

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 screenshot shows a software interface with a blue sidebar on the left and a yellow main area. The sidebar has a menu with the following items: Family Photo, Attendance, Grades, Credits, Schedule, Student Behavior, Award, Test, **Registration** (circled in red), Enrollment..., **Historical** (circled in red), Program Profile, Test Results, DoDEA Registration..., Transportation..., Test..., PROGRAMS, Gifted, ESL, Read. & Recov., Activities, Honors, Accomodations, Background Data, Screenings, and Counselor. The main area is divided into two sections: 'Graduation Information' and 'Historical Years'. The 'Graduation Information' section contains various input fields for program type, enrollment date, graduation date, coursework completion date, graduation status, grant eligibility, total absences, total credits (with sub-fields for Potential, Earned, State, and Local), cumulative GPA (with sub-fields for Unweighted and Weighted), potential credits for cumulative GPA, total points, and total number of grades. The 'Historical Years' section shows a table with columns for Year, School No., Name, and No. Courses. A table with 1 row is visible, showing the year 2004, school number 44022, and name Ansbach High School. A 'Total: 1' indicator is present in the top right of the table area.

The following fields will be available for data entry.

School Information

You must enter
Year
School Name
Address

The screenshot shows a 'School Information' form with the following fields: **Year: 2004, **School: Ansbach High School (with a 'Select' button), School number: 44022, CBCC: (empty), District number: VAD004, Principal: (empty), Address: (empty), City: N/A, State: N/A, Country: N/A, Zip: (empty), Phone: (empty), Fax: (empty), and Comments: (empty text area).

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

The screenshot shows a software form titled "Year Information" with three main sections:

- Year Information:** Includes fields for *Grade level (11), Homeroom (N/A), Yearly absences, Yearly credits (Potential, Earned, State, Local), Yearly GPA (Unweighted, Weighted), Total points (Unweighted, Weighted), Total number of grades (Unweighted, Weighted), and a Comments text area.
- Ranking Information:** Includes fields for Class rank date (mm/dd/yyyy), Class rank, Out of, Relative position only, and Percentile.
- Daily Attendance Information:** Includes fields for Present, Excused absences, Unexcused absences, Excused tardies, and Unexcused tardies.

At the bottom left, it says "Required" and at the bottom right, there are "OK" and "Cancel" buttons.

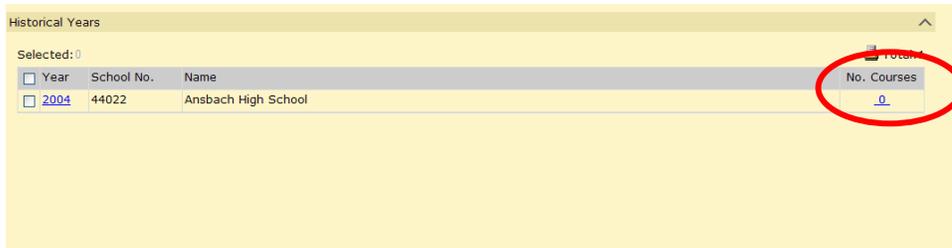
Daily Attendance Information – Not required.

When data entry is complete click on OK.

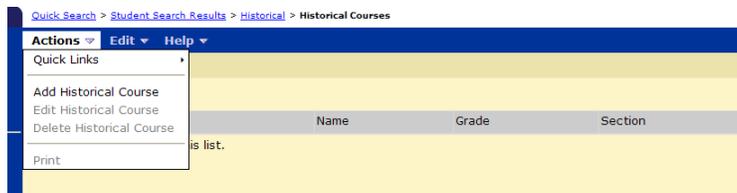
B. Entering Historical Data

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 Information

Exclude from cum GPA calcs: No Summer school: No

Show on transcript: Yes

Course number: N/A

State course ID:

*Course name:

Alternate name:

Short name: N/A

Course type:

Department:

Course level:

Course grade level:

Section:

Teacher:

*Subject area:

Description:

Adjustment factor: Add Multiply

Course attendance information

This information does not need to be entered.

Course Attendance Information			
Present:	<input type="text"/>		
Excused absences:	<input type="text"/>	Excused tardies:	<input type="text"/>
Unexcused absences:	<input type="text"/>	Unexcused tardies:	<input type="text"/>

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.

Personal...
Contacts
Family
Photo
Attendance
Grades
Credits
Schedule
Student Behavior
Award
Tests...
Registration
Enrollment...
Historical
Test Results
DoDEA Registration...
Transportation...
Test...
PROGRAMS
Gifted
ESL
Read. & Recov.
Activities
Honors
Accommodations
Background Data
Screenings
Counselor

Graduation Information [Edit](#)

Program type: N/A

High school enrollment date:

Graduation date:

Coursework completion date:

Graduation status:

Grant eligibility: No

Total absences: 0

Potential	Earned	State	Local
Total credits: 0	0	<input type="text"/>	<input type="text"/>

Cumulative GPA: Unweighted Weighted

Potential credits for cumulative GPA: Unweighted Weighted

Total points: Unweighted Weighted

Total number of grades:

Historical Years

Selected: 0 Total: 1

Year	School No.	Name	No. Courses
<input type="checkbox"/> 2004	44022	Ansbach High School	0

Data entry field appears.

Program type: N/A

High school enrollment date: mm/dd/yyyy

Graduation date: mm/dd/yyyy

Coursework completion date: mm/dd/yyyy

Graduation status:

Grant eligibility: No

Total absences: 0

Potential	Earned	State	Local
Total credits: 14	14	<input type="text"/>	<input type="text"/>

Cumulative GPA: Unweighted Weighted 3.286

Potential credits for cumulative GPA: Unweighted Weighted 14

Total points: Unweighted Weighted 46

Total number of grades:

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

[DoDDS-E Transcript - no current year data](#)
[DoDDS-E Transcript - w/current year data](#)

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”**.

Report Options: Student Transcript Report by Year
Student Transcript Report by Year

School Student ^

Category: Generic

Student Number equals 999999999 Add Criteria

Search Criteria

Match: All Criteria Any Criteria

Student Number equals "999999999"

Remove

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”**.

Report Options: Student Transcript Report by Year
Student Transcript Report by Year

School Student ^

Category: Generic

Grade (Active) equals 12 Add Criteria

Search Criteria

Match: All Criteria Any Criteria

Grade (Active) equals "12"

Remove

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.

Report Options: Student Transcript Report by Year
Student Transcript Report by Year

Remove

Scheduling Options

Run now

One time

*Date: 1/5/2006 mm/dd/yyyy
at: 12 : 00 AM

Recurring

*Start: 1/5/2006 mm/dd/yyyy
at: 12 : 00 AM
Every: 1 Hour

Output Options

Run Report Cancel