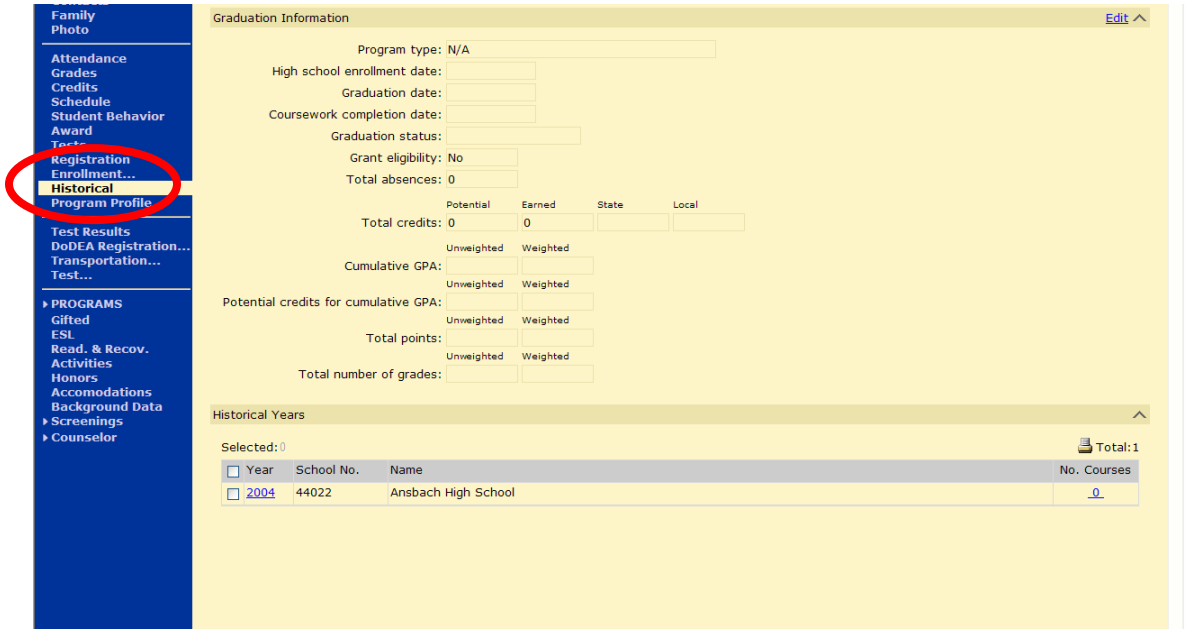
Entering Historical Data

A. Adding or Editing Historical Years

From the search option select the student or students to be edited.
From the *Control Panel* on the left select ***Historical***

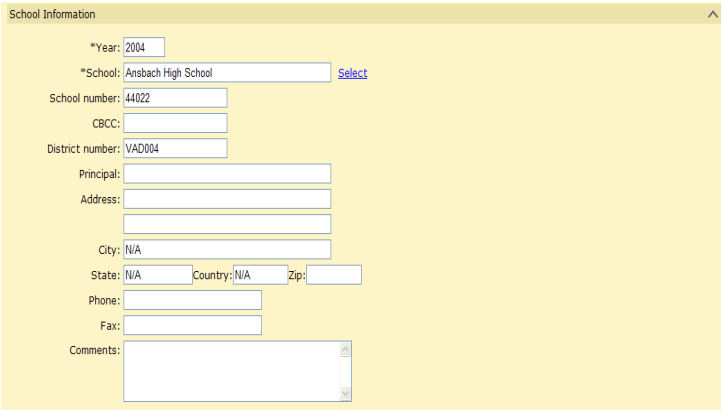
To Add a New Historical Year

From *Actions* on the menu bar select Add *Historical Year*



The following fields will be available for data entry.

School Information



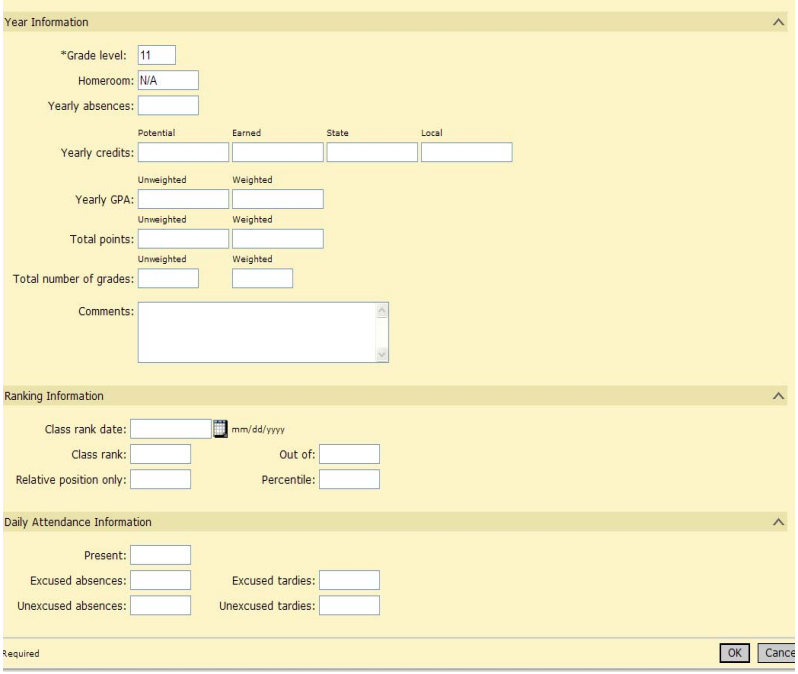
You must enter
Year
School Name
Address

Year Information

You must enter
Grade level
Yearly Credits Earned
Yearly GPA Weighted
–
(You must hand calculate this from the transcript)

Comments: This is where you may enter comments for that school year.

Ranking Information
Enter this if available



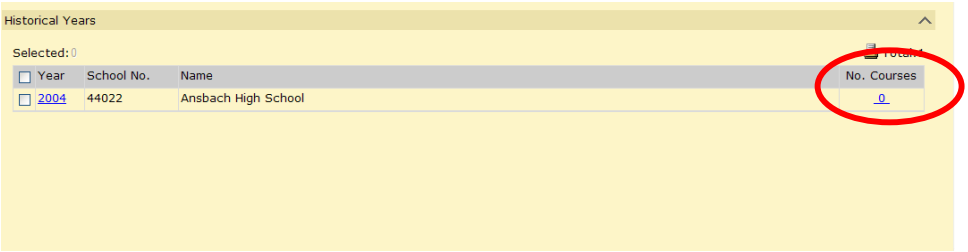
Daily Attendance Information – Not required.

When data entry is complete click on OK.

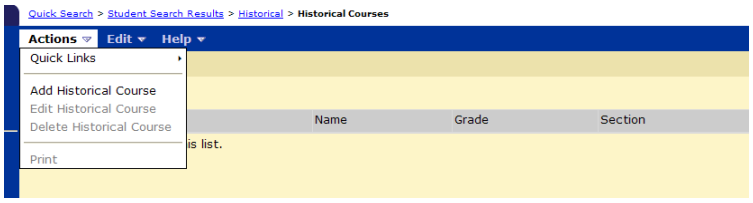
B. Entering Historical Data

From the search option select the student or students to be edited.
From the *Control Panel* on the left select ***Historical.***

From the *Historical Year field* click on the number on the right in the ***No. Courses*** column**.**



When the next screen appears go to *Actions* and select *Add Historical Course.*

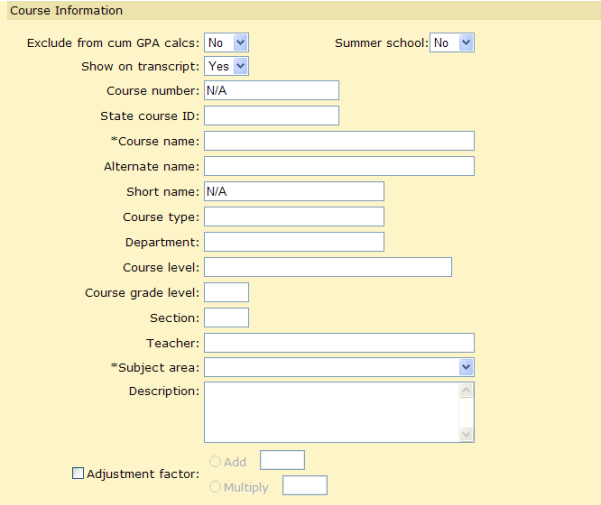


This window appears with the following fields-

Course Information

*It is important that the **DODEA Approved** course names and codes be used.* All DoDDS courses have codes**.**

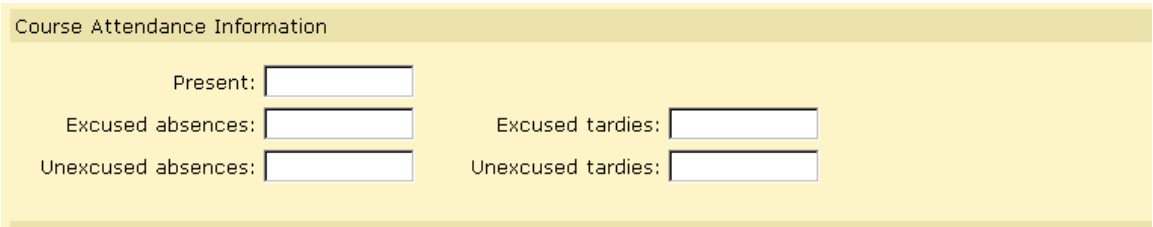
If you do not have a course code, you do not need to enter this information.



Enter the course name.
Enter the Subject Area
If you have a description of the course, put this in as well.

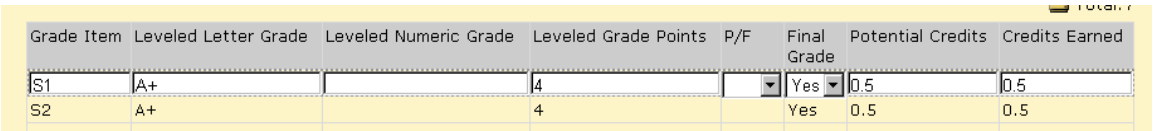
Course attendance information

This information does not need to be entered.



Grade Information

In this section, you must pay attention to details.



Grade Item	Leveled Letter Grade	Leveled Numeric Grade	Leveled Grade Points	P/F	Final Grade	Potential Credits	Credits Earned
S1	A+		4		Yes	0.5	0.5
S2	A+		4		Yes	0.5	0.5

Grade Item :

Ensure the you use only the following codes for Grade Item :

- S1
- S2
- S3
- Each semester must be entered on a different line.

You must use CAPS for the ‘S’.

Leveled Letter Grade

- You must use CAPS when entering grades

Leveled Grade Points

- Put in the appropriate grade points for the Letter grade.

Final Grade

- YES

Potential Credits

- 0.5 – this is for a 1 hour course
- 1.0 – this is for a 2 hour course
- 1.5 – this is for a 3 hour course

Credits Earned

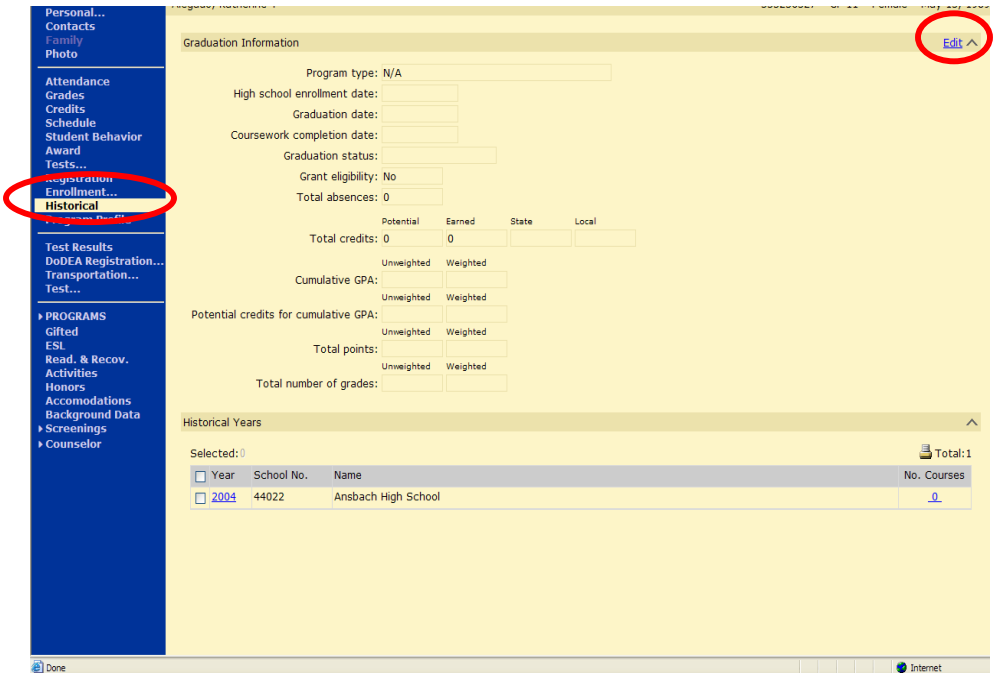
- 0.5

When Data has been entered click *OK*.

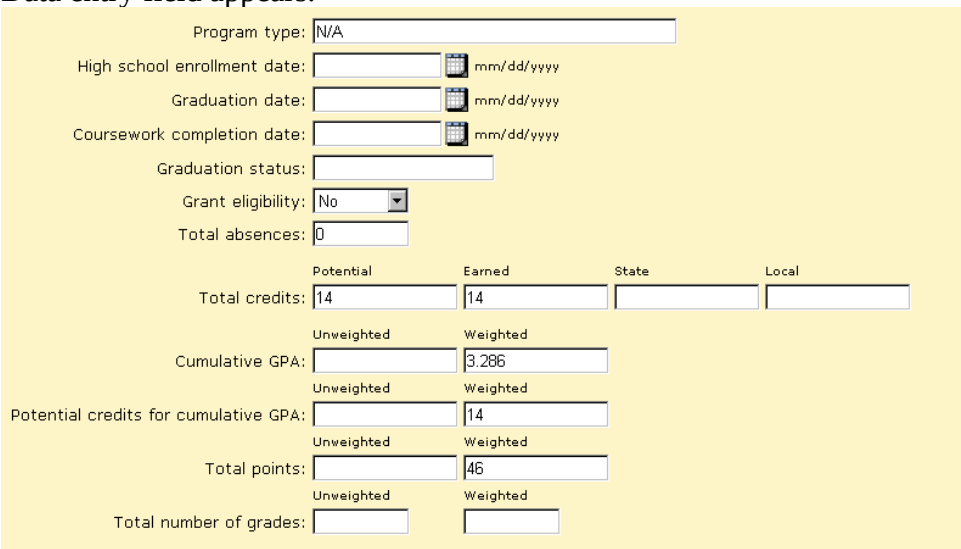
C. Entering Student Graduation Data

From the search option select the student or students to be edited.
From the *Control Panel* on the left select ***Historical***

From the top right of the Graduation Information field click the **edit** link.



Data entry field appears.

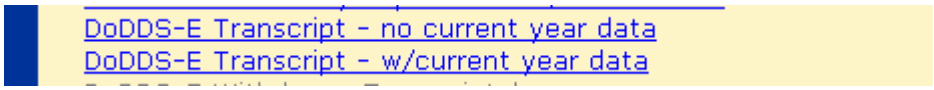


Enter the information for Total Credits – Potential and Earned
Cumulative GPA: under the Weighted box
Potential credits for Cum GPA under the Weighted box.
When data has been entered click **OK.**

Transcripts

Running a Transcript Report

From the Control panel select *Reports*. Under *Grading Reports* select



Do not use any other Transcript report.

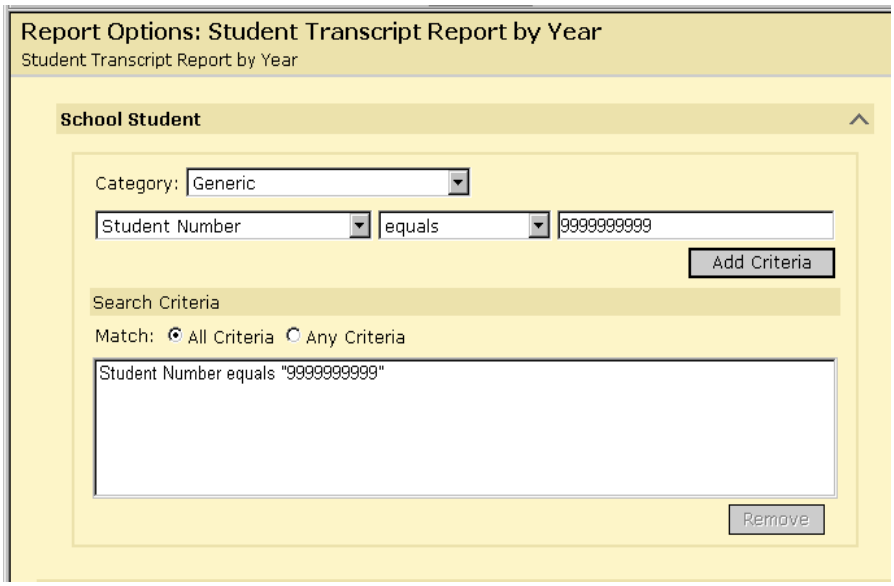
Setting filters-

Click the ^ to open the *School Student* filter.

To print selected students set the *category* to *Generic*. The fields should read-

Student Number equals (Student ID number)

Click *Add Criteria*.



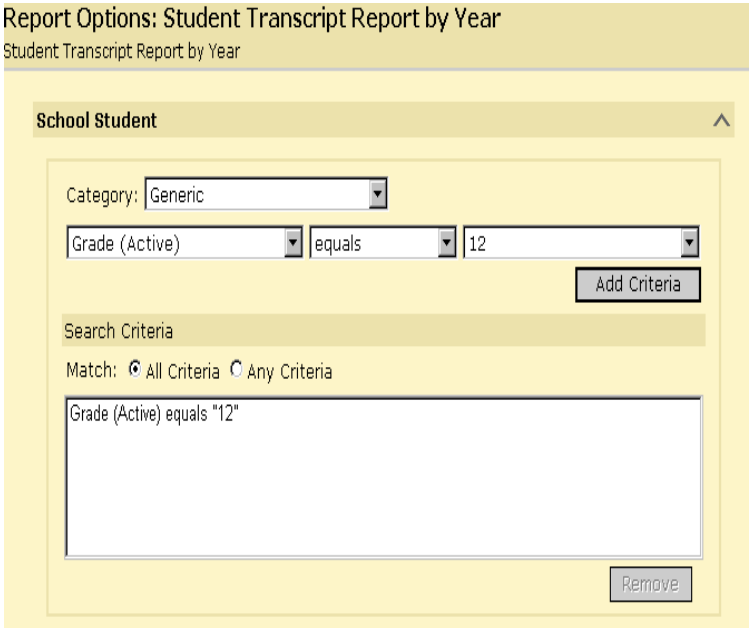
If printing transcripts for several students, be sure to **change the Match from "*All Criteria*" to "*Any Criteria*".**

To print a grade level set the filters to read

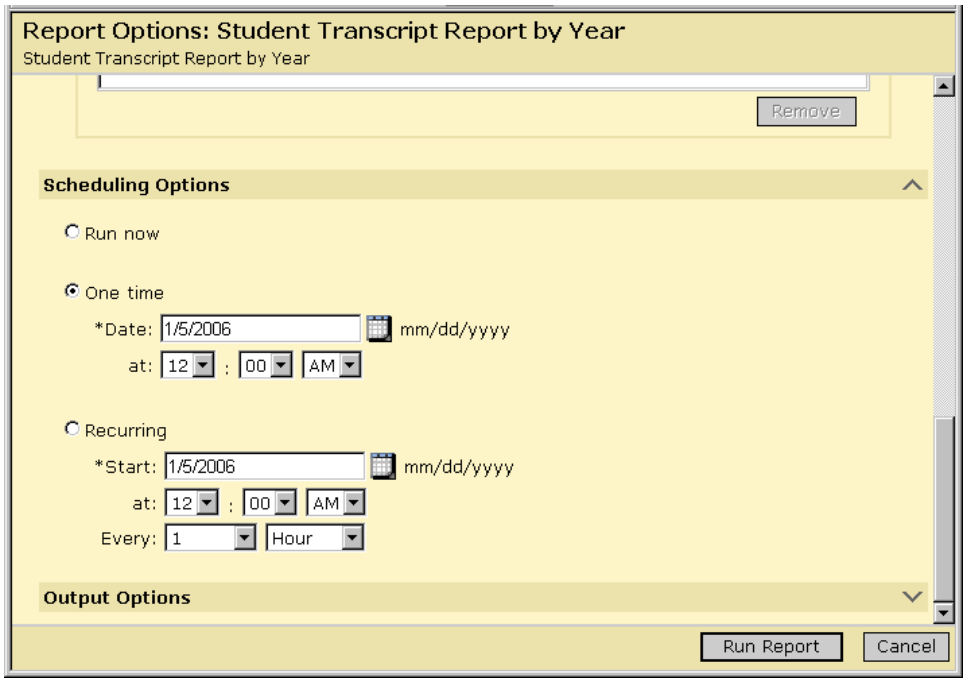
Category - Generic

Grade (Active) equals (grade level)

If running more than one grade level at a time be sure to **change the Match from "*All Criteria*" to "*Any Criteria*".**



Scheduling options-

If you are running a single student or a same group of students (10 or less) you can run the report any time. If you are running a large group you need to set the report to print at night.

Note- each district has an assigned time to run reports. Please schedule with in your district's time. If you are unsure of the time contact your SMS ET.