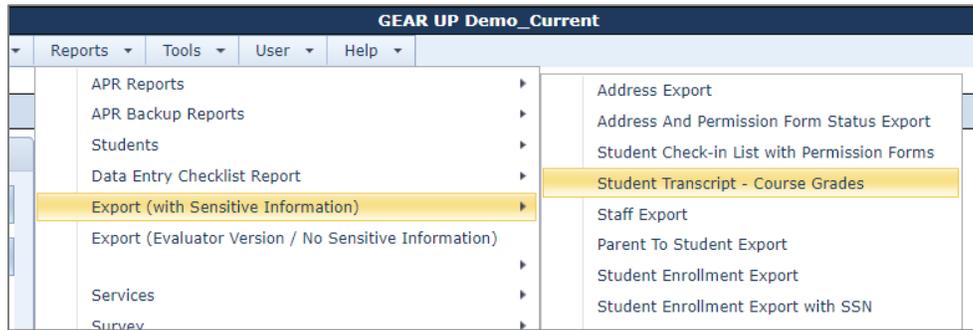


How to Run a Student Transcript – Course Grades Export

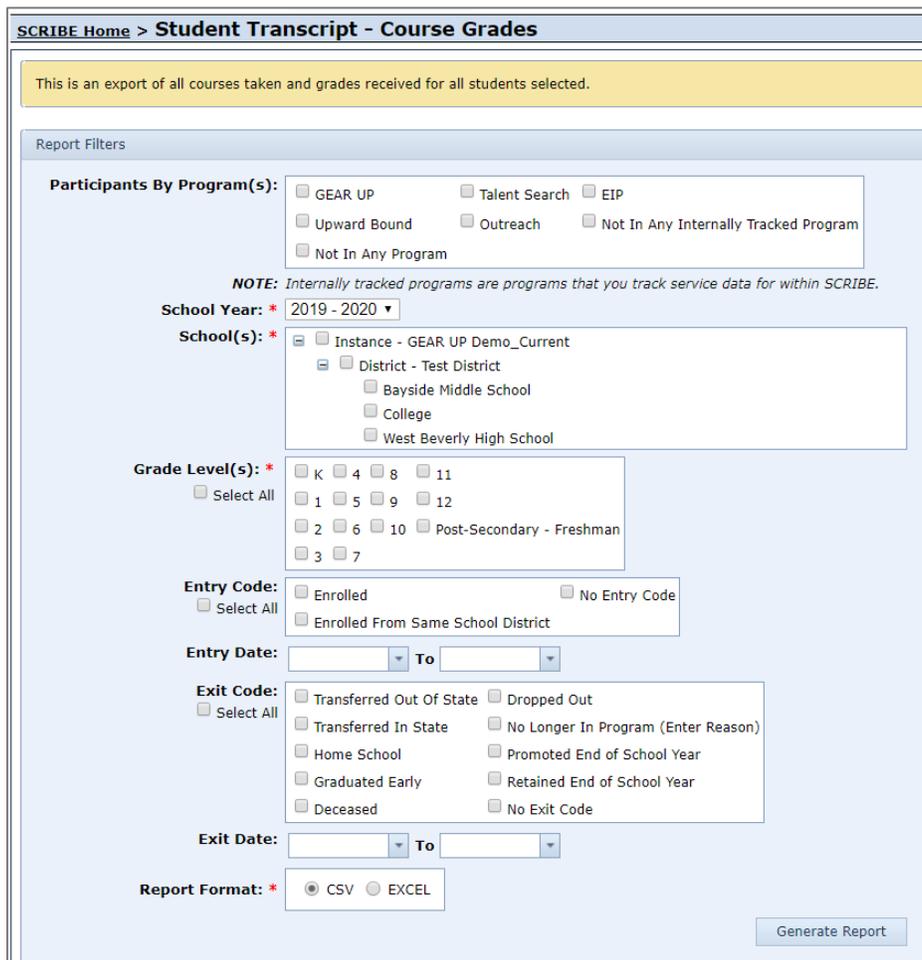
Users can add grades manually and through an import. This PDF covers how to run a Student Transcript – Course Grades Export from SCRIBE which will generate a list of all courses and grades for students enrolled in SCRIBE in a given school year.

Run a Student Transcript – Course Grades Export

1. From the SCRIBE main menu, click **Reports > Export (with Sensitive Information) > Student Transcript – Course Grades**.



2. Select the **School Year** from the dropdown menu (See Notes on School Year below for more info). Select the **School(s)** and **Grade Level(s)**. Select CSV or Excel under **Report Format**. Click **Generate Report**.

A screenshot of the SCRIBE Home > Student Transcript - Course Grades report generation screen. The page has a yellow header bar with the text: 'This is an export of all courses taken and grades received for all students selected.' Below this is a 'Report Filters' section with various options:

- Participants By Program(s):** Includes checkboxes for GEAR UP, Talent Search, EIP, Upward Bound, Outreach, Not In Any Internally Tracked Program, and Not In Any Program.
- NOTE:** Internally tracked programs are programs that you track service data for within SCRIBE.
- School Year:** A dropdown menu set to '2019 - 2020'.
- School(s):** A tree view showing 'Instance - GEAR UP Demo_Current' expanded to show 'District - Test District', which includes 'Bayside Middle School', 'College', and 'West Beverly High School'.
- Grade Level(s):** Includes checkboxes for K, 4, 8, 11, 1, 5, 9, 12, 2, 6, 10, Post-Secondary - Freshman, 3, and 7, along with a 'Select All' option.
- Entry Code:** Includes checkboxes for Enrolled, No Entry Code, and Enrolled From Same School District, along with a 'Select All' option.
- Entry Date:** Two date pickers with a 'To' label between them.
- Exit Code:** Includes checkboxes for Transferred Out Of State, Dropped Out, Transferred In State, No Longer In Program (Enter Reason), Home School, Promoted End of School Year, Graduated Early, Retained End of School Year, Deceased, and No Exit Code, along with a 'Select All' option.
- Exit Date:** Two date pickers with a 'To' label between them.
- Report Format:** Radio buttons for CSV (selected) and EXCEL.

A 'Generate Report' button is located at the bottom right of the form.

How to Run a Student Transcript – Course Grades Export

3. The Student Transcript – Course Grades export contains the following fields:
- a. LastName: student last name.
 - b. FirstName: student first name.
 - c. MiddleName: student middle name.
 - d. StudentID: unique identifier for student used in SCRIBE.
 - e. SchoolYear: school year which student took course and earned grade. See Notes on SchoolYear below for more details.
 - f. School: name of school where student was enrolled when taking course and earning grade.
 - g. SchoolNumber: unique identifier for each school used in SCRIBE.
 - h. IsPrimarySchool: indicated whether school is student’s primary school (Y for yes, N for no).
 - i. GradeLevel: grade level student was in when taking course and earning grade.
 - j. Course: name of course.
 - k. CourseNumber: unique identifier for each course.
 - l. Credits: indicates the portion of the final grade each grade entered makes up (e.g., 0.5 credits indicates that two grades are required in SCRIBE to calculate the final grade as each grade makes up .5 of the final grade).
 - m. MarkingPeriod: term for which grade was entered.
 - n. CourseLevel: indicates level for course, if applicable (e.g., Honors/Advanced, Advanced Placement, International Baccalaureate). Not all courses have a CourseLevel.
 - o. CourseType: field will be blank.
 - p. CourseGrade: grade student received for the course for the term (marking period).

Note: The Student Transcript – Course Grades export lists all students enrolled in SCRIBE for the school year selected when generating the report, even if they do not have grades entered into SCRIBE. The courses and grades fields (columns J through Q) will be blank for these students.

Sample Student Transcript – Course Grades Export

Sample export for grades entered **quarterly grades** (see MarkingPeriod field in column M).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	LastName	FirstName	MiddleName	StudentId	SchoolYear	School	School Number	IsPrimary School	Grade Level	Course	CourseNumber	Credits	Marking Period	CourseLevel	Standard Course	CourseType	Course Grade
1	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	Hon Biology	HonBiol2019	0.5	Q1	Honors/Advanced	Biology		A+
2	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	Hon Biology	HonBiol2019	0.5	Q2	Honors/Advanced	Biology		B
3	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	Hon Biology	HonBiol2019	0.5	Q3	Honors/Advanced	Biology		A
4	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	Hon Biology	HonBiol2019	0.5	Q4	Honors/Advanced	Biology		B-
5	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	French II	12374101wbhs	0.5	Q1				C
6	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	French II	12374101wbhs	0.5	Q2				B
7	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	French II	12374101wbhs	0.5	Q3				B+
8	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	French II	12374101wbhs	0.5	Q4				C+
9	Banner	Bruce	Hulk	432124	2019 - 2020	West Beverly	2	Y	12	French II	12374101wbhs	0.5	Q4				C+

Sample export for grades entered as **final grades** (see MarkingPeriod field in column M).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	LastName	FirstName	MiddleName	StudentId	SchoolYear	School	School Number	IsPrimary School	Grade Level	Course	CourseNumber	Credits	Marking Period	CourseLevel	Standard Course	CourseType	Course Grade
1	Maximoff	Wanda	Scarlet	246810	2019 - 2020	West Beverly	2	Y	9	Hon Biology	HonBiol2019	0.5	Final	Honors/Advanced	Biology		A+
2	Maximoff	Wanda	Scarlet	246810	2019 - 2020	West Beverly	2	Y	9	French II	12374101wbhs	0.5	Final				B
3	Maximoff	Wanda	Scarlet	246810	2019 - 2020	West Beverly	2	Y	9	AP English	10125145wbhs	0.5	Final	Advanced Placement	English		A+
4	Maximoff	Wanda	Scarlet	246810	2019 - 2020	West Beverly	2	Y	9	Political Sci	27339000wbhs	0.5	Final				C
5	Maximoff	Wanda	Scarlet	246810	2019 - 2020	West Beverly	2	Y	9	Web Design II	3154000wbhs	0.5	Final				B-

How to Run a Student Transcript – Course Grades Export

Notes on School Year:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	LastName	FirstName	MiddleName	StudentId	SchoolYear	School	School Number	IsPrimary School	Grade Level	Course	CourseNumber	Credits	Marking Period	CourseLevel	Standard Course	Course Type	Course Grade
1	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	AP English	10125145wbhs	0.5	Final	Advanced Placement	English		A+
2	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	French II	12374101wbhs	0.5	Final				B
3	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	Political Science	27339000wbhs	0.5	Final				A
4	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	Geometry Hon	3154000wbhs	0.5	Final	Honors/Advanced	Geometry		B-
5	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	English 9	25145wbhs	0.5	Final		English		A+
6	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	French I	74101wbhs	0.5	Final				B
7	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	US History	39000wbhs	0.5	Final				A+
8	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	Algebra I Hon	4000wbhs	0.5	Final	Honors/Advanced	Algebra I		C
9	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	English 8	101251wbhs	0.5	Final		English		D
10	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	Advanced P.E.	123741wbhs	0.5	Final				B
11	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	World History	273390wbhs	0.5	Final				A
12	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	Pre-Algebra	31540wbhs	0.5	Final		Pre-Alg		B-

The School Year selected when setting the parameters for the export (see step 2 above) indicates that students who are enrolled in SCRIBE for that school year will appear on the export. For instance, if you select the 2019-2020 school year, the export will contain all students who are enrolled in SCRIBE in the 2019-2020 school year.

If those students have been enrolled in SCRIBE in previous years as well, the export will contain those students' grades for the previous years in addition to the grades for the 2019-2020 school year.

The SchoolYear field in the export indicated which school year the course and grade in the export is from.

The export lists all students enrolled in SCRIBE for the school year selected when generating the report, even if they do not have grades entered into SCRIBE. The courses and grades fields (columns J through Q) will be blank for these students. If a student was also enrolled in previous year(s) in SCRIBE, they will be listed in the export for those year(s) whether they have grades for the previous year(s) or not. If they do not have grades for the previous year(s), the course and grades fields (columns J through Q) will be blank.

For instance, in the example below, the export was run for the 2019-2020 school year. Carol Danvers is enrolled in SCRIBE for the 2019-2020 school year so she will appear in the export. She was also enrolled in SCRIBE in the 2018-2019 and 2017-2018 school years so her courses and grades appear in the export for those years as well.

	A	B	C	D	E	F	G	H	I	J	K
	LastName	FirstName	MiddleName	StudentId	SchoolYear	School	School Number	IsPrimary School	Grade Level	Course	Course Number
1	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	AP English	10125145wbhs
2	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	French II	12374101wbhs
3	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	Political Science	27339000wbhs
4	Danvers	Carol	Susan Jane	123456	2019 - 2020	West Beverly HS	2	Y	10	Geometry Hon	3154000wbhs
5	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	English 9	25145wbhs
6	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	French I	74101wbhs
7	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	US History	39000wbhs
8	Danvers	Carol	Susan Jane	123456	2018 - 2019	West Beverly HS	2	Y	9	Algebra I Hon	4000wbhs
9	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	English 8	101251wbhs
10	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	Advanced P.E.	123741wbhs
11	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	World History	273390wbhs
12	Danvers	Carol	Susan Jane	123456	2017 - 2018	Stanos Middle	2	Y	8	Pre-Algebra	31540wbhs

How to Run a Student Transcript – Course Grades Export

Additional Resources

[How to Add a Course Manually](#)

[How to Add a Course Via Import](#)

[How to Add Grades Manually](#)

[How to Add Grades via Import](#)

[How to Calculate Course Enrollment and Completion](#) (originally posted for the 2020 APR)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.