

STIOffice – Transcripts

Setting Up Transcripts in STIOffice

Before transcripts may be used in STIOffice, some basic setup procedures must be performed. In the STIOffice main menu, select **Utilities | Transcripts** and perform the setup as described below:

The screenshot shows a dialog box titled "Record will be Changed" with the following fields and options:

- Transcript System File:**
 - Default Diploma Code: GEN
 - Default Graduation Code: GEN
 - Graduation Date: 5/16/06
 - Grade: 12
- Print On Transcripts:**
 - Credit
 - Daily Attendance
 - GPA
 - Show Credit Classes Only
 - GPA: Both (dropdown)
 - GPA: Both (dropdown)
- Grade Range for Plans:**
 - Starting: 9
 - Ending: 12
- Check:** (dropdown menu open showing Requests and Schedule)

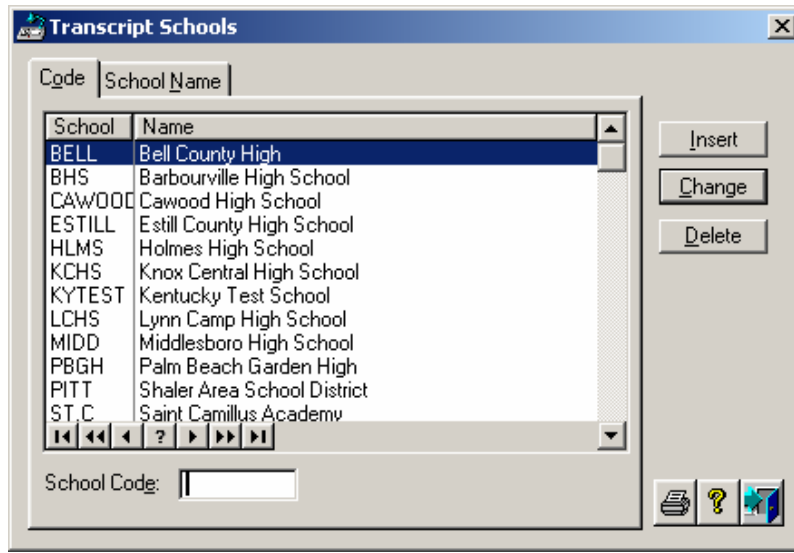
Utilities | Transcripts | System File

- **Default Diploma Code:** Enter the diploma code that most graduating students will receive. This code may be used in Requirement Checking.
- **Default Graduation Code:** Enter the graduation code most graduating students will receive. Note that students' grade levels will automatically be appended to this code on transcripts; it is NOT necessary to enter a grade level in this field. This code can be used in requirement checking.
- **Graduation Date:** Enter the date of graduation for the current school year. This will be posted to the grade 12 transcripts and may be changed if needed because the school calendar changes.
- **Grade Level:** Select the grade level to correspond with the graduation date of the graduating class for the current school year. This will be 12 in almost all cases.
- **Print on Transcripts:** Check each field (*Credit, GPA, Daily Attendance, Show Credit Classes Only*) that you wish to include by default on transcripts. These default fields may be changed by users when transcripts are

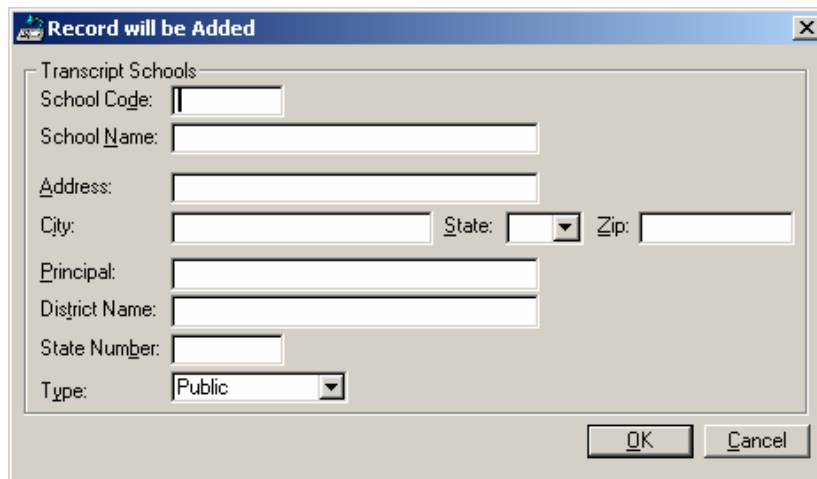
printed during the year. Select *GPA* to display (*Standard, Numeric or Both; Weighted, Unweighted or Both*) and print below transcript term windows.

- **Check:** Use the drop-down list to choose either *Requests* or *Schedule* if you wish to set the default criteria that will be used when checking student graduation requirements.
- **Grade Range for Plans:** Enter the range of grade levels to consider when creating Career Plans. This will create grade tabs on the *Career Plans* screen.

Utilities | Transcripts | Schools



- The *Transcript Schools* list should contain all schools that will be used to build transcripts for transfer students. To add a school to the list, click **Insert** and enter the appropriate information about the school. The user may add additional schools as needed.



Utilities | Transcripts | Terms

Year	GP	T	Description	Dates	
1999	2	0	Fall Semester 98-99	10/26/98	1/13/99
1999	4	0	Spring Semester 98-99	3/18/99	5/28/99
2000	2	0	99-2000 FALL	8/16/99	12/18/99
2000	4	0	99-2000 SPRING	1/02/00	5/28/00
2001	2	0	2000-2001 FALL	8/14/00	12/20/00
2001	4	0	2000-2001 SPRING	1/02/01	5/01/01
2002	2	0	Fall 01-02	8/06/01	12/19/01
2002	4	0	Spring 01-02	1/02/02	5/16/02
2003	2	0	Fall 02-03	8/06/02	12/19/02
2003	4	0	Spring 02-03	1/02/03	5/16/03
2004	2	1	Fall 03	8/01/03	12/19/03
2004	4	2	Spring 04	1/02/04	5/26/04
2005	2	1	Fall 04-05	8/06/04	12/19/04
2005	4	2	Spring 04-05	1/02/05	5/26/05

- Transcript terms should be set up each year after the *Grade System File* has been set up. A term should be created for each grading period for which credit is awarded.
- When setting up each term, enter the *Year* and the *Grading Period*. The grading period will usually be the one for which credit is awarded, or the grading period that houses the grade you want to appear on the transcripts. Press the *Tab* key on the keyboard. A prompt will appear enabling you to copy the grade setup structure from the *Grade System File*. This feature allows the transcript file to be set up identically to the corresponding grade system file, which ensures proper transfer of grades. Click **OK** to copy. You may then edit certain fields on the transcript term screen. (*Description, Start and/or End Dates, Print Checkboxes*).

Record will be Added

Transcript Terms

Year: 2007 Grading Period: 2 Term: 0 Description: _____

Starting Date: 7/17/06 Monday Ending Date: 7/17/06 Monday Summer School

Heading	Description	Print
1:	<input type="text"/>	<input type="checkbox"/>
2:	<input type="text"/>	<input type="checkbox"/>
3:	<input type="text"/>	<input type="checkbox"/>
4:	<input type="text"/>	<input type="checkbox"/>
5:	<input type="text"/>	<input type="checkbox"/>
6:	<input type="text"/>	<input type="checkbox"/>
7:	<input type="text"/> <input checked="" type="radio"/> Alpha <input type="radio"/> Numeric 7	<input type="checkbox"/>
8:	<input type="text"/> <input checked="" type="radio"/> Alpha <input type="radio"/> Numeric 8	<input type="checkbox"/>

Note: _____

Schedule Type: Block Grade For Credit: 1 Scales

OK Cancel

Message

Press OK to copy Grading Period 2
CANCEL to continue

OK Cancel

Record will be Added

Transcript Terms

Year: 2007 Grading Period: 2 Term: 1 Description: 1st Semester 06/07

Starting Date: 8/14/06 Monday Ending Date: 12/22/06 Friday Summer School

Heading	Description	Grade Type	Order	Print
1: Q2	Quarter Two Grade	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	1	<input checked="" type="checkbox"/>
2: EX1	Semester One Exam	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	2	<input checked="" type="checkbox"/>
3: S1	Course Average	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	3	<input checked="" type="checkbox"/>
4: COM	Comment	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	4	<input type="checkbox"/>
5: COM	Comment	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	5	<input type="checkbox"/>
6:		<input checked="" type="radio"/> Alpha <input type="radio"/> Numeric	6	<input type="checkbox"/>
7:		<input type="radio"/> Alpha <input type="radio"/> Numeric	7	<input type="checkbox"/>
8:		<input type="radio"/> Alpha <input type="radio"/> Numeric	8	<input type="checkbox"/>

Note:

Schedule Type: Block

Grade For Credit: 3

- There is a checkbox to indicate that the term is a *Summer School* term.
- Select from the drop-list the schedule type (*Traditional, Block, Modified Block, Trimester*).
- Click the **Scales** button to select grading scale for different grade levels. This was copied when you copied the grading period earlier.
- The *Note* field may be used to store notes. These notes do not print on transcripts.
- Click the **Copy** button to copy the highlighted term. It will copy to the year 2099. Once copied, the term may be edited.

Record will be Changed

Transcript Terms

Year: 2099 Grading Period: 2 Term: 1 Description: Not Entered

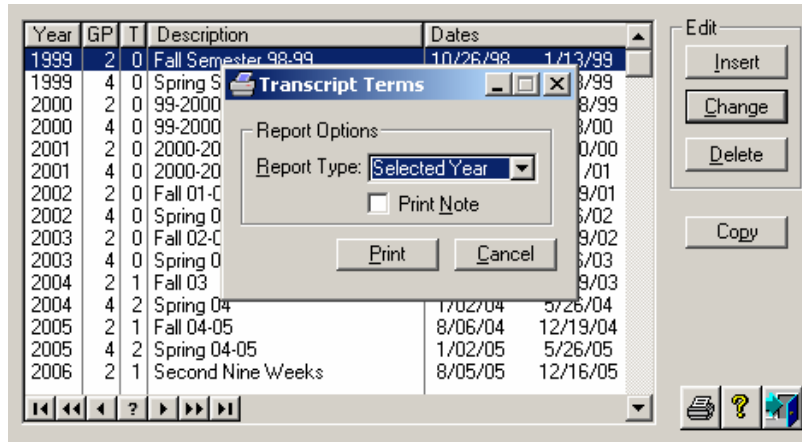
Starting Date: Ending Date: Summer School

Heading	Description	Grade Type	Order	Print
1: 9WK	Nine Weeks Grade	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	1	<input checked="" type="checkbox"/>
2: COM	Comment	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	2	<input type="checkbox"/>
3: COM	Comment	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	3	<input type="checkbox"/>
4: EXM	Semester Exam	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	4	<input checked="" type="checkbox"/>
5: AVE	Semester Average	<input type="radio"/> Alpha <input checked="" type="radio"/> Numeric	5	<input checked="" type="checkbox"/>
6:		<input checked="" type="radio"/> Alpha <input type="radio"/> Numeric	6	<input type="checkbox"/>
7:		<input type="radio"/> Alpha <input type="radio"/> Numeric	7	<input type="checkbox"/>
8:		<input type="radio"/> Alpha <input type="radio"/> Numeric	8	<input type="checkbox"/>

Note:

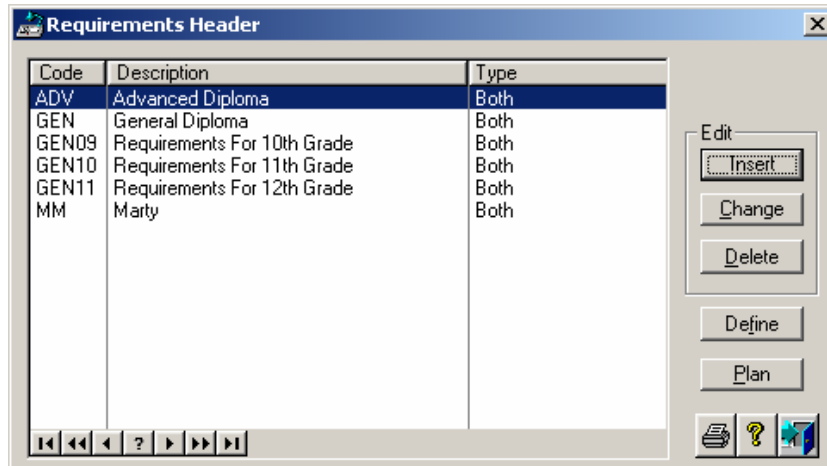
Schedule Type: Block

Grade For Credit: 5

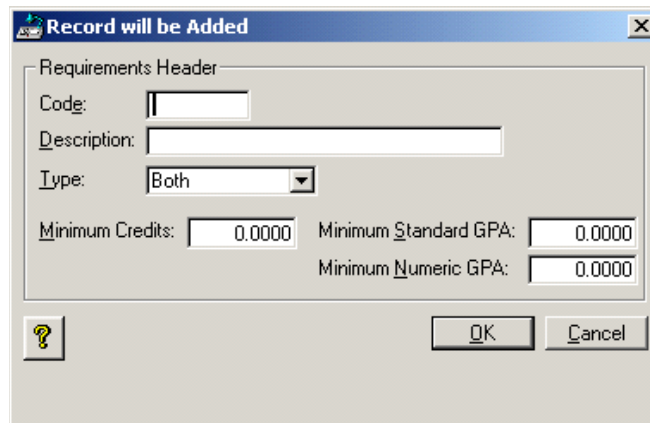


- Click the **Printer** icon to print. Choose the Report Type: *Selected Year*, *Selected Grading Period* or *All Terms*.

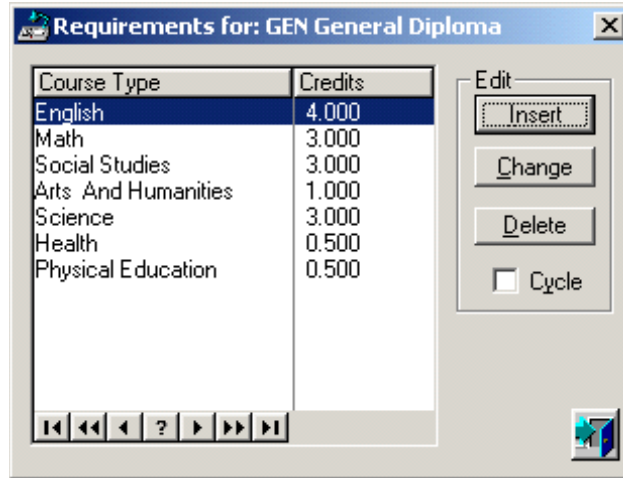
Utilities | Transcripts | Requirements



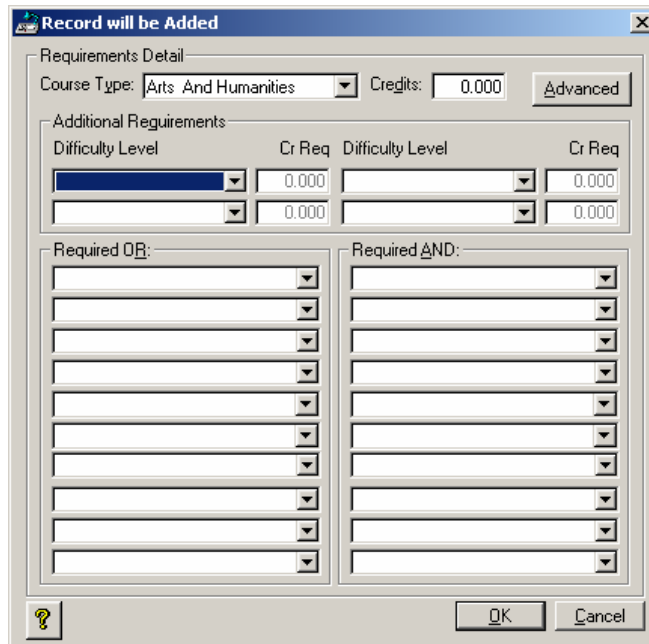
- Both diploma and promotion requirements can be set up here according to the requirements students must meet in order to graduate or promote to next grade.
- Click **Insert** to create a new diploma. Enter code, description, minimum credits and GPA as needed.



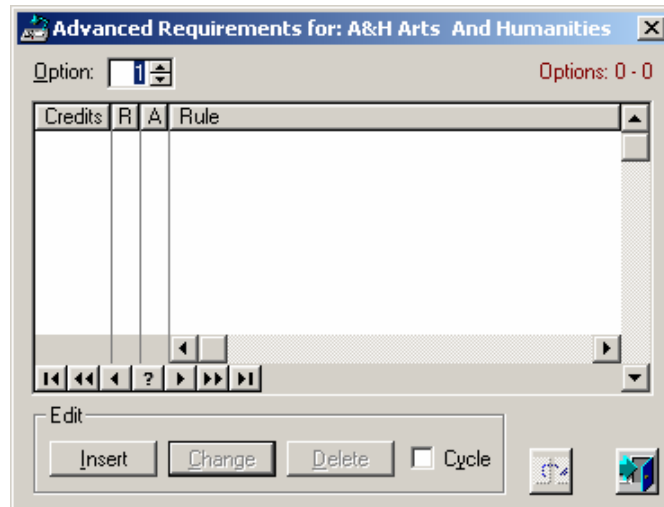
- Click **OK** to save. Next click the **Define** button.



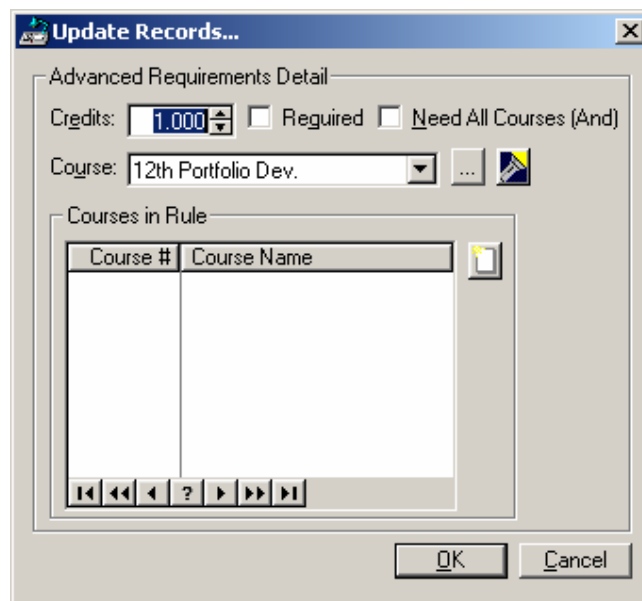
- Click on **Insert**.
- Insert course type and number of credits required.



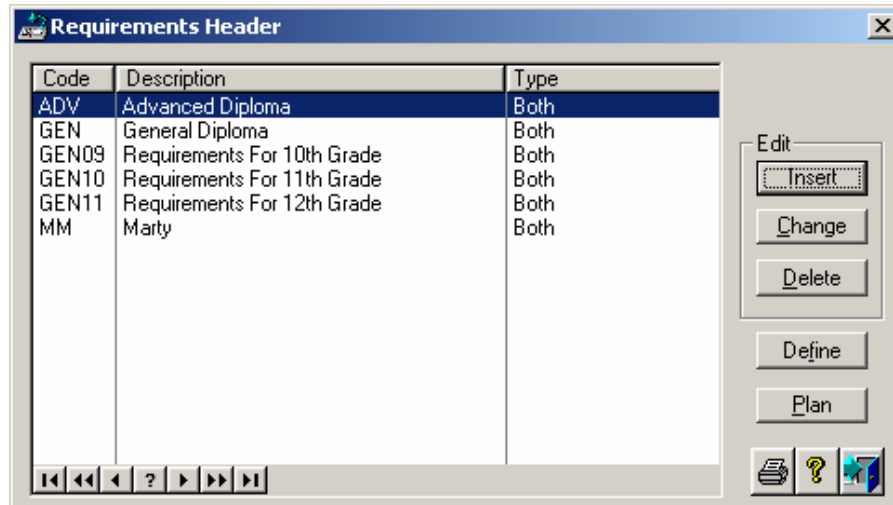
- Use difficulty level for addition requirements.
- Use the **Required OR**, **Required AND** and/or the **Advanced** requirements buttons as necessary:
 - All courses in the **Required AND** list must earn credit. At least one course in the **Required OR** list must earn credit.
 - Use the **Advanced** button to create different options to meet requirements for required courses. Examples: *Option 1* might list one way to earn needed credits in English, and *Option 2* would list an alternate way to earn needed credits in English.



- To create a rule, click **Insert**.



- Enter the number of credits. Check the *Required* and *Need All Courses (And)* boxes as appropriate.
- Select the *Course* from the drop list or click on the  icon to select courses to populate the *Course #/Course Name* browse.
- Click **OK** to save the record.



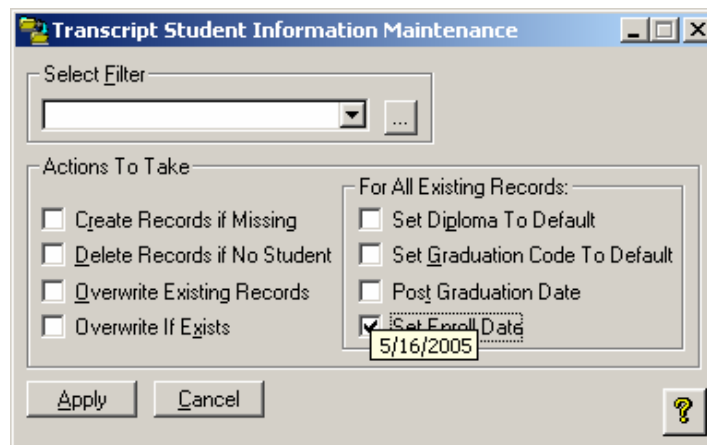
- Click the **Plan** button to enter general career plans that can be assigned to students and then modified.
- Click the printer icon to print either Requirements and/or Plan for highlighted requirement.

Utilities | Transcripts | Tests

- This area is used to set up a structure (construct) to store user-defined test data. The data may be manually entered and/or imported.
- A school must have record-layout information from the testing agency to set up the test structure for the import procedure to work. STI does not provide that record layout.

Utilities | Transcripts | Student Maintenance

- This feature is used to mass-assign values to student transcripts.

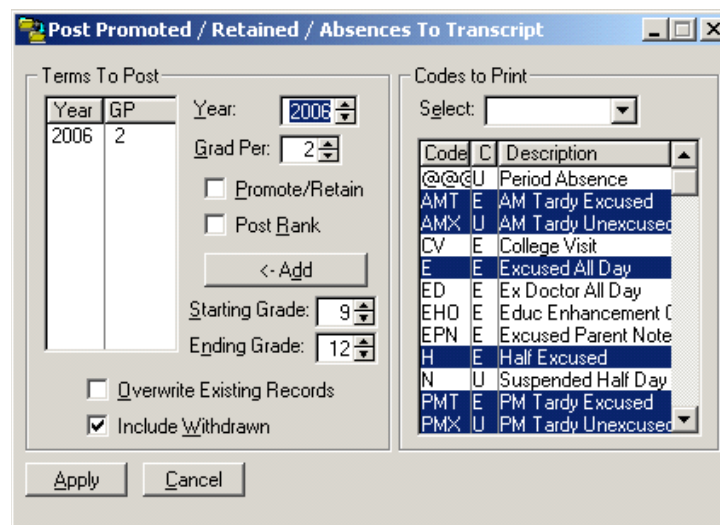


- **Select Filter:** Select the student group with which you wish to work.
- **Create Records If Missing:** Check this box if the *Student Maintenance* utility has not yet been run for this group of students.
- **Delete Records With No Student:** Check this box to delete records that are not attached to an existing student.

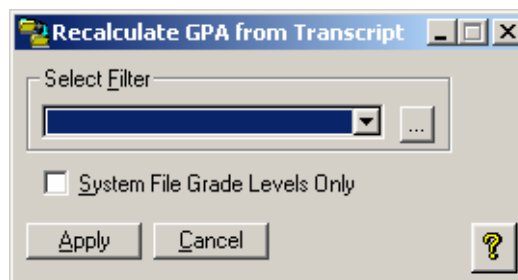
- **Overwrite Existing Records:** WARNING! Checking this box will overwrite all previously posted records. This will delete ACT and SAT I scores.
- **Overwrite if Exists:** Select this box to overwrite existing information. This option is available only if an item is checked under *For All Existing Records*. It will only overwrite the items that are checked under *For All Existing Records*. Example: Graduation Date.
- **Set Diploma to Default:** Check this box to set default values for to the diploma codes for all existing student records.
- **Set Graduation Code to Default:** Check this box to set default values to the graduation codes for all existing student records.
- **Post Graduation Date:** Check this box if you wish to post the graduation date (as set up in the *Transcript System File*) to student transcripts for a particular grade level.
- **Set Enroll Date:** Check this box to copy the original Entry Date from the student change screen under *Add/Edit Student Info* to the Enrollment Date on student transcripts.

Other Transcripts Utilities

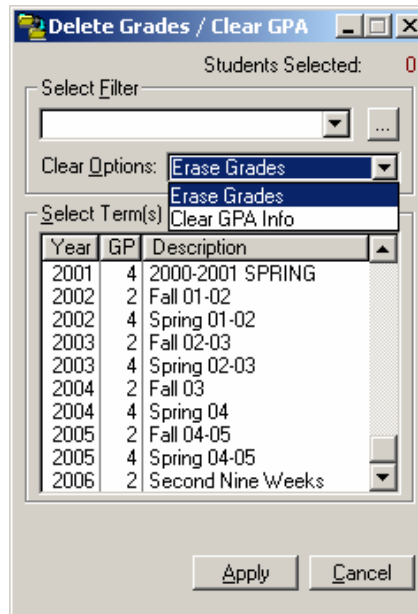
- Select **Utilities | Transcripts | Post Pro/Ret/Abs** to post promotions, retentions and absences to transcripts for selected terms, attendance codes and grade levels. CAUTION! Mark students who are to be retained before running this utility at the end of year.



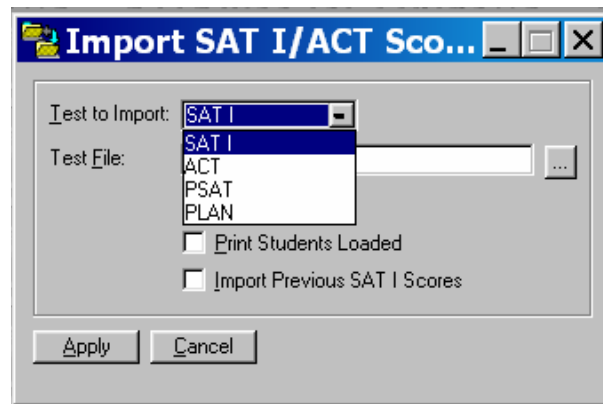
- Select **Utilities | Transcripts | Recalculate GPA's** for a filter of students if desired. CAUTION! This utility will remove ranking information for all students contained in the filter. Rank report must be rerun to establish ranks again.



- Select **Utilities | Transcripts | Erase Grades/ GPA Info** for a filter of students for a given term(s) if desired. CAUTION! Call STI support for assistance.



- Select **Utilities | Transcripts | Import SAT I, ACT, PSAT and PLAN Scores** to start the import process.



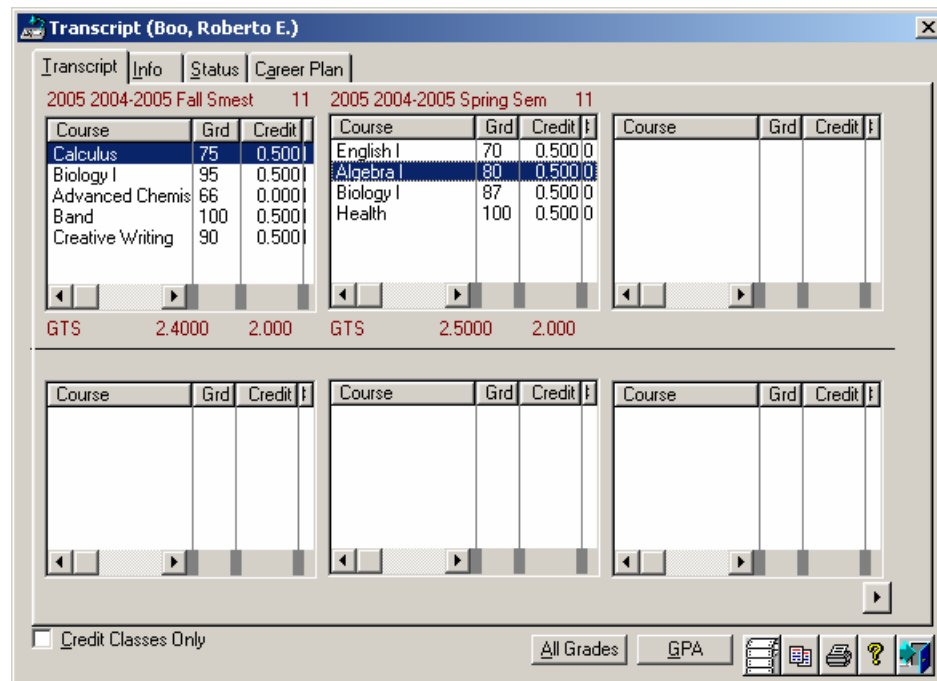
- Select the test to import.
- Click on the **Ellipsis** button to locate the file containing the test scores.
- Apply the appropriate checks for *Student # = Social Security Number*, *Print Students Loaded*, etc.
- Click **Apply** to begin the import.

Viewing or Editing Transcripts

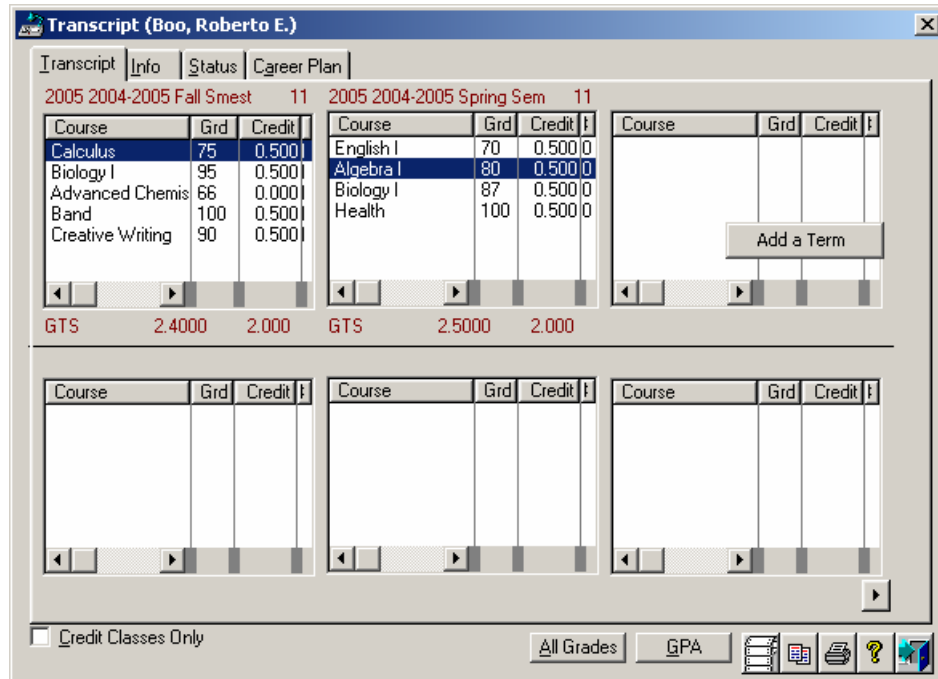
In the STIOffice main menu, select **Students | Desktop** or **Add/Edit Student Information**. Select a student, click the **Transcript** button, and then perform the tasks described below.

Transcript Tab

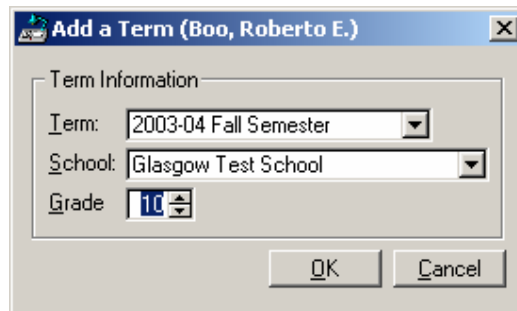
This tab displays grades, credits earned and GPA by term/school.



- To build a transcript for a transfer student, right-click in an empty frame and select **Add a Term**.
- If no empty window is available, go to **Utilities | Transcripts | Terms** and create a term for the current year.



- From the drop-down list, select a term and a school. Then enter student's grade level when grades were earned.



- On the next screen, begin entering the courses and grades from the transferring school. Select the courses from the drop-down list (drawn from the *Valid Course File*) if possible; otherwise you may enter the course name manually. Be sure all information is complete- i.e., *Grades*, *Wt. Additive*, *Wt Mult*, *Standard* quality points, *Numeric* value if applicable, and *Credit* earned and *Attempted*, *School*. Check *Transcript Display Override* and/or *Repeating Course* if needed. When all courses and grades have been entered, click **Cancel** to close the screen.

Record will be Added (Boo, Roberto E.) (2004 2003-04 Fall Semester)

Transcript Grades

Course: [] Type: []
 Teacher: [] Diff Lvl: []
 Scale: Numeric

Grades

Nine Weeks Grade []
 Comment []
 Comment []
 Semester Exam []
 Semester Average []

Wt Additive: 0.000 Credit: 0.000
 Wt Mult: 0.000 Attempted: 0.000
 Standard: 0.0000 Absent: 0
 Numeric: 0.0000 Tardy: 0

School: Glasgow Test School
 Note: []

Transcript Display Override Repeating Course

OK Cancel

Info Tab

This tab displays information such as diploma and graduation codes, graduation date, enrollment date and transfer school (the latter should be selected in the *From* field). A checkbox is provided to indicate whether a transcript has been received for a transfer student. There are also fields provided for test dates and scores for the ACT, SAT, PLAN and PSAT. Space is provided for entry of notes. The option for the writing component for ACT was added.

Transcript Info (Apple, Daniel R.)

Transcript Info Status Career Plan

Diploma: [] Enrolled: []
 Grad Code: [] from: []
 Grad Date: [] Transcript Received

ACT

	Eng	ym	rh	Math	ea	ag	gt	Read	ss	al	Sci Reas	Write	Comp
1:	0	0	0	0	0	0	0	0	0	0	0	0	0
2:	0	0	0	0	0	0	0	0	0	0	0	0	0
3:	0	0	0	0	0	0	0	0	0	0	0	0	0
4:	0	0	0	0	0	0	0	0	0	0	0	0	0

PLAN

	Eng	ym	rh	Math	ea	ag	gt	Read	ss	al	Sci Reas	Write	Comp
1:	0	0	0	0	0	0	0	0	0	0	0	0	0

SAT

	V	M	W	es	m	T
1:	0	0	0	00	00	0
2:	0	0	0	00	00	0
3:	0	0	0	00	00	0
4:	0	0	0	00	00	0

PSAT

	V	M	W	Si
1:	0	0	0	0
2:	0	0	0	0
3:	0	0	0	0

Notes: []

All Grades GPA [] [] [] [] []

Status Tab

Click this tab to check for a student's status regarding goals that have been selected based on requirements.

Check Requirements (Boo, Roberto E.)

Transcript | Info | **Status** | Career Plan

Goal Sought: **Advanced Diploma** Check: [dropdown] Weighted GPA

Credits
 Required: **24.00** Earned: **4.000** Enrolled: **0.000** Status: **Lacking** **20.000**

GPA
 Required Standard: **2.0000** Cumulative: **2.4444** Status: **OK**
 Numeric: **80.0000** **92.0000** **OK**

Type	Req'd	Earned	Applied	Status
Arts And	1.00	0.500	0.500	0.500-
English	4.00	0.500	0.500	3.500-
Foreign La	2.00	0.000	0.000	2.000-
Health	0.50	0.500	0.500	OK
Math	4.00	1.000	1.000	3.000-
Physical E	0.50	0.000	0.000	0.500-
Science	3.00	1.000	1.000	2.000-
Social Stu	3.00	0.000	0.000	3.000-

Requirements Lacking in Arts And Humanities

Diff Level	Required	Earned	Status

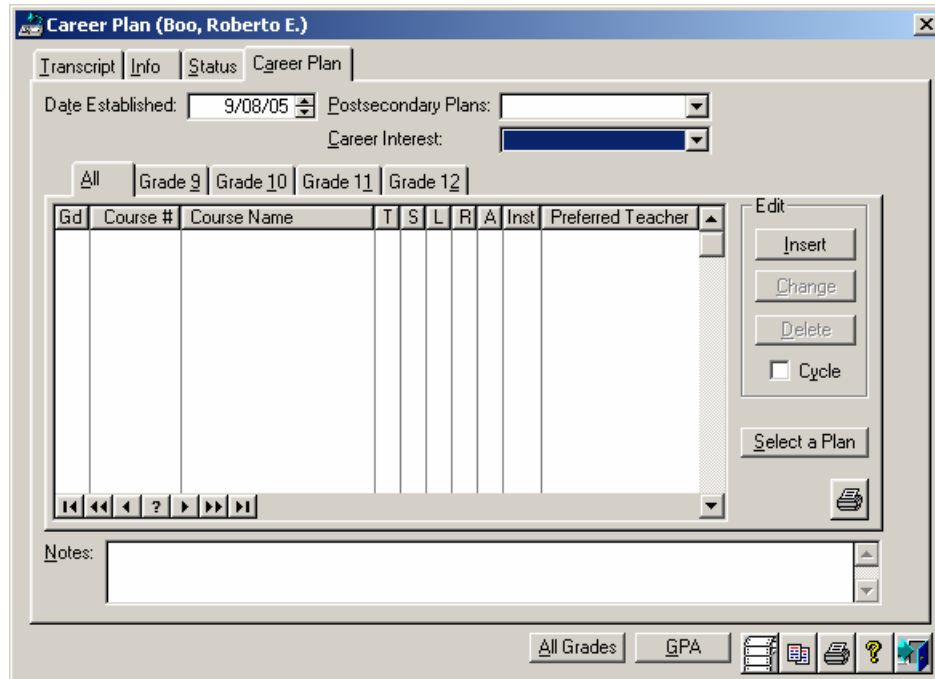
AND Courses Not Taken

All Grades GPA [print] [help] [refresh]

- Select the *Goal Sought* from the drop-down list, and then choose to *Check* either Requests or Schedule.
 - *Check Requests* will review the course requests of the student and edit the number of lacking credits to reflect the new status in *Enrolled In* credits as if the student were actually assigned all courses requested.
 - *Check Schedule* will check the courses in the student's schedule to determine if the student meets the requirements for the selected diploma type.

Career Plan Tab

Click this tab to create an individual career plan for the student. Alternately, you may select a standardized plan created in *Requirements* and then customize the plan for the individual student. Here you may also enter the student's *Postsecondary Plans* and *Career Interest*.



- Click the **Print** icon to print student's Career Plan.
- Colors indicate: Gray for *Received grade in course*; Black for *Not taken*; and Blue for *Currently enrolled in course*.
- Click the **All Grades** button to view all grades that have been earned by the student during previous school years. Current year grades are not displayed here until after Rollover.

- Click the **GPA** button to view cumulative GPA information, as well as class rank and the GPA used to calculate rank. This screen will also display the last date on which the *Ranks* report was run, along with the name of the user who ran the report.

Record will be Changed (Boo, Roberto E.)

GPA

Unweighted		Weighted	
	Start of Year	YTD	
Standard:	11.0000	11.0000	11.0000
	2.44444	2.44444	2.44444
Numeric:	414.0000	414.0000	414.0000
	92.00000	92.00000	92.00000

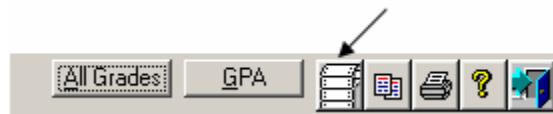
Rank
 0 of 0
 GPA: 0.00000
 Run on 08/18/04
 by England, Julie

Credits

	Start of Year	YTD
Earned:	4.000	4.000
Attempted:	4.500	4.500
Weight Attempted:	4.500	4.500
Number Wt Credits:	0.000	0.000

Recalculate
 OK
 Cancel

- Click the **Recalculate** button in the GPA menu to recalculate the GPA for the selected student. **Caution!** The student's class rank and rank GPA will be set to 0. The *Ranks* report should be re-run in order to rank the students correctly.
- Click the **Labels** icon to print a permanent record label for the selected student.



Permanent Record Label (Boo, Roberto E.)

Select Filter: Students Selected: 1

Order: Last Name Special Starting Point

Report Options

Label Size: 1:1 7/8 x 2 3/8 Label: STI-L0404PG
 Max Grades/Courses per Label: 2/11

Print Credit Daily Attendance ID: Student Number

Print GPA One Year Per Label

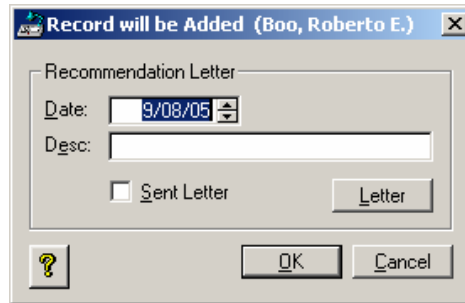
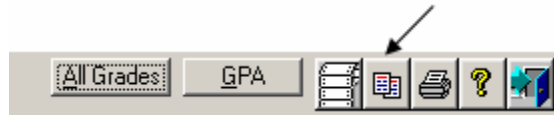
Select Term(s) to Print

Year	GP	Description
2001	4	2000-01 Spring Sem
2002	2	2001-02 Fall Semest
2002	4	2001-02 Spring Sem
2003	2	2002-2003 Fall Seme
2003	4	2002-2003 Spring Se
2004	2	2003-04 Fall Semest
2004	4	2003-04 Spring Sem
2005	2	2004-2005 Fall Smes
2005	4	2004-2005 Spring Se
2005	5	Summer School

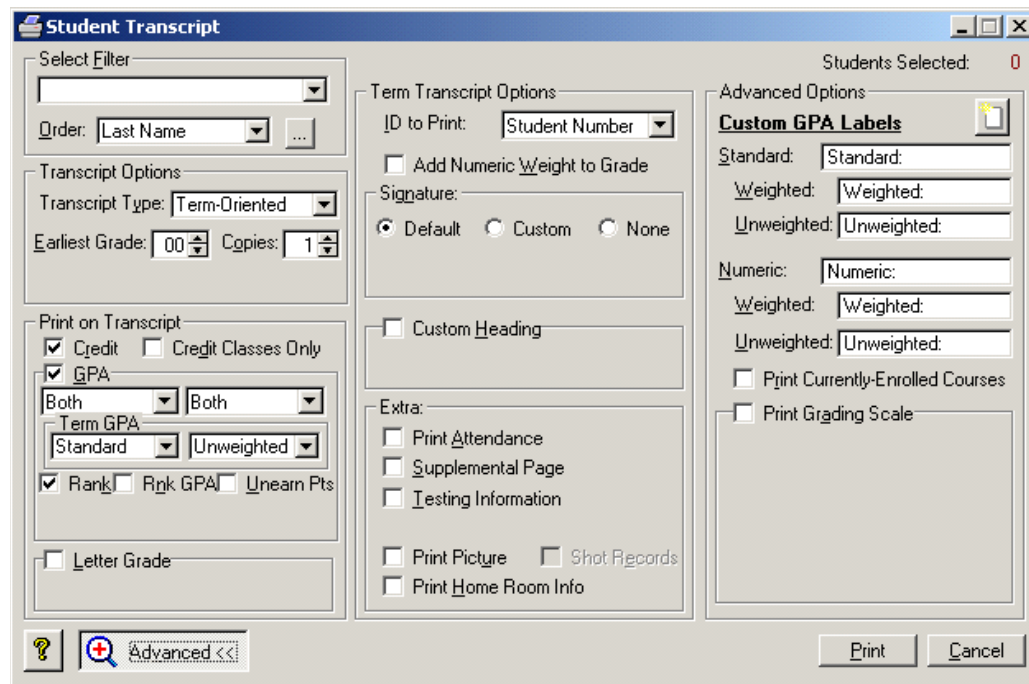
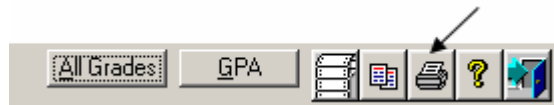
Letter Grade

Print
 Cancel

- Select the label size, the terms to print, and then apply checks to include data.
- Click the **Letters** icon to set up and print a letter of recommendation for the student.



- Select the date.
- Enter a description of the letter.
- Click on the **Letter** button to either edit an existing letter or create a new letter for the student.
- Click the printer icon to print a transcript for the student.



- When printing a transcript for an individual student, do not select a filter.
- Select the transcript type. Checkbox options will vary based on transcript type selected.

- Choose the earliest grade to include.
- Enter the number of copies to print.
- Apply checks for the information to include on the transcript.
- Select the type of Student ID to print.
- Check any additional information to include.
- Click **Print**.

Transcript Reports

To print transcript reports for groups of students, select **Daily | Transcript Reports** and choose from the following:

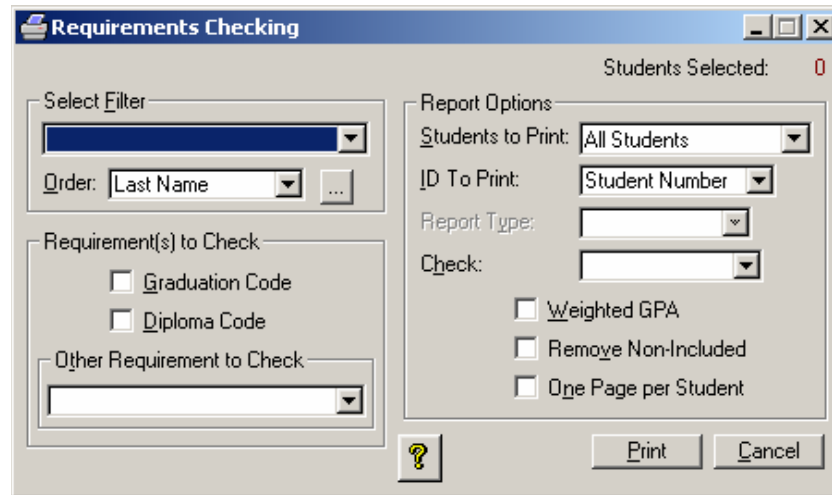
- **Transcript Information**: Builds a report drawn from information in the *Transcript Information* tab.

The screenshot shows the "Student Transcript Information" dialog box. It features a "Select Filter" dropdown menu, an "Order" dropdown set to "Last Name", and a "Report Options" section with "Report Type" set to "Simple" and "ID To Print" set to "Student Number". There is an "Include Summary" checkbox which is unchecked. Below this is a "Transcript Options" section with "Diploma" and "Graduation" dropdown menus. At the bottom, there is a "Remove Non-Included" checkbox, a "Print" button, and a "Cancel" button. The "Students Selected" count is 0.

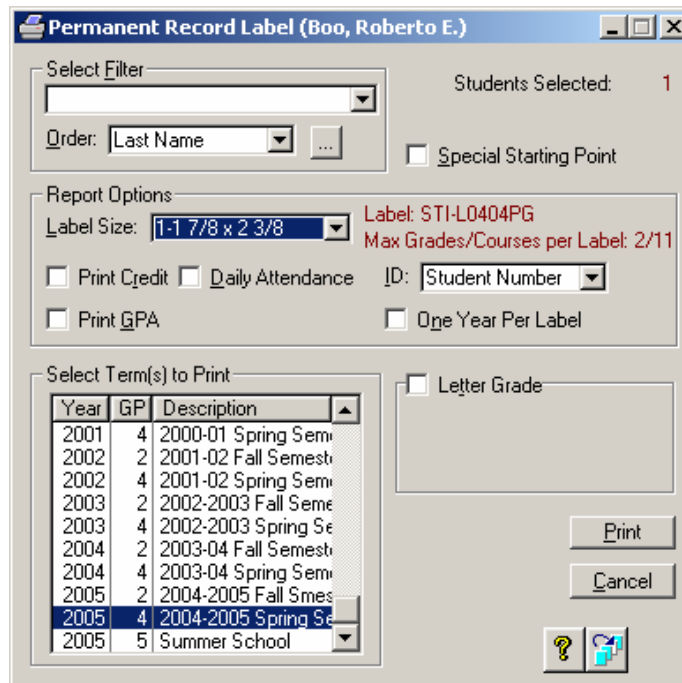
- **Transcripts**: Prints transcripts for a filter of students.

The screenshot shows the "Student Transcript" dialog box. It has a "Select Filter" dropdown, an "Order" dropdown set to "Last Name", and a "Transcript Options" section with "Transcript Type" set to "Term-Oriented", "Earliest Grade" set to "00", and "Copies" set to "1". The "Print on Transcript" section includes checkboxes for "Credit", "Credit Classes Only", "GPA", "Rank", "Rank GPA", and "Unearn Pts", with "GPA" checked. There is also a "Letter Grade" checkbox which is unchecked. The "Term Transcript Options" section includes "ID to Print" set to "Student Number", an "Add Numeric Weight to Grade" checkbox, and "Signature" options: "Default" (selected), "Custom", and "None". There is also a "Custom Heading" checkbox. The "Extra" section includes checkboxes for "Print Attendance", "Supplemental Page", "Testing Information", "Print Picture", "Shot Records", and "Print Home Room Info". The "Advanced Options" section includes a "Custom GPA Labels" button and fields for "Standard", "Weighted", and "Unweighted" for both "Standard" and "Numeric" GPA. There are also checkboxes for "Print Currently-Enrolled Courses" and "Print Grading Scale". At the bottom, there is a "Print" button, a "Cancel" button, and an "Advanced <<<" button. The "Students Selected" count is 0.

- **Requirement Checking:** Use this report to check requirements (status) for a filter of students and to generate a *Status* report.

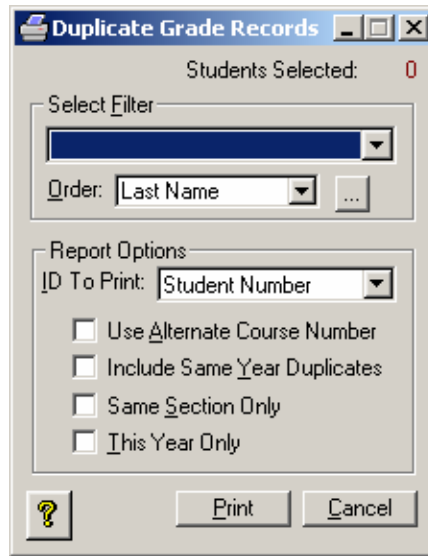


- **Permanent Record Labels:** Prints permanent record labels for a filter of students.

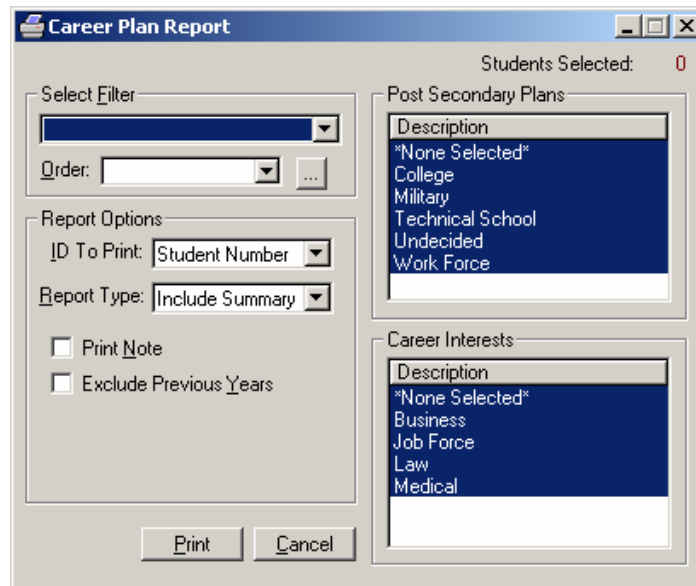


- Select the label size and the terms to print. Then apply checks to include data.

- **Duplicate Credits:** Builds a report for a filter of students listing any duplicate credits.



- **Career Plans:** Builds a report for a filter of students showing their progress towards selected career plans (as designated in the *Career Plan* tab).



- **Test Results:** Builds a report for a filter of student based on *User Defined Tests*.

- **Test Comparison:** Generates a report comparing test scores based on *User Defined Tests*.