



# SAS Ixp™ Louisiana Transcripts User's Guide

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This edition applies to Release 4.5 of the Pearson Education Technologies SASIxp student administrative software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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## Introduction

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This chapter describes the Louisiana Transcripts reporting program used with SASIxp™ student administrative software for completing Louisiana state reporting requirements.

Louisiana Transcripts is a Windows®-based reporting program that is used in conjunction with SASIxp educational software to enable each school in Louisiana to create state-approved academic transcripts.

Louisiana Transcripts operates under these assumptions:

- Existing data is made available through the database and tables created by the SASIxp software. Without these components, no reporting will take place.
- Data is pulled from the SASIxp database under the assumption that all field names are static.
- These SASIxp files must reside and be completed in the directory from which data is pulled:
  - School (ASCH)
  - Student (ASTU)
  - Course Master (ACRS)
  - Course History (ACHS)
  - Table types CCT and CHS in ATBL



## *Introduction*

- The SASIxp course master should have the state-accepted subject titles in either the course title (which is subsequently stored in course history by the SASIxp Transcript process) or the long course title.
- You need to set up the SASIxp CCT table to correlate with the course groupings required by the state. Each course in the SASIxp course master must be assigned one of these categories. The course history records are sorted and grouped by these categories when you print the student transcripts.
- You need to set up the SASIxp CHS table to correlate with any school name printed in the school-attended comment section of the transcript.
- The SASIxp student records contain a graduation date that you can use as a source for printing the graduation date, or you can specify one date at run time for all transcripts that are selected for printing.
- The year entered ninth grade value is determined by scanning all ninth-grade course history records and selecting the lowest year.



# 2

## Getting Started

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Before you install the Transcripts software, make sure your computer meets the minimum requirements and your Transcripts installation package contains the installation CD-ROM.

The Transcripts executables and libraries, including the Borland® Database Engine (BDE), are installed on each user's workstation. Data can be located on a network or database server.

## System Requirements

The client and server requirements are the same for the SASIxp software. For information on system requirements, see the SASIxp Basic Applications Training Guide.

Transcripts runs only on a Windows computer. This software has been tested on systems using Windows 95, Windows 98, Windows 2000 Professional, Windows NT® 4.0. It has not been tested against-and may not be compatible with-Windows NT 3.5, Windows ME, or Windows emulation program for Macintosh®.

Transcripts does not run on 16-bit versions of Windows, such as Windows 3.1, or under the Macintosh OS application system.



## Installation and Configuration for dBase IV

Any previous versions of Transcripts must be removed from your system before installing Transcripts 5.0. To remove previous versions of Transcripts, select the Transcripts software from your Add/Remove Programs list in your Windows Control Panel. Click Remove. Locate the previously installed Transcripts version and delete any orphan files.

To install Transcripts for dBase® IV, run the Transcripts Install Wizard by clicking on the setup.exe file that is included on the CD-ROM. The wizard will guide you through the process of installing the Transcripts software application. You can select the directory where you want to install the software or choose the default directory.



# 3

## Transcripts Overview

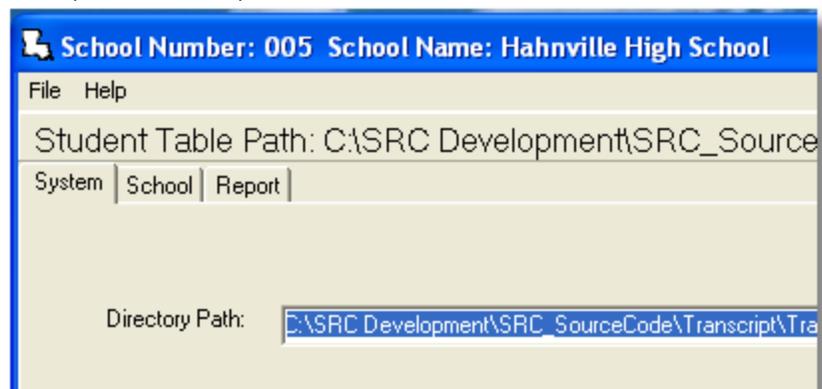
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This chapter gives a brief overview of the Transcripts menu and system settings necessary for the software to run properly.

### Main Menu

In the Transcripts software, the main menu is below the title bar. Use the main menu to select print options, view the current version information, and exit the SRC application.

Transcripts Main Menu Sample Screen





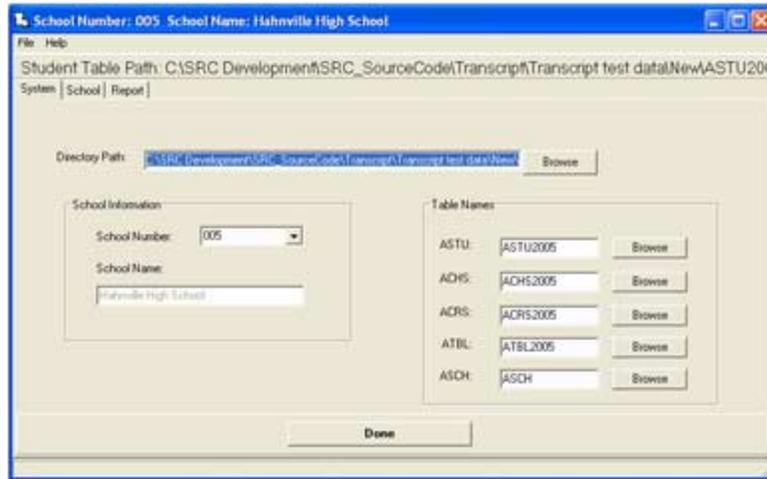
## Main Menu Options and Functions

<i>Main Menu Item</i>	<i>Submenu Item</i>	<i>Function</i>
<i>File</i>	<i>Preview</i>	Previews the selected transcripts.
<i>File</i>	<i>Print</i>	Prints the selected transcripts.
<i>File</i>	<i>Exit</i>	Exits the Transcripts software.
<i>Help</i>	<i>About</i>	Displays the software version information.

## System Tab

Use the System Tab to direct the Transcripts software to the proper SASIxp directory files.

System Tab Screen





## System Tab Fields

<i>Field</i>	<i>Definition</i>
<i>Directory Path</i>	The directory path for the SASIxp data files.
<i>Browse</i>	Displays appropriate dialog box for value selection.
<i>School Number</i>	The school number.
<i>ASTU</i>	Table name of the SASIxp student table.
<i>ACHS</i>	Table name of the SASIxp course history table.
<i>ACRS</i>	Table name of the SASIxp course table.
<i>ATBL</i>	Table name of the SASIxp type table.
<i>ASCH</i>	Table name of the SASIxp school table.
<i>Set Path/Set School/Set Tables</i>	Sets path, school, and tables.

To use the System tab, follow these steps:

1. Set the directory path and click Set Path.
2. Set the school number and click Set School.
3. Confirm the file names for the SASIxp data and click Set Tables.
4. Click Browse to navigate to the appropriate location.
5. Click Done.

If the values in the System Tab are incorrect, the School and Report Tabs do not display. Also, the Preview and Print options are dimmed in the file menu.



## School Tab

Use the School Tab to specify the information you want to include on the printed transcript.

The Certificate Type, Heading, Grade Scale, G.P.A. Scale, Grad Date, and Parish or LEA values are printed in the header for each page of the transcript. The Cumm GPA, Rank, and Grad Test are included in the course history detail. The Subscribed Date and Subscribed City are included in the footer of each page of the transcript.

School Tab Screen

School Number: 005 School Name: Hahnville High School

Student Table Path: C:\SRC Development\SRC\_SourceCode\Transcript\Transcript test data\NewASTU200

System: School | Report

<b>Heading</b> STATE OF LOUISIANA DEPARTMENT OF EDUCATION BATON ROUGE, LOUISIANA		<b>Grade Scale</b> Grading Scale A = 93 - 100 B = 85 - 92 C = 75 - 84 D = 70 - 74 F = 60 - 69		<b>G.P.A. Scale</b> G.P.A. Scale A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0	
Select Graduation Date From: <input checked="" type="radio"/> Use <input type="radio"/> SASI		<b>Grad Date</b> 3/12/2002		<b>Parish or LEA</b> Your Parish	
<b>Cumm GPA</b> Cumm GPA1		<b>Rank</b> Class Rank 1		<b>Grad Test</b> Yes (All)	
<b>Subscribed Date</b> 3/10/2002		<b>Subscribed City</b> Your City		<b>Electronic Signature</b> C:\SRC Development\SRC_SourceCode\Transcript\ Browse	
<b>Print SSAN</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>Choose Course Titles</b> <input type="radio"/> Long Titles <input checked="" type="radio"/> Course History		<b>Use Electronic Signature</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
				<b>Include Inactive Students</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	



## Transcripts Overview

## School Tab Fields

<b>Field</b>	<b>Definition</b>
<i>Certificate Type</i>	Select type of transcript to produce.
<i>Heading</i>	Enter the school heading information for the transcript.
<i>Grade Scale</i>	Enter the grade heading information for the transcript.
<i>G.P.A. Scale</i>	Enter the G.P.A. heading information for the transcript.
<i>Select Graduation Date</i>	Select the source of the transcript graduation date.
<i>Grad Date</i>	If you select user, select the transcript graduation date.
<i>Parish or LEA</i>	Enter the parish or LEA name for the school.
<i>Cumm GPA</i>	Select the ASTU column (or leave blank) for the cumulative GPA.
<i>Rank</i>	Select the ASTU column (or leave blank) for the class rank.
<i>Grad Test</i>	Select the answer to report for the Graduation Test question.
<i>Subscribed Date</i>	Select the date that the transcript is subscribed to.
<i>Subscribed City</i>	Enter the city that the transcript is subscribed to.
<i>Print SSAN</i>	Select whether to report Social Security Numbers.
<i>Choose Course Titles</i>	Select which course title to report on the transcript.
<i>Include Inactive Students</i>	Select whether to report inactive student.
<i>Use Electronic Signature</i>	Select whether to use an electronic signature.
<i>Electronic signature</i>	Enter the path of the electronic signature image file.



## Electronic Signature

Use the electronic signature option to put an image of a signature in the school principal signature section of the transcript report. Maximum height and width are 35 (Height) X 345 (Width) pixels. This feature allows .BMP, .ICO, .EMF, and .WMF file formats.

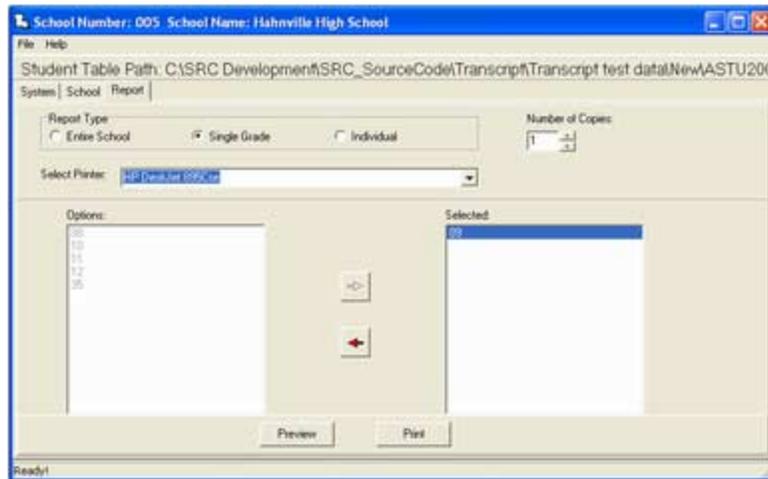
The electronic signature feature is password protected by a default password that may be obtained from your system administrator.

## Report Tab

Use the Report Tab to enter or select values for printing the school transcripts. These values determine what transcripts are printed, where, and how many.

The Select Printer dropdown list displays only the printers currently associated with the client computer. If you need additional printers, add them through the Windows menus.

Report Tab Screen





## Transcripts Overview

### Report Tab Fields

<i>Field</i>	<i>Definition</i>
<i>Report Type</i>	Select the scope of the report.
<i>Number of Copies</i>	Select the number of copies of each transcript to print.
<i>Select Printer</i>	Select the printer to print the transcripts.
<i>Options</i>	Contains the options available based on Report Type selection.
<i>Add</i>	Moves a selected option to the Selected items.
<i>Remove</i>	Removes a Selected item and returns it to the possible options.
<i>Selected</i>	Contains the options that the user has selected.
<i>Preview</i>	Preview the selected report on the screen.
<i>Print</i>	Print the selected report on the chosen printer.

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## Technical Information

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The appendix provides technical information on Louisiana Transcripts software.

### Programs and Components

Louisiana Transcripts is written in Delphi™ Enterprise version 6.0 from Borland Software Corporation. Since Delphi produces a native 32-bit Windows executable, no special runtime program or environment is required.

Louisiana Transcripts requires the Borland Database Engine (BDE) from Borland Software Corporation, which is shipped with the product and automatically installed as DLL libraries. License to use this component is granted to the customer at no extra cost.

### Database

Louisiana Transcripts reads data from the SASIxp database. No external product other than the BDE is required to support database access.



## Reports

Louisiana Transcripts generates transcripts in the Quick Report file format. This format is included with Delphi Enterprise version 6.0, and it is not required that the customer purchase any additional reporting engines.