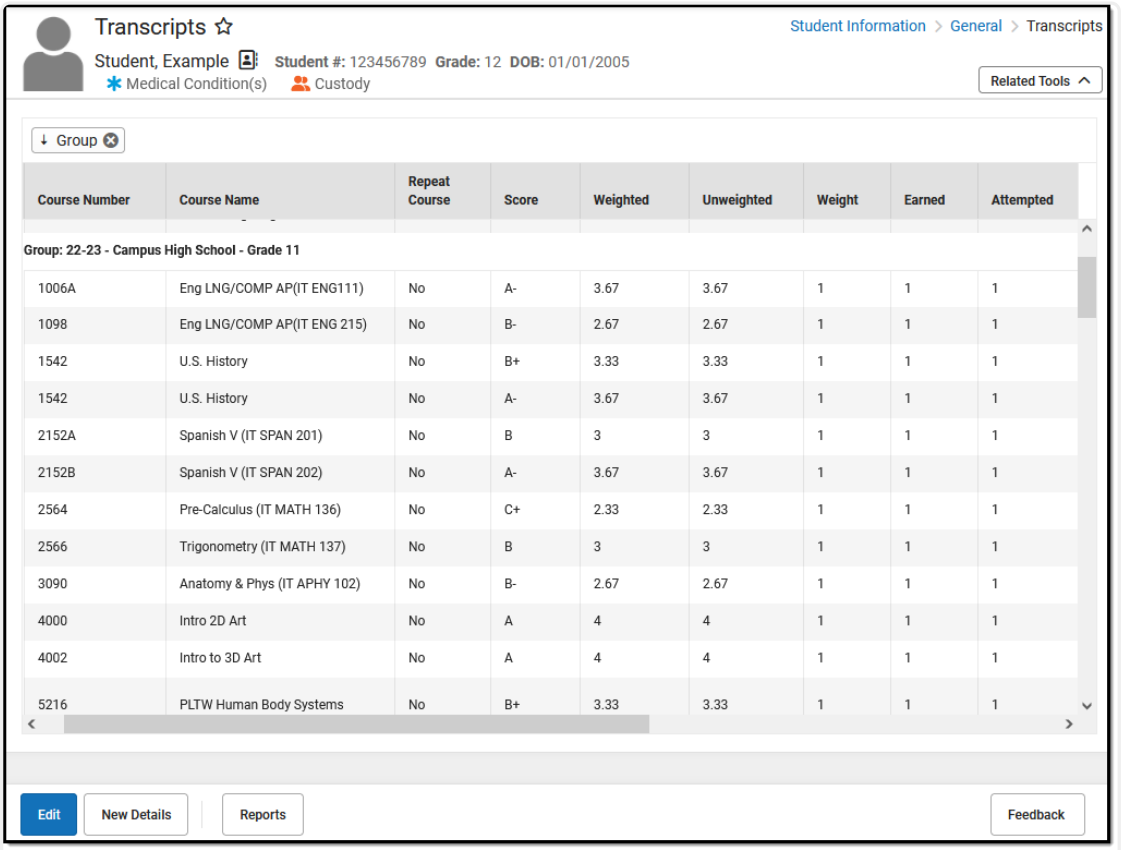
Transcripts Tool Rights

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

See the Transcripts article to learn more about how this tool is used.



Student Transcripts

Best Practices for Transcript Tool Rights

Assign **Modify Rights** to the Calendar via the Calendar Rights tool to the user. When the Modify Rights checkbox is not marked, the user only has Read rights to the Transcript. When the Modify Rights checkbox is marked, assigned tool rights are enforced. Note that User Group rights take precedence over the Modify Rights checkbox.

Read Tool Rights to the Transcript Batch Report are recommended, especially when the user may not have rights to view student data (e.g., health data) that may be included on the transcript report.

Users can enter a desired value when the **Free Form Entry** sub-right is assigned (only Read rights are needed). If a user is not assigned this sub-right, values can only be selected from the dropdown list. This applies to the Course Name and Course Number fields on the Transcript.

Available Tool Rights

Subrights are in italics.

R	W	A	D
• Access and view the Transcripts tool. • Select a course from the Transcript and view details.	• Edit existing Transcript records. • Generate a Transcript Report.	• Enter and save new Transcript records.	• Delete Transcript records.
Free Form Entry			
• Enter a custom value for fields that have dropdown selections.			

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Counselors
- Front Office Staff
- Principals
- Registrars
- Special Education Administrators
- Special Education Staff
- Teachers
- Transportation

See User Groups and Suggested Roles for more information.