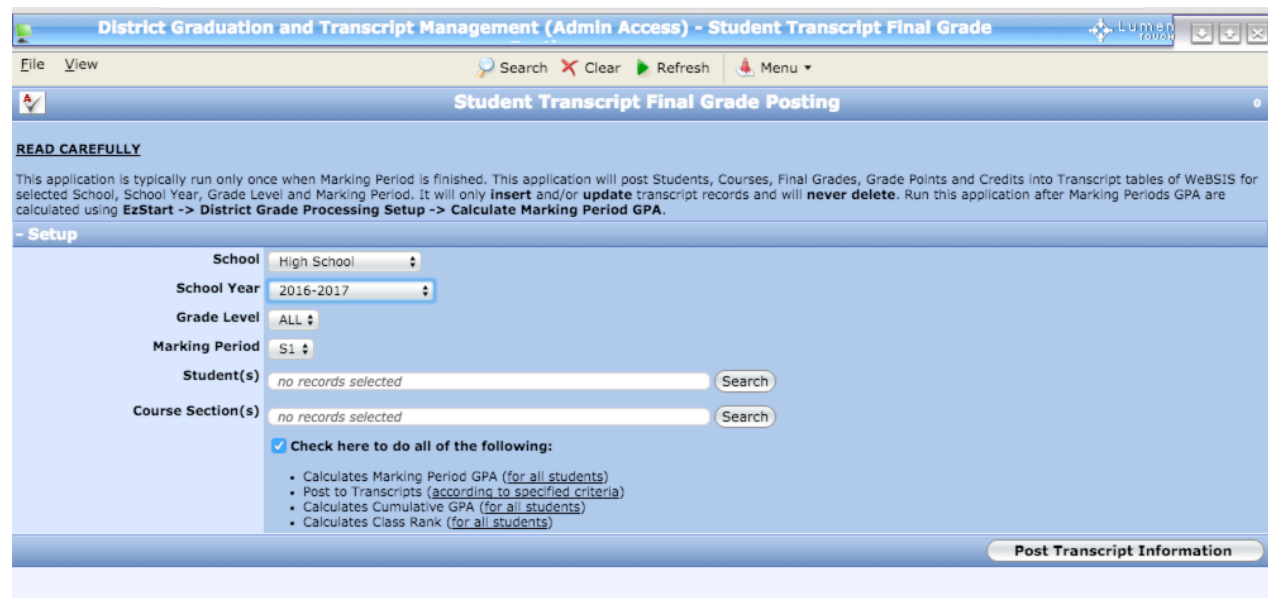


Posting Grades to Transcripts

This application is typically run only once when the Marking Period is finished. This application will post Students, Courses, Final Grades, Grade Points and Credits into Transcript tables for selected School, School Year, Grade Level and Marking Period.

It will only **insert** and/or **update** transcript records and will **never delete**. Posting a second time will not duplicate the records unless the course number or section number have changed.

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



READ CAREFULLY

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**. Run this application after Marking Periods GPA are calculated using **EzStart -> District Grade Processing Setup -> Calculate Marking Period GPA**.

Setup

School: High School

School Year: 2016-2017

Grade Level: ALL

Marking Period: S1

Student(s): no records selected [Search]

Course Section(s): no records selected [Search]

Check here to do all of the following:

- Calculates Marking Period GPA (for all students)
- Post to Transcripts (according to specified criteria)
- Calculates Cumulative GPA (for all students)
- Calculates Class Rank (for all students)

Post Transcript Information

1. Choose the School, School Year, Grade Level(s), Marking Period. Not selecting any students or course section will post to all. Normally the checkmark would remain checked so the system can Calculate Marking Period GPA, Post to Transcripts, Calculate Cumulative GPA, and Calculate Class Rank
2. Click Post Transcript Information. This job will be scheduled in the Job Queue. The user will be notified when complete.