

eTranscript Report Preferences [.2124 - .2303]

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Classic View: *System Administration > Preferences > Reports (Preferences) > eTranscript (Type)*

Search Terms: Report Setup

eTranscripts 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 lets districts determine what and how data is displayed on the eTranscripts.

The screenshot shows the 'Report Setup' interface in Infinite Campus. At the top, there is a navigation bar with a menu icon, a search icon, and the Infinite Campus logo. Below the navigation bar, the page title is 'Report Setup' with a star icon. A breadcrumb trail reads 'System Settings > System Preferences > Report Setup'. There are three action buttons: 'New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Delete' (with an X icon).

The main content area is divided into three sections:

- Reports Editor:** A table with two columns: 'Name' and 'Type'. The 'new sme' row is highlighted in blue.

Name	Type
**Test SIS-145548	transcript
Insufficient Credits Transcript	transcript
new sme	eTranscript
Official Transcript No ACT Scores	transcript
Q1 Midquarter Report Card	reportCard
Q2 Midquarter Report Card	reportCard
Q3 Midquarter Report Card	reportCard
Q4 Midquarter Report Card	reportCard
Quarter 1 Report Card	reportCard
Quarter 2 Report Card	reportCard
Quarter 3 Report Card	reportCard
- Report Detail:** A form with the following fields:
 - *Name:** 'new sme' (text input)
 - *Type:** 'eTranscript' (dropdown menu)
 - Available in:** Two checkboxes, 'Instruction' and 'Portal', both of which are unchecked.
 - Description:** An empty text input field.
- Report Options:** A section for configuring calculation and display 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 (dropdown menu)

Report Setup - eTranscript Preferences

eTranscript Workflow

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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. Verify PESC Test and PESC Sub-test options are entered on tests for assessments that are chosen on preferences. For example, if the student's ACT score should be included in the eTranscript, verify these fields are populated for the ACT test. 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). The Display in Transcripts checkbox must be marked to select these options.	Assessment > Test Setup
7. Verify PESC grade levels are assigned to grade levels.	System Administration > Resources > Grade Level Definitions

Step		Campus Location
8.	<p>Ensure a PESC Name assigned to the Credit Groups.</p> <p>If 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.	<p>Verify the Diploma Type, Diploma Date and NGA Cohort Year are populated on the student's Graduation record.</p>	Student Information > General > Graduation
10.	<p>Confirm the student has transcript records.</p>	Student Information > Counseling > General > Transcripts Student Information > General > Transcripts
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.	<p>Download (save) and send eTranscript files to third party eTranscript vendors.</p>	N/A

eTranscript Report Detail and Report Option Editors

The following tables describe the eTranscript Report Preference 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
<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. 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				
<p>Standardized Testing Display Options</p>	<p>Standardized Testing options allow users to determine what types of tests are displayed on printed eTranscripts and how Standard Group data is laid out 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 tab that have been taken throughout the year, but only the highest received score prints on the eTranscript. • Report Test Date as Year/Month - Displays the date the test was taken as a year/month (CCYY-MM). If this is not marked, the date displays as CCYYMMDD. <i>This option is required if using Parchment as your eTranscript vendor.</i> • 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 tab. 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 tab. 				
<p>Report Display Options</p>					
<p>Source</p>	<table border="1"> <tr> <td data-bbox="336 1473 576 1879"> <p>School CEEB Code</p> </td> <td data-bbox="576 1473 1345 1879"> <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. If 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 if using Parchment as your eTranscript vendor.</i></p> </td> </tr> <tr> <td data-bbox="336 1879 576 1980"> <p>Counselor</p> </td> <td data-bbox="576 1879 1345 1980"> <p>Prints the name of the counselor assigned to the student via the Team Members tab.</p> </td> </tr> </table>	<p>School CEEB Code</p>	<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. If 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 if using Parchment as your eTranscript vendor.</i></p>	<p>Counselor</p>	<p>Prints the name of the counselor assigned to the student via the Team Members tab.</p>
<p>School CEEB Code</p>	<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. If 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 if using Parchment as your eTranscript vendor.</i></p>				
<p>Counselor</p>	<p>Prints the name of the counselor assigned to the student via the Team Members tab.</p>				

Option		Description
Student	Student's Email	Prints the student's email address.
	Legal Name	<p>Lists the student's legal first name, legal middle name and legal last name, if entered in the Protected Identity information.</p> <p>If this option is marked, and if 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>If 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, if entered in the Protected Identity information.</p> <p>If this option is marked, and if the user has tool rights to Protected Identity Information, and if the legal gender field is populated on the student's Identity record, the legal gender prints.</p> <p>If the legal gender field is not populated, the student's gender reports from the Gender field on the student's Identities record.</p>
	Immunization	Lists the student's recorded vaccines .
	Race/Ethnicity	<p>Reports the student's race/ethnicity as entered on the Identities tab.</p> <p>This data is automatically selected to be included in the report. If it should not be included, remove the checkmark.</p>
	Report Comments	Prints the customized text created in the Report Comments tool and marked as active on the student's Report Comments tab. When this preference is selected, the comments print at the very bottom of the XML eTranscript as a Note Message.
SSN	None Partial Full	Reports the student's Social Security number. Choose None to not show the SSN; choose Partial to show the last four digits only; choose Full to show all nine digits. Tool rights are necessary in order for this field to print.

Option		Description
Academic Record	Graduation Cohort Year	Prints the student's NGA Cohort End Year value from the Graduation tab.
	Repeat Course	Indicates if the course has the Repeatable checkbox marked.
	Course Level	Reports the course level or honors code assigned to the course .
	Diploma Date	<p>Reports the Diploma Date entered on their Graduation record reports. 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 reports. 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>This must be selected in order for the diploma type to display in the XML output.</p>
	Diploma Name	If 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).
	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>When this option is marked, the XML output does not report the Course Subject Area Code value.</p>
	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>

Option		Description
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 the **New** icon. A **Report Detail** and a **Report Options** table will appear.
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.