

High School Transcripts, Grading, and Course Descriptions: Lecture and Workshop

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Lecture Outline

- What Is a Transcript and Who Needs One?
- How to Make a Transcript
- Assigning credits
- Calculating GPA
- Early High School Credits
- Other Items for Transcript
- Grading
- Course Descriptions

What is a transcript and who needs one?

- What is it?
 - Transcript: an official record of a student's work, showing courses taken and grades achieved
- Who needs one?
 - High School graduates applying to college
 - Community college students applying to college
 - High School students applying to community college (occasionally)
 - Adults of all ages applying for jobs (occasionally)

How to Make a Transcript

- How to make a transcript
 - Templates
 - What to put on it
- What other supporting documents to prepare for college admission
 - Course Descriptions
 - How to assign grades to home school work
 - Grading Rubrics

How to Make a Transcript

- Requirements
 - School Information
 - Year or Subject
 - Names of courses
 - Credits Earns
 - Grades
 - Calculated GPA
 - Cumulative GPA

OFFICIAL TRANSCRIPT	
STUDENT INFORMATION	SCHOOL INFORMATION
FULL NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE NUMBER:	PHONE NUMBER:
E-MAIL ADDRESS:	E-MAIL ADDRESS:
DATE OF BIRTH:	
PARENT/GUARDIAN:	
ACADEMIC RECORD	

EARLY HIGH SCHOOL COURSEWORK			
Course Title	Credits	Semester 1	Semester 2
<i>Algebra I 2012-2013</i>	1		
<i>Latin II 2011-2012</i>	1		
<i>Biology 10 2011-2012</i>	1		
<i>Geometry 2012-2013</i>	1		
<i>Latin III 2012-2013</i>	1		
<i>Algebra II</i>	1		
<i>Honors Chemistry</i>	1		
<i>World Literature</i>	1		
<i>Honors World History</i>	1		
<i>Latin IV</i>	1		
<i>Music 1</i>	1		
<i>Music Composition 1</i>	½		
Total Credits:	11.5	GPA:	Cumulative GPA:

SCHOOL YEAR: 2014-2015		GRADE LEVEL: 9	
Course Title	Credits	Semester 1	Semester 2
<i>Precalculus</i>	1		
<i>Honors Physics</i>	1		
<i>American Literature</i>	1		
<i>Honors United States History</i>	1		
<i>AP Latin</i>	1		
<i>Music 2</i>	1		
<i>Music Composition 2</i>	1		
Total Credits:	7	GPA:	Cumulative GPA:

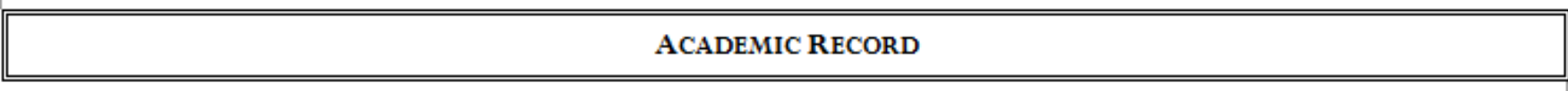
How to Make a Transcript

- Student and School Information
 - Transcript is official because it says so!
 - Student name, address, phone, email, date of birth, parents names
 - School name (your own), address (your own), phone number, email address

OFFICIAL TRANSCRIPT	
STUDENT INFORMATION FULL NAME: ADDRESS: PHONE NUMBER: E-MAIL ADDRESS: DATE OF BIRTH: PARENT / GUARDIAN:	SCHOOL INFORMATION NAME: ADDRESS: PHONE NUMBER: E-MAIL ADDRESS:

How to Make a Transcript

- Gather course information
 - Name of course
 - Year taken (or subject)
 - Credits
 - Grade (by year or semester)



ACADEMIC RECORD

How to Make a Transcript

- Name of Course
 - From book
 - From online course
 - Your choice name
- School year and grade level
- Can also organize by subject instead of year (example later)

	SCHOOL YEAR: 2015- 2016	GRADE LEVEL: 10	
<i>Course Title</i>	<i>Credits</i>	<i>Semester 1</i>	<i>Semester 2</i>
<i>AP Calculus BC</i>	<i>1</i>		
<i>AP Physics C - Mechanics</i>	<i>½</i>		
<i>AP Physics C - Electricity and Magnetism</i>	<i>½</i>		
<i>Honors Language and Composition</i>	<i>1</i>		
<i>Western Civilizations and Intellectual History I</i>	<i>½</i>		
<i>Great Books II - Romans: Early Christianity and Nicene Christianity</i>	<i>½</i>		
<i>Music 3</i>	<i>1</i>		
<i>Music Composition 3</i>	<i>1</i>		
<i>Driver's Education</i>	<i>½</i>		
	Total Credits: 6.5	GPA:	Cumulative GPA:

How to Make a Transcript - Credits

- Credits
 - 1 Textbook = 1 credit
 - 1 full year online/DVD course = 1 credit
 - ~120-180 hours = 1 credit (5 hours/week)
 - 150 hours for core classes
 - 180 hours for lab class
 - 120 hours for electives
 - Can have ½ and 1 credit classes
 - Max of 1 credit no matter how many hours

	SCHOOL YEAR: 2015- 2016	GRADE LEVEL: 10	
<i>Course Title</i>	<i>Credits</i>	<i>Semester 1</i>	<i>Semester 2</i>
<i>AP Calculus BC</i>	<i>1</i>		
<i>AP Physics C - Mechanics</i>	<i>½</i>		
<i>AP Physics C - Electricity and Magnetism</i>	<i>½</i>		
<i>Honors Language and Composition</i>	<i>1</i>		
<i>Western Civilizations and Intellectual History I</i>	<i>½</i>		
<i>Great Books II - Romans: Early Christianity and Nicene Christianity</i>	<i>½</i>		
<i>Music 3</i>	<i>1</i>		
<i>Music Composition 3</i>	<i>1</i>		
<i>Driver's Education</i>	<i>½</i>		
	Total Credits: 6.5	GPA:	Cumulative GPA:

How to Make a Transcript - GPA

- Grade Point Average
 - Decide on scale and include it on transcript
 - GPA: Multiply credits by grades and divide by total number of credits

Grade Table Grade Points

A+ = 4.3

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

F = 0

How to Make a Transcript - GPA

- Multiply credits by grades and divide by total number of credits
- $12 * 4 + 2 * 3.7 = 55.4$
- $55.4 / 14 = 3.96$

SCHOOL YEAR: 2014- 2015		GRADE LEVEL: 9	
Course Title	Credits	Semester 1	Semester 2
<u>Precalculus</u>	1	A	A
Honors Physics	1	A-	A
American Literature	1	A	A
Honors United States History	1	A-	A
AP Latin	1	A	A
Music 2	1	A	A
Music Composition 2	1	A	A
Total Credits: 7		GPA: 3.96	Cumulative GPA: 3.95

	credit	Sem 1	Sem 2		AVG	Credit			
9TH	1A		4A	4	4	4			
	1A-		3.7A	4	3.85	3.85			
	1A		4A	4	4	4			
	1A-		3.7A	4	3.85	3.85			
	1A		4A	4	4	4			
	1A		4A	4	4	4			
	1A		4A	4	4	4			
	1A		4A	4	4	4	4 GPA	3.957143 CUM GPA	3.948649

How to Make a Transcript – by Subject

- Can also sort by academic subject
- Good for kids who have a lot of Early High School credits
- Good for kids who spend 5 years in “High School”

ENGLISH			
<i>Course Title</i>	<i>Credits</i>	<i>Semester 1</i>	<i>Semester 2</i>
<i>World Literature</i>	<i>1</i>	<i>A</i>	<i>A</i>
<i>American Literature</i>	<i>1</i>	<i>A</i>	<i>A</i>
<i>Honors Language and Composition</i>	<i>1</i>	<i>A-</i>	<i>A</i>
<i>Rhetoric</i>	<i>1</i>	<i>A</i>	<i>A</i>
<i>¹College Composition</i>	<i>1</i>	<i>IP</i>	
Total Credits: 4		GPA: 3.96	

Early High School Credits

- High School level courses taken before High School
 - Algebra I or above
 - High school Latin I or above (like Henle)

EARLY HIGH SCHOOL COURSEWORK			
<i>Course Title</i>	<i>Credits</i>	<i>Semester 1</i>	<i>Semester 2</i>
<i>Algebra I 2012-2013</i>	<i>1</i>		
<i>Latin II 2011-2012</i>	<i>1</i>		
<i>Biology 10 2011-2012</i>	<i>1</i>		
<i>Geometry 2012-2013</i>	<i>1</i>		
<i>Latin III 2012-2013</i>	<i>1</i>		
	Total Credits: 5	GPA: 3.97	Cumulative GPA: 3.97

Other Items For Transcript

- Other Academic Results
 - SAT Scores
 - SAT Subject Test Scores
 - AP Scores
 - Other Scores (like National Latin Exam)

SAT SCORES:

March 6, 2016 New Test - Total _____
Reading & Writing _____ Math _____

SAT SUBJECT TEST SCORES:

Literature _____
Math Level 2 _____
Latin _____
Physics _____
U.S. History _____

OTHER SCORES:

2012 National Latin Exam IV - Suma
2013 National Latin Exam V - Maxima
2014 National Latin Exam VI – Maxima

AP Latin Exam Score of _____
AP Calculus BC Score of _____ (AB Score of _____)
AP Physics C Mechanics Score of _____
AP Physics C Electricity and Magnetism Score _____

Assigning Grades

- The Goal is **Mastery**
 - Mastery means they know material very well
 - Mastery is “A” work
 - Homeschoolers are not confined to a 36 week school year
- Keep learning material until:
 - Mastery is achieved
 - Forced to move on (not desired)

Assigning Grades

- Grading Rubric
 - Expectations up front
 - Let the numbers determine grade
 - Total class grade should be a combination of tests and quizzes, daily work, participation/effort
 - Each writing assignment should also have a grading rubric
 - More examples online

Honors Physics

Assignments 30%

Lab Experiments and Notebook 20%

Tests 35 %

Quizzes 5 %

Science Fair 10%

Precalculus

Homework: 35% (lowest grade each quarter will be dropped)

Tests: 50% (lowest grade each semester will be dropped)

Attitude and Participation: 15%

World Literature

50% Essays and major assessments

35% Weekly quizzes, writing, and projects

15% Course Participation

Assigning Grades

- Keeping a Grade Book
 - Doesn't have to be fancy (in book or on computer)
 - Excel spreadsheet works well
 - Keep it up to date → Less work for you later!

Marine Biology							
Q1		Grading:	Q1 Scores	Q2	Q3	Q4	
Test 1	82%	Participation	15%	100%	100%	100%	100%
Test 2	95%	Daily Assignments	20%	100%	100%	100%	100%
Test 3	96%	Quizzes and Tests	35%	89%	91%	85%	89%
Test 4	83%	Lab Notebook	30%	100%	100%	100%	100%
Total	89%	Total	100%	96.1%	96.9%	94.9%	96.2%
Lab 1.1	100%						
Lab 1.2	100%						
Lab 1.3	100%						
Lab 1.4	100%						
Lab 1.5	100%						
Lab 2.1	100%						
Lab 2.2	100%						
Lab 2.3	100%						
Lab 3.2	100%						
Lab 4.2	100%						
Total	100%						

Making Course Descriptions

- Course Description Contains:
 - Summary of work completed in course
 - Book/author/edition used
 - Include grading rubric

Great Books IV

2016-2017

Full-year literature and history curriculum for high school students (and above). Learn about the greatest and most influential works from the early modern period. Study the poetry, theology, novels, and political treatises of this period from a Christian perspective.

Participation	20%
Weekly Reading	30%
Weekly Assignments	45%
Final Exam Essay	5%

Unit 1: Early British Poetry—Metaphysical Poets, Milton, Shakespeare, and Bunyan

Unit 2: The Rise of Enlightenment—Bacon, Descartes, Locke, Rousseau, Jefferson, Burke, and de Toqueville

Unit 3: Later British Poetry—Neo-Classical Poetry, Victorian Poetry, and Romantic Poetry

Unit 4: The Novels—Austen, Dickens, Dostoevsky, and Hugo

List of Course Materials

Edmund Spenser's Poetry by Edmund Spenser
Novum Organum by Francis Bacon
Discourse on Method and Related Writing by Rene Descartes
100 Best-Loved Poems
Paradise Lost by John Milton
The Second Treatise on Civil Government by John Locke
The Social Contract and the Discourses by Jean-Jacques Rousseau
The Portable Edmund Burke by Edmund Burke
Tocqueville: Democracy in America by Alexis de Tocqueville
Pride and Prejudice by Jane Austen
David Copperfield by Charles Dickens
The Brothers Karamazov by Fyodor Dostoevsky
Roots of American Order by Russell Kirk
Seventeenth Century Select Poetry (including "Metaphysical")
Eighteenth Century Select Poetry: Pope and Gray
English Romanic Poetry and Victorian Poetry

Making Course Descriptions

- Where to get the summary
 - From the text book or online/DVD course used
 - Reproduce table of contents
 - Make up your own

Marine Biology with Labs 2016-2017

Full-year High School level Marine Biology class with labs

Textbook: *Exploring Creation with Marine Biology*, by Sherri Seligson, Apologia

Participation	15%
Daily Assignments	20%
Quizzes and Tests	35%
Lab Notebook	30%

Topics Covered:

Module 1: The Oceans of Our Planet
Module 2: Life in the Sea
Module 3: The First Four Kingdoms
Module 4: Marine Invertebrates I
Module 5: Marine Invertebrates II
Module 6: Marine Vertebrates I
Module 7: Marine Vertebrates II
Module 8: Marine Ecology
Module 9: The Intertidal Zone
Module 10: Estuary Communities
Module 11: Coral Reefs
Module 12: Continental Shelf Communities
Module 13: The Epipelagic Zone
Module 14: The Deep Ocean
Module 15: Ocean Resources
Module 16: Effects of Human on the Sea

Summary

- It is not overwhelming if it is kept up consistently
- Make Transcript and Course Descriptions every year!
- Keep a grade book up to date
- Many resources to help with grading rubrics for classes and papers