This job aid is designed to provide instruction in the process to **generate** and **print** a **Middle School transcript report** for one or more students.

Users with the **Principal, Scheduling Administrator, Counselor Plus, and Counselor** roles will be able to perform the tasks in this document. This job aid was created using the **Counselor** role at a **middle school**.

Step 1 Log into MiSiS with the following URL:
http://misis.lausd.net/start, from your internet browser, using your single sign-on (SSO) user ID and password.

Step 2 Select the correct **user role** from the landing page, as required (Example: Counselor).

Step 3 Click the **Reports** menu button.

NOTE: It is suggested that you open the Reports menu in a new tab (Right-click on the Reports tab, select Open Link In New Tab), so that you can toggle between multiple pages.

Generate a Transcript Report

Step 4 Reports are listed in alphabetical order by module. Locate the **Transcripts** module and select the **Middle School Transcript** report link.
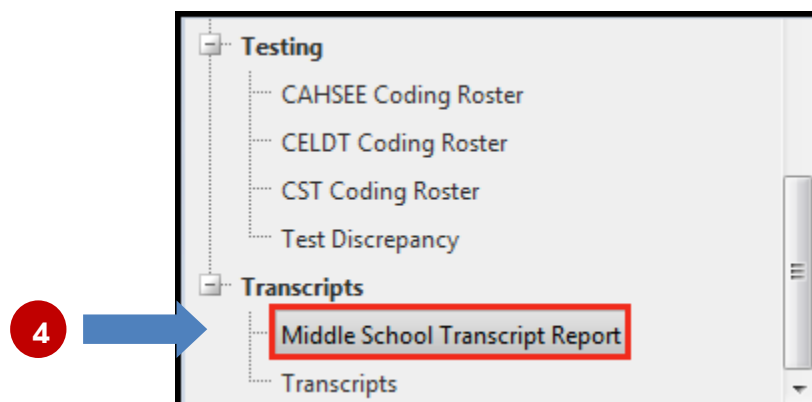
The **report parameter screen** and the **prepopulated default values** are displayed below. Additional values become available as parameter selections are made.

A brief description of each field follows, in the order of selection:

- **Educational Service Center (ESC)** – Select the **ESC** that the school is located in.
- **Campus** – Select the **home** campus.
- **School** – Select the appropriate **school** or **magnet**.
- **School Year** – Select based on the **enrollment year**. The default value is **2014-2015**; update as needed.
- **Enrollment Status** – Select **All**, **Currently Enrolled** (default), or **Not Enrolled**.
- **Small Learning Community (SLC)** – Select the **SLC** (will populate based on School parameter value – select specific name, or No SLC Assigned).
- **Grade Level(s)** – Select one or more **grade levels** (will load students in selected grade[s] based on enrollment year defined).
- **Student(s)** – Select one or more students, or check Select All
- **Transcript Status** – Select a value from the drop down list, which will print on the transcript report.

- **Report Options** – Select a value from the drop down list, which will populate list values for other parameters based on selections made
  - **Select All**
  - **None**
  - **Comments Box**
  - **Courses in Progress**
  - **LAUSD Middle School GPA** – System default
  - **MS GPA, Rank by School**
  - **MS GPA, Rank by School & Campus**
  - **Total Credits -** System default
  - **Testing Information** – Will load applicable values in the Testing Information parameter
- **Testing Information** – Select a value(s) from the drop down list, or check Not Applicable. Do not check Select All. Limit of 10 tests. If more than 10 are selected, an error message will display and prevent the report from running.
- **Sort By** – Select Alpha, Counselor, or SLC
- **Banner Page** – Select Yes or No

Make sure to enter the parameters from **left to right**, and **top to bottom** – this allows the values in the drop-down menus to populate accurately.

Please note that as selections are made from a parameter drop-down list, users may need to either **click on the corresponding drop down arrow** or **click anywhere within the gray parameter window** to collapse a list.
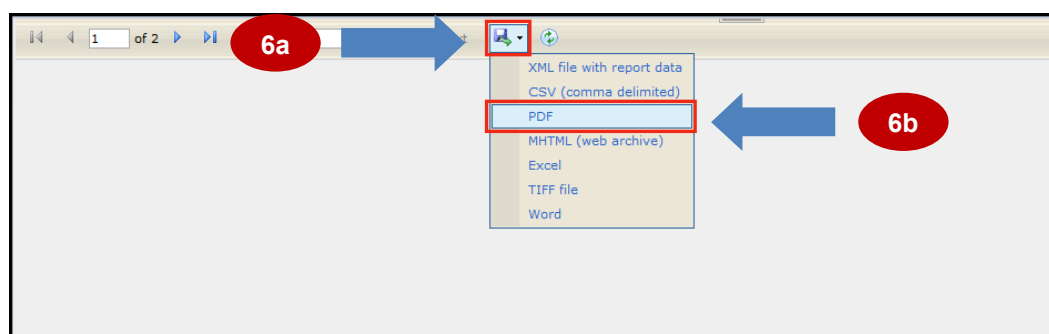
Step 5a Complete the **parameters** as required. A completed sample is shown below.
Step 5b Click the **View Report** button.

Step 6a The preview page appears blank. This is because a "Control Sheet" is the first page of the report. Click on the **Export** icon to export data.
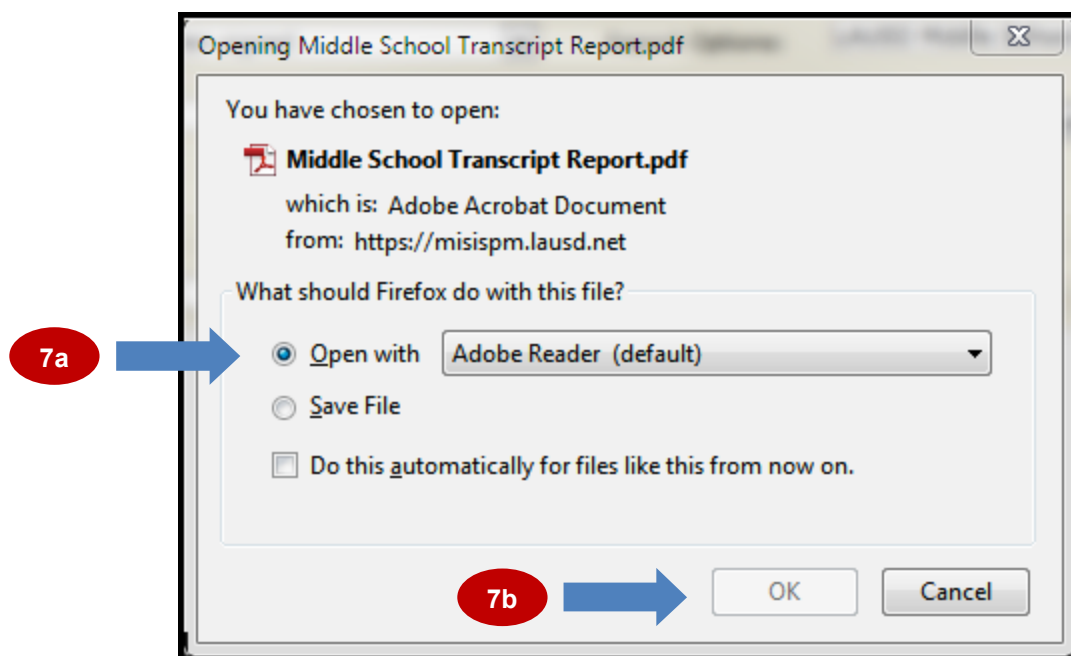**Step 6b** Select a **file type**. In this example, **PDF** was selected.

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Step 7a Select the radio button option to **open the file**. Please note that the pop-up window display may vary, depending on the Internet browser used.

Step 7b Click the **OK** button.

Step 8 Click on **File** from the Menu toolbar or select the **Print icon** from within the application to print the transcript. In this example, the **Print icon** was selected.