

eTranscript Report Preferences

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Tool Search: Report Setup

The eTranscripts tool allow schools to generate an electronic version of student transcripts that can be submitted to post-secondary establishments and third party vendors for use in applying for acceptance into a college or university. eTranscript Report Preferences allow districts to determine what data is displayed.

The screenshot shows the 'Report Setup' interface with the following sections:

- Reports Editor:** A table listing various report types and their names.

Name	Type
Example eTranscript	eTranscript
Q1 - Progress Report 1	reportCard
Q1 - Progress Report 2	reportCard
Q1 - Report Card	reportCard
Q1 - Schedule	schedule
Q2 - Progress Report 1	reportCard
Q2 - Progress Report 2	reportCard
Q2 - Report Card	reportCard
Q2 - Schedule	schedule
Q3 - Progress Report 1	reportCard
Q3 - Progress Report 2	reportCard
- Report Detail:** A form for editing a specific report.
 - *Name: Example eTranscript
 - *Type: eTranscript
 - Available in: Instruction, Portal - Active, Portal - Historical
 - Description: (empty text field)
- Report Options:**
 - GPA/Class Rank Calculation Options:**
 - Cumulative GPA:** Weighted GPA, Bonus Points, Class Rank; Unweighted GPA, Bonus Points, Class Rank
 - Term GPA:** Weighted GPA, Bonus Points; Unweighted GPA, Bonus Points
 - Credit Summary Display Options:** Credit Summary; Earned Credits; Credit Units (Carnegie Units)
 - Standardized Testing Display Options:** Display Best Score Only, Report Test Date as YearMonth, National Tests (National Code defined), State Tests (State Code & Type defined), District Tests
 - Report Display Options:** Source

Report Setup - eTranscript Preferences

eTranscript Workflow

eTranscript Report setup is Step 5.

▶ [Click here to expand...](#)

Step		Campus Location
1.	Assign tool rights to eTranscripts for the appropriate users (see table below).	System Administration > User Security > Tool Rights
2.	Verify the school's CEEB number is entered.	System Administration > Resources > School
3.	Establish Code Defining values for diploma type.	System Administration > Data Defining Tools > Code Defining
4.	Configure a server connection to your eTranscript vendor's API for electronic release functionality.	System Administration > Preferences > eTranscripts > Electronic Release Setup
5.	Select eTranscript report type and customize eTranscript report preferences.	System Administration > Preferences > Reports > eTranscripts
6.	<p>Verify PESC Test and PESC Sub-test options are entered on tests for assessments that are chosen on preferences. For example, when the student's ACT score should be included in the eTranscript, verify these fields are populated for the ACT test.</p> <p>In order for tests to report, at least one date and one score must be present in a Campus Test Family (Parent Test or Child Test).</p> <p>The Display in Transcripts checkbox must be marked to select these options.</p>	Assessment > Test Setup
7.	Verify PESC grade levels are assigned to grade levels.	System Administration > Resources > Grade Level Definitions
8.	<p>Ensure a PESC Name assigned to the Credit Groups.</p> <p>When the Credit Group does not have a PESC Name assigned, it will not be reported in the PESC output on the eTranscript.</p>	Grading and Standards > Credit Groups > PESC Name
9.	Verify the Diploma Type, Diploma Date and NGA Cohort Year are populated on the student's Graduation record.	Student Information > General > Graduation
10.	Confirm the student has transcript records.	Student Information > General > Transcripts

Step		Campus Location
11.	<p>Use the eTranscript Batch Report to generate an eTranscript for multiple students</p> <p>Options are available to display the eTranscript (PESC XML output) immediately or to submit a batch of eTranscript records to Batch Queue to download at a later time, or release the records.</p>	Grading and Standards > Reports > eTranscript Batch
12.	Download (save) and send eTranscript files to third party eTranscript vendors.	N/A

eTranscript Report Detail and Report Option Editors

Report Detail

Field	Description
Name	Indicates the name assigned to the eTranscript report. The name is selected when generating the eTranscript Batch Report .
Type	Indicates which type of report is being created and which options are visible. Select the eTranscript option.
Available In	This field is disabled for eTranscript reports and cannot be selected.
Description	Displays additional information about the eTranscript report. When there are multiple reports, this field may help differentiate the options selected.

Report Options

Option	Description
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Option	Description
<p>GPA/Class Rank Calculation Options</p>	<p>GPA/Class Rank Calculation Options determine how GPA and class rank data is displayed on the eTranscript. For each option, the Class Rank and Bonus Points can be selected. When a Weighted GPA or Unweighted GPA option is selected, the Bonus Points and Class Rank checkboxes are available for selection.</p> <p>Selection can be made for Cumulative GPA or Term GPA. When the calendar is associated with custom GPA calculations, Custom GPA/Class Rank Calculation Options can be selected. These display as User Defined and display the Custom GPA name on the eTranscript.</p> <p>See the GPA Calculations in Campus article for detailed information on GPA options.</p> <p>The following options are available:</p> <ul style="list-style-type: none"> • Weighted GPA • Unweighted GPA • Bonus Points • Class Rank <p>All GPA/Class Rank Calculation options can be selected, if desired.</p> <p>When this option is selected, Academic Session information reports in the XML output by year, not by term. Therefore, the displayed GPA is for the entire year.</p>
<p>Credit Summary Display Options</p>	<p>Credit Summary Display Options determines which credit groups/standard groups report.</p> <p>Users may display Earned Credits and Credit Units (Quarter, Semester, Carnegie Units, Continuing Education Units, etc.) for the student's Academic Program or for selected Credit Groups.</p>

Option	Description
Standardized Testing Display Options	<p>Standardized Testing options allow users to determine what types of tests are included in the eTranscripts and how Standard Group data is laid out on the eTranscript.</p> <p>Only those tests marked to Display in Transcript and mapped to PESC Test and SubTest Codes are included on the eTranscript.</p> <ul style="list-style-type: none"> • Display Best Score Only - Displays the highest score for each selected test on the eTranscript. A student may have several scores listed on the Assessment record that have been taken throughout the year, but only the highest received score is included on the eTranscript. • Report Test Date as Year/Month - Displays the date the test was taken as a year/month (CCYY-MM). When this is not marked, the date displays as CCYYMMDD. This option is required when using Parchment as your eTranscript vendor. • National Tests (National Code Defined) - Displays student scores for national tests entered in the Assessment editor. This requires that student scores are listed on the student's Assessment record. National tests are those assessments that have a Test Type of National Test and a National Code. • State Tests (State Code and Type defined) - Displays student scores for tests entered in the Assessment editor. State tests are those assessment with a State Code and Test Type defined. • District Tests - Displays district-specific test scores entered in the Assessment editor and listed on the student's Assessment record. <p>See the Student Assessment article for more information.</p>
Report Display Options	
Source	
School CEEB Code	<p>This code is entered on the School Editor and stands for College Entrance Examination Board.</p> <p>This data is automatically selected to be included in the report. When it should not be included, remove the checkmark. Note that many electronic transcript vendors use this code to identify the sending school.</p> <p><i>This option is required when using Parchment as your eTranscript vendor.</i></p>
Counselor	<p>Prints the name of the counselor assigned to the student via the Team Members record.</p>
Student	
Student's Email	<p>Prints the student's email address.</p>

Option	Description
Legal Name	<p>Lists the student's legal first name, legal middle name and legal last name when entered in the Protected Identity information.</p> <p>When this option is marked, and when the user has tool rights to Protected Identity Information, and if the legal first name/legal last name field is populated on the student's Identity record, the full legal name prints.</p> <p>When the legal first name or legal last name is not populated, the student's first name and last name reports from the First Name and Last Name fields on the student's Identities record.</p>
Legal Gender	<p>Lists the student's legal gender when entered in the Protected Identity information.</p> <p>When this option is marked, and when the user has tool rights to Protected Identity Information, and when the legal gender field is populated on the student's Identity record, the legal gender prints.</p> <p>When the legal gender field is not populated, the student's gender reports from the Gender field on the student's Identities record.</p>
Immunization	<p>Lists the student's recorded vaccines.</p>
Race/Ethnicity	<p>Reports the student's race/ethnicity as entered on the Identities record.</p> <p>This data is automatically selected to be included in the report. When it should not be included, remove the checkmark.</p>
Report Comments	<p>Prints the customized text created in the Report Comments tool and marked as active on the student's Report Comments record. When this preference is selected, the comments display at the end of the XML.</p>
<p>SSN Reports the student's Social Security number. Tool rights are necessary in order for this field to print.</p>	
None	<p>Indicates the student's Social Security number does not show on the eTranscript.</p>
Partial	<p>Indicates only the last four digits of the student's Social Security number shows on the eTranscript.</p>
Full	<p>Indicates all 9 digits of the student's Social Security number shows on the eTranscript.</p>
<p>Academic Record</p>	
Graduation Cohort Year	<p>Prints the student's NGA Cohort End Year value from the Graduation record.</p>

Option	Description
Repeat Course	Indicates when the course has the Repeatable checkbox marked.
Course Level	Reports the course level or honors code assigned to the course . The Honors code on the Course must be mapped to the PESC values on the Code Defining tool. That mapped code reports on the eTranscript.
Diploma Date	<p>Reports the Diploma Date entered on their Graduation record. This does not indicate whether the student has graduated, just that the field has been populated.</p> <p>This must be selected in order for the diploma date to display in the XML output.</p>
Diploma Type	<p>Reports the Diploma Type entered on their Graduation record. This is the PESC code assigned to the diploma type. This does not indicate whether the student has graduated, just that the field has been populated.</p> <p>Diploma types must be mapped to the PESC values in the Code Defining tool. That mapped code reports on the eTranscript.</p> <p>This must be selected in order for the diploma type to display in the XML output.</p>
Diploma Name	When the student has graduated, the Diploma Name entered on their Graduation record reports. This is the school-assigned value (could be General Diploma or Spring Diploma).
State Seal	<p>When marked AND the student has a State Seal record listed on their Graduation record along with an Earned Date value, the State Seal reports on the eTranscript in the AcademicHonors node. This does not require a Diploma Date or Diploma Name value to be available on the Graduation record in order to report.</p> <p>Multiple State Seals can report, with or without a date.</p> <p>When not marked, State Seal information does not report, even when the student's Diploma information is entered on the Graduation record.</p>
NCES/SCED Code	<p>Reports the NCES code assigned on the course editor. This is a combination of the scedSubjectArea and the scedCourseID.</p> <p>The Course Subject Area Code is the PESC Name that is mapped to the Credit Type on the Transcript Course record.</p> <p>When this option is marked, the XML output does not report the Course Subject Area Code value.</p>

Option	Description
In-Progress Courses	Reports course information for courses in which a student is enrolled during the current school year.
Attendance	<p>Reports the student's attendance information as Days Present and Days Absent.</p> <p>When this option is selected, Academic Session information reports in the XML output by year, not by term. Therefore, the displayed attendance is for the year.</p>
Course Number Display	
Course Number	<p>Reports the district or school assigned number of the course, as entered on the course editor.</p> <p>This can be chosen instead of the State Course Code.</p>
State Course Code	<p>Reports the state code assigned on the course editor.</p> <p>This can be chosen instead of the Course Number.</p>

Create an eTranscript Report

1. Select **New**. A **Report Detail** and a **Report Options** table displays.
2. Enter a **Name** for this eTranscript.
3. Select the **eTranscript** option from the **Type** dropdown list.
4. If desired, enter a **Description** for this report.
5. Select all appropriate **Report Options** for the eTranscript. Report Options are separated into different sections relating to a specific aspect of the eTranscript. Refer to the sections below for more information.
6. Click the **Save** icon when finished. The eTranscript is now saved and can be used to generate and submit eTranscripts.

See the [PESC XML Layout](#) for a detailed description of the items included on the eTranscript.

Previous Versions

[eTranscript Report Preferences \[.2124 - .2303\]](#)