



Course History Quick Reference

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.

- ☐ **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

- ☐ **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

- ☐ **Edit Student Course History** – Edit Student Course History Summary for the selected student by using the Edit 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 icon

Note: As of DASL Release 12.0.0, the Credit Flex field was added to the Courses – EMIS tab. 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.

- ☐ **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

Note: As of DASL Release 12.0.0, the Credit Flex field was added to the Manually Entered Course page.

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.

Note: As of DASL release 12.0.0, the State Student ID (SSID) now displays below the student number on Format01, Format02, Format11, Format12, Format20, Format21, Format22, Format32 and FixedN2 report layout formats.

Non-Custom Transcripts no longer operable

As of DASL V10.1.0, non-custom transcripts are no longer operable; only the custom transcripts should be used.

State Support and/or the ITC's have the option of disabling the non-custom transcripts within the DASL.config file. See the StudentInformation Administration Guide for more information.

Do not select "Yes" under "Refresh GPA Set Results" unless grades have changed since Transcripts were processed.