



TRANSCRIPT PROCESSING GUIDE

PRELIMINARY SETUP – The following steps need to be completed before moving to the Transcript module:

SETTING UP DISTRICT SCHOOL YEAR DEFINITIONS.....

1. Go to **District Setup...District Setup...Menu...District School Year Definitions**. All school year definitions must be in the system including the previous four years.
2. Click **Add New**.
3. Complete all information and click **Save & Add** until you have all years entered.
4. Click **Save & Finish**.
5. Go to **District System Utilities...District System Utilities....go to Menu** and select **Anticipated Graduation School Year Mass Update**.
6. Click on **Assign Years Automatically**.
7. Check the top box on the right corner and this will select all entries.
8. Click **Process Students**.
9. Click **OK**.

SETTING UP DISTRICT COURSE SUBJECT AREAS.....

10. Go to **Lumen WeBSIS District...District Course Management...District Course Management...Menu...District Course Subject Areas**.
11. Review and edit District Course Subject Areas.
12. To add, click **Add New**.
13. Type in course.
14. Click **Save & Add** or **Save & Finish**.

SETTING UP GPA CALCULATION METHODS.....

15. Go to **Lumen WeBSIS School...School Course Management...School Course Management...Menu...GPA Calculation Methods**.
16. Click **Add New**.
17. Give Name.
18. Select Non-Weighted or Weighted on Cumulative GPA Calculated Using.
19. Select Non-Weighted or Weighted on Class Rank GPA Used.
20. Select GPA Grading Scale.
21. Select desired decimal place.
22. Click **Save & Edit**.
23. The bottom portion will become active.
24. Click **Add New** on the School Years Tab.
25. Select year.
26. Click **Save & Add**.

27. Repeat this process until you have all years selected that apply.
28. Click **Save & Finish**.
29. Click on **Grade Level Tab**.
30. Click **Add New** and select all grade levels that apply.

PUTTING ASSESSMENTS INTO THE SYSTEM.....

31. Assessments – Assessments must be put into the transcript to be viewable on the official and internal transcript.
32. Go to **Lumen WeBSIS District...District Graduation and Transcript Management...District Graduation and Transcript Management**.
33. Select student.
34. Click **Add New**.
35. Select Assessments.
36. Click **Next**.
37. Enter Score. (If it is Pass/Fail, enter 0 for Fail and 1 for Pass)
38. Click **Save & Finish**.

SETTING UP SCHOOL GRADUATION REQUIREMENTS.....

39. Graduation Requirements – Go to **WeBSIS School...School Course Management...School Course Management...Menu...School Subject Graduation Requirements**. (You will need your handbook for graduation requirements.)
40. Select **Add New**.
41. Select Subject Area.
42. Fill in School Graduation Requirement Name (ex.: District Course Subject Area – Communication Arts, Requirement Name – English I; if a specific subject area requires a specific course (i.e., Social Studies – Government) this will be list here. (ex.: Fine Arts...Fine Arts...no specific course; Elective...Elective)
43. Go to **Menu...School Diploma Graduation Requirements**.
44. Click **Add New**.
45. Give Diploma a name...this will show on the official transcript (i.e., 2008 Academic Diploma, 2008 Diploma, 2008 Career Ed Diploma, etc.)
46. Click **Save & Edit**.
47. The bottom portion will become active.
48. On the School Year tab click **Add New**.
49. Select year.
50. Select grading scale.
51. Click **Save & Add** or **Save & Finish**.
52. On the **Requirements** tab click **Add New**.
53. Select **District Course Subject Area**.
54. Select **School Graduation Requirement**.
55. Insert credit hours required.
56. Insert Display Sequence (This determines the order of the list. Ex.: 10, 20, 30, etc.)
57. Click **Save & Add** or **Save & Finish**.
58. On the **Required Assessments** tab click **Add New Required Assessments**.

59. Select from list.
60. Select Assessment Item (ex.: ACT – Raw Score – 34; State Constitution – Assessment Status – Pass/Fail)
61. Beginning Passing Value – use this for Assessment Status entries....for pass/fail 0 is fail, 1 is pass.....beginning value is 1, ending value is 1
62. Click **Save & Finish**.

**Notes – You can duplicate a diploma. If a change is to be made a new diploma must be created for the applicable school year(s)

SETTING UP THE TRANSCRIPT

1. Go to **WeBSIS District...District Graduation and Transcript Management...Transcript Utilities**. This is a one-time application used for working with imported transcripts.
2. Click **Add New**.
3. Select school (High School).
4. Grade Level – leave as “not selected” unless weighted courses have been implemented during the transcribed years.
5. Course name – type the exact name from the list of stored transcripts (ex.: ALGEBRA I, ALG I, Algebra I)
6. Select grading scale.
7. Select School Subject Graduation Requirement to be Assigned.
8. Select whether the course is weighted or not weighted.
9. Select **Preview Transcripts to be changed by Processing**. This will bring up a list of affected transcript records. This is for preview only.
10. Select **Process Transcript Updates**.
11. Click preview again to view updates.
12. Repeat process for all courses.
13. Go to **District Graduation and Transcript Management...Menu...Student Transcript Error List/Report**.
14. Correct Errors.
15. Go to **Lumen WeBSIS District...District Grade Processing Setup...Calculate Cumulative GPA**.
16. Select building (High School).
17. Click **Calculate**.
18. Click **OK**.
19. View error log and correct all errors.
20. Make sure you check all student transcripts for accuracy.

POSTING FINAL GRADES TO TRANSCRIPT

1. Go to **Lumen WeBSIS District...District Graduation and Transcript Management...School Transcript Final Grade Posting**.
2. Select School.
3. Select School Year.
4. Select Grade Level.
5. Select Marking Period.
6. Click **Post Transcript Information**.

7. You can repost the transcripts to update information. This is to be used on the reposting of the last marking period posted only.

PRINTING TRANSCRIPTS

1. Go to **WeBSIS District...District Graduation and Transcript Management...Menu...Official Transcript Print Parameters.**
2. Select Building.
3. Select appropriate parameters.
4. If you select 'Yes' on Print Watermark a file can be uploaded. (click Browse...select file...click Upload). You can also add text.
5. Click **Save & Finish.**
6. Select student.
7. Click Internal or Official Transcript to print.