

Transcripts – Generating & Printing

Transcripts can be generated and printed from either the Final Grades, GPA, & Class Rank screen or the Grades Transcripts menu option.

Note: Transcripts for students graduating/attending prior to 2015-2016 should not be generated from FOCUS. The official transcript would need to be generated from TERMS and sent via mail.

Printing Transcripts via the Grades Menu:

1. Click the Grades Tab.
2. Select Transcripts. The Student Info search screen will display
3. Enter or Select your search criteria.
Note: Use More Search Options to search for groups of students.
4. In the “Include on Transcripts” section:
 - a. Check Only Secondary Courses to exclude elementary and middle school courses.
 - b. Uncheck Only Secondary Courses to include elementary and middle school courses.
 - c. Check Abbreviate Column names to save space and paper.

Note: Although these options will default, make sure to review for the correct settings.

5. Select the proper letterhead template from the pull-down menu.
6. Click Continue.

The screenshot shows the 'Transcripts' screen in the FOCUS system. At the top, there's a header with the user 'Sheryl Priester', the school year '2017-2018', and the quarter 'Quarter 3'. Below this is a navigation bar with tabs: Setup, Students, Users, Scheduling, **Grades**, Assessment, Attendance, Discipline, Billing, Eligibility, Florida Reports, and Reports. The 'Grades' tab is active. Under 'Grades', there's a 'Transcripts' link (callout 2). The main area is titled 'Student Search' (callout 1). It has a 'Student' search box (callout 3) and a 'More Search Options' link. To the right is the 'Include on Transcripts' section (callout 4) with checkboxes for 'Only Secondary Courses' and 'Abbreviate Column Names'. Below these is a 'Letterhead Template' dropdown menu set to 'Collier High School Transcript' (callout 5). There are also dropdowns for 'Student Group' (set to 'N/A') and checkboxes for 'Search All Schools' and 'Include Inactive Students'. At the bottom right of this section are 'Continue...' and 'Reset' buttons (callout 6).

7. The Search Results screen will display.
8. Select the student(s) you would like to generate a transcript for.
9. Click Generate Transcripts in the upper right corner of the screen.

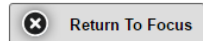
The screenshot shows the 'Search Results' screen. At the top, it says 'Search Screen' with tabs for 'Simple List' and 'Customized List'. Below this is a table with columns: Student ID, Grade, School, and Status. The first row is highlighted. To the right of the table is a 'Generate Transcripts' button (callout 2). Below the table, there's a 'Student' search box and a '1 Student' label (callout 1).

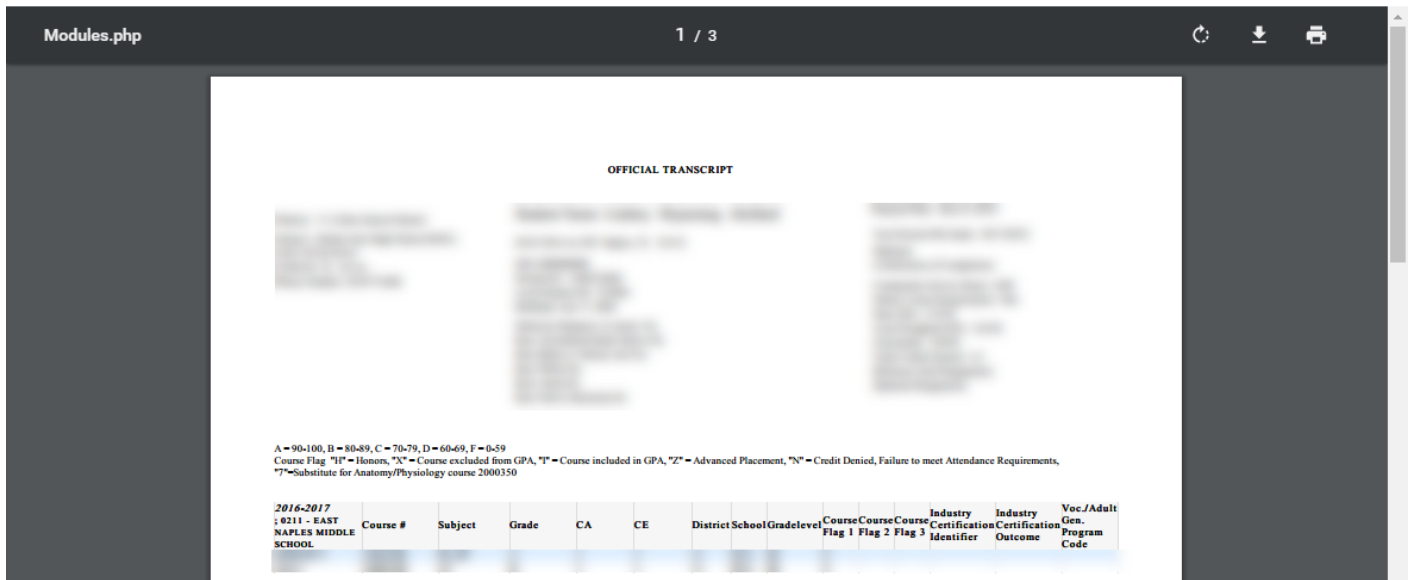
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- The transcript will display in the FOCUS PDF preview window in which it can be saved or printed.

Note: Click  to download the transcript and  to print the transcript.

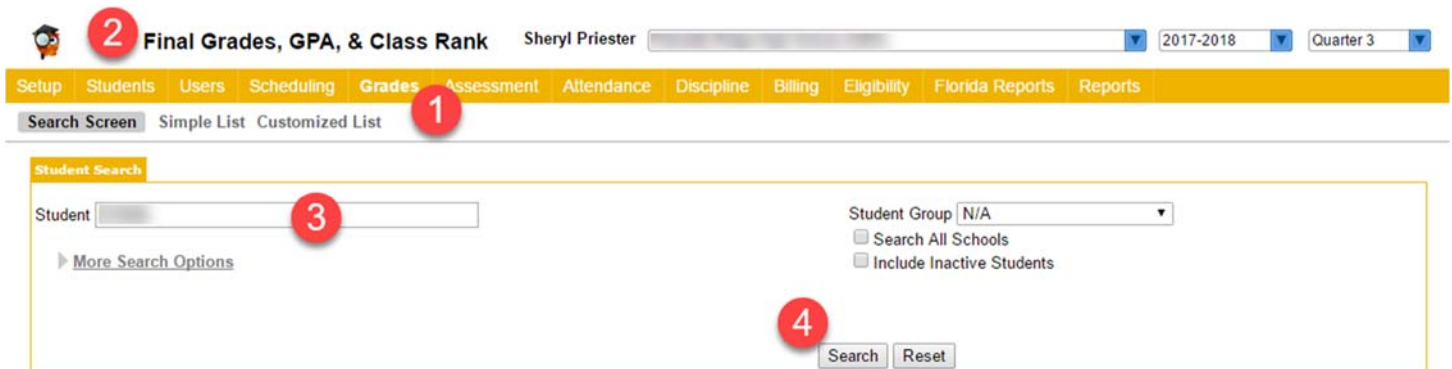
- Click Return to FOCUS to return to the transcript search screen.



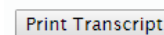
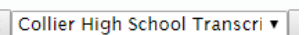


Printing Transcripts via the Final Grades, GPA, & Course History:

- Click the Grades Tab.
- Select Final Grades, GPA, & Class Rank. The Student Info search screen will display.
- Enter or Select your search criteria.
Note: Use More Search Options to search for groups of students.
- Click Search.



- The Course History screen will display.
- Select the proper letterhead template from the pull-down menu.
Note: The drop-down menu is located to the right of the Print Transcript button.
- Click Print Transcript.

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Sheryl Priester 2017-2018 Quarter 3

Final Grades, GPA, & Class Rank

Setup Students Users Scheduling **Grades** Assessment Attendance Discipline Billing Eligibility Florida Reports Reports

Demographic Enrollment Schedule Requests **Grades** Gradebook Absences Activities Referrals Fees & Payments Test History Search...

Semester 2 Semester 2 Exams Full 2017 Year Full 2017 Year Exams Interim 3 All Quarters All Quarter Exams All Semesters All Semester Exams All Years All Year Exams All Progress Periods

Course History Quarter 3 Quarter 3 Exams

Collier High School Transcript

Passed Reading Assessment: Passed US History EOC: Met Online Course Req: Met
Passed Algebra I EOC: 07/10/2017 Passed Geometry EOC:
Passed Biology I EOC: Passed Civics EOC: 05/13/2016

52 Grades

< Prev Page: 1 / 3 Next > Export: Filters: OFF Toggle Columns Page Size: 20

Year Marking Period Course Course Number Percent Grade Grade Scale

Comment Codes Print Transcript Collier High School Transcript Hide Florida fields

No Template
Class List w/Signature
Collier High School Transcript
CTE Transcript
Dental Screening Results ENG/SPN/CRE

8. The transcript will display in the FOCUS PDF preview window in which it can be saved or printed.

Note: Click  to download the transcript and  to print the transcript.

9. Click Return to FOCUS to return to the Course History screen.

Return To Focus

Modules.php 1 / 3

OFFICIAL TRANSCRIPT

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 0-59
Course Flag "I" = Honors, "X" = Course excluded from GPA, "P" = Course included in GPA, "Z" = Advanced Placement, "N" = Credit Denied, Failure to meet Attendance Requirements,
"7" = Substitute for Anatomy/Physiology course 2000350

2016-2017	Course #	Subject	Grade	CA	CE	District School	Gradelevel	Course Flag	Course Flag 1	Course Flag 2	Course Flag 3	Industry Certification Identifier	Industry Certification Outcome	Voc./Adult Gen. Program Code
9211 - EAST NAPLES MIDDLE SCHOOL														