

TX – 2-1– 4G – Creating Custom Transcripts

What will be covered:

This session will demonstrate how to . . . Create a custom template to be used for student transcripts

- Transcript Layout
 - Decide page orientation
 - Add Header Information
 - Add Grading Detail
 - Add Footer Information

- Print Test Transcript
 - Test print from Custom Transcript template

Links to additional resources

http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/Webinars/1319369_100_T.html

[Link to pdf of Power Point](#)



Texas Skyward User Group Conference

Creating Custom Transcripts

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Creating Custom Transcripts



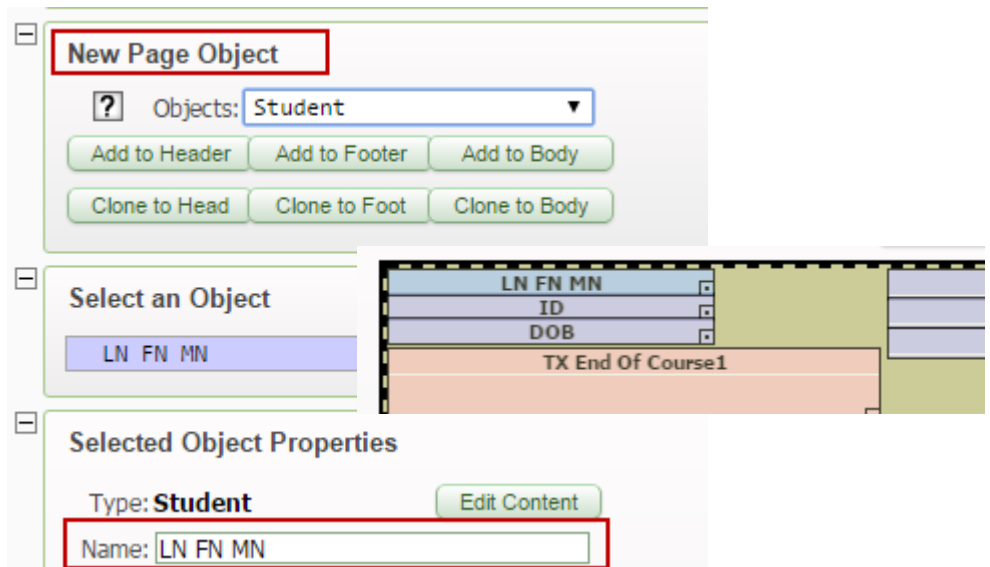
Skyward has updated the Custom Transcript program to work for Texas customers, it now contains all options for information required on the Texas Academic Achievement Record. Come to this session for an overview on creating a custom transcript for your high schools.

- Custom Transcript Layout; Header, Footer, Body
- Adding objects to Header and Footer
- Adding Grading objects
- Printing Transcript

Clear Creek ISD implemented Skyward in the 2015/16 school year. Our enrollment numbers are slightly over 42,000. We have 7 high schools and 10 intermediates that use the custom transcript. Our district chose to use the custom transcript to closely replicate the transcript our administrators and users were accustomed to. Our courses are year long and semester, grades and credits are awarded at the completion of each semester.

You will want to name your objects as you add them, you will have many objects so be descriptive. Add one or two and Print a test copy.

- Select an object to be added from New Page Object area (Student)
- Select the display area for this object (Add to Header)
- Double click on the object to define the field property to be displayed (Edit Content)



New Page Object

Objects: Student

Add to Header Add to Footer Add to Body

Clone to Head Clone to Foot Clone to Body

Select an Object

LN FN MN

LN FN MN
ID
DOB
TX End Of Course1

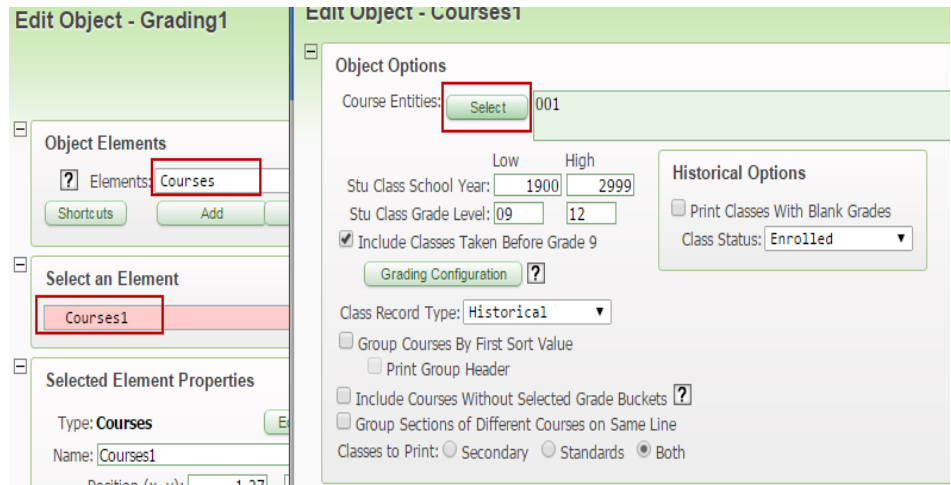
Selected Object Properties

Type: Student Edit Content

Name: LN FN MN

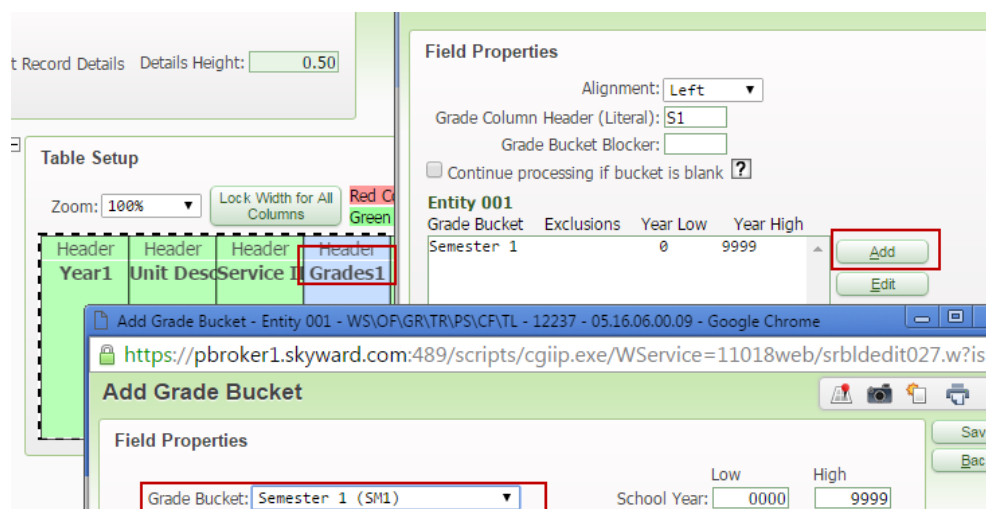
Grading is a multilayer object; you will continue to add by double clicking and defining each area.

- Grading will be placed in the Body area, there are several layers and object elements in each area to be defined
- Double click Grading to access Courses, double click Courses to Add Entities
- In Object Setup double click Courses Table1



When adding grade details you will add and define an object for each grade bucket to be displayed

- This area will contain the course details such as Year, Course Description, Service ID, Grade and Earned Credit
- Each of these areas will have additional field properties for alignment options
- Grades will have an additional field property to select the appropriate Grade Bucket



Record Details Details Height: 0.50

Table Setup

Zoom: 100% Lock Width for All Columns Red C Green

Header	Header	Header	Header
Year1	Unit Desc	Service ID	Grades1

Field Properties

Alignment: Left

Grade Column Header (Literal): S1

Grade Bucket Blocker:

Continue processing if bucket is blank ?

Entity 001

Grade Bucket	Exclusions	Year Low	Year High
Semester 1		0	9999

Add Edit

Add Grade Bucket - Entity 001 - WS\OP\GR\TR\PS\CP\TL - 12237 - 05.16.06.00.09 - Google Chrome

https://pbroker1.skyward.com:489/scripts/cgiip.exe/WService=11018web/srbldedit027.w?isP

Add Grade Bucket

Field Properties

Grade Bucket: Semester 1 (SM1)

School Year: 0000 Low High 9999

Save Back

The Footer contains GPA, Rank, Texas Seal, Graduation Date, Endorsements, Advanced Measures, Grade Scale, Official Signatures, and AAR codes

- In the New Page Object area select an object (Rank)
- Select Add to Footer
- Double click on the object to define the field property to be displayed

New Page Object

? Objects: Rank ▾

Add to Header Add to Footer Add to Body

Clone to Head Clone to Foot Clone to Body

Select an Object

Stu Rank ▾

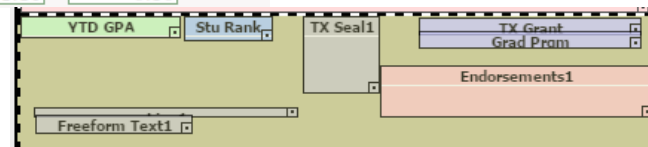
Selected Object Properties

Type: Rank Edit Content


Name: Stu Rank

Position (x, y): 2.20 0.00

Size (width, height): 1.16 0.30



Graduation date will populate once the data is entered in student profile.
Endorsements will populate when course requirements are met.

- Many of the objects used in the footer area are available using the New Page Object
- Use the informational button  to view object descriptions
- Print often when adding new objects
- Expand your template and Add Student for Testing, select a student and then Print for Student

Custom Transcripts

Views: General Filters: *Skyward Default

Name ▲	Created By	Start Year	End Year	Paper	Status
<input checked="" type="checkbox"/> Official	BBurke	0000	9999	Letter	Active

Expand All Collapse All View Printable Details

▼ **Test Students** Add Student for Testing Clear Test Students

Sample 1 (Adleyscr Arlene H)	Print for Student	Delete Test Student
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THANK YOU FOR ATTENDING!

