



GAcollege411

Expand Your Opportunities

Georgia Student Finance Commission

Transcript Exchange Team

TrEx Pro Center Overview

Gacollege411

The screenshot shows the Gacollege411 website interface within a Windows Internet Explorer browser. The browser's address bar displays the URL <https://secure.gacollege411.org/default.aspx>. The website header features the Gacollege411 logo with the tagline "Expand Your Opportunities" and a search bar. Below the header is a navigation menu with tabs for CAREER PLANNING, HIGH SCHOOL PLANNING, COLLEGE PLANNING, FINANCIAL AID PLANNING, and YOUR PORTFOLIO. A large central banner asks "Have You Updated Your Gacollege411 Account?" and includes the text "It's a new school year and you want to make sure all of your information is up to date." To the right of the banner is a "SHORTCUTS" section with links to HOPE Scholarship Information, HOPE GPA, Underclassmen Status Report, Georgia Scholarship/Grant Application (GSFAPPS), Loan Service Center, and ACCEL Program. Below the banner is a "Who are you?" section with buttons for MIDDLE SCHOOL STUDENT, HIGH SCHOOL STUDENT, COLLEGE STUDENT, ADULTS, MILITARY, PARENTS of STUDENTS, MIDDLE & HIGH SCHOOL EDUCATOR, and COLLEGE ADMINISTRATORS. Further down is a "WHAT'S NEW" section with links to PROBE Fair Near You, Final HOPE GPA Status Report, HOPE Program Changes, 7 Easy Steps to the FAFSA, GSFC Expanded Deferral and Forbearance Options for Teachers, and More News and Announcements. At the bottom right is a "FIND Gacollege411 ON" section with links to Facebook, Twitter, and YouTube. The browser's status bar at the bottom shows "Internet" and a zoom level of 69%.



Pro Center Account Set up

GAcollege411

GAcollege411 - Middle School and High School Educators - Windows Internet Explorer

https://secure.gacollege411.org/Home/Educator.aspx

File Edit View Favorites Tools Help

★ Favorites | Christian Louboutin Suede ... | Suggested Sites | Free Hotmail | Web Slice Gallery | Navy Federal Credit Union - ...

GAcollege411 - Middle School and High School Educators

GAcollege411
Expand Your Opportunities

Search: Go
En español cuando disponible

Sign In | Create an Account | Talk to Us | Need Help?

CAREER PLANNING | **HIGH SCHOOL PLANNING** | **COLLEGE PLANNING** | **FINANCIAL AID PLANNING** | **YOUR PORTFOLIO**

Middle School & High School Educators

EDUCATOR RESOURCES

- Explore GAcollege411 at your own pace using demos and tutorials
 - Learn more about what's here
 - View Recorded Webinars, PowerPoint Presentations from Conferences and Training Sessions
- Incorporating GAcollege411 into your school
 - Presentations, TAA Activities, Videos and More
- HOPE GPA/Transcript Exchange Information
 - Transcript Exchange Document Library
- Manage your HOPE eligible students/Accel Program
 - Scholar Tracking and Reporting System (STARS)
 - Quick Reference Guides for the Professional Center

GEORGIA STUDENT FINANCE COMMISSION

Georgia Student Finance Commission administers the GAcollege411 website. We are also responsible for the administration of the HOPE Program and other state and lottery funded financial aid programs.

- Contact GSFC
- To join GSFC's database of educators, send your name to:
 - Contact your local GSFC Representative
 - Request a Presentation by GSFC Staff
 - Order Brochures
- View upcoming training sessions and register online
 - Events Calendar

OTHER RESOURCES

- Georgia Apply to College Month
- Georgia Department of Education

PROFESSIONAL CENTER

The Professional Center gives you all the tools you need to manage your college and career planning programs — administration, reporting, communicating and managing students.

GO

UPDATES

- Creating a Professional Center Account
- Ning**
- Accel High School Counselor Screens

FIND GAcollege411 ON

- facebook
- twitter
- YouTube

Internet | 75%

Pro Center Account Setup

Sign In to Your Professional Center Account



Account Name:

Password:

[Forgot password?](#)

Don't have a Professional Center account?

- [Create a Professional Center Account](#)

What is the Professional Center?

The Professional Center gives you all the tools you need to manage your college and career planning programs - administration, reporting, communicating and managing students.



Students & Groups

Find individuals, define groups of students, and manage your groups.



Reporting

Create reports that show site usage, assessment results, and planning outcomes.



Resources

Find lesson plans for your subject and guidance in using the system.



Communication

Send or review your messages, and manage events that appear on student calendars.

Pro Center Account Setup

GAcollege411 Professional Center
Expand Your Opportunities

Sign In
to Your Professional Center Account

What is the Professional Center?
The Professional Center gives you all the tools you need to manage your college and

Who are you?

Step 1
Step 2
Done

Educator/Counselor
You are currently in an environment where you work with students at a school or as part of a guidance program.
Go

Postsecondary School Advisor
You are a postsecondary school professional working with college level students.
Go

Workforce Center Advisor
You are a workforce center professional working with adults.
Go


Don't have a Professional Center account?

- [Create a Professional Center Account](#)

Pro Center Account Setup

Select School or Program

Step 1
Step 2
Step 3
Done

School or Program: 

Professional Account Access Key or Administrator Code:

Pro Center Account Setup

The screenshot shows the GAcollege411 Professional Center website. The header includes the logo "GAcollege411" and the text "Professional Center" with the tagline "Expand Your Opportunities". The browser address bar shows the URL: <https://procenter.gacollege411.org/?roleId=6Ud9VETpVXAP2FPAXDUeQLCw35oZgXAP3DPAXXAP3DPAXXschool>. The main content area is titled "PK-12 Schools" and features a breadcrumb trail: All > PK-12 Schools > Postsecondary Schools > Workforce Centers > Other. Below the breadcrumb is a grid of alphabetic buttons (A-Z) and an "All" button. A search input field with a "Go" button is provided. The text "Choose your school or program from the list." is displayed above the search field. Below the search field, a list of "PK-12 Schools" is shown in a scrollable box, including: A R Johnson Health Science School, A Time 4 Learning, A Z Kelsey Academy, Academe of the Oaks, Academic Navigators, Academic Success Center, and Academy of Lithonia. A "Continue" button and a "Cancel" link are located below the list. On the left side of the page, a sidebar contains a "Sign In to You" section with "Step" buttons and a "Don't have" section with a "Cre" link.

Pro Center Account Setup

The screenshot displays the GAcollege411 Professional Center interface. At the top, the logo reads "GAcollege411 Professional Center" with the tagline "Expand Your Opportunities". The browser address bar shows the URL: <https://procenter.gacollege411.org/?roleId=6Ud9VETpVXAP2FPAXDUeQLCw35oZgXAP3DPAXXAP3DPAX&school>.

The main content area is titled "PK-12 Schools" and includes a breadcrumb trail: [All](#) > [PK-12 Schools](#) > [Postsecondary Schools](#) > [Workforce Centers](#) > [Other](#).

Below the breadcrumb trail is an alphabetical navigation grid with letters A through Z and an "All" button. A search input field and a "Go" button are also present.

The text "Choose your school or program from the list." is displayed above a scrollable list of schools. The list includes:

- A R Johnson Health Science School
- A Time 4 Learning** (highlighted)
- A Z Keisey Academy
- Academe of the Oaks
- Academic Navigators
- Academic Success Center
- Academy of Lithonia

At the bottom of the list are two buttons: "Continue" and "Cancel". A red arrow points to the "Continue" button.

On the left side of the page, there is a sidebar with a "Sign In to Your Account" section and a "Don't have an account?" section with a "Create Account" link.


Pro Center Account Setup

GAcollege411 Professional Center
Expand Your Opportunities

Select School or Program

Step 1
Step 2
Step 3
Done

School or Program:

Professional Account Access Key or Administrator Code: 

[Privacy policy](#) | [Terms of use](#)

Pro Center Account Setup

The screenshot shows the GAcollege411 Professional Center interface. At the top left is the logo "GAcollege411" with the tagline "Expand Your Opportunities" below it. To the right of the logo is the text "Professional Center". The main content area is enclosed in a rounded rectangle and features a progress indicator on the left with four steps: "Step 1", "Step 2", "Step 3", and "Done". The "Done" step is highlighted in white, while the others are blue. To the right of the progress indicator, the text reads: "You have successfully created your account". Below this, it says "Your account name [redacted]" and "Your new e-mail address is [redacted]". A paragraph follows: "This new e-mail address was created for you from your account name so that you can send and receive messages in the Professional Center. You can share it with others if you want to receive their messages in the Professional Center." At the bottom right of this text block is a purple link that says "Click here to continue" with a right-pointing arrow.

Pro Center Account Setup

The screenshot displays the GAcollege411 Professional Center interface. At the top left is the logo "GAcollege411 Professional Center" with the tagline "Expand Your Opportunities". To the right is a search bar and a "SIGN OUT" button with a user icon. Below the search bar is a red arrow pointing up to a "[My Account]" link. A horizontal navigation bar contains tabs for "Students & Groups", "Reports", "Resources", "Communication", "Transcripts", and "Administration". The main content area features six colored panels, each with an icon, a title, a description, and a button:

- Students & Groups** (light blue): "Find individuals, define groups of students and manage your groups." Button: "Students & Groups".
- Reports** (orange): "Create reports showing site usage, assessment results and outcomes." Button: "Reports".
- Resources** (purple): "Find lesson plans for your subject, and get help using the system." Button: "Resources".
- Communication** (teal): "Send or review messages and set up your events calendar." Button: "Communication".
- Transcripts** (green): "Use the Transcript Exchange to send and track student transcripts." Button: "Transcripts".
- Administration** (blue): "Configure the student site, including course plans, featured content, preferences and access controls." Button: "Administration".

On the right side, there is a vertical sidebar with the GAcollege411 logo and tagline, and the text "Go to GAcollege411".

Pro Center Account Setup

Students & Groups Reports Resources Communication Transcripts

Account Profile

Professional Account Name:	<input type="text"/>	Change your password
Role:	Educator/Counselor	Change your role

School or Program
Commerce High School

[Add another connection](#)

Required Information

Title:	<input type="text" value="Mrs."/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
E-mail Address:	<input type="text"/>
Question:	<input type="text"/>
Answer:	<input type="text" value="Tigers"/>

Admin Functions

GAcollege411 Professional Center
Expand Your Opportunities

Students & Groups Reports Resources Communication Transcripts **Administration** ←

Students & Groups
Find individuals, define groups of students and manage your groups.
[Students & Groups](#)

Reports
Create reports showing site usage, assessment results and outcomes.
[Reports](#)

Resources
Find lesson plans for your subject, and get help using the system.
[Resources](#)

Communication
Send or review messages and set up your events calendar.
[Communication](#)

Transcripts
Use the Transcript Exchange to send and track student transcripts.
[Transcripts](#)

Administration
Configure the student site, including course plans, featured content, preferences and access controls.
[Administration](#)

GAcollege411
Expand Your Opportunities
Go to GAcollege411

SIGN OUT

Admin Functions

Students & Groups Reports Resources Communication Transcripts Administration

Administration

High School Courses

1. [Update Master Course List](#)
(Last updated on June 01, 2010 by Tester Xap)
All plans of study use the same list of courses—update them here to change them everywhere.
2. [Edit High School Graduation Requirements](#)
Ensure that graduation requirements are up to date and that all sets of graduation requirements for your school are defined.
3. [Customize High School Programs of Study](#)
(Last updated on November 04, 2010 by Tester Xap)
Update programs of study for clusters and pathways with the courses at your school.

Access Codes

- ▶ Change Professional Account Access Key/Privilege Level
- ▶ Change Professional Account Access Key
- ▶ Change Administrator Code

Professional / Administrator Access

- ▶ Manage Professional Accounts
Create, Upgrade, Manage, or View Professional & Administrator Accounts

Customize Planning Milestones

- ▶ Change the Planning Milestones for your students

Edit Local Scholarships Database

- ▶ Edit Local Scholarships Database

Local Settings

- ▶ Choose local system settings

Edit Individual Learning Plan (ILP)

- ▶ Define a page to be included in student portfolios

Transcript Preferences

- ▶ Setup Transcripts



Admin Functions

The screenshot shows a web browser window titled "Professional Center - Transcript Preferences - Windows Internet Explorer". The address bar shows the URL: https://procenter.gacollege411.org/Administration/Transcript_Preferences.aspx. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several bookmarks, including "Christian Louboutin Suede ...", "Suggested Sites", "Free Hotmail", "Web Slice Gallery", and "Navy Federal Credit Union ...".

The main content area features the GAcollege411 logo with the tagline "Expand Your Opportunities" and the text "Professional Center". A user is signed in as "Demi Fogle" from "Test Only High School - Georgia", with a "SIGN OUT" button and a "My Account" link. A "Talk to Us" link is also present for training and support.

Navigation tabs include "Students & Groups", "Reports", "Resources", "Communication", "Transcripts", and "Administration". The "Administration" tab is active, leading to the "Transcript Preferences" page.


The "Transcript Preferences" form contains the following sections:

- Does this school accept transcript requests from students?** Yes, accept requests
- Should someone be notified when a student requests their transcript?** Yes, the following e-mail addresses should be notified of transcript requests:
[Text input field]
* Enter at least one e-mail address
* Separate multiple addresses with semicolons (;)
- What type of Student Information System (SIS) do you use?** [Dropdown menu showing "Other"]
- How many days after upload should transcripts expire?** System default: Transcripts never expire. They are always accessible.
 Transcripts never expire. They are always accessible.
 Transcripts are no longer accessible [90] days after their upload date.

A "Save" button is located below the form. At the bottom of the page, there is a link for "[Setup high school profile](#)". A large red arrow points from the "Save" button towards this link.

The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of 80%.

School Profile

Students & Groups		Reports		Resources		Communication		Transcripts		Administration	
 Transcript High School Profile											
Main			School Terms			Grading Scale			School Weights		
Course Weights			Grade Key			Credit Key			Sixth Semester Profile		
High School											
Your school:						<input type="text"/>					
School Information System Technician Contact Information											
First name:						<input type="text"/>					
Last name:						<input type="text"/>					
Title:						<input type="text" value="Media Specialist"/>					
Telephone:						<input type="text" value="### -####"/>					
Telephone extension:						<input type="text" value="0"/>					
E-mail:						<input type="text" value="us"/>					
What type of Student Information System (SIS) do you use?						<input type="text" value="PowerSchool"/>					
Please specify other SIS type:						<input type="text"/>					

School Profile - Terms

You must identify your school's terms sequentially on a calendar-year basis, not on a school-year basis. (For many schools, Spring Semester will be the first entry.) Your entered terms may be re-ordered after they have been saved by using the radio buttons and the "Move Up" and "Move Down" buttons.

After clicking the "Create" button, use the form to enter, for each academic term at your school:

- A **unique term description** (Spring, Summer Session, Semester 1, etc.).
- The corresponding **unique term code** as it appears in your SIS (SP, Sum, S1, etc.).

Either field may be modified after the term information has been saved.

	Term description	Term code
<input type="radio"/>	Year1	Y1
<input type="radio"/>	Sem 1	S1
<input type="radio"/>	Sem 2	S2
<input type="radio"/>	2006	05-06
<input type="radio"/>	2007	06-07
<input type="radio"/>	2008	07-08
<input type="radio"/>	2009	08-09
<input type="radio"/>	Year	YR

Profile Information Last Updated: 8/21/2009 7:33:12 AM by Christy Prosser

School Profile – Grading Scale

on the current screen have been completed.

Grade Point Entry

For every value range in each grading scale, you must also provide:

- The **letter value** of the grade (A, B+, C-, etc.) if you use a letter scale or your numeric scale has letter equivalents.
- The **equivalent on a point scale** (4.0, 2.7, etc.). The maximum allowed point-scale value is 5.0.
- For numerical scales, each grade requires a **numerical range** that consists of an **upper and lower limit**. (For example, the respective upper and lower numerical limits for an A at many schools are 100 and 91.)

The screen will not allow you to save your grade point entries if:

- Spaces are **left blank**. (Note: If your scale has pluses and minuses for some but not all grade values, you may leave blank spaces in the last row or rows on the entry screen.)
- There is an **overlap in values** between a lower limit and the subsequent upper limit.
- There is a **difference of more than 1 point** between a lower limit and the upper limit of the next lower grade value.

You will be notified if your numeric grading scale does not add up to a total of 100 points. However, the screen will not prevent you from saving the scale in this situation.

The grading scale information you provide through these screens will be available in the Georgia Standard High School Transcript as an explanatory key.

	Beginning Term	Beginning Year	Ending Term	Ending Year
<input type="radio"/>	Year1	2002	Year	2012

Create Edit Delete

Profile Information Last Updated: 8/21/2009 7:33:12 AM by Christy Prosser

School Profile – Grading Scale

Your school:		GRAY, GA 30132 US	
Grading Scale			
Select the type of grades you report on your transcripts (not including grades such as pass, fail, audit, etc.)		<input type="radio"/> Letter grades (A-F) <input checked="" type="radio"/> Numerical grades (0-100)	
Do you utilize pluses and minuses in your scale?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you use letter equivalents for the grades on your numeric scale?		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Effective beginning:		Beginning Term: <input type="text" value="Year1"/> <input type="button" value="v"/> Beginning Year: <input type="text" value="2002"/> #####	
Effective until:		Ending Term: <input type="text" value="Year"/> <input type="button" value="v"/> Ending Year: <input type="text" value="2012"/> #####	
Grade Scale			
Grade	Point Scale	Upper Limit	Lower Limit
A	4.00	105.00	90.00
B	3.00	89.00	80.00
C	2.00	79.00	70.00
F	0.00	69.00	0.00
<input type="button" value="Enter Grade Scale"/>			
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
Profile Information Last Updated: 8/21/2009 7:33:12 AM by Christy Prosser			

School Profile – WI

Baccalaureate) on transcripts **but does not weight grades for those courses**, enter that information on this page and enter "0" in the "Added Weight" field.

After clicking on the "Create" button, use the form to enter, for each type of weighted course at your school:

- The **unique symbol** (indicator) used by your SIS to signify the type of weighted course (such as H, AP, etc.).
- A **description** of the type of course (such as Honors, Advanced Placement, etc.).
- The **amount of weight** added to grades. (If your school weights grades by a percentage amount, include the "%" symbol after the amount of weight.)
- The **term and year** when the weighting began and the **last term and year** it was in use (the screen will allow you to enter a year beyond the current calendar year); the terms available are the ones entered through the School Terms screen.

Please ensure that the weighting information you provide covers the **entire period of time** it was in effect for the student transcripts you will be submitting.

The amount of weight you enter must be in the same format as the grading scale(s) to which it applies. If your school reports numerical grades, the weights you identify must be on a numerical scale. Similarly, a letter grading scale with a corresponding point scale requires weighting amounts to be in a corresponding letter/point scale form.

The symbols you provide through this screen will be available, along with the specified weights, in the Georgia Standard High School Transcript as an explanatory key.

Weight Indicator	Description	Added Weight	Beginning Term	Beginning Calendar Year	Ending Term	Ending Calendar Year
No items available.						

Create

Do you need to identify courses that receive special weights?

Click here ▼

School Profile – Course Weight

Schools often weight course grades (add points) to reflect coursework that is more rigorous than standard coursework. Students are thus provided an incentive to take courses for which they may earn lower grades.

Use this page to list all **INDIVIDUAL COURSES** for which grades are weighted.

After clicking on the "Create" button, use the form to enter, for each individually weighted course at your school:

- The **unique course number** (or other unique designation) that identifies an individually weighted course in your school's SIS.
- The **amount of weight** added to grades in that course. (If your school weights grades by a percentage amount, include the "%" symbol after the amount of weight.)
- The **term** and **year** when the weighting began and the **last term** and **year** it was in use (the screen will allow you to enter a year beyond the current calendar year); the terms available are the ones entered through the School Terms screen. Please ensure that the weighting information you provide covers the entire period of time it was in effect for the student transcripts you will be submitting.

The amount of weight you enter must be in the same format as the grading scale(s) to which it applies. If your school reports numerical grades, the weights you identify must be on a numerical scale. Similarly, letter-only grading scales require letter weights.

The information you provide through this screen will be available, along with the specified weights, in the Georgia Standard High School Transcript as an explanatory key.

Note: For schools using the Georgia Department of Education's uniform course numbering system, the HOPE GPA calculation system will match course numbers only using the **two digits to the left** of the decimal point, and the **second, third, and fourth** digits to the **right** of the decimal point. However, you should enter course numbers in this section **as they appear** in your school's SIS.

Course Number	Added Weight	Beginning Term	Beginning Year	Ending Term	Ending Year
No items available.					

Create

Profile Information Last Updated: 8/21/2009 7:33:12 AM by Christy Prosser

School Profile – Grade Keys

Additional Grade Letter Keys (P for pass, U for unsatisfactory, etc.)

In this section you will identify any grade keys (values) that do not conform to your grading scales.

These grade values are exceptions to indicate that the course grade was awarded on a different basis than the standard grading scale(s), and therefore cannot be equated to a 4.0 scale. **Values entered through this screen are excluded from the HOPE GPA calculation.**

After clicking on the "Create" button, use the form to enter, for each exceptional grade value at your school:

- The **unique grade key symbol** as it appears in your school's SIS. Common examples are "P" (pass), "S" (satisfactory), "U" (unsatisfactory), "AUD" (audit).
- The **grade key description**. (Pass, Fail, Audit, Satisfactory, etc.)

If a grade value that **has not been defined** through this screen appears on a student's transcript, that student's **HOPE GPA will not be calculated.**

The symbols and descriptions you provide through this screen will be available in the Georgia Standard High School Transcript as an explanatory key.

	Grade Key	Description
<input type="radio"/>	A	A
<input type="radio"/>	NI	Needs Improvement
<input type="radio"/>	S	Satisfactory
<input type="radio"/>	U	Unsatisfactory

School Profile – Credit Keys

high school

Your school:

Credit Key

In this section you will identify the symbols that, for purposes of the HOPE GPA calculation, denote courses for which HIGH SCHOOL CREDIT IS NOT AWARDED or that should otherwise be EXCLUDED from the HOPE GPA calculation.

Most commonly this screen will be used for a school to identify high school courses taken in middle school. Courses taken in middle school **MUST** be identified so that they are excluded from the HOPE GPA calculation. Courses taken in middle school are **NOT ELIGIBLE** for inclusion in the HOPE GPA.

This screen may also be used to identify **transfer courses** if a school determines that they should not be included in the HOPE GPA calculation and they are denoted on the transcript with a symbol.

After clicking on the "Create" button, use the form to enter, for each exceptional type of credit at your school:

- The **unique credit key symbol** as it appears in your school's SIS (such as "MS" for middle school courses, "T" for transfer courses, etc.).
- The accompanying **description** for that credit key symbol. (Middle school, transfer, remedial, etc.)

The symbols and descriptions you provide through this screen will be available in the Georgia Standard High School Transcript as an explanatory key.

	Credit Key	Description
<input type="radio"/>	*	Middle School
<input type="radio"/>	1	Middle School

Profile Information Last Updated: 8/21/2009 7:33:12 AM by Christy Proesse

Transcript uploads

The screenshot displays the GAcollege411 dashboard interface. At the top, there are navigation tabs for 'Students & Groups', 'Reports', 'Resources', 'Communication', 'Transcripts', and 'Administration'. The 'Transcripts' tab is currently selected. On the right side, the GAcollege411 logo is visible with the tagline 'Expand Your Opportunities' and the text 'Go to GAcollege411'. The main content area features six menu items, each with an icon, a title, a brief description, and a corresponding button:

- Students & Groups**: Find individuals, define groups of students and manage your groups. Button: Students & Groups
- Reports**: Create reports showing site usage, assessment results and outcomes. Button: Reports
- Resources**: Find lesson plans for your subject, and get help using the system. Button: Resources
- Communication**: Send or review messages and set up your events calendar. Button: Communication
- Transcripts**: Use the Transcript Exchange to send and track student transcripts. Button: Transcripts
- Administration**: Configure the student site, including course plans, featured content, preferences and access controls. Button: Administration

Transcript uploads

The screenshot displays the GAcollege411 Professional Center interface. At the top left is the logo "GAcollege411 Professional Center" with the tagline "Expand Your Opportunities". To the right is a "SIGN OUT" button with a user icon. Below the logo is a navigation menu with tabs for "Students & Groups", "Reports", "Resources", "Communication", "Transcripts" (which is highlighted), and "Administration". The main content area is titled "Transcripts" and contains four panels:

- View New Requests**
 - Fulfill Student Transcript Requests**

View outstanding student transcript requests and transcripts that may fulfill them.

 - ▶ Fulfill Student Transcript Requests
- Send/Release Transcripts**
 - Release Transcripts**

Display the list of students with uploaded transcripts and release uploaded transcripts to colleges.

 - ▶ Release Transcripts
- Upload Transcripts**
 - Upload Transcripts**

Upload a file of student transcripts to the Transcript eXchange.

 - ▶ Upload Transcripts
 - Upload History Log**

Display the history log of previous transcript file uploads.

 - ▶ View History Log
- Extras**
 - Preferences**

Set preferences for the Transcripts tools for your account.

 - ▶ Account Preferences
 - Download Extract Software**

Download the extract software used with your Student Information System.

 - ▶ Download Extract

A red arrow points to the "Upload Transcripts" link in the "Upload Transcripts" panel.

Transcript uploads

GAcollge411 Professional Center
Expand Your Opportunities

SEARCH [] SIGN OUT

Students & Groups | Reports | Resources | Communication | **Transcripts** | Administration

Upload Transcript

Please indicate the type of transcripts you're uploading:































- Current (mid term)
- End of Term
- Final

Transcript File to be Uploaded: [] Browse...

These transcripts are from: [] High School

Upload

Transcript uploads

<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			5/17/2007 1:15 PM	 
<input type="checkbox"/>			2/26/2008 10:09 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			5/17/2007 1:15 PM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/8/2009 6:43 AM	 
<input type="checkbox"/>			6/2/2008 6:30 AM	 
<input checked="" type="checkbox"/>	Ken		6/8/2009 6:43 AM	 

[Next](#)

Transcript uploads

Send Uploaded Transcripts: Select Destination Schools

Georgia Student Finance Commission (GSFC) ▼

	Destination
<input type="checkbox"/>	Abraham Baldwin Agricultural College
<input type="checkbox"/>	Agnes Scott College
<input type="checkbox"/>	Albany State University
<input type="checkbox"/>	Altamaha Technical College
<input type="checkbox"/>	Andrew College
<input type="checkbox"/>	Appalachian Technical College
<input type="checkbox"/>	Armstrong Atlantic State University
<input type="checkbox"/>	Athens Technical College
<input type="checkbox"/>	Atlanta Christian College
<input type="checkbox"/>	Atlanta Metropolitan College
<input type="checkbox"/>	Atlanta Technical College
<input type="checkbox"/>	Augusta State University
<input type="checkbox"/>	Augusta Technical College
<input type="checkbox"/>	Bainbridge College
<input type="checkbox"/>	Berry College
<input type="checkbox"/>	Brenau University - Evening and Weekend College

Transcript uploads


Send Uploaded Transcripts: Select Destination Schools

Choose from the list below

	Destination
<input type="checkbox"/>	Abraham Baldwin Agricultural College
<input type="checkbox"/>	Agnes Scott College
<input type="checkbox"/>	Albany State University
<input type="checkbox"/>	Altamaha Technical College
<input type="checkbox"/>	Andrew College
<input type="checkbox"/>	Appalachian Technical College
<input type="checkbox"/>	Armstrong Atlantic State University
<input type="checkbox"/>	Athens Technical College
<input type="checkbox"/>	Atlanta Christian College
<input type="checkbox"/>	Atlanta Metropolitan College
<input type="checkbox"/>	Atlanta Technical College
<input type="checkbox"/>	Augusta State University
<input type="checkbox"/>	Augusta Technical College
<input type="checkbox"/>	Bainbridge College

Transcript uploads

<input type="checkbox"/>	Shorter College
<input type="checkbox"/>	South Georgia College
<input type="checkbox"/>	South Georgia Technical College
<input type="checkbox"/>	Southeastern Technical College
<input type="checkbox"/>	Southern Polytechnic State University
<input type="checkbox"/>	Southwest Georgia Technical College
<input type="checkbox"/>	Swainsboro Technical College
<input type="checkbox"/>	University of Georgia
<input type="checkbox"/>	University of West Georgia
<input type="checkbox"/>	Valdosta State University
<input type="checkbox"/>	Valdosta State University Graduate MAT/MED
<input type="checkbox"/>	Valdosta Technical College
<input type="checkbox"/>	Waycross College
<input type="checkbox"/>	Wesleyan College
<input type="checkbox"/>	West Central Technical College
<input type="checkbox"/>	West Georgia Technical College
<input type="checkbox"/>	Young Harris College



Transcript uploads


The screenshot shows the GAcollege411 Professional Center interface. At the top left, the logo reads "GAcollege411 Professional Center" with the tagline "Expand Your Opportunities". To the right is a "SIGN OUT" button with a user icon. Below the header is a navigation menu with buttons for "Students & Groups", "Reports", "Resources", "Communication", and "Transcripts". The "Transcripts" button is highlighted. The main content area features a folder icon and a section titled "Send Uploaded Transcripts: Accept Release Agreement". This section contains an unchecked checkbox with a red arrow pointing to it, followed by a paragraph of text: "On behalf of the high school listed above, we hereby direct Xap Corporation ('Xap') as the school's agent to release the selected transcripts to Georgia Student Finance Commission ('GSFC') in connection with GSFC's administration of financial aid programs. The agency created hereby is in addition to, and is not governed by, the Institution Agreement between the school and Xap, and Xap will limit its actions under this agency to the delivery of such transcripts to GSFC." Below the text are "Back" and "Next" buttons, with a red arrow pointing to the "Next" button.

Transcript uploads

GAcollege411 Professional Center
Expand Your Opportunities

SEARCH [] [] SIGN OUT

Students & Groups Reports Resources Communication **Transcripts**

 **Release Transcripts**

Send Uploaded Transcripts: Finished

Finished! The transcripts have been sent to the schools you've requested.

Transcript View

The screenshot shows the GAcollge411 Professional Center interface. At the top left is the logo "GAcollge411 Professional Center" with the tagline "Expand Your Opportunities". To the right is a "SIGN OUT" button with a user icon. Below the logo is a navigation bar with tabs for "Students & Groups", "Reports", "Resources", "Communication", "Transcripts" (which is highlighted), and "Administration".

The main content area is titled "Transcripts" and contains four panels:

- View New Requests**
 - Fulfill Student Transcript Requests**

View outstanding student transcript requests and transcripts that may fulfill them.

 - ▶ Fulfill Student Transcript Requests
- Send/Release Transcripts**
 - Release Transcripts**

Display the list of students with uploaded transcripts and release uploaded transcripts to collection agencies.

 - ▶ Release Transcripts
- Upload Transcripts**
 - Upload Transcripts**

Upload a file of student transcripts to the Transcript eXchange.

 - ▶ Upload Transcripts
 - Upload History Log**

Display the history log of previous transcript file uploads.

 - ▶ View History Log
- Extras**
 - Preferences**

Set preferences for the Transcripts tools for your account.

 - ▶ Account Preferences
 - Download Extract Software**































Download the extract software used with your Student Information System.

 - ▶ Download Extract

A red arrow points to the "Release Transcripts" link in the "Send/Release Transcripts" panel.

Transcript View

GAcollege411

<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		5/17/2007 1:15 PM	 
<input type="checkbox"/>		2/26/2008 10:09 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		5/17/2007 1:15 PM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/8/2009 6:43 AM	 
<input type="checkbox"/>		6/2/2008 6:30 AM	 
<input checked="" type="checkbox"/>		6/8/2009 6:43 AM	 

[Next](#)

View Transcript History Log

The screenshot displays the GAcollge411 Professional Center interface. At the top left is the logo "GAcollge411 Professional Center" with the tagline "Expand Your Opportunities". To the right is a "SIGN OUT" button. Below the logo is a navigation menu with tabs for "Students & Groups", "Reports", "Resources", "Communication", "Transcripts", and "Administration". The "Transcripts" tab is selected and highlighted in blue. Below the navigation menu is a green header bar with a folder icon and the word "Transcripts". The main content area is divided into four panels:

- View New Requests**
 - Fulfill Student Transcript Requests**

View outstanding student transcript requests and transcripts that may fulfill them.

▶ Fulfill Student Transcript Requests
- Send/Release Transcripts**
 - Release Transcripts**

Display the list of students with uploaded transcripts and release uploaded transcripts to colleges.

▶ Release Transcripts
- Upload Transcripts**
 - Upload Transcripts**

Upload a file of student transcripts to the Transcript eXchange.

▶ Upload Transcripts
 - Upload History Log**

Display the history log of previous transcript file uploads.

▶ View History Log
- Extras**
 - Preferences**

Set preferences for the Transcripts tools for your account.

▶ Account Preferences
 - Download Extract Software**

Download the extract software used with your Student Information System.

▶ Download Extract

A red arrow points to the "View History Log" link in the "Upload Transcripts" panel.

View Transcript History Log



Transcript Upload History

Uploads for		HIGH SCHOOL					
Upload ID	Status	Upload Date	File Name	Total Records	Successful Records	Failed Records	Messages
8975	Completed 5/17/2007 7:23:26 AM	5/17/2007 7:23:00 AM		6	6	0	
8976	Completed 5/17/2007 7:29:51 AM	5/17/2007 7:29:00 AM		6	6	0	
8996	Completed 5/17/2007 12:17:18 PM	5/17/2007 10:30:00 AM		52	52	0	
9038	Completed 5/18/2007 6:17:09 AM	5/18/2007 6:17:00 AM		28	28	0	
9124	Completed 5/18/2007 12:26:49 PM	5/18/2007 12:26:00 PM		42	42	0	
9137	Completed 5/21/2007 5:36:29 AM	5/21/2007 5:36:00 AM		42	42	0	
9147	Completed 5/21/2007 6:24:25 AM	5/21/2007 6:24:00 AM		57	57	0	
9150	Completed 5/21/2007 6:45:17 AM	5/21/2007 6:45:00 AM		57	57	0	



Overview of the HOPE GPA Process Findings and Suggestions

Overview of the HOPE GPA Process

- **Findings and Suggestions**

- **School Rules - Terms:**

- The term order is how you report it in the School Rules
 - Most all schools use the calendar year which begins in January.
 - Term 1 would be spring, Term 2 summer and Term 3 would be fall. (If your fall term ends in January, then begin with this).
 - Important that there are no gaps and no overlaps
 - This is will guarantee that the GPA will calculate correctly and all courses will be included.

Overview of the HOPE GPA Process

- **Findings and Suggestions**

- **School Rules – Grade Scale:**

- Most common error - not updating the End Year date.
 - Our suggestion – update the End Year to 2020.
 - Be sure that the Begin Year date captures the earliest date a student took a course.
 - Should represent the grading scale that is in place

Overview of the HOPE GPA Process

- **Findings and Suggestions**
 - **School Rules – Weighting**
 - If weights are applied for Honors, AP or IB courses those courses should be classified as such so that the weights can be factored into the calculation.
 - If weights are applied for certain courses, make sure that those weights are in the School Rules.
 - **Other things to look for:**
 - **Incomplete transcripts**
 - Should represent 4 years of coursework
 - **Misclassification of Courses**
 - Title of course should match the course number.

Overview of the HOPE GPA Process

- **Findings and Suggestions**
 - **Incomplete data on transcripts**
 - Most common is missing End Year and Term Name
 - **School Profile matching what is on the transcript**
 - Weighing indicators omitted
 - **Verifying files**
 - Look at your error reports and make corrections before uploading to GSFC
 - All students must be verified, not just those who are HOPE eligible

Overview of the HOPE GPA Process

- **February 15th – Preliminary Data due to GSFC for HOPE GPA Calculation.**
- **June 30th – Final Data due to GSF for HOPE GPA Calculation.**
 - Most common error - not verifying both the Eligible and Ineligible lists prior to the deadline date.
 - Suggestion – check all HOPE GPA Reports to include the STARS 2.0 Inbox.
- **October 14th – HOPE Progress Reports Due.**
 - Beginning 2011-2012 school year, schools are required by law to report data for 9th – 11th graders.

GTID Requirements

- Effective September 2009, each school and school system is required by DOE to report the unique GTID identifier on every high school transcript;

whether electronically sent or on a printed transcript.

- The unique GTID identifier should be reported in the **Student ID field** of the transcript.

Contact Us

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QUESTIONS??????????