

Uploading Data to Parchment Indiana's Common Transcript

Harmony®



Transcript Profile

- Schools must have a transcript profile in place to send files to Parchment.
- Office use.. System Settings.. Transcript Profile
- If no Profile exists, create one using the New Profile button

Harmony[®]



Transcript Profile- Requirements

- Required fields on the Transcript Profile are CEEBACT code, Consumer Key and Consumer Secret.
- The CEEBACT code is a unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner. This is used to let Parchment know what school is sending in the transcript file.
- The Consumer Key and Consumer Secret are required for Harmony to transfer the file to Parchment on your behalf. You can contact Parchment for this data if you do not have these values.
- Also enter the Maximum GPA on the profile

Harmony®

Accuplacer	<input checked="" type="radio"/> Yes <input type="radio"/> No
CEEBACT Code (identifier assigned by the College Entrance Examining Board and ACT)	<input type="text"/>
Parchment Consumer Key (this is obtained from Parchment)	<input type="text"/>
Parchment Consumer Secret (this is obtained from Parchment)	<input type="text"/>



Advanced Placement Scores

- AP scores must have a Subject and Test code chosen from the dropdown list of choices.
- These are the only Subject and Test codes that are recognized by Parchment for Advanced Placement tests.
- Tests can be edited individually or in mass in the Standardized Tests view
- Both Subject and Test codes are required to transmit the test to Parchment

Standardized test for Samantha Brinkley

Test: Select a Subject and Test from the dropdown choices. These values are REQUIRED for the transfer to Parchment.

Exclude from Transcript

AP

Date:

Subject:

Test:

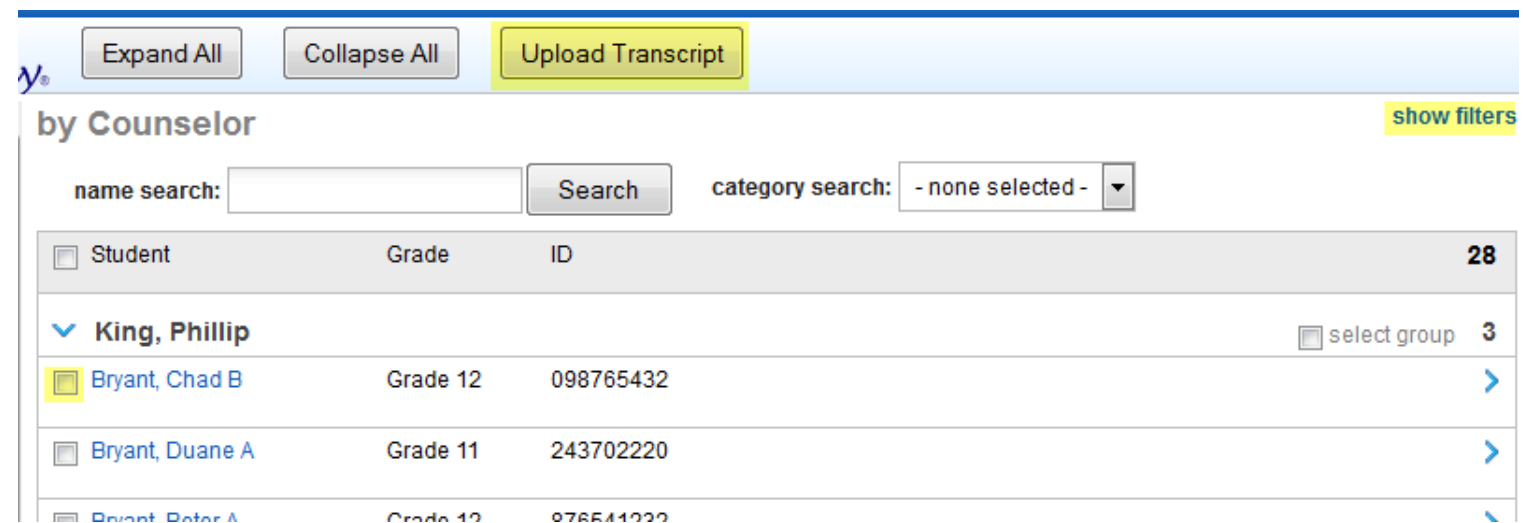
Score:

Harmony®



Uploading Data

- To upload the transcript data, go to Guidance.. by Counselor
- Select the student(s) you would like to upload
- Touch the Upload Transcript button
- You can select All by touching the checkbox by the Student label
- Use the show filters option to filter the students to only include a subset of data
 - i.e. by grade or counselor



The screenshot shows the Harmony software interface for uploading transcripts. At the top, there are three buttons: 'Expand All', 'Collapse All', and 'Upload Transcript' (highlighted in yellow). Below these is a 'by Counselor' section with a 'show filters' button. There are search fields for 'name search' and 'category search' (set to '- none selected -'). A table lists students with columns for 'Student', 'Grade', and 'ID'. The total number of students is 28. One student, 'King, Phillip', is expanded, showing a 'select group' checkbox and the number 3. Below this, three students are listed: 'Bryant, Chad B' (Grade 12, ID 098765432), 'Bryant, Duane A' (Grade 11, ID 243702220), and 'Bryant, Peter A' (Grade 10, ID 076541122).

<input type="checkbox"/> Student	Grade	ID	28
<input checked="" type="checkbox"/> King, Phillip			<input type="checkbox"/> select group 3
<input checked="" type="checkbox"/> Bryant, Chad B	Grade 12	098765432	>
<input type="checkbox"/> Bryant, Duane A	Grade 11	243702220	>
<input type="checkbox"/> Bryant, Peter A	Grade 10	076541122	>

Harmony®

