



Course History Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/10/17	Entire document	Update screenshots
11/6/14	Entire document	Update screenshots and breadcrumb trail
8/28/14	Manually Add Student Course History	Add Note that Count for Graduation is not functional
12/18/13	Edit Student Course History Manually Add Student Course History	14.2.0 Updates – updated screenshots
10/22/13	Run Transcripts	14.1.0 Updates – updated screenshot
10/10/12	Run Transcripts	13.1.0 Updates – updated screenshot
9/29/11	Run Transcripts Manually Add Student Course History Edit Student Course History	12.0.0 Updates – Add Note that SSID was added to several formats 12.0.0 Updates – Add Note that Credit Flex was added - screenshots
4/13/10	Course History Procedural Checklist	10.3.0 Updates – new screenshot

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Using Course History

Follow these steps to create and use student Course History. *Unless otherwise noted, see Course History/Class Ranking/Transcripts End User Documentation for details.*

- ☐ **Review Courses** – Review Courses in selected school year - paying special attention to (and updating as necessary) the “Is In Update History” field on the General tab and “Include on Permanent Record” field on the Marks tab.

By maintaining a student's marks, course history is automatically updated with new information from the student's scheduled courses. When a student enrolls from another district, it is usually necessary to manually add course information so that courses previously completed at another building/district may be included in a student's GPA and ranking as well as transcript information. You may use course codes that are part of your StudentInformation database and thereby default fields to those values, or you may designate all new data for the required fields when manually entering course history information. Manually entered course information consists of two tabs. The Course Details tab shows course detail information including whether a course is to be included in the GPA and Credit calculations as well as Honor Roll. The Student Marks tab is for recording the course marks information, which determines how the course history marks are used in GPA and Rank calculations. Updating course history information does not automatically update GPA and Ranking tables. That is accomplished by processing GPA Sets. A record of all GPA calculations is maintained on GPA History found by going to *StudentInformation – SIS – Student - Course History – GPA History*. Clicking on the specific GPA Set will bring up that particular GPA calculation results and the courses used in the calculations.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses – Search button

See Scheduling End User Documentation for details.

From this screen you can display or change information regarding courses

Course: Grade Level: Department: MATH

Area of Study: Course Subject Area: Type:

EMIS Subject Code:

			Code	Name	Area of Study	Subject Area	EMIS Subject Code	Is Active
			1115	Career Skills Math	MTH - MATHEMATICS		111980	
			6010	CP Algebra I-A	MTH - MATHEMATICS		110301	
			6010T	CP Algebra I-A (Trailer)	MTH - MATHEMATICS		110301	
			6011	CP Algebra I-B	MTH - MATHEMATICS		110301	
			6011T	CP Algebra I-B (Trailer)	MTH - MATHEMATICS		110301	
			6014	CP Geometry-A	MTH - MATHEMATICS		111200	
			6015	CP Geometry-B	MTH - MATHEMATICS		111200	

- ☐ **Create Course History Transfer Codes** – Create Course History Transfer Codes to categorize Course History records. Transfer codes are used to optionally categorize reasons for manually entering course history.

Navigation: StudentInformation – Management – School Administration – Course History Administration – Transfer Codes

Course History Transfer Codes Maintenance

From this screen, you can display, add, change and delete Course History Transfer codes.

		Code	Name	Description	Active
		1	1	1	

☒ Show Active Only

- ☐ **View Student Course History Summary** – View Student Course History Summary for the selected student. The student Course History Summary provides the ability to view and document a student's course history with respect to courses and their corresponding marks. Accurate Course History is critical for producing accurate GPA and rank calculations. Enter criteria and columns to view, and click the “View History” button.

Navigation: StudentInformation – SIS – Student – Course History – Student Course History – View History button

Student Course History Summary
From this screen, you can view student course history.

[Hide Filters]

District: Credit Type: I want to...

Include School Years:

School Years Available: 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013

School Years Selected:

Include Mark Types:

Mark Types Available: Avg - Avg, Exam - Exam, F - Final Mark, Fin - Final Mark, Fin - Final Marks

Mark Types Selected:

Show Manual Courses With No Marks: ☐ Yes ☒ No

Show 'Is High School Credit' Courses Only: ☐ Show 'Include in GPA' Courses Only: ☐ Show 'Include in Total Credits' Courses Only: ☐

Columns Available: Grade, Course Abbreviation, Course Name, Teacher Name, Course Level of Difficulty, Course Add-On Level, Course Area of Study, Course Subject Area, Course Department, Course CORE Subject Area

Columns Selected: School, School Year, Reporting Term Code, Course Code, Course Short Name, Course Section, Mark, Mark Type, Attempted Credits, Earned Credits

View History

Add Manually Entered Course

Student Course History Summary
From this screen, you can view student course history.

[Show Filters]

Add Manually Entered Course

Total Attempted Credits: 18.5 Total Earned Credits: 13.5

	School	School Year	Term Code	Course Code	Course Short Name	Section	Mark Type	Mark	Attempted Credits	Earned Credits
		2016-2017	F	3007	CP English 10-B		Final Mark	C	0.50000	0.50000
		2016-2017	F	3010	CP English 11-A		Final Mark	C	0.50000	0.50000
		2016-2017	F	3053	CP Eng 12-A		Final Mark	D	0.50000	0.50000
		2016-2017	F	9006	Economics		Final Mark	C	0.50000	0.50000
		2016-2017	F	9007	World Hist A		Final Mark	C	0.50000	0.50000

- ☐ **Edit Student Course History** – Edit Student Course History Summary for the selected student by using the **edit pencil** icon. Please note that updating Course History does not automatically update GPA and Ranking tables. GPA must be refreshed. This updates the GPA and rank to include the most recent marks earned by students.

Navigation: StudentInformation – SIS – Student – Course History – Student Course History – View History button – edit pencil icon






Student Course History Summary

From this screen, you can view student course history.

[\[Show Filters\]](#)

Add Manually Entered Course

Total Attempted Credits: 18.5 Total Earned Credits: 13.5

	School	School Year	Term Code	Course Code	Course Short Name	Section	Mark Type	Mark	Attempted Credits	Earned Credits
	<div></div>	2016-2017	F	3007	CP English 10-B		Final Mark	C	0.50000	0.50000
	<div></div>	2016-2017	F	3010	CP English 11-A		Final Mark	C	0.50000	0.50000
	<div></div>	2016-2017	F	3053	CP Eng 12-A		Final Mark	D	0.50000	0.50000
	<div></div>	2016-2017	F	9006	Economics		Final Mark	C	0.50000	0.50000
	<div></div>	2016-2017	F	9007	World Hist A		Final Mark	C	0.50000	0.50000

Manually Entered Course																	
From this screen, you can display, add, change and delete data pertaining to manually entered courses.																	
School Year of Manually Entered Course: 2016-2017																	
Course Details	Student Marks																
<div>Code: 3007 Subject Area: ENGLISH</div> <div>Abbreviation: 3007 Area of Study: ENG - ENGLISH LANGUAGE ARTS</div> <div>Short Name: CP English 10-B Level of Difficulty:</div> <div>Name: CP English 10-B Add On Category:</div> <div>Section: Hours of Instruction: 60</div> <div>Transfer Code: Attempted Credits: 0.500000</div> <div>Date Completed: 9/21/2016 Mark Bump:</div> <div>Ratio Denominator: 100 Rank Weight:</div> <div>Grade Level: 12 - 12 <small>This is the student's grade level from the student profile for the selected school year</small></div> <div>Teacher Name:</div> <div>Course Description: college prep English 10 course</div> <div>Credit Flex: Y - Yes, the course is a Credit Flexibility Course not used for credit recovery work</div> <div>EMIS Subject Code: 050170 - Integrated English Language Arts II</div> <div>EMIS Subject Area for Credit: ENG - English Credit</div> <div>CORE Subject Area: ENG - English Language Arts Units <small>(Only required when Is High School Credit is checked)</small></div> <div>End Of Course Assessment Area: ELA2 - English Language Arts 2</div>																	
<div><input checked="" type="checkbox"/> Is High School Credit <input checked="" type="checkbox"/> Include in GPA <input checked="" type="checkbox"/> Include in Total Credits <input checked="" type="checkbox"/> Include in Honor Roll</div> <div><input checked="" type="checkbox"/> Counts for Graduation <input checked="" type="checkbox"/> In Graduation / Eligibility <input type="checkbox"/> Is Honors Course <input type="checkbox"/> Is Dual Credit</div> <div><input checked="" type="checkbox"/> Is College Prep</div> <div>School IRN: 999999 School Description:</div> <div>Comments:</div> <div>Delete Save and View Course History Save and Enter Marks Cancel</div> <div><small>Note: If a manual course is saved with no marks, it can still be viewed on the Summary screen by checking the 'Show Manual Courses With No Marks' box in the filters section</small></div> <div><small>Student Marks List (Note: The marks for this manual course can be edited on the Student Marks tab)</small></div> <table><thead><tr><th>Term</th><th>Mark Type</th><th>Mark</th><th>Credit Type</th><th>Credit Ratio</th><th>Description</th><th>Attempted Credits</th><th>Earned Credits</th></tr></thead><tbody><tr><td>F</td><td>Fin</td><td>C</td><td>Earned</td><td>100 / 100</td><td></td><td>0.50000</td><td>0.50000</td></tr></tbody></table>		Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits	F	Fin	C	Earned	100 / 100		0.50000	0.50000
Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits										
F	Fin	C	Earned	100 / 100		0.50000	0.50000										

Note: When users save a value for the Credit Flex on the Courses – EMIS tab, for manually-entered courses, and then transfer a student’s course history, that value displays on the Manually Entered Course – Course Details tab.

Course Description:	college prep English 10 course
Credit Flex:	Y - Yes, the course is a Credit Flexibility Course not used for credit recovery work ▼

- ☐ **Manually Add Student Course History** – Use the Manually Entered Course screen to add course details and student marks for courses and course history from other districts for the selected student. Select the year the courses were completed prior to entering course details.

Navigation: StudentInformation – SIS – Student – Course History – Manually Entered Courses

Manually Entered Course

From this screen, you can display, add, change and delete data pertaining to manually entered courses.

School Year of Manually Entered Course: 2016-2017

Course Details **Student Marks**

Select a course from the school year selected to auto populate the fields:

Course:

Code:* Subject Area:

Abbreviation:* Area of Study:

Short Name:* Level of Difficulty:

Name:* Add On Category:

Section: Hours of Instruction:

Transfer Code: Attempted Credits:*

Date Completed: Mark Bump:

Ratio Denominator: 100 Rank Weight:

Grade Level:* 12 - 12 This is the student's grade level from the student profile for the selected school year

Teacher Name:

Course Description:

Credit Flex: N - The course is not a Credit Flexibility Course

EMIS Subject Code:

EMIS Subject Area for Credit:

CORE Subject Area:* (Only required when Is High School Credit is checked)

End Of Course Assessment Area:

☒ Is High School Credit ☒ Include in GPA ☒ Include in Total Credits ☒ Include in Honor Roll

☒ Counts for Graduation ☒ In Graduation / Eligibility ☐ Is Honors Course ☐ Is Dual Credit

☐ Is College Prep

School IRN: School Description:

Comments:

Note: If a manual course is saved with no marks, it can still be viewed on the Summary screen by checking the 'Show Manual Courses With No Marks' box in the filters section

Student Marks List (Note: The marks for this manual course can be edited on the Student Marks tab)

Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits
There are no records to display							

Note: The Counts for Graduation checkbox is not functional. Please see the “In Graduation / Eligibility checkbox.

- ☐ **Run Transcripts** – Run Transcript Formatter (R702) to view course history listed on the student transcripts. Verify all details listed on the transcript for accuracy. The district determines what information is relevant and establishes the format to be used. The transcript is a summary of the school experience for students and is a critical document that can influence the future of the graduates. It is imperative that all details be as accurate as possible.

Report Layout (required) – Select the appropriate format (and format type, if your ITC settings permit) from the dropdown menu.

Note: The State Student ID (SSID) displays below the student number on Format01, Format02, Format11, Format12, Format20, Format21, Format22, Format32 and FixedN2 report layout formats.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Transcript Formatter (R702)

Choose Graduation Eligibility Rule: Choose a Graduation Eligibility rule from the list to be used by Credit Summary subreport.

Mark Type: Choose the mark type to use for Credit Summary subreport calculations. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.

Recalculate Graduation Eligibility: ☐ Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to use the student's cached Graduation Eligibility data (faster) for Credit Summary subreport.

Student Status

A - ACTIVE
 ALTO - Alternative School/GO
 APEX - APEX
 AVCP - Active-Virtual Court Placed

Administrative Homeroom

104 (Full Year Term)
 106 - (Full Year Term)
 107 - (Full Year Term)
 108 - (Full Year Term)

Program

01 - Multiple Disabilities
 02 - Deaf Blindness
 03 - Deafness (Hearing Impairment)
 04 - Visual Impairment

Home School

046318 - Bethel-Tate Local SD (Dist)

Counselor

Membership

15 - Extended Learning Time (Each Week)
 15 - Guided Reading (Small Group Instruction)
 15 - Increase Reading Time
 15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Membership Group

CS - COMMUNITY SERVICE PR
 EC - EARLY CHILDHOOD
 ED - EDUCATIONAL OPTIONS
 EP - EDUC PROGR - GIFTED

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

Student ID(s):

Homeroom Date: 1/10/2017

Omit Unlisted Phone Numbers: ☐

Show Building or District Admission Date: ☒ Building ☐ District

Show Earliest or Latest Admission Date: ☒ Earliest ☐ Latest

Show Building or District Withdrawal Date: ☒ Building ☐ District

Common Text For Transcripts:

Grading Scale:

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Improve Performance by Separating Report Processing by Grade: ☒

Grade ^{*}

07 - 07
 08 - 08
 09 - 09
 10 - 10

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options

Grade (ASC)
 Grade (DESC)
 Student Number (ASC)
 Student Number (DESC)

Student Name (ASC)

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup

Email Address: amy.recker@mcoecn.org

Description: