MBA-Credit Summary

This document will instruct you on how to add a Default Credit Summary to new students and incoming Freshmen.

Overview

This document will cover the following process: Adding a Default Credit Summary to a student

Adding a Default Credit Summary to a Student:

- 1. Navigate to the MBA Plugins Menu:
 - Navigate to the MBA Plugins Menu > MBA Report Creator > Student Credit Summary Defaults

MBA Plugins Home Reports Setup & People NBAP Plugins NBAP Plugins Configuration	PowerSchool SIS Search								
MBA Alert Creator MBA Alert Creator ADA/ADM Configuration Configuration BrightArrow MBA Attendance Monitor Functions Credit Summaries Configuration MBA Report Creator MBA Report Creator Archived Reports Current Grade Audit Custom CSS MBA Report Creator Develop Reports Email History Custom JavaScript Run Reports Stored Grade Audit Student Credit Summary Defaults School Enrollment Student Module Import Template Management	People BrightArrow Attendance Health Enrollment	MBA Plugins MBA Alert Creator MBA Attendance Monitor MBA Report Creator	•	Home MBA Report Creator Functions Archived Reports Develop Reports Run Reports	Reports ADA/ADM Configuration Audit Credit Summaries Current Grade Audit Email History Report Views & Digital Signatures Stored Grade Audit Student Module Records	Setup & Configuration Report Creator Configuration Custom CSS Custom JavaScript Grade History Standards Manage Images Student Credit Summary Defaults Student Module Import Template Management			

- 2. Select the Students to work with from the dropdown Menu:
 - Select from the Students dropdown Menu:
 - Current Selection-This would be students you selected on the start page (if applicable)
 - Current Summary Default
 - Not Set-Students who do not have a credit summary assigned to them
 - Other options listed are the available defaults in your school
 - Grade Level-You can select an entire grade level

Credit Summary - Student Defaults 🍗										
Students	All Students 🗸	Credit Summary Not Set		✓ Update Default Credit Summaries						
Student	All Students	Student Number	Grade Level	Current Default						
	Current Selection (0) Current Summary Default Not Set 2016 + General HS Diploma Details Phoenix Alternative School HS Diploma Grade Level 9 10 11 12		9	Not Set						
			12	2016 + General HS Diploma Details						
			11	2016 + General HS Diploma Details						
ir			11	2016 + General HS Diploma Details						
u			12	2016 + General HS Diploma Details						
			9	Not Set						
			9	Not Set						
			9	Not Set						
			11	2016 + General HS Diploma Details						
			10	2016 + General HS Diploma Details						
	5 (57558)		9	Not Set						

- Once you make a selection, you will be able to assign the appropriate Credit Summary to the students (Note: All incoming 9th Grade students will need the Credit Summary Set)
- □ Credit Summary-Select the appropriate Credit Summary from the Dropdown Menu
- □ Select the button: Update Default Credit Summaries
- □ The students Credit Summary Default will now be set
- $\hfill\square$ A popup box will appear confirming the Changes Saved
- Click on **OK**

Credit Summary - Student Defaults 🛛 🁈									
StudentsNot Set	Credit Summary 2016 + General HS Diploma Details								
Student	Student Number	Grade Level	Current Default						
		11	Not Set						
		11	Not Set						
		10	Not Set						
		10	Not Set						
		12	Not Set						
		12	Not Set						
		12	Not Set						
		12	Not Set						
		11	Not Set						
		12	Not Set						
		12	Not Set						
		12	Not Set						
		12	Not Set						
		12	Not Set						
		11	Not Set						