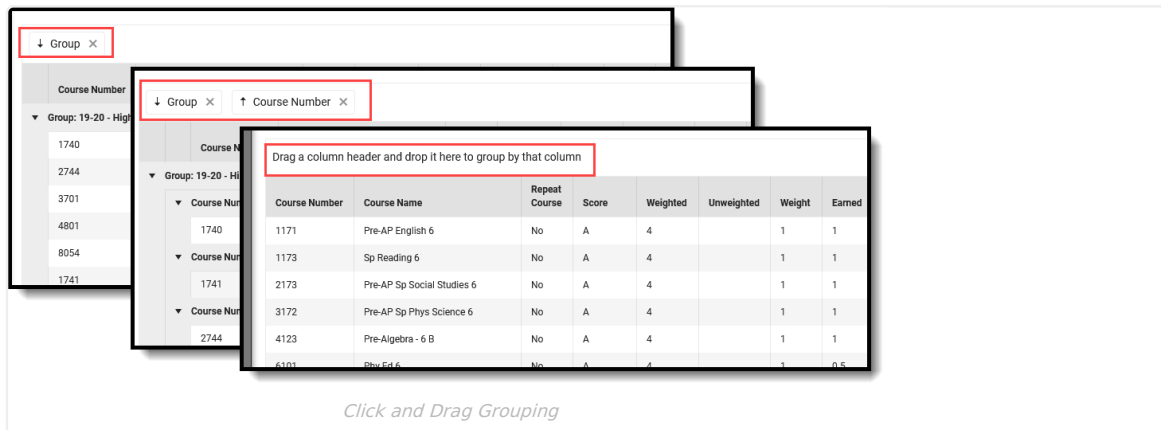
1. Credit Groups and Standards associated with the selected School name on the Transcript Record sort first. These are selected on the [School Standards](#) tool.
2. Credit Groups and Standards not associated with the selected School name follow, and include a label of NOT IN USE.

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, the transcript can be grouped by clicking and dragging the column headers into the very 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 re-sorts by the headers listed. Refreshing the browser returns the grouping to the default option of records grouped by Year, School Name, and Grade Level.



When records are grouped, they can be sorted by clicking the dragged value in the header to ascend or descend. 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, which changes 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 that record in the Detail Screen, where updates can be made to any of the available fields.

- 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.

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 * Transfer School Name

School Number District Number

Grade * NCES Grade

Course Information

Course Number * Course Name

Save & Next Actual Term

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 keys 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 can be used to add several transcript records at once, which is 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, in addition to the number of rows, select the **School Year**, **School Name** and **Grade** level. The School Year and School Name are prepopulated with the school selected in the Campus toolbar; 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.

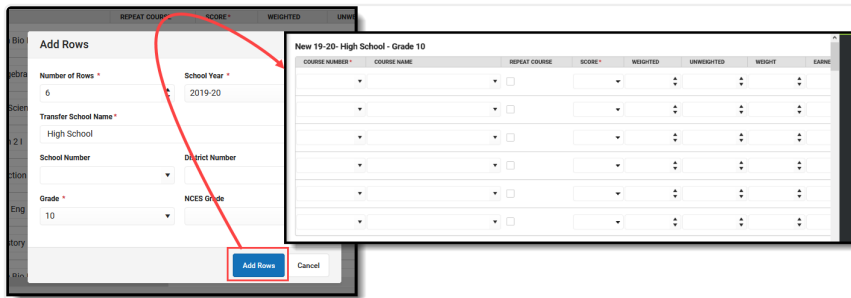
Repeat these steps as needed. There is no limit to the number of rows that can be added.

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 changed, that field is automatically updated to the associated value related to 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 makes adding several records at one time (Batch Add) faster.
- When canceling the **Add Rows** pop-up and then selecting **Add Rows** again, the values in the **Add Rows** fields return to the associated values related to the calendar selected in the Campus toolbar.

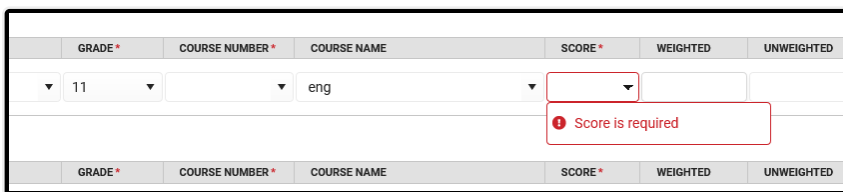
Add as many rows as needed. Only those that are populated are saved. Any rows that do not have the fields populated are removed when saving the record. Any new records with an existing group (School Year, School

Name, Grade Level) are merged with others in that group upon saving.

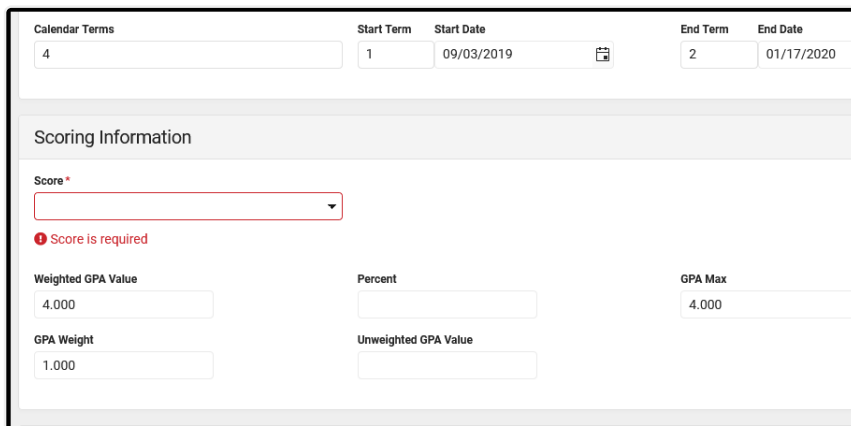


Add Rows

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



Required Entry Message Display on Main Screen

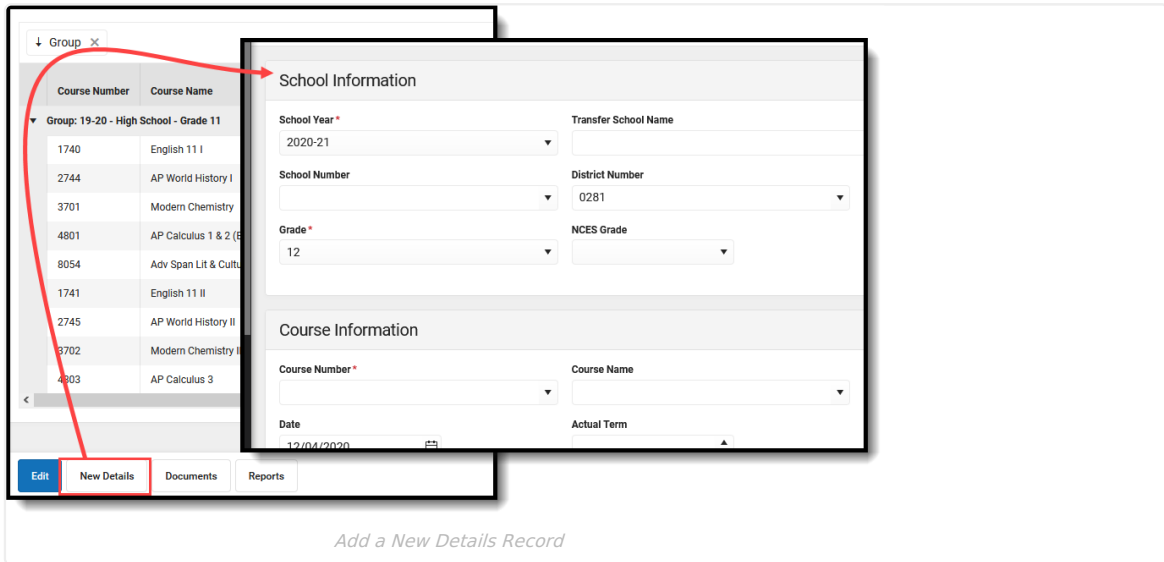


Required Entry Message Display on Detail Screen

Add a New Detail Record

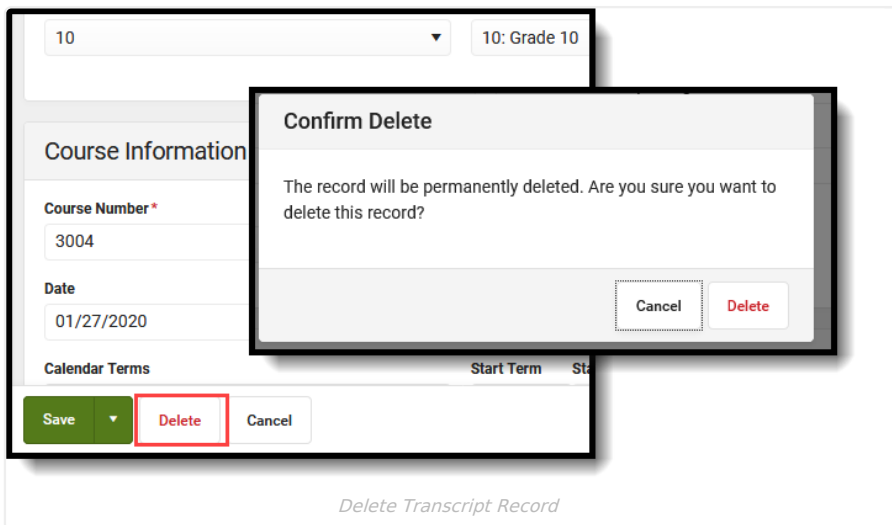
From the Main screen, click the **New Details** button. This opens the Detail screen, where a new transcript record can be entered. See the [Detail Screen Card Descriptions](#) section for information on the available cards and fields.

When finished adding the record, click **Save** to save it and return to the Main screen, 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, or click **Cancel** to not save any information. Using the Save & New option carries over all school information from this record to a new record.



Delete a Transcript Record

When a record needs to be permanently and completely removed, select (click) that records row from the Main screen. The Transcripts Detail Screen loads, at which time the **Delete** button can be selected. Acknowledge the pop-up that indicates the record will be permanently removed after deletion. To avoid deleting the record, click **Cancel**.



Detail Screen Card Descriptions

[School Information Fields](#) | [Course Information Fields](#) | [Scoring Information Fields](#) | [Transcript Credit Information Fields](#) | [Additional Information Fields](#)

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 sort in descending school year order (i.e., 2017-18, 2016-17, etc.).	This field auto-fills on 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 in alphabetical order. 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
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 on the School Name value.	dist.number

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Grade	Indicates the grade level of enrollment when the student received the score for the course. Grade levels are sorted by the sequence assigned to the grade level.	This field auto-fills on the student's current grade level value.	transcriptDetail.grade
NCES Grade	Indicates the NCES (National Center for Education Statistics) grade level at the time the score was received. 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. This field is required to send transcripts using the eTranscript tool.	N/A	enrollmentHistory.ncesGrade

School Name Attribute

When necessary, options for certain transcript fields can be modified by users 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

- 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: textField

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 School Name attribute's behavior.

When TranscriptCourse.schoolName has a Data Type of **textfield**, the School Name and School Number lists on

the Transcript Editor populate from the list on the Schools editor. 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).

School Name Dictionary Detail

Code	Name	Seq	Value	Standard Code	Active
55115	East High School	0			X
55550	West High School	1			X
55110	Out of State High School	2			X
10101	In State High School	3			X

New School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

Schools Editor

- Abbott Elementary School
- Bard Elementary School
- Chovren Middle School
- Drew Middle School
- Emerson High School
- Franklin High School

School Name Dictionary Items

School Editor

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.

School Information

School Year: 19-20

School Number: PS196

Grade: 08

A School Name List

- Transfer High School
- Transfer
- Transfer High School
- District
- Elementary School
- Early Childhood Programs
- High School

School Name Attribute Groups

When the Data Type on the attribute is changed from text field to drop list, or vice versa, data on previously entered records are not affected. Note that changing the Data Type cannot be done from the Attribute/Dictionary.

Course Information Fields

Course Information fields detail the specifics of the course. Course information auto-fills when the **Auto-fill Course Fields Based on Course Number Selection** preference is marked.

Course Information

Auto-fill Course Fields Based on Course Number Selection ⓘ

Course Number * 1700	Course Name English 9 I	State Code 050300
Date 01/26/2015	Actual Term 2	Terms Long 2
Calendar Terms 4	Start Term 1	Start Date 09/02/2014
	End Term 2	End Date 01/16/2015

Course Information Fields

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

- When the preference is NOT marked to auto-fill, when the course number is selected, and the course name field is empty or has not been modified, 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 marked on 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.</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 ascending order based on the 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.	transcriptDetail.date Returns the entered date in MM/DD/YYYY format.
Actual Term	Indicates the term in which the student took the course.	N/A	transcriptDetail.actualTerm
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	<p>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 on the main view of the student's Transcript.</p>	N/A	transcriptDetail.startTerm
Start Date	Identifies the date on which the transcript course term starts.	N/A	transcriptDetail.termstartDate

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
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.

The screenshot shows a 'Scoring Information' form with the following fields and values:

- Score**: 93
- Weighted GPA Value**: 4.000
- GPA Weight**: 0.500
- Percent**: 93.00
- Unweighted GPA Value**: 4.000
- GPA Max**: 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 style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> <p>When a score is changed, ALL of the GPA fields update.</p> </div>	This field auto-fills GPA Value, GPA Max, Unweighted GPA.	<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
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 amount 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 having to add a row first.

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.

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
Credit Type	<p>Displays all standard/credit groups and categories.</p> <p>Standards display in the Credit Name field based on the first parent group into 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 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 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
Task Code	The code associated with the transcript entry. 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)	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	transcriptDetail.repeatCourse Returns a value of 0 if the checkbox is not marked, or a value of 1 if the checkbox is marked.
Technology	Indicates whether the transcript entry meets technology reporting requirements.	N/A	transcriptDetail.technology Returns a value of 0 if the checkbox is not marked, or a value of 1 if the checkbox is marked.

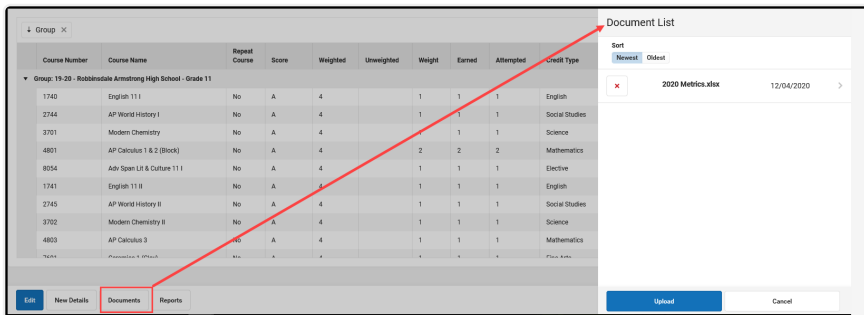
Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Comments	<p>Lists any general notes on the transcript entry.</p> <p>This field is also displayed on the Main Detail view.</p> <p>The entire comment displays in the pop-up text when the user hovers over this field on the Main screen.</p>	N/A	transcriptDetail.comments

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 uploaded here, but be aware that your district may have set a maximum file size value.

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

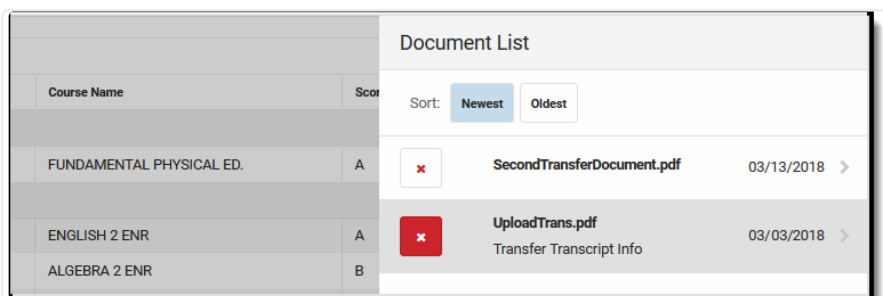
Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the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



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](#). Other reports listed here have been 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**.

The screenshot shows the Infinite Campus interface. On the left, a table lists courses for a student in Group 19-20 - High School - Grade 11. The 'Reports' side panel is open, showing a list of report options: Default, Insufficient Credits Transcript, Official Transcript No ACT Scores, and Transcript by Term. Below the list, a 'Print Transcript Record' button is visible. The main content area shows a preview of a transcript for Student # 806600, including transcript statistics (Cumulative GPA: 3.959) and a list of courses taken from 2017-2018 Grade 09 through 2019-2020 Grade 11.

Course Number	Course Name	Repeat Course	Score	Weighted	Units
1740	English 11 I	No	A	4	
2744	AP World History I	No	A	4	
3701	Modern Chemistry	No			
4801	AP Calculus 1 & 2 (Block)	No			
8054	Adv Span Lit & Culture 11 I	No			
1741	English 11 II	No			
2745	AP World History II	No			
3702	Modern Chemistry II	No			
4803	AP Calculus 3	No			

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