UNIVERSITY SYSTEM OF GEORGIA
INFORMATION TECHNOLOGY SERVICES

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# Implementing the High School XML Transcript

## Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version *8.19*

**Information Technology Services**

**February 2013**

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# Implementing the High School XML Transcript

## Introduction to High School XML Transcript

| | |
|---|---|
| **Purpose** | As part of the High School XML transcript project, several Georgia Enhancements have been created to allow for the loading of Department of Education course codes, the calculation of high school GPAs, and the update of College Preparatory Curriculum (CPC) requirements. |
| **Target Audience** | Institutional staff that are responsible for loading and maintaining High School transcript information. |
| **Purpose and Scope of Document** | This document explains how to setup and utilize the Georgia Enhancement components designed for the utilization of High School XML transcripts. |
| **Graphics** | Graphic cues used in this document assist with labeling of steps and items that are particularly important. |

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

**References**

For information about the baseline product, see *Using SCT Banner User Manual for Accounts Receivable, Financial Aid, and Student.*

**Support**

For additional ITS resources and support, contact the ITS HELPDESK:

| | |
|---|---|
| Web | http://www.usg.edu/customer_services (self-service ticket submission) |
| E-mail | helpdesk@usg.edu |

For urgent or production down situations, call the ITS HELPDESK:

| | |
|---|---|
| Local | 706-583-2001 |
| Toll free within Georgia | 1-888-875-3697 |

# High School XML Transcript Introduction

**Description**    As part of the High School XML transcript project, several Georgia Enhancements have been created to allow for the loading of Department of Education course codes, the calculation of high school GPAs, and the update of College Preparatory Curriculum (CPC) requirements. This document lists the steps to set up and use each of these enhancements.

**Overview of High School XML Transcript**    Complete the following steps to implement the High School XML Transcript in Banner.

| I. Set Up for High School XML Transcript | |
|---|---|
| 1.  Load STVSBJC using the High School Subject Validation Table Loader | load_stvsbjc.ctl |
| 2.  Build rules in the CPC Fulfilling High School Courses Rules Form | ZOACPCH |

↓

| II.    Post Load Processing Steps for High School XML Transcript | |
|---|---|
| 1.  Update Academic Requirements using the CPC Requirement Update process | ZORCPCH |
| 2.  Calculate High School GPAs in Batch | ZORHSBG |

# Implementing the High School XML Transcript

## I. Set Up for High School XML Transcript

**Overview**

This section will go through the setup required before a high school XML transcript can be loaded and utilized into Banner. All of the following steps must be completed first.

**1. Load STVSBJC using the High School Subject Validation Table Loader**

A Technical Representative or local Database Administrator will need to run the load_stvsbjc.ctl table loading script. This script populates the High School Subject Validation table (STVSBJC) with courses from the Department of Education (DOE).

Enter the STVSBJC form. Check to verify that all the data has been loaded. The loader should populate the first six digits of the Course Code and the corresponding description. There should be no decimals in the Code field.



This will only add DOE values. Any existing codes in STVSBJC will remain.

**2. Build rules in the CPC Fulfilling High School Courses Rules Form**

The CPC Fulfilling High School Courses Rules form (ZOACPCH) is for building rules for satisfying College Preparatory Curriculum (CPC) requirements with high school courses. Enter ZOACPCH and build rules based on CPC requirements. These rules are designed to be used with the corresponding CPC HS Requirements Update Process (ZORCPCH) to satisfy CPC requirements placed on the Georgia Requirements Form (ZOAGARP).

**NOTE:** Added new Credit Hour column on the CPC Fulfilling High School Courses Rules Form (ZOACPCH). Default value is set to 1 credit hour for all previously created NCRQ code rules in ZOACPCH.

## *II. Post Load Processing Steps for High School XML Transcript*

**Overview**

Once a high school XML transcript has been loaded or manually data entered into Banner, the following processes can be used to satisfy CPC requirements and calculate high school GPAs for a group of students or an individual.

**1. Update Academic Requirements using the CPC HS Requirement Update process**

The CPC HS Requirements Update process is used to satisfy CPC requirements. Enter ZORCPCH via the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Enter the status code, hold end or remove and a population selection or term. This process will satisfy any CPC requirements placed on the Georgia Requirements form (ZOAGARP) based on rules entered on the CPC Fulfilling High School Courses Rules form (ZOACPCH). The process will also end or remove holds from the Hold Information form (SOAHOLD).

This process can be run multiple times for a population selection, a term, or a specific student.

**Parameters:**

| Number | Description | Help | Default | Required |
|---|---|---|---|---|
| 01 | Status Code | Enter requirement satisfied status code | SH | Yes |
| 02 | End or Remove Holds? | Enter E to End Holds, R to Remove Holds. | E | Yes |
| 03 | Hold End Date | Enter Hold End Date if holds are to be ended (DD-MON-YYYY) | SYSDATE | No |
| 04 | Selection Identifier | Enter selection Id if population is to be used. | | No |
| 05 | Application Code | Enter application code if population is to be used. | | No |
| 06 | Creator ID | Enter creator if population is to be used. | | No |
| 07 | User ID | The User ID of the sub-population, if applicable. | | No |
| 08 | Term | Term to process if not using population selection. Otherwise header info. | | Yes |
| 09 | Report Print Mode | Print (A)ll, or (C)ompleted-requirement satisfied only, on report. | A | Yes |
| 10 | Run Mode | (A)udit or (U)pdate Mode. | A | Yes |
| 11 | Graduation Year | Enter High School Graduation Year for 4 Unit CPC Science Requirement | SYSYEAR | Yes |

**Sample .lis file:**

```
26-FEB-2013 15:25:05                                        PAGE     1
FALL 2010         CPC HIGH SCHOOL REQUIREMENTS UPDATE PROCESS     ZORCPCH 8.19B


Id            Name                      HS Course   GARQ  ST  Message
                                                    Hold

800-80-0800  Green, Aaron                                       **NO GRAD YR**


Students with High School Graduation Year < 2012 Review CPCN Requirement.

Id            Name                      HS Course   GARQ  ST  Message
                                                    Hold

091-05-0622  Bainbridge, Richard                    1500       **NO REQT EST**
                                                    BMBM       **NO COURSES**
                                                    CLT2       **NO REQT EST**
                                                    CPCE       **NO COURSES**
                                                    CPCF       **NO COURSES**
                                                    CPCM   WE  *PR SAT REQ*
                                                    CPCN   WE  *PR SAT REQ*
                                                    CPCS   RQ  *NO RULES*
                                                    CPCT   WE  *PR SAT REQ*
                                                    WHAT       **NO REQT EST**

001-12-2334  Carter IV, Shawn M                     1500       **NO REQT EST**
                                                    BMBM       **NO COURSES**
                                                    CLT2       **NO REQT EST**
                                                    CPCE   SH  *PR SAT REQ*
                                                    CPCF   SH  *PR SAT REQ*
                                                    CPCM   RQ  *NO RULES*
                                                    CPCN       **NO COURSES**
                                                    CPCS   SF  *PR SAT REQ*
                                                    CPCT   RQ  *NO RULES*
                                                    WHAT       **NO REQT EST**

777-44-4111  Jenkins, Jenny                         1500   RQ  *NO RULES*
                                                    BMBM       **NO COURSES**
                                                    CLT2   RQ  *NO RULES*
                                                    CPCE   SH  *PR SAT REQ*
                                                    CPCF   SH  *PR SAT REQ*
                                                    CPCM   SH  *PR SAT REQ*
                                                    CPCN   SH  *PR SAT REQ*
                                                    CPCS   SH  *PR SAT REQ*
                                                    CPCT   SN  *PR SAT REQ*
                                                    WHAT   RS  *NO RULES*

001-17-6164  Jensen, Andrew                         1500       **NO REQT EST**
                                                    BMBM       **NO COURSES**
                                                    CLT2       **NO REQT EST**
                                                    CPCE   WE  *PR SAT REQ*
                                                    CPCF       **NO COURSES**
                                                    CPCM   RQ  *NO RULES*
                                                    CPCN   WE  *PR SAT REQ*
                                                    CPCS   RQ  *NO RULES*
```

Once the process is successfully executed in Update mode, verify that CPC requirements were updated on ZOAGARP and holds ended or
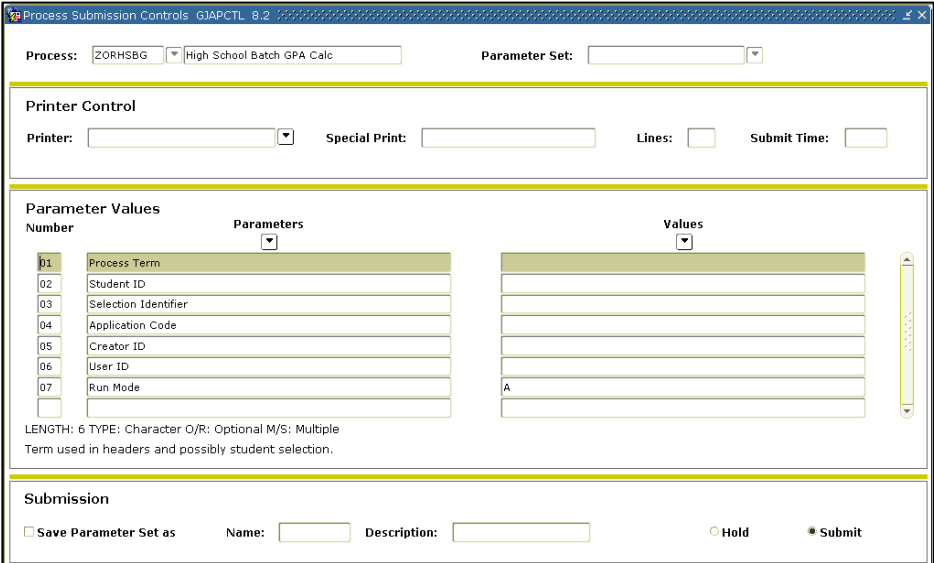
removed on SOAHOLD.

**2. Calculate High School GPAs in Batch**

The High School Batch GPA Calc process is used to calculate Grade Point Averages (GPAs) in batch or for an individual. Enter ZORHSBG via the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Enter a term, student ID or population selection. This process updates the High School Detail Information form (ZOAHSCD) in the same way the Recalculate High School GPA indicator is used in the form.

This process can be run multiple times for a population selection, a term, or a specific student.

**Parameters:**

| Number | Description | Help | Default | Required |
|---|---|---|---|---|
| 01 | Process Term | Term used in headers and possibly student selection. | | |
| 02 | Student ID | The Student ID for one student select. | | |
| 03 | Selection Identifier | Enter selection Id if population is to be used. | | |
| 04 | Application Code | Enter application code if population is to be used. | | |
| 05 | Creator ID | Enter creator if population is to be used. | | |
| 06 | User ID | The User ID of the sub-population, if applicable. | | |
| 07 | Run Mode | (A)udit or (U)pdate Mode. | A | Yes |

**Sample .lis file:**

```
11-09-2009 17:42:11                                                        PAGE:    1
Run No. 790831      High School Batch GPA Calculation Process       ZORHSBG 8.0


ID          Name                                  Term    SBGI    Units   Points      GPA

253533333   Goodfriend, Thomas                    200808  111925    6       24      3.38
11-09-2009 17:42:11                                                        PAGE:    2
Run No. 790831      High School Batch GPA Calculation Process       ZORHSBG 8.0

                           * * * CONTROL REPORT * * *

   Parameter Description                   Parameter Value(s)

   Process Term                      200808
   Student ID                                253533333
   Selection Identifier
   Application Code
   Creator ID
   User ID
   Run Mode                          A
   Students Processed                        1

   ZORHSBG 8.0 completed successfully
```

Once the process is successfully executed in Update mode, verify that the
High School GPA is populated on the High School Detail Information
form (ZOAHSCD).

## Introduction to High School Information Georgia Testing ID (GTID)

**Purpose**
As part of the ongoing High School XML Transcript Load project, USG institutions need to store the Georgia Testing ID (GTID) assigned to each applicant into Banner. Received by the USG institutions from the High School XML transcript, the GTID is a 10 digit identification number that is designed to follow Georgia public education students from kindergarten through college. Once entered into Banner, the GTID will primarily be used for reporting purposes.

**Target Audience**
Institutional staff responsible for entering data for applicants.

**Purpose and Scope**
This section explains how to populate the High School Information Georgia Testing ID (GTID).

## High School Information Georgia Testing ID (GTID)

**Overview**
Use the following form:

| Descriptive Title | Name |
| --- | --- |
| High School Detail Information Form | ZOAHSCD |

**Overview of High School Georgia Testing ID**

| I. Access the Georgia Academic Requirements Menu | |
| --- | --- |
| Access the Georgia Academic Requirements Menu from the Main Georgia Enhancement Menu | *REQUIRED |

↓

| II. Populating the Georgia Testing ID | |
| --- | --- |
| Enter GTID for the individual student | ZOAHSCD |

# Using the High School GTID

## I. Accessing the Georgia Academic Requirements Menu (*REQUIRED)

**Access Georgia Academic Requirements Menu (*REQUIRED)**

Access the Georgia Academic Requirements Menu (*REQUIRED) from the Main Georgia Enhancements Menu.
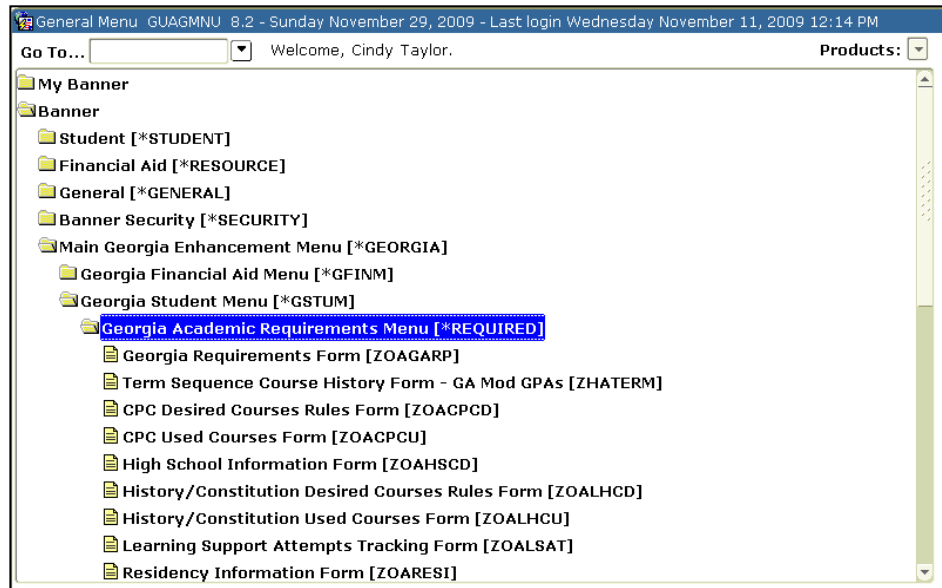


## II. Populating the Georgia Testing ID

**3. Populating the GTID on ZOAHSCD**

The GTID can be manually entered into ZOAHSCD. An upload process is also available using SSD's Axiom.
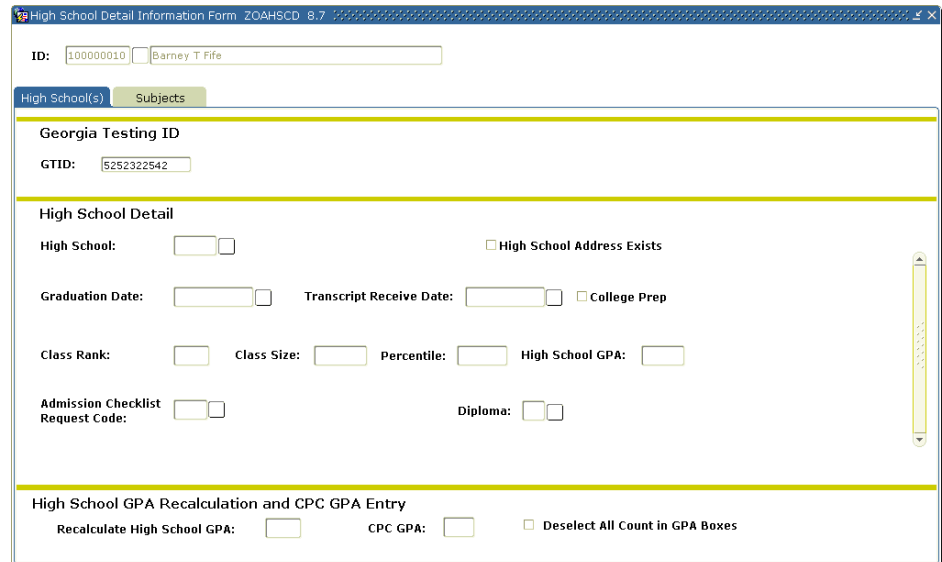
## Appendix A: Document History

This section details the history of the document and updates made for each modification.

| Release and Date | Form/Process | Page | Update Description |
|---|---|---|---|
| Georgia Enhancements 7.18, February 13, 2009 | NA | NA | Original |
| Georgia Enhancements 8.0, March 31, 2010 | NA | All | Updated screenshots for 8.0<br>Added Appendix B |
| Georgia Enhancements 8.6, December 17, 2010 | ZOACPCH, ZORCPCH | All | Added new column in ZOACPCH for HS credit hours for 8.7<br>Updated the ZORCPCH process to verify the credits hours entered on ZOACPCH for 8.7 |
| Georgia Enhancements 8.7, March 31, 2011 | ZOAHSCD | 9-11 | Updated screenshot for 8.7<br>Added GTID information. |

## Appendix B: Process Flow

```
┌─────────────────────┐                    ┌─────────────────────┐
│ Load DOE subject    │                    │ Receive High School │
│ codes               │                    │ XML transcript      │
└─────────────────────┘                    └─────────────────────┘
          │                                           │
          ▼                                           ▼
┌─────────────────────┐                    ┌─────────────────────┐
│ Build High School   │                    │                     │
│ CPC rules           │                    │ Enter GTID          │
│                     │                    │                     │
└─────────────────────┘                    └─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Load or manually    │
│ enter High School   │
│ XML transcripts     │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Satisfy High School │
│ CPC requirements    │
│                     │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Calculate High      │
│ School GPA          │
│                     │
└─────────────────────┘
```