



AIM QUICK FIXES



Course Set-up For Montana Electronic Transcript Initiative

The statewide rollout of the Montana Electronic Transcript Initiative will be Fall of 2015. Through this project, students will be able to send free certified transcripts to any institution in the country or other locations that require transcripts. Infinite Campus District Edition schools have been provided a transcript extract utility to submit the student data required to produce a Montana standard transcript. In preparation for this project, **Infinite Campus District Edition** schools must mark the high school courses in their system that students take for high school credit.

District courses must be flagged as “High School Credit” prior to posting to a student transcript for the course to transfer to the Montana Electronic Transcript system. For credit earned in the second semester of the 14-15 year and beyond, the district must designate, on the **Course** tab, which courses grant high school credit to a student. *Note: Posted courses on a student transcript, up to, and including, the first semester of the 14-15 year have automatically been designated as “High School Credit” – as seen below in the second screenshot.*

BUS 3511 Annual (S1)

Course Information

CourseID 9946

*Number: BUS 3511 | *Name: Annual (S1) | Standards-based: | Active:

State Code: 12161 | Department: Communication Arts

Max Students: 18 | Terms: 2 | Schedules: 1 | Periods: 1 | Sections to Build: 1

GPA Weight: 0.5 | Bonus Points: | Transcript: | Required:

Type: RG: Regular | Activity: | Vocational Code:

Distance Class: | Dual Enrollment Credit:

High School Credit:

NCES Code: 12161 | SCED Subject Area: 12: Business and Marketing | SCED Course Identifier: 161: Retail Marketing

To designate a course as *High School Credit*, select the 14-15 year and a high school calendar. On the **Search** tab select *Course/Section*, leave the search box blank, and click **Go**.

Select a course to designate as receiving high school credit.

On the **Course** tab, click *High School Credit*. Click **Save**.

(This designation will now carry forward to subsequent years.)

There are two State Published Ad Hoc Reports designed to help **Infinite Campus District Edition** schools in this effort:

- Curriculum MTTtranscript Course HS Credit Check Marked
- Curriculum MTTtranscript Course HS Credit NOT Checked

Transcript Course Editor

School Year: 2013-2014 | Grade: 10 | NCES Grade: 10: Grade 10 | District No: 0420 | School No: 0358 | School Name: Fergus High School

*Course Number: ENG 1111 | Course Name: English 09 (S1) | State Code: |

Date: 01/20/2014 | Actual Term: 2 | Start Term: 1 | End Term: 2

Session Type: SM: Semester | Session Number: 01: 01 | Term Start Date: 08/22/2013 | Term End Date: 01/17/2014

Current Score: | Change Score: | GPA Weight: 0.5 | GPA Value: 1.000 | Unweighted GPA Value: 1.000

Repeat Course: | Distance Class: | **High School Credit:** | Percent: 72.23 | GPA Max: 4.000 | Bonus Points: |

Standard Number: | Standard Name: | Issu/Standard Code: | Technology: NIA | Status: NIA

Transcript Credit

Earned	Attempted Credit Name	Credit Rollup Overflow Override
X 0.5	0.5	-English

Add Transcript/Credit

ROLLING COURSES FORWARD

For districts who have not yet rolled calendars forward to the 15-16 year, the *High School Credit* designation will automatically roll forward from the 14-15 year to the 15-16 year, **if the proper calendar roll forward options are selected.**

Calendar Wizard
Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Pick the Data to Copy

- Calendar Attributes
- Schedule Structures
 - Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - Period Schedules
 - Days
 - Day Events
- Grade Levels
 - Courses**
 - Sections w/ Schedule Placement
 - Teacher Assignments
 - Section Staff Assignments
 - Room Assignments
 - Grading Tasks & Credits
 - Composite Grading
 - Course Rules
 - Schedule Building Constraints
 - Course Fees
 - Assessments
- Attendance Excuse Codes
- Scheduling Teams
 - Section Team Assignments
- Calendar Overrides

Run Wizard

< Back Next >

Year: 14-15 School: Fergus High School Calendar: 14-15 Fergus High School

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Select Wizard Mode

- Create new blank Calendars
- Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
- Copy data into Existing Calendars

< Back Next >

Note: Only **Courses** must be selected for *High School Credit* to roll forward. The district does not have to select all options under **Courses**.

Districts who have already rolled their high school calendars forward from the 14-15 year to the 15-16 year will have to mark *High School Credit* on the course tab **in both the 14-15 and 15-16 school years.**

The OPI staff are willing to help districts with this task upon request.

Questions – Contact the AIM Help Desk at 1-877-424-6681 or 406-444-3800 or Email opiamhelp@mt.gov

For more information on the Montana electronic transcript initiative, please refer to the K20 Project website at: <http://opi.mt.gov/Reports&Data/K20.html>