Student Transcript System: From a Student's First Carnegie Credit to Graduation

Welcome

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STS Coordinator

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How many of you are data managers?

How many of you currently use STS?

How many of you are familiar with the old process of IBCs?
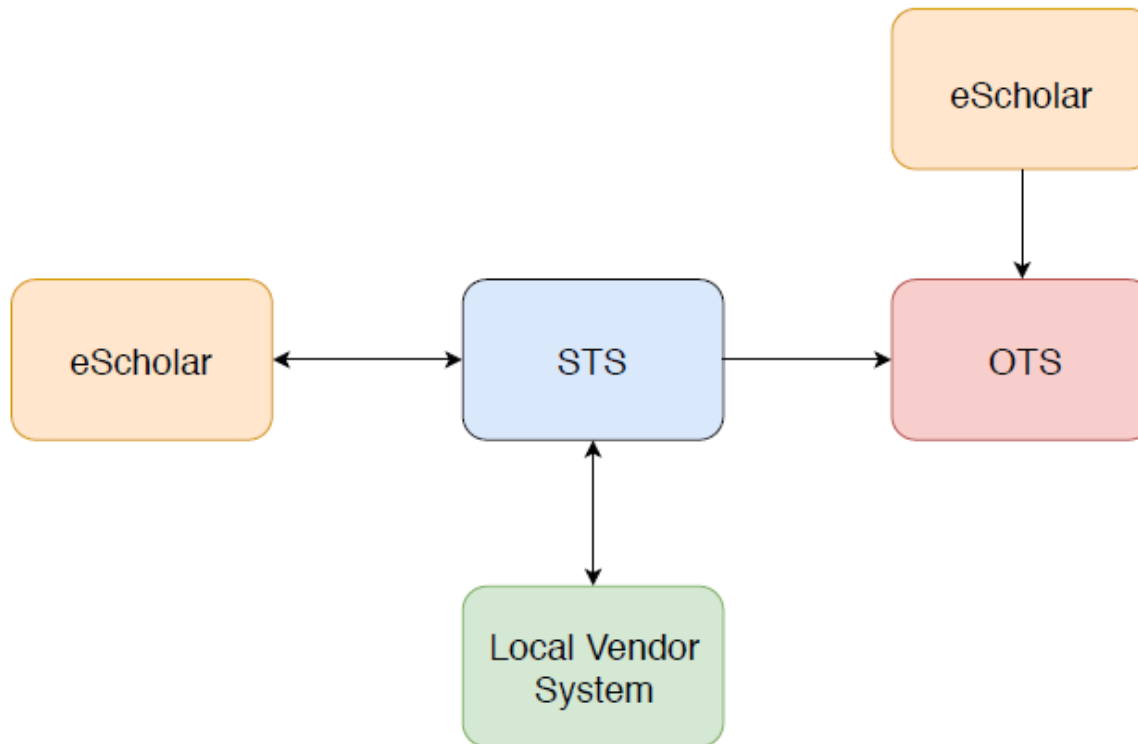
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Agenda

- Introduction
- What is STS
- Basic timelines for STS data
- What are the graduation pathways
- Changes in STS that affect Jump Start
- What are the pathways and IBCs
- How to request courses, IBCs, and pathways to be added to STS
- How to check for complete graduation in STS and OTS

Basic STS Information

- STS can start with 8th grade students

- STS policies are based off of when a student enters 9th grade

- All Carnegie and Experience credit must be put into STS each year.

- STS works in Beginning School Session Year (BSSY) so 2017-18 would be 2017.

- STS is open from December to October – it normally closes October 1 which ends the year and reopens near December 1 to start the new BSSY.

- Graduation dates before September 1 belong to the previous BSSY so a student that graduates on 8/30/18 belongs to the 2017 BSSY

- You are allowed to work in the current BSSY, but permission must be given to reopen previous school year – please email me the *Prior Collection Period Access Request Form* found on LEADS/INISGHT when requesting a prior collection to be opened

How STS works with other systems

How STS Data is Used

By Whom	Purpose
High School Staff	To verify courses for determining whether or not students meets graduation requirements.
Colleges and Universities Board of Regents	College and university admission Scholarship eligibility FAFSA Completion Parental Consent
LOSFA	TOPS Awards eligibility
LDOE	Cohort calculations

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Student Transcript System (STS)
Major Deadlines

Date	Action Item
Mid February	BOR/LOSFA Midyear Harvest – grade level updates, mid year courses submitted, mid year graduates, and early evaluation of TOPS tracker
Mid June	BOR/LOSFA End of Year Harvest – all coursework submitted and graduates are in OTS
Mid September	CATE Harvest – coursework and IBCs are examined for accountability
Oct 1 – Dec 1	STS shutdown

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For STS assistance, contact Barrett.Adams@la.gov

Historical Graduation Pathways

For student's who entered the 9th grade in 2013 and below, these are the historical pathways that are available to them:

- C4 – Core 4
- C5 – Basic Core
- C6 – Core 4 with CTE
- CD – Historical Diploma

Current Graduation Pathways

For traditional diploma pathways for students with a grade 9 entry of 2014 and above there are two main paths:

- TU – TOPS University Path - requires 24 units
- CA - JUMP START TOPS TECH – requires 23 units including a Jump Start Pathway
  Must earn an IBC and be uploaded to eScholar FTP to graduate
- L1 – JUMP START CARERR DIPLOMA (LAA1) – requires 23 units/experiences
  Must be identified in SER as LAA1 to be eligible
- ND – Not Declared – only used until April of 10th grade

For more information on the Graduation Pathways, click here: TU   CA

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# Career Option Codes (Pathways)

Any student on the C5, C6, CD, CA diploma paths require a career option code in order to be calculated for graduation.

Diploma Pathway	Career Option Codes
C5 and C6	A01 – P06
CD	CDV
CA	R01 – T18

Note: Any CA student with a blank or incorrect career option code will not be calculated for graduation.

Comparison of Graduates between 2017 and 2018

Public Graduates between 16-17 and 17-18
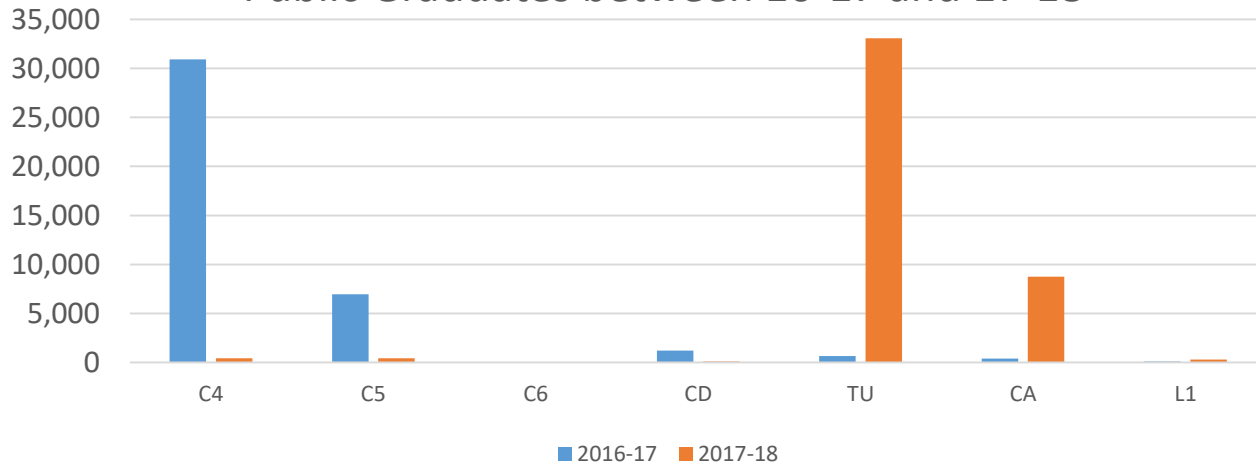
Diploma Path	2016-17	2017-18
C4	30,912	430
C5	6,944	442
C6	5	0
CD	1,218	105
TU	644	33,056
CA	387	8,761
L1	101	292
Total	40,211	43,086

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TOPS Awards TC and TJ

For 9th grade entry 2014 and beyond, there are two main categories for TOPS calculations used in STS:

	TC (Previously R1)	TJ (Previously T1 and T2)
TOPS Award	Opportunity, Performance, Honors	Tech
Diploma Pathway	TU and CA	TU and CA
Core Credits Required	19 credits	21 credits
GPA	2.5 (TOPS Opportunity Only)	2.5

For more information about the TOPS awards click here: TC   TJ

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STS – GPA Calculations

There are a few GPA calculations and you need to know which one you are using:

1. **Overall:** calculated based on all transcripts using BOR rules

2. **Local:** is supplied by the LEA – we do not calculate that one

3. **TU/CA:** uses BOR rules which all courses are 4 pt and any 5 pt are scaled down

4. **TJ/TC:** uses LOSFA rules which converts all letters in numbers based on course code – only LOSFA approved course codes are 5s and all the rest are 4s.

TJ/TC are used by LOSFA for TOPS eligibility and does not round

BOR/LOSFA 5 Point Values

Grade	BOR (Diploma)	LOSFA (TOPS)
A	4.0	5
B	3.2	4
C	2.4	3
D	1.6	2
F	0	0

Note:
- Only the identified courses from LOSFA can be considered 5 point
- This is based off of the course code not the course type
- These only apply in their respective calculations
- These are converted by the DOE
- Putting in your own values may cause the GPA to be miscalculated

TOPS 5 Point Rule Change

Beginning with students entering the 9th grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain courses:

- Advanced Placement (AP) courses,
- International Baccalaureate (IB) courses,
- Gifted courses,
- Dual Enrollment courses,
- Honors courses, and
- Articulated courses

The courses currently designated to be calculated on the 5.00 point scale can be viewed at https://www.osfa.la.gov/5scale.

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Which Courses are 5 Point Courses

The 5 point courses are determined by LOSFA and can be found in either the core reference table in STS or the Louisiana Believes website in the All Things Jumpstart or Graduation Requirements sections.

Please use the correct course code found here. The course code not the course type is what determines the point value.

Example: Using 120334 English IV and putting course type Honors is not the same as using 120342 English IV Honors.

JUMP START TOPS TECH
(Career Diploma) Course Requirements
2014-2015 Entering 9th Graders

ENGLISH = 4 Units	Course Code	TOPS 4 Point Scale	TOPS 5 Point Scale	Course Title
1 Unit	120331	✔		English I
1 Unit	120332	✔		English II
1 Unit from the following:	120333	✔		English III
	120336	✔		Business English
	120350	✔		Technical Writing
	120329		✔	English III: Gifted and Talented
	120325		✔	English III: AP* English Language Arts and Composition
	120403		✔	English III: IB* Literature
	120327		✔	English III: IB* Language & Literature
	120404		✔	English III: IB* Literature & Performance
	120601		✔	English III: DE – CENL 1013 English Composition I
	120602		✔	English III: DE – CENL 1023 English Composition II
	120603		✔	English III: DE – CENL 2153 American Literature I
	120604		✔	English III: DE – CENL 2163 American Literature II
	120605		✔	English III: DE – CENL 2173 Major American Writers
	120341		✔	English III: Honors
1 Unit from the following:	120334	✔		English IV
	120336	✔		Business English
	120350	✔		Technical Writing
	120330		✔	English IV: Gifted and Talented
	120326		✔	English IV: AP* English Literature and Composition
	120405		✔	English IV: IB* Literature
	120328		✔	English IV: IB* Language & Literature
	120406		✔	English IV: IB* Literature & Performance
	120606		✔	English IV: DE – CENL 1013 English Composition I
	120607		✔	English IV: DE – CENL 1023 English Composition II
	120608		✔	English IV: DE – CENL 2103 British Literature I
	120609		✔	English IV: DE – CENL 2113 British Literature II
	120610		✔	English IV: DE – CENL 2123 Major British Writers
	120611		✔	English IV: DE – CENL 2203 World Literature I
	120612		✔	English IV: DE – CENL 2213 World Literature II
	120613		✔	English IV: DE – CENL 2223 Major World Writers
	120614		✔	English IV: DE – CENL 2303 Introduction to Fiction
	120615		✔	English IV: DE – CENL 2323 Introduction to Literature
	120616		✔	English IV: DE – CENL 2313 Introduction to Poetry and/or Drama
	120342		✔	English IV: Honors

(Or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education)

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BESE/BOR APPROVED, October 2018   1
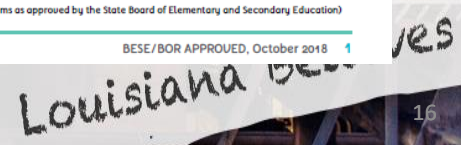
Changes in STS that Affect Jump Start

There are few changes that you need to be aware of:

- All students will be screened for both TOPS awards

- New eScholar check on the Homepage

- New arrangement of Home Screen

- New functions for data reporting

- New IBC upload function

- New training videos for STS

- New pathways

- Updated IBC list

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Student Transcript System (STS)
Homepage

Student Transcript System   Clos

| Home | Student Data ▶ | Update ▶ | Upload ▶ | Reports ▶ | Help ▶ |

Search Student by State ID:

User: apptst03 Role: STS_LEAS_W_ALL

List of collection periods open:

BSSY	Sponsor Cd	Timeframe
2017	All State	From: 12/11/2017 12:00:00 AM To: 12/29/2018 11:59:59 PM

⚠ System Warnings:

Type	Message	Link
State Id Not Found in eScholar	7 students not found in eScholar data base	📊
SSN Not Found in eScholar	For 2017, there are 180 students in 12th grade with no SSN in eScholar.	📊
SSN Not Found in eScholar	For 2016, there are 93 students in 12th grade with no SSN in eScholar.	📊
SSN Not Found in eScholar	For 2015, there are 64 students in 12th grade with no SSN in eScholar.	📊

If you have students not found in eScholar or students without SSN in eScholar, you will see this message box appear.

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

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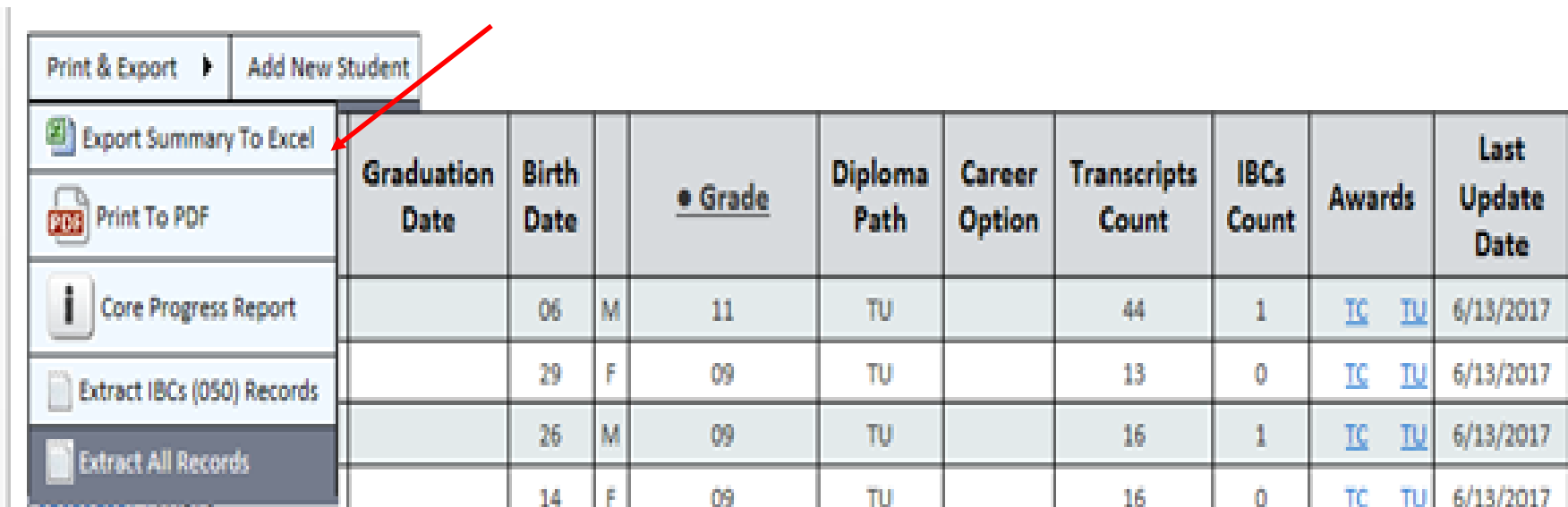# Student Transcript System (STS)
Site Screen Changes

1. **Diploma Path** column will display a check mark if all categories are met.
2. **Total Credit Earned** column will display the total credits for each student.
3. **IBCs Count** column will display the total number of IBCs each student has earned.
4. **Awards** column is where both TOPS awards will be calculated. It will display a check mark if all are met. Does not mean the GPA requirement has been met.

The Export Summary to Excel Function

In the Student List screen on STS, right above the list of students is a button called **Print & Export**. If you hover over this button, it will expand to give several options. The first option is **Export Summary to Excel**.

		Graduation Date	Birth Date		• Grade	Diploma Path	Career Option	Transcripts Count	IBCs Count	Awards		Last Update Date
Core Progress Report			06	M	11	TU		44	1	TC	TU	6/13/2017
Extract IBCs (050) Records			29	F	09	TU		13	0	TC	TU	6/13/2017
Extract All Records			26	M	09	TU		16	1	TC	TU	6/13/2017
			14	F	09	TU		16	0	TC	TU	6/13/2017

Print & Export ▶ Add New Student
Export Summary To Excel
PDF Print To PDF

The Export Summary to Excel Function

This will create an excel spreadsheet for all students listed in the Student Site list. It will display their grade levels, the 3 calculated GPAs (Overall, Diploma, and TOPS), the diploma paths, the career option codes (pathways), FAFSA, GEE (assessment), and Parental Consent. You can apply a Filter to sort out student you need for example:

- Any 12 grader without a grad date or grad date error

- Any CA student without a career option code

- Any CA student without an IBC

- Any student without a FAFSA

- Any student without Parental Consent

- 9th graders with total credits earned

The Export Summary to Excel Function

State ID	Name	Grad	M/	Birth Da	Overall GPA	Grad dat	Diploma Path	Option Cod	Diploma GPA	Diploma Cat M	TC TOPS Awar	TC TOPS GPA	TC TOPS Cat Me	TJ TOPS Awar	TJ TOPS GPA	TJ TOPS Cat Me	IB	FAFS	Met GE	Parental Conse	Total Credits Earned
00012	Student 12	12	M	5	2.40		CA	R01	2.54	Y	TC	1.87		TJ	2.42	Y	Y	Y	Y	Y	28.00
00041	Student 41	12	F	29	2.49		CA	R01	2.47	Y	TC	2.33		TJ	2.54	Y	Y	Y	Y	N	29.50
00075	Student 75	12	F	9	1.79		CA	R01	1.89	Y	TC	1.42		TJ	1.90	Y	Y	Y	Y	Y	26.50
00078	Student 78	11	F	25	2.39		CA	R03	2.24	N	TC	2.41		TJ	2.09					N	18.00
00085	Student 85	11	M	30	2.22		CA	R31	2.28	N	TC	1.69		TJ	2.20					N	19.00
00125	Student 125	11	M	29	1.78		CA	R03	1.70	N	TC	1.60		TJ	1.55		Y			N	18.50
00165	Student 165	11	M	2	2.09		CA	R31	2.06	N	TC	2.07		TJ	2.09		Y			N	22.50
00184	Student 184	12	M	11	2.31		CA	T01	2.32	Y	TC	2.13		TJ	2.35	Y	Y	Y	Y	N	27.00
00203	Student 203	12	M	1	1.89		CA	R31	1.95	Y	TC	1.86		TJ	1.85	Y	Y	Y	Y	Y	27.00
00208	Student 208	11	M	1	2.24		CA	R22	2.00	N	TC	1.80		TJ	1.89		Y			N	16.50
00219	Student 219	11	M	14	2.13		CA	R01	2.30	N	TC	1.75		TJ	2.25		Y			N	19.50
00230	Student 230	11	F	17	1.69		CA	R01	1.85	N	TC	1.63		TJ	1.69					N	9.75
00244	Student 244	11	M	14	1.89		CA			1.82	N	TC	1.50		TJ	1.27					Y	14.25
00263	Student 263	11	M	8	1.76		CA	R31	1.76	N	TC	1.45		TJ	1.30					N	11.75
00270	Student 270	11	F	19	1.86		CA	R32	1.91	N	TC	1.66		TJ	1.90					Y	10.75
00301	Student 301	11	F	6	2.32		CA	R01	2.38	N	TC	2.05		TJ	2.39		Y			Y	23.50
00378	Student 378	11	M	13	1.78		CA	R31	1.78	N	TC	1.63		TJ	1.64					N	20.50

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The New IBC Upload Process

IBCs will now be treated like a transcript in STS.

You will be able to extract your historical IBCs from STS, load them into your local system, and upload them with your normal batch file. The actual certificates can be loaded into the eScholar credential folder by site and by school year as received.

This applies to BSSY 2018 and beyond, so there is no need to resubmit previously earned IBCs from last year or before.

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With the addition of the 050 record type, IBCs will now function like a transcript record. They can be viewed, added, or edited under the transcripts in the student's record just like a normal transcript.

IBC documentation should be loaded into site (school) level folders by year on the eScholar FTP. They may be loaded in any standard format (e.g. jpg, pdf, docx, zip) and may use any desired naming convention you choose. See new STS User guide for upload instructions.

2016	(220403) U. S. HISTORY	2	F	4.00	0.00	0.00	
2016	(222001) PSYCHOLOGY	1	B	4.00	3.00	0.50	C5
2016	(222001) PSYCHOLOGY	2	F	4.00	0.00	0.00	
Count: 58							

Credentials
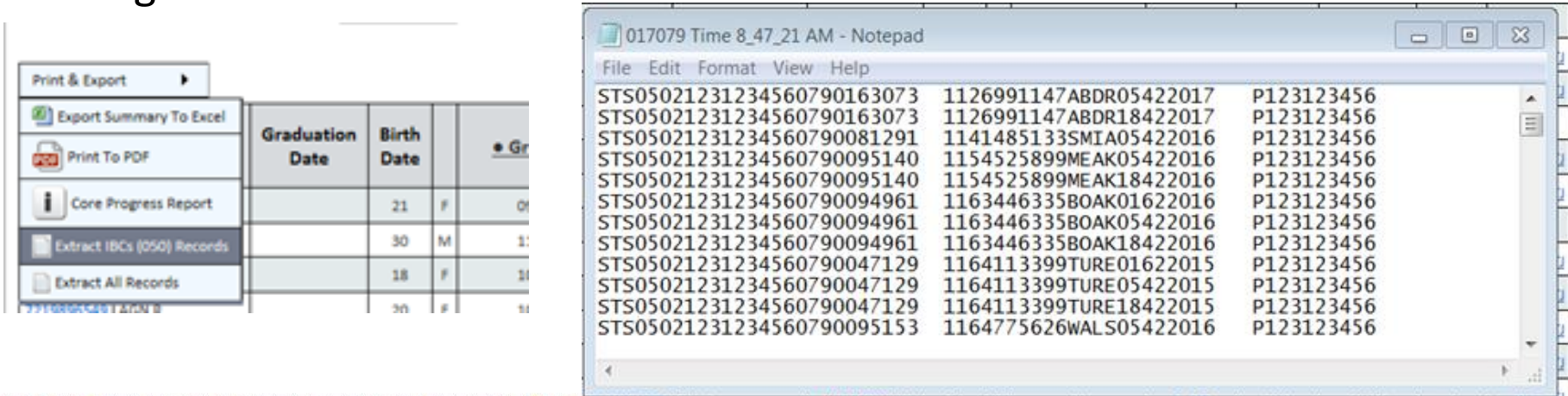
Year IBC	Semestr	Industry Based Credentials	Pass/Not Pass	Sponsor	Site	Vendor
2016	2	(054) Microsoft Office Specialist Word (formerly Microsoft Word Specialist (Computer Lit*)	P	052	052026	
Count: 1						

For assistance, contact Barrett.Adams@la.gov

Student Transcript System (STS)
IBC Process

Once you have uploaded your students for the 2018-19 school year, you can use the **Extract IBCs (050) Records** tool in the **Print & Export** tab.

This will find all IBCs for students at that site based on the state id. This will find all historical IBCs loaded from previous years and from multiple sponsors/sites. It will export as a txt file which you can load into your local vendor system or use the **Extract All Records** to replace manually. An STS Training Video on how to use this feature will be created soon.

Exporting Records in STS

All STS records types can be extracted in .txt format or just the 050 record
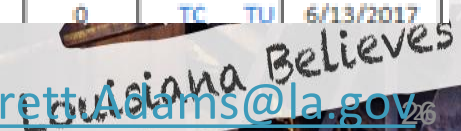
STS record types include: 020 Student Record

030 Transcript Record

050 IBC Record

Student Transcript System (STS)
Videos in Training Library

On the **Insight Coordinator Portal**, using the side panel go to **Training Library**. In there, you will find folders for different data systems with video training by specific topic.

STS Videos run 10 minutes or less.

For assistance, contact Barrett.Adams@la.gov

Jump Start Graduation Pathways

There are currently 47 official pathways for Jump Start students.

The pathways are considered career option codes in STS (R01-T18)

The pathways are dynamic as they can be modified throughout the year. These changes should always increase student opportunities.

Each pathway description should describe:

- High demand careers related to the pathway

- Courses allowed (pathway specific, universal, and internships)

- Course information – code, credit, and qualifying for CTE/CDF

- Which IBC are associated with the pathway and their accountability point value

- A sample schedule

A list of all the pathways can be found at Jump Start Graduation Pathways

Modifying Pathways, IBCs, or Courses in Jump Start

All LEAs can request a pathway be constructed or modified, have an IBC added to a pathway, or have courses created. Some changes take multiple steps as it may involve many departments including the Department of Education, Louisiana Workforce Investment Council, and BESE. More descriptive information can be found on Pathways site.

File	Download
2017-2018 Internships Course Codes PDF	Download
2017-2018 Internships Course Codes	Download
2017-2018 Universal Jump Start Course PDF	Download
2017-2018 Universal Jump Start Courses	Download
2017-2018 Career Readiness Courses	Download
2017-2018 Career Readiness Courses PDF	Download
Master Course by Pathway Spreadsheet	Download
Graduation Pathways Review Panel	Download
Process for Developing a New Graduation Pathway	Download
Graduation Pathways Description	Download
2018-2019 List of CDF-Qualifying Courses	Download

Please send your requests for adding a new course or industry-based credential to a pathway to **JumpStart@la.gov**.

If you want to request a new course code, please **visit the New Course Code Portal**.

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To Develop a New or Modify an Existing Pathway

1) School systems that want to submit new pathways or recommended changes to existing pathways should contact JumpStart@la.gov

2) When submitting requests for new pathways or recommended changes to existing pathways, include at least two (2) emails or letters from surrounding industries that support this request.

3) All requests should include justification why this change is beneficial to students from the requesting school system.

Additional Instructions may be found at Process for Developing a New Jump Start Graduation Pathway and on the *All Things Jump Start* web portal.
http://www.louisianabelieves.com/courses/all-things-jump-start/

Graduation Pathway Review Panel

The Panel meets "upon demand" and usually meets three a year.

Graduation pathways will be updated three times each year:

1) in August to start the new school year;

2) in January to reflect any "lessons learned" during the Fall semester; and

3) in April to accommodate changes that address potential graduation issues with seniors.

The Panel suspects it will schedule its meetings to correspond with the BESE meetings timed to allow approval of new pathways prior to each of these updates (i.e., BESE's August, December and March meetings).

The Panel may also convene informal virtual meetings if there is a limited agenda that it can address and resolve in-between more extensive meetings.

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Creating or Modifying a Course

If the course does not exist or you feel it needs to be modified, there is the New Course Code Panel.

For a submission to be considered for a new code, it must meet one of the following criteria.

- The proposed course will be a core course which counts towards graduation.
- The proposed course will be part of an existing or new Jump Start or K-16 STEM pathway.
- The proposed course should be considered as worth 5 Quality Points (policy approval required).

Fall Submission Deadline: November 1, 2018
Spring Submission Deadline : May 1, 2019

For more information, contact stephaniemarcum@la.gov

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Features in STS

- Checking to see if a student is ready for graduation and TOPS
- How to find what they are missing
- How to look at the transcripts
- How to edit the transcript manually

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The Checkmark on the Site Level Screen

If a student has completed the required coursework for graduation or TOPS, a checkmark will appear.

Note – This does not check for GPA for TOPS

Core Progress can be accessed from *Student Detail Screen*

1: Mouse over **"Student Data"**

2: Mouse over Student's Name from dropdown-- Popup will appear with list of Awards

3: Click on Core Progress you want to view

Core Progress Screen
TU Example

(TU) TOPS UNIVERSITY DIPLOMA							
Categories	Set	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	001	Y	1.00	1.00	(120331) ENGLISH I	C, D	1.50
ENGLISH II	001	Y	1.00	1.00	(120332) ENGLISH II	B, B	3.00
ENGLISH III		**N**	1.00	0.00			0.00
ENGLISH IV		**N**	1.00	0.00			0.00
ALGEBRA I	001	Y	1.00	1.00	(160321) ALGEBRA I	B, A	3.50
GEOMETRY	001	Y	1.00	1.00	(160323) GEOMETRY	C, B	2.50
ALGEBRA II		**N**	1.00	0.00			0.00
MATH - 4TH UNIT		**N**	1.00	0.00			0.00
BIOLOGY I	001	Y	1.00	1.00	(150301) BIOLOGY	C, B	2.50
CHEMISTRY I		**N**	1.00	0.00			0.00
SCIENCE ELECTIVES	005	Y	1.00	1.00	(150310) ENVIRONMENTAL SCIENCE	B, B	3.00
U.S HISTORY		**N**	1.00	0.00			0.00
CIVICS & GOVT	003	Y	1.00	1.00	(220501) CIVICS-1st SEMESTER	B	2.50
					(220504) CIVICS-2nd SEMESTER	C	
SOCIAL STUDIES ELECTIVES	001	Y	1.00	1.00	(220300) WORLD GEOGRAPHY	C, C	2.00
FOREIGN LANGUAGE	001	Y	1.00	1.00	(122501) SPANISH I	B, B	3.00
ARTS	003	Y	1.00	1.00	(030501) ART I	A, A	4.00
HEALTH & PE	001	Y	2.00	2.00	(190105) PHYSICAL EDUCATION I	A, A	8.00
					(190106) PHYSICAL EDUCATION II	A	
					(190500) HEALTH EDUCATION	A	
Totals:			18.00	12.00			35.50

NOT ALL OF THE TOPS UNIVERSITY DIPLOMA CURRICULUM REQUIREMENTS HAVE BEEN MET.

17 Categories are required for TOPS University Diploma Award.
6 Categories are needed to fulfill TOPS University Diploma requirements.

Core GPA 2.95 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 35.50/12.00 = 2.95

Core Progress Screen
TC Example

(TC) TOPS CORE

Categories	Set	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	001	Y	1.00	1.00	(120331) ENGLISH I	D, C	1.50
ENGLISH II	001	Y	1.00	1.00	(120332) ENGLISH II	B, B	3.00
ENGLISH III		N	1.00	0.00			0.00
ENGLISH IV		N	1.00	0.00			0.00
ALGEBRA I	001	Y	1.00	1.00	(160321) ALGEBRA I	B, B	3.00
GEOMETRY		N	1.00	0.00			0.00
ALGEBRA II		N	1.00	0.00			0.00
MATH - 4TH UNIT		N	1.00	0.00			0.00
BIOLOGY I	001	Y	1.00	1.00	(150301) BIOLOGY	D, D	1.00
CHEMISTRY I		N	1.00	0.00			0.00
SCIENCE ELECTIVES	012	N	2.00	1.00	(150802) PHYSICAL SCIENCE	C, C	2.00
U.S HISTORY		N	1.00	0.00			0.00
CIVICS & GOVT	003	Y	1.00	1.00	(220501) CIVICS-1st SEMESTER	B	2.00
					(220504) CIVICS-2nd SEMESTER	D	
SOCIAL STUDIES ELECTIVES	001	N	2.00	1.00	(220300) WORLD GEOGRAPHY	C, B	2.50
FOREIGN LANGUAGE	001	Y	2.00	2.00	(122501) SPANISH I	C, A	5.50
					(122502) SPANISH II	C, B	
ARTS	002	Y	1.00	1.00	(030700) THEATRE I	A, A	4.00
					(030810) MEDIA ARTS I	A, A	
Totals:			19.00	10.00			24.50

NOT ALL OF THE TOPS CORE CURRICULUM REQUIREMENTS HAVE BEEN MET.

16 Categories are required for Award.
9 Categories are needed to fulfill TOPS requirements.

SITE HAS NOT BEEN CERTIFIED

Core GPA 2.45 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 24.50/10.00 = 2.45
TOTAL CREDITS EARNED : 15.50

STS – Courses Not Showing Up in Calculation

There are few possible factors that could stop a class from showing up in the calculation:

- A better class was chosen

- The wrong course code was used

- The course is not in the Core Reference Table

- The course was submitted as halves without part numbers

- The course was submitted as half, but will not show until it is completed. Example – all AP, DE, and IB courses require you finish the entire credit to be used in the calculation

STS – Courses Not Showing Up in Calculation Example

(TU) TOPS UNIVERSITY DIPLOMA							
Categories	Set	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	001	Y	1.00	1.00	(120331) ENGLISH I	B, B	3.20
ENGLISH II	001	Y	1.00	1.00	(120332) ENGLISH II	B, B	3.20
ENGLISH III	001	Y	1.00	1.00	(120325) English III: AP English Language & Composition	A, A	4.00
ENGLISH IV		N	1.00	0.00			0.00
ALGEBRA I	001	Y	1.00	1.00	(160321) ALGEBRA I	B, B	3.20
GEOMETRY	001	Y	1.00	1.00	(160323) GEOMETRY	B, A	3.60
ALGEBRA II	001	Y	1.00	1.00	(160322) ALGEBRA II	A, B	3.60
MATH - 4TH UNIT		N	1.00	0.00			0.00
BIOLOGY I	001	Y	1.00	1.00	(150301) BIOLOGY	B, B	3.20
CHEMISTRY I	002	Y	1.00	1.00	(150400) Chemistry I: Honors	B, B	3.20
SCIENCE ELECTIVES	001	N	2.00	1.50	(150802) PHYSICAL SCIENCE	B, B	4.40
					(150700) PHYSICS I	C	
U.S HISTORY	001	Y	1.00	1.00	(220409) U.S. History: Honors	A, A	4.00
CIVICS & GOVT	001	Y	1.00	1.00	(220505) Government: Honors	A, A	4.00
SOCIAL STUDIES ELECTIVES	001	N	2.00	1.00	(220300) WORLD GEOGRAPHY	B, B	3.20
FOREIGN LANGUAGE	001	Y	2.00	2.00	(122501) SPANISH I	A, B	6.50
					(122502) SPANISH II	B, B	
ARTS	003	Y	1.00	1.00	(030332) FINE ARTS SURVEY	A, A	4.00
HEALTH & PE	001	Y	2.00	2.00	(190105) PHYSICAL EDUCATION I	A, A	8.00
					(190106) PHYSICAL EDUCATION II	A	
					(190500) HEALTH EDUCATION	A	
Totals:			**21.00**	**17.50**			**61.30**

This LEA submits courses by semester. This student is a senior that is currently in Eng IV AP and DE pre calculus, but they are not shown because it is a full 1 year course and is not broken down in parts.

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Core Progress Screen
Mouse Over Relative Grade Points

(TU) TOPS UNIVERSITY DIPLOMA

Categories	Set	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	001	Y	1.00	1.00	(120331) ENGLISH I	B, C	2.50
ENGLISH II		N	1.00	0.00			0.00
ENGLISH III		N	1.00	0.00			0.00
ENGLISH IV		N	1.00	0.00			0.00
ALGEBRA I	001	Y	1.00	1.00	(160321) ALGEBRA I	A, A	4.00
GEOMETRY		N	1.00	0.00			0.00
ALGEBRA II		N	1.00	0.00			0.00
MATH - 4TH UNIT		N	1.00	0.00			0.00
BIOLOGY I		N	1.00	0.00			0.00
CHEMISTRY I		N	1.00	0.00			0.00
SCIENCE ELECTIVES	012	Y	1.00	1.00	(150802) PHYSICAL SCIENCE	A, B	3.50
U.S HISTORY		N	1.00	0.00			0.00
CI							0.00
SO						A, A	4.00
FO						B, B	3.00
AF							0.00
HE						A, A	4.00
							21.00

1: Mouse Over Relative Grade Points to see how they were calculated

Category: (11) SCIENCE ELECTIVES
Category completed on 100%

Course	Grade Letter	Grade Point	Credit Allowed In Set	Credit Units Allow	Grade Part Count
(150802) PHYSICAL SCIENCE	A, B	3.500000	1.00	1.00	3.5000
			Totals:	1.00	3.50

2: Popup appears with Relative Grade Point Calculation

SITE HAS NOT BEEN CERTIFIED

NOT ALL OF THE TOPS UNIVERSITY DIPLOMA CURRICULUM REQUIREMENTS HAVE BEEN MET.

  17 Categories are required for TOPS University Diploma Award.
  12 Categories are needed to fulfill TOPS University Diploma requirements.

Core GPA 3.50 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 21.00/6.00 = 3.50
TOTAL CREDITS EARNED : 8.00
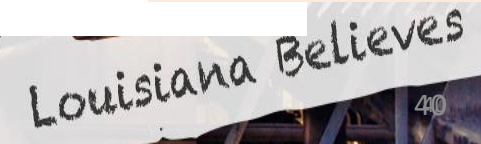
Student Detail Screen with Transcript Records

Transcript Record Detail Screen

Sponsor:	(017) East Baton Rouge Parish
Site:	(017008) Baton Rouge Magnet High School
Local ID #:	
Birth Day:	
Gender:	
Ethnicity:	
Parental Consent:	Yes
Last Update:	6/14/2017

Career Option:	
Grade	10
Grad Date:	
Grade 9 Entry BSSY:	2015
Anticipated Grad BSSY:	2019
Overall GPA:	2.96
Local GPA:	2.9643
Local Rank:	262 358

Reasons

(40) Student must pass GEE

(10) The Graduation Date must be set

(50) The Site must be Graduate Certified

Transcript can be edited from *Transcript Detail Screen* by selecting ***Edit This Transcript***

Edit This Transcript | **View All Transcripts**

Transcripts

← Prev   2 of 28   → Next

Course Beg. Year:	2015	Course:	051101 SPEECH I
Letter Grade:	B	Grade Point Max:	4.00
Course Part Number:	2	Qual. Pts. Awrd Cnt:	3.00
Semester:	S2 - 2ND SEMESTER	Credit Attempted:	0.50
Course Type Cd:	RG - REGULAR	Credit Earned:	0.50
Dis. Lrn. Type Cd:		Core Cur. Waiver:	N
Course Sponsor:	017 - E.B.R. Parish Schools	Local Course Cd:	185000
Course Site:	017008 - Baton Rouge Magnet High School	DE PostSec CreditHrs:	0.00
Course Site Name:		DE Secondary Site:	
Transcpt Crs Name:	Public Speaking		

Edit Transcript Screen

Transcripts

Course Beg. Year:	2015 ▾	Course:	120332 - ENGLISH II ▾
Letter Grade:	A ▾	Qual. Pts. Awrd Cnt:	4.00
Course Part Number:	2 ▾	Grade Point Max:	4.00
Semester:	S2 - 2ND SEM ▾	Credit Attempted:	0.50
Course Type Cd:	RG - REGULAR ▾	Credit Earned:	0.50
Dis. Lrn. Type Cd:	▾	Core Cur. Waiver:	☐
Course Sponsor:	017 - East Bat ▾	Course Site:	017001 - Arlington Preparatory Academy ▾
		Course Site Name:	
Local Course Cd:	100200	Transcpt Crs Name:	English II
DEPostSecCreditHr:	0.00	DE Secondary Site:	

Update Transcript record

Delete Transcript Record

To update, modify the student's information in the selected fields then select **Update Transcript record** button**.** To delete this transcript record, select the **Delete Transcript Record** button.

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STS Home Study/Out of State Transcript

Transcripts

Course Beg. Year:	2016	Course:	000000 - CONFERENCE/PLANNING
Letter Grade:	A	Qual. Pts. Awrd Cnt:	4.00
Course Part Number:		Grade Point Max:	4.00
Semester:	Y1 - YEAR LON	Credit Attempted:	1.00
Course Type Cd:	RG - REGULAR	Credit Earned:	1.00
Dis. Lrn. Type Cd:		Core Cur. Waiver:	☐
Course Sponsor:		Course Site:	
		Course Site Name:	home study
Local Course Cd:		Transcpt Crs Name:	
DEPostSecCreditHr:		DE Secondary Site:	

Add New Transcript Record

If you receive a student from home study, do not use the I02 course sponsor code. Instead, go to **Course Sponsor** menu and scroll up to the blank. This will make both **Course Sponsor** and **Course Site** blank. In the **Course Site Name** type in home study.

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STS – DE Credit Issue

Several LEAs are receiving the same error with DE courses.

With online entry, you must enter the credit as X.XX. A lot of LEAs are entering 3 and not 3.00 for credit hours earned. This will result in an error when updating.

With batch entry, you must enter the credit as XXX. Do not use the decimal in batch upload.

Transcripts

Course Beg. Year:	2017	Course:	120601 - English III: DE - CENL 1013 English Composition I
Letter Grade:	A	Qual. Pts. Awrd Cnt:	5.00
Course Part Number:		Grade Point Max:	5.00
Semester:	S1 - 1ST SEME	Credit Attempted:	1.00
Course Type Cd:	DE - DUAL EN	Credit Earned:	1.00
Dis. Lrn. Type Cd:		Core Cur. Waiver:	☐
Course Sponsor:	017 - East Bat	Course Site:	017008 - Baton Rouge Magnet High School
		Course Site Name:	
Local Course Cd:		Transcpt Crs Name:	
DEPostSecCreditHr:	3.00	DE Secondary Site:	

Add New Transcript Record

Upload Screen

Student Transcript System

| Home | Student Data ▶ | Update ▶ | Upload ▶ | Reports ▶ | Help ▶ | Search Student by State ID: [   ] 🔍 |

Please select: **Upload New File** | Review Upload Log

LEA:　　　　•　　　　(017) East Baton Rouge Parish

Beginning School Session Year:	2017 ▾
Validate only?	☐
Delete all existing students? This will delete all records for sponsor for selected year. Validate only check box must be off.	☐
File to upload (*.txt):	[ ] Browse...

Upload My File Now

Beginning School Session Year: Select the school year being loaded: only years open for collection will be available

Validate Only: Nothing is added to or changed on STS: only to check if your data is error free

Delete all existing students: Should be rarely used. Only use this if you are sending a complete file with every student in your district. **Do Not use with any partial file.**

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Partial Batch Upload Method

Student Transcript System

| Home | Student Data ▶ | Update ▶ | Upload ▶ | Reports ▶ | Help ▶ | | Search Student |

User: apptst03 Role: STS_LEAS_W_ALL

LEA: (017) East Baton Rouge Parish

Beginning School Session Year: 2017 ▾

Validate only? ☐

Delete all existing students? This will delete all records for sponsor for selected year. Validate only check box must be off. ☐

File to upload (*.txt): C:\Users\badams\Desktop\Test file.txt [Browse...]

[Upload My File Now]

When you are only updating some and not all student records at a site, <u>do not</u> select any check boxes. Just add file to upload and click **Upload My File Now**.

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Upload Error Report

Upload results:

Result Description	Result Value
Amount of lines in a file:	68
Amount of good student records:	0
Amount of good transcript records:	0
Amount of student records with errors:	1
Amount of transcript records with errors:	67
Get Detailed Error Report:	Excel File

Top box shows the total line, good records, error records, and a detailed error report

Top errors is 020 records:

Row#	StudId	Errors	Original Line
1	6391833834	103	STS0202016017639183383411945 017079J Jef 25 M12201405232017R01A4 Y4.0157 00220277NNNYNNCAN
		210	STS0202016017639183383411945 017079J Jef 25 M1220140523207R01A4 Y4.0157 00220277NNNYNNCAN
		242	STS0202016017639183383411945 017079J Jef 25 M12201405232017R01A4 Y4.0157 00220277NNNYNNCAN?

The next three boxes show the errors in the 020, 030, and 0050 records with the error in **red**

Top errors in 030 records:

Row#	StudId	Errors	Original Line
2	6391833834	103	STS0302016017639183383420152204042S2A050050500N017017079 U.S. History-AP 500AP 221200
3	6391833834	103	STS0302016017639183383420161203421S1A050050500N017017079 English IV-Honors 500HR 102400
4	6391833834	103	STS0302016017639183383420161203422S2A050050500N017017079 English IV-Honors 500HR 102400

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Help – Core Reference Tables

BSSY: 2017 ⌄

Select a Curricula

Select a Category

Select a Set

Core Curricula: CA TOPS TECH JUMP START CAREER DIPLOMA

Core Category: 13 JUMP START COURSES

Core Set: R01 BUSINESS MANAGEMENT

Cat. Set BSSY:

Sponsor:

Site:

Use buttons to select other Curricula, Categories and Sets.

Course Code	Course Description	Credit Units Allowed	Credit Units Required
010301	AGRISCIENCE I	1.00	1.00
010331	CAREER READINESS AGRISCIENCE AGRIBUSINESS NATURAL RESOURCES	1.00	1.00
010354	AGRISCIENCE-LEADERSHIP DEVELOPMENT (1/2 CREDIT)	0.50	0.50
010364	AG LEADERSHIP (1 CREDIT)	1.00	1.00
040101	ACCOUNTING I	1.00	1.00
040104	ACCOUNTING II	1.00	1.00
040106	COMPUTER MULTIMEDIA PRESENTATIONS (1 CREDIT)	1.00	1.00
040110	ENTREPRENEURSHIP (BUSINESS)	1.00	1.00
040125	Prin of Mtk I	1.00	1.00
040126	Prin of MKT II	1.00	1.00

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STS – Parental Consent

Parental Consent is a checkbox in STS.

Students without consent are ineligible for TOPS.

You can get this as early as possible (9th) and only need it once unless a parent opts out.

The list of students without parent consent will be sent on your validation report or a real time list can be created using the Export Summary to Excel.

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Thank You

If you have any questions, please feel free to ask.

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