



Merging Elementary Student Transcript Records from different schools

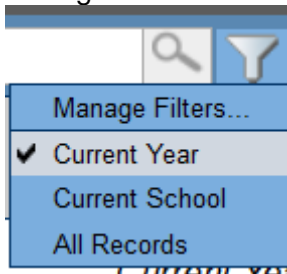
This **two part** process is to be used (both parts must be completed):

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

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

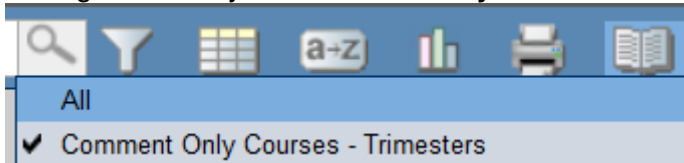
In the school view

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:

<input type="checkbox"/>	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	ATT-AM-SR	ATT-AM-SR-002	002	SOCIAL RESPONSIBILITY AND WORK HABITS
<input type="checkbox"/>	2016	06	Raft River Elementary	ATT-AM-SR	ATT-AM-SR-010	010	SOCIAL RESPONSIBILITY AND WORK HABITS
<input type="checkbox"/>	2016	06	Raft River Elementary	XDPA-06	XDPA-06-010	010	DAILY PHYSICAL ACTIVITY 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	XDPA-06	XDPA-06-002	002	DAILY PHYSICAL ACTIVITY 6




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7. Click Options, then Merge Drop/Add

Merge Transcript Drop/Add

Consider...


Current selection: 4  1.


Current Year Transcripts

All Transcripts


Choice

Merge transcripts with different schedule terms

Merge transcripts from different schools  2.

 3.

8. When finished, it should look like this

0 of 2 selected 

<input type="checkbox"/>	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc
<input type="checkbox"/>	2016	06	Raft River Elementary	ATT-AM-SR	ATT-AM-SR-010	010	SOCIAL RESPONSIBILITY AND WORK HABITS
<input type="checkbox"/>	2016	06	Raft River Elementary	XDPA-06	XDPA-06-010	010	DAILY PHYSICAL ACTIVITY 6

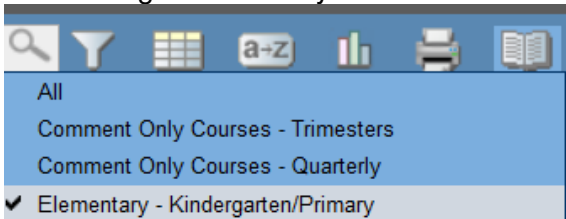
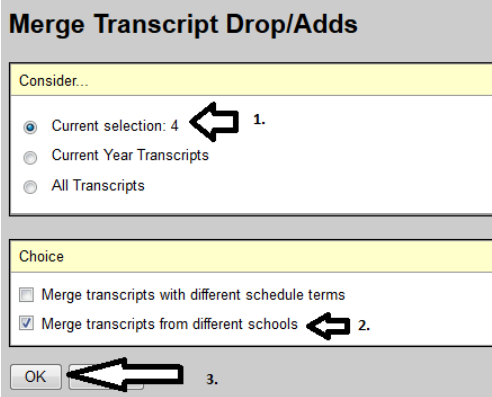
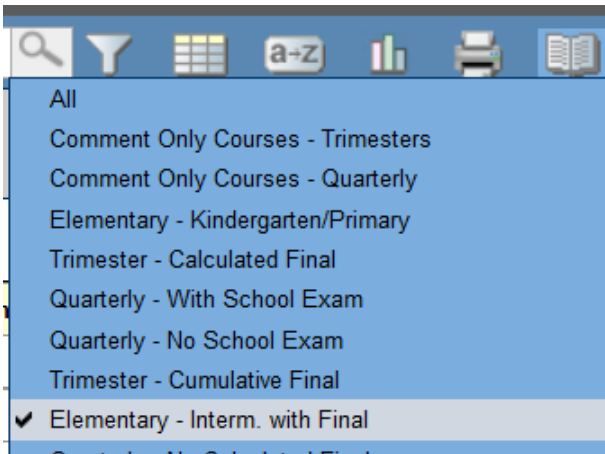
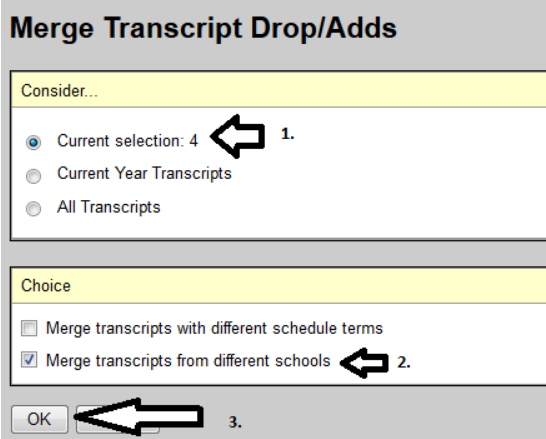


Current school



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

<p>If student is in K-3</p> <p>9. Change Dictionary to Elementary – Kindergarten/Primary</p>  <p>10. Click Options, then Merge Drop/Adds</p> 	<p>If student is in Grade 4 – 7</p> <p>9. Change Dictionary to Elementary – Interm. with Final</p>  <p>10. Click Options, then Merge Drop/Adds</p> 
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Example: Intermediate student transcript record prior to merging:

<input type="checkbox"/>	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc
<input type="checkbox"/>	2016	06	Raft River Elementary	MFR--06	MFR--06-010	010	FRENCH 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	MFR--06	MFR--06-002	002	FRENCH 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MHCE-06	MHCE-06-010	010	HEALTH AND CAREER EDUCATION 06
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	MHCE-06	MHCE-06-002	002	HEALTH AND CAREER EDUCATION 06
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	MMA--06	MMA--06-002	002	MATHEMATICS 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MMA--06	MMA--06-010	010	MATHEMATICS 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MPE--06	MPE--06-010	010	PHYSICAL EDUCATION 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	MPE--06	MPE--06-002	002	PHYSICAL EDUCATION 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MSC--06	MSC--06-010	010	SCIENCE 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	MSC--06	MSC--06-002	002	SCIENCE 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	MSS--06	MSS--06-002	002	SOCIAL STUDIES 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MSS--06	MSS--06-010	010	SOCIAL STUDIES 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	XLDA06	XLDA06-002	002	READING 6
<input type="checkbox"/>	2016	06	Raft River Elementary	XLDA06	XLDA06-010	010	READING 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	XLDCB06	XLDCB06-002	002	WRITING 6
<input type="checkbox"/>	2016	06	Raft River Elementary	XLDCB06	XLDCB06-010	010	WRITING 6
<input type="checkbox"/>	2016	06	Raft River Elementary	XLDC06	XLDC06-010	010	SPEAKING 6
<input type="checkbox"/>	2016	06	Parkcrest Elem - Kamloops	XLDC06	XLDC06-002	002	SPEAKING 6



Merge Transcript Drop/Adds

Consider...

- Current selection: 18
- Current Year Transcripts
- All Transcripts

Choice

- Merge transcripts with different schedule terms
- Merge transcripts from different schools

OK Cancel

<input type="checkbox"/>	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc
<input type="checkbox"/>	2016	06	Raft River Elementary	MFR--06	MFR--06-010	010	FRENCH 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MHCE-06	MHCE-06-010	010	HEALTH AND CAREER EDUCATION 06
<input type="checkbox"/>	2016	06	Raft River Elementary	MMA--06	MMA--06-010	010	MATHEMATICS 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MPE--06	MPE--06-010	010	PHYSICAL EDUCATION 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MSC--06	MSC--06-010	010	SCIENCE 6
<input type="checkbox"/>	2016	06	Raft River Elementary	MSS--06	MSS--06-010	010	SOCIAL STUDIES 6
<input type="checkbox"/>	2016	06	Raft River Elementary	XLDA06	XLDA06-010	010	READING 6
<input type="checkbox"/>	2016	06	Raft River Elementary	XLDCB06	XLDCB06-010	010	WRITING 6
<input type="checkbox"/>	2016	06	Raft River Elementary	XLDC06	XLDC06-010	010	SPEAKING 6