

Manually Entering Course History records:

Many changes are occurring for the Course History screen – in the mean time you will need to do the following to manually add course history to students' previous school years:

[Home](#) » [SIS](#) » [Student](#) » [Course History](#) » [Student Course History](#)

Student Course History Summary
From this screen, you can view student course history.

[Hide Filters]

District: TCCSA Test District Credit Type: Earned only I want to...

Mark Types Available

Include: AVG - Average, EX - Exam, FIN - Final, GP - Grading Period, INT - Interim

Mark Types Selected

Columns Available

View: Course Abbreviation, Course Level of Difficulty, Course Add-On Level, Numeric Mark, Mark Equivalent

Columns Selected

School Year, School, Course Code, Course Short Name, Course Section, Mark, Attempted Credits, Earned Credits, Grade, Course Area of Study

Add Manually Entered Course for: 2006-2007 Go

Grade	School	School Year	Term Code	Course Code	Course Short Name	Section	Course	Grade	Mark	Mark Type	Attempted Credits	Earned Credits
12	University Of Akron	2008-2009	FIN	003	ENGLISH college		ENGLISH			Final	1.000000	1.000000
11	TCCSA High School	2007-2008	FIN	003	ENGLISH 11	1	ENGLISH	Final	B+	Earned	1.250000	1.250000
11	TCCSA High School	2007-2008	FIN	007	ADV COMPOSITION	1	ENGLISH	Final	A-	Earned	1.000000	1.000000

This should then place you in the school year you selected context – with the manually entered courses screen:

Home » SIS » Student » Course History » Manually Entered Courses

WARNING: You are working with a Past School Year

Manually Entered Course - (2006-2007)

From this screen, you can display, add, change and delete data pertaining to manually entered courses.

Course Details | Student Marks

Select a course from the course master to auto populate the

Course: ... **a**

Code: Subject Area:

Abbreviation: Area of Study:

Short Name: Level of Difficulty:

Name: Add On Category:

Section: Hours of Instruction:

Transfer Code: Attempted Credits:

Date Completed: Mark Bump:

Ratio Denominator: 100 Rank Weight:

Grade Level: This is the student's grade level from the student profile for the selected school year

Course Description:

EMIS Subject Code:

EMIS Subject Area for Credit:

CORE Subject Area:

b

Is High School Credit In Cum. GPA In Cum. Credit Include in Honor Roll Counts for Graduation In Graduation / Eligibility Is Honors Course

School IRN: School Description: **d**

Comments:

c

a If the course you are entering matches a currently offered course (ex Algebra), put your course number in and click on the AUTO POPULATE button. This will automatically fill in all the fields except earned credits and school IRN. (you will have the opportunity to change any of the fields)

If the course does not match a course you have then you will have to enter the information into the fields manually.

b For EMIS purposes only and will not affect data for transcripts or ranking, but should be filled in.

- c Type in all nines (999999) for out of state schools or the correct Ohio IRN for the school you are entering. If using a University or College, you must use the hierarchy organization IRN number not the branch IRN. The Ohio Education Directory can be accessed by clicking on the magnifying glass to get a listing of all **Ohio** schools

(you can enter the branch name of the college in description in step d)

- d Once you populate the school IRN box, the school description box opens up for you to enter/change text. You can REMOVE the contents of this field and manually enter any text you want to appear in the school description.

ex: here you can enter the branch name of the college; University of Akron-Wayne College.

Once all data required by your district is entered on the General Tab, click on the Next Tab to enter the marks/grades the student received for the course:

Manually Entered Course - (2007-2008)
 From this screen, you can display, add, change and delete data pertaining to manually entered courses.

Course Details Student Marks

Course: 004 Manual Mark Entry for School Year: 2007-2008
 Name: ENGLISH 12

Term: FIN Mark Type: FIN - Final Description:
 Alpha Mark: A- - A- Numeric Mark: Earned Credits:
 Credit Type: Earned Credit Ratio/Percentage: 100

Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits
FIN	FIN	A-	Earned	100 / 100		1.00000	1.00000

a

On the marks page all you need is the final grade:

Term = Final

Credit Type = Earned

Mark Type – Fin

Credit Ratio/Percentage = 100% Click on the Add button after entry

b

If you want term marks in addition to the final marks to show (most schools) Select:

Term= Avg

Mark Type = Avg

Credit Type =- ProgressLevel 2

Credit Ratio/Percentage = 50% each if 2 term school OR

Credit Ratio/Percentage = 25% each if 4 term school

Adds up to 100%

c

Display after you click on the Add.