

# Transcript Post Wizard Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Transcript Post Wizard** is used to post scores students receive upon completion of a course to their transcripts.

**Only Read rights are needed to grant full access to this tool. Additional Write access is needed for calendars to which transcript scores are being posted.**

See the [Transcript Post Wizard](#) article to learn more about this tool.

Transcript Post Wizard ☆

[Student Information](#) >
[General Student Administration](#) >
[Transcript Post Wizard](#)

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

24-25

24-25 Arthur Elementary  
24-25 Carter Middle  
24-25 Cleveland Elementary  
24-25 Fillmore Middle School  
24-25 Harrison High  
24-25 Lincoln Elementary  
24-25 Taylor K-8  
24-25 Van Buren High School  
KG 24-25 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

Select Credit Groups

-Elementary  
-Elem Core  
-High School Credit  
-Business/Career  
-Elective  
-English/Language Arts  
-Fine Arts  
-Mathematics  
-PE/Health  
-Science  
-Social Studies  
-Technology  
-Vocational  
-World Language  
-Middle School

CTRL-click or SHIFT-click to select multiple

Post Courses, Scores, & Credits by Term

All Terms  
Term 1  
Term 2  
Term 3  
Term 4

☒
☐ Post One-Time Grading Task/Standard  
☐ Post Courses and Scores Only for All Terms

☒ Post Score Comments to Transcript

CTRL-click or SHIFT-click to select multiple

Select Grades

All grades

01  
02  
03  
04

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

☐ Select an Ad Hoc Filter

Select Course/Section Sort by

☐ Number
☐ Name

1001-1 AP Statistics  
1050-1 AP Calculus  
1100-1 Integrated Math I  
1100-2 Integrated Math I  
1100-3 Integrated Math I  
1100-4 Integrated Math I  
1100-5 Integrated Math I  
1100-6 Integrated Math I  
1100-7 Integrated Math I

CTRL-click or SHIFT-click to select multiple

RUN

The posting transaction could take more than 1 minute.  
A popup window will show up to indicate the end of transaction.  
Please don't click browser's "Back" button until the transaction is finished.

*Student Information > General Student Administration > Transcript Post Wizard*

## Suggested User Groups

Page 1

- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.

---