

Macomb Intermediate School District

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MANAGEMENT TECHNOLOGY

Transcripts

MISD PowerSchool Enhancement Documentation

June 2016

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Transcripts

The Transcripts program allows users to print a transcript with student grades, attendance, test information, and other information from PowerSchool. These transcripts can print in a variety of formats and have a variety of options.

Why MISD Transcripts?

The program will allow users to easily generate Transcripts for any student within PowerSchool.

- The report is dynamic and will only print content related to the student. Achieving this within PowerSchool is not possible without creating numerous Object Reports or reports created within ReportWorks. Both of these options are very time consuming, requiring special access and extra training. Some features may not be possible with any PowerSchool reporting tool.
- Options selected can be saved for future use with a parameter file that can be reloaded saving time and creating consistency.
- The transcript program allows for data from other tables within PowerSchool to easily be pulled and printed.
- Content formatting options are available.
- School or District Logo.
- GPA print options.
- Customized legends.
- Test Scores.
- Reports can span multiple pages.
- The MISD Transcripts look professional.

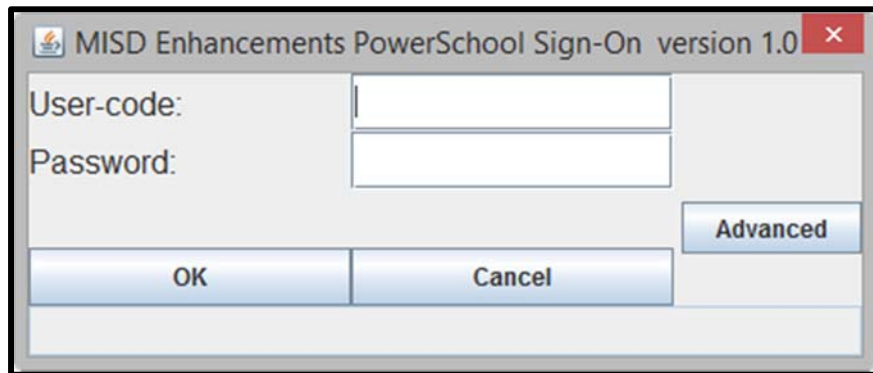
Features

The Transcripts program has many features making it very flexible and usable across districts with a variety of requirements. Features of the program are listed below:

- Each transcript is dynamically created. Only data that pertains to the student will print. Areas that do not have data will not print saving space on the transcript, printer toner and paper.
- The report can be run for specific students, or all students.
- A parameter file can be saved allowing options selected to be easily reloaded for future use.
- Attendance totals from each school year can be included on the report.
- Customized data like Community Service can easily be pulled. Data from other tables not accessible within PowerSchool reporting tools are also available.
- Ability to print Transfer-Out information if the student has exited the district.
- Options for which course history to include for a student. Course history to include is programmatically determined based on the options chosen.
- Options to print stored grades items only if the course credit type is not blank and print stored grades items only if the potential credit hours are greater than zero.
- Area for a customized comment is available for each student.
- Attendance totals information.
- Ability to include 2 GPAs on the Transcript along with the Class Rank for each if desired.
- Customized legends.
- Ability to include test scores and to choose which test scores should be included.
- Option to choose which store codes should be used on the transcript and the ability to state the month that the course was completed.
- Ability for the report to programmatically print "Expected Graduation", "Leave Date", or "Graduated" based on the student's enrollment status.
- Ability to force "Graduated" on all transcripts with a specific graduation date.
- Ability to pull historical information for students that have already graduated and have been rolled into the Graduated Students school.
- Reports can span multiple pages.

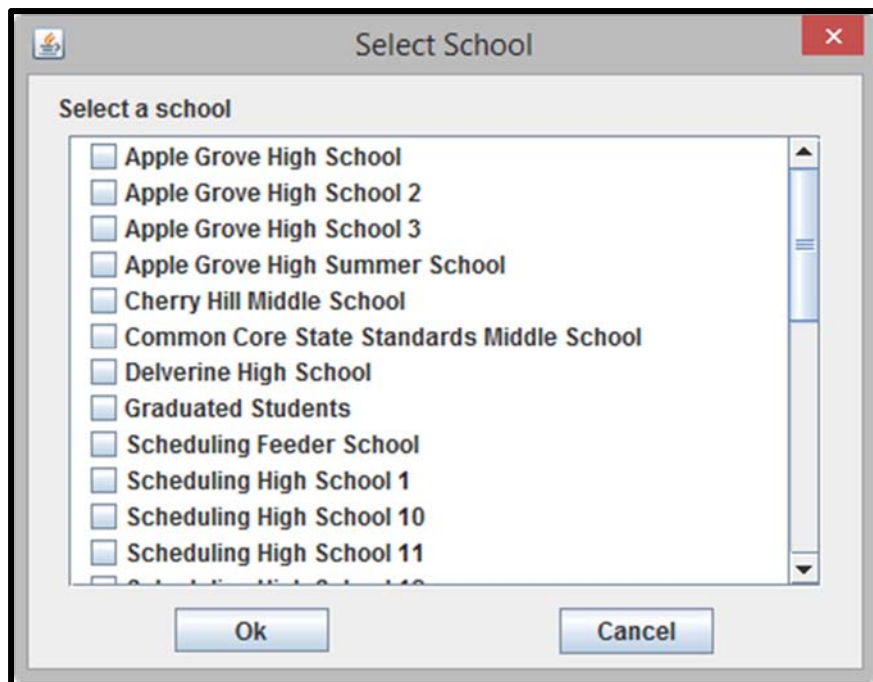
Program Interface

The program is an external Java program that runs outside of PowerSchool requiring a separate set of credentials. A user must first login in order to run the program.



Select a School

- Select the school for which to print transcripts.



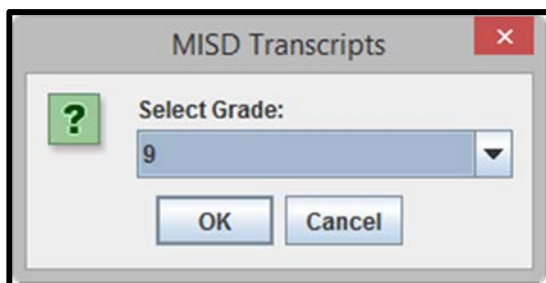
- After selecting a school, the main parameters will display.

Students Tab

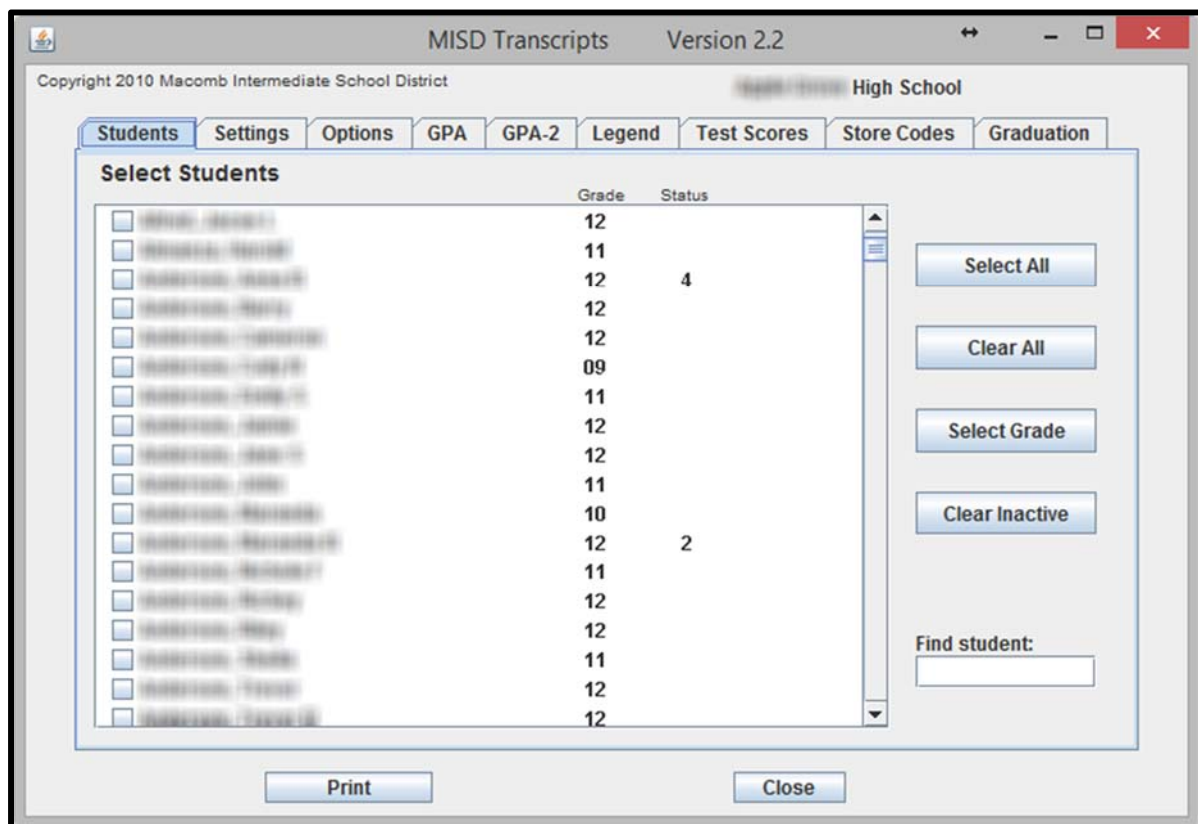
This is a listing of all students enrolled in the selected school. The grade level is shown as well as the student's enroll status.

Quick buttons are available for convenience:

- Select All – Selects all students in the list.
- Clear All – Deselects all students selected, returning the selection to 0.
- Select Grade – Allows the user to select all students in a specific grade level from a pop-up menu.



- Clear Inactive – Allows the user to clear any students that are not currently active and enrolled (Enroll_Status = 0)
- Find Student – As the user starts typing a student's last name, the program will find that student allowing for a quick selection.



Settings Tab

This tab contains two (2) areas:

Settings Folder

- This is where the user would save a new parameter/settings file, or load a pre-existing parameter/settings file.
- The Load Settings and Save Settings buttons will either load or save the settings file from the path specified.

PDF File Name

- This is where the user would set the save location and PDF file name for the generated report.

The screenshot shows the 'MISD Transcripts Version 2.2' application window. The 'Settings' tab is selected in the top navigation bar, which also includes 'Students', 'Options', 'GPA', 'GPA-2', 'Legend', 'Test Scores', 'Store Codes', and 'Graduation'. The main content area has a title bar that reads 'Copyright 2010 Macomb Intermediate School District' and 'High School'. Below the title bar, a message states: 'You may save your transcript settings to a local or network location.' This is followed by a 'Settings Folder:' label, an empty text input field, and a 'Browse' button. Below these are two buttons: 'Load Settings' and 'Save Settings'. Further down, another message states: 'Transcripts will be written to a PDF file'. This is followed by a 'PDF File Name:' label, an empty text input field, and a 'Browse' button. At the bottom of the window, there are two buttons: 'Print' and 'Close'.

Options Tab

This tab contains many options the user may select to determine which data to include on the transcript.

- Attendance – Prints the student's total days attended and days enrolled for each school year. This data comes from a MI state reporting page and fields.
- Transcript Comments – Prints a transcript comment for the student if a comment is entered in the custom field.
- Print Transcript Code – Prints the subject area code of the course.
- Print Stored Grades Items Only if the Course Credit Type is Not Blank – Prints only those stored grades that have a credit type.
- Print Stored Grades Items Only if the Potential Credit Hours are Greater Than Zero – Prints only those stored grades that have a potential credit value greater than zero.
- Community Service Hours Completed if Greater Than Zero – If the school uses the Community Service customization, this will print the community service hours completed only if greater than zero.
- Community Service Hours Completed Even if Zero – If the school uses the Community Service customization, this will print the community service hours even if the completed hours for the student is equal to zero.
- Community Service Hours Required/Needed – If the school uses the Community Service customization, this will print the total community service hours the student has remaining to complete.
- Logo File – Allows the user to select a school or district logo to be displayed on the transcript.

MISD Transcripts Version 2.2

Copyright 2010 Macomb Intermediate School District

High School

Students Settings **Options** GPA GPA-2 Legend Test Scores Store Codes Graduation

Select the desired optional transcript components.

- ☐ Attendance
- ☐ Transcript Comments
- ☐ Print transcript code. (From course file subject area code -- explain in Legend)
- ☐ Print stored grades items only if the course credit type is not blank
- ☐ Print stored grades items only if the potential credit hours are greater than zero
- ☐ Community Service Hours Completed if greater than zero
- ☐ Community Service Hours Completed even if zero
- ☐ Community Service Hours Required/Needed
- ☐ Print Transfer-out Information

Logo File (leave blank for no logo)

GPA Tab

This tab allows for GPA and Class Rank information to be printed on the Transcript. GPAs available are based on Class Rank methods set up at the school.

- GPA Method – Select the GPA method to pull the GPA from. These are tied to Class Rank methods. Data comes from the Class Rank table.
- GPA Description – Description of the GPA displayed.
- Print Class Rank – Prints the Class Rank for the student based on the GPA/Class Rank method chosen.

The screenshot shows the 'MISD Transcripts Version 2.2' application window. The 'GPA' tab is selected in the top navigation bar, which also includes 'Students', 'Settings', 'Options', 'GPA-2', 'Legend', 'Test Scores', 'Store Codes', and 'Graduation'. The main content area contains the following elements:

- A header text: "GPA and Class Rank are taken from the ClassRank table."
- A label: "Select the GPA method for the transcripts:"
- A dropdown menu currently showing "Weighted".
- A label: "GPA Description"
- A text input field containing "Cumulative GPA".
- A checked checkbox labeled "Print Class Rank".
- A note at the bottom: "NOTE: If the custom graduate information contains data in the Grad_Date field, the transcripts will print graduation status, graduation date, class rank, GPA, and school information from the custom graduate information screen."
- Two buttons at the bottom: "Print" and "Close".

GPA-2 Tab

This allows for a second set of GPA and Class Rank information to be printed on the Transcript. GPAs available are based on the Class Rank methods set up at the school.

- Print a second GPA and Class Rank on the Transcript – Enables the second GPA/Class Rank to be printed.
- GPA Method – Select the GPA method to pull the GPA from. These are tied to Class Rank methods. Data comes from the Class Rank table.
- GPA Description – Description of the GPA displayed.
- Print Class Rank – Prints the Class Rank for the student based on the GPA/Class Rank method chosen.

The screenshot shows the 'GPA-2' tab in the MISD Transcripts software. The window title is 'MISD Transcripts Version 2.2'. The copyright notice is 'Copyright 2010 Macomb Intermediate School District'. The school name is 'High School'. The tabs are: Students, Settings, Options, GPA, GPA-2 (selected), Legend, Test Scores, Store Codes, Graduation.

This tab will allow a school to print a second GPA on the transcript

☒ Print a second GPA and Class Rank on the transcript

GPA and Class Rank are taken from the ClassRank table.

Select the GPA method for the transcripts:
 Weighted

GPA Description
 Weighted GPA:

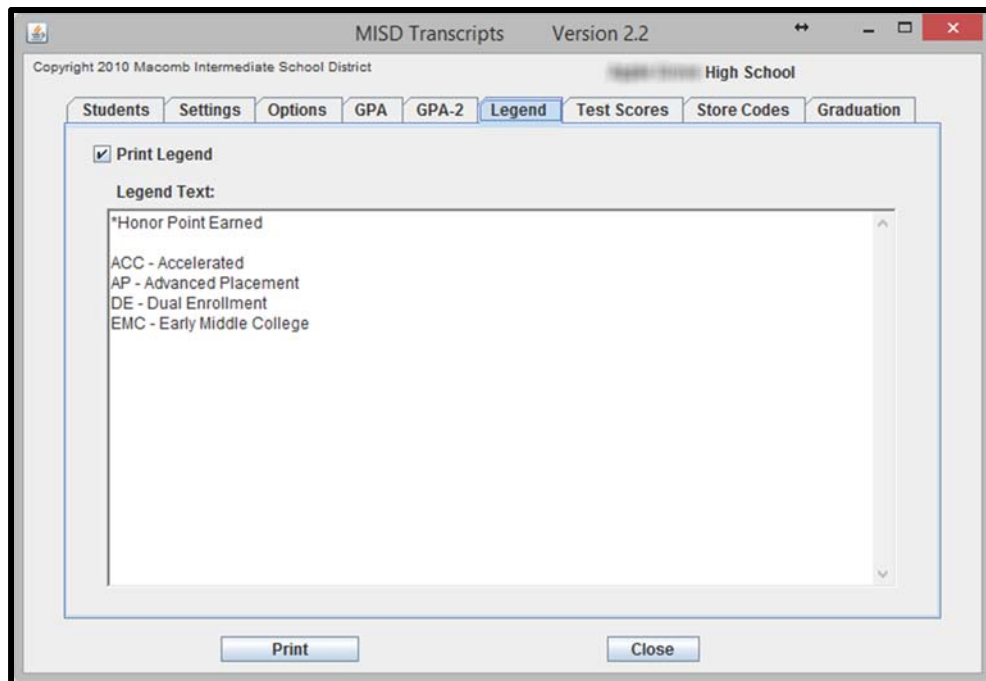
☒ Print Class Rank

IMPORTANT NOTE: PowerSchool currently does not have the ability to carry a second GPA and Class Rank over when a student's records have been moved to the graduated school database. So if you use a second GPA on the transcript you must run transcripts for your graduates and save the PDF file BEFORE moving them to the graduated school. You can then reprint transcripts whenever needed from the PDF.

Print Close

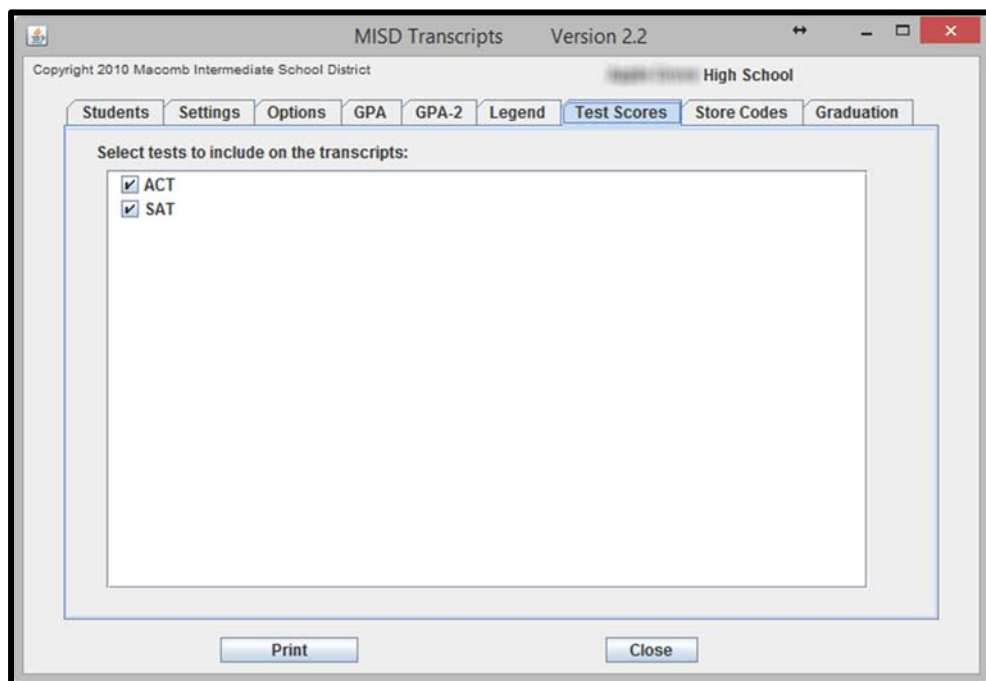
Legend Tab

The Legend can be used to describe specific codes used in the report.



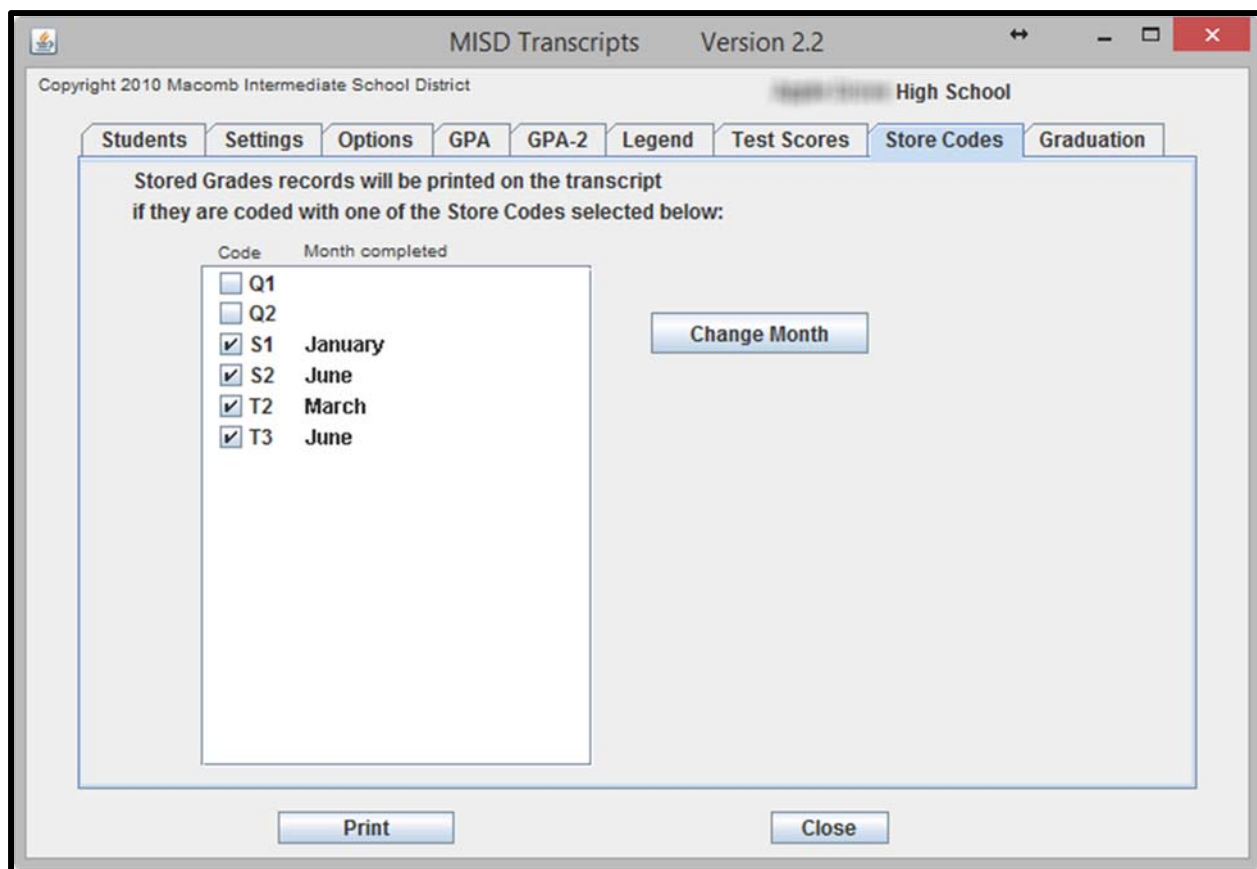
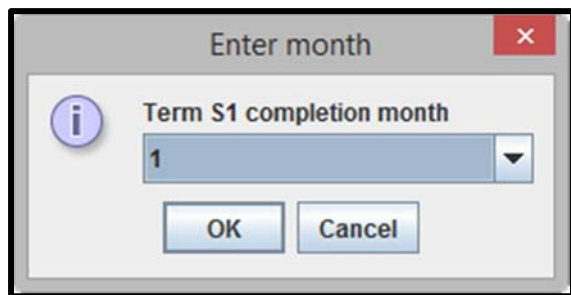
Test Scores Tab

Select which test scores to include on the transcript for the student. Only test scores that are entered into PowerSchool will be available to choose from. If the student doesn't have a score entered for the test type, the test will not print.



Store Codes Tab

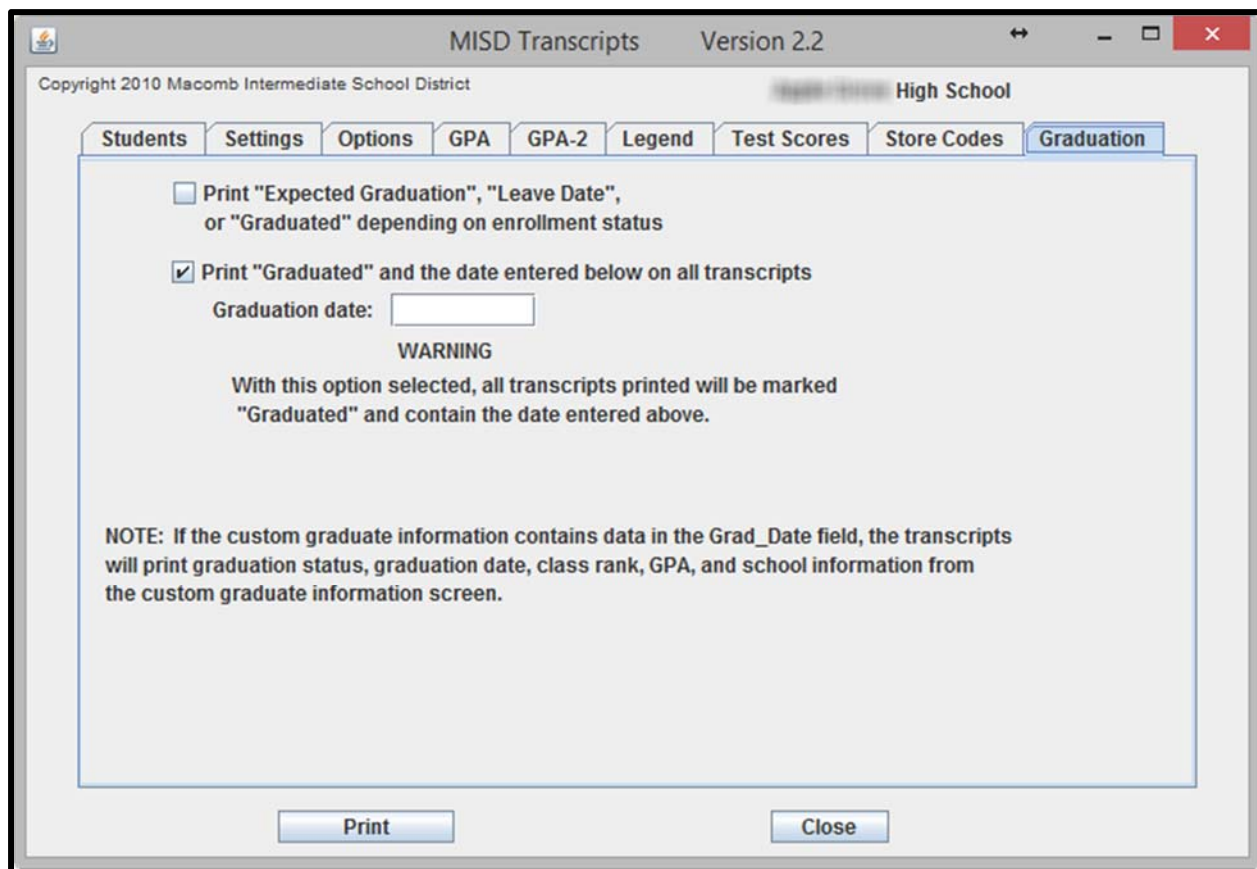
Select which store codes should be used to display stored grade data from. When a store code is selected, the user has the opportunity to select which month the data in that store code completed (Example: S2 normally ends in June). If the incorrect month is selected, the user can select the month and click the “Change Month” button to correct the month completed.



Graduation Tab

This tab provides options for what status should be printed on the transcript along with what date.

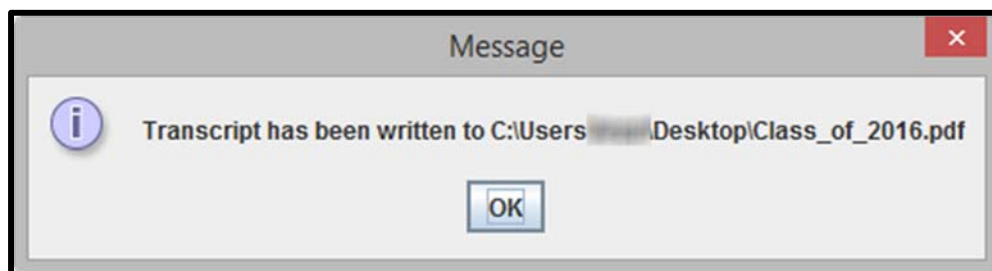
- Print "Expected Graduation", "Leave Date", or "Graduated" depending on the enrollment status.
- Print "Graduated" and the date entered below on all transcripts.



Printing

Once all information and parameters are set within the program, the user can click the Print button to generate the transcripts. The transcripts save as a PDF file.

Once the transcripts have completed generating, a message will appear stating where the transcripts were saved to:



Sample Program Output

Transcript Record

Student

[Redacted Student Information]			
Student ID	UTC	Grade	Gender
[Redacted]	[Redacted]	12	F
Birthdate	Enter Date	Expected Graduation	
[Redacted]	09/06/2012	2016	

School

[Redacted School Information]	
Telephone	Fax
[Redacted]	[Redacted]
District Code	Building Code
[Redacted]	[Redacted]

Course Title			Mark	Credit	Course Title			Mark	Credit	Testing Information		
Grade: 9 01/2013					Grade: 12 01/2016					ACT		
ENGLISH 9A	B+	0.500	DESKTOP PUB PWR PT	A	0.500	Composite	Date	Score				
ALGEBRA 1A	B	0.500	ACC ENGLISH 12A	A	0.500	Math	03/03/15	19				
PRIN OF BIOLOGY 1	B-	0.500	AP PSYCHOLOGY 1A	B+	0.500	Science	03/03/15	22				
US HIST GLBL REL 1	B+	0.500	PRE CALCULUS A	A	0.500	Reading	03/03/15	18				
HEALTH PE 1	A-	0.500	STREET PRAC LAW	A	0.500	Writing	03/03/15	6				
SPANISH 4A	A-	0.500	INTERMED ART 1	B+	0.500	English	03/03/15	20				
ADVISORY 1	A	0.250	ADVISORY 4A S1	A	0.250	Eng_Writing	03/03/15	19				
Grade: 9 06/2013					Grade: 12 06/2016					Composite		
ENGLISH 9B	A	0.500	CURRENT ISSUES	A	0.500	Math	12/12/15	20				
ALGEBRA 1B	B+	0.500	ACC ENGLISH 12B	B+	0.500	Science	12/12/15	16				
PHYS ED 2	A-	0.500	AP PSYCHOLOGY 1B	B	0.500	Reading	12/12/15	19				
PRIN OF BIOLOGY 2	A-	0.500	PRE CALCULUS B	A	0.500	English	12/12/15	27				
US HIST GLBL REL 2	A-	0.500	WEB PAGES EXTRA	A-	0.500	English	12/12/15	18				
SPANISH 4B	A-	0.500	INTERMED ART 2	A	0.500							
ADVISORY 2	A	0.250	ADVISORY 4A S2	A	0.250							
Grade: 10 01/2014					Career Totals							
SPANISH 5A	A	0.500	Credits Attempted:	26.000								
GEN CHEM 1	B-	0.500	Credits Completed:	26.000								
GEOMETRY 1	A	0.500	Cumulative GPA:	3.744								
INT ST ENG LAN 10A	A	0.500	Class Rank:	34 of 145								
INT ST WD HS GLB 1	B+	0.500										
INTRO ART 1	A	0.500										
ADVISORY 4B S1	A	0.250										
Grade: 10 06/2014					Attendance							
SPANISH 5B	A	0.500	Grade	Present / Enrolled								
GEN CHEM 2	B	0.500	09	171	177							
GEOMETRY 2	A-	0.500	10	168	178							
INT ST ENG LAN 10B	A	0.500	11	171	174							
INT ST WD HS GLB 2	A-	0.500	12	0	0							
INTRO ART 2	A	0.500										
ADVISORY 4B S2	A	0.250										
Grade: 11 01/2015					Community Service							
DIGITAL PHOTO 1	A-	0.500	Hours Required:	20.00								
FAST	B-	0.500	Hours Completed:	24.00								
ADV ALGEBRA 2A	B+	0.500	Hours Needed:	0.00								
AMER GOV	A	0.500										
ANATOMY PHYS 1	C	0.500										
INT ST ENG LAN 11A	A-	0.500										
ADVISORY 5A S1	A	0.250										
Grade: 11 06/2015												
DIGITAL PHOTO 2	B+	0.500										
ECONOMICS	A	0.500										
ADV ALGEBRA 2B	A	0.500										
ANATOMY PHYS 2	B-	0.500										
AQUATIC BIOLOGY	A	0.500										
INT ST ENG LAN 11B	A	0.500										
ADVISORY 5A S2	A	0.250										

*Honor Point Earned

ACC - Accelerated
 AP - Advanced Placement
 DE - Dual Enrollment
 EMC - Early Middle College

Authorized Signature

Date

06/15/16

Date Printed

ECM Student Transcript

The following statement should appear on each ECM student's transcript: **The MEMCA (Michigan Early/Middle College Association) Technical Certificate was awarded to this ECM student.**



Macomb Intermediate School District
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We're the Macomb Intermediate School District. We exist to provide our clients quality service, high caliber support and cutting edge leadership.

Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.