

Preparing Infinite Campus data for Use in the MT E-Transcript

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This document explains what preparation work is needed to have a successful 'Course Extract' from Infinite Campus.

1) Review of the Flow of Course Section Data through Infinite Campus:

When a course and course section is initially setup in Infinite Campus, the data from those course and course section records is copied/carried in sequence into:

- a) The student's class schedule
- b) The students' report card record for that course
- c) The transcript record, when the students mark is posted from the report card to the transcript record in Infinite Campus.

2) Important Data Needed for the MT E-Transcript When Setting up a Course:

The pieces of information in the **COURSE** record that are important to the MT E-Transcript are:

- a) State NCES Course Code information, which consists of the 'SCED Subject' and 'SCED Course ID'
- b) The 'High School Credit' Check box needs to be checked.
- c) The 'Transcript' Check box needs to be checked.

3) Important Data Needed for The MT E-Transcript When Setting up a 'Course Section':

The pieces of information in the **course SECTION** record that are important to the MT E-Transcript are:

- a) Session Type
- b) Session Number

4) Important Data Needed for MT E-Transcript When Hand Entering Students' Transcript Records:

When a student's transcript record is hand entered into Infinite Campus, these items need to be completed for the course extract to be successful:

- a) SCED Subject and SCED Course ID to make up the State NCES Course.
- b) High School Credit Check Box needs to be checked.
- c) Session Type
- d) Session Number

5) Notes on 'In Progress' Courses and Missing Course Information:

- a) The course extract process includes those courses that students are currently in the process of taking and have not yet earned a grade. It generates a derived transcript record by getting the State NCES course code information from the course setup area and creates an 'in progress' transcript record.
- b) If the state NCES course code is blank on an existing transcript record that has been posted by the transcript post tool within Infinite Campus, the course extract process gets the State NCES course code information from the course setup area.

6) Important Note When Preparing for Upcoming School Year:

When the district is preparing for the upcoming school year, before running the process to 'Calendar Roll Forward', they need to review our guide on the AIM Web page called ['Verifying Section Values for TEAMS and MT Transcript Extracts'](#). This guide will show how to:

- a) Check to make sure these 'Session Type' and 'Session Number' values that has been set on the current years' course sections. Please run the state published ad hoc report to find missing values.
- b) Check System Administrator settings to make sure these completed values will be copied to the New Year's course sections.