

Transcripts

The transcript lists your current year classes and your final grade and credits earned. When in the Family **portal**, **My Info** tab, on the

Transcript side-tab, click  to select one of the following:

- **All Records** to view all grades you earned
- **Current Year** to view grades you earned this school year
- **Current School** to view grades you earned at your current school

The **Transcript** side-tab gives you access to view:

- [transcript details](#)
- [credit summary](#): lists the credits the student has earned for each school year
- [grade point summary](#): lists the grade points the student earns, which the school uses to calculate the student's GPA
- [programs of student](#)
- [graduation summary](#)

To view details of your transcript record and of a specific grade:

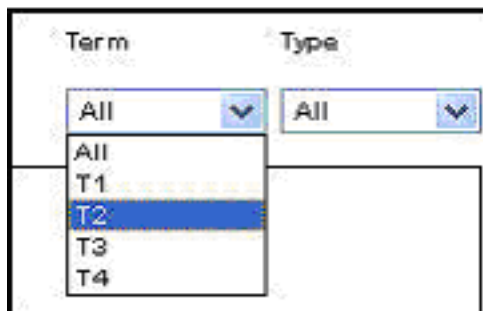
1 Click the **My Info** tab.

2 Click the **Transcript** side-tab.

3 Click the year in the row of the grade you want to view.

4 View the class information and a summary of the final grade at the top of the page.

5 At the bottom of the page, view all the grades and comments you earned in the class. To view only grades from a specific term, click the **Term** drop-down and select a term:



To view only term grades or only progress grades, click the **Type** drop-down and select **Term** or **Progress**:

Term	Type
T2	All
	All
	Term
	Progress

6 After you finish looking at the details, click **Cancel** to return to the list of classes, or click any other side-tab or tab.

To view a summary of credits:

1 Click the **My Info** tab.

2 Click the **Transcript** side-tab, then click **Credit Summary**. The Credit Summary page lists the credits the student has earned for each school year.

- The Transcript Credits column shows the number of credits you earned based on the courses you completed that year.
- The Adjusted Credits column shows the number of credits the school manually added for you, if any.
- The Total Credits column shows the total amount of credits, including the transcript and adjusted credits.

To view a summary of the grade point:

1 Click the **My Info** tab.

2 Click the **Transcript** side-tab, then click **Credit Summary**.

The system calculates the basic GPA by adding the total points you earned, and dividing that total by the total number of courses you completed. Therefore, for each school year, the page displays two sections of information that the system uses to calculate your GPA for that year.

The first section displays the number of points you earned on your transcript, any adjusted points, and total points. The other half of the row displays the number of transcript courses, any adjusted courses, and the total number of courses.

Look at the **Course Breakdown** to view the breakdown of points you earned for each course on your transcript.

The Programs of Study and Graduation Summary Sections are still in construction stages for Knox County Schools. Please check back as we continue to update our records.

To view your programs of study:


1 Click the **My Info** tab.

2 Click the **Transcript** side-tab, then click **Programs of Study**.

To view your graduation summary:

1 Click the **My Info** tab.

2 Click the **Transcript** side-tab, then click **Graduation Summary**.

Note: When you see the record navigation bar  on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.