

## Transcript Utilities

### Mass Update Grading Scale and Graduation Requirements

This application provides a way to update records that have been imported without the grading scale or graduation requirement.

*EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> Transcript Utilities -> Mass Update Grading Scale and Graduation Reqs Utility*

1. Assign a grading scale to all courses in the table.
  - 1.1. Click **Add New** and in the **Search Criteria**, enter **School**, enter **not selected** for the **School Year**, enter **not selected** for **Grade Level**, leave **Course Name** and **Letter Grade Received** blank.
  - 1.2. In the **New Values**, click the checkbox for **Grading Scale to be Assigned** and select the grading scale to be assigned to the courses.
  - 1.3. Click the **Preview Transcripts to be Changed by Processing** to view the courses that will be changed.
  - 1.4. Click **Process Transcript Updates** to make the changes.
2. Assign Graduation Requirements to all Courses
  - 2.1. Click **Add New** and in the **Search Criteria**, enter **School**, enter **not selected** for the **School Year**, enter **not selected** for **Grade Level**, enter a **Course Name** and leave **Letter Grade Received** blank.
  - 2.2. In the **New Values**, click the checkbox for **School Subject Graduation Requirement to be Assigned** and select the requirement for the course entered in the search criteria.
  - 2.3. Repeat for all courses. (Hint: Use the Student Transcript Records application to view the records as they are changed. The % key is a wild card search character. Example: Searching with %alg will find all courses that have alg in the course name. It will find Algebra I, Algebra II, Pre-Algebra, etc.

### Mass Delete Transcript Course

This application can be used to delete all records of a given course by school year, grade level or marking period. It is primarily used to clean up the initial import of transcript records. Should be used with care to not delete courses unintentionally.

*EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> Transcript Utilities -> Mass Delete Transcript Course*

### Transcript Attendance Delete Utility

This application can be used to delete all attendance totals posted to by school year, grade level or marking period.

*EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> Transcript Utilities -> Transcript Attendance Delete Utility*

### **Mass Recalculate Grade Points Utility**

This application can be used to calculate the grade points for all the records in the transcript tables using the grading scale assigned to each course. This is primarily used after assigning the grading scale to courses after the initial import of transcript records.

*EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> Transcript Utilities -> Transcript Attendance Delete Utility*

or

*Lumen Touch - District Main -> District Graduation and Transcript Management -> District Graduation and Transcript Management -> Recalculate Transcript Points Earned*