

# Student Credits Report

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

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Tool Search: Student Credits Report

The Student Credits Report displays the total number of credits earned by the students in the selected calendar and school. Credits are received for a successful completion of the course and posted to the student's Transcript.

If the student does not have any earned credits, a value of 0.00 reports. Credits print to the thousandth decimal place (X.XXX).

*Student Credits Report*

The credits earned by students are based on how many credits a course is worth, as indicated in [Course Grading Tasks](#).

## Report Editor

The following fields are available on the report editor.

Field	Description
<b>Student Selection</b>	Indicates which students to include on the report by either their Grade level or a pre-existing <a href="#">Ad hoc filter</a> . Only those students included in the filter are included in the report.

Field	Description
<b>Display Options</b>	<p>Determines what credit information prints on the report, either <b>Show breakdown by grade and total</b> or <b>Show total only</b>.</p> <ul style="list-style-type: none"> <li>• The grade and total option shows the credits earned in each grade level, as well as the total credits the student has earned.</li> <li>• The total only option shows only the total credits the student has earned.</li> </ul>
<b>Grade Selection</b>	<p>Indicates which grade levels to include in the report to determine from where the credits report.</p> <p>If the grade selection is set to grade 12 to report students in grade 12, this grade selection can be set to report all grade levels (09-12) to show all credits earned over the course of their career. Or, if the first grade selection is set to 12, and you only want to see the credits earned through the student's 11th grade year, this selection should only have grades 09-11 selected.</p>
<b>Sort Options</b>	<p>Determines how the report should be sorted - <b>Alphabetical</b> by student last name, numeric by student <b>Grade</b> level, or numeric by <b>Student Number</b>.</p>
<b>Report Format</b>	<p>Determines how the report generates - in PDF or DOCX format.</p>

## Generate the Student Credits Report

A calendar **MUST** be selected in the Campus toolbar in order to generate the report.

1. Indicate which **Students** should appear on the report by selecting a **Grade** Level or **Ad hoc Filter**.
2. Select a **Display Option**, *Show breakdown by grade and total* or *Show total only*.
3. Select which **Grades** to appear in the report. The options are **All** and grade levels based on the School selected in the Campus Toolbar.
4. Indicate how the report should be **Sorted**, **Alphabetically**, by **Grade** or by **Student Number**.
5. Select the desired **Report Format**.
6. Click **Generate Report** to generate the report in PDF format.

2019-20 High School		Student Credits Report					
Generated on 10/24/2019 10:52:37 AM Page 1 of 18		Students In Grades: 11 12 Grades Used In Calculating Credits: 09 10 11 12 88 Sort By Student Name					
Name(#)	Current Grade	Grade					Total Credit
		09	10	11	12	88	
Student, Anna (123456)	12	12.000	13.000	12.000	1.000		38.000
Student, Asher (234567)	11	12.000	13.000				25.000
Student, Bethany (345678)	12	10.000	2.000				12.000
Student, Brian (456789)	11	14.000	16.000				30.000
Student, Caroline (567890)	12	14.000	13.000	19.000			46.000
Student, Charlies (678901)	11	12.000	12.000				24.000

Student Credits Report - DOCX Format

2019-20 High School			Student Credits Report		
Generated on 10/24/2019 10:57:49 AM Page 1 of 9			Students In Grades: 11 12 Grades Used In Calculating Credits: 09 10 11 12 88 Sort By Student Number		
Name(#)	Current Grade	Total Credit	Name(#)	Current Grade	Total Credit
Student, Melanie (998765)	12	38.000	Student, Lisa (987654)	12	36.000
Student, Peter (988765)	11	12.000	Student, Nathan (987543)	12	40.000
Student, Isaiah (987765)	12	39.000	Student, Olivia (987532)	12	42.000
Student, Ursula (987665)	11	28.000	Student, Kevin (987521)	12	38.000
Student, Poppie (987655)	11	31.000	Student, Ava (987510)	12	37.000

Student Credits Report - PDF Format

The [Credit Summary Report](#) can be used to print a list of the credits a student has received by grade level and Credit Category for an individual student.