

MBA-Credit Summary Report

This document will instruct you on how to run the Credit Summary Report. This report shows you the number of credits earned by students based on credit type and based on the credit summary setup.

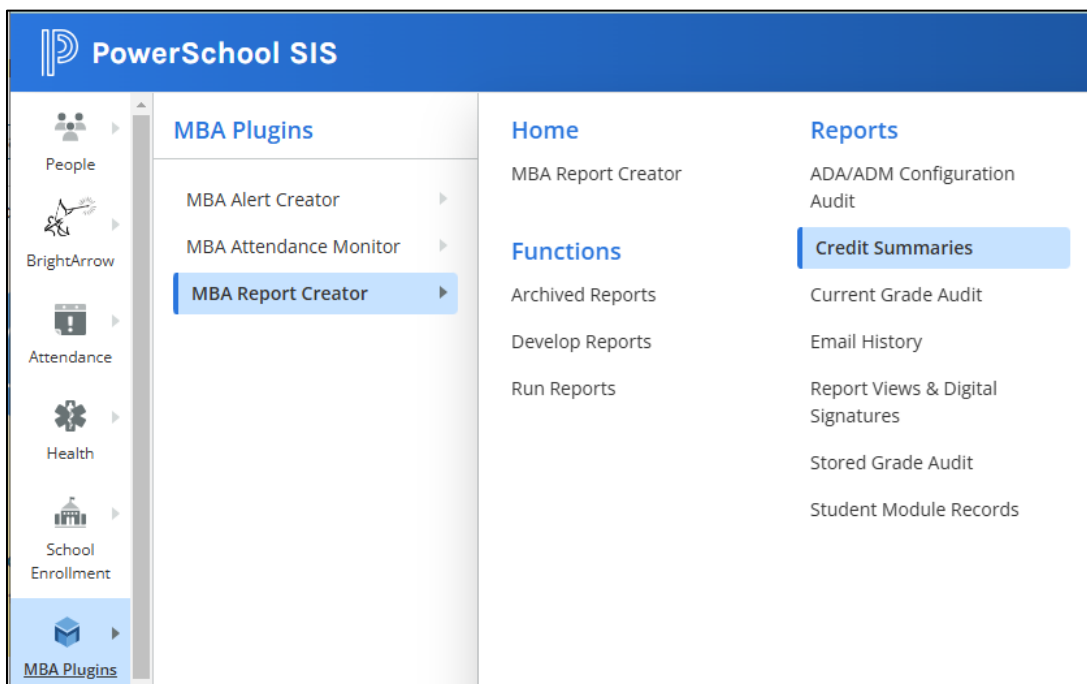
Overview

This document will cover the following process: Running the Credit Summary Report

Running the Credit Summary Report:

1. From the School Building Level:

- From the Start Page, Select the student(s), group of students or grade level you would like to run the report for.
- Navigate to the MBA Plugins Menu > MBA Report Creator > Reports > Credit Summaries



2. Make Selections based on what you need:

- Select from the Students dropdown Menu:
 - All Students in XX High School
 - Students in Current Selection-This would be students you selected on the start page(if applicable)
 - Grade Level-Select from available grade levels

- Credit Summary: Student Default or the options available to your specific school
- If No Default-If you select Student default in the previous selection and the student does not have a default credit summary attached to them, you can select what option to use here
- Click Show Credit Summaries to view the report

Here is what the report will look like for each student:

Name	Credit Types	Required	Earned	Waivers	Remainder
English	ELA, ELA10, ELA9, EN, ENG, ENG10, ENG11, ENG9	4	3		1
Math	MA	4	3		1
Science	SC	3	3		0
Social Studies	SS	3	2		1
Health	HE	0.5	0.5		0
Physical Education	PE	0.5	0.5		0
Visual and Performing Arts	VP	1	1		0
World Language	WL	2	1		1
General Electives	EL, ELA, ELA10, ELA9, ELEC, EN, ENG, ENG10, ENG11, ENG9, HE, MA, PE, SC, SS, VP, WL	3	4		0
Totals		21	18	0	4

Please Note: The SIS Department has completed the setup for the Credit Summaries. If you see any issues with the credit types not being applied properly, please contact us to update this information at 810-455-1004