

## GENERATING TRANSCRIPTS

### STEP 1: TRANSFER COURSES

This step causes course descriptions to print on transcripts for the current year. Without this step, the transcripts will be blank.

1. Choose Applications → Building Administration → Transcripts → Transfer Courses From Master Schedule.  
Your building will default and choose OK.
2. When this is complete, the box will tell you how many courses transferred.

Note: This may need to be repeated at the end of the year if any new courses were added to your Master Schedule.

### STEP 2: INITIALIZE RANK/TRANSFER DAILY ATTENDANCE

This step was done in Report Cards but it is always better to do again when preparing transcripts. At the end of the year run it twice, once for semester 1 and again for semester 2.

This creates the rank screens for all students and causes the year and grade to print on transcripts.

Choose Applications → Report Cards → Processing → Create/Update Rank

The building should default, if not, choose correct building.

Make sure **Semester** is correct. Run twice at end of year! Run once for semester 1 and again for semester 2 to be sure all new credits are picked up.

Leave **processing date** BLANK.

Choose **OK**.

A processing progress screen will show and process completed will be indicated with an error count.

Choose OK.

### STEP 3: CALCULATE REPORT CARDS

This step should be run again just before printing transcripts. At the end of the year run it for both semesters to catch every grade change. Note: As grades are entered in transcripts for previous years, you need to add the rank screens and calculate reports cards for that year and semester.

1. Choose Applications → Report Cards → Calculations → GPA/Credit/Rank
2. Building should default.
3. **Check** \_ each of the following:
  - Assign Credits
  - Calculate GPA
  - Calculate/Print Class Rank
4. Choose correct **Marking Period** (2 or 4)
5. Correct year should default or choose the correct year if working with transfer grades.
6. GPA/Rank Type is 1:4
7. **Check** \_ Force GPA/Assign Credit
8. Recalc Dirty Rank Flag should default to Based on Prompts
9. **Check** \_ Run Rank Calculation
10. Grades to Rank will default to 09,10,11,12.
11. Primary Rank Sort will default to Rank.
12. Choose **Select Students**:
  - a. Choose Load and select your Active Students search.
  - b. Choose **OK**.
13. Choose **OK**.
14. A Process Complete box will appear then choose OK.  
If a rank report is needed it can be found under Reports → View Files → rc\_rank.rpt

### STEP 4: CREATE TRANSCRIPTS

1. Choose Reports → Transcripts → Generate Transcripts (Custom)
2. All information on the main screen appears to default properly.

TO PRINT ONE INDIVIDUAL:

Choose Select Individual. Load by student's I.D. or SS#. Choose OK.  
Choose OK on the main screen and continue to print.

TO PRINT ALL STUDENTS

3. Choose Select Students and Load the Active students line.

TO PRINT ONE GRADE AT A TIME:

- a. Change the "end" after the active students to "and" and press Enter.
- b. Choose Demographics, choose Grade, choose Equals, type in (the grade you need such as 09 or 10), then choose End.
- c. Choose OK.

For SENIOR HIGH SCHOOLS TO OMIT 7<sup>TH</sup> GRADE:

4. Choose Select Courses and Load the Omit 7<sup>th</sup> grade line.  
Choose OK.
5. Choose OK on the main screen.
6. Choose File and OK.  
It will show the processing progress and indicate the number of records when complete.
7. Choose Reports → View Files → Reports → transcript → OK
8. Print on transcript or plain paper.