Transcripts

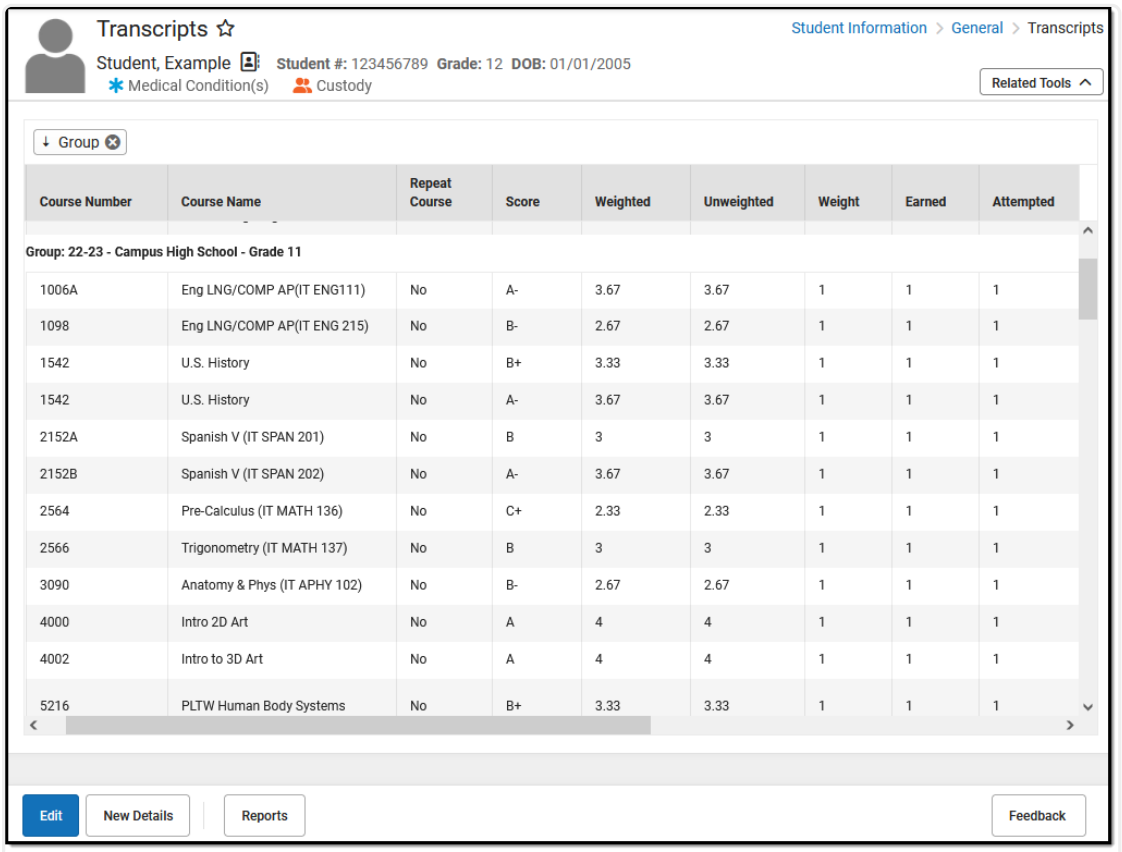
Last Modified on 11/02/2026 10:45 am CST

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

See the Transcript Information for Cross-Site Students for information on recording and posting transcripts when Cross-Site Enrollment is used at the district.

Fields may vary by state. See the State Specific Information section for Transcript procedures in your state.



Student Transcript

See the Transcripts Tool Rights article for information on the rights required 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 school year, with the most recent first. This view displays basic course information:

Click here to expand...

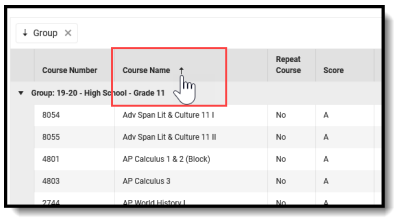
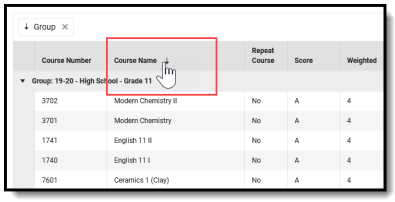
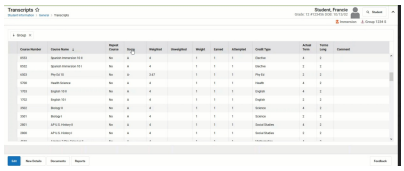
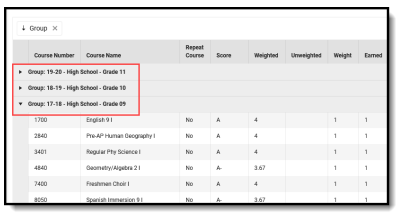
Field	Description	Ad hoc location
Course Number	Unique identifier or catalog number assigned to the course.	Student > Learner Portfolio > Transcript Detail > courseNumber
Course Name	Official title of the course completed or attempted.	Student > Learner Portfolio > Transcript Detail > courseName
Repeat Course	Indicates whether the course was taken more than once.	Student > Learner Portfolio > Transcript Detail > repeatCourse
Score	Final letter grade or performance result earned in the course.	Student > Learner Portfolio > Transcript Detail > score
Weighted	Multiplier applied to the course for GPA calculations; often reflects course rigor or credit value. Some schools adjust this value to account for a course's difficulty. It may be calculated on a 5.0 scale (instead of the standard 4.0). Refer to the GPA Calculations in Campus article for more information.	Student > Learner Portfolio > GPA > gpa.cumGpaBasic or Student > Learner Portfolio > GPA > gpa.cumGpaBasicBonus *If including bonus points*
Unweighted	Grade points calculated on a standard GPA scale without additional weighting, regardless of whether the course is AP, Honors, or standard. Refer to the GPA Calculations in Campus article for more information.	Student > Learner Portfolio > Transcript Detail > unweightedGPAValue
Weight	Multiplier assigned to a course based on its academic rigor. Higher-level courses such as Honors or AP may receive additional weight in GPA calculations.	Student > Learner Portfolio > Transcript Detail > gpaWeight

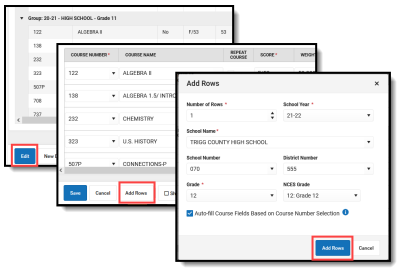
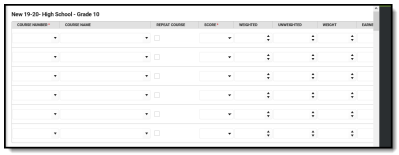
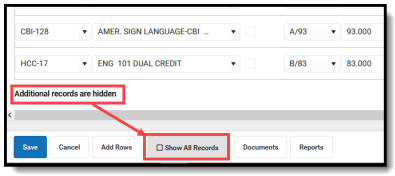
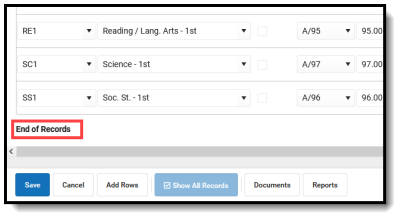
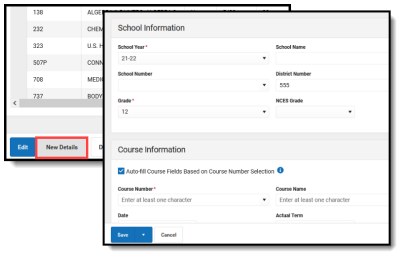
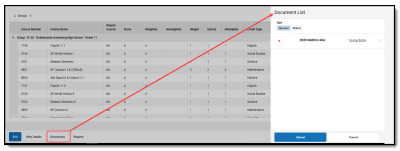
Field	Description	Ad hoc location
Earned	Number of credits successfully earned by passing the course.	Student > Learner Portfolio > Transcript Detail > earned
Attempted	Number of credits attempted by enrolling in the course, regardless of outcome.	Student > Learner Portfolio > Transcript Detail > attempted
Credit Type	The academic subject area or category to which the course credit is assigned.	Student > Learner Portfolio > Transcript Detail > contentAreaCode
Actual Term	The specific academic term in which the course was completed, and the grade was earned/attempted.	Student > Learner Portfolio > Transcript Detail > actualTerm
Terms Long	Length of the course measured in academic terms.	Student > Learner Portfolio > Transcript Detail > termsLong
Comment	Supplemental information related to the course, grade, credit, or transcript entry.	Student > Learner Portfolio > Transcript Detail > comment

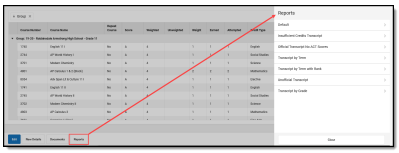
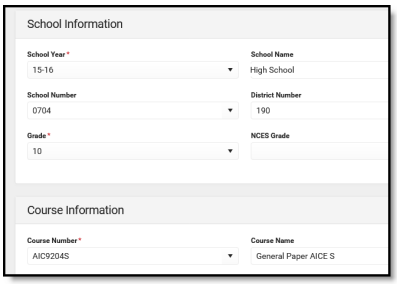
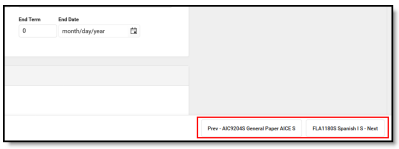
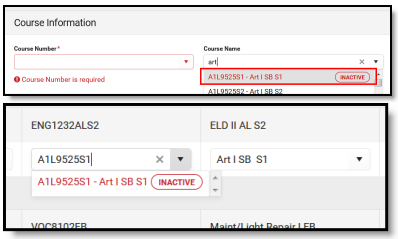
Navigation and features

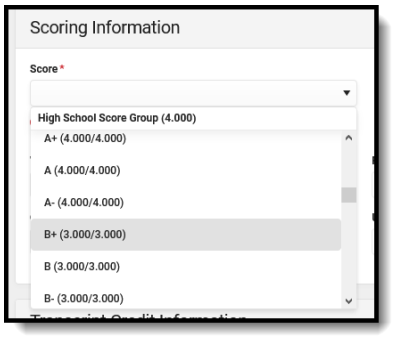
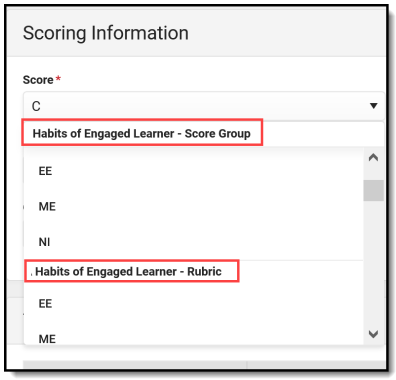
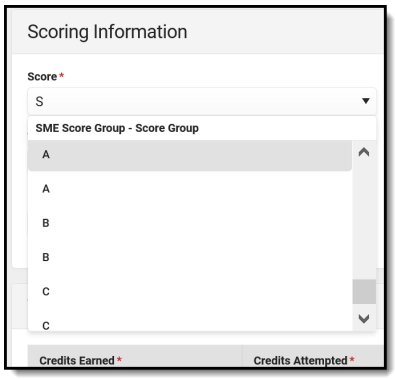
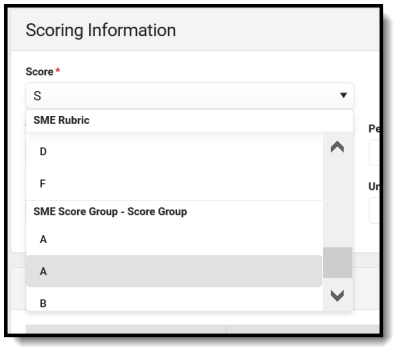
All transcript records for every school year and calendar are listed on the home screen. Click anywhere on the transcript record to modify additional details for the selected record. Alternatively, use the Edit button to quickly add or modify a record. Clicking anywhere on a transcript record opens the 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.

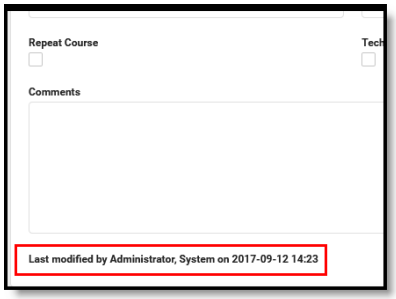
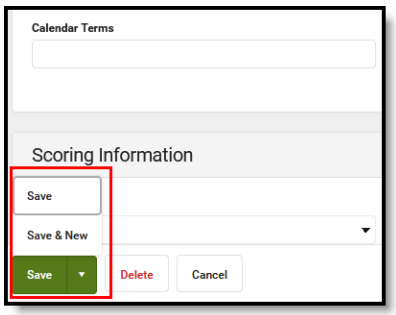
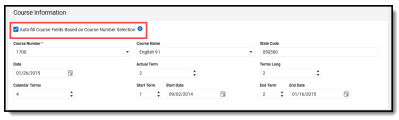
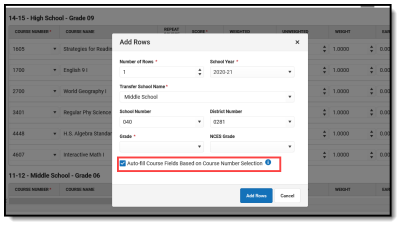
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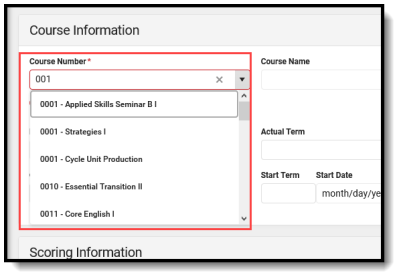
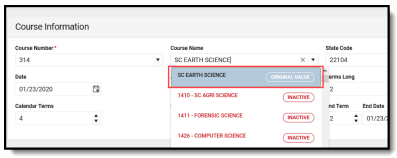
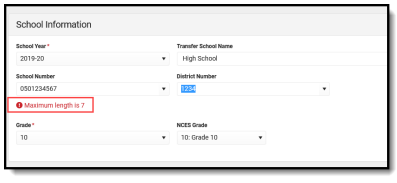
Feature	Image
Get a quick view of the student's transcript by school year (with an automatic sort option). See the Column Grouping section for more information. Sorting happens within each grouping. When records are grouped, you can sort them by clicking the dragged value in the header to ascend or descend. The records within those groups are sorted by clicking the table headers. 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.	 
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 on the right displays transcript data for the 2017-18 school year, with data from other school years collapsed.	

Feature	Image
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 and Course Name fields. When assigned, any value can be entered into these fields.	 
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.	

Feature	Image
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.	
Inactive courses are displayed in the field dropdown lists with an INACTIVE label in both the Main and Detail screens. When printing the Transcript, the INACTIVE label does NOT print.	

Feature	Image
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).	   

Feature	Image
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.	
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**).	
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). These fields are auto-filled: • State Code • Terms Long • GPA Weight • Credits Attempted • Credit Type • Credit Overflow Override • SCED Subject Area • SCED Course Identifier • Online Learning	 

Feature	Image
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 and Course Name. When assigned, any value can be entered into these 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.	

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.

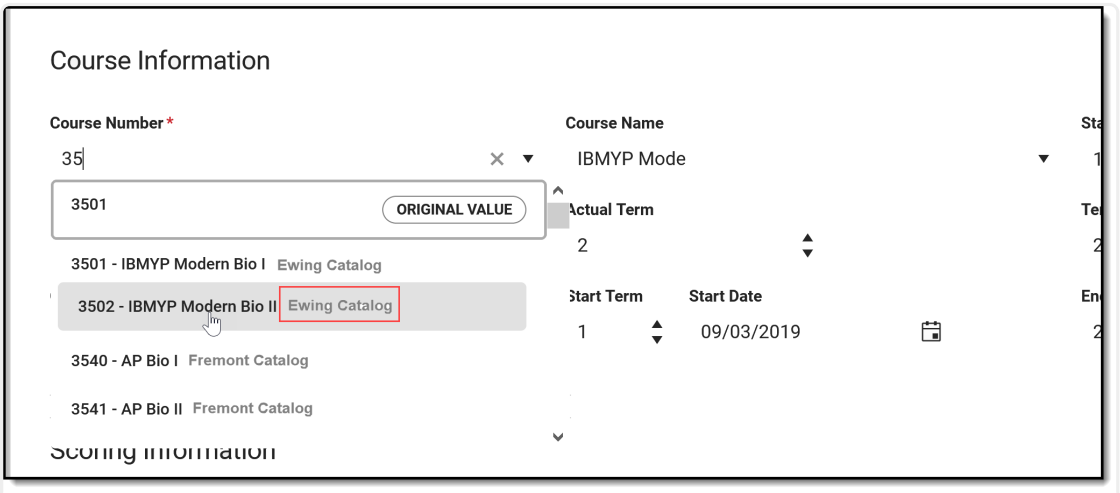
Course Name and Course Number

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 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 as follows.

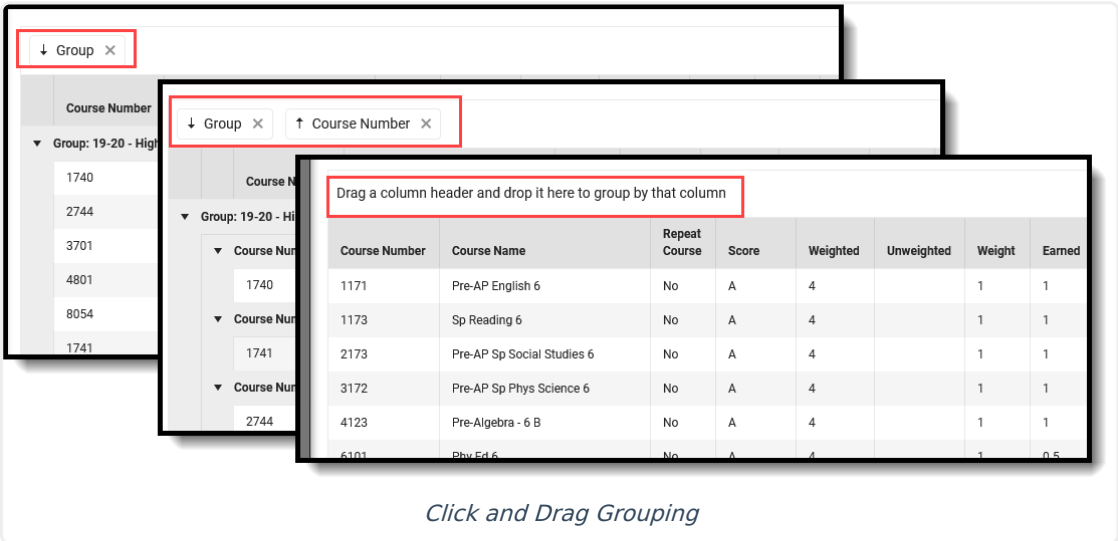
1. Credit Groups and Standards associated with the selected School name on the Transcript Record sort first. These are selected on the School Standards tool.
2. Credit Groups and Standards not associated with the selected School name follow and include a label of NOT IN USE.

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.



Click and Drag Grouping

When grouped, records can be sorted by clicking the header value 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.

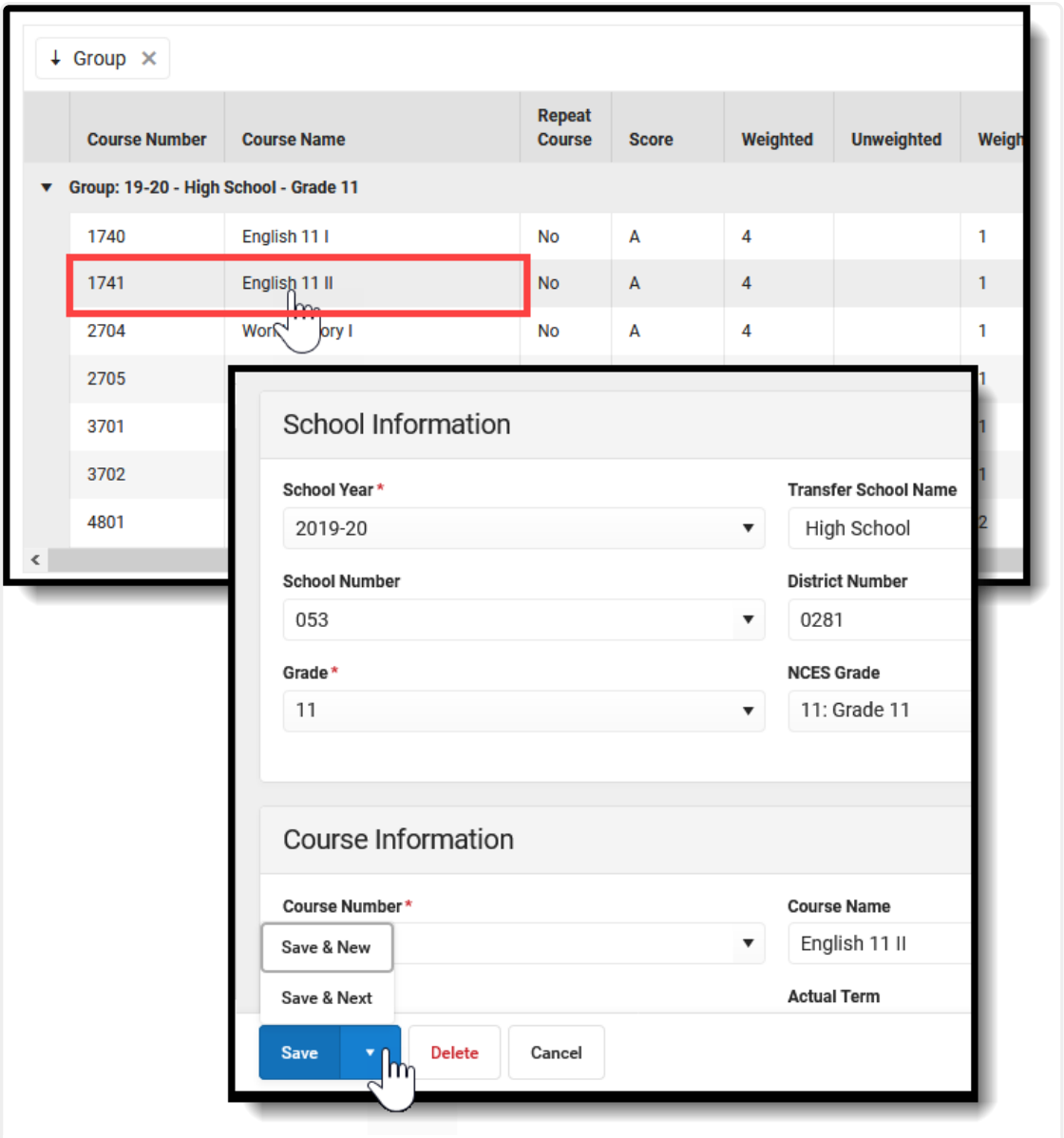
Two options exist for editing existing records:

- 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.

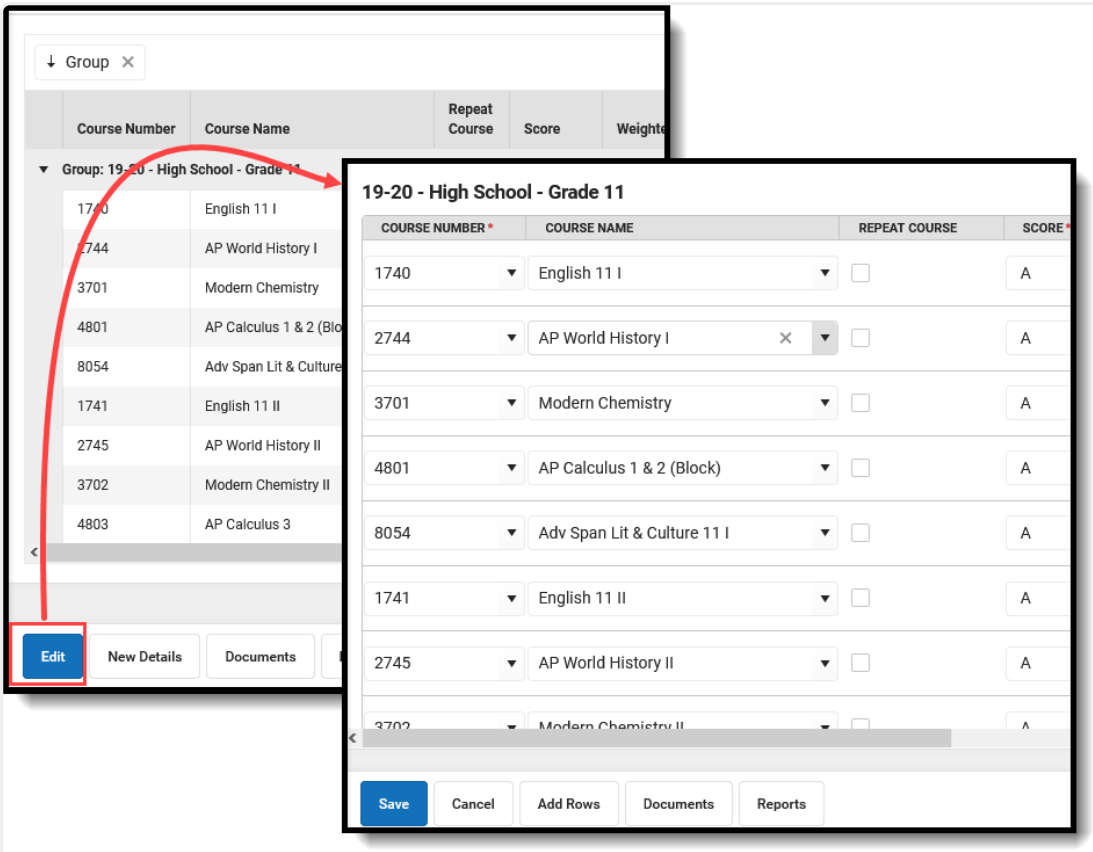


Click Transcript Record to Edit the Details

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.

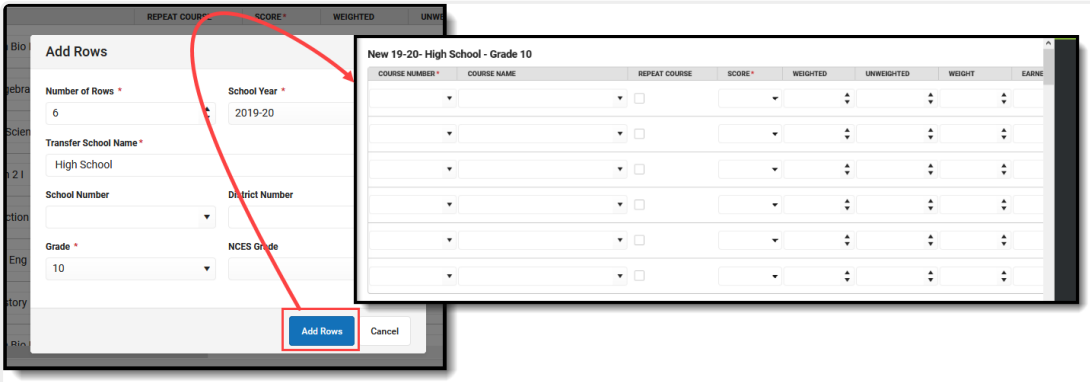
1. From the Main screen, click the **Edit** button, then click the **Add Row**s button. An Add Rows pop-up will display, where you can enter the number of rows needed.
2. In the pop-up, select the **school year**, **school name, grade** level, and the number of rows. The School Year and School Name are 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:

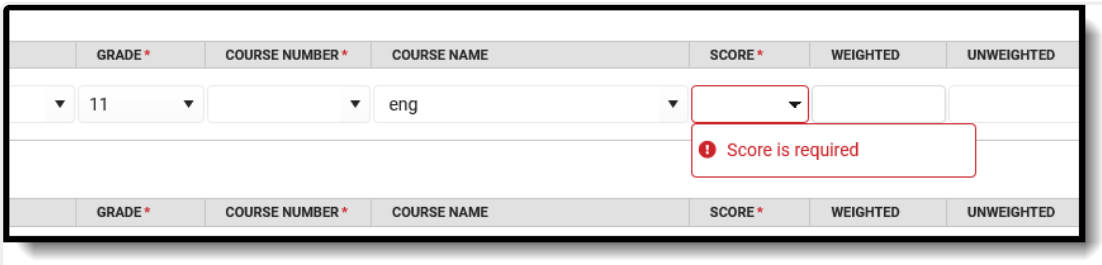
- When changing the School Name, if the **School Number** or **District Number** has not yet been changed, those fields are automatically updated to the associated values related to the newly changed **School Name**.
- When changing the **Grade Level**, if the **NCES Grade Level** has not yet been updated, 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.

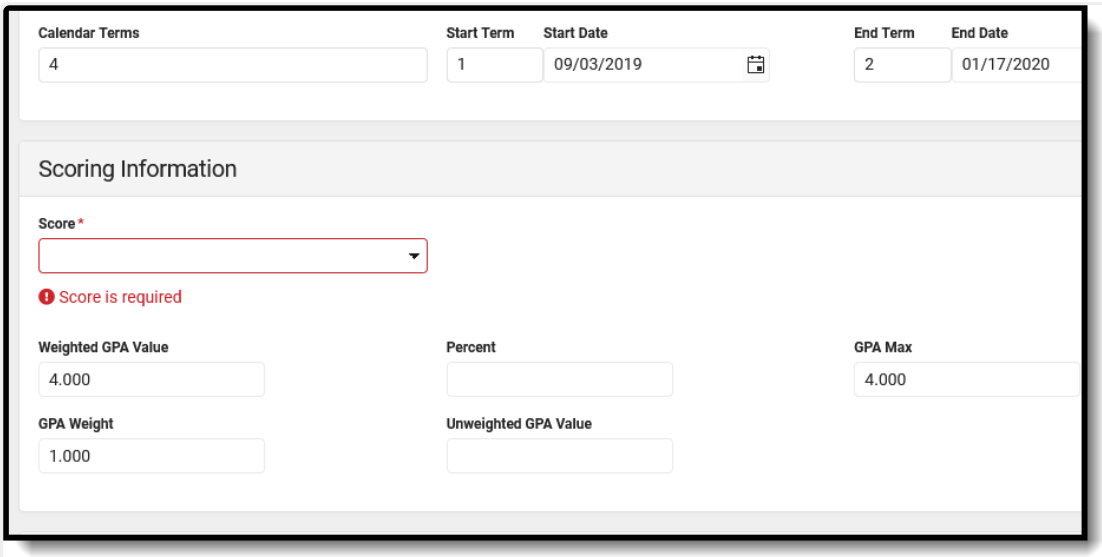


Add Rows

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

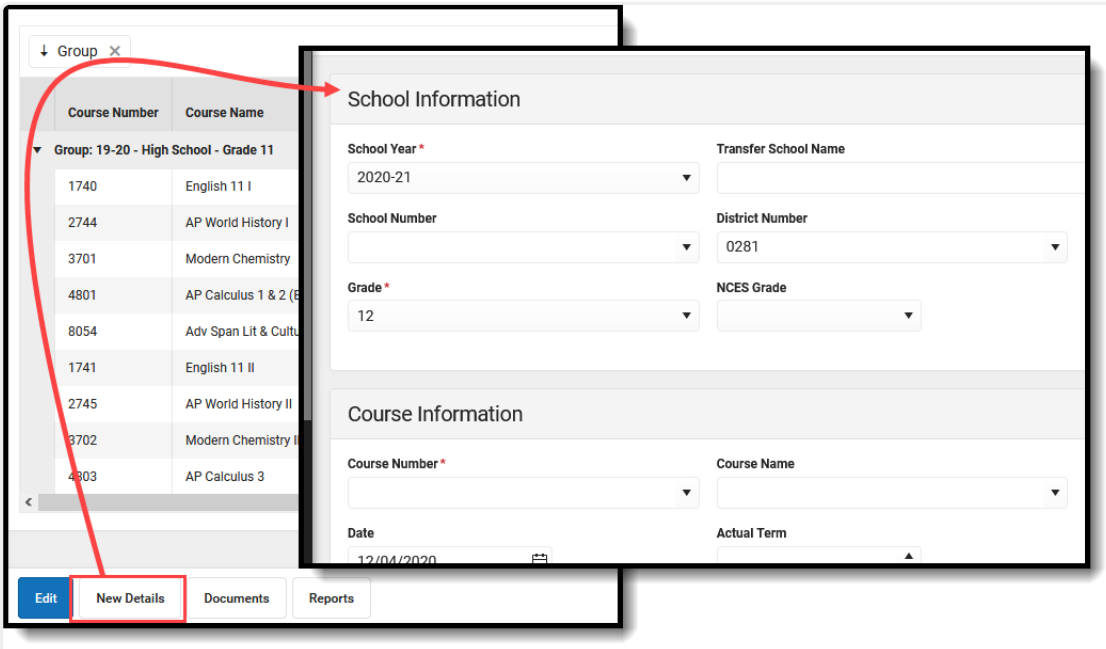


Required Entry Message Display on Detail Screen

Add a new Transcript 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.

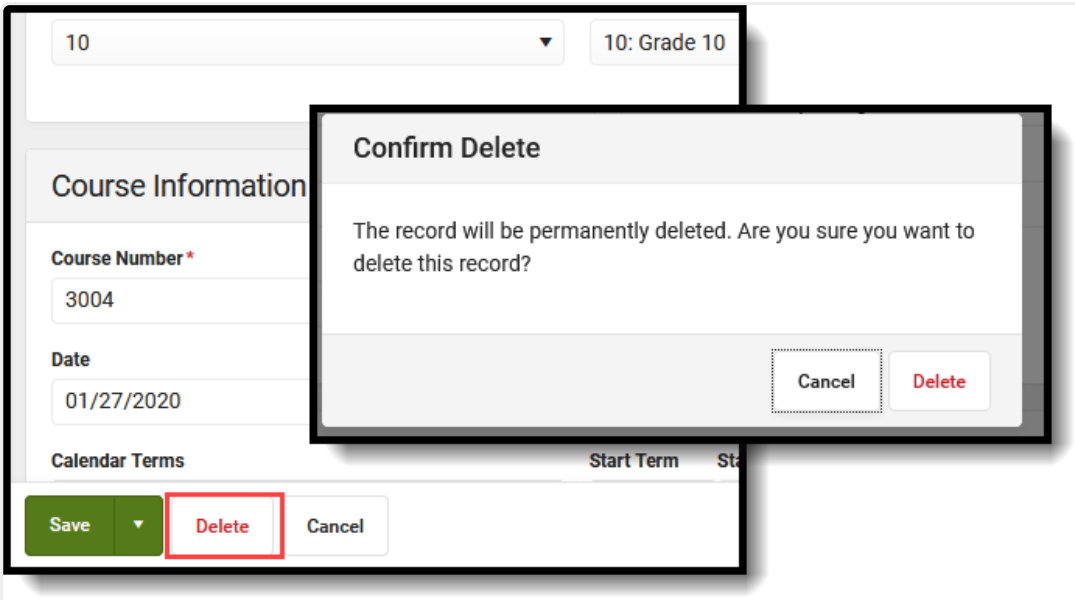
When you're finished adding the record, click **Save** to save it and return to the Main screen. Then, click the arrow next to the Save button for **Save & New**, which saves the entered information and opens a new Details record to add another record. Alternatively, click **Cancel** to not save any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



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 indicating the record will be permanently removed upon deletion. To avoid deleting the record, click **Cancel**.



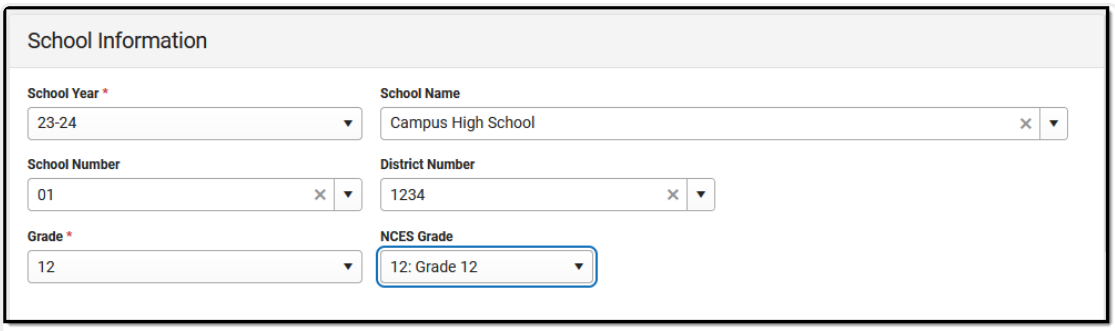
Delete Transcript Record

Detail Screen Card field descriptions

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

School Information fields

School Information fields indicate where the student was enrolled when the selected course was taken.



School Information Fields

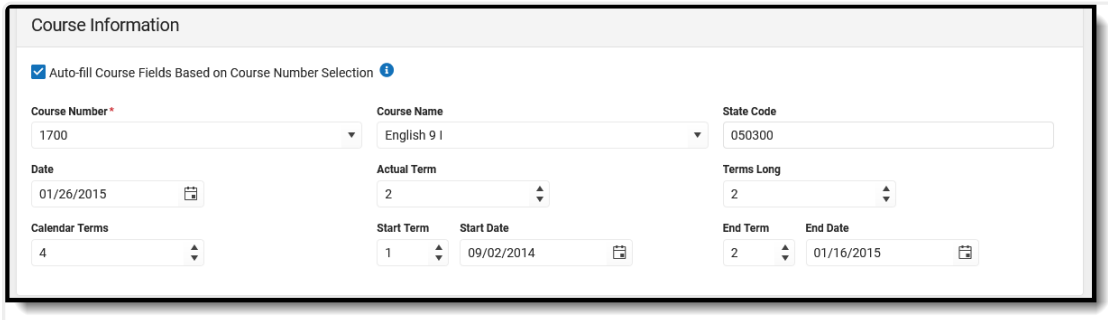
Click here to expand...

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.	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.	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 with the School Name value.	dist.number
Grade	Indicates the grade level at which the student was enrolled when they received the course score. Grade levels are sorted by the assigned sequence.	This field auto-fills on the student's current grade level value.	transcriptDetail.grade

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
NCES Grade	Indicates the NCES (National Center for Education Statistics) grade level when 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

Course Information field descriptions

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.



Course Information Fields

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...

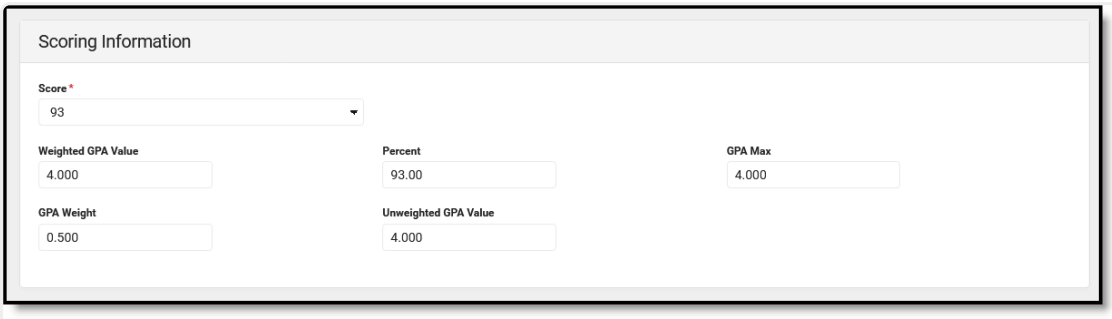
Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Course Number	Identifies the district-defined or school-defined number of the course. Course numbers are sorted in numeric ascending order. • Inactive courses are displayed with a red INACTIVE label. • The original value selected for this field displays 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). The Free Form Entry sub-right applies to this field. When assigned, any value can be entered here.	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.	transcriptDetail.courseNumber

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Course Name	Identifies the district-defined or school-defined name of the course. Courses are sorted in numeric order by course number. • 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). The Free Form Entry sub-right applies to this field. When assigned, any value can be entered here.	N/A	transcriptDetail.courseName
State Code	Displays the course's state-designated identification number. Changes made to the Course Number field ALWAYS change this field.	This field auto-fills based 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

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 Fields

Click here to expand...

Field	Description	Auto-Fill Behavior	Ad hoc Field Names
Score	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. When a course is selected, the score group assigned to the course appears first in the list of all score groups/rubrics. 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. When a score is changed, ALL GPA fields are updated.	This field auto-fills GPA Value, GPA Max, Unweighted GPA.	transcriptDetail.score Returns either the letter grade or the numeric value, depending on the score group assigned to the course.

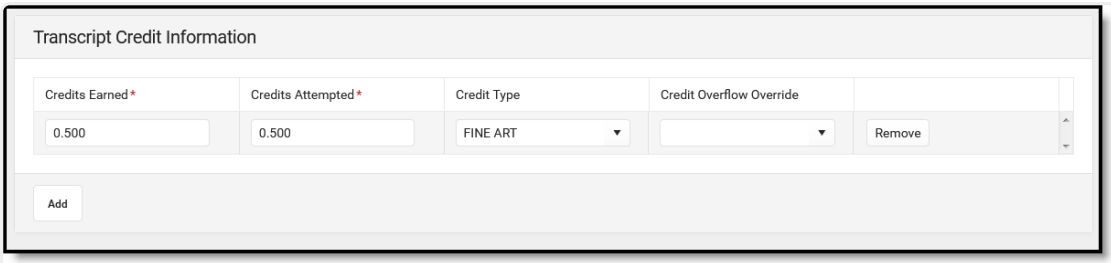
Field	Description	Auto-Fill Behavior	Ad hoc Field Names
Weighted GPA Value	Displays the GPA value of this score based on the grading scale for the district or school. This is used for Weighted GPA calculations and Unweighted GPA calculations when the transcript record does not have an Unweighted GPA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

Field	Description	Auto-Fill Behavior	Ad hoc Field Names
GPA Weight	Identifies the GPA weighting for this entry up to four decimal places. 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. This field accepts up to four decimal points (XX.XXXX).	This field auto-fills on the Course Number value.	transcriptDetail.gpaWeight
Unweighted GPA Value	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. This field accepts up to four decimal points (XXX.XXXX).	This field auto-fills on the Score value.	transcriptDetail.unweightedGPAValue

Transcript Credit Information Fields

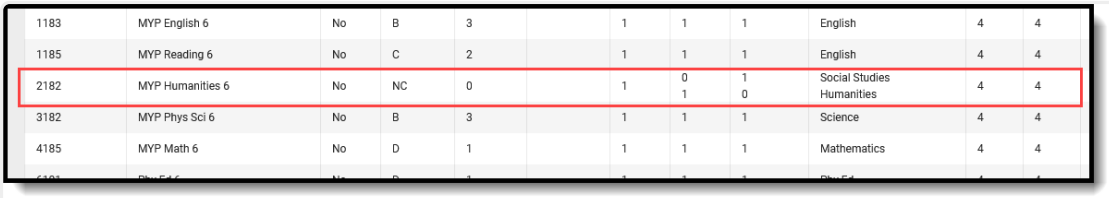
Transcript Credit Information displays the number of credits the student earned and attempted for the course record, and to which credit category (type) it applies. Note that values for Credits Attempted, Credit Type, and Credit Rollup Overflow auto-fill on the populated Course Number Information.

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.



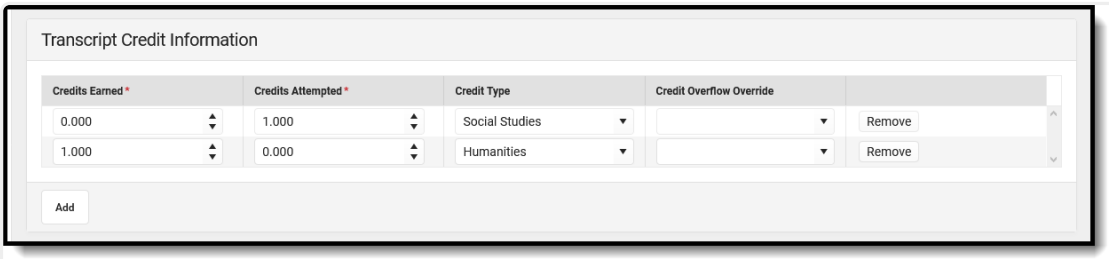
Transcript Credit Information Fields

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.



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

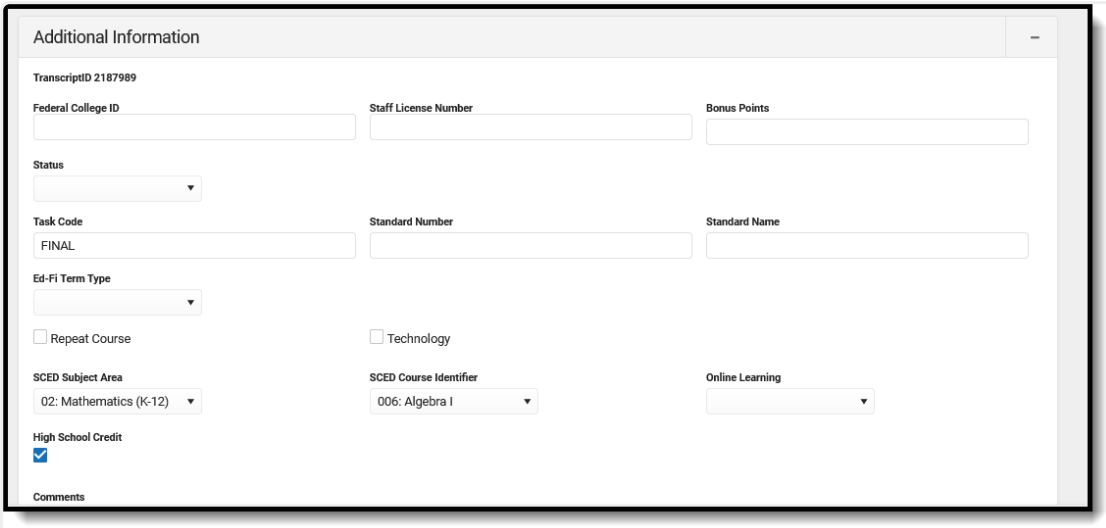
Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Credit Type	Displays all standard/credit groups and categories. Standards are displayed in the Credit Name field based on the first parent group to which the standard is associated. See the Things to Know section for more information on Credit Types. A NOT IN USE label displays if the Credit Group is not selected in the School Standards tool.	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	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. Choices in this field are limited to the siblings of the credit type selected in the Credit Name field. A NOT IN USE label displays if the Credit Group is not selected in the School Standards tool.	This field auto-fills on the Course Number value.	transcriptDetail.secondaryCredit Returns the code associated with the credit type.
Add and Remove	Use the Add button to add a new row for transcript credit information to the current course record. Use the Remove button to eliminate the existing transcript credit information for the current course record.	N/A	N/A

Additional Information field descriptions

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

Field	Description	Auto-Fill Behavior	Ad hoc Field Name
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.

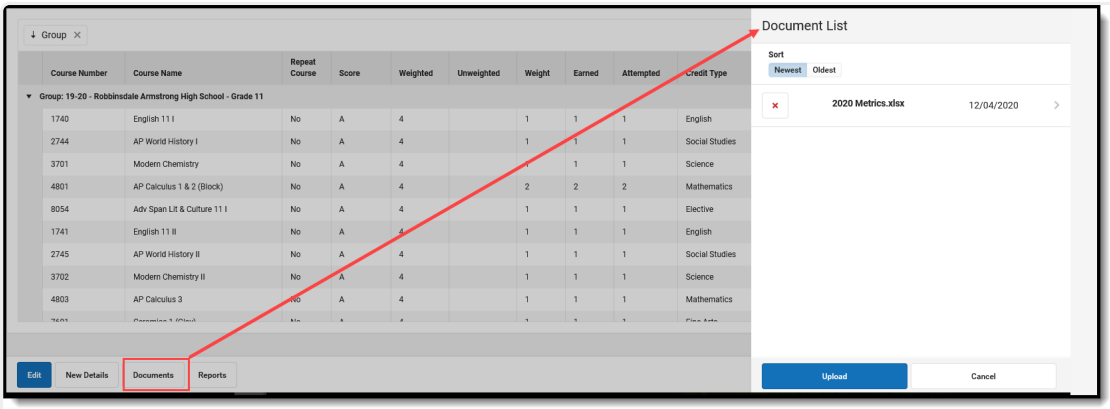
Field	Description	Auto-Fill Behavior	Ad hoc Field Name
Comments	Lists any general notes on the transcript entry. This field is also displayed on the Main Detail view. The entire comment displays in the pop-up text when the user hovers over this field on the Main screen.	N/A	transcriptDetail.comments

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 uploaded document types, use the Person Documents tool.

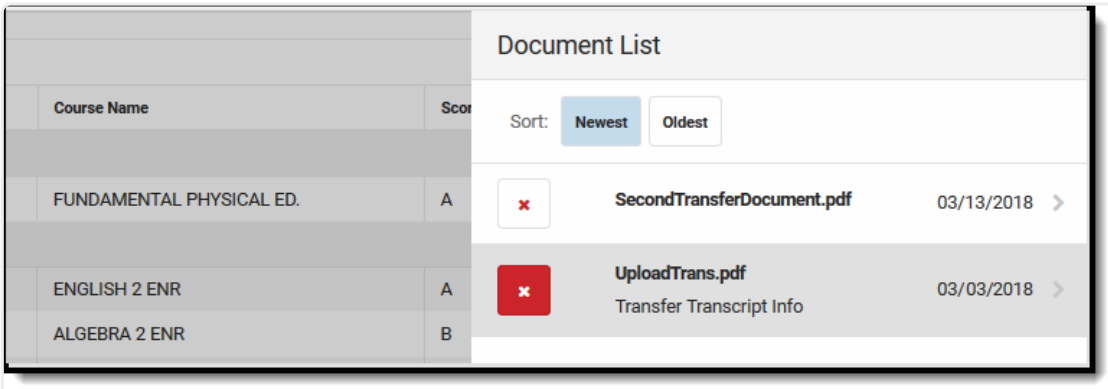
Mark the **Consent** statement (files cannot be saved unless this is marked), then click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close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



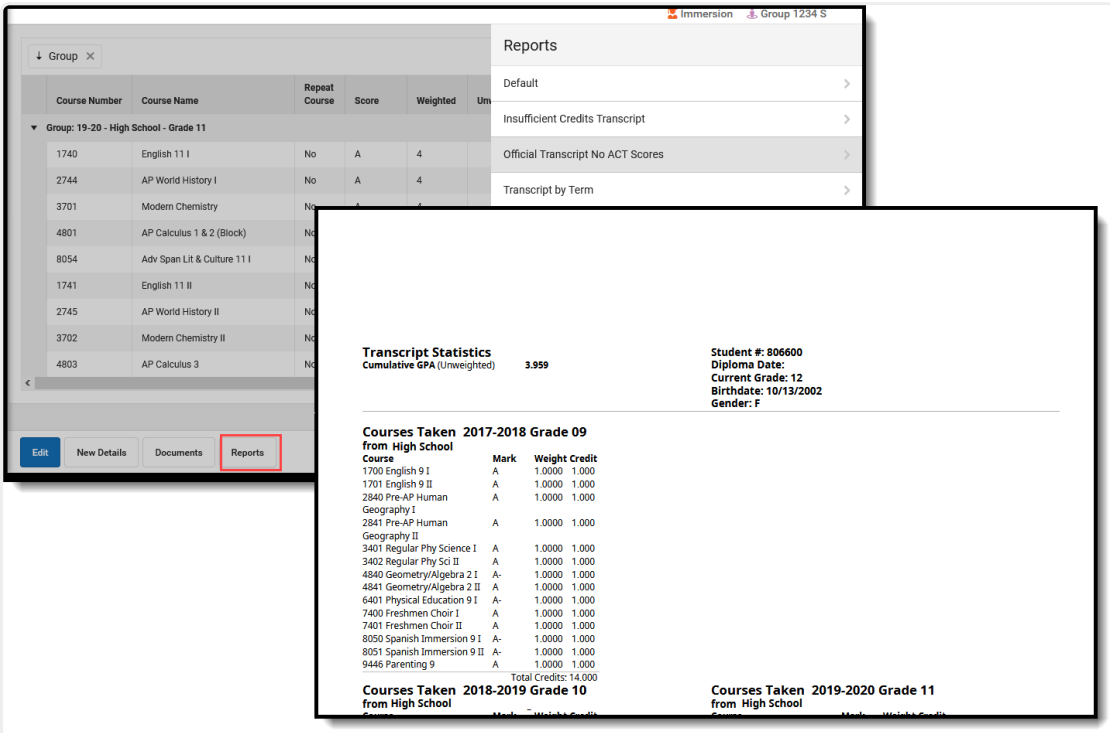
Document Upload Delete

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. 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.



Print Transcript Record

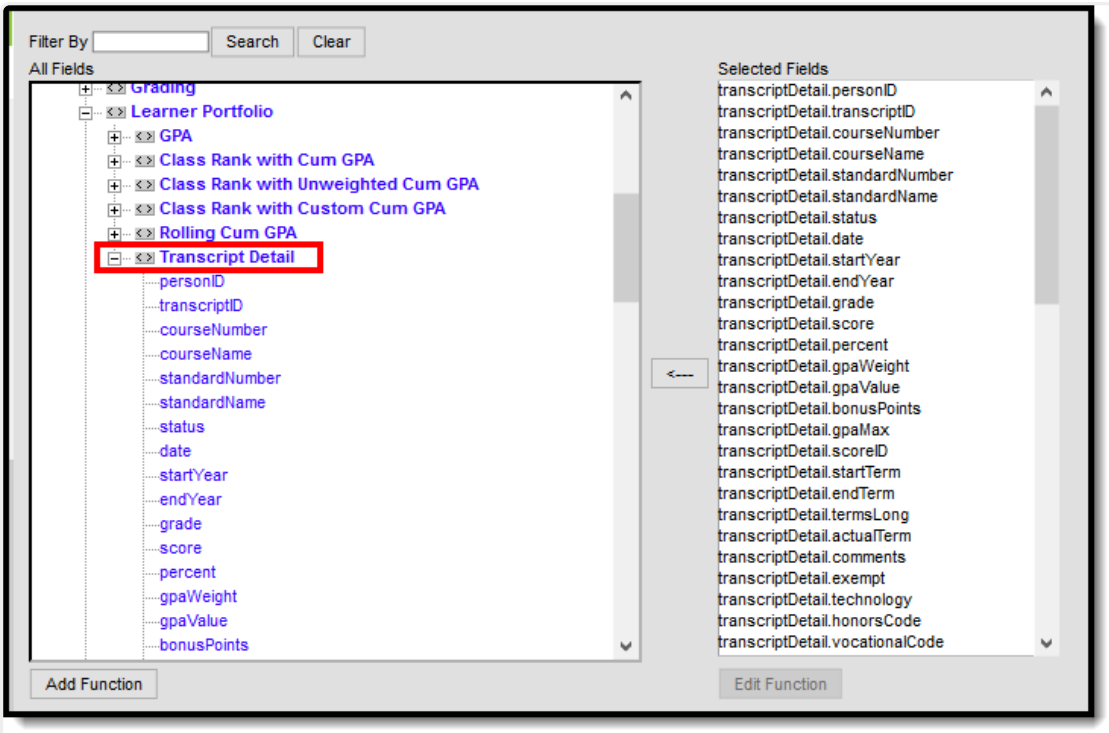
All transcript courses are displayed on the printed transcript regardless of how a student is scored and what transcript preference options were selected for credits and standards. This selection affects the credit/standard groups displayed in the Credit Summary and Standards Summary.

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

A transcript is printed for each student's household if a guardian's 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 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 under **Student > Learner Portfolio > Transcript Detail**.



Transcript Ad hoc Fields

State-specific information

Fields may vary by state:

- Arizona
- California
- Colorado
- Indiana
- Kentucky
- Maine
- North Carolina
- South Dakota
- Texas
- Wyoming