

## Making Changes and Reposting to Transcripts

There are 2 methods for updating student transcript records after the grades have been posted to transcripts. This may be necessary if student grades were incomplete or wrong when posting to transcripts initially.

### Reposting Grades to Transcripts

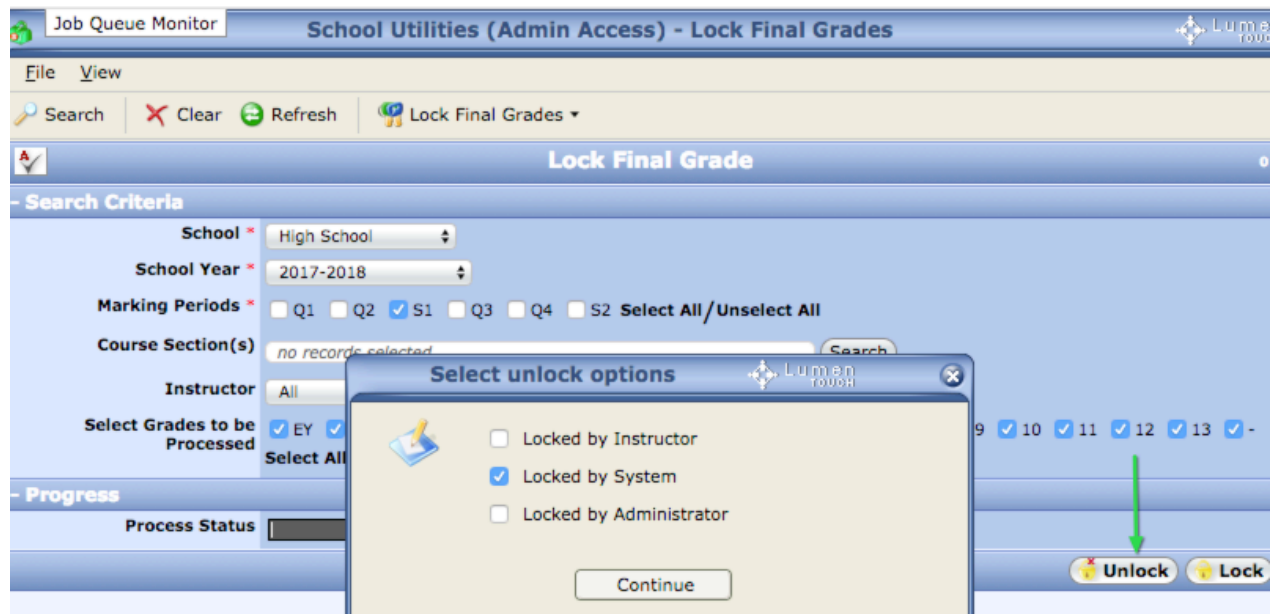
The preferred method under most circumstances would be to repost the grades. When reposting grades to transcripts, the grades are copied from the Final Grades to Transcripts by School, School Year, Marking Period, Student Lumen ID, Course Number and Section Number. Records are updated, never deleted. If the record does not match an existing record, the process will create a new record.

The grades in the grade books are automatically locked when posting to transcripts. Therefore, the grades will need to be Unlocked before they can be updated.

### Unlocking Grades Locked by Posting

EzStart -> Lumen Touch - School -> School Utilities -> School Utilities -> Lock Final Grades

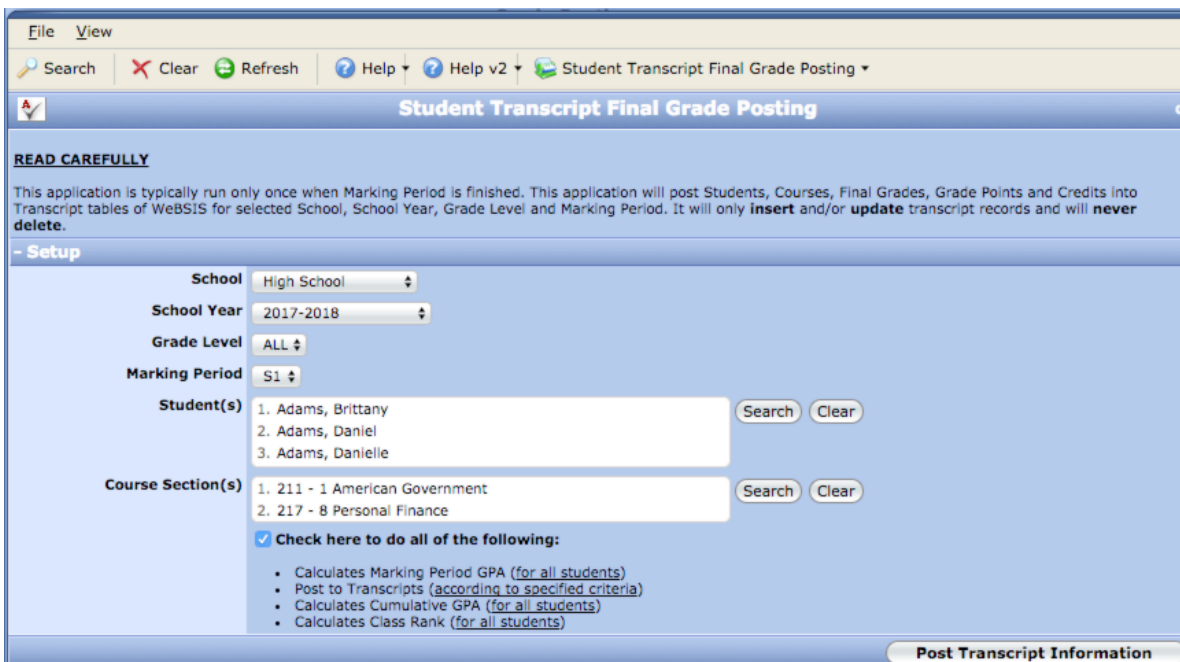
Choose the school, school year, and marking period. This utility can unlock all records, a class, or all classes of an instructor. Click Unlock. The records locked by posting will be Locked by System. Therefore, choose only Locked by System when unlocking.



## Reposting the Grades to Transcripts

EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> District Graduation and Transcript Management -> Student Transcript Final Grade Posting

The options are to repost All, selected students, or selected classes. It is not a problem to repost all if no manual changes to the records in transcripts have been made. It just takes longer. Leaving the checkbox for the calculation checked will insure the GPAs and Class Ranks will be updated.



The screenshot shows the 'Student Transcript Final Grade Posting' application window. At the top, there is a menu bar with 'File' and 'View'. Below it is a toolbar with buttons for 'Search', 'Clear', 'Refresh', 'Help', 'Help v2', and 'Student Transcript Final Grade Posting'. The main title bar reads 'Student Transcript Final Grade Posting'. Below the title bar, there is a section titled 'READ CAREFULLY' with a warning message: 'This application is typically run only once when Marking Period is finished. This application will post Students, Courses, Final Grades, Grade Points and Credits into Transcript tables of WebSIS for selected School, School Year, Grade Level and Marking Period. It will only insert and/or update transcript records and will never delete.' Below this is a 'Setup' section with several dropdown menus: 'School' (High School), 'School Year' (2017-2018), 'Grade Level' (ALL), and 'Marking Period' (S1). There are two text input fields: 'Student(s)' containing a list of names (Adams, Brittany; Adams, Daniel; Adams, Danielle) and 'Course Section(s)' containing a list of course sections (211 - 1 American Government; 217 - 8 Personal Finance). Each list has 'Search' and 'Clear' buttons. Below the input fields, there is a checked checkbox labeled 'Check here to do all of the following:' followed by a bulleted list of actions: 'Calculates Marking Period GPA (for all students)', 'Post to Transcripts (according to specified criteria)', 'Calculates Cumulative GPA (for all students)', and 'Calculates Class Rank (for all students)'. At the bottom right, there is a 'Post Transcript Information' button.

## Making a Manual Change in the Transcripts

EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> District Graduation and Transcript Management -> School Student Transcript Processing

It is possible to edit an individual transcript record. Simply click on the record to edit and make the change. When changing a grade, make sure the points associated with the grade are correct. The points must be correct to calculate an accurate GPA.

**Important:** It is necessary to click the Calculate Current GPA button after saving the change. The class rank could be affected so it needs to be calculated as well.

EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> District Graduation and Transcript Management -> Calculate Class Rank

**Making a manual change and then reposting will set the record back to what the grade was originally.**