

## **Student Credits Report**

Last Modified on 07/02/2025 2:28 pm CDT

Report Editor | Generate the Student Credits Report

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).

The credits earned by students are based on how many credits a course is worth, as indicated in <u>Course Grading Tasks</u>.

Student C	redits Report	☆		Grading & Standards > Reports > Student Credits Report
Student Credits	Report			
This report list	s students' earned credits	S.		
Which students v	vould you like to include in	the report?		
● Grade	All Students 09 10 11 12 V			
O Ad Hoc Filt	er		~	
Display Options:				
<ul> <li>Show break</li> <li>Show total o</li> </ul>	lown by grade and total nly			
Select grades to a	ppear in report			
09 🔽	<b>V</b> 10	2 11	12	
How would you like	the report sorted?			-
💿 Alpha 🔘 Grad	de 🔘 Student Number			
Report Format: F	DF V			
Generate Report				
_				
			Student C	Credits Report

See the <u>Grading & Standards Reports</u> Tool Rights article for the tool right needed to generate this report.

## **Report Editor**

The following fields are available on the report editor.



Field	Description
Student Selection	Indicates which students to include on the report by either their Grade level or a pre-existing <u>Ad hoc filter</u> . Only those students included in the filter are included in the report.
Display Options	<ul> <li>Determines what credit information prints on the report, either Show</li> <li>breakdown by grade and total or Show total only.</li> <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>
Grade Selection	Indicates which grade levels to include in the report to determine from where the credits report. 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.
Sort Options	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>
Report Format	Determines how the report generates - in PDF or DOCX format.

## **Generate the Student Credits Report**

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

- 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**, **Alpha**betically, by **Grade** or by **Student Number**.
- 5. Select the desired **Report Format**.
- 6. Click Generate Report to generate the report in PDF format.



2019-2 High Scl Generated on 10/24/2019 10:52	0 1001 :37 AM Page 1 of 18	Student Credits Report Students In Grades: 11 12 Grades Used In Calculating Credits: 09 10 11 12 88 Sort By Student Name						
		Grade						
Name(#)	Current Grade	09	10	11	12	88	Total Credit	
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 High Sc Generated on 10/24/2019 10::	20 Shool 57:49 AM Pagel of 9		Student Credits Report 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 <u>Credit Summary Report</u> can be used to print a list of the credits a student has received by grade level and Credit Category for an individual student.