

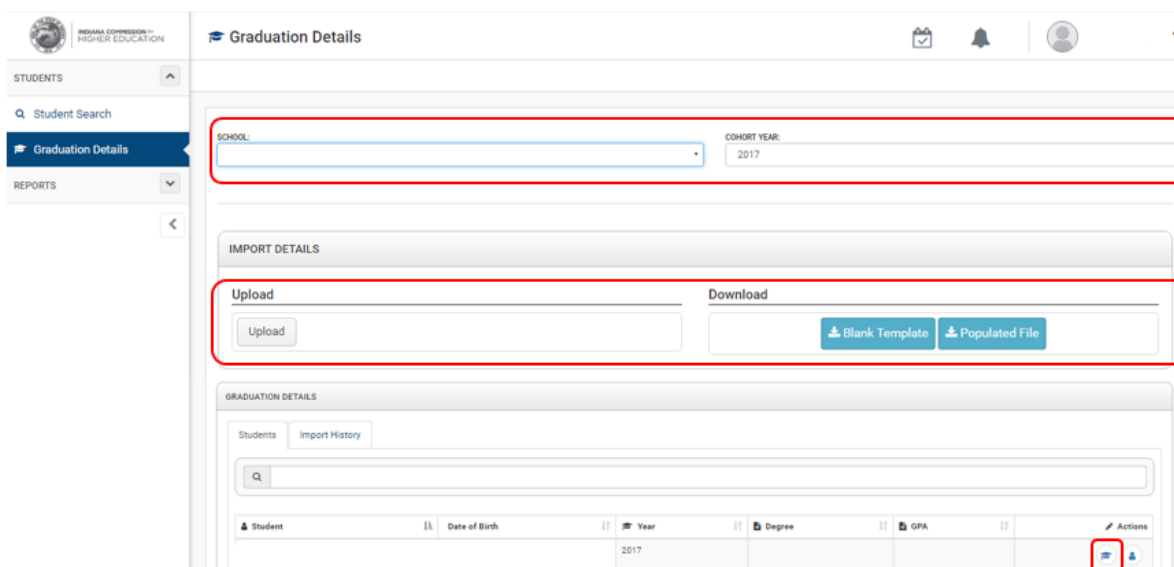
## Academic and Technical Honors Diploma Reporting in ScholarTrack (formerly CHIPS)

School Users can report GPA and Diploma information for all senior students in the new-and-improved ScholarTrack system. The system has been designed to provide school users with new streamlined options and upload features for GPA and Diploma Type reporting.

### GPA and Diploma Reporting (Graduation Details)

To report academic information (GPA and Diploma Type), click “**Graduation Details**” on the left sidebar.

If you are assigned to multiple schools, use the dropdown menu to select a specific school. The system will automatically default to the current graduating class of 2017 (Cohort Year). School users have two ways to report academic information: Automatic Upload (batch) and Manual (individual) Entry.



### Automatic Upload (batch):

School users can download a pre-populated file (Excel spreadsheet) for current 21st Century Scholars attending your school. The file will include the following information: Scholar ID, Name, Date of Birth, Cohort Year, Social Security Number, 21st Century Scholar Status and Degree (Diploma Type) and GPA. From there, you will enter the Diploma Type, GPA and indicate whether the submission is preliminary or final.

	A	B	C	D	E	F	G	H	I	J	K
1	Scholar ID	First Name	Last Name	Date of Birth	Cohort Year	SSN	21st Century	Degree	Is Degree Final	GPA	Is GPA Final
2	123456	Johnny	Scholar	3/22/2001	2017	XXX-XX-XXXX	Yes	Core 40	Preliminary	3.456	Preliminary

The easiest way to add non-Scholar students to a roster is by adding them to the downloaded file. To add a student using the Automatic Upload (batch) process, provide the following information in the file: Name, Date of Birth, Cohort Year, Social Security Number, Diploma Type and GPA information. Once non-Scholars have been added to the file, you will upload it back into the system.

## Manual Entry (individual):

Schools can also enter Diploma Type and GPA information for an individual student by using the “Quick Action” feature.

The screenshot shows a web interface titled "GRADUATION DETAILS". At the top, there are tabs for "Students" and "Import History". Below the tabs is a search bar with a magnifying glass icon. Underneath the search bar is a table with the following columns: "Student", "Date of Birth", "Year", "Degree", "GPA", and "Actions". The "Actions" column contains a red-bordered button with a graduation cap icon and a person icon.

To add an individual student’s Diploma Type and GPA information, select the “QUICK ACTION” button to enter the Diploma Type and GPA for an individual student.

This will prompt a pop-up box for you to add the student’s academic information.

The screenshot shows a pop-up window titled "Graduation Details". It contains the following fields: "Degree Type" (a dropdown menu), "Degree Status" (a button labeled "Preliminary"), "GPA" (a text input field), and "GPA Status" (a button labeled "Preliminary"). At the bottom of the window, there are "Cancel" and "Save" buttons.

**+ Add Student**

The screenshot shows a pop-up window titled "Add Student". It contains the following fields: "First Name" and "Last Name" (text input fields), "Date of Birth" (a date picker), "Cohort Year" (a dropdown menu), "Social Security Number" (a text input field with dashes), and "School" (a dropdown menu). At the bottom of the window, there are "Cancel" and "Save" buttons.

To add a student to your school, click on the green “Add Student” button on the student search page.

This will prompt a pop-up for you to add the new student’s information. You will need their first and last name, date of birth, cohort, social security number and current school to add a new student.