

HOW TO ENTER PAST COURSE HISTORY

This checklist is used when entering past course information for a transfer student from another school district into your transcript system. **Enter all course work for the current year through Scheduling and/or Report Cards.**

Prerequisites

- ◆ A transcript configuration must exist for the building in which the past course information is being entered.

Menu Access:

Applications > District Administration > StudentPlus Configuration > Transcript.

NOTE: Failure to have a transcript configuration for the building will result in the loss of all course information for that building when end of year procedures (rollover) are run.

- ◆ Report card setup must be complete. This includes the **Report Card Configuration, Level Table** setup, **Assign Credit** setup, and **GPA/Rank** setup as well as the necessary report card tables.
- ◆ A master schedule should exist in **Master Schedule History** for each year that courses will be entered.

Menu Access:

Applications > Building Administration > Transcripts > Master Schedule History.

If a master schedule does not exist for a particular year, the master schedule from another building and/or year can be copied to that year. This can be done within the **Master Schedule History** application.

The current year master schedule must be copied to Master Schedule History by running **Transfer Course From Master Schedule**.

Menu Access:

Applications > Building Administration > Transcripts > Transfer Course From Master Schedule.

It is recommended that the current year master schedule be verified for accuracy before transferring it to history.

- ◆ In order to print a transcript, a **Transcript Setup** type **Transcript** must exist.


Menu Access:

Applications > Building Administration > Transcripts > Transcript Setup.

Procedures to Enter Past Course History

1. Enter courses, grades, and class attendance information from previous years' transcripts into the student's course records.


Menu Access: Applications > Transcripts > Entry > Student Courses.

To add a new course record for a student click on the **New**  record icon, or select **File** and **New** from the menu at the top of the **Student Course** search window. When the **Student Course** detail screen opens, click the **Continuous** box if more than one course record should be added.

Note: DO NOT leave a semester slot blank. A missing grade in the semester slot will adversely affect the student's GPA.

POINTS TO REMEMBER WHEN ADDING A COURSE RECORD:

The **School Year** field should reflect the school year the course was taken.

- Clicking  in the course field will provide a listing of courses offered for the school year listed. Be sure to add new course sections for courses that differ from currently defined courses in Master Schedule History. This includes the amount of credit the course is worth and/or the marking periods the course meets.

In most cases the **Earned Credit** field should **NOT** be adjusted. This will allow the system to calculate the earned credit when GPA/Credit/Rank calculations are run.

NOTE: A new course can be added to **Master Schedule History** when adding a course-section to the student's record. Entering a unique course-section combination that does not already exist for the listed school year will allow a new course-section to be added to **Master Schedule History** for that year.

2. Create rank records for each year/semester grades were entered.

Menu Access: Applications > Transcripts > Entry > Rank Entry by Student.

To add a new rank record for a student click on the **New**  record icon, or select **File** and **New** from the menu at the top of the **Rank Entry by Student** window. When the **Student Course Detail** window opens, click the **Continuous** box if more than one course record should be added.

Fields that must be completed on each rank screen:

Student ID or Student Name
School Year
Semester
Building
Grade (grade student was in for the school year)

3. Run GPA/Credit/Rank Calculations.**Menu Access:****Applications > Report Cards > Calculations > GPA/Credit/Rank.**

This process will calculate a GPA and assign credit based on the grades entered for the student course records and, based on the calculated GPA, ranks students of the same grade for the year and term for which the process is run.

NOTE: It is recommended that the **GPA/Credit/Rank Calculations** be run for each year and term for which grades are entered. Be sure to run the calculations in **CHRONOLOGICAL ORDER** from the earliest term to the most current.
Verify the accuracy of the GPA calculation by viewing the student's rank screens, or by printing reports.

4. Enter comments for the student in Comments Entry (optional).**Menu Access: Applications > Transcripts > Entry > Comments.**

Comments can be printed on transcripts. Some reasons for using comments would be to indicate transfer information, test score information, and/or activity participation.