

## Generate Transcripts (trnsrpt.rpt)

A transcript displaying demographic, course, credit, GPA, and rank information for the student for current and past year's information can be generated for students.

### Prerequisites

- A transcript configuration must exist for the building.
- A transcript setup must be defined for the building.
- All report card setups must be complete for the building.
- Student course work and grades must be entered.
- Rank windows must exist to store credit, GPA, and rank information.
- GPA/Credit/Rank** must be run to calculate credit, GPA, and rank information.

### Menu Access:

**Reports > Transcripts > Generate Transcript (Custom).**

The screenshot shows the 'Generate Transcripts' application window. It features a menu bar (File, Edit, Favorites, Help) and a toolbar with standard icons. The main area is divided into several sections:

- Report Information:** Includes an information icon and a description: "This option generates transcripts for students in your building, using your transcript setup." Buttons for 'OK' and 'Back' are on the right.
- Report Options:**
  - Processing Options:**
    - Building \*: 4 - BUILDING 4 SCHOOL
    - Course Order Type \*: Year
    - Title: (empty text box)
    - Print Rank information:
    - 1st Rank Type to Replace \*: (dropdown) Replacement Rank \*: (dropdown)
    - 2nd Rank Type to Replace \*\*: (dropdown) Replacement Rank \*\*: (dropdown)
    - Print Test Score Info:  Print Today's date:  Print Social Security Number:
    - Test Score Override: N - No Number Printed: (empty text box)
    - Number of Copies/Student: 1
    - Alignment Forms: 0
- Advanced:** Contains buttons for 'Select Students', 'Select Individuals', 'Select Courses', 'Sort Students', and 'Sort Courses'.
- Process Options:**
  - Alignment File Name \*: \$SMSRPTDIR/tmalign.rpt
  - Output File Name \*\*: \$SMSRPTDIR/trnsrpt.rpt
  - Log File Name \*: \$SMSRPTDIR/trnsrpt.log
  - Run as a Scheduled Process:  on [ ] at [ ]

At the bottom, there is a prompt: "Choose the building code to generate transcripts for" and an 'OVR' button.

### Generate Transcripts – Field Descriptions

- ◆ **BUILDING** – The default building is the user’s primary building. A new value for this field can be selected the drop-down menu located in the field.
- ◆ **COURSE ORDER TYPE** – In this field, specify which transcript setup will be used to produce the transcript. Courses are typically grouped by Year. Valid responses are:
  - Order and group by marking period
  - Semester
  - Year
  - Subject Area
- ◆ **TITLE** – This 70 character free text field is used to type a title for the transcript. The text in this field will appear at the top of each transcript generated when the process is run.
- ◆ **PRINT RANK INFORMATION** – This option is not available at this time. **The check must remain in the checkbox for a transcript to be generated.**
- ◆ **RANK TYPE TO REPLACE** and **REPLACEMENT RANK** – These fields are used in conjunction with the College Tracking option which is not available in Arkansas at this time. Leave these fields at their default value.
- ◆ **PRINT TEST SCORE INFO, TEST SCORE OVERRIDE, NUMBER PRINTED** – These options are not used at this time.
- ◆ **PRINT TODAY’S DATE** – If this box checked, the date the transcript is generated will appear with the heading of **DATE PRINTED** at the top of the transcript. If the check is removed from the checkbox, no date will appear at the top of the transcript.
- ◆ **PRINT SOCIAL SECURITY NUMBER** – This field is used to determine if the student’s social security number should appear on the transcript. If the box is checked, the student’s social security number will be printed on the transcript.



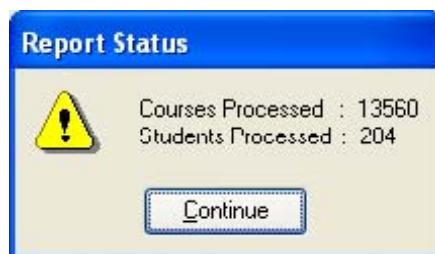
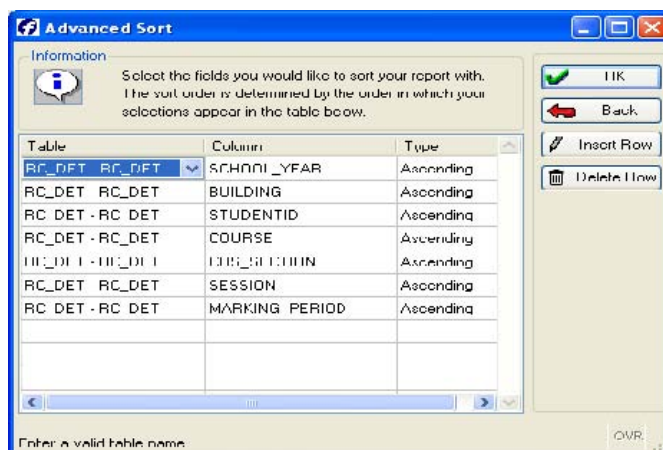
If the name field is used to identify the student in the **Identify Students** window, table help is available in the field. If nothing is entered in the field and the table help icon is clicked, a list of all students in the database will be displayed. The student's current building, grade, gender, and ethnicity will also be displayed to help identify the student.

If a name is partially entered with an asterisk next to the name and the tab key is used, a listing of students that match what is entered in the name field will display in the table help window.

In the **Number of Copies** column, enter the desired number of copies of the transcript to be printed.

**NOTE:** The number of copies listed in this field will override the number of copies entered on the **Generate Transcripts** window.

- 1 Once all names or ID's are entered, click **OK** to accept the entries. To cancel this option, click the ► **Back** button. There are also options to **Insert Row** or to **Delete Row**.
- 2 Click on the **Select Courses** button to limit which course records will be printed on the transcript. The tables that can be searched on in this section are the **course** and **course narrative** tables.
- 3 Click on the **Sort Students** button to change the default sort order from **student name** and **student ID** to the desired sort of your choice.
- 4 Click on the **Sort Courses** button in order to change the course sort order. Below is the default sort order for the courses.
- 5 Click **OK** and the changes are saved and the sort window closes. To cancel changes to the sort order, click the ► **Back** button, which closes the sort order window and returns the focus to the main window of **Generate Transcripts**.
- 6 Click **OK** to run the process.
- 7 The **Print** window will open. Select the **Destination** and **Printer** options. A processing box will appear showing the progress of the procedure. When the process has finished, a dialog box will appear showing the results. If the ► **Back** button is selected prior to running the procedure, the window closes without generating transcripts.



**Note:** The GPA that prints at the bottom of the transcript pulls from the student's last existing rank window. For current school year, the GPA is pulled from the record that matches the **Current Semester** field listed on the building's **Report Card Configuration** window.

Sample Student Transcript /Print Preview Window

Preview

OK Back Top Bottom Go To Page Print Save Search

DATE PRINTED : 01/19/2005

BRAVO, JOHNNY FRANCINE  
LITTLE ROCK, AR 71111

BRAVO, BILLY BOB  
(501)555-5555  
11  
07/27/1988

111-22-2333  
M  
2006

STUDENT TRANSCRIPT  
APSCN HIGH SCHOOL  
1515 MAIN STREET  
LITTLE ROCK, AR 71111  
(501)555-1212

COURSE	SEM 1	SEM 2	EARNED CREDIT	COURSE	SEM 1	SEM 2	EARNED CREDIT
YEAR: 2003 GRADE: 09							
ENG. I	B	B	1.00				
INT. ALG A	B	B	1.00				
PHY. SCIENCE	B	B	1.00				
(H) CIVICS	C	B	1.00				
GIRLS BASKET	A	A	1.00				
PE GIRLS 9	A	A	1.00				
SHOP 9TH		C	0.50				
CREDITS: 6.50							
YEAR: 2004 GRADE: 10							
(H) ENG. II	D	D	1.00				
ORAL COMM		A	0.50				
INTER. ALG. B	D	C	1.00				
(H) BIOLOGY	C	C	1.00				

OVR

**Note:** The class size for **Rank In Class** is determined by the number of students who have a **Rank Type** flag set to **Y** on the **Miscellaneous** window in **Demographics and** have a rank record for the semester being calculated. Students who are inactive and meet these criteria **WILL** be included in the class size. APSCN recommends setting the **Rank Type** flags to **N** when students withdraw from the district.