## 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

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**Transcript Profile** 

Close

Save

S

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)	O Yes 🖲 No					
Dual Credit Information	◉ Yes © No					
Yearly attendance	© Yes					
Graduation Track	◉ Yes © No					
Career Path	◉ Yes © No					
Signature Line	◉ Yes © No					

Enrollment History	Yes	© No			
ISTEP	Yes	© No			
ECA	Yes	© №			
ACT	© Yes	◎ No			
PSAT	Yes	© No			
SAT	Yes	© No	-		
SATII	Yes	© №			
AP	Yes	© No			
Accuplacer	Yes	© №			
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

Somewhere C			
Course Document		Include in class rank:	Ves 🗖 No
School year:	2015-2016 🔻	Vocational:	Tes 🖉
Course num:	1002	HS credit	Yes
Description:	English 9		
Course credits:	1	State level:	
Exclude from HS Credit		State subject:	1002
Only necessary for JH Clas	ses in a HS Build	Department:	1
Terms offered:		CIP Code:	
Length:	2 (in terms)		

- 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".

Values you choose here will be updated on all selected student class documents. If you don't					
hoose a value that field will not be up	dated.				
Dual credit:	🔘 No 🔘 Yes				
ost secondary institution code for DC	2:				
Post secondary course title:					
Post secondary course credits:					
ndiana Course Transfer Library:					
v apply changes 🗙	cancel				

4



## **Dual Credit**

alues you choose here will be updated noose a value that field will not be upda	on all selected student o ated.	class documents. If you don't
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 Course	s By CTL Name View CTL By	Institution Name	Printer Friendly CTL	
	Dual Credit a	nd Core 40 with Aca	demic Honors	Printable List of CTL Courses			
	Ivy Tech Co	mmunity College	of Indiana	<b>•</b>			
	Select A						PRINT
	Select A						
	CTL Na	ame		Course Title		Course#	Credits Notes
1	Liemer	itary ocherar on	onnony we	and introductory one	inition y i	OHEM TO	
	English	Composition 1		English Compos	ition	ENGL 111	3
4							

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## **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-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.

I Collapse All	Assign Dual	Credit			
					show filters
c	Search	category search:	- none selected -		
Grade	Letter Gr	Sec Inst Course	e Title Credits	CTL	
					select group 0
02 English 12 - Hill, Lau	ra S				3
ma E 11	A-	88 DC	Title secondary	ICL	>
			Credits	Code	
di 9	В	88 DC	Title secondary	ICL	>
			Credits	Code	
11	I	88 DC	Title secondary	ICL	>
			credits	Code	
	I Collapse All Grade 02 English 12 - Hill, Lau ma E 11 di 9 A 11	I Collapse All Assign Dual Search Grade Letter Gr 02 English 12 - Hill, Laura S ma E 11 A- di 9 B A 11 I	I Collapse All Assign Dual Credit : Search category search: Grade Letter Gr Sec Inst Course 02 English 12 - Hill, Laura S ma E 11 A- 88 DC di 9 B 88 DC A 11 I 88 DC	I Collapse All Assign Dual Credit   I: Search category search: - none selected -   Grade Letter Gr Sec Inst Course Title Credits   O2 English 12 - Hill, Laura S   ma E 11 A- 88 DC Title secondary credits   di 9 B 88 DC Title secondary credits   A 11 I 88 DC Title secondary credits	I Collapse All Assign Dual Credit   I: Search category search: - none selected -   I: Grade Letter Gr Sec Inst Course Title Credits CTL   O2 English 12 - Hill, Laura S ma E 11 A- 88 DC Title secondary ICL credits Code   di 9 B 88 DC Title secondary ICL credits Code   A 11 I 88 DC Title secondary ICL credits Code



## Immunizations

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

Immunization	Trecord for Emm	a Diewei
Immunizations complete:	CHIRP:	Exempt:
DTaP (0-7)		Hib
12/17/1997		
2/11/1998		
4/15/1998		
2/4/1999		
7/7/203		
		Нер В
TDaP (10-65)		10/16/1997
3/8/2010		11/20/1997
		4/15/1998
		Нер А
		3/8/2010



## **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.
- <u>College Board Scores</u>



## **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.



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## **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.

Basics	Guardian	Bus Info	Office Use	State Reports	Guidance	Health	
Additional da	ita Test	tscores	Enrollment history				
Guidance i	nformati	on					
Guidance dat	а			Graduation info	ormation		
Grad track:	CORE 40	) with Acade	mic Honors 💌	Graduation date:	M	M/DD/YYYY	
Career path:				Diploma type:	-s	elect one-	
Path category:				🔲 New Tech Ce	ertification		
🗹 Include in cl	ass rank			College choice:			
High ability:	1			Post grad info:	-s	elect one-	
Dual credit:	0-Not ap	plicable to th	i 💌	Adult Second	ary Credit prog	ram	
Retained				Cohort:			
Status:				Transcript comm	ient:		K
			مىر مىرەپ بىرەت مەسىپ	والمعربة والمعرور والمعارية	mar and	مر بالمريد	Logical
					You may ent you w Valedicto status o	er a comme rish to indica prian Saluta on the transc	nt here if te torian cript.

Attaching Graduation Date to Senior Transcripts

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# **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





## Questions?

Carol Call 317-704-7215 ccall@logickey.com

