
Entering Transcripts

[Students > Students > Student Manager](#)



Permanent Record


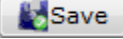
To access this screen, click the Permanent Record tab. This screen is used to maintain a student's complete course enrollment history. It allows the entry of Transcript (AAR) data from other schools if applicable to the student.

Academic Performance History

All course work taken while enrolled at the district will be loaded to this screen from the student's Course Enrollments. For any course work taken at another school that is used for High School credit, follow the steps below to record that information.



First Time Entry for a School Year:

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  **Add Entry** – this adds credit data to a school year that previously contained no data
- Define the **Crediting Institution** – this is the 9 digit county-district campus number
- Use the drop menu to define the **Grade Level**
- Define the **Default GPA Weight** – review your district's policy for GPA and transfer credits. To deny use for GPA, set to 0.
- Select the number of **Parts** – this relates to the course sequences possible for the course(s) being added, the AAR displays courses by course sequence
- **New Entries** – Enter the course credit information as follows:
 - **Area** (Course Area) – use drop menu
 - **Service ID** (State Service ID – C022 table of [PEIMS Data Standards](#)) – begin typing the Service ID #, description, or abbreviation and a drop list will form showing all matches to what has been entered. [For Local Credit courses, see Adding Local Credit Courses]
 - **Credit Per Unit** – define the value *possible* for each *part* of the course being entered, not the value of credit received (i.e. – English I = 0.5, not 1.0)
 - **Part** – only complete Parts applicable to the student's record, leaving non-displayed Parts blank:
 - **Average** – grade received, can be numeric or alpha
 - **AAR Code** – set if applicable

-
- **P/F** (Pass/Fail Indicator Code) – set accordingly to define the credit received or denied
 - Click  **Add Entry** to add more than one course from the same Crediting Institution for the same year, this can be done before or after entering a course credit. All entries will inherit the same settings defined above the “New Entries” portion.
 - Click 






Adding Entries to an Existing School Year:

This process is the same as the previous with only a minor change

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  **Add** – this adds credit data to a school year that *does* contain data
- Follow steps outlined above, the system will default the fields according to the existing data for that school year



Adding Local Credit Courses:


For Local Credit courses transferred from another district, use the following to record those entries.

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  **Add** – this adds credit data to the appropriate school year
- Follow steps outlined above with the following exceptions:
 - For **Service ID** – select the appropriate Local Credit code based upon the course area (i.e. 84500XXX - Locally Developed Course - Fine Arts). If a local code has been created for the district (i.e. 85000TEA – Teacher’s Aide), in which case the district’s course can be selected and the Edit step is unneeded.
 - Set the **AAR code** to L for Local Credit, if applicable (drop list directly to the right of the Average field)
 -  the entry
 - Click the  edit button
 - Edit the **Description** and **Abbreviation** to match the Course and what should be printed on the Transcript
 - Click  again, the transcript will now print what was entered


Editing/Adding to an Existing Course Entry:

This must be done after the original adding process and allows for additional data entry fields as well as the ability to make changes/corrections.

- Click  **Academic Performance History**
- Select the applicable **School Year** from the drop menu
- Click  for the course


- Make any necessary edits including: override Overall Average and entering Exam Average
- Click 


Click the  **Return to Permanent Record Menu** to return to the Permanent Record screen

 **Return to list** will take you back to the list of students in Student Manager or select a new tab to continue working in the student

Sample of the Permanent Record Data Entry screen:

Demographics
Contact Info
Graduation/GPA
Enrollment
Programs/Statuses
Special Ed
Health Info
Permanent Record

Doe, John 

Permanent Record Editor 

Academic Performance History

School Year: 2012-2013 School Year

Crediting Institution*

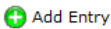
Grade Level*

Default GPA Weight*

Parts*

New Entries

Area	Service ID	Credit Per Unit	Part 1		Part 2	
			Average	P/F	Average	P/F
ELA	<input type="text" value="032201"/> <div style="border: 1px solid black; padding: 2px; font-size: small;"> 03220100 - English I (1 unit) (ENG 1) 03220105 - English I M(1 Unit) 03220107 - English I T(1 Unit) </div>	<input type="text" value="0.50"/>	<input type="text" value="85.0000"/>	<input type="text" value="01"/>	<input type="text" value="45.0000"/>	<input type="text" value="02"/>



Sample of Editing of a Permanent Record Entry (only for manually entered records, not Course Enrollments):

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

Doe, John [Return to list](#)

Permanent Record Editor [Return to Permanent Record Menu](#)

Academic Performance History

School Year: 2012-2013 School Year

Crediting Institution* 123456789

Grade Level* 09

Course Area* LC - Local Credit

Service ID* 84500XXX

Description / Abbrev* Basic Automechanics and Maintenance | AUTMECMA

Overall Average* 90.0000

Exam Average

	Marks / Average			Credit		GPA Weight
	Part / Sequence	Score	Indicator	Attempted	Indicator	
Part / Sequence 1	85	L	85.0000	0.50	01	1.00
Part / Sequence 2	95	L	95.0000	0.50	01	1.00
Part / Sequence 3					01	
Part / Sequence 4					01	

[Save](#) [Cancel](#)

Both samples as they appear on the Academic Performance History screen:

Demographics | Contact Info | Graduation/GPA | Enrollment | Programs/Statuses | Special Ed | Health Info | Permanent Record

Doe, John [Return to list](#)

Permanent Record Editor [Return to Permanent Record Menu](#)




Academic Performance History

School Year: 2012-2013 School Year


Area	Subject	Overall		Part 1			Part 2			Add +
		Exam	Avg	Score	Credit	GPA	Score	Credit	GPA	
Campus 123456789 / Grade 09										
ELA	03220100 - English I (1 unit) (ENG 1) (ENG 1)		65.00	85	0.50	0.00	45	0.00	0.00	
LC	84500XXX - Basic Automechanics and Maintenance (AUTMECMA)		90.00	85 (L)	0.50	1.00	95 (L)	0.50	1.00	

External/Standardized Test Scores

Scores for External Tests can be uploaded if the results file is provided to WebSmart staff. Never send the original disk, only send a copy or upload it to us using a secure file transfer site. Follow the instructions for manually entering the scores if the test scores were received while the student attended another district and are needed for Transcript purposes.

- Click  **External/Standardized Test Scores**
- Click  **Add Test**
- Select the **Test** from the drop menu
- Enter the **Test Date**
- Select the **Grade Level**
- Enter the **Score**
- Use the to indicate if it was a **Failing Score**
- Use the drop menu if additional **Coding** is applicable
- Click 

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*There are multiple examples included in this document. They are included solely for clarification of procedural steps. All coding and dates **MUST** be verified by the campus and district for accuracy.*