



## Students – Transcripts

Transcripts can be used to handle both high school diploma graduation requirements and CTE requirements to complete a program of study. You can manage multiple sets of requirements from within ASAP. Read this entire set of instructions BEFORE starting. If you want to use transcripts in CTE or have more than one set of requirements, you need to be careful and think *in advance* about your structure before starting.

### Manage Credit Requirements and Different Transcript Types (HSD, CTE, etc.)

Let's assume you have already thought about what transcripts you will offer (i.e. what transcripts, what requirements on each transcript, and number of credits required for each item in a transcript). Once you have your transcripts, start building your requirements table.

1. Go to Lookup Tables | Department.
2. Enter the following for EACH individual requirement
  - a. Dept. Code: should be short, like Eng, Math, Elect
  - b. Dept. Name: this is what will appear on the transcript (i.e. English, Math, Algebra, Life Science)
  - c. Group: use letter codes to denote different sets of requirements. If you have one set of HSD requirements, Group = A. Then next "set" of requirements (maybe for CTE or a different HSD set of requirements, use Group = B, then C, and so forth.
  - d. Requirements: numerical value such as 1, 2, 5, 10, 40
  - e. Excess: all credits earned above the Requirements amount *automatically* flow to Electives. But if excess *can* go to something else first (i.e. Algebra excess can often be used to satisfy Math), then type the Dept. Name in this field.
  - f. UC/CSU Code: if you know what this is and want to use it for CalPass reporting, enter here.
  - g. ***Important:*** all transcripts groups MUST have an Electives option. This can be Credits = 0, but this must be done for each group.

### \* IMPORTANT FOR ALL TRANSCRIPTS:

If you have Multiple Sets of requirements (i.e. two or three HSD sets, four, five or more CTE sets) and a Dept. Name is consistent across more than ONE group, the Group field can be separated by a comma when the credit requirements are the exact same across all groups. Examples:

- a. I have two HSD sets: 190 total credits (Group = A) & 200 total credits (Group = B). Math for BOTH sets is = 10. I do NOT have two Math records in the Department table; I put one and in the Group field, I enter A,B.
- b. I have multiple CTE Transcripts that all use Medical Terminology as a requirement. I enter ONE record: Medical Terminology and Group would be C,D,E,F, etc.

If I have the same requirement (i.e. Math), but the number of required credits differ from one group to the other but I want to keep the EXACT same name appearing on the transcripts (i.e. Math or Medical Terminology), I enter multiple records in the Department table but make sure that Dept. Code AND Dept. Name ARE EXACTLY the same. The only difference would be Group and Requirements value.

### Assign Courses to Departments

Next, you need to go to each course where a credit can be earned and tell ASAP where to put the credit. Assign each course where a credit can be earned to **ONE and ONLY ONE Department**. This is a one-to-one relationship: each course is assigned to one and only one department. The credit entered in the section will apply to that requirement on the transcript. Here is where your Department table is vital. When building your Department table, you need to consider that a **course can only go to one requirement set**. If you have CTE transcripts and Medical Terminology is taken in four or five different programs of study (LVN, CAN, Front Office Billing, etc.), we suggest the CTE transcript for each program of study list as a requirement Medical Terminology. Or use a more general "name" for the requirement like Basics or Core Requirements.



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Recommendation on CTE Transcripts: you choose how to design your own transcripts and requirements. But one easy way is to say a “class/section” is worth one credit. You don’t need to use the HSD model where a class might be worth 5 credits. Medical Terminology could be one credit. If I offer Beginning Terminology, Intermediate Terminology and Advanced Terminology, I might have ONE requirement called Medical Terminology on my transcript and each course (I have 3 here) would be allocated to Department = Medical Terminology & my credit requirement for Medical Terminology would be 3 (i.e. 1 for each class taken). The teacher then enters a single one (1) credit each time a student successfully completes a class (and a grade if you care).

### **Fulfilling a Requirement**

When a student takes a class, the teacher or member of the staff will need to record a grade and a credit for that student in the section. This can be done via Web Teacher Attendance (WTA) or Edit Roster. Once a grade and credit are recorded, the section will appear on the appropriate transcript and the requirement will be “met”.

### **Student Transcript – Printing and Assigning to a Requirement Group**

You can print individual or bulk transcripts. Before you print, you must go to the student record and assign the student(s) to a Group. This is on Student Details. The group field is a dropdown populated by the Group field you entered in the Department Lookup Table. Select the group and then click Reports button on the bottom of Student Details and choose one of the transcript layouts. You can easily change the group for each student and print a different transcript. This works great for CTE transcripts where the student might be in multiple programs of study.

### **External Transcript Records (or easy in-house staff entered records)**

A student may have credits earned at other schools. Or, alternatively, instead of entering grades and credits via WTA or Edit Roster under Sections, you want to simply give a grade or credit quickly to the student. This is done via Input Transcript (find this on Student Details | Input Transcript button). On Input Transcript, fill out the appropriate fields with information. Click Add. You also can import mass records via a data import process. Learn about this by contacting ASA.