

Indiana Common High School e-Transcript – Naviance and PESC XML

Overview of PESC:

- What is PESC XML?
- What are the benefits of PESC XML?
- Why use PESC XML?
- Who needs PESC XML?
- Where does PESC XML file come from?

PESC XML is a standard for electronic transcripts that allows student data to be transmitted from one institution to another.

Benefits and Use:

- Student data portability from institution to institution
- Faster processing and transfer than PDF, for both high schools and colleges
- Smaller file sizes, less storage needed
- Better accuracy for automatically matching transcripts with student records
- Safer, cheaper, and quicker to send than mailing paper transcripts
- Promotes standardized student data sets across institutions

Needs:

- Schools in states that mandate transcripts in data form. (Indiana Common Transcript (2015))
- Any school that has a SIS that can product PESC XML transcripts.

Obtaining PESC XML File:

- From Student Information System (SIS)

Important Facts:

- The PESC XML file may contain more than one student transcript in a .zip file OR Naviance will accept a single bulk file of all students' PESC XML transcript data
- Naviance eDocs will **NOT** convert PDF files into PESC XML files
- The transcript files must adhere to the PESC XML standard version 1.3
- State-mandated publish schools must meet the state's data element requirements
- As of March 2018, Naviance has updated the XML PDF rendering to meet compliance with Indiana's Department of Education. This update includes:
 - Earned credits display in the Academic Summary
 - GPA will report to three decimal places
 - Increased the margin of the PDF to make more room for score values
 - Improved phone number formatting to tolerate differences in XML format

FAQs regarding Naviance and PESC XML Transcripts:

Question

How do I upload a PESC XML file using the Multiple Transcript Manager?

Answer

The Multiple Transcript Manager is a tool that will help you upload multiple transcripts at the same time and match them to your students in Naviance.

Requirements:

- Must be valid PESC XML file
- May contain 1 or many student transcripts per file
- Must use the Batch PESC XML format from SIS even if the file contains only one transcript
- The PESC XML file may contain more than one student transcript in a .zip file OR Naviance will accept a single bulk file of all students' PESC XML transcript data

To upload PESC XML batch file:

- Download a Batch Format PESC XML file from your school's student information system that contains your transcripts. (File cannot be larger than 15MB)
- Click the **Multiple Transcript Manager** link in the side-bar under **Quick Links**. **Note:** *A Prepare to Upload screen appears where you will learn what you need to do to facilitate the upload of multiple transcripts.*
 - Click the **Start Uploading** button.
 - Select the transcript type and class year of the file you're about to upload.
 - You can either drag-and-drop your transcript XML or browse and upload it.
- Once your file says *Upload complete*, you will see an option to **Begin Matching** or **Delete** the file to start over.
 - Click **Begin Matching**.
 - The system will work to match your transcripts to students in Naviance
- Once matching is complete, a **Review Transcripts** button will appear.
 - Click the Review Transcripts button.
 - You will see a high-level summary at top of the page, indicating *Unmatched, Matched* and *Added to eDocs* statuses of transcripts.
 - You can view subsets of these transcripts by clicking on the different filters or changing to a bigger or smaller view. The lower half of the screen shows you the transcripts.
 - Click on any **Transcript** to view more details about a specific transcript for a student.
- To begin the matching process, click on an **Unmatched Transcript**. **Note:** *Unmatched transcripts are highlighted in red. *Multiple page transcripts are automatically grouped together for each student**

- Begin typing the student's name in the *search for student box*. Once that student in Naviance appears in the drop-down list, click on the student name to select it.
- You can click the **Next** button to continue matching additional students, repeating step 15.
- Once you have completed your matching, click **X** to close screen.
 - You can also click on the **Matched** filter to verify or change matched transcripts (Optional)
 - **Note:** Matched transcripts are highlighted in blue.
 - To add matched transcripts to eDocs, click **Add Matches to eDocs** button on the top righthand corner of the page. You will get an alert asking if you are sure.
 - Click **Continue** to proceed.
- To save and resume the session or to allow someone else at your school to continue your work, click Choose **Yes, I will resume this later**.
 - If you're done working with this file and don't plan to send any more matches from it to eDocs, click on **Close** and choose the option, **No, I'm done and don't need to come back to this**. This will enable you to upload a new file.
- Once you save and close your session, you can come back to the Multiple Transcript Manager to resume your work. If someone else is working on the file at that time, you will see an in-progress status and you will need to wait until they're done.

Question

Where do schools get an XML file? What are the requirements for the file

Answer

- Schools should retrieve from their Student Information System (SIS)
- Naviance eDocs will **NOT** convert PDF files into PESC XML files
- The transcript files must adhere to the PESC XML standard version 1.3
- Indiana public schools must meet the state's data element requirements

Question

How do I upload a PESC XML file?

Answer

You can upload a PESC XML transcript to a student folder. The process is the same for initial, midyear, optional, final, and transfer transcripts. The permission "Upload single transcripts" must be given to user roles so that they can upload transcripts.

Important requirements:

- Must be valid PESC XML File
- The PESC XML file may contain more than one student transcript in a .zip file OR Naviance will accept a single bulk file of all students' PESC XML transcript data

To upload a single transcript:

1. Open a student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add a transcript to the transcript table.
5. Choose the type of transcript from the drop-down list.
6. Click **Choose File** to locate the transcript and then **upload** file.