



# Diploma

## Features and Functions

Release 8.0



“A mind is a fire to be kindled, not a vessel to be filled. “

Plutarch

# Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>ADMINISTRATIVE SETUP .....</b>	<b>3</b>
SYS050 DIPLOMA TYPE MAINTENANCE.....	3
Path:.....	3
Purpose:.....	3
Database Table Names: .....	3
How To Set-up: .....	3
DIPLOMA TYPE ENTRY FOR BRITISH COLUMBIA .....	9
SYS660 CAREER DEVELOPMENT.....	11
Path:.....	11
Purpose:.....	11
Database Table Names: .....	11
How To Set-up: .....	11
SYS001.FMX COMPANY UPDATE.....	14
<b>STUDENT FORMS.....</b>	<b>15</b>
STU552.FMX Student Diploma Screen .....	15
STU552.FMX Student Diploma Screen - Standard Tests .....	20
Standardized Testing Requirements Canvas .....	21
STU552.FMX Student Diploma Screen – Career Program Not Met/Career Program Met	21
STU552.FMX Student Diploma Screen Middle School Credits .....	23
STU554.FMX Career Development Modeling .....	24
STU570.FMX Individualized Course Plan.....	25
STU570.FMX Individualized Course Plan – Full Course Plan.....	27
STU574.FMX 4 Year Student Course Plan .....	28
STU149.FMX Select Courses for Individualized Course Plan Add Course.....	29
STU149.FMX Select Courses for Individualized Course Plan - Select From Query Tab	30
STU149.FMX Select Courses for Individualized Course Plan – Select From Diploma	31
Tab	31
STU555.FMX Analyze Diploma .....	32
<b>SYSTEM ADMINISTRATION SETUP.....</b>	<b>32</b>
Restrict Diploma Categories .....	32
Limit Vocational Credits .....	32
COMPANY OPTION .....	33
STU149.FMX Select Courses for Individualized Course Plan – Select From Career	37
Development Plan	37
STU180.FMX Service Learning Hours Log.....	39
STU165.FMX Equivalent Credits .....	40
<b>DIPLOMA REPORTING.....</b>	<b>41</b>

© The Administrative Assistants Ltd. 2004. All rights reserved.

eSIS® is a registered trademark of The Administrative Assistants, Ltd. 2000 - 2004

## Introduction

This screen provides a consolidated view of a student's progress towards identified objectives such as Diploma, Standard Tests, Career Paths, Service Hours, etc. It is a good resource for counselors or others interested in a student's progress.

## Administrative Setup

### SYS050 Diploma Type Maintenance

#### Path:

*System Codes > Courses > Diploma Types*

#### Purpose:

These codes are used to define State and/or District graduation requirements and transcript details for each student. These requirements can also include Student Community Service Learning Hours and/or specific required Standardized Tests.

#### Database Table Names:

DIPLOMAS  
DIPLOMA\_REQUIREMENTS  
DIPLOMA\_ASSESSMENTS

#### How To Set-up:

1. Click Add Diploma Type and enter a single digit alpha/numeric code in the Diploma field.
2. For State reporting, enter a State # in the **Min/State Code** field.
3. Enter a short description in the **Name** field followed by a full description in the Description field.
4. In the **Required** field indicate how many total credits are required to complete the diploma.
5. In the **Elective** field, enter the number of noncompulsory credits necessary to complete the diploma.
6. Enter the **Minimum Age** for the student to graduate under this Diploma.
7. Enter the number of courses that have a Start Date after the birthday when a student meets the minimum age.
8. In the optional **Required** field, indicate the number of optional credits that must be achieved. If this diploma is to be a part of a Career Development, click the checkbox to indicate yes.
9. Optionally enter the number of credits a student will need for **Elective** or optional courses in order to earn the diploma.

10. If using Vocational credits, enter minimum and maximum number of credits to be earned for this diploma for Vocational (LD95) courses. Vocational versus **LD95** can be defaulted in the Company file > Terminology tab.
11. If **Service Learning Hours** are required for completion of this diploma, enter the number of hours in the Service Learning Hours field.
12. The **Required Assessment** button provides for more details on the standardized testing that is required.
13. The **Required Career Development** provides a canvas where required Career Development Programs can be selected for this diploma.
14. Select the **Define Option Groups** to identify the number of categories within that group the student must achieve.

The **Requirements for Diploma** section requires a two-digit alpha/numeric code in the **Category** field and the Diploma Category in the **Description** field. Add a three-digit category short code in the **Code** field and in the **Required Min/Max** field enter the number of credits required for each category.

Min and Max credits are typically set equal to one another. The exception is when a Board/District uses “Non-Diploma Credits”. (Non-Diploma Credit is a generic term – each client may have their own terminology.) A Non-Diploma Credit is a credit which is earned but is not counted towards the Diploma – e.g., the Min/Max requirements of a category are 1.5 / 2.0 credits – the student has achieved 4.0 credits – 1.5 credits count toward the compulsory requirement, 0.5 credits count toward the elective requirement, leaving 2.0 credits as “Non-Diploma”. If Non-Diploma Credits are being used, a record must be included as a category in the “Requirements for Diploma” block. The Minimum and Maximum fields must have values of “0”, as accumulation of these credits is infinite. The Non-Diploma Category must also be used in SYS265 Standard Courses as the primary Category or an Alternate category.

If there is a choice of requirements for a specific diploma type, there should be a check beside each category credit in the **Option** field. If this category is to be used in Career Development, select the box to indicate yes. To save entries select the Save button.

The **Subject Category** gives you the ability to further define Diploma Categories to allow requirements to be set within subject areas. In Standard Courses a field 'Subject Category' can be used to further define the diploma requirements. For example, In Standard Courses, all Science courses could be defined as meeting the Diploma Category of 'SCI'. The Subject Category could then be used to further define the 'Biology', 'Chemistry', 'Earth Science' and 'Physics' courses.

In the 'Subject Categories' you can define the requirements. For example, the Science requirement would be set to a Min and Max of 3.0 credits (as normal) with the capability of opening a separate canvas to select the applicable Subject Categories to be used. In this example for Science, the Subject Categories of Biology, Chemistry, Earth Science and Physics could be selected from a dropdown list of all Subject Categories. At the bottom of the canvas, the Requirements would be specified as: 3.0 total credits required from 2 subject categories.

**Note:** The #'s in red would be identified as your requirements for this Diploma Category (in this case, Science). The wording in blue will be selected from two possible selections: 'total credits required from' or 'credits in each of'. The selection of 'credits in each of' will accommodate the requirements for Foreign Language.

Foreign Language: A student must earn 3 credits of 1 language OR 4 credits: 2 credits from each of 2 languages. The setup for this requirement would be as follows:

Diploma Category of Foreign Language, e.g. 'FL' set to a Min of 3 credits and a Max of 4 credits. The new canvas would be activated to select the applicable Subject Categories of French, Spanish, Latin, German and Japanese. The Requirements would be set to:

3.0 credits in each of 1 subject categories

OR

2.0 credits in each of 2 subject categories

**Category Testing** can be used to indicate the number of 'Student Selected' tests required for this diploma type. (Student selected tests are additional tests that are not attached to a Diploma Category.) If 'Use Category Testing' is enabled, a column appears labeled 'Tests'. The district can enable (check) the appropriate Diploma Category 'Test' column to indicate that Standard Tests are required to fulfill the diploma requirements.

Double-click in the 'Test' column to open a new form where the requirements are set for this particular Diploma Category. Example – the English Diploma Category 'Test' column is enabled. Double-click the Test field to open the form. Set the # of Tests required in English and select all possible tests that can fulfill this requirement. Select the tests from a list of values displaying all Standard Tests (not sub-tests).

If 'Use Category Testing' is enabled for this student's Diploma Type, a the form 'Standardized Testing Requirements' displays from STU552 Student Diploma Screen 'Assessment Met' or 'Assessment Not Met' button. The form shows the Standardized Testing Status. If not enabled, the original sub-screen of Test Results displays.

This form:

- Displays only the Diploma Categories with Tests associated from Diploma setup and the Required number of tests.
- The names of the Standard Tests that were selected on SCH050 Course Maintenance - Define Test Requirements.
- The number of Required tests entered on SCH050 Course Maintenance - Define Test Requirements
- Includes 'Student Selected' as the last item listed, displaying the Required number of tests from the Diploma setup form.
- Displays the number of Completed tests in each Category. If a student has completed more than the required number of tests in any one category, displays as completed 'Student Selected' tests.
- An override button to override the Student Selected Diploma Category. A counselor has authority to override the number of "Student Selected" Completed tests by selecting the Override button. A window opens and the counselor will enter the number of Completed Student Selected tests and a reason for the Override. The User and Date will post automatically. The override is then reflected in the Completed column.
- The Standard Tests button allows access to STU057 – Student Standardized Testing.

**Diploma Types**

Diploma: 733    Min/State Code: 733    Required: 29.00     Use Subject Categories

Name: St. Thomas More Diploma    Elective: 4.00    Define     Use Testing Categories

Description: high school    LD95 Min: 1.000     Use Option Groups

Start Date: 01-SEP-1999    End Date:    LD95 Max: 1.000     Use Career Development

Minimum Age: 22    Age Courses:    Student Selected:     Course Code Matching

Serv Learning Hrs: 60

**Requirements for Diploma**

Code	Description	Category	Req- Min/Max	Option	Assoc Career Prog	Subj. Categories	Testing Categories
01	English	ENG	4.00 4.00	A	1999-Advanced Ar	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Edit
02	Math	MAT	4.00 4.00	B	1999-Advanced Ar	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Edit
03	Computers	COM	4.00 4.00			<input type="checkbox"/> Edit	<input type="checkbox"/> Edit
07	Auto	MUS	4.00 4.00	B	1999-Advanced M:	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Edit
10	General Diploma	GEN	2.00 4.00	A	1999-Advanced L:	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Edit
11	Languages	LAN	2.00 2.00			<input type="checkbox"/> Edit	<input type="checkbox"/> Edit
12	Science	SCI	2.00 2.00			<input type="checkbox"/> Edit	<input type="checkbox"/> Edit
13	Technology	TEC	1.00 1.00			<input type="checkbox"/> Edit	<input type="checkbox"/> Edit
14	Geography	GEO	1.00 1.00			<input type="checkbox"/> Edit	<input type="checkbox"/> Edit

Select the Add Diploma Type button to see the Diploma Type Maintenance canvas.

**Diploma Types**

Diploma  Min/State Code  Required   Use Subject Categories  
Name  Elective  Define  Use Testing Categories  
Description  LD95 Min. .000  Use Option Groups  
Start Date  End Date  LD95 Max. .000  Use Career Development  
Minimum Age  Age Courses  0 Student Selected   Course Code Matching  
Serv Learning Hrs

**Requirements for Diploma**

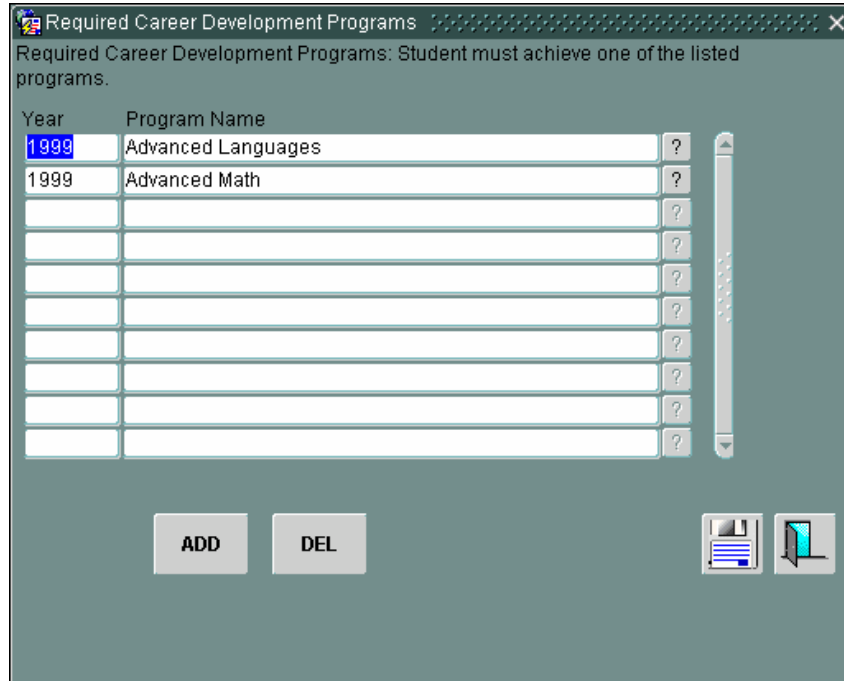
Code	Description	Category	Req- Min/Max	Assoc Career Prog
				?
				?
				?
				?
				?
				?
				?
				?
				?

Select the Required Assessment button to see the Required Assessment canvas. Assessments selected must all be achieved by the student.

Required Assessments: Student must achieve all listed

9th Grade proficiency-Math  
Testing Grade 12 Math

Select the Required Career Development button to see the Required Career Development Programs canvas.

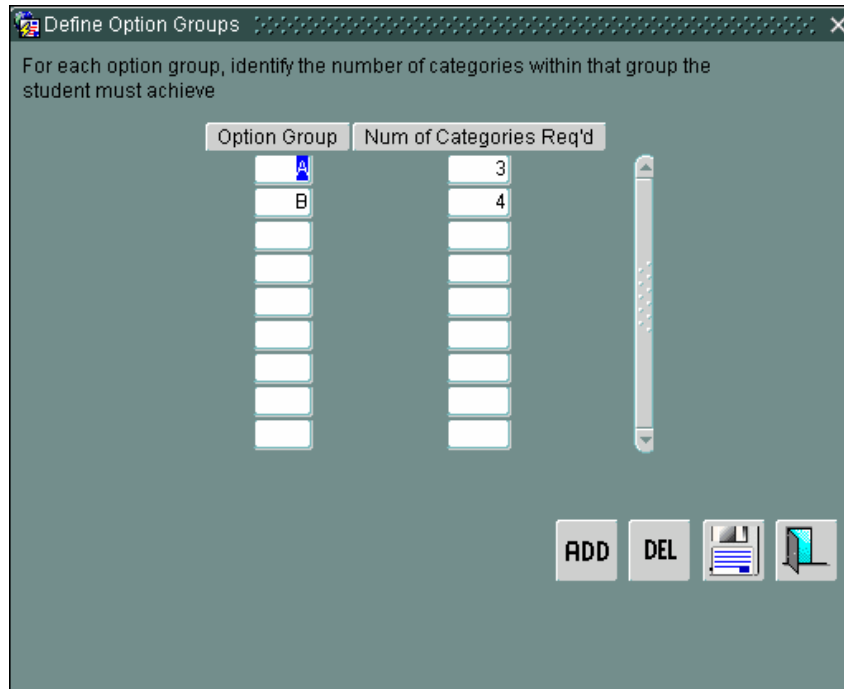


Required Career Development Programs: Student must achieve one of the listed programs.

Year	Program Name	
1999	Advanced Languages	?
1999	Advanced Math	?
		?
		?
		?
		?
		?
		?
		?
		?
		?

ADD DEL [Print] [View]

Select the Define Option Groups button to see the Define Option Groups canvas. For each Option group, enter the number of categories (within that group) that the student must achieve.



For each option group, identify the number of categories within that group the student must achieve

Option Group	Num of Categories Req'd
A	3
B	4

ADD DEL [Print] [View]

## Diploma Type Entry for British Columbia

### Preconditions

Company Option/Terminology: Vocational = "LD95"

1. Navigate to SYS050 (Diploma Type Maintenance) via System Codes button > Courses > Diploma Types.
2. Press "Add Diploma Type" button
3. Enter fields as desired/required including:
  - "Vocational Min"
  - "Vocational Max"
  - "Minimum Age"
  - "Age Courses"
  - Course Code Matching.
4. Diploma type has field values available to perform validation within STU552 (Diploma).
  - A non-blank Vocational Min is used to indicate number of credits required for student to graduate
  - A non-blank Vocational Max (AKA LD95) is used to indicate credits exceeding this amount will not be used in the diploma
  - A non-blank Minimum Age is used to warn that student is underage for this diploma type
  - A non-blank Age Courses is used along with Minimum Age to warn that the student does not have the required number of courses.
  - Checking Course Code Matching is used to treat all courses derived from a higher-level course as the same course in Diploma Validation.
5. Press "?" button on Electives. A pop up opens for "Define Electives Requirements by Grade" including fields:
  - Grade
  - No of Credits
  - Exclude Vocational
6. Select Grade from available Grade. A Credit row is applied to this grade for current Diploma Type
7. Enter Credit value required. The Diploma Type has a Grade Credit rule defined for STU552 to use. Each Grade Credit rule defines the number of credits required of the specified grade in order to graduate.
8. Optionally check exclusions for "Vocational". The exclusion checkbox is added to the Grade Credit rule to instruct STU552 to ignore vocational courses for the credit count.
9. Press the Return button to close the pop up window and return to the main SYS050 Diploma Type Maintenance.

<b>Field Name</b>	<b>Description</b>
Minimum Age	Minimum Age of Student to be eligible for this Diploma Type
Age Courses	Number of credits required on this Diploma Type with a course start date greater than the birth date of the Student to achieve the Minimum Age. When assessing the Diploma for a Student, the system accumulates the number of credits the student has for Courses started after the date the Student turns the age required for Diploma.
LD95 Min	Minimum number of Vocational credits required to complete this Diploma Type. The system accumulates the number of credits the student has for Courses marked as Vocational. If the number of credits is greater than or equal to the Diploma Type Vocational Min then the student has completed this requirement of the diploma.
LD95 Max	Maximum number of Vocational credits usable on this Diploma Type. The system accumulates the number of credits the student has for Courses marked as Vocational. If the number of credits is greater than the Diploma Type Vocational Max then excess Vocational Courses will not be used to satisfy graduation requirements
Course Code Matching	Controls how Diploma Validation processes courses based on the same 'root' course. <ul style="list-style-type: none"> <li>When "Yes", courses within the Diploma are evaluated to be the same course by code matching between the standard courses and the school courses to find the root course. When using enterprise standard coursed this is also performed between district standard course and enterprise standard course.</li> <li>When "No" each course is treated independently during Diploma validation.</li> </ul>

<b>Field Name</b>	<b>Description</b>
Grade Level	Grade to apply Grade Credit minimum count to
No. of Credits	Number of elective credits required for Grade
Exclude Vocational	Excludes Vocational courses from grade credit count

## **SYS660 Career Development**

### **Path:**

*System Codes > Courses > Career Development*

### **Purpose:**

These codes are used to map students Career Development with regard to courses taken.

### **Database Table Names:**

CD\_PROGRAM\_CODES  
CD\_PROGRAM\_DETAILS  
CD\_PROGRAM\_PATHS  
CD\_PROGRAM\_PATH\_DETAILS

### **How To Set-up:**

1. Select the Add button in the top half of the screen.
2. Enter the year for use, a code of up to five digits, a description of the Career Development Path, an External Code if applicable, and a category of the career path.

**Note:** The Career Development Categories populate from Career Development Category Codes (SYS661), which must be available before designing Career Development Codes.

3. Once the Program title has been added, select the Program Details tab and press the Add button in the lower half of the screen.

**Note:** This section is used to indicate courses that apply to the currently selected Career Development Program.

4. Select a course from the pop up window, (Code, Description, and Credit Auto populate from this selection); enter a single digit alphanumeric in the Group.

**Note:** Group is used in the Program Path section.

5. Once all applicable courses have been added, press save and then select the Program Paths button.

Press the Copy button to allow the CDP copy function. The following canvas displays:

The screenshot shows a dialog box titled "Copy Career Development Plan(s)". At the top, there is a checkbox labeled "Copy all CDPs?". Below this, there are four input fields arranged in two columns. The left column has "From Year" (a dropdown menu) and "From CDP Code" (a dropdown menu). The right column has "To Year" (a text box) and "To CDP Code and Description" (a text box). At the bottom of the dialog, there are three buttons: "Copy Now...", "View Error Log", and "Cancel".

This screen allows you to:

- Copy ALL CDPs from one year to another.
- Copy a single CDP from one year to another.
- Copy a single CDP to a new code in the same year.
- Copy a single CDP to a new code in another year.
- The copy function does NOT require that the target year have no CDPs defined. Instead the copy function simply requires that the copy would not create any duplicates or overlay any existing CDPs.

## To add a Program Path:

1. Select Add from the lower left part of the screen.
2. Enter a description of the Path being added.
3. Enter Path details by selecting the Add button from the lower right of the screen.
4. Enter the number of Credits (Units) select whether the units are credits or courses and enter the sequence of groups to meet the requirements of the Career Development Pathway.
5. Press Save to commit changes.

Career Development

Career Development Programs  Current Year Only  All Years

Year	Code	Description	Ext. Code	Category
1999	5	Advanced Art	5	Fine Arts
1999	2	Advanced Genetics	2	Science
1999	4	Business Path	4	Business
1999	9	Engineering	9	Industrial and Technology
1999	01	Law		Law
1999	88	Law Secretary	99	Law
1999	11	Math		Technical and Applied

Program Details **Program Paths**

Group	Code	Course Title	Value
1	ART-01	ART-01	1
1	ART105	ART105	1
2	BAI20X	Accounting Intro	1
2	COM110	Computer Applications 1	1
3	ECO103	ECO103	1
3	ECO150	ECO150	1

FRM-40831: Truncation occurred: value too long for field COURSE\_CODE.  
Record: 1/?

Career Development

Career Development Programs  Current Year Only  All Years

Year	Code	Description	Ext. Code	Category
1999	5	Advanced Art	5	Fine Arts
1999	2	Advanced Genetics	2	Science
1999	4	Business Path	4	Business
1999	9	Engineering	9	Industrial and Technology
1999	01	Law		Law
1999	88	Law Secretary	99	Law
1999	11	Math		Technical and Applied

Program Details **Program Paths**

Path	Description	Credits	Unit Type	First Grp	Last Grp
Path 1		5.000	Courses	1	2
Path 2		2.000	Courses	3	4

Year?  
Record: 1/?

## SYS001.FMX Company Update

1. A label for “Vocational Max” and “Vocational Min” may be produced by replacing the “Vocational” label with the content within the “Company Option >Terminology >Vocational tab as shown in the example below:

Field	Value
Enrolment	Enrollment
Honours	HONOURS
Colour	COLOuR
Counsellor	COUNSELLOR
Health Card #	Care card #
Health Card # Format	999" "999" "999
Tribal Code	Tribal Type
Indian Ancestry	Indian Ancestry Type
Vocational	LD95

This results in **LD95 Min** (Minimum Vocational Credits for student to graduate under this diploma) and **LD95 Max** (Maximum Vocational Credits for student to graduate under this diploma.) labels appearing in Diploma Types.

LD95 Min.	1.000
LD95 Max.	1.000

If the Company File label is:

1. NULL, the label will revert to the following:

Min.	1.000
Max.	2.000

2. ‘Vocational’, the label will revert to the following:

Vocational Min.	1.000
Vocational Max.	2.000

‘Minimum Age’ for student to graduate under this Diploma.

Minimum Age	17
-------------	----

This is used to calculate the number of courses that have a Start Date after the birth day when a student meets the minimum age.

3. On the Defaults tab enter the Diploma Type to be assigned to new admissions. List item populates from SYS050 Diploma Type Maintenance.

#### 4. On the School tab enter:

Restrict Diploma Categories	Indicates to limit manual over-ride to those defined on Standard Course to control what Diploma Categories are available to be manually assigned to a Student's Credit Detail. Normally all Diploma Categories for the Diploma are available to assign to a credit detail. Selecting this option restricts the Diploma Categories to those available on the Standard Course for the current Diploma Type within the District.
Diploma Req Compl. Assmnt	Indicates graduation requirements include successful completion of diploma requirements and additional assessments as indicated on STU552 Student Diploma Screen.
Diploma Granted Calc by:	Indicates whether diploma granting should be system-calculated or manually calculated.

## Student Forms

### STU552.FMX Student Diploma Screen

- **Demographics Toolbar Path:** *Diploma Button*
- **Menu Path:** *Common View > Diploma*

Use this form to display the student's current status of diploma requirements. Requirements (credits) already earned and still needed are identified. This information helps the student decide which courses to select, based on credits already achieved and those necessary to complete the diploma.

To determine diploma results as of the end of the current school year based on 'assumed' successful completion of all courses, select the Potential radio button. Courses that do not have a Diploma Category attached on SYS265 Standard Course Codes are not counted as compulsory credits.

This form also displays the results of GPA and Ranking calculations. The are counted under the Other category.

**Note:**

If you want to specify that a student has fulfilled all or a portion of a Diploma Category credit requirement without incrementing the Total To Date credits earned value you can turn a “Waive Diploma Category Credits” on. Go to SYS001 the Courses tab. A list of options for Waive Diploma Categories displays..

When the SYS001 value is set it makes changes to STU552, STU552R, STU165, STU555, STU553R

**On STU552**

- The column label for “Earned” is changed to “Earn/Waive”
- The column label for “Total to Date” is changed to “Total Credits Earned to Date”
- An “Eqv. Credits Waived ” field is displayed with the number of waived credits applicable to current diploma type
- The “Eqv. Credits Granted ” field is also displayed

**On STU552R**

- There is an “Equivalent Credits Waived” field with the total of waived credits applicable to the current diploma type
- The Column label for “Earned” is changed to “Earn/Waive”
- The Label for “Total Credits Granted to Date” is changed to “Total Credits Earned to Date”

**On STU165**

- A “Waived” column appears (accessible if “Requirements Met” is checked). Entries can be added to or deleted. The amount must be less than or equal to the remaining credits required.

**On STU555 (Analysis Diploma)**

- This now displays a field for the Waived Credits

**On STU553R**

- There is now a “Waiver” field with total of waived credits applicable on each diploma category in the table
- “Met” is split into two rows, one “Earned” the other “Waived”, with their associated values.
- A column called “Total” appears that contains the sum of each of the 4 rows, one value for each row.

Student Diploma Screen

3404 West Geauga High School Homeroom No Homeroom **Alert**

Pupil Number Usual Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name  
 147662 Able Michelle F 10-AUG-1990 08 Anne

Diploma Type Intended Career Development Program Bound For  
 test2 Math ?

Diploma Dates Career Dev. Progress

Service Learning Hours  
 S.S.L. 20.0  
 State#

	Option	Req'd	Earned	Needed	Assoc CDP
For Diploma		2.000	9.000		
Compulsory		0.000	0.000		
Optional		0.000	9.000		
english		1.00	0.00	1.00	
math		1.00	0.00	1.00	
science		1.00	0.00	1.00	
LD95		0.00	0.00	0.00	
Other		0.00	9.00	0.00	
Total To Date :			9.000		
Eqv. Credits Granted :			3.000		

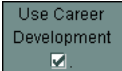
Ranking School and Date  
 No School Data

Unweighted Weighted  
 Rank Rank Out Of GPA

Custom GPA and Rank

Assessment met. GPAs Ind Course Plan S.S.L. Detail Analyze Diploma  
 Subst. Courses Equivalent Credits Middle School C.

<b>Field Name</b>	<b>Description</b>
Diploma Type	The name of the diploma the student is working on and for which credits are being earned. List populates from SYS050 Diploma Type Maintenance.
Intended Career Development Program	Select the year and area of interest for intended career development. List populates with career development programs that are attached to the diploma type in SYS660 Career Development.
Bound For/College Bound/University Bound	Bound For (U.S. display) – Select the type of schooling the student will continue with. Bound For College/University Bound (Canada display) - Choose the appropriate button if the student wants documents sent to either a College or University.
Diploma Dates Button	Calls the Diploma Dates canvas.
Career Development Progress Button	Calls STU554 Career Development Modeling where career plans (courses a student should take in order to enrol in certain programs after current high school level is complete) can be identified and a student progress summary can be viewed.
S.A.L.E.P. (Canada only)	Calls Student Alternative Learning Education Plan (S.A.L.E.P.) canvas. Enter the date.
Service Learning Hours	Student Service Learning Hours, if attached to a course (community service hours towards diploma). This value represents the number of hours required to complete the Diploma. This list populates from Diploma Types
S.S.L.	Student Service Learning hours earned to date.  The value populates from STU180 Service Learning Hours Log and is the student's number of recorded hours.
State #/Ministry Number	The student University Application tracking number.
OUAC Number (Ontario only)	Ontario University Application Center number.
OCAS Number (Ontario only)	Ontario College Application Service number.
Current/Potential/Future	Select Current to display the diploma status as it stands at the current time.

<b>Field Name</b>	<b>Description</b>
	Select Potential to display the credits for the courses that the student is currently taking, but not yet finished. Once year end transition is done the courses credits from potential move into the current and scheduled courses for next year move to potential. Future view of Student's Diploma requirements includes Credit History, Current Year Course Selections (courses completed and in progress) and all courses beyond the Current Year in the Individualized Course Plan. Select Future to
Option	Option groups associated with this diploma category as identified in SYS050 Diploma Type Maintenance. Options are a way of grouping diploma categories and may be used to establish diploma requirements.
Required	Number of required credits needed to complete diploma.
Earned	The number of credits earned up to the end of the last school year.
Needed	The number of credits needed to receive the diploma.
OAC (Ontario only)	Ontario Academic Credits will be listed when achieved.
Associated CDP (Ontario only)	Number of credits for Ontario Academic Credit. Indicates this diploma requires specific courses to be completed, in addition to the minimum number of credits to be earned in the Category. If SYS050 Diploma Type Maintenance indicates an associated CDP for a diploma category, "Met" or "Not Met" will appear in this column.
Total To Date	Total number of earned credits to date for the diploma.
Equivalent Credits Granted	Total number of credits (for mature student returning to school or a student from out of the country) credited towards the diploma for certain categories.
<b>Ranking School and Date Block</b>	
School/Date	The name of the school doing the ranking and the date that ranking was made.
Rank	Placement of student in the ranking. Depends on parameters chosen in the SCH160 Mark Scale Entry.
Rank Out Of	The number of students involved in the ranking.
GPA	The Grade Point Average and the Weighted Grade Point Average for the student.
Custom GPA and Rank	Client Specific. Not part of GPA module
Assessment met Button	Calls STU552 Student Diploma Screen Standard Tests canvas displaying which standard tests have been taken, the date of those tests and whether the test was passed.
Career Program Not Met/Career Program Met Button	Calls STU552 Student Diploma Screen – Career Development Achieved/Career Development Not Achieved canvas, showing career development programs achieved and career development programs not achieved. Activated on SYS050 Diploma Type Maintenance. 
GPA's	Not currently available.
Substitute Courses	Not currently available.
Ind Course Plan Button	Calls STU570 Individualized Course Plan to allow students to plan their academic careers. Calls STU574 4 Year Student Course Plan if on SYS001 Company Update - Reporting tab the Program name STU574 is entered in the "Individual Course Plan" field
Equivalent Credits Button	Calls STU165 Equivalent Credits where the equivalent credits issued to a new student entering your school from outside the county or state, or returning as a mature student, can be identified.
S.S.L. Detail Button	Calls STU180 Service Learning Hours Log where details about service

<b>Field Name</b>	<b>Description</b>
	learning hours can be entered.
Middle School Credits Button	Calls STU552 Middle School Credits canvas where details about Middle School credits can be reviewed.
Print Button	Calls STU552P Student Diploma Summary.
Analyze Diploma	Calls STU555 Analyze Diploma.

## Diploma Dates Canvas

<b>Field Name</b>	<b>Description</b>
Diploma Met	Indicates the date that all requirements were met for the diploma. An option to automatically assign a date when the required number of credits are met can be activated in SYS001 Company Update. The date in this field can be changed.
Diploma Issued	Enter the date the diploma was received by the student.
Certificate of Initial Mastery (CIM)	Enter a Certificate of Initial Mastery (CIM) date. The date entered is used by the Oregon High School Completers state reporting collection to determine what should be populated into the withdrawal category. <ul style="list-style-type: none"> <li>Students with an eSIS diploma type of 00100 (Regular High School Diploma no CIM), diploma met date NOT null &amp; CIM date of null are reported to ODE with a withdrawal category of 10 (Regular High School Diploma no CIM).</li> <li>Students with an eSIS diploma type of 00100 (Regular High School Diploma no CIM), diploma met date NOT null &amp; CIM date NOT null are reported to ODE with a withdrawal category of 12 (Regular High School Diploma with CIM).</li> </ul>
Projected Graduation Year	Indicates the anticipated year of graduation.
Fr. 9 Entry Date	The date the student entered grade 9.
Date of First Entry to State High School	The date the student first entered State High School.
Grade at First Entry to State High School	The grade the student was in when they first entered the State High School.

## STU552.FMX Student Diploma Screen - Standard Tests

- Demographics Toolbar Path: *Diploma Button > Assessment Met Button*
- Menu Path: *Common View > Diploma > Assessment Met Button*

This form displays which standard tests have been taken, the dates of those tests and whether the test was passed.

Tests	Passed?	Date
CTBS Grade 4	<input type="checkbox"/>	
Grade 9 Prof. Math	<input type="checkbox"/>	
Grade 9 Prof. Reading	<input type="checkbox"/>	
PSAT	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

<b>Field Name</b>	<b>Description</b>
Tests	Text describing the type of test.
Passed?	Identifies whether the test was passed or failed.
Date	The date the test was taken.

## Standardized Testing Requirements Canvas

- **Demographics Toolbar Path:** *Diploma Button > Assessment Not Met Button*
- **Menu Path:** *Common View > Diploma > Assessment Not Met Button*

This form displays the Diploma Category, the number of Standardized Tests required and the number completed. You can choose to override the need to complete Standardized Tests.

Diploma Category	Required	Completed	Override
English Sr.	2	0	Override
english jr	1	0	Override
AHDiploma	2	0	Override
Student Selected	2	0	Override
			Override
			Override
			Override
			Override
			Override
			Override

<b>Field Name</b>	<b>Description</b>
Diploma Category	The Diploma Category.
Required	The number of Standardized Tests required to complete the diploma.
Completed	The number of Standardized Tests that have been completed.
Override Button	Overrides the need to complete the Standardized Tests.

## STU552.FMX Student Diploma Screen – Career Program Not Met/Career Program Met

- **Demographics Toolbar Path:** *Diploma Button > Career Program Not Met Button/Career Program Met Button*
- **Menu Path:** *Common View > Diploma > Career Program Not Met Button/Career Program Met Button*

This form is used to identify the career development program (district assigned plans) and:

- Career development courses assigned to the program that have been achieved.
- Career development courses assigned to the program that have not been achieved.

Career Development Programs (courses) are attached to the diploma in SYS050 Diploma Type Maintenance. This ensures that a student completes his/her chosen program in order to fully meet the requirements of the Diploma Type.

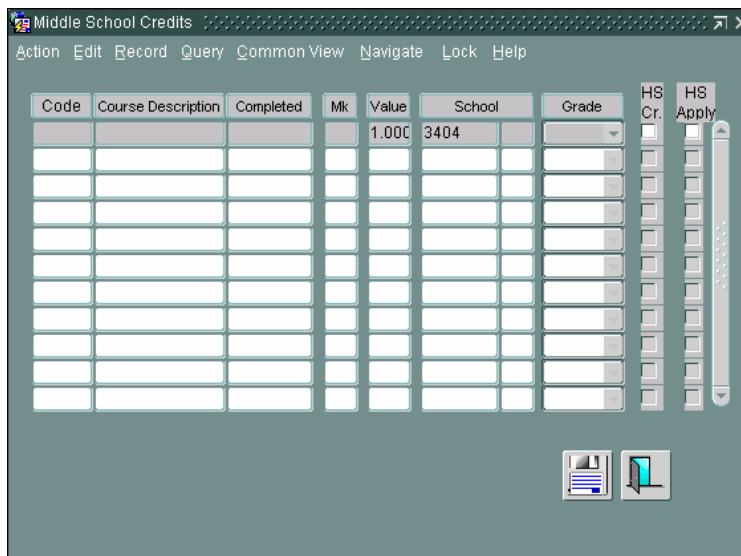
<b>Field Name</b>	<b>Description</b>
<b>Intended Program Plans Block – populates based on the main canvas</b>	
Year	The year that the intended program is to be completed.
Program Code and Description	Displays the program code and description for the career development program.
Meets Diploma Requirements	Indicates that all diploma requirements have been met for the career development program.
Granted Date	Displays the date that the intended program was granted.
Overridden	Indicates that the requirements for the intended program have been overridden.
Override	Calls Override Details canvas where changes can be made to the Date Granted, the date the program was overridden and the person who entered the override. Once entered and saved, the Overridden checkbox will be checked.
<b>Career Development Programs Achieved Block - Populates based on completed Career Development courses.</b>	
Year	The year the course was to be completed.
Program Code and Description	Displays the courses and descriptions for the completed courses in the career development program.
Meets Diploma Requirements	Indicates that diploma requirements have been met for this course in the program.
Granted Date	The date that the course in the program either met the diploma requirements or the date that requirements were overridden.
Overridden	If checked, indicates that the requirements for the course in the program were overridden in the "not achieved" block.
Details	Calls Override Details canvas where changes can be made to the Date Granted, the date the program was overridden and the person who entered the override. Once entered and saved, the Overridden checkbox will be checked.

<b>Field Name</b>	<b>Description</b>
<b>Career Development Programs Not Achieved Block - Lists all incomplete courses associated with the program in SYS660 Career Development.</b>	
Year	The year the course is offered.
Program Code and Description	Displays the program code and description for the course.
Meets Diploma Requirements	Indicates that the course has met diploma requirements.
Granted Date	Indicates the date that the course either met requirements or was overridden.
Override	Calls Override Details canvas where requirements for the course can be overridden. Enter the date overridden and the person who entered the override. Once entered and saved, the Overridden checkbox will be checked and the sub-set program moves to the achieved block.
Show Progress Button	Calls STU554 Career Development Modeling.

### **STU552.FMX Student Diploma Screen Middle School Credits**

- **Demographics Toolbar Path:** *Diploma Button > Middle School C. Button*
- **Menu Path:** *Common View > Diploma > Middle School C. Button*

This form displays information about courses, course completion and grades (credits) from middle school records.



<b>Field Name</b>	<b>Description</b>
Code	The course code completed by the student.
Course Description	The course name completed by the student.
Completed	The date the middle school course was completed.
Make	The student achievement for the course.
Value	The credit value granted for the course.
School	The school number where the middle school course took place.
Grade	Student's current grade/course placement. List populates from SYS260 Grades.

<b>Field Name</b>	<b>Description</b>
High School Credits	Indicates that High School credits are able to be earned for this course in middle school. The option to record whether high school credits can be earned for this course can be activated in SCH050 Course Maintenance.
HS Apply	Indicates that the high school credits earned in middle school were applied to the students records. The option to record whether high school credits should be applied for this course can be activated in SCH050 Course Maintenance.

## STU554.FMX Career Development Modeling

- **Demographics Toolbar Path:** *Diploma Button > Career Development Progress Button*
- **Menu Path:** *Common View > Diploma > Career Development Progress Button*

This form is used to identify career plans for a student and to display a summary of student progress. Career plans assist students by mapping courses that have to be achieved based on the Career Plan and Category selected.

<b>Field Name</b>	<b>Description</b>
<b>Career Plans Block</b>	
Category	The career plan category description.
Career Plan	The description of the career development plan.
Path	The career development path description.
Select	Calls STU554 Career Development Modeling.
<b>Student Progress Summary Block</b>	
First Group	The first group of the career development program path.
Last Group	The last group of the career development program path.
Units	The type of units required to meet the criteria (i.e. credits)
Units Required	The number of units required to meet the path.
Earned	The number of units that the student has achieved.
Needed	The number of units that the student needs to meet the criteria.

<b>Field Name</b>	<b>Description</b>
Courses Button	Calls STU148 Lookup Course By Course to select student courses. Multiple courses can be selected.
Total Remaining	The total remaining hours needed to meet the career development plan requirements.


## STU570.FMX Individualized Course Plan

- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button*

This form is used to enter a student's individualized course plan. Courses are attached to a plan and as a student progresses through the plan, data populates with completed checkbox, credit earned, grade completed and reflects the successful completion. This does not schedule courses but lays out the courses that the student wants to take.

The system does not allow a course to be added more than once to a student plan.

<b>Field Name</b>	<b>Description</b>
Intend Yr.	The School Year the student intends to take this course.
Code	An Alpha-numeric code for the course. Course code populates based on courses selected in STU149 Select Courses for Individualized Course Plan.
Course Title	Populates based on courses selected in STU149 Select Courses for Individualized Course Plan.
Short Name	The short name for the course added. Populates based on courses selected in STU149 Select Courses for Individualized Course Plan.
Cred.	The credit value assigned to the course in SCH050 Course Maintenance.
Grade	The grade level assigned to this course in SCH050 Course Maintenance.


<b>Field Name</b>	<b>Description</b>
Complete	Indicates that the course has been completed.
Credit Earned	Displays the credits earned to day for the course.
Grade Completed	Indicates the grade level of the student when the course was completed.
Help Button	Calls Individualized Course Plan Help canvas to assist in creating the academic career planning.
Copy to Next Year Courses	Copies all the Individual Course Plan Records with an Intended School Year of the current year, to this student's Next Year course selections.
View Error Log	Calls SCH021R Copy Individual Course Plan Errors log.
View Full Course Plan	Calls STU570 Full Course Plan.
Add Button	Calls Add Course canvas to choose school and courses (current year/next year).
	Calls STU572P Individualized Course Plan Progress from which the following criteria can be specified for the printed report: Completed/Incomplete or All Individualized Course Plans for the student. Sort Order. Include all students or a specific student.

## STU570.FMX Individualized Course Plan – Full Course Plan

- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button > View Full Course Plan Button*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button > View Full Course Plan Button*

This form lists all students individualized course plans (current and past).

Year	Course Code	Course Title/Description	School	Credit Value	Final Mark
1999	ACT110	ACT110	West Geauga High School	.53	88
1999	ADA4A0000	Dramatic Arts IV	West Geauga High School	1.00	
1999	STUDY3000	Study 3	West Geauga High School	.00	
1999	STUDY3000	Study 3	West Geauga High School	.00	
	ENG150000	SPEECH SURVEY			
	FOR511000	FRENCH I			
	GEO150000	LCC GEOGRAPHY			
	MAT150000	LCC MATH			
	PHI260000	LCCPHILLOGIC			
	SOC150000	LCC PRN/SOCIO			

<b>Field Name</b>	<b>Description</b>
Year	The School Year the student took the course.
Course Code	An Alpha-numeric code for the course. Courses for Individualized Course Plan.
Course Title/Description	Populates based on courses selected in STU149 Select Courses for Individualized Course Plan.
School	The name of the school where the course was taken.
Credit Value	The credit value assigned to the course in SCH050 Course Maintenance.
Final Mark	The final mark attained for the course.
Grade Completed	Indicates the grade level for the student when the course was completed.
	Calls STU571P Full Course Plan Details Report.

## STU574.FMX 4 Year Student Course Plan

- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button*

This form is called if the Individual Course Plan field in SYS001 Company Update – Reporting options shows STU574. The 4 Year Course Plan is used to aid counselors in planning a student’s high school career. Courses can be added to or deleted from Future years and can be deleted from Next year if the courses are not yet scheduled. To add or delete you must first activate the desired year by clicking in the appropriate column.

<b>Field Name</b>	<b>Description</b>
Career Goal	Free form text area to enter a description of the career goal.
Short Name	The short name of the course.
Cred.	The Credit Value for the course selected.
Gr.	The grade/mark the student received for the course.
S/T	The semester/term of the course if scheduled in Current Year of Next Year
Earned/Total/Forecasted	The total number of credits earned/total number of credits and the forecasted number of credits.
GPA: Unweighted/Weighted	The unweighted and weighted GPA for the courses.
Print Button	Calls STU574R 4 Year Student Course Plan.

**STU149.FMX      Select Courses for Individualized Course Plan Add Course**

- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button > Add Button*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button > Add Button*

This form identifies the school (current or next) from which a course can be selected for the individualized course plan.

<b>Field Name</b>	<b>Description</b>
Current School/Next School	The student's current school and next school as indicated on STU591 Student Transition List are listed. Select the school from which the course catalogue should be used in the plan.
Current Year	Displays the selected school's courses for the current year.
Next Year	Displays the selected school's courses for the coming year.
Select Courses Button	Calls STU149 Select Courses for Individualized Course Plan. Courses can be selected in one of three ways: Select from Query, Select from Diploma and Select from Career Development Plan.

## STU149.FMX Select Courses for Individualized Course Plan - Select From Query Tab

- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button > Add Button > Select Courses Button*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button > Add Button > Select Courses Button*

This form lists all courses. You can query courses on any of the columns.

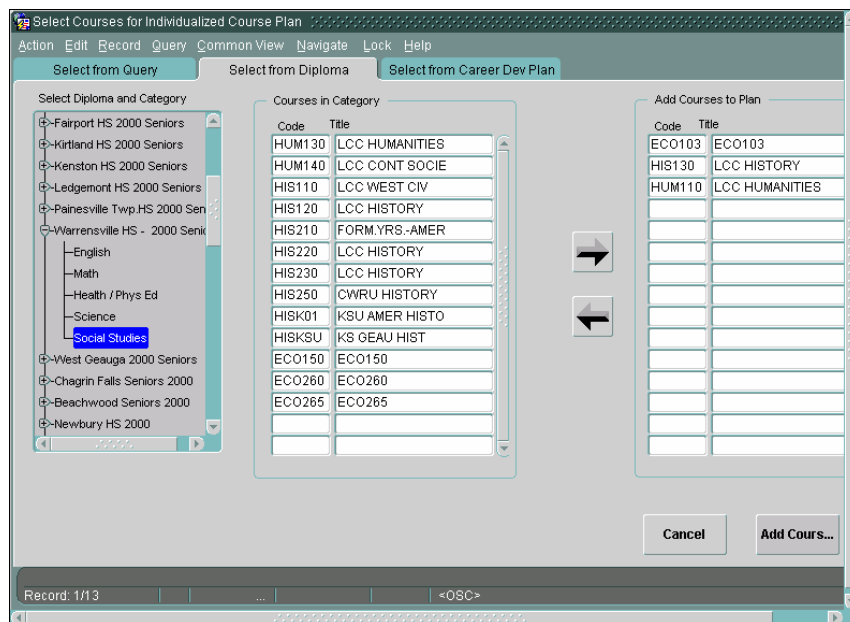
<b>Field Name</b>	<b>Description</b>
Course	Alpha-numeric code for course.
Title	The title of the course.
Short Name	The short name of the course.
Accelerated Learning	The accelerated learning program that the course is assigned to.
Subject Category	The category this course is assigned to.
Course Type	The type of course study. List populates from SYS267 Course Types.
Select	Select checkbox to select courses to add to the individualized course plan.
Select Current Button	Selects highlighted record.
Select Checked Button	Selects all courses that have a check in the Select checkbox.


## STU149.FMX Select Courses for Individualized Course Plan – Select From Diploma Tab


- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button > Add Button > Select Courses Button > Select From Diploma Tab*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button > Add Button > Select Courses Button > Select From Diploma Tab*

This tab lists, in a tree structure, all available Diploma Types with Categories, as determined by SYS050 Diploma Type Maintenance.

Use the “+” to expand the selected diploma, or double-click the diploma, then select the required category. Course codes and titles populate to the Courses in Category columns, as determined by SCH050 Course Maintenance Course Maintenance. Select the required course code and choose the right arrow button. The course populates to the Add Courses to Plan column. Once all courses are selected, choose the Add Courses button to return to STU570 Individualized Course Plan.



<b>Field Name</b>	<b>Description</b>
Select Diploma and Category	Displays a list of diplomas and categories. Select the plus to the left of the diploma to display the categories attached to that diploma. Populates from SYS050 Diploma Type Maintenance.
Courses in Category	The courses associated with the selected diploma and category.
Add Courses to Plan	The courses selected from the Courses in Category list. Courses are added to and removed from this list using the right (adds to) and left (removes from) arrow keys.
	Moves the course selected in the Courses in Category list to courses in Add Courses to Plan.

<b>Field Name</b>	<b>Description</b>
	Moves the course selected in the Add Courses to Plan to the Courses in Category list to.
Cancel	Cancel the form without saving and returns to the Individualized Course Plan form.
Add Courses	Calls Add Course canvas to select the current year or next year school and course information.

## **STU555.FMX Analyze Diploma**

Path: *Diploma > Analyze Button*

Validation of the Student's courses against Diploma requirements can show how a student's courses may be applied to meet graduation requirements as specified in the Diploma type. This supports multiple views including confirmed and potential credits as applied to any available diploma type.

## **System Administration Setup**

### **Restrict Diploma Categories**

1. Access the Company file via the Administration Menu > Company.
2. Select the 'School' tab.
3. Check the 'Restrict Diploma Categories' field and then press the Save button.

### **Limit Vocational Credits**

1. Access the Company file via the Administration Menu > Company path.
2. Select the 'School' tab.
3. Check the "Limit Vocational Credits" field and then press the Save button.

## Company Option Schools Tab

**Restrict Diploma Categories** – Indicates to limit manual over-ride to those defined on Standard Course to control what Diploma Categories are available to be manually assigned to a Student’s Credit Detail. Normally all Diploma Categories for the Diploma are available to assign to a credit detail. Selecting this option restricts the Diploma Categories to those available on the Standard Course for the current Diploma Type within the District.

## Courses Tab

**Limit Vocational Credits** – Indicates to discard credits exceeding the Vocational Max set on the Diploma Type. Controls how Vocational credits are used. Normally all Vocational credits are usable within Diploma Evaluation. Selecting this option limits the usable Vocational credits to the maximum set on the Diploma Type.

This form:

- Retrieves Course information and processes to determine included courses.
- Determines Diploma Categories satisfied.
- Labels “Voc” column with value from Company Option/Terminology: Vocational
- Courses are looked up in the School where they have been taken and when the Vocational (AKA LD95) indicator = Yes the “Voc” flag is checked
- Courses from Credit History with a Manual diploma category override has the “Manual Ovr.” flag checked.
- “Curr. Asgn.” has the Primary Diploma Category – with the Manual Override checkbox unchecked – or current manual override – with the Manual Override checkbox checked – for the course.
- Credit Assignment Detail shows the Diploma Categories the course is satisfying including the number of credits used.
- Failed courses are presented in read only mode at the bottom of the list of courses.
- A passed course that can be used has a blank “Zero Credit Indicator” field
- A failed course has the “Zero Credit Indicator” field set to “0” and “Cr. Value” highlighted.
- A passed course that cannot be used due to Anti-requisites has the “Zero Credit Indicator” field set to “1” due to Company Option/Option: Limit Anti-Requisite to Credits = Yes and the credit value set to zero
- A passed course that cannot be used due to excessive Times for Credit has the “Zero Credit Indicator” field set to “2” and the credit value set to zero
- A passed course that cannot be used due to excessive Vocational courses has the “Zero Credit Indicator” field set to “3” and the credit value set to zero
- Type – Where the record is reported from: C=Credit Detail/History, P=Potential, or F=Future
- Horizontal scrolling displays Course Code, Course Title, and External Code and Course Short Name
- Current courses from a cross-enrolled school are displayed with the content of the course identifying columns in Italics.
- Manual Ovr. with a blank text field and a LOV button allows selection of other Diploma Categories.

STU555 - Analyze Diploma

3404 West Geauga High School Homeroom No Homeroom

Pupil Number Usual Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name  
 147662 Able Michelle F 10-AUG-1990 08 Anne

Current Dipl. test2 Required 2.00 Earned 9.00 Needed 0.00 Waived

Eval. Dipl. Calculate and Preview

Eval. Type  Current  Potential  Future

Type	Course Code	Secti...	Year	Cr. Va...	Prim.	Alt. 1	Alt. 2	Alt. 3	Curr. As...	Manual Ovr.	Credit Assignment Detail
C	EQV			1.00	MAT				MAT		? Otr: 1.00
C	EQV			1.00	ENG				ENG		? Otr: 1.00
C	EQV			1.00	SCI				SCI		? Otr: 1.00
C	19452		2001	5.00							? Otr: 5.00
C	COURSE04		2000	1.00							? Otr: 1.00
C	123		1999	0.00							? Otr: 1.00
C	COM666XXX		2000	0.00							? Otr: 1.00
C	COURSE09		2000	0.00							? Otr: 1.00
C	COURSE05		2000	0.00							? Otr: 1.00

The Calculate and Preview button displays “Evaluation Diploma Summary” showing how Diploma Categories are satisfied.

<b>Field Name</b>	<b>Description</b>
Current Diploma	Displays Student’s current Diploma. If a diploma has not yet been assigned to the student, this field is blank on initial entry to the screen. This field is display only. If a different diploma is evaluated and applied, this field refreshes to display the new diploma.
Current Required	Displays current Diploma total required number of credits.
Current Earned	Displays current Diploma earned number of credits.
Current Needed	Displays current Diploma needed number of credits.
Eval Diploma	Allows selection of diploma possibilities against which student’s credits can be evaluated
Evaluation Required	Required number of credits for Diploma Displays evaluation Diploma total required number of credits.
Evaluation Earned	Student’s earned number of credits for Diploma Display current Diploma earned number of credits. This field will be blank until user flows off to do a Calculate and Preview and returns. If the user flows off via the Calculate and Preview button but then does not apply the evaluation, the field will remain blank on return.
Evaluation Needed	Student’s needed number of credits for Diploma Display evaluation Diploma needed number of credits. This field will be blank until user flows off to do a Calculate and Preview and returns. If the user flows off via the Calculate and Preview button but then does not apply the evaluation, the field will remain blank on return.
Waived	If on the Equivalent Credits screen a counselor waives a graduation requirement for a student (without affecting the total number of credits the student has received) those credits appear in the Waived field.
View Selector	Choose the view of the courses you want to see for the selected evaluation diploma. Radio buttons to select desired view. Which radio button is selected determines which courses will be selected for inclusion in the diploma evaluation.

<b>Field Name</b>	<b>Description</b>
Current	Selects student courses from Credit History and current courses with a final school mark
Potential	Selects student courses from Credit History and current courses in progress
Future	Selects student courses from Credit History, current courses in progress, requests for next year, and requests documented in individual course plans
Calculate And Preview	Click to display the results of how well the student meets the evaluation diploma. The Calculate And Preview button initiates the algorithm which figures out what diploma categories are assigned to each student course and then displays the results on the Evaluation Diploma Summary dialog.
Seq	Sequence number assigned during Diploma Evaluation – the order records are processed in; will not be displayed on-screen but is captured in the background.
Type	Source of course detail record - C = Current (Completed Courses and Credits), P = Potential (Course not yet completed), F = Future (Next Year Courses and Individual Course Plan)
Course Code	The Course Code.
Description	Course description
Short Name	Course Short Name
Ext. Crs. Code	Displays since it will be used to track the courses to the ministry.
Course Section	Course Section the student was in when they took course.
Year	Year student took the course.
Cr. Value	The number of credits student actually received for the course.
Prim	The diploma category assigned on SYS265
Alt. 1 – Alt. 5	The alternate diploma categories assigned on SYS265
Curr. Asgn.	The diploma category the course is assigned to on current diploma Current diploma category course assigned to – this is the diploma category currently allocated to the course out of all the possibilities (both primary and alternates). This field can be assigned automatically by eSIS (using the algorithm) or it can be the result of being overridden by a manual selection (using the Manual Override field).
Manual Ovr. Checkbox	Uncheck manual over-ride to allow system to recalculate diploma category if currently manually assigned. Indicator for manual over-ride of diploma category on course. When checked, it means that the diploma category listed in the Current Assigned field is a result of a manual override. This field can be manipulated by the user. It displays under the Curr. Asgn. column heading.
Manual Ovr.	Click to select overriding diploma category from the list to manually assign a diploma category to this class.
Credit Assignment Detail	Displays how the course credits are allocated to diploma categories. This information is displayed on initial entry to the screen for the current diploma. On return from evaluating a new diploma and applying the results, this field will be recalculated and displayed.
Comp. Date	The date the student completed the course.
Sem.	The semester the course was taken in.
Grade	The grade of the student when the course was taken
Mark	The mark the student achieved.
Zero Cr.	Reason why course was evaluated to zero credits.
Voc. Checkbox	If checked, the course is considered a {Company Option/Terminology: Vocational} course.

TECH - Michelle Able

**Evaluation Diploma Summary**

	Option Group	Required	Earned	Needed
For Diploma		28.00	6.00	22.00
Compulsory		22.00	0.00	22.00
Optional		6.00	6.00	0.00
AutoCad		5.00	0.00	5.00
Basic Auto Body		5.00	0.00	5.00
Basic Auto Mechanics		5.00	0.00	5.00
Basic Electricity		5.00	0.00	5.00
Basic Plumbing		5.00	0.00	5.00
Business English		1.00	0.00	1.00
Communications		1.00	0.00	1.00
Geometry		2.00	0.00	2.00
LD95		0.00	0.00	0.00
Other		6.00	9.00	0.00

Apply Evaluation

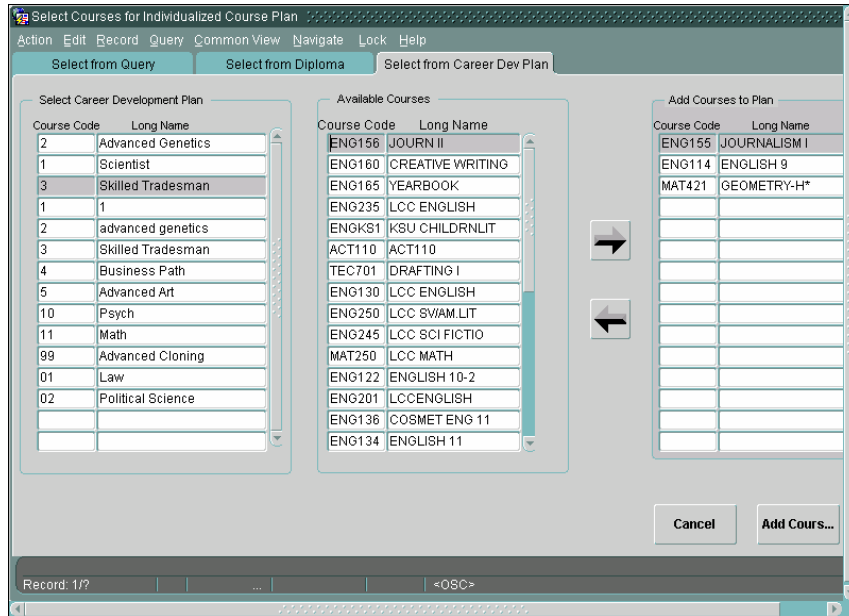
<b>Field Name</b>	<b>Description</b>
Diploma Category	Description of row shows what the row represents within the Diploma Type. Description for row comprised of 'total identifiers' (e.g., "For Diploma"), the Diploma Category, the Vocational count (AKA LD95), or the elective credits by grade.
Option Group	Diploma Option Group that the Course belongs to.
Required	Required number of credits for Diploma
Earned	Student's earned number of credits for Diploma
Needed	Student's needed number of credits for Diploma. This is the number of credits remaining to earn for the evaluated diploma



### STU149.FMX Select Courses for Individualized Course Plan – Select From Career Development Plan

- **Demographics Toolbar Path:** *Diploma Button > Individual Course Plan Button > Add Button > Select Courses Button > Select From Career Development Plan Button*
- **Menu Path:** *Common View > Diploma > Individual Course Plan Button > Add Button > Select Courses Button > Select From Career Development Plan Button*

This tab lists courses populated based on SYS660 Career Development – All Years. Select any number of courses.

Attaching a Career Development Program to the Diploma indicates that a student must complete his/her chosen program in order to fully meet the requirements of the Diploma Type. This is enforced on STU552 Student Diploma Screen. The list of values populates from SYS660 Career Development.



<b>Field Name</b>	<b>Description</b>
Select Career Development Plan	Displays career development plans. Populates from SYS660 Career Development – All Years
Available Courses	The courses included in the selected career development plan.
Add Courses to Plan	The courses selected from the Available Courses list. Courses are added to and removed from this list using the right (adds to) and left (removes from) arrow keys.
	Moves the course selected in the Available Courses list to courses in Add Courses to Plan.
	Moves the course selected in the Add Courses to Plan to the Available Courses list to.
Cancel Button	Cancels the form without saving and returns to the Individualized Course Plan form.
Add Courses to Plan Button	Adds the courses in the Add Courses to Plan list to STU570 Individualized Course Plan.

## STU180.FMX Service Learning Hours Log

- **Demographics Toolbar Path:** *Diploma Button > S.S.L. Detail Button*
- **Menu Path:** *Common View > Diploma > S.S.L. Detail Button*

This form is used to log detailed information about community service placements and associated earned hours for the selected student (towards diploma). Information populates for courses that have S.S.L attached in Course Maintenance. Also, if Service learning hours are attached to a course, they populate to STU552 Student Diploma Screen.

<b>Field Name</b>	<b>Description</b>
Contact Name	Enter the name of the person to be contacted regarding the service learning hours.
Start Date	Enter the date the service learning began.
End Date	Enter the date the service learning ended.
Hours	Enter the number of hours accumulated for that service.
Type	Select the type of service learning hours being performed. List populates from SYS050 Diploma Type Maintenance.
Course Contact	Select what course the learning hours are linked to. List populates from SYS267 Course Types.
Course Selection	Select the course selections the service learning hours are linked to. List populates from STU544 Student Course Selections – Detail.
Description	Describe the service being performed.

## STU165.FMX      Equivalent Credits

- **Demographics Toolbar Path:** *Diploma Button > Equivalent Credits Button*
- **Menu Path:** *Common View > Diploma > Equivalent Credits Button*

This form is used to identify the equivalent credits issued to a new student entering your school from outside the county or state, or returning as a mature student, etc. Total credits entered on this form populate to STU552 Student Diploma Screen.

Field Name	Description
Diploma	The type of diploma to which equivalent credits will be applied.
Assessment Date	Enter the date that equivalent credits were assessed. Use date format for your District or Board.
Purpose of Assessment	Select the reason that credits are being assessed: e.g. Out-of-State/Province, Maturity, etc. List populates from SYS355 Purpose of Assessment - Equivalent Credits.
Assessment Location	Select where the assessment is being made. Defaults to your school. Populates schools entered on SYS040 School Details.
Requirements Met?	Indicate whether the requirements were met for these credits.
Memo	Type in a descriptive comment about the credits.
Category	Select the category for which credits are being assessed. List populates from SYS269 Subject Categories for Credit.
Credits	Enter the value of the credits by diploma category.
Total	Total of the equivalent credits selected and entered. Populates when the Save button is selected.

## Diploma Reporting

For a description and sample of each of the Diploma reports see the Diploma Reporting guide.

