Merging Elementary Student Transcript Records from the same school

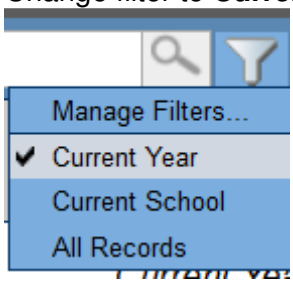
This **two part** process is to be used (both parts must be completed):

1. By the elementary school office.
2. After term marks have been posted by the second teacher
3. When teacher school has done marks for Tri 1 and another teacher has done marks for Tri 2 (for example)

Transcript records cannot be merged if there are duplicate grades for the same course in the same trimester. Schools will have to clean up the transcript records prior to merging.

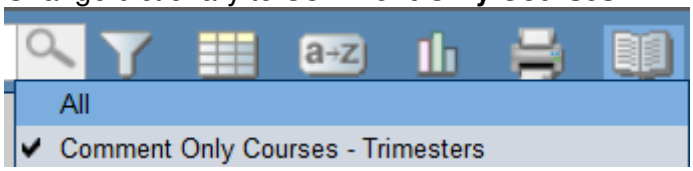
In the school view

1. Click the **Student** top tab
2. Find the student
3. Click **Transcript** side tab
4. Change filter to **Current Year**



Part 1 – Merging Transcript Records for Comment Only Courses

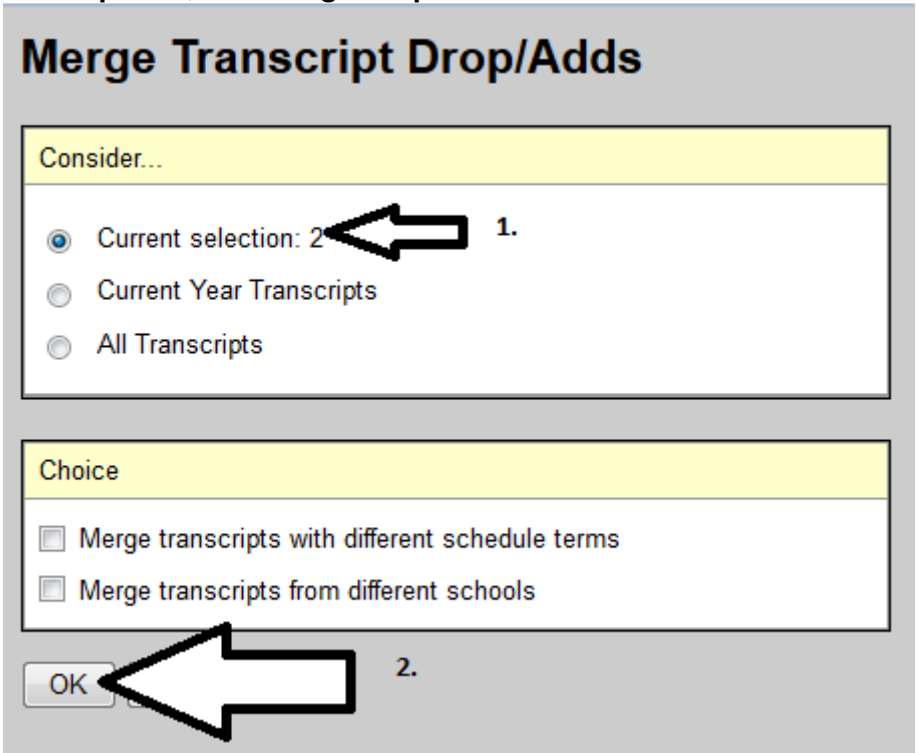
5. Change dictionary to **Comment Only Courses – Trimesters**



6. You should see something like this:

	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc
	2016	06	same school name	ATT--AM-SR	ATT--AM-SR-002	002	SOCIAL RESPONSIBILITY AND WORK HABITS
	2016	06		ATT--AM-SR	ATT--AM-SR-010	010	SOCIAL RESPONSIBILITY AND WORK HABITS
	2016	06		XDPA-06	XDPA-06-010	010	DAILY PHYSICAL ACTIVITY 6
	2016	06		XDPA-06	XDPA-06-002	002	DAILY PHYSICAL ACTIVITY 6

7. Click **Options**, then **Merge Drop/Adds**



8. When finished, it should look like this

0 of 2 selected

	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc
☐	2016	06	Raft River Elementary	ATT--AM-SR	ATT--AM-SR-010	010	SOCIAL RESPONSIBILITY AND WORK HABITS
☐	2016	06	Raft River Elementary	XDPA-06	XDPA-06-010	010	DAILY PHYSICAL ACTIVITY 6

Current school

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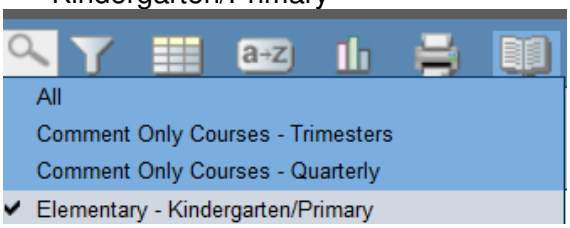
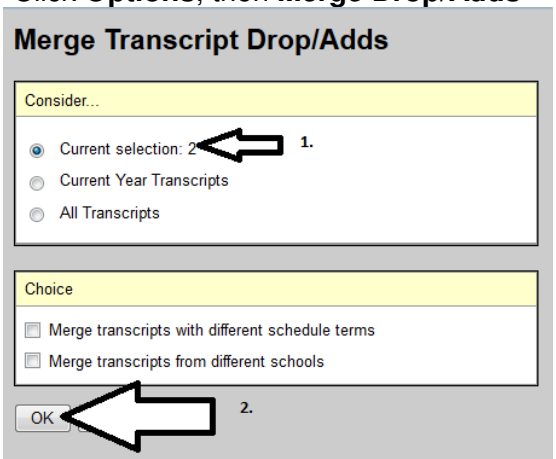
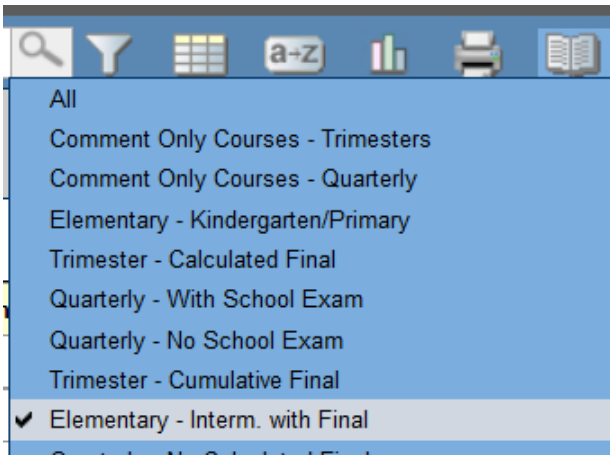
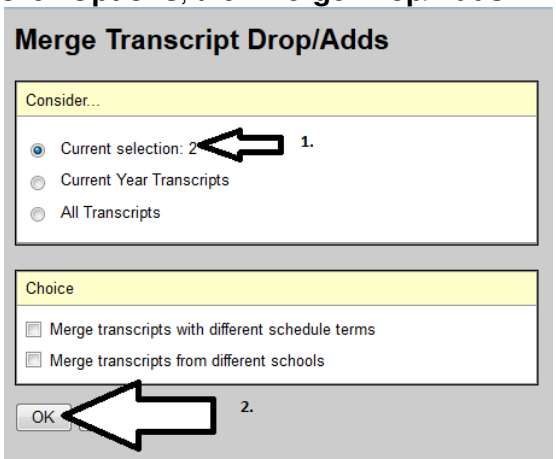
Part 2 – Merging marks into a single transcript record for each course

If student is in K-3	If student is in Grade 4 – 7
9. Change Dictionary to Elementary – Kindergarten/Primary  10 Click **Options**, then **Merge Drop/Adds**  	9. Change Dictionary to Elementary – Interm. with Final  10. Click **Options**, then **Merge Drop/Adds**