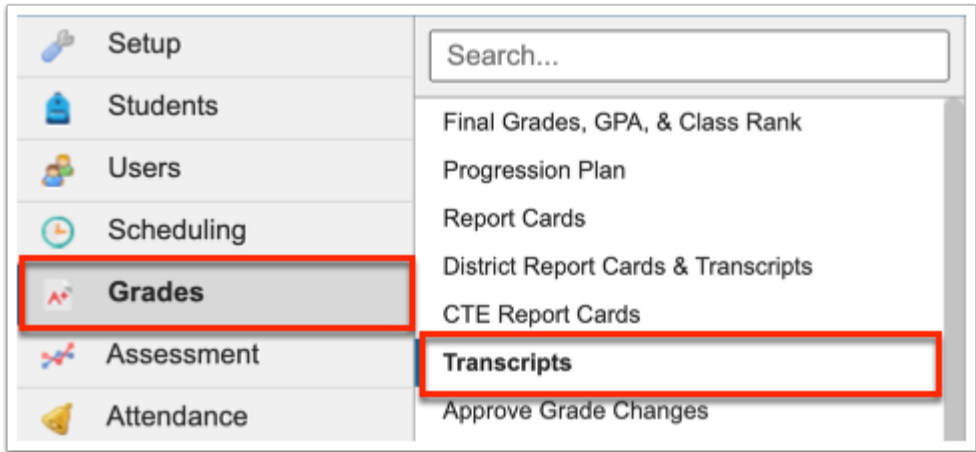


Transcripts

The Transcripts screen allows users to generate and print transcripts for a select subset of student defined in the Student Search module. Depending on profile permissions, users also have the ability to customize transcripts in deciding what information to display, such as letter grades, course numbers, teachers, and more.

Student Search

1. In the **Grades** menu, click **Transcripts**.



This navigates to the Transcripts screen, where a Student Search module will display in addition to More Search Options.

2. If searching for specific students by name or student number, type the information directly into the **Student Search** text box.

12.0.27
FOCUS
 s Writers02

Select Student/Staff ▾ Transcripts

Lizette Garcia Focus High School - 0041 ▾ SIS
 Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP

Q Student Search More Search Options

Student Group ▾

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Use Legacy Search Continue...

Letterhead Template Transcripts ▾

Include on Transcripts

Transcript Options

☐ Letter Grade ☐ Percent
☐ Comments ☐ Teacher
☐ School ☐ Grade Level
☐ Credits Attempted ☐ Credits Earned
☐ Subject ☐ Course Number
☐ Test History ☐ Courses In Progress

 To generate report cards for all students, leave the **Student Search** text box empty.

3. For a more advanced search and the ability to define a specific subset of students, click **More Search Options**. In the example shown, Gradelevel 11 has been selected; therefore, report cards will be generated only for students in 11th grade.

The screenshot shows the 'Student Search' interface. A red box highlights the 'More Search Options' button. Another red box highlights the 'Grade Level' dropdown menu, which is currently set to '11'. A third red box highlights the 'Grade Level' option in the expanded search options list. The list also includes 'Absences', 'Calendar', 'Contact Info', 'Course History', 'Discipline', 'Eligibility', 'Florida Fields', and 'Grades/GPA/Class Rank/Honor Roll'. Other visible options include 'Search All Schools', 'Include Inactive', 'Previous Years', 'Use Most Recent Enrollment', and 'Transcript Options' (Letter Grade, Comments, Percent, Teacher).

Apply as many search options, as needed.

 See [Searching for Students](#) for details about conducting and saving student searches.

4. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.
5. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).
6. Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.
7. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.

Q Student Search [More Search Options](#)

Student Group ▼

☒ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

⊖ Grade Level ▼

i Depending on the school and/or the type of transcripts, such as K-12 or CTE, different options will display in the **Include on Transcripts** section. Note: What displays here is controlled by System Preferences (Setup > [System Preferences](#) > School Preferences/ Default School Preferences > [Grading](#) tab) for K-12, CTE, etc.

i Options displayed (active and inactive) may vary from user to user depending on profile permissions (Users > [Profiles](#) > Grades tab). Some profiles may have View and Edit rights, while others may only have View rights; therefore options may be predetermined via the district's ability to Save Settings as Default.

8. Select the desired **Letterhead Template** from the pull-down. This is very important to choose correctly before printing, as it will impact the display of the transcript. If this is an official printed transcript that is being sent to another academic institution, typically it will be sent on an official letterhead that has been established. This letterhead contains required state demographic fields, and should always be used when printing Transcripts. Note: Letterhead Templates are set up by the district (Setup > [Letterhead Templates](#)).

Student Search [More Search Options](#)

Student Group

☒ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Grade Level

[Use Legacy Search](#) [Continue...](#)

Letterhead Template **Transcripts**

Include on Transcripts

Transcript Options

☐ Letter Grade ☐ Percent

☐ Comments ☐ Teacher

☐ School ☐ Grade Level

☐ Credits Attempted ☐ Credits Earned

9. In the **Include on Transcripts** section, you can select everything that needs to be included on the transcript before generating. There are six different sections, which includes the **Transcript Options** section as shown in the image. Options here include Letter Grade, School, Test History, which includes Post Secondary Test History and Interdistrict Test History, GPA, Weighted GPA, etc.

12.0.27 **FOCUS** Writers02

Select Student/Staff Transcripts

Lizette Garcia Focus High School - 0041 SIS

Admin 2022-2023 4th 9 Weeks ERP

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Grade Level 11

[Use Legacy Search](#) [Continue...](#)

Letterhead Template **Transcripts**

Include on Transcripts

Transcript Options

☐ Letter Grade ☐ Percent

☐ Comments ☐ Teacher

☐ School ☐ Grade Level

☐ Credits Attempted ☐ Credits Earned

☐ Subject ☐ Course Number

☐ Test History ☐ Courses In Progress

☐ Post Secondary Test History

☐ Interdistrict Test History

☒ All Test History

☐ Test Grade Level

☐ GPA ☐ Weighted GPA

☐ Cumulative GPA ☐ Cumulative Weighted GPA

[Help](#) [Logout](#)

- a. Select the **Letter Grade** check box to display letter grades for applicable courses on the transcripts.
- b. Select the **Percent** check box to display percentages for applicable courses in the transcripts.
- c. Select the **Comments** check box to display comments for applicable courses in the transcripts.
- d. Select the **Teacher** check box to display teachers' names for applicable courses in the transcripts.
- e. Select the **School** check box to display the name of the school for each applicable course in the transcripts.
- f. Select the **Grade Level** check box to display the students' grade levels that applies to the applicable courses in the transcripts.
- g. Select the **Credits Attempted** check box to display the number of credits attempted for applicable courses in the transcripts.
- h. Select the **Credits Earned** check box to display the number of credits earned for applicable courses in the transcripts.
- i. Select the **Subject** check box to display the subject applicable to the courses in the transcripts.
- j. Select the **Course Number** check box to display the course number applicable to the courses in the transcripts.
- k. Select the **Test History** check box to include students' test history records in the transcripts.
 - i. Select the **Post Secondary Test History** check box to test history to applies to post secondary students.
 - ii. Select the **Interdistrict Test History** check box to include test history records from other districts in the transcripts.
 - iii. Select the **All Test History** check box to include all test history in the transcripts regardless of the district or school.
 - iv. Select the **Test Grade Level** check box to include the students' grade levels that's applicable to each test history record.
- l. Select the **Courses In Progress** check box to include information pertaining to courses currently in progress in the transcripts.
 - i. Select the **Grades in Progress** check box to include working grades for courses that are currently in progress in the transcripts.
- m. Select the **GPA, Weighted GPA, Cumulative GPA, and/or Cumulative Weighted GPA** check boxes to display the different types of grade point averages on the students' transcripts.

n. Select the **Credits** and/or **Cumulative Credits** check boxes to include the different types of credits applicable to courses included in the transcripts.

o. Select the **Average Percent Grade** check box to include a percentage that represents the students' average grade in the transcripts.

p. Select the **Graduation Requirements Report** check box to include information regarding the students' graduation requirements based on their assigned graduation plan.

q. Select the **Exclude Second School** check box to exclude courses/grades linked to a second school identified in the students' Enrollment record.

r. Select the **Year and Term** check box to include the school year and school term for each applicable course in the transcripts.

s. Select the **Course Flags** check box to include any flags entered on all applicable courses.

t. Select the **Industry Certifications** check box to include any earned certifications on the transcripts.

5. Make the appropriate selections from the **Additional Options** section, which includes specific course flags, WDIS Instructional Hours (CTE courses), industry certification information (CTE courses), etc.

The screenshot shows the 'Focus Writers02' interface for generating transcripts. The top navigation bar includes a 'Select Student/Staff' dropdown, a 'Transcripts' button, and user/session information: 'Lizette Garcia', 'Focus High School - 0041', 'SIS', 'Admin', '2022-2023', '4th 9 Weeks', and 'ERP'. The main content area is titled 'Additional Options' and contains a grid of checkboxes for various transcript options. The options are organized into two columns. The first column includes: Semester Content, School, Course Number, Substituted, Course Flag 2, Course Flag 4, Online Course, Industry Certification Identifier, Industry Certification Date, 2nd Industry Certification Outcome, 3rd Industry Certification Identifier, 3rd Industry Certification Date, Course Assessment Status, IET Program Number, Total Clock Hours Earned Toward Award, End of Course Achievement Level, Location of Student, Completion Point Code 1 Date, Completion Point Code 2 Date, Completion Point Code 3 Date, Completion Point Code 4 Date, Completion Point Code 5 Date, and Completion Point Code 6 Date. The second column includes: District, Gradelevel, Course Flag 1, Course Flag 3, Distance Learning, WDIS Instructional Hours, Industry Certification Outcome, 2nd Industry Certification Identifier, 2nd Industry Certification Date, 3rd Industry Certification Outcome, Dual Enrollment Institution Type, Voc./Adult Gen. Program Code, Course Substituted, Subject Area, EOC Exam Term, Credit By Assessment, Completion Point Code 1, Completion Point Code 2, Completion Point Code 3, Completion Point Code 4, Completion Point Code 5, Completion Point Code 6, and Modified Completion Point Code. A search icon is located at the bottom left, and 'Help' and 'Logout' links are at the bottom right.

| Additional Options | |
|--|--|
| <input type="checkbox"/> Semester Content | <input type="checkbox"/> District |
| <input type="checkbox"/> School | <input type="checkbox"/> Gradelevel |
| <input type="checkbox"/> Course Number, Substituted | <input type="checkbox"/> Course Flag 1 |
| <input type="checkbox"/> Course Flag 2 | <input type="checkbox"/> Course Flag 3 |
| <input type="checkbox"/> Course Flag 4 | <input type="checkbox"/> Distance Learning |
| <input type="checkbox"/> Online Course | <input type="checkbox"/> WDIS Instructional Hours |
| <input type="checkbox"/> Industry Certification Identifier | <input type="checkbox"/> Industry Certification Outcome |
| <input type="checkbox"/> Industry Certification Date | <input type="checkbox"/> 2nd Industry Certification Identifier |
| <input type="checkbox"/> 2nd Industry Certification Outcome | <input type="checkbox"/> 2nd Industry Certification Date |
| <input type="checkbox"/> 3rd Industry Certification Identifier | <input type="checkbox"/> 3rd Industry Certification Outcome |
| <input type="checkbox"/> 3rd Industry Certification Date | <input type="checkbox"/> Dual Enrollment Institution Type |
| <input type="checkbox"/> Course Assessment Status | <input type="checkbox"/> Voc./Adult Gen. Program Code |
| <input type="checkbox"/> IET Program Number | <input type="checkbox"/> Course Substituted, Subject Area |
| <input type="checkbox"/> Total Clock Hours Earned Toward Award | <input type="checkbox"/> EOC Exam Term |
| <input type="checkbox"/> End of Course Achievement Level | <input type="checkbox"/> Credit By Assessment |
| <input type="checkbox"/> Location of Student | <input type="checkbox"/> Completion Point Code 1 |
| <input type="checkbox"/> Completion Point Code 1 Date | <input type="checkbox"/> Completion Point Code 2 |
| <input type="checkbox"/> Completion Point Code 2 Date | <input type="checkbox"/> Completion Point Code 3 |
| <input type="checkbox"/> Completion Point Code 3 Date | <input type="checkbox"/> Completion Point Code 4 |
| <input type="checkbox"/> Completion Point Code 4 Date | <input type="checkbox"/> Completion Point Code 5 |
| <input type="checkbox"/> Completion Point Code 5 Date | <input type="checkbox"/> Completion Point Code 6 |
| <input type="checkbox"/> Completion Point Code 6 Date | <input type="checkbox"/> Modified Completion Point Code |

💡 Selecting the **Course Flags** check box in the Transcripts Options section combines the 4 course flag columns into 1 column that concatenates all the flags.

Select the **Industry Certifications** check box in the Transcript Options section and **CTE** Grouping to include a column on CTE transcripts for industry certifications, which displays any passed certifications for the program on the transcript. Note: If the certification is tied to a course on either the student's schedule or the industry certification table, the certification displays on the row with the appropriate course. If the passed certification is on the table and not tied to a course, then it will display on a row with a course in that school year.

☒Credits
 ☒Cumulative Credits
 ☐Average Percent Grade
 ☐Graduation Requirements Report
 ☐Exclude Second School
 ☐Course Flags
 ☒Year and Term
 ☐Class Start/End Dates

☒Industry Certifications

Marking Period (Required)

☒Course History
 ☐Full Year
 ☐Semesters
 ☐Quarters

Grouping (Required)

☒CTE

☐Year and Course
 ☐Grad Subject
 ☐Marking Period
 ☐1-page

10. Select the check box for the marking periods you want to see included on the student(s) transcript from the **Marking Period** section. More than one marking period can be selected for display; for example, if printing K-8 transcripts, there may be Course History records and non-course history Full Year grades. Notice that this is a required section, and a selection must be made.

12.0.27

FOCUS

Writers02

Select Student/Staff

Transcripts

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

☐ Voc. C Points Mod Date
 ☐ Virtual, Date of Completion

Marking Period (Required)

☒Course History
 ☐Sort by Course Number
 ☐Full Year
 ☐Semesters
 ☐Quarters

Grouping (Required)

☒Year and Course
 ☐Grad Subject
 ☐Marking Period
 ☐1-page

a. Select the **Sort by Course Number** check box to sort lists of courses by course number in the Course Number column starting with the lowest course number first.

i Selecting Course History will include all courses on the Transcript where the Course History flag on the section is set to Y. Choosing any of the other options will populate the Transcript with courses designated for those specific marking periods.

11. The **Grouping (Required)** section gives you the ability to choose how the transcript grades are sorted, via Year and Course, Grad Subject, Marking Period, or on 1-page. Notice that this is a required section, and a selection must be made.

12.0.27 FOCUS Writers02 Select Student/Staff Transcripts

☐ Voc. C Points Mod Date ☐ Virtual, Date of Completion

Marking Period (Required)

☒ Course History
☐ Sort by Course Number
☐ Full Year
☐ Semesters
☐ Quarters

Grouping (Required)

☒ Year and Course
☐ Grad Subject
☐ Marking Period
☐ 1-page

Display (Required)

☒ One Column
☐ Multiple Columns
☐ Two-Sided Printing

Year and Course Grouping: Select Year and Course in order to see the output display organized by the school year and the courses taken during that year.

Grad Subject Grouping: Select Grad Subject in order to see the output organized based upon the graduation subjects defined in Graduation Requirements.

Marking Period Grouping: Select Marking Period in order to see the output organized based on marking periods.

1-page: If selected, the selections to follow will differ. You will, instead, have the option to **Combine Semesters**, select the number of **Course Rows Per Page** (Select how many course rows will be printed in each column before a page break is created), or to group **By Marking Period**.

Grouping (Required)

- ☐ Year and Course
- ☐ Grad Subject
- ☐ Marking Period
- ☒ 1-page
 - Combine Semesters ☒
 - Course Rows Per Page
 - By Marking Period ☐

Select how many course rows will be printed in each column before a page break is created.



Selecting **1-page** will affect the Transcript Options section as well making several options obsolete.

Transcript Options

- ☐ Letter Grade
- ☐ Comments
- ☐ School
- ☐ Credits Attempted
- ☐ Subject
- ☐ Test History
 - ☐ Post Secondary Test History
 - ☐ Interdistrict Test History
 - ☒ All Test History
 - ☐ Test Grade Level
- ☐ GPA
- ☐ Cumulative GPA
- ☐ Credits
- ☐ Average Percent Grade
- ☐ Exclude Second School
- ☐ Year and Term
- ☒ Industry Certifications
- ☐ Percent
- ☐ Teacher
- ☐ Grade Level
- ☐ Credits Earned
- ☐ Course Number
- ☐ Courses In Progress
- ☐ Weighted GPA
- ☐ Cumulative Weighted GPA
- ☐ Cumulative Credits
- ☐ Graduation Requirements Report
- ☐ Course Flags

Grouping (Required)

- ☐ Year and Course
- ☐ Grad Subject
- ☐ Marking Period
- ☒ 1-page

12. You must also choose how the grades and selected information are displayed using the **Display (Required)** section. Options include One Column, Multiple Columns, or Two-Sided Printing.

Marking Period (Required)
☒ Course History
☐ Sort by Course Number
☐ Full Year
☐ Semesters
☐ Quarters

Grouping (Required)
☒ Year and Course
☐ Grad Subject
☐ Marking Period
☐ 1-page

Display (Required)
☒ One Column
☐ Multiple Columns
☐ Two-Sided Printing

The next section contains various options and is explained per item below.

Grouping (Required)
☒ Year and Course
☐ Grad Subject
☐ Marking Period
☐ 1-page

Display (Required)
☒ One Column
☐ Multiple Columns
☐ Two-Sided Printing

☒ Only Secondary Courses
☐ Abbreviate Column Names
☐ Reduced Page Breaks
☐ Use Simple PDF Format (For Digital Processing Only)
Course Table Font Size

Save Settings as Default

9. Select the **Only Secondary Courses** check box to include secondary courses only on the transcripts. When selected, the generated transcripts include courses taken by the student(s) in High School only.


10. Select the **Abbreviate Column Names** check box to **Abbreviate Marking Periods** or to **Abbreviate Other Columns** by selecting the additional check boxes.

a. Select the **Show Abbreviation Legend** check box to display the legend of abbreviations on the transcripts.

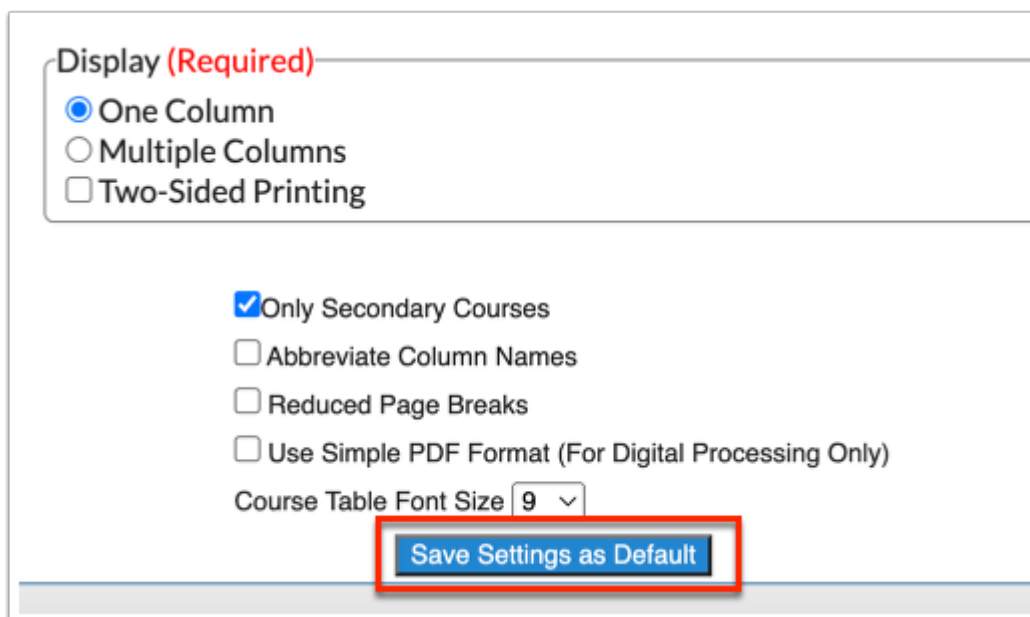
11. Select the **Reduce Page Breaks** check box to display information on the transcripts as continuous and reduce the number of printed pages.

12. Select the **Use Simple PDF Format (For Digital Processing Only)** check box to generate transcripts in an encoding format that will be readable by third-party services, such as Xello.

13. Select the font size that should be used when printing transcripts from the **Course Table Font Size** pull-down.

 The [Final Grades, GPA, & Class Rank](#) screen uses the same font when transcripts are printed if you click **Save Settings as Default** to save the font size used.

14. Click **Save Setting as Default** to save the settings and have them available each time transcripts are printed. Note: The Letterhead Template selected determines where default settings saved are being stored. For example, Secondary Transcript has been selected; therefore, the default settings saved will apply to that transcript only.




Display (Required)

☒ One Column
☐ Multiple Columns
☐ Two-Sided Printing

☒ Only Secondary Courses
☐ Abbreviate Column Names
☐ Reduced Page Breaks
☐ Use Simple PDF Format (For Digital Processing Only)

Course Table Font Size

Save Settings as Default

 Save Settings as Default is an important tool when it comes to users who have View only permissions because what is set here by the district will determine what displays on transcripts generated by other users.


i If your district has enabled transcript printing by students and parents, a Letterhead Template must first be setup for them via Setup > [Letterhead Templates](#). Then, you must select default settings and save them here in order to determine what data displays on parent and/or student transcripts printed via Student/Parent Portal > My Information/My Child > [Final Grades & GPA](#).

15.Click **Continue**.

The screenshot shows a web interface for searching students. At the top, there is a search bar with the text "Student Search" and a "More Search Options" button. Below this is a "Student Group" dropdown menu. A section titled "Search All Schools" contains three checkboxes: "Include Inactive", "Previous Years", and "Use Most Recent Enrollment". Below this is a "Grade Level" dropdown menu set to "11". At the bottom right of the search section, there is a "Use Legacy Search" link and a "Continue..." button, which is highlighted with a red rectangle. Below the search section, there is a "Letterhead Template" dropdown menu set to "Transcripts". A section titled "Include on Transcripts" contains a "Transcript Options" box with two columns of checkboxes. The first column has checkboxes for "Letter Grade", "Comments", "School", "Credits Attempted", and "Subject". The second column has checkboxes for "Percent", "Teacher", "Grade Level", "Credits Earned", and "Course Number".

Generating Transcripts











Clicking Continue navigates to a new Transcripts screen where you can choose to generate transcripts for selected students.



Select Student/Staff ▼
Transcripts

Search Screen
Simple List
Customized List









748 Students

| | Photo | Student |
|--------------------------|---|--|
| <input type="checkbox"/> |  | Abe, Charlie Noel  |
| <input type="checkbox"/> |  | Abott, Charlie Christopher |
| <input type="checkbox"/> |  | Abregan, Kenna Joy  |
| <input type="checkbox"/> |  | Acevedo, Diem Donna |
| <input type="checkbox"/> |  | Acevedo, Emerald Vonn |
| <input type="checkbox"/> |  | Acosta, Dexter D |
| <input type="checkbox"/> |  | Acosta, Harry P  |

1. Select the students for whom you need transcripts by selecting the check box next to each student. As students are selected, the number of selections made will display next to the number of students pulled originally.

Search Screen
Simple List
Customized List

748 Students
6 Selected

| | Photo | Student |
|-------------------------------------|---|--|
| <input checked="" type="checkbox"/> |  | Abe, Charlie Noel  |
| <input type="checkbox"/> |  | Abott, Charlie Christopher |
| <input checked="" type="checkbox"/> |  | Abregan, Kenna Joy  |
| <input checked="" type="checkbox"/> |  | Acevedo, Diem Donna |
| <input checked="" type="checkbox"/> |  | Acevedo, Emerald Vonn |
| <input type="checkbox"/> |  | Acosta, Dexter D |

If you want to generate transcripts for all students displayed, select the check box in the header.

Select Student/Staff ▾
Transcripts

Search Screen Simple List Customized List

748 Students 748 Selected

| <input checked="" type="checkbox"/> | Photo | Student |
|-------------------------------------|-------|-----------------------------|
| <input checked="" type="checkbox"/> | | Abe, Charlie Noel |
| <input checked="" type="checkbox"/> | | Abbott, Charlie Christopher |
| <input checked="" type="checkbox"/> | | Abregan, Kenna Joy |
| <input checked="" type="checkbox"/> | | Acevedo, Diem Donna |

2. Click **Preview** to preview a version of the transcripts before generating to print.

Select Student/Staff ▾
Transcripts

Lizette Garcia Focus High School - 0041 SIS
Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP


Preview Generate Transcripts

Search Screen Simple List Customized List

748 Students 5 Selected


| <input type="checkbox"/> | Photo | Student | Student ID | Grade |
|-------------------------------------|-------|-----------------------------|------------|-------|
| <input checked="" type="checkbox"/> | | Abe, Charlie Noel | 5879 | 10 |
| <input checked="" type="checkbox"/> | | Abbott, Charlie Christopher | 2221 | 09 |
| <input checked="" type="checkbox"/> | | Abregan, Kenna Joy | 1843 | 10 |
| <input type="checkbox"/> | | Acevedo, Diem Donna | 3057 | 09 |

a. A preview displays. Click **Return to Focus** to close the preview.

 **Return To Focus**

| | | | | | |
|----------------------|---------------|--------------------------|-------------|---|--|
| GPA | | 0.000 | | | |
| 2018-2019 | | | | | |
| 0041 - SCHOOL | Course Number | Teacher | Grade Level | Subject | |
| ALG 1 | 1200310 | Andersen, Erica | 09 | Algebra 1 | |
| ENG 1 | 1001310 | Zofchak, Michele | 09 | English | |
| WORLD CLTRL GEOG | 2103300 | Kater, Kelly | 09 | Social Studies Electives | |
| AVID 1 | 1700390 | Dobson, Tracy | 09 | Electives | |
| ENV SCI | 2001340 | Hane, Michael | 09 | Equally Rigorous course that counts for | |
| Digital Info Tech | 8207310 | Britton, Linda | 09 | Approved Practical/ Performing Fine Ar | |
| SPANISH 1 | 0708340 | Ruiz, Diana | 09 | World Languages | |
| GPA | | 3.286 | | | |
| 2019-2020 | | | | | |
| 0041 - SCHOOL | Course Number | Teacher | Grade Level | Subject | |
| BIO 1 HON | 2000320 | Frier, Catherine | 10 | Biology | |
| GEO | 1206310 | SWANGO, REBECCA | 10 | Geometry | |
| INTENS READ | 1000410 | Rife, Clara | 10 | Electives | |
| ENG 2 | 1001340 | O Connor, Kathleen | 10 | English | |
| SPANISH 2 | 0708350 | Gonzalez-Quevedo, Yvonne | 10 | World Language | |
| WORLD HIST | 2109310 | Welch, Melissa | 10 | World History | |
| HOPE-PE V | 1506320 | Meyers, Patrick | 10 | Hope | |
| GPA | | 2.929 | | | |
| 2020-2021 | | | | | |
| 0041 - SCHOOL | Course Number | Teacher | Grade Level | Subject | |
| ENG 3 | 1001370 | Roxy, Fry | 10 | English | |
| 2-D STUDIO ART 3 HON | 0101320 | Roxy, Fry | 10 | Approved Practical/ Performing Fine Ar | |
| GPA | | 3.333 | | | |

3. Click **Generate Transcripts**.



Select Student/Staff ▾
Transcripts





Lizette Garcia
Focus High School - 0041 ▾
SIS

Admin ▾
2022-2023 ▾
4th 9 Weeks ▾
ERP


Preview
Generate Transcripts

Search Screen Simple List Customized List

748 Students 5 Selected


| | Photo | Student | Student ID | Grade |
|-------------------------------------|---|----------------------------|------------|-------|
| <input checked="" type="checkbox"/> |  | Abe, Charlie Noel | 5879 | 10 |
| <input checked="" type="checkbox"/> |  | Abott, Charlie Christopher | 2221 | 09 |
| <input checked="" type="checkbox"/> |  | Abregan, Kenna Joy | 1843 | 10 |
| <input type="checkbox"/> |  | Acevedo, Diem Donna | 3057 | 09 |




a. Clicking **Generate Transcripts** generates all of the selected students' transcripts in a print preview screen. From this screen you have several options. Click the printer icon to print the transcripts. Click the down arrow icon to download the transcripts to your computer. When finished, click **Return To Focus**.



Select Student/Staff ▼
Transcripts

Search Screen Simple List Customized List

748 Students


| <input type="checkbox"/> | Photo | Student |
|--------------------------|---|--|
| <input type="checkbox"/> |  | Abe, Charlie Noel  |
| <input type="checkbox"/> |  | Abbott, Charlie Christopher |







You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

Search Screen Simple List Customized List

Preview Generate Transcripts

748 Students







Search

| <input type="checkbox"/> | Photo | Student | Student ID | Grade |
|--------------------------|---|--|------------|-------|
| <input type="checkbox"/> |  | Abbott, Charlie Christopher | 082221 | 09 |
| <input type="checkbox"/> |  | Acevedo, Diem Donna | 023057 | 09 |
| <input type="checkbox"/> |  | Adams, Ponyboy Henry  | 086404 | 09 |
| <input type="checkbox"/> |  | Alonso, Isabella Belly | 058709 | 09 |
| <input type="checkbox"/> |  | Alonso, Mary Shelley | 055961 | 09 |

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

[Search Screen](#)
[Simple List](#)
[Customized List](#)






748 Students

| <input type="checkbox"/> | Photo | Student | Student ID | Grade |
|--------------------------|---|--|------------|-------|
| <input type="checkbox"/> |  | Abott, Charlie Christopher | 082221 | 09 |
| <input type="checkbox"/> |  | Acevedo, Diem Donna | 023057 | 09 |
| <input type="checkbox"/> |  | Adams, Ponyboy Henry  | 086404 | 09 |
| <input type="checkbox"/> |  | Alonso, Isabella Belly | 058709 | 09 |
| <input type="checkbox"/> |  | Alonso, Mary Shelley | 055961 | 09 |

If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.

[Search Screen](#)
[Simple List](#)
[Customized List](#)

22 Students

| <input type="checkbox"/> | Photo | Student | Student ID | Grade | Relevance |
|--------------------------|---|---|------------|-------|---------------------------------|
| <input type="checkbox"/> |  | Abe, Charlie Noel  | 55879 | 10 | <div style="width: 20%;"></div> |
| <input type="checkbox"/> |  | Agregor, Abe Sebastian  | 60059 | 12 | <div style="width: 40%;"></div> |
| <input type="checkbox"/> |  | Alonso, Isabella Belly | 58709 | 09 | <div style="width: 5%;"></div> |