

Transcripts



Management Technology Helpdesk

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Contents

Transcripts	3
Log In	3
Students	4
Settings	4
Options.....	5
GPA.....	5
GPA-2	6
Legend	6
Store Codes.....	7
Graduation.....	8

Transcripts

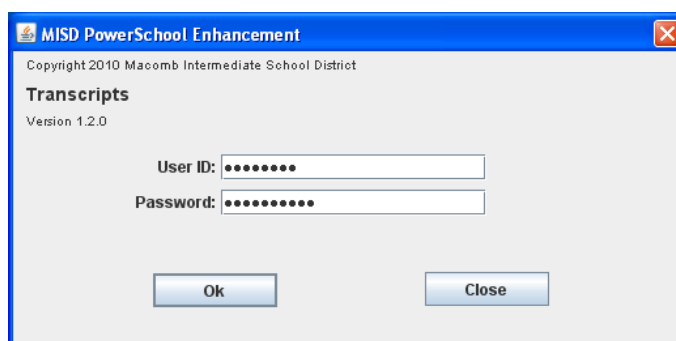
In several areas the Custom MISD Graduate Information fields and screens are referenced. At the end of this document you will find complete instructions for preparing and using the custom graduate information screens.

You will find a link to the transcript on the MISD PowerSchool Enhancement page. Click the link to start the program. You will be asked to log in. If you do not have an ID and password for our PowerSchool enhancements, please contact the helpdesk at help@misd.net.

Log In

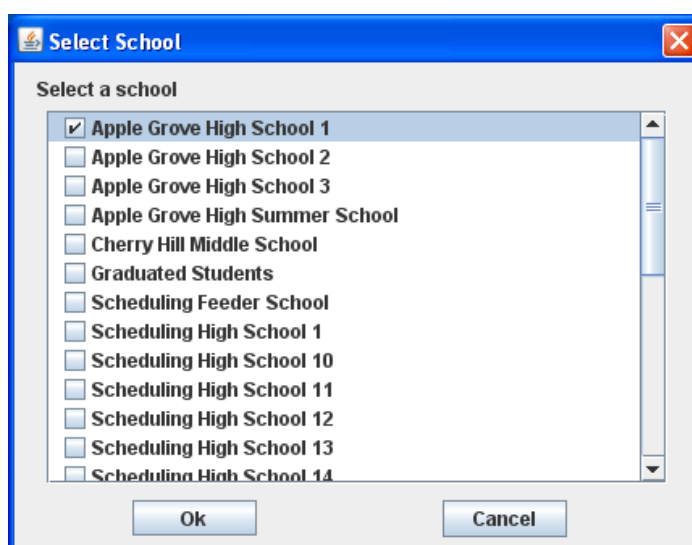
Key in your User ID and password

Click ok



The image shows a Windows-style dialog box titled "MISD PowerSchool Enhancement". Below the title bar, it says "Copyright 2010 Macomb Intermediate School District". The main heading is "Transcripts" with "Version 1.2.0" below it. There are two input fields: "User ID:" followed by a field with seven dots, and "Password:" followed by a field with eight dots. At the bottom are two buttons: "Ok" and "Close".

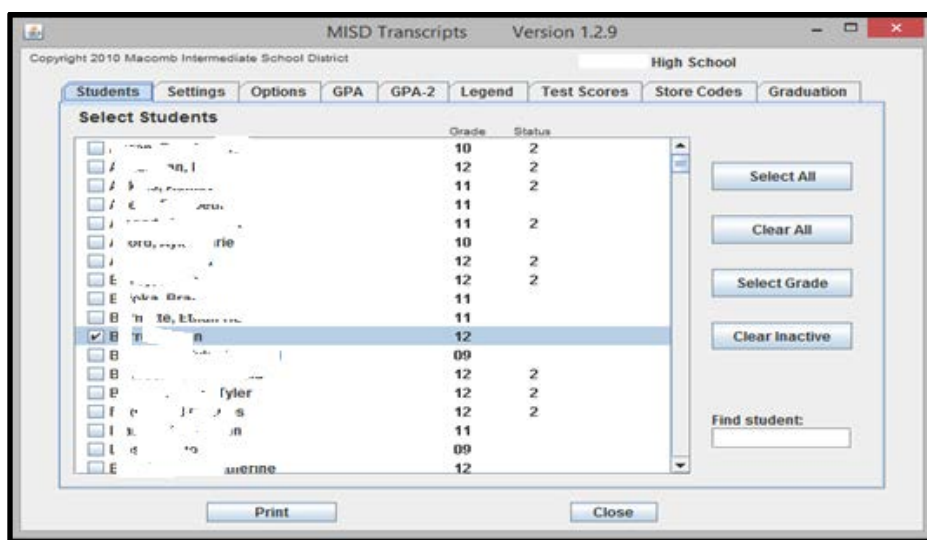
After logging in you will select a school and click OK



The image shows a Windows-style dialog box titled "Select School". Below the title bar, it says "Select a school". There is a list box containing the following items, each with a checkbox: "Apple Grove High School 1" (checked), "Apple Grove High School 2", "Apple Grove High School 3", "Apple Grove High Summer School", "Cherry Hill Middle School", "Graduated Students", "Scheduling Feeder School", "Scheduling High School 1", "Scheduling High School 10", "Scheduling High School 11", "Scheduling High School 12", "Scheduling High School 13", and "Scheduling High School 14". At the bottom are two buttons: "Ok" and "Cancel".

Students

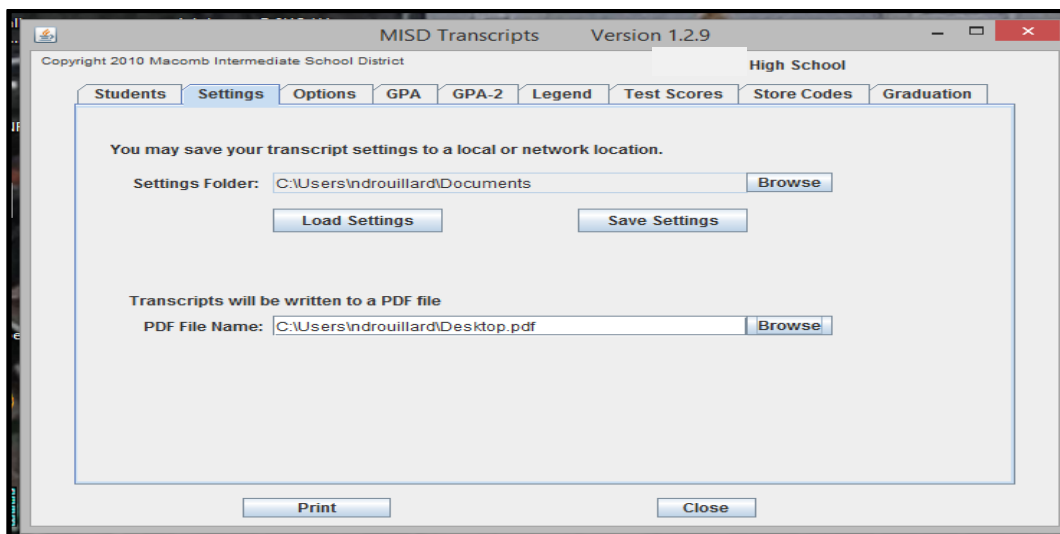
On the student tab you will select the student or students to print. You may use the Select All, Clear All, Select Grade, and Clear Inactive buttons to perform mass selection or de-selection of students.



Settings

The settings tab will allow you to choose a folder to save the transcript setting you have chosen. After selecting a settings folder, you may load previously saved settings or save your current settings.

The program writes the transcripts to a pdf file. Select a folder and name for the pdf file here.



Options

The Options tab contains several selectable options

MISD Transcripts Version 1.2.9

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Students Settings Options GPA GPA-2 Legend Test Scores Store Codes Graduation

Select the desired optional transcript components.

- ☒ Attendance
- ☒ Transcript Comments
- ☐ Print transcript code. (From course file subject area code -- explain in Legend)
- ☐ Print stored grades items only if the course credit type is not blank
- ☐ Print stored grades items only if the potential credit hours are greater than zero
- ☐ Community Service Hours Completed if greater than zero
- ☐ Community Service Hours Completed even if zero
- ☐ Community Service Hours Required/Needed
- ☐ Print Transfer-out Information

Logo File (leave blank for no logo)

Browse

Print Close

GPA

The GPA tab will show a dropdown that contains all of the GPA methods that are defined for the class rank table.

- Select the GPA method for the transcripts.
- GPA Description
- Printing class rank is a selectable option.

Both GPA and Class Rank will be retrieved from the class rank table. However if you are using the custom MISD Graduate Information data and the custom field graduation date contains data, the transcript will use the Class Rank (if print class rank is selected) and the GPA from the custom fields.

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Students Settings Options GPA GPA-2 Legend Test Scores Store Codes Graduation

GPA and Class Rank are taken from the ClassRank table.

Select the GPA method for the transcripts:

Weighted

GPA Description

Cumulative GPA:

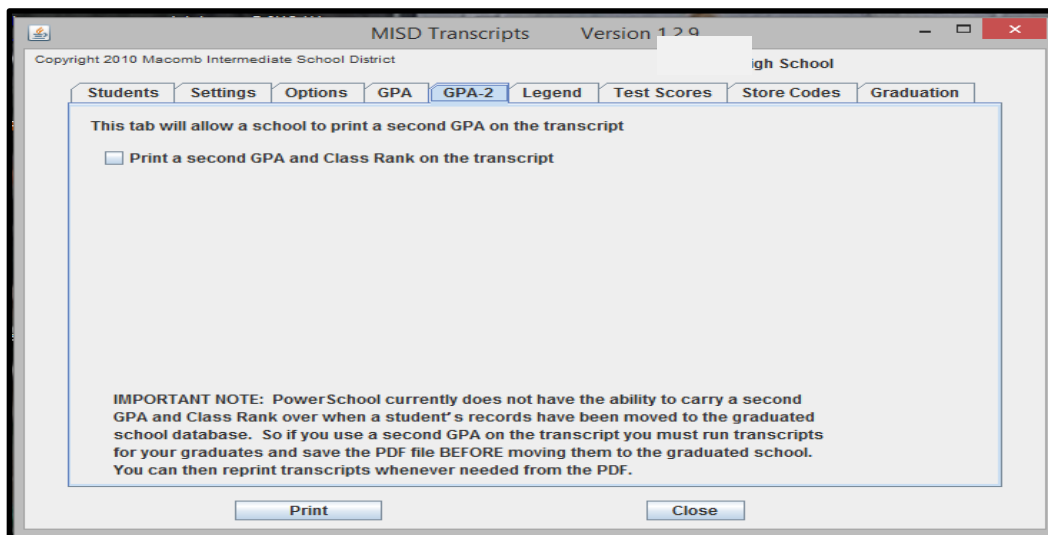
☒ Print Class Rank

NOTE: If the custom graduate information contains data in the Grad_Date field, the transcripts will print graduation status, graduation date, class rank, GPA, and school information from the custom graduate information screen.

Print Close

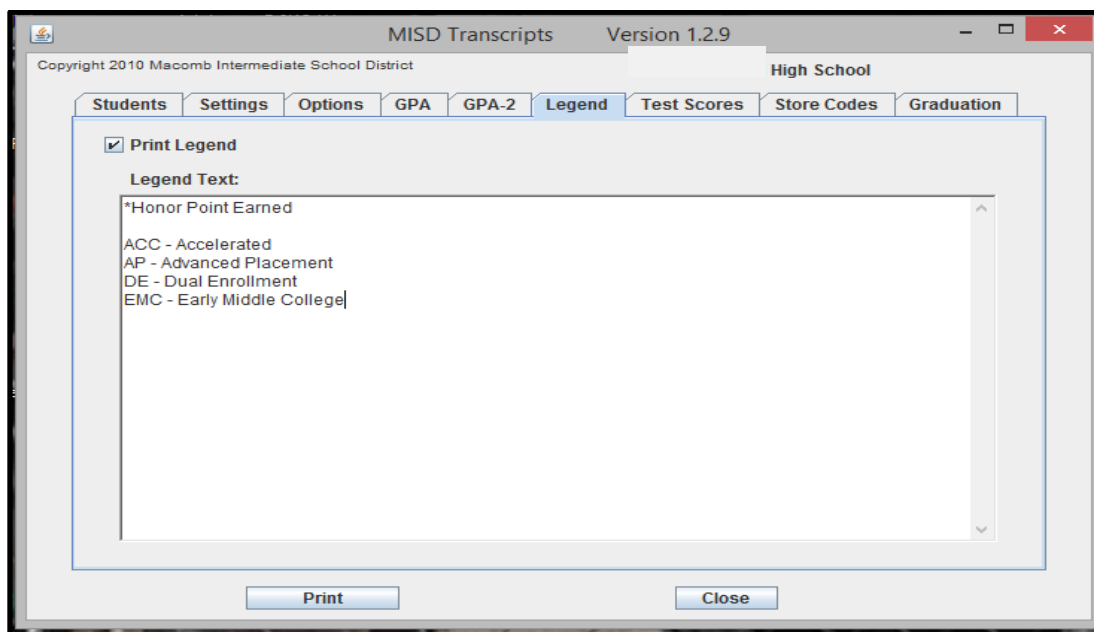
GPA-2

This tab will allow a school to print a second GPA on the transcript



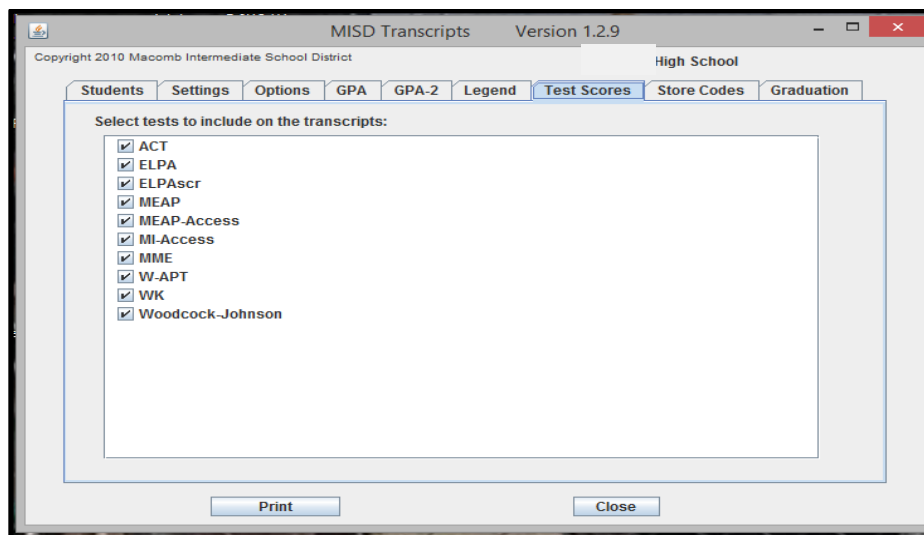
Legend

The Legend tab gives you the option to print a legend at the bottom of each transcript. The legend text can contain any information that you would like printed on each transcript. It can also be used to provide an explanation of the transcript codes used.



Test Scores

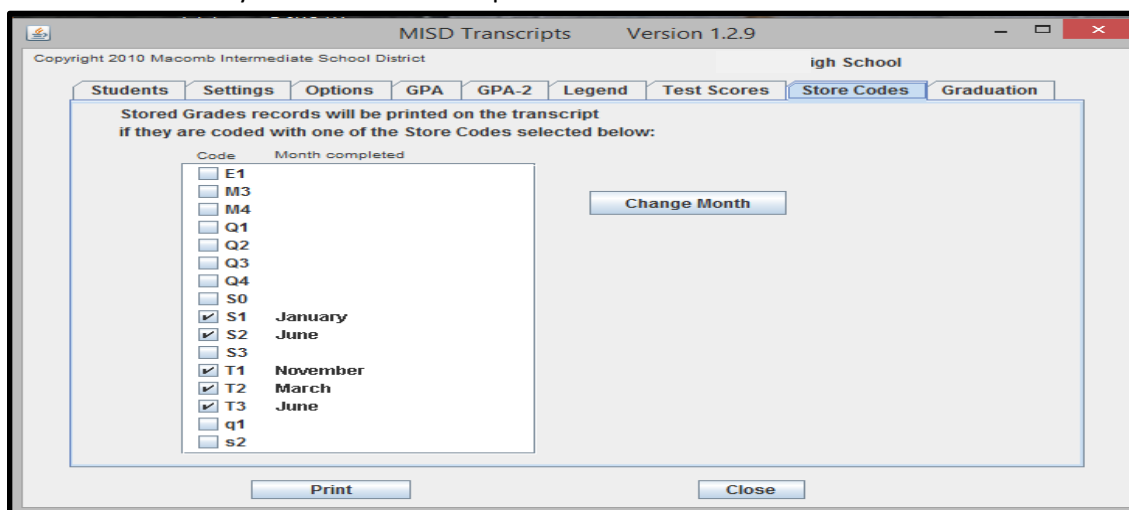
The test score tab will list all of the tests that you have defined in PowerSchool. You may select which test scores to print on the transcripts.



Store Codes

The Store Codes tab will list each unique store code found in the stored grades table for the selected school.

- Click to select which stored grades records will be printed on the transcript.
- The transcript will group the grade records by year and month, so make sure that the appropriate month is indicated for all selected store codes.
- Click a store code to highlight, and then click the Change Month button. A window will open that will allow you to select the completion month for the selected store code.



Graduation

The graduation tab allows you to control the graduation status printed in the heading of the transcript. However if you are using the custom MISD graduate information data and the custom field graduation date contains data, the transcript will use the graduation status and graduation date from the custom fields.

MISD Transcripts Version 1.2.9

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Students Settings Options GPA GPA-2 Legend Test Scores Store Codes **Graduation**

☒ Print "Expected Graduation", "Leave Date", or "Graduated" depending on enrollment status

☐ Print "Graduated" and the date entered below on all transcripts

Graduation date:

NOTE: If the custom graduate information contains data in the Grad_Date field, the transcripts will print graduation status, graduation date, class rank, GPA, and school information from the custom graduate information screen.

Print Close

Select Print to print the .pdf to your screen and a copy will be saved in the location you designated on the Settings tab.