

Transcripts

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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.

Transcripts ☆

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

Medical Condition(s) Custody

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

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

- 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:

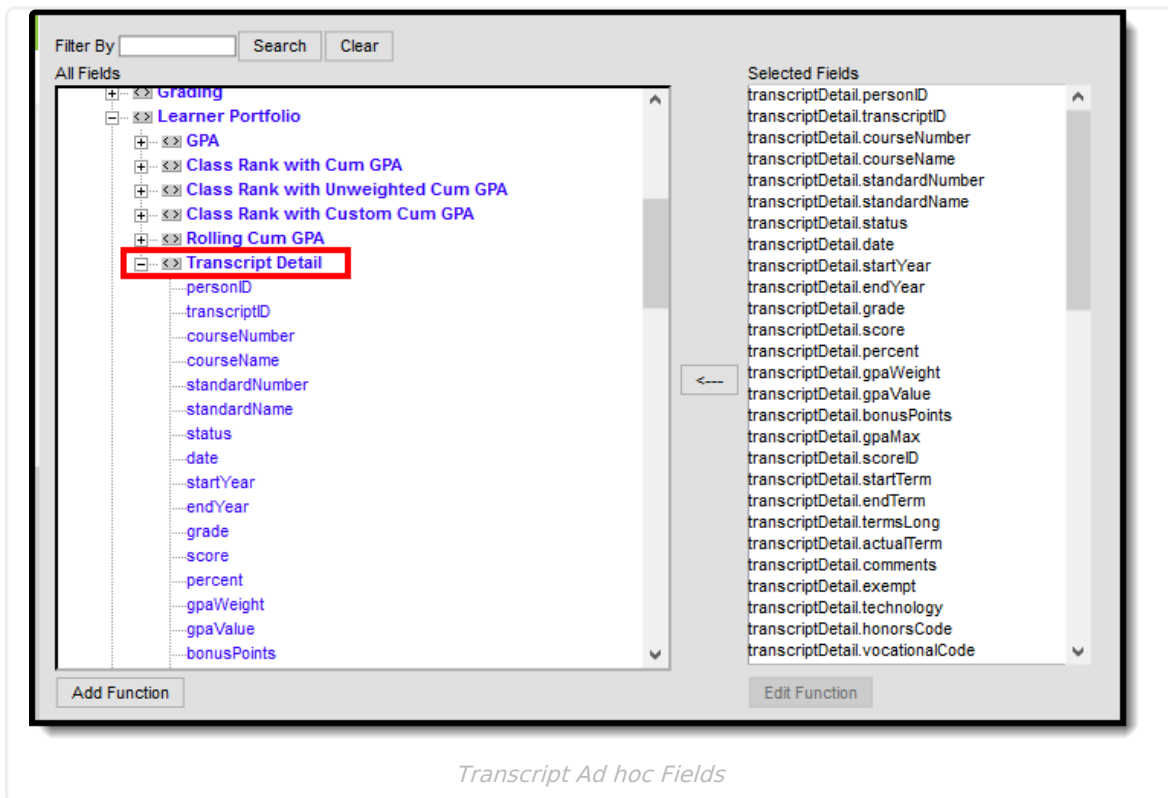
- If the Modify Rights checkbox is not marked, the user only has Read rights to the Transcript.
- If the Modify Rights checkbox is marked, assigned tool rights are enforced.

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...](#)

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.

Course Information

Course Number*	Course Name	Actual Term	Start Term	Start Date	Status
35	IBMYP Mode				1
3501	IBMYP Modern Bio I Ewing Catalog	2			2
3502 - IBMYP Modern Bio II Ewing Catalog			1	09/03/2019	En
3540 - AP Bio I Fremont Catalog					2
3541 - AP Bio II Fremont Catalog					

SCORING INFORMATION

Course Number with Course Catalog Name

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.

Click and Drag Grouping

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

School Number 053 **District Number** 0281

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

Course Information

Course Number * 1741 **Course Name** English 11 II

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.

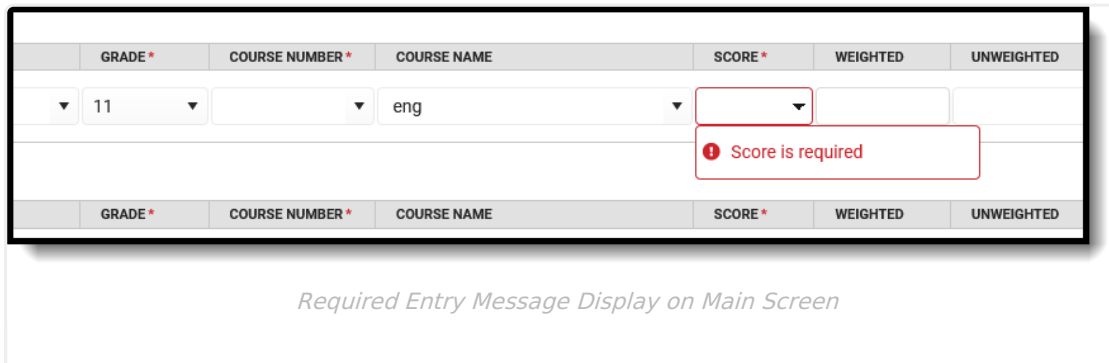
Note the following when modifying information in the **Add Rows** pop-up:

- 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.



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.



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	<input type="text"/>	4.000
GPA Weight	Unweighted GPA Value	
1.000	<input type="text"/>	

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.

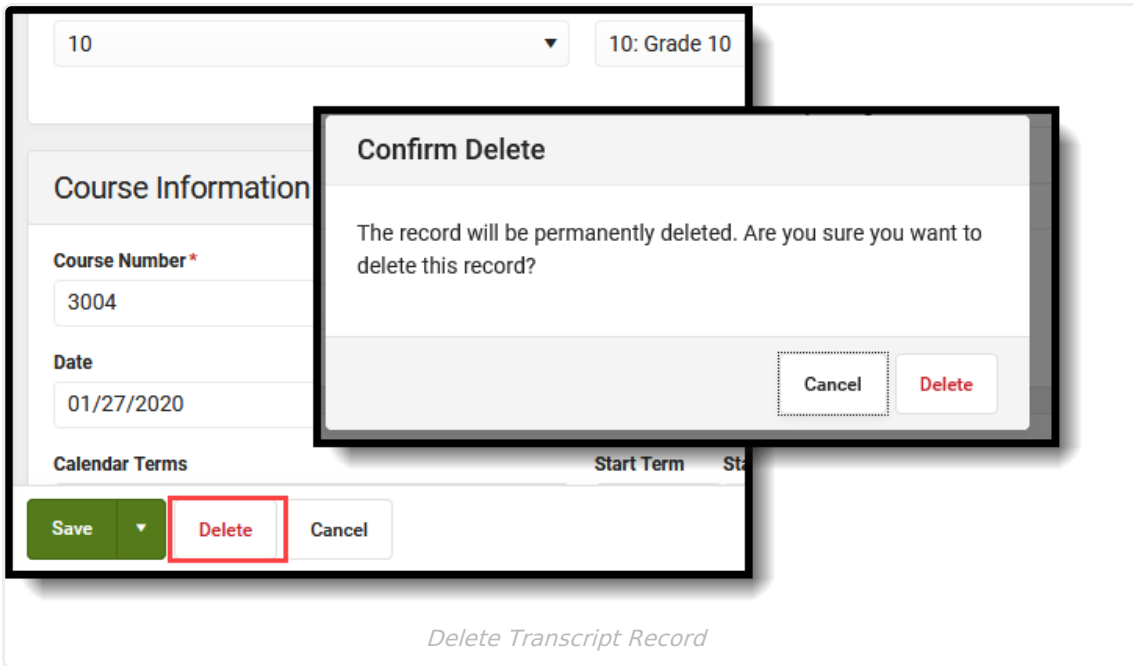
When finished adding the record, click **Save** to save it and return to the Main screen, click the arrow next to the Save button for **Save & New**, which saves the entered information and opens a new Details record to add another record, or click **Cancel** to not save any information. Using the Save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

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

Add a New Details 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**.



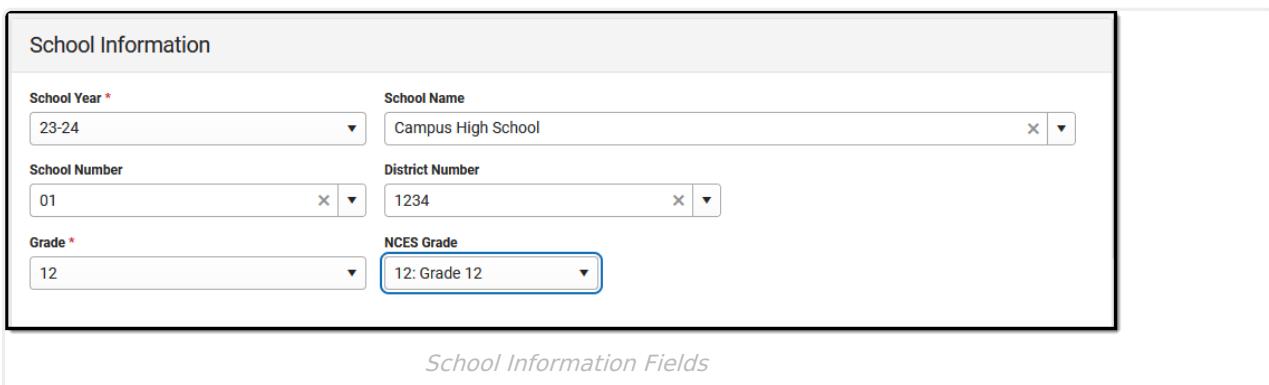
Detail Screen Card Descriptions

[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.



▶ [Click here to expand...](#)

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

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...](#)

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

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.

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...](#)

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

High School Credit

Comments

Additional Information Fields

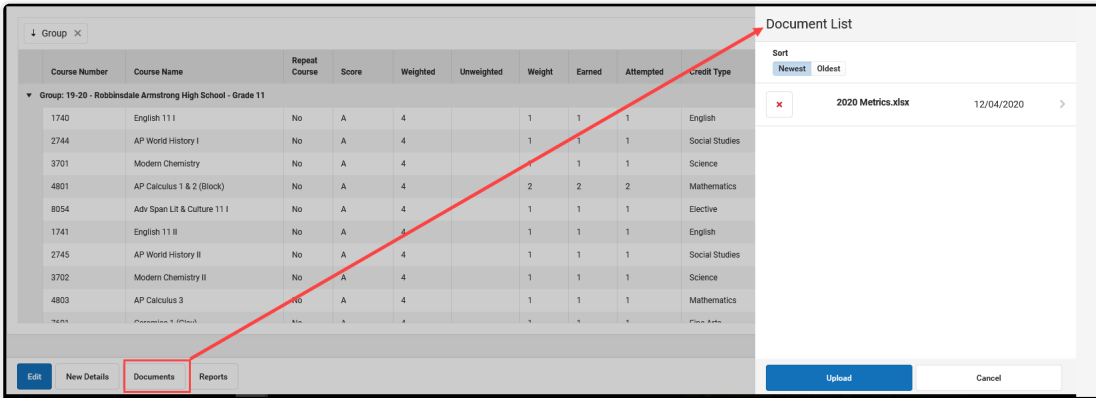
[Click here to expand...](#)

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.

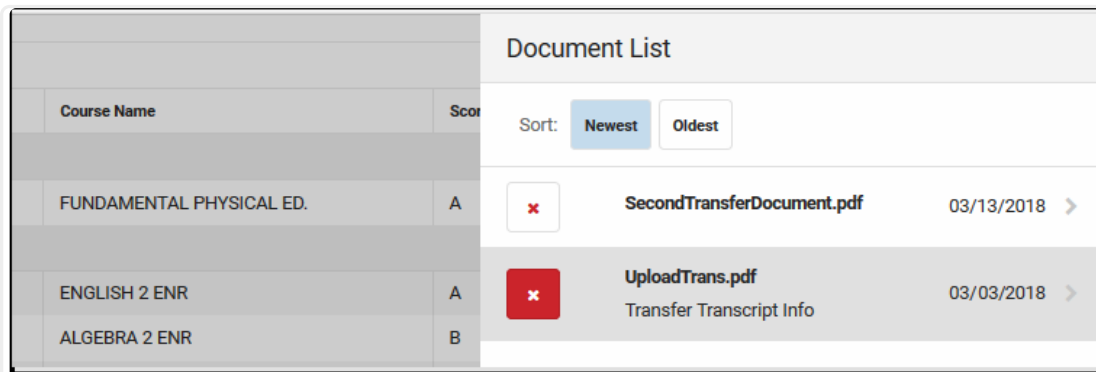
Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the 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 Group 19-20 - High School - Grade 11. The 'Reports' menu is open, showing options like 'Default', 'Insufficient Credits Transcript', 'Official Transcript No ACT Scores', and 'Transcript by Term'. A transcript report is displayed, showing student information (Student #: 806600, Diploma Date, Current Grade: 12, Birthdate: 10/13/2002, Gender: F) and transcript statistics (Cumulative GPA: 3.959). The transcript lists courses taken from 2017-2018 Grade 09 through 2019-2020 Grade 11, including English, Pre-AP Human Geography, Physics, Algebra, Physical Education, and Spanish Immersion. A 'Print Transcript Record' button is visible at the bottom.

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.

