

SASlxp™ Course History User's Guide

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Using Course History

The Course History folder (in the Grade Reporting folder) contains atoms that enable you to:

- Define graduation requirements.
- Print student transcripts.
- Transfer grades to the Course History file.
- Monitor a student's progress toward graduation.
- Update GPAs and NGAs on a cumulative basis.
- Determine a student's GPA or NGA ranking within the class.



Using the Update Course History Atom

The Update Course History atom (in the Course History folder) enables you to transfer grades to the Course History file, update GPAs or NGAs on a cumulative basis, and determine students' GPA or NGA ranking within their class. You can perform GPA or NGA calculations for all students or students who belong to a specific grade level or track. You can also use this atom to update the Schools Attended History file and change the course number for the current year.

The Update Course History atom performs two basic functions:

- Transfer grades
- Calculate GPA or NGA

When you open the Update Course History atom, it defaults to the Select Marks to Transfer to Course History matrix. To calculate GPA or NGA, you select the Calculate or Update option on the Select Marks to Transfer to Course History screen.

Setup Notes

The Update Course History atom accesses several files within the SASIxp™ educational software. Before you attempt to transfer grades or perform GPA or NGA calculation, you should verify that these files exist and are defined accurately:

- ASTU – Student
- ACRS – Course
- AUSR – User
- AMST – Master Schedule
- AGRA – Grade Reporting Additional Attendance
- AGRD – Grade Reporting
- AGDF – Grade Reporting Definition
- AGRP – Period Definition
- AGRL – Grade Reporting Detail
- AGMK – Mark Definition
- AGCM – Comments
- AGPA – GPA Definition
- AGCR – Credit Definition
- ACHS – Course History
- ARTD – Repeat Tag Definition



To verify that these files exist, open the Create New Files atom (in the File Management folder). Look for a **Yes** in the *Created* column, which signifies that the file exists.

Code	File Name	Created
ASTU	Student	Yes
APRN	Parent/Guardian	Yes
AEMG	Emergency	Yes
APMT	Payment File	Yes
ACNF	Conference	Yes
ADIS	Discipline	Yes
AHLT	Health	Yes
AIMM	Immunization	Yes
AMST	Master Schedule	Yes
ACRS	Course	Yes
ATCH	Teacher	Yes
AROM	Room File	Yes

☐ Show all file names
 ☐ Replace existing file(s)
 ☐ Use Database Definition

Report any of the files without a Yes to your System Administrator and request that they be created.

Do not perform grade transfers until you verify that:

- Valid data has been defined in the *Course ID*, *Course Title*, and *Credit* fields in the Course atom.
- Valid data has been defined in the *Teacher Name* and *Course ID* fields in the Sections atom.
- If transferring Citizenship marks and Attendance totals, conduct codes have been defined in the CON table of the Tables Definition atom, and attendance categories and criteria have been defined in the Attendance Options and Report Card Text screens of the Grading Setup atom.
- All fields in the Grades atom have been defined accurately. The Update Course History atom pulls grades from the grading file and course information from the course file. Accurate course IDs, term codes, marks, credits attempted, and credits earned must be transferred to the Course History file. If you are transferring citizenship marks and attendance totals, valid totals and conduct codes must have been entered in the Grades atom.



When grades are transferred to the Course History file, the system puts an entry in the Schools Attended History (ASAH) file if the Update Schools Attended checkbox is selected. The Schools Attended History file reflects the completion of the current term in the current school. The system also updates attendance information from the Grading Summary information in the AGRA table (provided that it was updated previously with the Update Grades atom).

- Valid student information has been defined in the Student atom.
- Reporting periods from which marks are earned have been defined in the Reporting Periods screen of the Grading Setup atom.
- Marks have been defined in the Mark Descriptions screen of the Grading Setup atom.
- The terms to receive credit for transferring marks have been defined in the Credit Terms screen of the Grading Setup atom.

While verifying these tasks, ensure that all terms to process on the Reporting Periods screen have also been entered in the *Terms to Receive Credit* field on the Credit Terms screen of the Grading Setup atom. If these two fields do not match, the system is not able to transfer grades for all terms within the reporting periods linked to the marks being transferred to the Course History file.

Finally, you should not perform GPA or NGA calculations until you verify that these tasks are complete:

- The *N/H* field has been defined for each course in the Course atom. This “academic tag” categorizes a course as Honors, Regular, or Non-academic and indicates the set of grade points used during GPA or NGA calculations. Academic tags must first be defined in the ACA table of the Tables Definition atom.
- The *Credit* field has been defined in the Mark Definitions atom. This field value determines whether a mark receives credit and affects GPA or NGA results.
- The GPA or NGA type and the grade points earned for each mark have been defined in the GPA Definition atom. The system uses this information to determine how marks are weighted during GPA or NGA computation. If a mark is not defined in the GPA Definition atom, it is excluded from GPA or NGA calculations.

Determining Use of GPA, NGA, or Both

Use the *GPA/QPA* field on the Options tab in the Grading Setup atom to select whether you want to use grade point average (GPA), numeric grade average (GPA), or both in your course history information.



<i>If you select ...</i>	<i>Course History screens display...</i>
<i>GPA</i>	GPA information only
<i>Numeric grade average</i>	NGA information only
<i>Numeric grade average and GPA</i>	Both GPA and NGA information

This option controls use of GPA and NGA throughout your SASIxp software system, and determines the fields displayed on many of the Course History screens. See the *SASIxp Grade Reporting Training Guide* for additional information on this option.

Select Marks to Transfer to Course History Screen

The Transfer Grades function enables you to select the marks, grade level range, and (if your school is defined as a track school) the track for which you want to transfer grades. The Transfer Grades screen contains an information matrix (Select Marks to Transfer to Course History) along with the controls to select the atom function (Transfer Grades or Calculate GPA/NGA) and an optional Update Current History in order to update existing course history records without adding duplicate records.

Mark	Hdq1	Hdq2	Cal Month	Cal Year	School Year	Term	Ctz	Attend
1	1st	6WK	Jan	2000	2001	1	Yes	Yes
2	2nd	6WK	Feb	2001	2002	2	Yes	Yes
3	3rd	6WK	Jan	2001	2002	3	Yes	Yes
4	4th	6WK	Feb	2001	1999	4	Yes	Yes
5	5th	6WK	Feb	2002	2000	5	Yes	Yes
6	6th	6WK	Oct	2002	2002	7	Yes	Yes

☒ Transfer Grades
☐ Calculate GPA

☐ Update Schools Attended
☐ Use YTD Dates
☐ Transfer Grd Range
☐ Update Current History

Track to Transfer
 TRACK 1

Close Transfer



Transfer Grades Fields

<i>Field</i>	<i>Description</i>
<i>Select Marks to Transfer to Course History Matrix fields</i>	
<i>Mark</i>	Comes from the mark column in the Mark Descriptions screen of the Grading Setup atom and indicates which grades may be transferred (as defined in the Credit Terms screen of the Grading Setup Atom).
<i>Rpt Per</i>	The Reporting Period in which the grades you want to transfer were accrued. The Reporting Period is linked to the mark description in the <i>Rpt #</i> field of the Grading Setup atom's Mark Descriptions screen.
<i>Hdg1</i>	First line of the mark description as defined in the Mark Descriptions screen of the Grading Setup atom.
<i>Hdg2</i>	Second line of the mark description as defined in the Mark Descriptions screen of the Grading Setup atom.
<i>Cal Month</i>	Calendar month that the grade reporting period ended.
<i>Cal Year</i>	Calendar year that the grade reporting period ended.
<i>School Year</i>	School year that the courses were taken. The school year that a course was taken is not necessarily the same as the calendar year. For example, if the school year is 01–02 and a course was taken anytime during the 01–02 school year, select 2001.
<i>Term</i>	Term that reflects the semester in which the course was taken. Use 1 for first semester or quarter, 2 for second semester or quarter, and so on, including 2-digit values.

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<i>Field</i>	<i>Description</i>
<i>Citz</i>	Toggle between Yes and No (a blank field indicates No). Yes means you are transferring conduct codes to the Course History file for the selected mark.
<i>Attend</i>	Toggle between Yes and No (a blank field indicates No). Yes means that you are transferring attendance totals to the Course History file for the selected mark.



<i>Field</i>	<i>Description</i>
<i>Atom Function fields (determine the processing function for the atom)</i>	
<i>Transfer Grades</i>	Select to transfer grades to the Course History file. See the Select Marks to Transfer to Course History Screen .
<i>Calculate GPA / NGA or GPA and NGA</i>	Select to Calculate GPA or NGA Options. See the Calculate GPA Screen . This option reflects the selected GPA options in the Grading Setup atom.
<i>Transfer Grades options (determine how grades should be transferred)</i>	
<i>Update Schools Attended</i>	Select to transfer student attendance data from the AGRA file to Schools Attended.
<i>Use YTD Dates</i>	When you select this option, the system uses the first and last date as defined on the Reporting Periods screen of the Grading Setup atom. The date may also be taken from the student's enrollment record, if the student enrolled after the beginning of the reporting period.
<i>Transfer Grd Range</i>	Enables you to select a specific grade level or range of grade levels for which grades are to be transferred. When you select this option, selection fields for the <i>From</i> and <i>To</i> grades levels display.
<i>Update Current History</i>	Enables you to update records in the Couse History atom, without duplicating existing records.
<i>Track to Transfer</i>	Enables you to transfer grades for all tracks to which the selected reporting periods apply or to select a specific track from the pop-up list. This field displays only if your school is defined as a track school.



Calculate GPA Screen

The Calculate GPA function enables you to calculate cumulative GPAs, NGAs, or both for records in the Course History file. You can also define the grade levels and (if your school is defined as a track school) the track for which you want GPAs or NGAs calculated.

A student's GPA or NGA is based on several factors:

- Academic status tag for a course
- Credit attempted
- GPA or NGA type
- Grade points that a mark earns

For example, an A earned in an Honors course weighs more heavily than an A earned in a regular or non-academic course (if the GPA Definitions atom defines higher grade points for marks earned in honors courses).

Numeric grade averages can be weighted higher for honors courses. For example, a 95 can count as 105 toward the overall NGA.



Calculate GPA/NGA Fields

<i>Field</i>	<i>Description</i>
<i>Calculate NGA and GPA Options</i>	
<i>Calculate Cumulative NGAs and GPAs for Students</i>	<p>When selected, this option displays the total GPA, NGA, or both for all courses in the student's Course History record. The GPA or NGA is calculated for students within the selected grade level range and track. GPAs or NGAs are calculated for each of the four GPA or NGA types defined in the GPA Definition atom. Once defined, they are stored in the Student (ASTU) file.</p> <p>If you do not select this option, the student's Course History record does not display the student's academic placement within his or her grade level.</p> <p>This option reflects the selected GPA options in the Grading Setup atom.</p>
<i>Include Current Grades</i>	<p>When selected, this option includes the current grades from the grading file in the calculation. Use this option if your school wants to include quarter grades in the GPA or NGA calculation but does not want to update quarter grades to the course history file. This field displays only if you select <i>Calculate Cumulative GPAs for Students</i>.</p>
<i>Grading Mark</i>	<p>Enables you to select the mark that you want to include in the GPA or NGA calculation. This field displays only if you select <i>Include Current Grades</i>.</p>



<i>Field</i>	<i>Description</i>
<i>Calculate Class Rankings for Students</i>	When selected, this option compares the student's cumulative GPA, NGA, or both with those of other students within the selected grade range and track. You must specify whether to calculate the rankings for <i>Active Students Only</i> or <i>All Students</i> . The system calculates class ranking for each GPA or NGA. If you do not select this option, the student's Course History record does not display the student's academic placement within his or her grade level.
<i>Active Students Only</i>	Select to calculate class rankings for active students only.
<i>All Students</i>	Select to calculate class rankings for all students.
<i>Clear Class Rankings for Students</i>	Clears class ranking and size.
<i>Atom Function fields</i>	
<i>Transfer Grades</i>	Select to transfer grades to the course history file. See the Select Marks to Transfer to Course History Screen .
<i>Calculate GPA & NGA</i>	Select to calculate GPA or NGA options. See the Calculate GPA Screen . This option reflects the selected GPA options in the Grading Setup atom.



Field	Description
<i>Grade Range and Track Option fields</i>	
<i>Calculate Grd Range</i>	Enables you to select a specific grade level or range of grade levels for GPA or NGA calculation. When you select this option, selection fields display for the <i>From</i> and <i>To</i> grade levels.
<i>Track to Calculate</i>	Enables you to calculate GPAs or NGAs for all tracks to which the selected reporting periods apply or to select a specific track from the pop-up list. This field displays only if your school is defined as a track school.

Transferring Grades

1. Open the Update Course History atom. The system displays the Select Marks to Transfer to Course History matrix.
2. In the *Mark* column, select the reporting period for the grades you want transferred. To select multiple marks, hold down the Shift key and click each mark to transfer. To remove a mark selected in this way, hold down the Shift key and click the *Mark* field. Then:
 - In the *Cal Month* field, select the calendar month when the reporting period ended.
 - In the *Cal Year* field, select the year when the reporting period ended.
 - In the *School Year* field, select the school year for the courses to be transferred. For example, if the academic year is 98-99, select 1998.
 - In the *Term* field, type the term number associated with the semester or quarter in which the courses were taken.
 - If you want to transfer conduct codes, select Yes in the *Citz* field.
 - If you want to transfer absence totals, select Yes in the *Attend* field.
3. Repeat Step 2 for each mark that you want to transfer to the Course History file.
4. To transfer grades for a specific grade range, select *Transfer Grd Range*. Then select a *From* and *To* value to specify the grade range.



5. To transfer grades for a specific track in a track school, select a track from the *Track to Transfer* field.

This field displays only when the SASIxp educational software is set up for a track school.

6. Select the mark row for the grades you want transferred. To select multiple marks, hold down the Shift key and click each mark to transfer. To remove a mark selected in this way, hold down the Shift key and click the *Mark* field.
7. Click Transfer. The system displays a progress bar in the lower left corner of the SASIxp desktop.
8. When the transfer is complete, click Close.

Calculating GPAs or NGAs

1. Open the Update Course History atom and select the *Calculate GPA*, *Calculate NGA*, or *Calculate GPAs and NGAs* option. When the Calculate screen displays, select the *Calculate Cumulative* option (for GPA, NGA, or both, depending on your system setup).
2. To include grades from the Grading file, select *Include Current Grades*. When the *Grading Mark* field displays, select an item from the list. (A list displays only if multiple marks are defined for the reporting period.)
3. To rank GPAs, NGAs, or both within grade levels, select *Calculate Class Rankings for Students* and either the *Active Students Only* or *All Students* option. If you also selected the *Calculate Cumulative* option, the system first calculates the GPAs and NGAs, then ranks them within the selected grade level (and track if applicable).
4. To calculate grades for a specific grade range, select *Calculate Grd Range*. Then choose the grade range in the *From* and *To* fields.
5. If your school is a track school and you want to calculate GPAs and NGAs for a specific track, select a track from the pop-up list in the *Track to Transfer* field.
6. Click Calculate. The system displays a progress bar in the lower left corner of the SASIxp desktop.

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7. When the calculation is complete, click Close.



Using the Graduation Requirements Atom

The Graduation Requirements atom (in the Course History folder) enables you to define the subject areas and number of units within the subject area that are needed to meet criteria specified by a particular Requirement Group. You can use the Course History Atom to monitor each student's progress toward meeting the graduation requirements.

The Graduation Requirements screen displays two information screens:

- Requirement Group
- Subject Area

Setup Notes

Before you define graduation requirements, ensure that:

- Requirement Groups have been established in the Requirement Code (REQ) table of the Tables Definition atom.
- Subject Areas and Codes have been established in the Subject Code (SUB) table of the Tables Definition atom.
- Subject Codes for each course have been entered into the *Subject Areas* fields in the Course atom to denote which requirement a course fulfills. For example, if the English requirement is defined as subject code ENG, all courses that apply toward the English requirement must be coded with ENG in the *Subject Areas* field of the Course atom. You can define up to three subject codes for each course.

Graduation Requirements Screen

The matrixes on the Graduation Requirements screen enable you to define and maintain requirements for each group listed.



Graduation Requirements

Ln	Requirement Group	Ln	Subject Code	Subject Areas	All	Class of 1998	Class of 1999
1	Core	1	A	American Government	5.00		
2	Electives	2	B	Economics	5.00		
3	High School	3	C	US History	10.00		
		4	D	World History	10.00		
		5	E	English 9	10.00		
		6	F	World Literature	10.00		
		7	G	American Literature	10.00		
		8	H	English 12	10.00		
		9	I	Math	30.00		
		10	J	Life Science	10.00		

Close

The years displayed in the *Class of* fields are dependent on the current school year. The date range includes three years prior to the current year and three years after the current year. For example, if you are working in the 00-01 school year, the system displays school years 97-98, 98-99, 99-00, 00-01, 01-02, 02-03, and 03-04.

Graduation Requirements Fields

Field	Description
<i>Requirement Group Matrix</i>	
<i>Ln</i>	Line number of the requirement group.
Requirement Group (REQ Table)	Name of the requirement group for which you are specifying the required subject areas and units.
<i>Subject Code/Areas Matrix</i>	
<i>Ln</i>	Line number of the subject area and its graduation requirement information.



<i>Field</i>	<i>Description</i>
Subject Code (SUB Table)	<p>Alphanumeric code for the subject area. Each course receives a subject area code that assigns it to a particular subject area.</p> <p>Credit earned in one course that is in excess of the total required for its primary subject area may be applied toward another subject area (if another code is designated in the Course atom). The Course atom enables you to designate up to three subject areas for each course.</p>
<i>Subject Areas</i>	<p>Subject Area in which students are required to complete a specified number of units to meet the criteria of a requirement group. Typically, each subject area consists of many different courses. For example, the Mathematics subject area may include Basic Math, Algebra, Geometry, Trigonometry, Honors Mathematics, and Remedial courses.</p>
<i>All</i>	<p>If graduation requirements remain constant from year to year, you can define the requirement in the <i>All</i> field. The <i>All</i> field value then becomes the default value for all <i>Class of</i> fields in a specified subject area.</p>
<i>Class of</i>	<p>Fields that indicate the minimum requirements for graduation in a particular year for a specified subject area. Values entered in these fields override values entered in the <i>All</i> field.</p>

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Entering Graduation Requirements

1. Open the Graduation Requirements atom.
2. Click the line number of the *Requirement Group* for which you want to define requirements. The requirements for that group display in the Subject Area matrix.
3. Enter the required graduation units for a subject area.

If all years in the matrix require the same number of graduation units, enter the units in the *All* column.

If all years in the matrix do not require the same number of graduation units, type the required units into each *Class of* field.
4. Click Save (or Undo to erase the data).
5. Click Close.

Changing Graduation Requirements

1. Open the Graduation Requirements atom.
2. Click the line number of the *Requirement Group* for which you want to change requirements. The requirements for that group display in the Subject Area matrix.
3. Type new data into the fields that need to be changed.
4. Click Save (or Undo to erase the changes).
5. Click Close.

If you change the graduation requirements for a future class, instead of typing a new amount in each field for future years (2002, 2003,...), you could change it once in the *All* field and type the exception (that is, the old requirement) in the previous year fields (2001, 2000, 1999).



Transcript Definition Atom

The Transcript Definition atom (from the Grading Setup folder) enables you to select many of the user-defined elements to include in different sections of student transcripts. It also enables you to specify whether to include a Work in Progress section and the style of the transcript.

The Transcript Definition atom contains five tabs:

- Header/Footer options
- Course/Grades options
- WIP/College Entrance options
- Style options
- Test History options

Header/Footer Options Tab

You use the Header/Footer Options tab to define elements that display in student transcripts.

The screenshot shows the 'Transcript Definition' dialog box with the 'Header/Footer Options' tab selected. The dialog has three tabs: 'Header/Footer Options', 'Course/Grades Options', and 'WIP/College Entrance Options'. The 'Header/Footer Options' tab contains the following fields and options:

- Transcript Header Options:**
 - Title 1: [Text field]
 - Title 2: [Text field]
 - Title Line 1 of Transcript: [Text field]
 - Title Line 2 of Transcript: [Text field]
 - Student ID: [Dropdown menu showing 'Student Number']
 - ☒ Include Class Of
- Transcript Footer Options:**
 - Legend: [Text field]
 - Legend line 1: [Text field]
 - Legend line 2: [Text field]
 - Official Text: [Text field]
 - Transcript is unofficial unless signed by a school official
 - ☒ Include Student Picture
 - ☒ Include Proficiency
 - ☒ Include Signature Line
 - Signature 1: [Text field showing 'School']

A 'Close' button is located at the bottom right of the dialog.



Header/Footer Options Fields

<i>Field</i>	<i>Descriptions</i>
<i>Transcript Header Options</i>	
<i>Title 1</i>	Enables you to type up to 30 characters of text for the first title line on transcripts. Your entry is overridden by any entry in the first <i>Title</i> field in the Report Interface screen for Student Transcripts.
<i>Title 2</i>	Enables you to type up to 30 characters of text for the second title on transcripts. Your entry is overridden by any entry in the second <i>Title</i> field in the Report Interface screen for Student Transcripts.
<i>Student ID</i>	Selects student identification by either Student Number (school ID) or Social Security Number.
<i>Include Class Of</i>	Includes students' graduation year on transcripts (comes from the <i>Year of Graduation</i> field in the Student file).
<i>Transcript Footer Options</i>	
<i>Legend</i>	Enables you to type a legend for the repeat tags, academic tags, and codes for college prep and summer school courses used in the Course History section of the transcripts.
<i>Official Text</i>	Enables you to type special text to use with signature lines. For example, "Transcript is unofficial unless signed by a school official."
<i>Include Student Picture</i>	Includes student photos on transcripts (uses pictures from the Pictures folder).



Field	Descriptions
<i>Include Proficiency</i>	Includes proficiency test data (dates taken and results) on transcripts.
<i>Include Signature Line</i>	Includes signature lines on transcripts to indicate that signatures are required for valid transcripts. (The <i>Signature 1</i> field displays on the Header/Footer screen and <i>Signature 2</i> field displays on the Style Options screen.)
<i>Signature 1</i>	Indicates the first signature required for valid transcripts. Displays only if you select the <i>Include Signature Line</i> option.

Course/Grades Options Tab

You use the Course/Grades Options tab to set up the Course History, GPA and NGA Summary, and Credit Summary sections of student transcripts.

The screenshot shows the 'Transcript Definition' dialog box with the 'Course/Grades Options' tab selected. The dialog is divided into three main sections: 'Course History Options', 'Summary Options', and 'Credit Summary Options'. The 'Course History Options' section includes checkboxes for 'Include Course Absences', 'Include Summary by Term', 'Include Credit Attempted', and 'Include Credit Completed'. It also features dropdown menus for 'Course ID' (set to 'Course Num'), 'Mark Heading' (set to 'Mk'), 'Title' (set to 'Title - History File'), 'School Att Name' (set to 'from Table file'), 'NGA' (set to 'ACA'), and 'GPA'. The 'Summary Options' section has a dropdown for 'Rank NGA' (set to 'ACA') and a checkbox for 'Show Percentile Rank'. The 'Credit Summary Options' section includes checkboxes for 'Include Subject Area Code' and 'Print Required/Deficiency Credit'. A 'Close' button is located at the bottom right of the dialog.



Course/Grades Options Fields

Field	Description
<i>Course History Options</i>	
<i>Include Course Absences</i>	Adds a column to the transcript that indicates absences for each course.
<i>Course ID</i>	Type of course ID to include with each course in the Course History section of the transcript. You can choose Course Number, Subject Area, or None.
<i>Print Long ID</i>	Includes the long form of the Course ID.
<i>Mark Heading</i>	Heading to use for the Mark column in the Course History section of the transcript. If you are including absences, use Mk or Gr to leave room for the absence column heading.
<i>Title</i>	Course title to use in the Course History section of the transcript (Title – History File, Short Title – Course File, Long Title – Course File).
<i>School Att Name</i>	Whether to use the school name from a table file (CHS) or the Schools Attended History (SAH) file based on month, year, and grade.
<i>Validate Schools Attended</i>	<p>When you select this option, the system allows you to save the Course History record only if a Schools Attended History record is linked to it. This field is active only if <i>From Schools Attended</i> is selected as the School Att Name option.</p> <p>If you select the <i>Validate Schools Attended</i> option, the system does not save a Course History record that does not have a corresponding Schools Attended History record in the SAH file.</p>
<i>Print Membership/Pres/Abs</i>	Includes membership, presence, and absence information on printed transcripts. This field is active only if <i>From Schools Attended</i> is selected as the School Att Name option.



Field	Description
<i>Include Summary By Term</i>	Includes a summary line for each term. The summary line can include credits attempted, credits completed, and GPA or NGA, depending on what you select in the next three fields: <i>Include Credit Attempted</i> , <i>Include Credit Completed</i> , and <i>GPA/NGA</i> .
<i>Include Credit Attempted</i>	Includes credits attempted for each term (from records in the Course History atom). This field displays only when you select <i>Include Summary by Term</i> .
<i>Include Credit Completed</i>	Includes credits completed for each term (from records in the Course History atom). This field displays only when you select <i>Include Summary by Term</i> .
<i>NGA</i>	<i>Indicates whether to include a student's numeric grade average (NGA) for each term and, if included, which NGA type to use (defined by your school in the GPA definition atom). This field displays only if you selected Include Summary by Term and Numeric Grade Average or Numeric Grade Average and GPA on the Options tab of the Grading Setup atom. This field displays only when you select Include Summary by Term.</i>
<i>GPA</i>	Indicates whether to include a student's GPA for each term and, if included, which GPA type to use (defined by your school in the GPA definition atom). This field displays only when you select <i>Include Summary by Term</i> .
<i>Print College Prep Tag</i>	Prints the college prep tag on the transcript.
<i>Print Academic Tag</i>	Prints the academic tag on the transcript.
<i>Print Repeat Tag</i>	Prints the repeat tag on the transcript.
<i>GPA Summary Options</i>	



<i>Field</i>	<i>Description</i>
<i>Rank GPA</i>	Specifies whether to rank each student's GPA and, if ranked, which GPA type to use for the ranking. The GPA Summary displays on transcripts only if you select the <i>Incl in Transcript</i> option in the GPA Definition atom.
<i>Rank NGA</i>	<p>Specifies whether to rank each student's NGA and, if ranked, which NGA type to use for the ranking.</p> <p>If GPA is selected on the Options tab in the Grading Setup atom, Rank by GPA displays.</p> <p>If NGA is selected on the Options tab in the Grading Setup atom, Rank by NGA displays.</p> <p>If NGA & GPA is selected, Rank By is selected on the Advanced tab in the Grading Setup atom.</p> <p>The NGA Summary displays on transcripts only if you select the <i>Incl in Transcript</i> option in the GPA Definition atom.</p>
<i>Show Percentile Rank</i>	Shows student's class ranking by percentile in place of numeric ranking.
<i>Credit Summary Options</i>	
<i>Include Subject Area Code</i>	Displays the code for each subject area in the Credit Summary section of transcripts.
<i>Print Required/Deficiency Credit</i>	Prints the Credit Required and Deficiency data on the transcript.

WIP/College Entrance Options Tab

You use the WIP/College Entrance Options tab to set up work in progress (WIP) information for student transcripts and to select college entrance test options for the Testing Information section of transcripts. All college entrance data comes from the College Entrance atom in the Test History folder.



The screenshot shows the 'Transcript Definition' dialog box with the 'WIP/College Entrance Options' tab selected. The dialog has three tabs: 'Header/Footer Options', 'Course/Grades Options', and 'WIP/College Entrance Options'. The 'WIP/College Entrance Options' tab contains two sections: 'Work in Progress' and 'College Entrance Test Options'. The 'Work in Progress' section has four radio buttons: 'Print Course ID', 'None', 'Print Work In Progress Schedule', and 'Print Work In Progress Marks'. The 'Print Course ID' and 'Print Work In Progress Schedule' options are selected. Below these is a 'For Term' dropdown menu set to 'All'. The 'College Entrance Test Options' section has six checkboxes: 'Include English Scores', 'Include Math1 Scores', 'Include Math2 Scores', 'Include ACT Scores', 'Include Other Scores', and 'Include SAT Scores'. All checkboxes are currently unchecked. A 'Close' button is located at the bottom right of the dialog.

WIP/College Entrance Options Fields

Field	Description
<i>Work in Progress</i>	
<i>Print Course ID</i>	Prints the course ID for courses in progress.
<i>None</i>	When selected, no work in progress prints on transcripts.
<i>Print Work in Progress Schedule</i>	Prints a Work in Progress section for a specific term you choose from the <i>For Term</i> selection list. Work in Progress information prints after the Course History section. This information is retrieved from the Classes file rather than the Grading file, so you do not need to update grades first.
<i>Print Work in Progress Marks</i>	Includes work in progress marks on the transcript. Choose from the selection list in the <i>For Marks</i> field. This information is retrieved from the Grading file.



<i>Field</i>	<i>Description</i>
<i>Print Selected Mark Only</i>	Prints only the specified marks rather than all WIP marks. This option is available when you select the Print Work In Progress Marks option.
<i>Print College Prep Tag</i>	Prints the college prep tag on the transcript for a Work in Progress class.
<i>Print Academic Tag</i>	Prints the academic tag for a Work in Progress class.
<i>College Entrance Test Options</i>	
<i>Include English Scores</i>	Includes English scores in the Testing Information section of transcripts.
<i>Include Math1 Scores</i>	Includes Math 1 scores in the Testing Information section of transcripts.
<i>Include Math2 Scores</i>	Includes Math 2 scores in the Testing Information section of transcripts.
<i>Include ACT Scores</i>	Includes ACT scores in the Testing Information section of transcripts.
<i>Include Other Scores</i>	Includes "Other" scores from the College Entrance atom in the Testing Information section of transcripts. (Other scores are for tests other than the ones listed on this screen.)
<i>Include SAT Scores</i>	Includes SAT scores in the Testing Information section of transcripts.

Style Options Tab

Style Options enable you to select the information to include on transcripts. Four style options are offered:

- Standard
- Style 2
- Style 3
- Style 3–Addendum



The options available for each style are:

<i>Option</i>	<i>Std Style</i>	<i>Style 2</i>	<i>Style 3</i>	<i>Style 3 Add</i>
School logo	Yes	No	Yes	Yes
Counselor	Yes	No	Yes	Yes
Immunizations	Yes	No	*	*
Enter date	Yes	No	Yes	Yes
Signature	**	No	**	**
Full middle name of student	No	Yes	Yes	Yes
GPA title (column name)	No	Yes	Yes	Yes
Include school comments	No	Yes	***	***
Parent/guardian	No	No	Yes	Yes
Ethnic code	No	No	Yes	Yes
Diploma type	No	No	Yes	Yes
Graduation program of study	No	No	Yes	Yes
Term	No	No	Yes	Yes
Total credits attempted	No	No	Yes	Yes
Total credits earned	No	No	Yes	Yes
Addendum comments	No	No	No	Yes
<p>* = Immunization information is superseded by School Comments on the transcript.</p> <p>** = <i>Include Signature Line</i> must be selected in Header/Footer options.</p> <p>*** = School comments appear only if the option is selected for Style 3 and Style 3 - Addendum.</p>				

If you print a Style 2 transcript with marks selected for Work in Progress, the class information is pulled from the Grading (AGRD) file in place of the Student Schedule (ACLS) file.



If you chose *from Schools Attended* on the Course/Grades Options screen, the school name, city, province, state, and county print from the Schools Attended History file.

The student's full middle name, GPA or NGA title, and extended test history scores are also included on Style 2 transcripts.

Standard Style

The Standard Style enables you to specify counselor, immunization, student enter date, and second signature information for transcripts.

A screenshot of the "Transcript Definition" dialog box. The dialog has a title bar with a close button. Inside, there are three tabs: "Course/Grades Options", "vMP/College Entrance Options", and "Style Options". The "Style Options" tab is selected. Under "Style:", there is a dropdown menu set to "Standard". Below this, there is a section titled "Header/Footer Options" containing four checkboxes: "Include School Logo" (unchecked), "Include Immunizations" (checked), "Include Counselor" (checked), and "Enter Date:" (with a dropdown menu set to "OrigEnterDate from student"). Below these, there is a text field for "Signature 2:" containing the text "Official's Signature". At the bottom of the dialog, there is a "Close" button.



Standard Style Option Fields

<i>Field</i>	<i>Description</i>
<i>Header/Footer Options</i>	
<i>Include School Logo</i>	Prints the school logo on transcripts.
<i>Include Counselor</i>	Includes names of counselors on transcripts.
<i>Include Immunizations</i>	Includes student's immunization data on transcripts.
<i>Enter Date</i>	<p>Specifies the student's date of entry. Choose one:</p> <ul style="list-style-type: none"> • Original enter date to the school district (<i>OrigEnterDate</i> from Student atom) • Earliest enter date for the current school (<i>EnterDate</i> from Student atom) • Current enrollment enter date (<i>EnterDate</i> from Enrollment atom)
<i>Signature 2</i>	Indicates the second signature required on valid transcripts. Displays only if Include Signature Line is selected in Header/Footer Options.
<i>Course/Grades Options (none)</i>	

Style 2

Transcript Style 2 enables you to print the student's full middle name in the transcript header and designate a title for the GPA or NGA column. It also enables you to include school-wide comments on transcripts.



Style 2 Option Fields

Field	Description
<i>Header/Footer Options</i>	
<i>Print Full Middle Name</i>	Prints student's full middle name on transcripts.
<i>Course/Grades Options</i>	
<i>GPA Title</i>	Specifies the name printed for the GPA or NGA column on transcripts.

Style 3

Transcript Style 3 enables you to specify expanded information to include on each transcript but does not include school comments.



Transcript Definition

Course/Grades Options | **VIP/College Entrance Options** | Style Options

Style: **Style 3**

Header/Footer Options

☐ Include School Logo ☒ Print Full Middle Name ☒ Include Counselor

Enter Date: **OrigEnterDate from student**

☒ Include School Comments Signature 2: **Official's Signature**

☒ Include Parent/Guardian ☒ Include Ethnic Code ☒ Include Diploma Type

☒ Include Grad Pgm of Study

Course/Grades Options

GPA Title:

☒ Include Total Credits Attempted ☒ Include Term

☐ Include Total Credits Earned

Undo Save

Style 3 Option Fields

Field	Description
<i>Header/Footer Options</i>	
<i>Include School Logo</i>	Prints the school logo on transcripts.
<i>Print Full Middle Name</i>	Prints student's full middle name on transcripts.
<i>Include Counselor</i>	Includes names of counselors on transcripts.
<i>Include Immunizations</i>	Includes students' immunization data on transcripts. This option is unavailable if you select <i>Include School Comments</i> . School comments print in the space otherwise used on the transcript to show the immunization information.



<i>Field</i>	<i>Description</i>
<i>Enter Date</i>	Specifies the student's date of entry. Choose one: <ul style="list-style-type: none"> • Original enter date to the school district (<i>OrigEnterDate</i> from Student atom) • Earliest enter date for the current school (<i>EnterDate</i> from Student atom) • Current enrollment enter date (<i>EnterDate</i> from Enrollment atom)
<i>Include School Comments</i>	Enables you to disseminate information in the comments field of all transcripts. Precludes the <i>Include Immunizations</i> option.
<i>Signature 2</i>	Indicates the second signature required on valid transcripts. Displays only if <i>Include Signature Line</i> is selected in Header/Footer Options.
<i>Include Parent/Guardian</i>	Prints parent/guardian information on the transcript.
<i>Include Ethnic Code</i>	Prints student's ethnic code on the transcript.
<i>Include Diploma Type</i>	Prints the type of diploma earned by the student.
<i>Include Grad Pgm of Study</i>	Prints the study program followed by the student for graduation.
<i>Course/Grades Options</i>	
<i>GPA Title</i>	Specifies the name printed for the GPA or NGA column on transcripts.
<i>Include Term</i>	Prints the term in which a listed course was taken.
<i>Include Total Credits Attempted</i>	Prints the total credits attempted by the student.
<i>Include Total Credits Earned</i>	Prints the total credits earned by the student.



Style 3–Addendum

Transcript Style 3–Addendum is the same as Style 3 except it also enables you to include an additional page of comments on all transcripts. The *Include Addendum Comments* option is available only with this style.

The screenshot shows the 'Transcript Definition' window with the 'Style Options' tab selected. The 'Style' dropdown is set to 'Style 3 - Addendum'. Under 'Header/Footer Options', several checkboxes are visible: 'Include School Logo' (unchecked), 'Print Full Middle Name' (checked), 'Include Counselor' (checked), 'Include School Comments' (checked), 'Include Parent/Guardian' (checked), 'Include Grad Pgm of Study' (checked), 'Include Ethnic Code' (checked), 'Include Addendum Comments' (checked), and 'Include Diploma Type' (checked). The 'Enter Date' field is set to 'OrigEnterDate from student'. Under 'Course/Grades Options', 'GPA Title' is empty, 'Include Total Credits Attempted' is checked, 'Include Term' is checked, and 'Include Total Credits Earned' is unchecked. 'Undo' and 'Save' buttons are at the bottom right.

School Comments

The School Comments screen enables you to type school comments on Style 2, Style 3, and Style 3–Addendum transcripts. When this screen is active, you can type a free-form message that you want to print on all student transcripts.

The *School Comments* field displays only if you chose:

- Style 2
- Style 3 with *Include School Comments* selected
- Style 3 - Addendum with *Include School Comments* selected



The screenshot shows a software window titled "Transcript Definition". It has three tabs: "vWP/College Entrance Options", "Style Options", and "School Comments". The "School Comments" tab is selected. Below the tabs, the text "School Comments" is displayed. A large text area contains the instruction: "This field is for school wide comments for the Style 2 Transcript." At the bottom right of the window are "Undo" and "Save" buttons.

Addendum Comments

The Addendum Comments screen enables you to include additional comments on a supplemental page on Style 3–Addendum transcripts. The *Include Addendum Comments* option displays only if you choose Style 3–Addendum and select the *Include Addendum Comments* option.

The screenshot shows a software window titled "Transcript Definition". It has three tabs: "Style Options", "School Comments", and "Addendum Comments". The "Addendum Comments" tab is selected. Below the tabs, the text "Addendum Comments" is displayed. A large, empty text area is provided for input. At the bottom right of the window are "Undo" and "Save" buttons.



Test History Options Tab

The Test History Options tab enables you to display Extended Test History scores to print on the transcript.

Test History Options Fields

<i>Field</i>	<i>Description</i>
<i>Include Extended Test History</i>	Includes Extended Test History scores.
<i>Scores To Print</i>	Prints scores on the transcript. It contains two pop-up lists each of which displays one score type at a time. It pulls the score type from the Test Score Definition atom. You can select only two score types to print on the transcript.

Transcript Definition Performed in Other Atoms

Several elements of student transcripts are defined in the Report Interface EX window for Transcripts (accessed by selecting Transcripts CHS12 from the Course History menu) or other atoms:



- The Standard Test Definition atom (in the Test History folder) is used to include standard test information in transcripts.
- The GPA Definition atom (in the Grading Setup folder) is used to select GPA and NGA types.
- The Course History atom is used to define transcript report parameters.

Including Standard Tests in Transcripts

1. Open the Standard Test Definition atom.

Standard Test Def

Test ID: 1 Test Name: CTBS Parts: Trnscript: Yes

Ln	Num	Add	Title	Max	Short 1	Short 2	Long 1	Long 2

☐ Treat as Proficiency w/ Parts

Standard Test Def 0 Parts in Test

Close

2. Select the standard test to be included on the transcript.
3. In the *Trnscript* field, select Yes to include the testing data in the Testing Information section of student transcripts.
4. Click Save.



Including GPA or NGA Summaries on Transcripts

1. Open the GPA Definition atom. The appearance of the GPA Definition screen varies based on your system setup.

GPA Definition

Id: <> Long Title: Abbr:

Low Grd: High Grd: Type: Normal GPA

☒ Weight GPA By Credit ☐ Incl In Transcript

☐ Include Semester Marks Only ☐ Incl In Report Card

GPA Decimal Place Accuracy: 3 Round: R

Ln	ACA	Description

Ln	Mark	Grade Point

Add Cancel

Close Find

GPA Definition

Id: <> Long Title: Abbr:

Low Grd: High Grd: Type: Normal GPA

☒ Weight GPA By Credit ☐ Incl In Transcript

☐ Include Semester Marks Only ☐ Incl In Report Card

GPA Decimal Place Accuracy: 3 Round: R

Ln	ACA	Description

GPA **NGA**

Numeric Weighting Options

Weight Method: None

Factor:

if mark >=:

Close Find

2. Select the GPA or NGA type you want to include in transcripts.
3. Select *Incl In Transcript*.
4. Click Save.



5. Repeat Steps 2 - 4 for each GPA or NGA type you want to include.
6. Click Close.

Defining Transcript Report Parameters

1. Open the Course History atom.
2. From the Course History menu, select *Transcripts (CHS12)*.
3. In the *Title* fields, specify transcript titles. (Titles entered in the Transcript Definition atom display in this field and can be overridden.)
4. In the *Requirements* field, select the requirement group used for the subject area requirements in the Credit Summary section of transcripts.
5. In the *Send To* field, select where to mail the transcript (Student, Parent/Guardian, Colleges). The names and addresses of recipients print at the top of transcripts.
6. Click Save.

Preparing Your School Logo for Use on Transcripts

1. Capture the school logo in a graphics file using a scanner or video camera, or obtain the logo on disk from your school photo vendor.

Use the PICT file format with JPEG compression and adjust picture size to 70 x 70 pixels.

2. Name the file ZL+P. #
where # represents your school number.
3. Store the file in the SAS\Ixp\Datafile\Pictures directory (Windows® operating system) at the system level or SAS\Ixp>Datafile:Pictures folder (Macintosh® computers).



Repeat Tag Definition Atom

The Repeat Tag Definition atom (in the Grading Setup folder) enables you to define tags that indicate whether the courses should count toward credits completed. This atom also enables you to define tags that indicate whether grades earned for the courses should be included in the GPA/NGA calculations defined by your school.

You can set up tags for different purposes such as:

- One tag for courses that should count toward one or more GPA or NGA types but not toward credits completed or attempted.
- One tag for courses that should count toward credits completed or attempted but not toward any GPA or NGA types.
- One tag for courses that should not count toward credits or toward GPA or NGA.

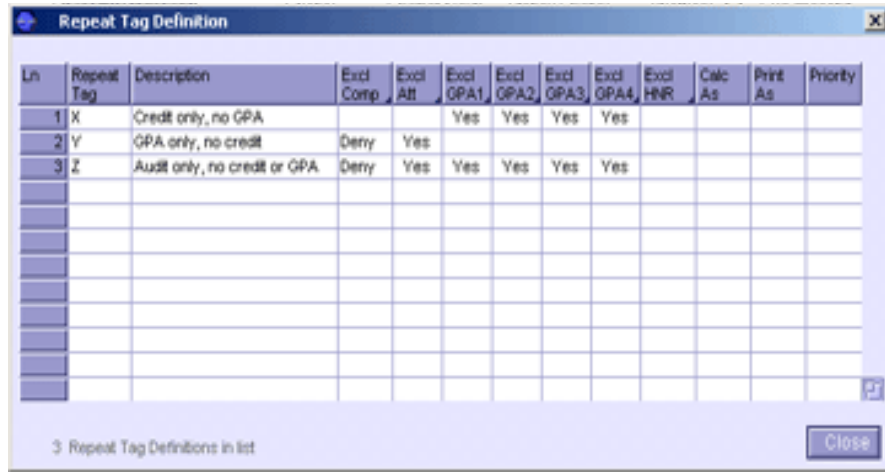
In addition, you can define tags to withhold credit for attendance and to indicate whether a student should be excluded from the honor roll for a specific marking period.

You can select the repeat tags that you have defined in the following atoms:

- Grades - You can select repeat tags only if the **Repeat Tag/Credit Earned** option on the Advanced tab of the Grading Setup atom has been selected. All defined repeat tags are available for selection.
- Course History - All defined repeat tags are available for selection.
- Grading Setup - Only repeat tags defined to withhold credit for attendance are available for selection.

Repeat tags print on student transcripts.

Although it is possible to add, delete, or change repeat tags at any time, you should delete or change tags only at the beginning of the school year. If you delete a tag after it has been selected, the system treats those courses as if they did not have a repeat tag. Also, if you change the definition for a repeat tag, the system uses the new definition, not the old one.



Field	Description
<i>Repeat Tag</i>	Contains the one-character code for each repeat tag.
<i>Description</i>	Describes the purpose of the tag (for example, Credit only, no GPA). Descriptions display next to tag codes on the repeat tag list in the Course History atom.
<i>Excl Comp</i>	<p>Indicates whether the credits completed for a class should be excluded from credit calculations. Options are:</p> <ul style="list-style-type: none"> • Blank (include credit in calculations) • X – Deny (exclude credit from calculations) • Y – Award <p>For example, suppose a student fails one semester, but passes the second semester so that the yearly average of the two semester grades is a passing mark. In this case, you can award credit to the failing semester grade by assigning it a repeat tag with the Excl Comp flag set to Y.</p>



<i>Field</i>	<i>Description</i>
<i>Excl Att</i>	Indicates whether the credits attempted for a class should be excluded from credit calculations. Excluding credits attempted also excludes the grade for a class from GPA or NGA calculations, even if all GPA or NGA type cells for the tag are left blank for “include.” You can choose either Yes (exclude credit from calculations) or blank (include credit in calculations).
<i>Excl GPA1–Excl GPA4</i>	Indicates whether the grade earned for a class should be excluded from calculations for a GPA or NGA type. There are exclude columns for four GPA or NGA types (defined in the GPA Definition atom). You can choose either Yes (exclude credit from calculations) or blank (include credit in calculations).
<i>Excl HNR</i>	Indicates whether the student should be excluded from the honor roll for a specific marking period. You can choose either Yes (exclude credit from calculations) or blank (include credit in calculations).



<i>Field</i>	<i>Description</i>
<i>Print As</i>	<p>Contains a one-character string that is prefixed to marks with the repeat tag when you print report cards and other grading reports.</p> <p>For example, if a student receives an A and the Print As character defined for the mark's repeat tag is *, the mark is printed as *A. Print As characters are similarly prefixed to numeric marks. For three-character marks, the Print As character overwrites the first character. So, if a student scores 100 and the Print As character defined for the mark's repeat tag is @, the mark is printed as @00.</p>
<i>Calc As</i>	<p>Contains a value that is a replacement mark for GPA or NGA calculations. If you do not specify a replacement mark, the original mark is used.</p> <p>The replacement mark is ignored and the original mark is used for calculations in the following cases:.</p> <ul style="list-style-type: none"> • If the Excl Comp flag is set to X (deny) and the replacement mark is greater than the original mark. This ensures that a student who has been denied credit is not awarded a bonus. • If the Excl Comp flag is set to Y (award) and the replacement mark is lesser than the original mark. This ensures that a student who has been awarded credit is not penalized.
<i>Priority</i>	<p>Contains a three-digit integer that is used to determine the priority of the repeat tag before overwriting it. The system overwrites a repeat tag only if the new repeat tag has a higher value than the existing repeat tag.</p>



Using the Course History Atom

The Course History atom (in the Course History folder) contains records for each course that a student has completed. Initially, information in the History file is gathered from three sources:

- Course file
- Master Schedule file
- Grade Reporting system

At the end of each semester, you can transfer grades residing in the Grade Reporting system to the History file by using the Update Course History atom. Then you can add, change, or delete records without affecting the records in the Grade Reporting system.

The Course History screen consists of four tabs:

- Course History
- Academic Summary
- Credit Summary
- Narrative Comments

The name, grade, gender, Student ID, and track assignment (if your school is defined with multiple tracks) of the selected student displays at the top of each page.

You use the Course History atom when you need to:

- View a student's course history record.
- Calculate a student's GPA or NGA.
- Add or remove a course from a student's course history record.
- Print transcript labels from the Course History file.
- Print student transcripts.
- Print a report on a student's progress toward graduation.
- Print a list of graduation requirements for each grade level in your school.
- View Academic and Credit Summaries for each student.
- Add narrative comments regarding a student's school career.



Setup Notes

Before you use the Course History atom, ensure that:

- *Course ID*, *Course Title*, *Credit*, *N/H* (academic tag), and *Subject Area* fields have been defined accurately in the Course atom.
- Master scheduling data has been defined accurately in the Sections atom.
- GPA and NGA types have been defined in the GPA Definitions atom.
- Repeat tags have been defined in the Repeat Tag Definition atom.
- Graduation requirements have been defined in the Graduation Requirements atom.
- Subject Areas have been defined in the SUB table.
- Requirement Groups have been defined in the REQ table.
- Grades have been transferred to Course History, GPAs and NGAs have been calculated, and class rankings have been established using the Update Course History atom.



- The *Terms to Receive Credit* field on the Credit tab of the Grading Setup atom matches the *Terms to Process* field on the Reporting Periods screen of the same atom. If the fields do not match, the system cannot transfer grades for all terms that are linked to the marks being transferred. (For example, if the *Terms to Process* for the First Quarter Reporting Period are YR, S1, Q1, M1, and M2, the *Terms to Receive Credit* for the mark title 1st Qtr must be the same.)
- The appropriate grading calculation option is selected on the Options tab of the Grading Setup atom. Your selection affects the options available for printing of transcripts and display of course history data. See [Determining Use of GPA, NGA, or Both on page 4](#) for additional information.

Course History Tab

- The Course History tab displays a matrix of course history for the selected student. It also displays the GPA, NGA, or both for that student.

Ln	Mth	Year	Crs	Crs Title	Mark	Credit Attempt	Credit Comp	Schoc Year	Term	Grd	Rpt Tag	C
1	Jan	1999	0201	Keyboarding I	A	5.000	5.000	1998	1	9		
2	Jan	1999	0406	English 9	C	5.000	5.000	1998	1	9		
3	Jan	1999	0471	French I	C-	5.000	5.000	1998	1	9		
4	Jan	1999	0500	Math A	C	5.000	5.000	1998	1	9		
5	Jan	1999	0541	Science 9	C	5.000	5.000	1998	1	9		
6	Jan	1999	0610	Begin Dance	D+	5.000	5.000	1998	1	9		
7	Jun	1999	0306	Ceramics I	A+	5.000	5.000	1998	2	9		
8	Jun	1999	0406	English 9	C+	5.000	5.000	1998	2	9		
9	Jun	1999	0505	Algebra I	B-	5.000	5.000	1998	2	9		
10	Jun	1999	0541	Science 9	D+	5.000	5.000	1998	2	9		

NGA: 2.378 GPA: 0.000

Close



Course History Fields

<i>Field</i>	<i>Description</i>
<i>Ln</i>	Line number of the record.
<i>Mth</i>	Calendar month in which the grade reporting period ended and the mark was earned. You can pick a different month from the selection list.
<i>Year</i>	Year in which the grade reporting period ended and the mark was earned.
<i>Crs-ID</i>	ID number of the course for which the mark was earned.
<i>Crs Title</i>	Course title as defined in the Course atom. If you want to change the course title for this student only, you may do so in this field.
<i>Mark</i>	Mark earned for the course.
<i>Credit Attempt.</i>	Credit attempted for the course.
<i>Credit Comp</i>	Credit earned for the course.
<i>School Year</i>	School year during which the course was taken. If the school year is 01–02, enter the year as 2001.
<i>Term</i>	Term in which the course was taken (1 for first semester, 2 for second semester, and so on).
<i>Grd</i>	Student's grade level while enrolled in the course. Select from the pop-up list.
<i>Rpt Tag</i>	Select a repeat tag from the pop-up list, which is defined in the Repeat Tag Definition atom. You can assign repeat tags only for marking periods defined on the Credits tab of the Grading Setup atom. Depending on the repeat tag you select, the system denies or awards credit for a marking period.



If you chose to transfer conduct codes and attendance totals when you transferred grades with the Update Course History atom, use the horizontal scroll bar to view more columns.

<i>Field</i>	<i>Description</i>
<i>Citz</i>	Displays the citizenship code for the student: <ul style="list-style-type: none"> • N – Needs Improvement • O – Outstanding • S – Satisfactory • U – Unsatisfactory
<i>Att1</i>	Displays the first attendance option (defined in the Attendance Options screen of the Grading Setup Atom).
<i>Att2</i>	Displays the second attendance option (defined in the Attendance Options screen of the Grading Setup Atom).
<i>Mark Type</i>	Setting that was established for the mark on the Mark Descriptions screen of the Grading Setup atom. For alpha marks, you can select a mark in the <i>Mark</i> field from a pop-up list. For numeric marks, you can type a number in the <i>Mark</i> field.
<i>School Attended</i>	<p>If the student received credit for a course taken at a school other than the current one, select the name of that school from the list. The list displays the date and all schools attended.</p> <p>Depending on the selection made in the Transcript Definition atom, this field displays data in the Course History (CHS) table as a list or displays a view-only entry retrieved from the Schools Attended History (ASAH) file based on month, year, and grade.</p>
<i>UC1</i>	First user-defined code defined by the school and state. Maximum of 8 characters.



<i>Field</i>	<i>Description</i>
<i>UC2</i>	Second user-defined code defined by the school and state. Maximum of 8 characters.
<i>UC3</i>	Third user-defined code defined by the school and state. Maximum of 8 characters.
<i>UC4</i>	Fourth user-defined code defined by the school and state. Maximum of 8 characters.
<i>ELA Inst Typ</i>	Type of instruction used when the student was being taught the class. Student information is stored in the AELS file. Selections from the pop-up list include all types defined by the district. Use with the ELA (English Language Acquisition) module.
<i>ELA Lang Taught In</i>	Language the course instructor used when teaching the student. Student information is stored in the AELS file. Selections from the pop-up list include all languages set up by the district. Languages are defined in the LNG table. Use with the ELA (English Language Acquisition) module.
<i>Dist Attn</i> <i>[District Attended]</i>	District attended for the course.
<i>GPA / NGA</i>	Displays the cumulative GPA (or NGA, or both, if your school uses numeric grade averages) for the default GPA selected on the Options tab of the Grading Setup atom. If no value displays in this field, select the Calculate Update GPA option from the Course History menu to compute the student's GPA. If your school uses numeric grades or both NGA and GPA, this menu option is called Calculate Update NGA.

Academic Summary Tab

The view-only Academic Summary tab of the Course History atom enables you to review summary information for a student's GPA, NGA, or both, and academic credits.



Acosta, Andrew Course History

Last Name: Acosta First Name: Andrew Middle Name: Grd: 11 Gen: M Student ID: 6

Course History **Academic Summary** Credit Summary Narrative Comments

NGA & GPA Summary

	NGA	GPA	NGA Rank out of 137
ACA: Academic GPA	2.378	0.0000	98
TOT: Total GPA	2.481	0.0000	91
GP3: CSU GPA	2.679	0.0000	7
GP4: Type 4 GPA	2.458	0.0000	91

Diploma Type: Grad Pgm of Study:

—Credit Summary—

Credits Attempted: 115.000 Credits Completed: 100.000

Close

Academic Summary Fields

Field	Description
<i>NGA/GPA Summary</i>	
<i>GPA Types</i>	GPA abbreviations and descriptive types (defined in the GPA Definitions atom). The cumulative total for each GPA type displays to the right of each type.
<i>NGA Types</i>	NGA abbreviations and descriptive types (defined in the GPA Definitions atom). The cumulative total for each NGA type displays to the right of each type. These fields display only if you selected <i>Numeric Grade Average</i> or <i>Numeric Grade Average and GPA</i> on the Options tab of the Grading Setup atom.
<i>Class Rank out of</i>	<p>Student's class size and the student's academic placement within the class.</p> <p>To display rank values on this screen, you must select the <i>Calculate Class Rankings for Selected Students</i> option in the Update Course History atom.</p>



Field	Description
<i>Diploma Type (DPL Table)</i>	Type of diploma earned by the student.
<i>Graduation Program of Study (GPS Table)</i>	Academic program followed by student to earn a diploma.
<i>Credit Summary</i>	
<i>Credits Attempted</i>	Number of credits the student has attempted to complete.
<i>Credits Completed</i>	Number of credits the student has completed to date.

Credit Summary Tab

The Credit Summary tab contains view-only matrixes that display a student's progress toward meeting graduation requirements within requirement groups and subject areas.

Acosta, Andrew Course History

Last Name: Acosta First Name: Andrew Middle Name: Grd: 11 Gen: M Student ID: 6

Course History | Academic Summary | **Credit Summary** | Narrative Comments

Ln	Requirement Group	Ln	Subject Area	Credits Req'd	Total Compl	Now Enr	Still Needed
1	Core	1	American Government				
2	Electives	2	Economics				
3	High School	3	US History				
		4	World History				
		5	English 9				
		6	World Literature				
		7	American Literature				
		8	English 12				
		9	Math				

—Credit Summary—
Credits Attempted: 115.000 Credits Completed: 100.000

Close



Credit Summary Fields

<i>Field</i>	<i>Description</i>
<i>Requirement Group Matrix</i>	
<i>Ln</i>	Line number of the requirement group.
<i>Requirement Group</i>	Name of the requirement group to which credit summary information applies. Select the line number of the requirement group to display totals required for the subject areas.
<i>Subject Area Matrix</i>	
<i>Ln</i>	Line number of the subject area and related credit summary totals.
<i>Subject Area</i>	Subject area for which the credit information applies.
<i>Credits Req'd</i>	Number of credits required within the subject area to meet requirement group specifications. This field examines the student's year of graduation from the Student record and the graduation requirements for that year in the Graduation Requirements screen.
<i>Total Compl</i>	Number of credits completed to date within the subject area. Information comes from the Course History file.
<i>Now Enr</i>	Indicates potential credits when the student is currently enrolled in a course within the subject area. Influenced by values specified in Transfer Weights tab of the Credit Definition atom.
<i>Still Needed</i>	Total credits in the <i>Total Compl</i> and <i>Now Enr</i> fields are subtracted from the <i>Credits Req'd</i> field to determine the number of credits <i>Still Needed</i> to meet subject area requirements for a selected requirement group.



Field	Description
<i>Credit Summary</i>	
<i>Credits Attempted</i>	Number of credits the student has attempted to complete.
<i>Credits Completed</i>	Number of credits the student has completed to date.

Narrative Comments Tab

The Narrative Comments tab enables you to record additional comments pertaining to the student's high school career. For example, you can note achievement awards and any special recognition received by the student, or you can record college courses taken by the student. Saved comments remain in the student's record from year to year unless they are modified or deleted. These comments print on student transcripts if you use the standard transcript form.

The *Comments* text field accepts up to 32,000 characters.



Adding Course History Records

1. Open the Course History atom and select the Course History tab.

If the Transcript Definition atom is set up to require school attended validation, the Course History record can only be saved to the Course History file if there is a corresponding Schools Attended record covering the same Month/Year time period specified in the Course History record.

2. Locate the student record that you want.
3. From the Data menu, select Add. The system inserts a new line for the record you want to add.
4. Type or select information to complete the appropriate matrix fields.
5. Click Save (or click Undo to erase the new record).
6. Click Close.

Deleting Course History Records

1. Open the Course History atom and select the Course History tab.
2. Locate the student record that you want.
3. Click the line number (*Ln*) for the row of information to delete. Ensure that the row is highlighted.
4. From the Data menu, select Delete. The selected line is removed.
5. Click Save (or click Undo to restore the entire row of data to the matrix).
6. Click Close.

Updating Course History Records

1. Open the Course History atom and select the Course History tab.
2. Locate the student record that you want.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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3. In the fields that you want to change, type or select new data.
4. Click Save (or click Undo to restore original data).
5. Click Close.

Adding Narrative Comments

1. Open the Course History atom and select the Narrative Comments tab.
2. Locate the student record that you want.
3. In the *Comments* field, type up to 32,000 characters. (Text “wraps” automatically at the end of each line.)
4. Click Save to save the comments (or click Undo to erase them).
5. Click Close.



Course History Menu

<i>Menu Option</i>	<i>Description</i>
<i>Calculate Update GPA OR Calculate Update NGA</i>	<p>Enables you to update the cumulative GPA (or NGA, or both, if your school uses numeric grade average) for a selected student.</p> <p>When the calculation is complete, the numeric value for the GPA or NGA displays in the <i>GPA</i> or <i>NGA</i> field of the Course History screen in the Course History atom. The system also updates appropriate fields in the Student file.</p>
<i>Transcript Labels (CHS06)</i>	<p>Prints transcript labels from the Course History file for any month and year that a course was completed. Data on the transcript labels includes school ID number, the month and school year selected on the report interface, student name and grade level, course descriptions, course marks and credit, total credits earned, credits attempted, and student's GPA, NGA, or both.</p>
<i>Transcript Label w/Attend (CHS07)</i>	<p>Prints transcript labels from the Course History file for any month and year that a course was completed. Data on the transcript labels includes school ID number, the month and school year selected on the report interface, student name and grade level, course descriptions, course marks and credit, total credits earned, credits attempted, and student attendance and absence information.</p>



<i>Menu Option</i>	<i>Description</i>
<i>Transcripts (CHS12)</i>	Prints student transcripts on letter size paper (8 1/2 x 11) indicating a student's course history, work in progress, credit summary, test history, extended test history scores, and GPA/NGA summary. Course histories are provided by grade level and year taken. They indicate the mark and credit earned for each course as well as codes for repeat tags, academic tags, college prep courses, and summer school courses. The credit summary includes graduation requirements and whether a student has met those requirements. The GPA/NGA summary indicates a student's GPA or NGA and academic placement for each GPA or NGA type. A transcript can also display the school logo and a student photo.
<i>Graduation Requirements (HSG01)</i>	Prints a report listing the graduation requirements for each grade level enrolled at your school. Various graduation requirements may be printed depending on the requirement groups defined in the Graduation Requirements atom. For each subject area listed, the report includes the subject code, title, the number of credits within the subject area that are required for each graduating class, and a list of every course number and title that applies to the subject area. You may also use this report to verify that the Graduation Requirements file and Course file match.



<i>Menu Option</i>	<i>Description</i>
<i>Graduation Status (HSG02)</i>	Prints a one-page report indicating a student's progress toward graduation. The requirements vary depending on the Graduation Type selected. When this report prints, the graduation type displays as part of the report title and is followed by the graduation type's subject area and credit requirements. The student's progress is defined as courses and credits completed, courses and credits in which the student is currently enrolled, and the number of credits in each subject area that are still needed. Credit totals are calculated for each category.
<i>Academic Profile (CHS13)</i>	Prints a student's complete academic profile on letter size paper (8 1/2 x 11) indicating a student's course history, work in progress from both current classes and grades, credit summary, test history, and GPA/NGA summary. Course histories are provided by grade level and year taken, and they indicate the mark and credit earned for each course as well as codes for repeat tags, academic tags, college prep courses, and summer school courses. The credit summary includes graduation requirements and whether a student has met those requirements. The GPA/NGA summary indicates a student's GPA and academic placement for each GPA or NGA type. A transcript can also display the school logo and a student photo. Note: This report is available only if the Localization tab of the School atom is set to New York.
<i>Update From Grades</i>	Updates the existing course history records with the corresponding data in grades.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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2

EDI Interface Atom

The EDI Interface atom (in the File Management folder) enables the SASIxp™ software to use ENTRATA® electronic services to electronically exchange transcript data with other schools and institutions that support EDI communications.

For sending transcripts, the EDI interface exports SASIxp student information to ENTRATA electronic services, which maps the information to EDI format standards and transmits it to the destination (receiving trading partner). For receiving transcripts, the EDI interface imports a transaction file from ENTRATA electronic services and stores selected contents in the SASIxp database. ENTRATA electronic services handles the communication from the information source (sending trading partner).

This section describes how to:

- Set up the EDI interface
- Import student transcripts
- Export student transcripts

You must configure ENTRATA electronic services to work with the SASIxp software before using the EDI Interface atom.



If you want to call ENTRATA electronic services from the EDI interface, you must run on a Windows® operating system. However, you can run the EDI Interface on a Macintosh® OS platform attached to your network without calling ENTRATA electronic services directly.

Using the EDI Interface Atom

The SASIxp Student (ASTU), School (ASCH), and Course History (ACHS) database files must be up-to-date before you run the EDI Interface atom. The Parent/Guardian (APRN) file is optional, so you can export data even if no records for the given student exist in APRN.

You must **not** use field-level security for the ASTU, ASCH, ACHS, or APRN files when using the EDI Interface atom.

Before you use the EDI Interface atom the first time, you must set up system export and import parameters. Normally, you establish these parameters once after installation and they remain unchanged unless system information changes (for example, your school decides to use a different GPA type, or new terminology is needed for Other Tests).

The EDI Interface screen contains four tabs: Import Setup, Export Setup, Export, and Import.

EDI Interface Import Setup Tab

You use the Import Setup tab for both system setup and transaction runtime selection. For system setup, you specify generic course and school information to use with import transactions. At runtime, you select whether to use generic or imported course and school information. (See [Importing Student Information on page 71.](#))



Import Setup Fields

Options	Description
<i>Course History Options</i>	
<i>Import Non Dist Crs IDs</i>	Used at runtime to elect whether to import non-district course IDs.
<i>Use Generic Crs ID</i>	Used at runtime to elect whether to assign a generic SASIxp course ID to non-district courses.
<i>Generic Crs ID</i>	Displays the generic course ID to assign to imported non-district courses that don't exist in the SASIxp database.



Options	Description
<i>Import Non Dist Schools</i>	Used at runtime to elect whether to import non-district school IDs.
<i>Use Generic School</i>	Used at runtime to elect whether to assign a generic school ID to an imported non-district school ID.
<i>Generic School</i>	Displays the generic ID to assign to an imported non-district school that isn't identified in the SASIxp database.

EDI Interface Export Setup Tab

Use the Export Setup tab to specify both system and runtime options. For export setup, you specify and save the GPA or NGA type along with minimum and maximum values that define that GPA for the export. This GPA or NGA type applies to all exported transcripts unless you change the setting at runtime. Any changes you make at runtime apply to all subsequent exports until you change the values again.

The Export Setup tab also enables you to generate a file of the SASIxp codes to map to ENTRATA electronic services to permit transfer of non-EDI records.



At runtime you designate whether to include cumulative records or only records for the current year. You also specify the information to include in the transcript. Finally, you designate whether to automatically start ENTRATA electronic services when the export completes.

Export Setup Fields

Options	Description
<i>Course History Options</i>	
<i>Cumulative Record</i>	Selected at runtime to export all transcript data for the designated students.
<i>Current Year Only</i>	Selected at runtime to send only current-year transcript data for the designated students.
<i>GPA Type</i>	Specifies the type of grade point average used in exported transcripts.
<i>GPA Min</i>	Defines the minimum GPA value for the specified GPA type.
<i>GPA Max</i>	Defines the maximum GPA value for the specified GPA type.
<i>Entrata Options</i>	
<i>Call Entrata</i>	Used at runtime if the EDI Interface atom should automatically start ENTRATA electronic services when an export is completed.
<i>Map to Entrata</i>	Generates a file that lists SASIxp user-defined codes and their descriptions to map to ENTRATA electronic services.
<i>Check To Include In Transcript</i>	Use this group of options at runtime to specify the information to include in the EDI export transaction.
<i>Student SSN</i>	Whether to include the student's Social Security Number in the exported data. Some schools withhold this information for reasons of confidentiality.

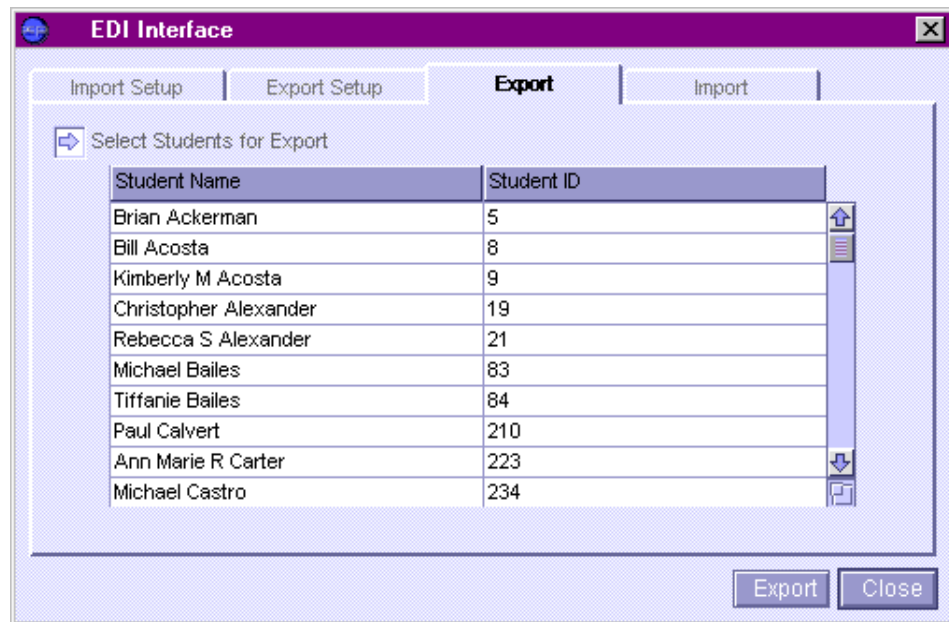


Options	Description
<i>Proficiency</i>	Whether to export proficiency test scores.
<i>Immunizations</i>	Whether to export immunization history.
<i>English</i>	Whether to export English achievement test scores.
<i>Math1</i>	Whether to export Math1 achievement test scores.
<i>Math2</i>	Whether to export Math2 achievement test scores.
<i>ACT</i>	Whether to export American College Test (ACT) scores.
<i>SAT</i>	Whether to export Scholastic Aptitude Test (SAT) scores.
<i>Other</i>	Whether to export scores for other tests (OthTstScr) from the College Entrance (ACET) file.
<i>Work In Progress</i>	Whether to export information on the student's work in progress. The following options display only if this option is selected.
<i>WIP Start Date</i>	Refers only to WIP information in the export file.
<i>Grades</i>	Includes grades (if reported) for work in progress.
<i>Schedule Only</i>	Excludes grades from the export.
<i>Terms (Marks)</i>	Terms that apply to the work in progress.



EDI Interface Export Tab

Use the Export tab to select student records to export and initiate the transaction, which then uses the Export Setup parameters to determine the information to extract, format, and export to ENTRATA electronic services. ENTRATA electronic services imports this file, maps the data to the appropriate EDI communication format, and transmits it to the trading partner.



Export Fields

Options	Description
<i>Select Students Link Arrow</i>	Starts the Generic Selection atom, which enables you to specify which student transcripts to export.
<i>Student Name</i>	Name of the selected students.
<i>Student ID</i>	Student identification number.
<i>Export</i>	Processes the Export transaction.



EDI Interface Import Tab

Use the Import tab to process a received EDI transcript into the SASIxp database. You open the imported file and display the students. You then select students one at a time from the matrix and import their records.

When the system finds a matching student in the SASIxp database, the EDI Interface atom imports the transcript data and stores the course history information. This process repeats for each student in the matrix.

Students you import must be recognized in the SASIxp database as an enrolled student with no course history. You must have enrolled the student before you try to import course history. If the student's name is not recognized, or if course history information already exists, the import operation ends for that student and an error message is logged.

To ensure that no undefined course IDs are imported into the SASIxp system, be sure the Setup tab is properly set up for the data you are importing.

The screenshot shows the 'EDI Interface' window with the 'Import' tab selected. Below the tabs, there is a 'Select Import File' button. Below that is a table with three columns: 'Student Name', 'Birthdate', and 'Soc Sec Num'. The first row contains the data 'Ackerman, Brian', '11/15/82', and '123-45-6789'. There are several empty rows below. At the bottom right, there are 'Select' and 'Close' buttons.

Student Name	Birthdate	Soc Sec Num
Ackerman, Brian	11/15/82	123-45-6789



Import Fields

<i>Tab</i>	<i>Description</i>
<i>Select Import File</i>	Selects a file to import.
<i>Student Name</i>	Name of the student you want to import.
<i>Birth date</i>	Student birth date.
<i>Soc Sec Num</i>	Student Social Security Number.
<i>Select</i>	Imports the selected student's data.

Setting Up EDI Import Options

EDI input options specify exception handling of imported course and school information from non-district schools. Pearson Education Technologies recommends assigning generic identities. However, you can choose to import non-district course and school identities.

1. Open the EDI Interface atom.
2. On the Import Setup tab, select *Use Generic Course ID*.
3. Type the course number for the generic course.

The generic course number you specify must exist in the Course (ACRS) file. You can set up a generic course ID in the Course atom. When you specify this option, imported courses that don't map to existing courses are automatically assigned to this generic course.

4. Select *Use Generic School*, then specify the generic school from the Generic School selection list.

The generic school you specify must exist in the School (CHS) table (you can set up a generic school in the Table Definition atom). When you specify this option, imported school IDs that don't map to existing schools are automatically assigned this generic school ID.

5. Click Save.



Setting up EDI Export Options

The EDI export setup involves three specific setup tasks:

- Specifying GPA export parameters
- Standardizing the terminology used for college entrance tests
- Mapping SASIxp terminology to ENTRATA electronic services

To set up export parameters:

1. Open the EDI Interface atom.
2. On the Export Setup tab, choose the *GPA Type* from the selection list.
3. Type the minimum (*GPA Min*) and maximum (*GPA Max*) GPA values for the specified GPA type.

The values you specify have no affect on GPA calculations. They merely define the content of the exported GPA.

4. Click Save.

Standardizing College Entrance Test Terminology

The purpose of this procedure is to eliminate multiple names for the same test to simplify EDI communication. For example, the Arizona Math Achievement Progress test may be designated as AZ MAP, or Arizona MAP, and so forth. The object is to use the same name for all references to this test. You must have appropriate security authorization to complete this procedure.



1. Open the Query atom.

2. Select the College Entrance (ACET) file and set up the following query:

```
PRINT ACET OthTstName SORT OthTstName
```

3. Click Print to list all of the college entrance tests recorded as Other Test Names in the ACET file. Because the SORT parameter is used, the first several lines, or even pages, of the listing may be blank and can be ignored.
4. Locate and identify all references to the same test. Then decide which variation to use as the common name. For example:

Current Test Name		Common Name
Arizona MAP	Change to	AZ MAP
Arizona Math Progress		
AZ MAP		
AZ Math Achievement		
AZ Math Achieve Prog		
AZ Math Prog		



5. On the Query screen, click Revise and modify the query statement to change the current test names to the common name:

```
CHANGE ACET OthTstName = "[Common Name]" IF
OthTstName = "[Current Test Name 1]" OR OthTstName =
"[Current Test Name 2]" OR OthTstName = "[Current
Test Name n]"
```

For example:

```
CHANGE ACET OthTstName = AZ MAP IF OthTstName =
"Arizona Map" OR OthTstName = "Arizona Math
Progress" OR OthTstName = "AZ Math Achievement" OR
OthTstName = "AZ Math Achieve Prog" OR OthTstName =
"AZ Math Prog"
```

6. Repeat steps 2 and 3 to verify that the changed test names are correct.
7. Repeat steps 2 - 6 for other groups of test names.

Mapping SASIxp Terminology to Entrata Electronic Services

1. Open the EDI Interface atom.
2. On the Export Setup tab, click Map To Entrata.

If you will export other test scores, be sure to standardize test name terminology, as described above, to include in the map file.

3. On the Map file name dialog, type a name for the map file and click Save. A message tells you that the file was created.

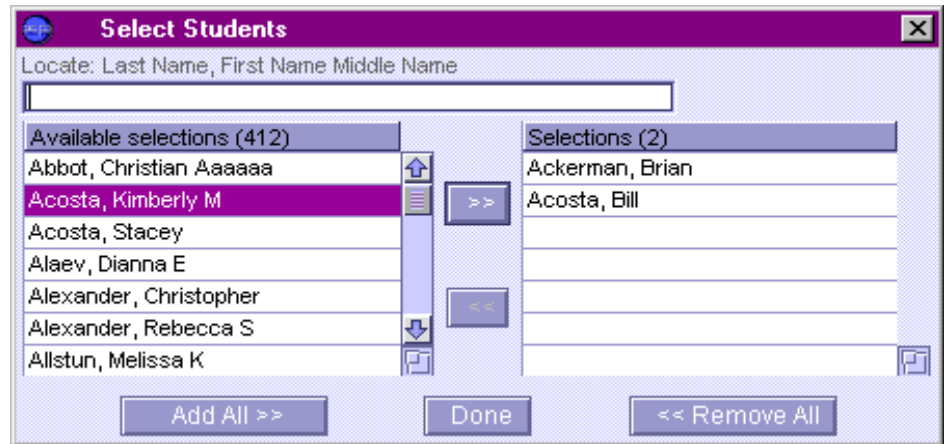
Exporting Student Transcript Information

1. Open the EDI Interface atom.
2. On the Export Setup tab, specify the export options and select the information to include in the transcript.

If you select different GPA settings, you must save them before continuing. The new settings apply to all subsequent exports until the values are changed again.



3. If you want to automatically run ENTRATA electronic services when the export is complete, select Call Entrata.
4. On the Export tab, click the Select Students for Export link arrow to display student names.



5. From the Available Selections matrix, select the students whose transcripts you want to export.
6. When all the students you want to select appear on the Export matrix, click Done to return to the Export tab.
7. Click Export and follow the prompts.

Importing Student Information

Before you begin to import data for a student outside the district, you need to manually enroll the student (in the Enrollment atom). The new student cannot have course history records present in the SASIxp system prior to the import, or the import process stops.

1. Open the EDI Interface atom.
2. On the Setup tab, select either *Non Dist Crs IDs* or *Use Generic Course ID*.
3. Select either *Import Non Dist Schools* or *Use Generic School*.



Pearson Education Technologies recommends you use the generic course ID and school options to avoid introducing erroneous data into the SASIxp database. Imported data that cannot be mapped to existing SASIxp files is automatically assigned these generic identities.

- Click the Import tab and select Select Import File link arrow. You are prompted to open a file to import.
- Open the EDI file that contains the incoming student information. The student records in the selected file display on the input matrix.
- Highlight the student record to import and click Select. The system displays a list of students in the Student (ASTU) database with the same last name.

ASTU Query Form

*Student selected from EDI Import file:

Student Name	Birthdate	Soc Sec Num
Acosta, Bill	01/06/84	

ASTU Query Options

☒ Same last name ☐ Same last initial ☐ All students

*Please select the existing student to update:

Perm Num	Last Name	First Name	Middle	Birthdate	Soc Sec Num
8	Acosta	Bill		01/06/84	
9	Acosta	Kimberly	M	01/23/84	
10	Acosta	Stacey		12/11/82	

To ensure that you have the correct student, you can query the database files for the same last name, same last initial, or all students.

- Click Import to finish processing the selected student transcript.
- Repeat for each student you want to import.