



Texas User Conference

Creating Custom TX Transcripts

LaTamara Blue



Creating Custom TX Transcripts



This session will cover how to create a Custom TX Transcript Layout:

- Adding objects to your Custom TX Transcript Layout
- Formatting your Custom TX Transcript Layout
- Best practices when creating your Custom TX Transcript Layout
- Resources and Documentation

TX Fields/Logic added to the Custom Transcript



Canned TX Transcript

**STATE OF TEXAS
ACADEMIC ACHIEVEMENT RECORD
(ACCREDITED)**

Korey I Agostascr Student ID: AGOSTKOR001 SSN : 123-40-1124 DOB : 07/09/1993 MALE Non-Hispanic, White GRADE : 6D	Parents/Guardian Eulalia Agostascr 3158 Scramble avenue Scramble WV 55555	Skyward School District Entity (001) Grades 9 to 12 CCBC: 440820
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TAKS MASTERY
LANG ARTS : 04/2010
MATH : 04/2010
SCIENCE : 04/2010
SOCIAL STUDIES:

END OF COURSE

Schools Awarding Credit
2010 215901001/215901001 2009 215901001/215901001
2012 215901001/215901001 2011 215901001/215901001

	SM1	SM2	AVG	CR		SM1	SM2	AVG	CR
Language Arts					09/10 SPAN 2	83	80	82	1.00
08/09 ENG 1	85	81	83	1.00	Fine Arts				
09/10 ENG 2	84	88	86	1.00	09/10 ART 1	84	84	84	1.00
10/11 ENG 3	76	83	80	1.00	Tech. Apps.				
11/12 ENG 4	87	90	89	1.00	08/09 BCIS1-TP:A	86	84	85	1.00
Speech					Career/Tech. Ed.				
10/11 COMAPP	94		.50		08/09 INAGMECH:A	99		.50	
Mathematics					08/09 APAGSCTE:A	99	98	.50	
08/09 ALG 1	75	83	79	1.00	09/10 AGINSTDY:D	99		.50	
09/10 GEOM	77	77	77	1.00	10/11 WFECGT:D	98		.50	
10/11 MTHMOD	83	78	81	1.00	10/11 AGPOWSEY:D	100	98	99	1.00
11/12 ALG 2	71	74	73	1.00	10/11 PROSAFNR:D	98		.50	
Science					10/11 RECOMGT:D	95		.50	
08/09 BIO	80	81	81	1.00	11/12 AGPDFAB:D	97	100	99	1.00
09/10 IPC	75	81	78	1.00	Local Credit				
10/11 CHEM	82	83	83	1.00	11/12 SEC SUB:L	98		98	.00
11/12 PHYSICS	76	75	76	1.00					
Social Studies									
08/09 W GEO	82	89	86	1.00					
09/10 W HIST	82	74	78	1.00					
10/11 US HIST	81	93	87	1.00					
11/12 GOVT	88		.50						
Econ/Free Ent.									
11/12 ECO-FE	92		.50						
Health									
09/10 HLTH ED	87		.50						
P.E./Equivalent									
08/09 PE EQ1	100		.50						
08/09 PE EQ2	100	100	.50						
09/10 PE EQ3	100		.50						
09/10 PE EQ4	100	100	.50						
10/11 SUBATH3	100	100	100	1.00					
11/12 SUBATH4	100		.00						
Other Lang.									
08/09 SPAN 1	72	67	70	1.00					

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Credit Totals: State 29.00 Local .00

Date of Class Rank: 05/08/2012
Rank: 64 Class Size: 91
GPA: 2.477
Quartile: 3

Texas Grant Academic Indicator: 1
Date of Certificate:
Date of Graduation : 05/31/2012
Graduation Program Type: REC HS PROG
Advanced Measures:
Date Printed: 08/27/2012

Official Signature _____

Passing is 70 or above A-Tech-Prep Program D-Dual Credit L-Course Taken for Local Credit
P - Passing F - Fail
TX Grant 1,2,5 - Eligible



Adding objects to your Custom TX Transcript



-TX Seal Object can be Added to the Custom TX Transcript

The screenshot displays the 'Report Builder - Custom Transcripts' application interface. The left sidebar contains several configuration panels:

- Report Options:** Name: TX By Subject, School Years: 0000 to 9999, Top/Bottom Margin: 0.20 in., Left/Right Margin: 0.50 in., Header: 2.50 in., Footer: 2.50 in., Orientation: Portrait, Paper Size: Letter (8.5 x 11 inch).
- New Page Object:** Objects: Activities, Add to Header, Add to Footer, Add to Body, Clone to Head, Clone to Foot, Clone to Body.
- Select an Object:** TX Seal1.
- Selected Object Properties:** Type: TX Seal, Name: TX Seal1, Position (x, y): 5.15, 0.80, Size (width, height): 1.40, 1.40, Border Size: 0, Print Order: 12, Display Color: [dropdown], Locked: [checked], Expandable: [checked], Keep Position: [unchecked], Keep To One Page: [unchecked], Keep Separation: [checked].

The main preview area shows a transcript layout with various sections: State of TX Academic, Student Address, Schools Awarding Crd, Course Information, E-Signature1, and Course Type Legend1. A yellow arrow points to the 'TX Seal1' object, which is positioned in the bottom right corner of the transcript preview.

Adding objects to your Custom TX Transcript



TX Seal can be positioned and printed
on the Custom TX transcript

STATE OF TEXAS ACADEMIC ACHIEVEMENT RECORD (ACCREDITED)									
Korey I Agostator Student ID: 1100 SSN: 12340-1124 DOB: 07/09/1993 Male Non-Hispanic, White GRADE: 00	Parents/Guardian Eulalia G Agostator 3158 Scramble avenue Scramble, WV 55555	Skyward School District School (001) CCBC: 440820	Schools Awarding Credit: 2009 215901001/215901001 2010 215901001/215901001 2011 215901001/215901001 2012 215901001/215901001						

	S1	S2	AVG	CR		S1	S2	AVG	CR
Language Arts					Other Lang.				
2009 ENG 1	85	81	83	1.000	2009 SPAN 1	72	87	70	1.000
2010 ENG 2	84	88	86	1.000	2010 SPAN 2	83	80	82	1.000
2011 ENG 3	76	83	80	1.000	Fine Arts				
2012 ENG 4	87	90	89	1.000	2010 ART 1	84	84	84	1.000
Speech					Tech. Apps.				
2011 COMMAPP	94		94	0.500	2009 BCIS1-TP-A	86	84	85	1.000
Mathematics					Career/Tech. Ed.				
2009 ALG 1	75	83	79	1.000	2009 APASGTE:A		98	98	0.500
2010 GEOM	77	77	77	1.000	2009 INAGMECHA	99		99	0.500
2011 MTHMOD	83	78	81	1.000	2010 AGINSTDY:D	99		99	0.500
2012 ALG 2	71	74	73	1.000	2011 PROSAFNR:D		98	98	0.500
Science					2011 WFECGT:D	98		98	0.500
2009 BIO	80	81	81	1.000	2011 RECOMGT:D		95	95	0.500
2010 IPC	75	81	78	1.000	2011 AGPOWSYS:D	100	98	99	1.000
2011 CHEM	82	83	83	1.000	2012 AGDFAB:D	97	100	99	1.000
2012 PHYSICS	76	75	76	1.000	Local Credit				
Social Studies					2012 SEC SUB				0.000
2009 W SEO	82	89	86	1.000	2012 SEC SUB L		98	98	0.000
2010 W HIST	82	74	78	1.000					
2011 US HIST	81	93	87	1.000					
2012 GOVT	88		88	0.500					
Econ/Free Ent.									
2012 ECO-FE		92	92	0.500					
Health									
2010 HLTH ED		87	87	0.500					
P.E./Equivalent									
2009 PE EQ1	100		100	0.500					
2009 PE EQ2		100	100	0.500					
2010 PE EQ3		100	100	0.500					
2010 PE EQ4		100	100	0.500					
2011 SUBATH3	100	100	100	1.000					
2012 SUBATH4	100		100	0.000					

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Credit Totals: State 29.00 Local .00

Date of Class Rank: 05/08/2012
Rank: 64 Class Size: 91
GPA: 2.4770
Quartile: 3

Texas Grant Academic Indicator: 1
Date of Certificate:
Date of Graduation: 05/31/2012
Graduation Program Type: REC HS PROG
Advanced Measures:
Date Printed: 06/07/2012

Official Signature _____

Passing is 70 or above
P = Passing F = Fail
TX Grant 1,2,5 = Eligible
A=Tech-Prep Program, D=Dual Credit, L=Course Taken for Local
Credit



Adding objects to your Custom TX Transcript



EOC, Endorsement, and Performance Acknowledgement objects can be added to the Custom TX Transcript layout.

The interface is titled "Report Builder - Custom Transcripts" and is divided into several panels:

- Report Options:** Includes fields for Name (TX By Subject_Off), School Years (0000 to 9999), Margins (0.20 in. Top/Bottom, 0.50 in. Left/Right), Header (2.55 in.), and Footer (2.50 in.). Orientation is set to Portrait and Paper Size is Letter (8.5 x 11 inch). There are buttons for Save, Save & Back, and Back. A checkbox for "Background Image" is present, along with a "Print Duplex?" checkbox and a "Shortcuts" button.
- New Page Object:** Includes a dropdown for "Objects" (set to Activities) and buttons for "Add to Header", "Add to Footer", "Add to Body", "Clone to Head", "Clone to Foot", and "Clone to Body".
- Select an Object:** A dropdown menu currently showing "Page 1".
- Selected Object Properties:** A section for "Select an Object to View its Properties".
- Quick Formatting:** Includes buttons for "Apply to Selected" and "Copy from Selected". Fields for Position (0.00), Size (0.00), Border Size (0), and Shading (Shading On/Off) are available. There are also sections for "Font 1", "Font 2", and "Font 3".
- Page Setup:** Includes a "Zoom" dropdown (70%), "Page" dropdown (1), and buttons for "New Page" and "Delete Page".
- Transcript Layout Preview:** A large area showing a dashed border around the transcript layout. Key elements include:
 - Transcript Title:** A central header box.
 - Parent/Guardian Name and Guardian Address:** Fields for contact information.
 - School Address:** A field for the school's location.
 - Schools AC Header and STAAB Header TX End Of Course:** Specific header boxes.
 - Courses and Grades:** A large central area containing a "District Logo".
 - Endorse & Ackn Head, Perf Ack, and Endorsements:** A section on the right side of the layout. Two yellow arrows point to the "Perf Ack" and "Endorsements" boxes, indicating where new objects can be added.
 - Footer Line:** Includes fields for Date of Class Rank, Class Rank, Class Size, GPA, and Numeric GPA.
 - Signature Image and Official Sign:** Fields for the student's signature and official seal.
 - TX Seal:** A box for the transcript seal.
 - Course Legend Box and Course Type Legend:** Fields for legend information.
 - Page Number:** A field at the bottom right.

Adding objects to your Custom TX Transcript

Adding Multiple GPAs to Custom TX Transcript

Report Builder - Custom Transcripts

Report Options

Name: TX By Subject

School Years: 0000 to 9999

Top/Bottom Margin: 0.20 in.

Left/Right Margin: 0.50 in.

Header: 2.50 in.

Footer: 2.50 in.

Orientation: Portrait

Paper Size: Letter (8.5 x 11 inch)

Background Image Print Duplex?

New Page Object

Objects: Activities

Select an Object

Page 1

Selected Object Properties

Select an Object to View its Properties

Quick Formatting

Position: 0.00 0.00

Size: 0.00 0.00

Border Size: 0

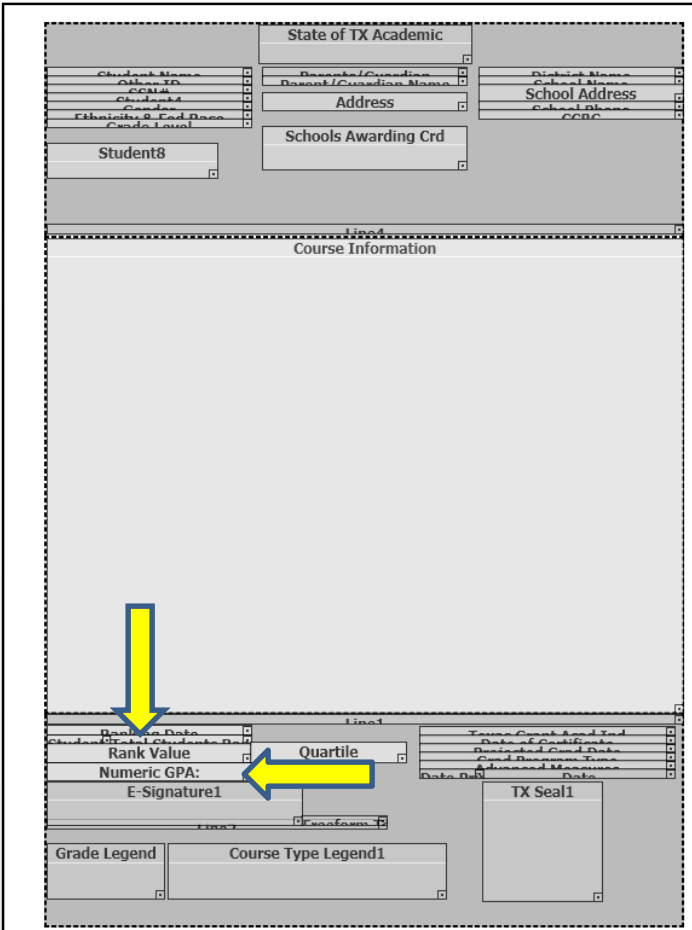
Shade: Shading On Shading Off

Font 1

Font 2

Page Setup

Zoom: 70% Page: 1



The screenshot shows a transcript layout with various objects. A yellow arrow points to the 'Rank Value' object, and another yellow arrow points to the 'Quartile' object. Other objects visible include 'State of TX Academic', 'Student8', 'Schools Awarding Crd', 'Course Information', 'Grade Legend', 'Course Type Legend1', and 'TX Seal1'.

Adding objects to your Custom TX Transcript



Multiple GPAs will now print on Custom TX Transcript

P.E./Equivalent					
2014	PEFOUND	PES00052		95	0.500
2014	SUBATH1	PES00000	100		0.500

CREDIT TOTALS: STATE 27.00 LOCAL .00 TOTAL 27.00

DATE OF CLASS RANK: 02/02/2018
STUDENT CLASS RANK: 119 Class Size: 153
GPA: 2.19800
Numeric GPA 80.75000

TEXAS GRANT ACADEMIC INDICATOR:
DATE OF CERTIFICATE:
DATE OF GRADUATION: 06/15/2018
Graduation Requirements Plan: FOUNDATION PLUS ENDORSEMENT (District)
ADVANCED MEASURES:

Official Signature

Passing Information and Course Type Legend	
Passing is 70 or Above	B=CREDIT RECOVERY, D=Dual Credit, L=Course Taken for Local Credit, Z=Distance Learning
F = Failing F = Fail	
TX Grant 1,2,5 = Eligible	

Date Printed: August 30, 2018

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Adding objects to your Custom TX Transcript

Adding Service IDs to Transcript

Edit Object - Course Table1

Table Options

Shade Every Other Row in Table Print Record Details Details Height:

Table Border: White Black None

Table Columns

? Columns:

Select a Column

Selected Column Properties

Type: **Service ID**

Name:

Width: Locked Width Column Order:

Record Detail Properties


Select a Record Detail to View its Properties

Table Setup

Zoom: Red Columns have Locked Width Green Columns have Unlocked Width ?

Header	Header	Header	Header	Header	Header	Header
Year1	Unit Description	Service ID	Grad	Grad	Grad	Earned

Footer



Adding objects to your Custom TX Transcript



Service ID can be printed on Custom TX Transcript



		Service ID	S1	S2	AVG	CR
2015	SUBATH2	PES00001	100	100	100	1.000
Other Lang.						
2014	SPAN 1	03440100	70	55	55	0.500
2015	SPAN 1:B	03440100		80	80	0.500
2015	SPAN 2	03440200	72	59	66	0.500
2016	SPAN 2:B	03440200		70	70	0.500
2018	FREN 2:Z	03410200	98	98	98	1.000
Fine Arts						
2014	TH1	03250100	86	78	82	1.000
2015	TH1TECH	03250500		79	79	0.500
Tech. Apps.						
2015	BUSIM1	13011400	61	67	64	0.000
2016	BUSIM1	13011400	91	94	93	1.000
Career/Tech. Ed.						
2018	VETMEDL	13000610				0.000
	AB:D					
2018	PRINAFNR:	13000200				0.000
	D					
Local Credit						
2014	SEC SUB:L	85000XXX				0.000

Best Practices when creating your Custom TX Transcript



Best Practices/TIPS

Best practices/TIPS when creating your Custom TX Transcript Layout

- Review Skyward Webinar on building a Custom TX Transcripts:
http://www.skyward.com/deptdocs/Corporate/Documentation/Public%20Website/Tutorials/Software/Webinars/1319369_100_T.html
- Review your previous version of your Transcript in your old/current software to see if you are able to create them in your Custom Report Card builder
- Create 2 Screens to work with one for Layout and one for My Print queue to see changes
- Have a ruler
- Label your Objects. Will be easier to find later on when you are making adjustments
- Work on One area at a time
- Print out revisions often. No more than 2-3 revisions at a time
- Clone your templates before making major changes so you have a stopping point you can go back to if things don't work out
- Can Import/Export layouts from other districts if they have a format you like
- Cannot import Test Score information into Custom TX Transcript
- Click Save often
- Use zoom for making fine tune changes with lines, boxes, shading to line up correctly
- Maximize window for Report card layout. 200% is recommended when performing changes to lines, boxes, shading
- Review Shortcuts in Custom Transcript Layout for information
- If lines look off center, print a Hard Copy of a Transcript to make sure all lines, objects, shading, etc. is lining up correctly
- Set aside ample time to work on creating Custom TX Transcript
- Make sure that at least one test student has SM1/SM2/Final Grades, TAKS Mastery Dates, Earned Credits, Rank, GPA. Would be beneficial to run for a Graduated Student who has all information needed to print out on Custom Transcript.
- If you make changes to the dimensions of your objects in your Custom TX Transcript, make sure you print out another Transcript to make sure the objects have not shifted on the page
- Go to <http://forum.skyward.com/> and sign up to view information that other districts have posted on topics like Custom TX Transcripts
- When cloning Custom Tx Transcripts to the New Year, make sure that you update the School Year for all necessary Objects



Texas User Group Conference

THANK YOU FOR ATTENDING!

