How to be successful with Parchment

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Agenda

- Transcript Profile settings
- Master Courses
- Dual Credit Classes
- Immunization dates
- Test scores
- Assigning Graduation Dates to Senior Transcripts
- Uploading transcripts to Parchment

Transcript Profile

- Once the Transcript Profile is set up, it can be viewed and edited in Office Use…System Settings by touching the “Transcript Profile”.

- Select “Yes” or “No” for each item that is possible to have listed on your transcripts. These items can be changed at any point by editing this profile.

- Make sure to add the Parchment Consumer Key and Secret to the Transcript Profile so that transcripts can be uploaded to Parchment

Transcript Profile

Close Save

Transcript profile

Indicate if you want the data displayed on the transcript

GPA	Yes / No
Class Rank	Yes / No
Weighted GPA	Yes / No
Weighted Class Rank	Yes / No
Work in progress	Yes / No
Course Numbers (Description will already be included)	Yes / No
Dual Credit Information	Yes / No
Yearly attendance	Yes / No
Graduation Track	Yes / No
Career Path	Yes / No
Signature Line	Yes / No
Enrollment History	Yes / No
ISTEP	Yes / No
ECA	Yes / No
ACT	Yes / No
PSAT	Yes / No
SAT	Yes / No
SATII	Yes / No
AP	Yes / No
Accuplacer	Yes / No

CEEBACT Code (identifier assigned by the College Entrance Examining Board and ACT)

Parchment Consumer Key (this is obtained from Parchment)

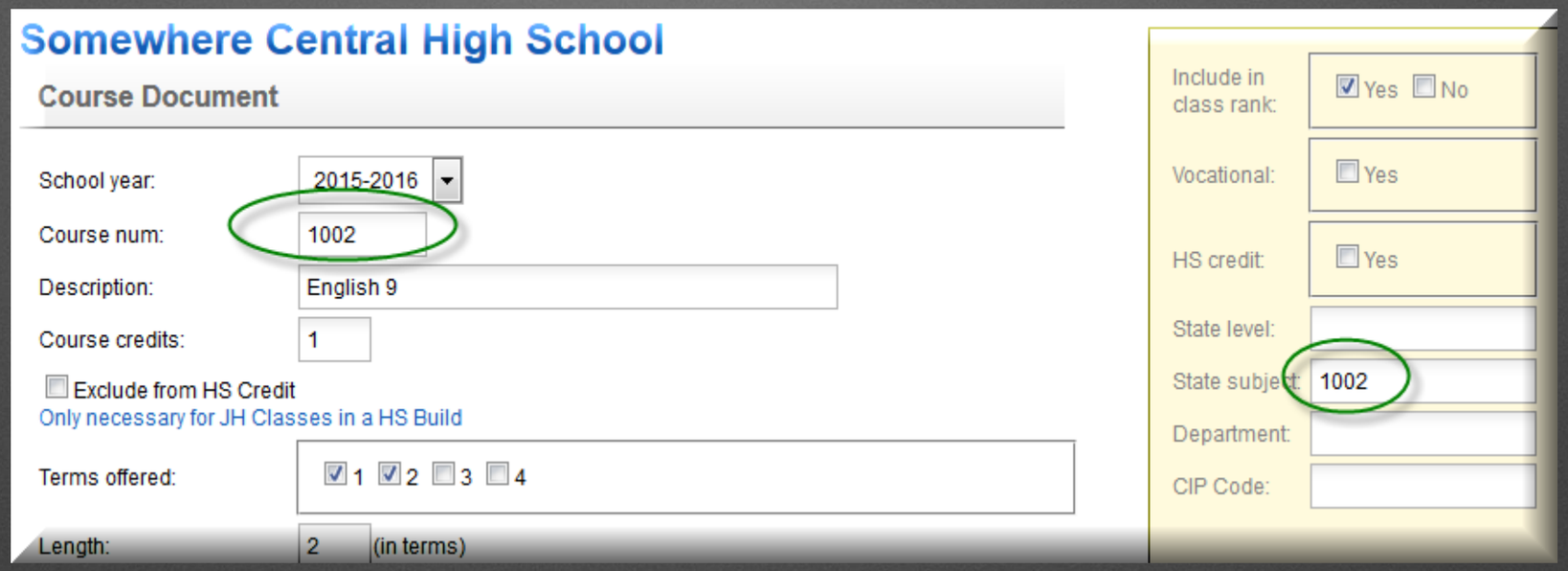
Parchment Consumer Secret (this is obtained from Parchment)

Master Courses

- Master courses must be entered in your database with either the state defined subject code as your course number or must have the state subject code on the master course document. This is set on your System Profile.

- When changing course number for the next year, do not remove the course from the master course list. This will cause issues with Parchment and 4 yr plans.

Master Courses



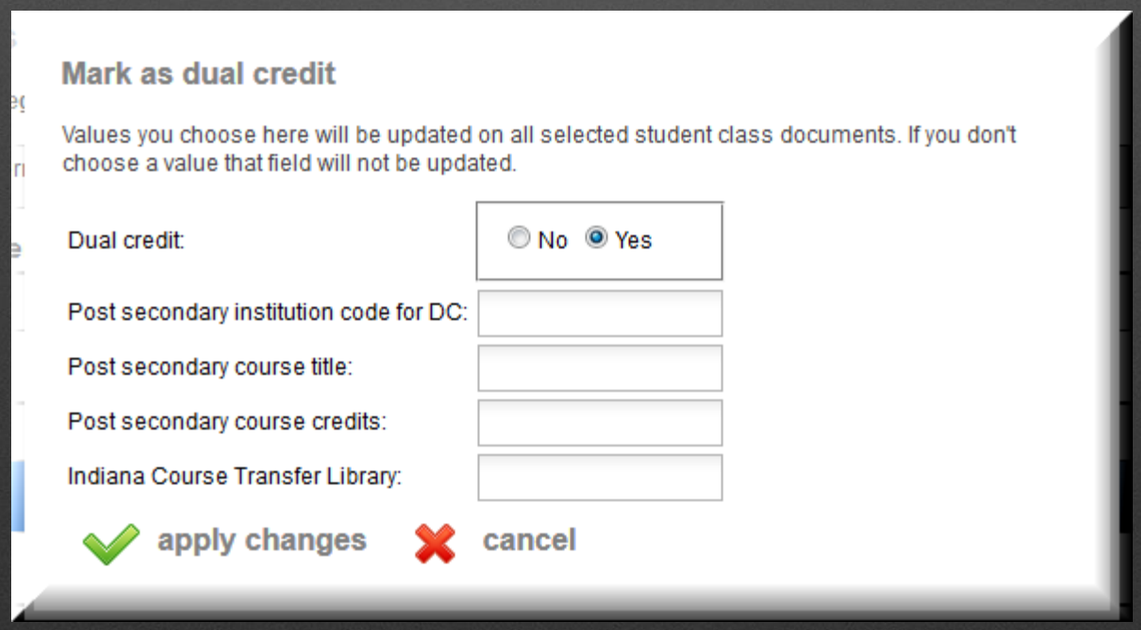
- Enter the State subject code as shown. This will appear on the student class documents when the class has been created.

- Indiana High School Course Titles and Descriptions for 2016-2017

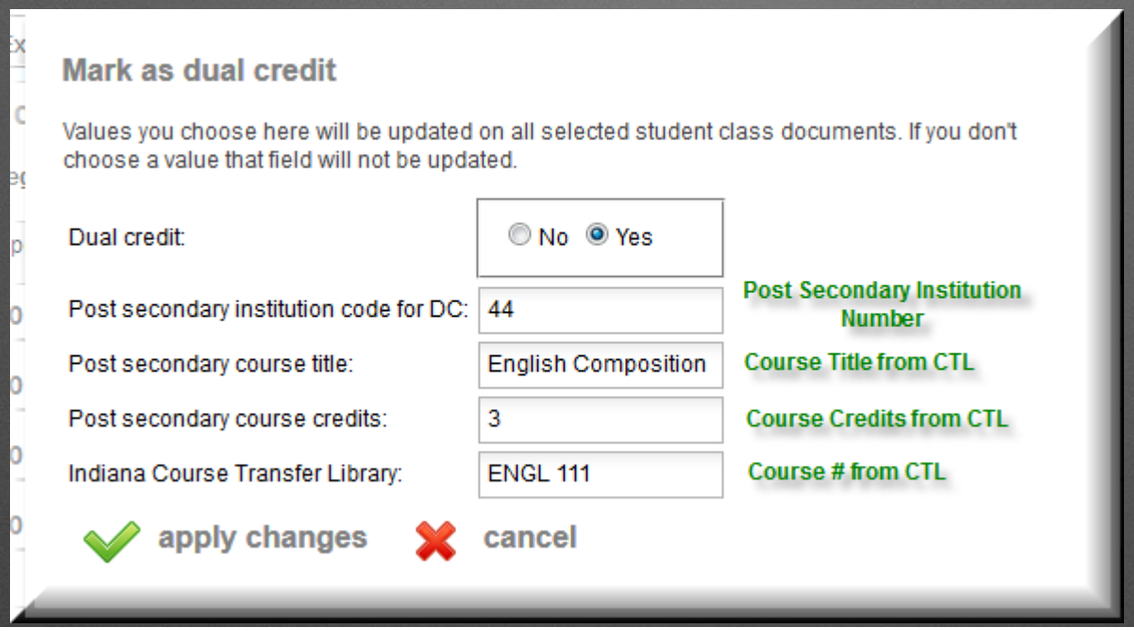
Dual Credit

- To mark student classes as dual credit, go to Guidance… Class List. Checkmark the student classes that should be dual credit and then touch the “Assign Dual Credit” button.

- Select “Yes” for Dual Credit and then enter the post-secondary institution code, post-secondary course title, post-secondary credits and the Indiana course transfer library. Then touch “Apply Changes”.



Dual Credit


Mark as dual credit
Values you choose here will be updated on all selected student class documents. If you don't choose a value that field will not be updated.
Dual credit:
No
Yes
Post secondary institution code for DC:
44
Post Secondary Institution Number
Post secondary course title:
English Composition
Course Title from CTL
Post secondary course credits:
3
Course Credits from CTL
Indiana Course Transfer Library:
ENGL 111
Course # from CTL
apply changes
cancel

View CTL By Institution Name
CTL Home
More About CTL
View Courses By CTL Name
View CTL By Institution Name
Printer Friendly CTL
Dual Credit and Core 40 with Academic Honors
Printable List of CTL Courses
Ivy Tech Community College of Indiana
Select All
PRINT
CTL Name
Course Title
Course#
Credits
Notes
English Composition 1
English Composition
ENGL 111
3

Core Transfer Library

- To enable you to transfer college credits, Indiana has developed the Core Transfer Library (CTL) – a list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades.

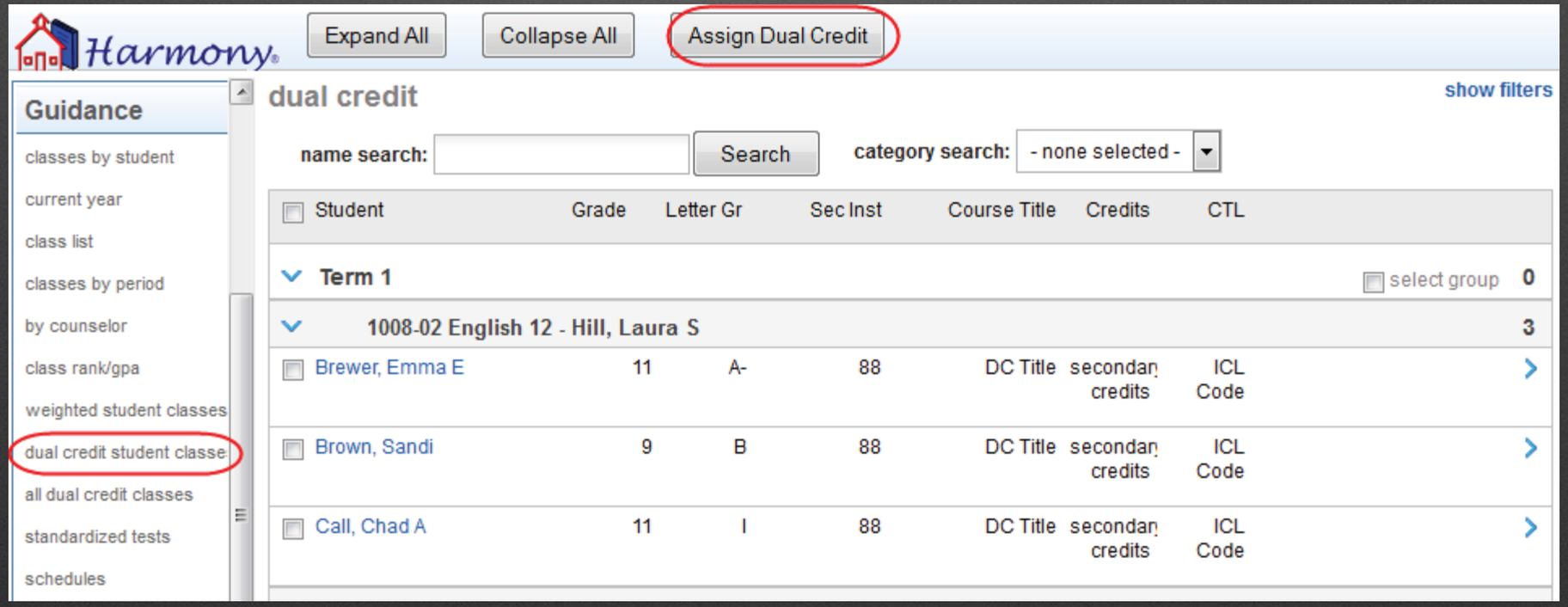
  All Core Transfer Library courses will meet the general education or free elective requirements of undergraduate degree programs, and a significant majority of CTL courses will also count as one-on-one equivalents to courses taught at your new campus.

- If you don't see the Post Secondary Institution Code data for the dual credit course on this website, please contact the institution awarding the dual credit and/or check the official transcript from that institution.

- Transfer IN.net Core Transfer Library

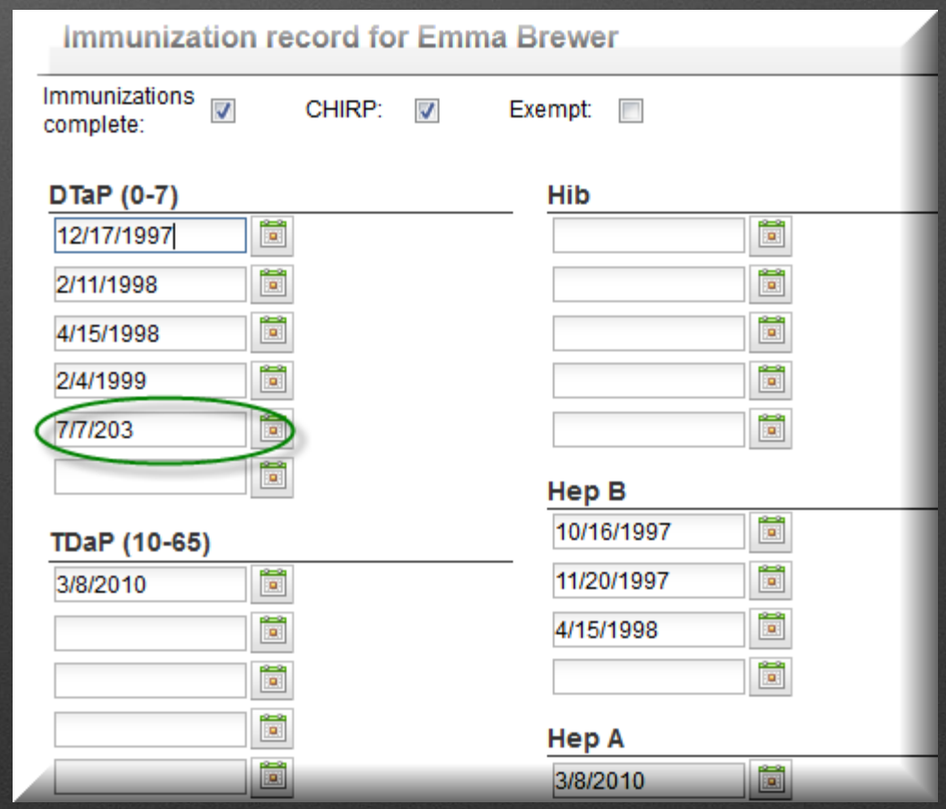
Dual Credit

- The student class documents will then be listed in Guidance…Dual Credit Student Classes. In this view, the dual credit fields are listed in separate columns.



Immunizations

- Watch date entry for immunizations. Dates not entered correctly will prevent a transcript from uploading successfully to Parchment.



Test Scores

- It is recommended that you import test scores to Harmony. Test scores require date taken and all fields completed.

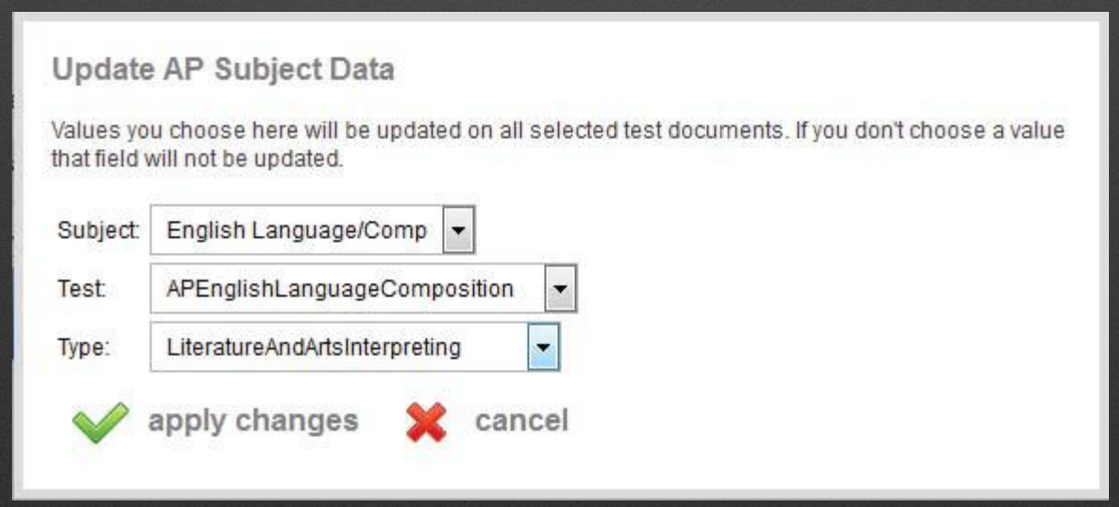
- The College Board does not send PSAT/NMSQT or PSAT 10 scores to colleges.

- These scores are not intended to be part of college admission decisions. They should not be included on student transcripts that will be reproduced and sent to colleges unless the student (if 18 or older) or parent/guardian has granted permission.

- College Board Scores

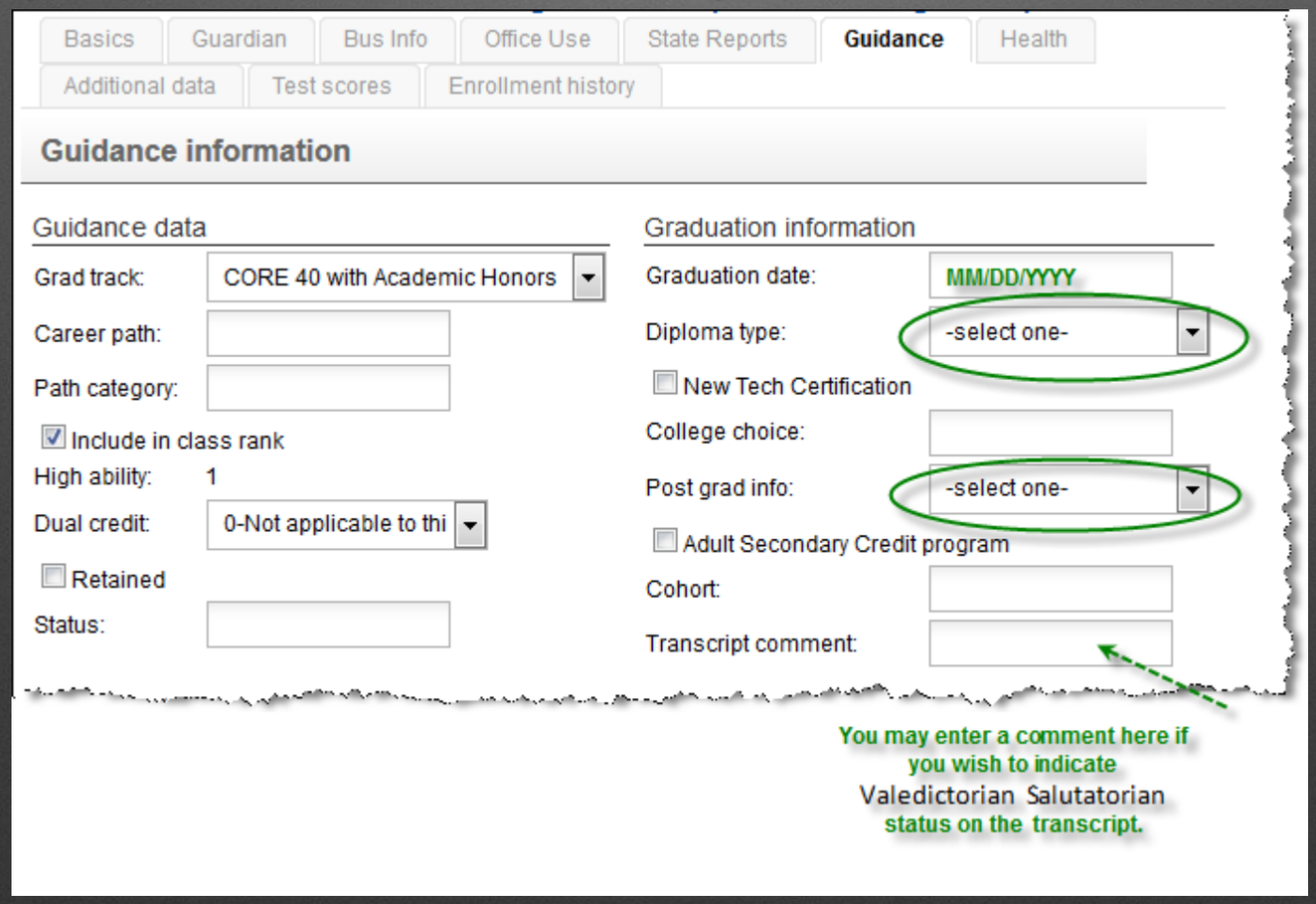
Test Scores

- AP Test scores must be updated before you send transcripts to Parchment. To see these, go to Guidance…Standardized Tests and touch the “Filter” link to only display the AP scores. To send tests to Parchment, they have to have the exact subject test codes. Test scores without the exact codes will not be sent to Parchment. These AP tests can be opened individually and edited or you can edit them in mass. To edit them in mass, checkmark the tests and then touch “Assign AP Value” and pick the appropriate values for that test.



Diploma and Grad Date

- Diploma type and post secondary data must be entered on the student's demographic guidance tab. Then upload the end of the year transcript to Parchment for Seniors. The Graduation Date will automatically populate for all seniors when you follow the instructions.



- Attaching Graduation Date to Senior Transcripts

Uploading Transcripts

- Transcripts are then uploaded to Parchment in the Guidance…by Counselor view. You can use the “Show Filters” link to filter the view by grade, gender or counselor. Select the students you wish to send transcript data for and touch the “Upload Transcript” button. This will automatically send the transcript data to Parchment and will be recognized by Parchment based on the Consumer Key and Secret on your Transcript Profile.

- Transcripts can be uploaded to Parchment at any time and for any number of students. However, this process should be done after changes have been made, such as new test scores or grade history added. In addition, transcripts should be uploaded for all students at the end of each term. You may upload the transcripts for alumni from the Guidance, Recent Graduates view.

Common issues with transcripts

- State subject code, grade level and credits earned are missing from the student class document.

- Course is not listed in the CourseLookup for the school year on the student class document.

- Test names are misspelled (i.e. Aglebra or Alg I) and/or dates have an incorrect value

- Dual Credit is indicated as “Yes” however, the CTL data fields have not been updated.

- Immunizations have an invalid date.

- Student demographic data has invalid value. i.e., phone number is entered as 3175551212 and should be 317-555-1212.

Successful Upload to Parchment, now what?

- Log in to the Credentials Library to verify that all transcripts uploaded are correct.
- If transcript is missing data, check the common issues and make any necessary corrections.
- If unable to locate the issue, contact Harmony Support at 317-704-7215 or submit a support ticket with details to support@logickey.com

Harmony Documentation

Harmony Transcript Profile Instructions

Harmony Master Courses (Page 3)

Harmony Dual Credit Classes

Updating AP Scores and Uploading Transcripts

Harmony

BRINGING YOUR SCHOOL TOGETHER

Questions?

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