

Electronic Transcript System

https://my.triand.com/

Sarah Cox, Public School Program Advisor
Data Quality & Management





Triand Overview

Triand is a user friendly way to transfer student transcripts between schools, districts, and colleges.

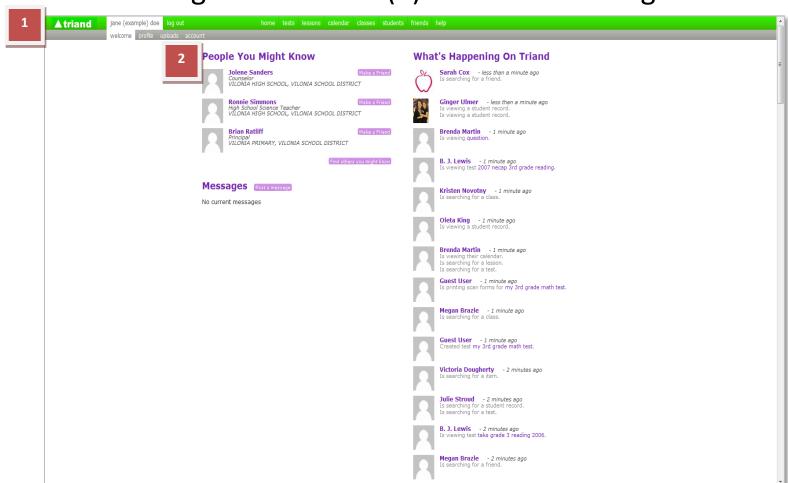
While My Triand works with other web browsers, Firefox is the recommended web browser for My Triand. You may download Firefox for free from: http://www.firefox.com.

Public schools in Arkansas are to use the electronic transcript system pursuant to *Ark. Code Ann. § 6-80-107*. When a student transfers from a public school in Arkansas and enrolls into a new school, the school where the student was previously enrolled will be sent an e-mail notifying that school that the student has transferred. The school "losing" the student must remove the student from its active enrollment roster with an effective date no later than the day following the date of the e-mail.





Upon logging into My Triand, you will notice that the interface is divided into two sections - (1) the navigation bar and (2) the main working area.

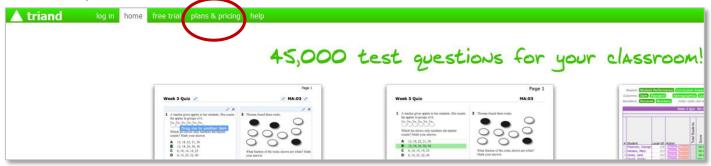






Creating an Account

Go to https://www.mytriand.com and click the link for "plans & pricing" at the top of the screen.



Select "Teacher = FREE: your school or district has already subscribed" from the drop-down menu.

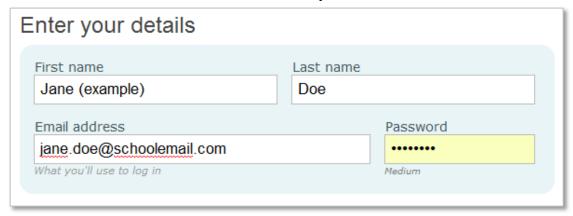
The state of Arkansas pays for Triand use for all public schools districts.







Enter the information requested:



Your email address will be your username in Triand. To comply with the ADE security policy, your school email address must be used.

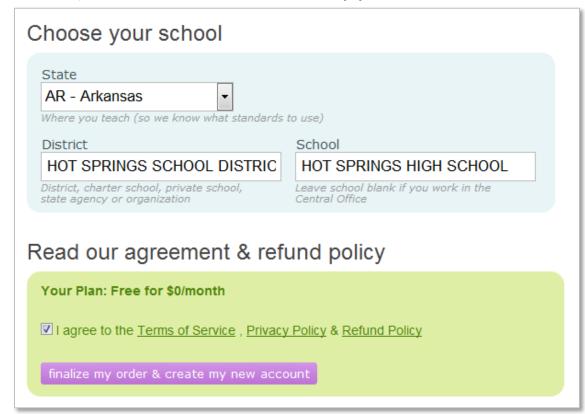
When you create your password, be sure to adhere to the state security guidelines and use a combination of upper case, lower case and numerical characters.

A password strength indicator under the password field will display whether your password is weak, medium or strong.





When completing the DISTRICT and SCHOOL information, type only the first few letters of the name. Triand will generate a list for you to choose from (the LEA number will appear for districts with same names).

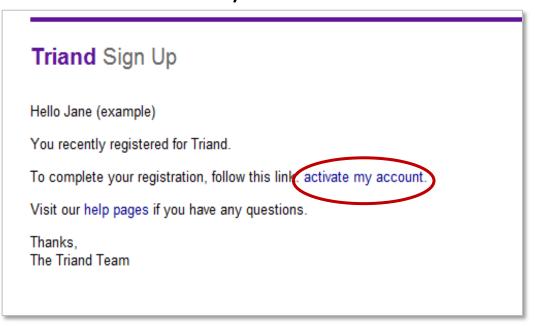


When you have completed the requested information, click the check box that you agree to the Terms of Service and then click the button to "finalize my order & create my new account".





Triand will send an email to the email address used to register with a link that <u>must be clicked</u> to activate your account. You will not be able to view student data until your account is activated.



Ask your Triand Account Owner to give you the proper access for your role, if they have not already done so.

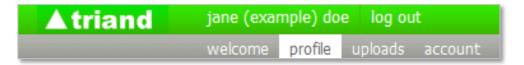




Setting Up Your Profile

Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established properly.

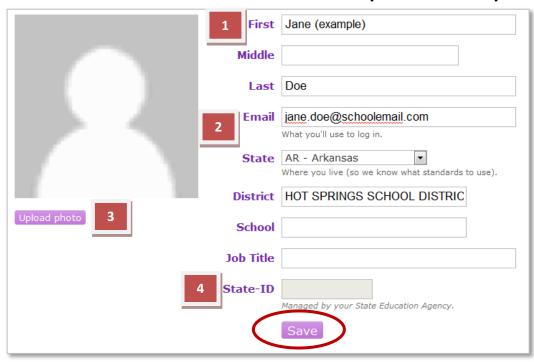
When you log in to Triand, click on your name in the menu to access the gray submenu. Click on "profile" on the gray submenu.







Some of your profile information has been completed, based on information entered when the account was created, but you can provide more information or make any necessary corrections here.



After all changes are made, click the "Save" button to save your information.

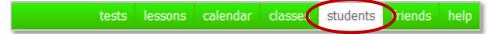


- 1. You can make additions or updates to your first, middle & last names.
- 2. Ensure that your email address, district and school names are correct. Enter your job title in the appropriate field.
 - To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from (the LEA number will appear for districts with same names).
- Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
- 4. If you have a State-ID number, this will be populated for you after the next APSCN update.



Viewing Student Records & Requesting Transcripts

To view/request a record for a student, click "students" in the Navigation menu.



With appropriate access:

- Teachers will be able to view records for their own students. (Teacher email addresses must be entered into the teacher catalog in APSCN/eSchoolPLUS in order to view their student records.)
- School Administrators will be able to view records for their school.
- Counselors, Registrars and Triand Account Owners will be able to view records for students all over the state.







Choose your level of access. Options are:

- Students in my classes used by teachers
- Students in my school used by school level positions
- Students in my district used by district level positions
- Students in my state used by counselors, registrars and anyone else with statewide access.





(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)



Use the search box to search for the student. You can search by name, state ID, district and/or school name. The example above uses a combination of the student name and district name. When the student appears, click on his or her name.

The location column will allow you to determine if the student is active in a specified district. Black or bold locations indicate active students. Gray locations show the student is inactive.

TIP:

To find only active students key "enrolled:true" in the search box.





If this student is a student in your current location, the student record/transcript will appear.





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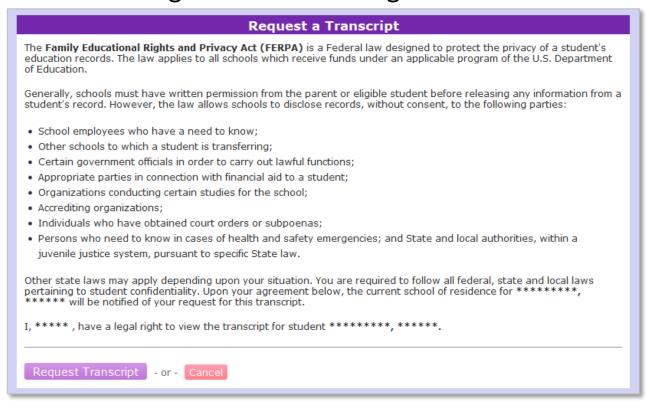
To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.

			Transcript Requests		
From	То	Requester	Requested	Status	
No records found.					
Send Transcript					
			Enrollments/Withdrawals		
Date	Туре	District	School School		
08-15-2011	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH	SCHOO!	
06-06-2011	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
08-19-2010	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
06-02-2010	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
08-19-2009	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
05-29-2009	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
08-18-2008 01-03-2008	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE HIGH		
09-04-2007		SAMPLE SCHOOL DISTRICT	SAMPLE MIDDI		
08-20-2007	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE MIDDI		
	Enter				
05-31-2007	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE MIDDI		
08-21-2006	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE MIDDI	E SCHOOL	
06-02-2006	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE ELEM		
08-22-2005	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE ELEM		
06-06-2005	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE ELEM		
08-23-2004	Exter	SAMPLE SCHOOL DISTRICT	SAMPLE ELEM		
05-27-2004	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE PRIMA		
08-18-2003	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE PRIMA		
05-29-2003	Leave	SAMPLE SCHOOL DISTRICT	SAMPLE PRIMA		
11-12-2002	Enter	SAMPLE SCHOOL DISTRICT	SAMPLE PRIMA	RY	
			Messages		
Date		Message			
No records found.					
Print Transcript					





If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.





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If you intend to officially request the transcript, click "Request Transcript" and the record will appear.

Request Transcript

IMPORTANT:

This serves as the official transcript request. Once a user chooses to "Request Transcript", email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.

If you do not wish to make the official transcript request, click the "Cancel" option.

Cancel



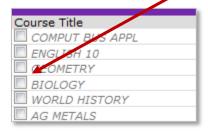


Copying Course History from a Transcript to APSCN/eSchoolPLUS

Once you have enrolled the student in APSCN/eSchoolPLUS, click the "Refresh" button below the Student Information section to update the student's location, local ID, DOB, and the name of the student in Triand without having to wait until the nightly connection:



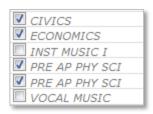
Notice the check boxes to the left of the courses taken a previous district.







For courses you wish to copy from the transcript to APSCN/eSchoolPLUS at the current district, click the check boxes:



Next, you will click on the "Copy selected history" button below the course history section.

Copy selected history

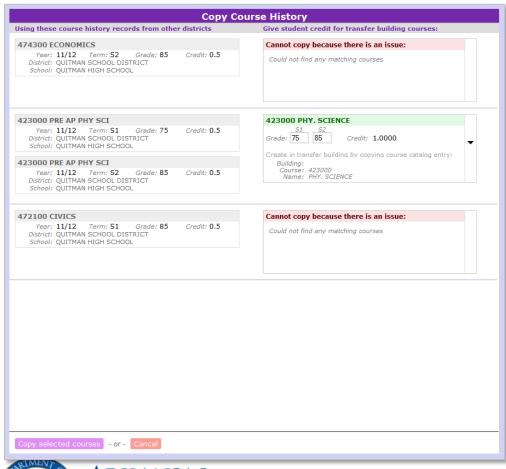
A spinning icon will be displayed as information from the current district is being retrieved:







Once the information is retrieved from APSCN/eSchoolPLUS, the Copy Course History box will appear:



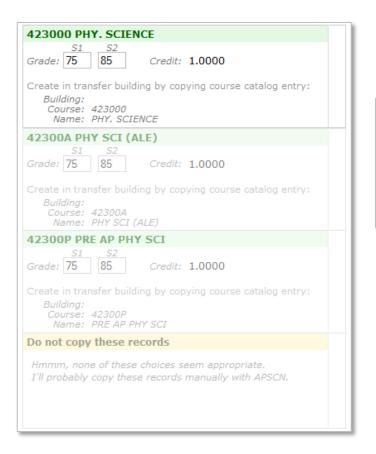
On the left are the courses that were checked on the transcript to be copied.

In the second column, you will see a drop-down box that will show all matching unique course names and course codes found in the current district.





Below is an example of what you will see if you click the drop-down arrow:



If a matching course cannot be found, you will see a message in red.







From the drop-down, you will need to make a selection for the course you wish to use and make any necessary edits:



Once you have selected and/or edited the courses you wish to copy, click the "Copy selected courses" button to copy the courses to APSCN/eSchoolPLUS or "Cancel" if you choose to not copy the courses and/or edits:



If you choose to copy, you will receive a message on the transcript that the course was successfully copied:

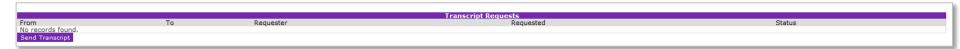






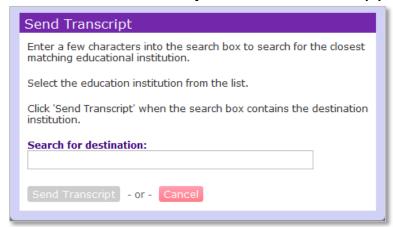
Sending a Transcript to a College or University

First view the student transcript via the "students" tab. Review the transcript for accuracy, then scroll to the bottom of the page, to the "Transcript Requests" area:



Click the "Send Transcript" button: Send Transcript

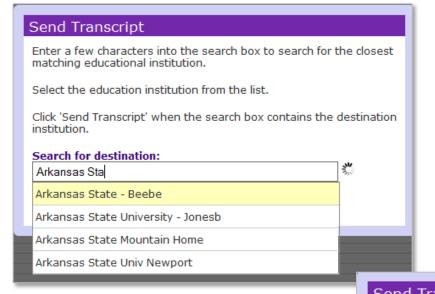
The "Send Transcript" window will appear:







Begin typing the name of the college or university, and Triand will populate a list of matching options.



Select the correct college or university by clicking on the name in the list.

You can view a list of all colleges and universities and how they appear in the drop-down from the EDI Server Registrant List from UT/SPEEDE:

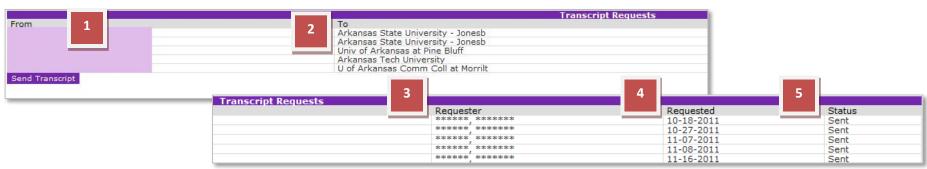
http://www.utexas.edu/student/giac/speede/server/parttbl.rp1

Click "Send Transcript" to complete the transaction.



Send Hanscript			
Enter a few characters into the search box to search for the closest matching educational institution.			
Select the education institution from the list.			
Click 'Send Transcript' when the search box contains the destination institution.			
Search for destination:			
Arkansas State University - Jonesb			
Send Transcript - or - Cancel			





A record of any transcripts sent will appear in the "Transcript Requests" area and will display the following information:

- The school from which the transcript was sent.
- 2. The college or university where the transcript was sent.
- 3. The Triand user name (email address) of the person who sent the transcript.
- 4. The date the transcript was sent.
- 5. The status of the transcript.



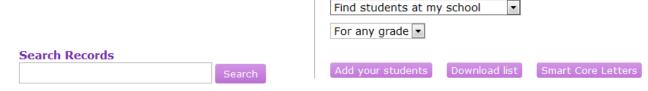


Smart Core Reports for Students

Click on the "students" tab.



Choose the filter that meets your role — teacher, school-level, or district-level — to view a list of your students. Leave the search records box blank if you wish to print a Smart Core letter for each student; search for a specific students by name if you wish to print a letter for an individual student; or key "enrolled:true" in the search box to produce a list of only actively enrolled students.



Click the "Smart Core Letters" button to generate an Adobe PDF file. Each letter will be customized with a student's name and personal authorization code to be used.





Print the PDF file and hand the appropriate letter to your students.

The sample letter below is an example student who attends school at the "Arkansas Department of Education" district.

Smart Core Viewing your Smart Core Status:

Dear Aaliyah Bass,

Please follow the below steps for viewing your Smart Core Status:

- 1. Go to https://my.triand.com/smartcore
- Enter your authorization code: DAEW-RQJb-BDM1-FCgE
- 3. View your Smart Core status
 - · Your Smart Core status report will show you:
 - Completed Courses
 - GPA
 - ACT Scores
 - · Please meet with your teacher or guidance counselor on your Smart Core status

Thank you.

Arkansas Smart Core Team





Students should follow the instructions on the letter to view their individual Smart Core Reports.

This is a sample smartcore. All inform	ation is masked	or randomly generated.							
			Record - James Driscol	ı					
First Name:		JAMES	Student Information		3002	22			
fiddle Name:		A	State ID:		S117	140642			
Last Name: Gender:		DRISCOLL M	Grade: Ranking GPA:		09				
DOB:		08-25-1995	NGA (wt):						
IOTE: Possible credits assumes that the student	will pass all curren	tly scheduled classes.	Smart Core						
# Rule			Smart Core					F	Possible Credits
English 9th Earn 1 credit for one of 410000, 510010, 5.	10020, 510030, 510	0040, 517010, 517020, 517100							1.0
English 10th Earn 1 credit for one of 411000, 511010, 5.									0.0
3 English 11th Farm 1 credit for one of 412000, 512010, 5	12020 512030 512	7010, 517020, 517030, 517040, 517100, 517200							0.0
4 English 12th		7010, 517020, 517030, 517040, 517100, 517200, 51	eenn						0.0
5 Oral Communications			2200						0.0
Earn 0.5 credit for one of 414000, 414010, Natural Science (1 from Biology)									0.0
7 Natural Science (2 from Physical Science)	20010, 520030, 529 nces)								1.0
8 Mathematics (1 from Algebra I)	22000, 422020, 423	3000, 423020, 521010, 521030, 521040, 522000, 52	2010, 522030, 522040, 522050, 522060,	522070, 523000, 523010, 523100					1.0
Earn 1 credit for one of 430000, 530010, 5.	30020, 530030, 530	0090, 530110, 530120, 530200							0.0
Mathematics (1 from Geometry) Earn 1 credit for one of 431000, 531010, 5.	31020, 531030, 531	1040, 531070, 531080, 531090, 531200							
10 Mathematics (1 from Algebra II) Earn 1 credit for one of 432000, 532010, 5. 11 Mathematics (1 beyond Algebra II) Earn 1 credit for one of 433000, 434030, 4.		2040, 532050, 532060 2040, 439050, 439060, 439070, 439080, 439090, 43	9100, 439110, 533010, 533020, 533070	533130, 533140, 533150, 533160, 53	4020, 534040, 534050, 53	4060, 539030, 539040, 53	9050, 53906	0,	0.0
539070, 539900 12 Fine Arts									0.5
13 Social Studies (1 from Civics or Civics	/American Gover	rnment)							0.5
Earn 1 credit for one of 472000, 472100, 4. Social Studies (1 from World History)	72200, 474100, 572	2010, 572020, 572030, 572040							
Earn 1 credit for one of 471000, 471030, 5. Social Studies (1 from American Histo	71010, 571020								0.0
Earn 1 credit for one of 470000, 470030, 5. Health and Safety	70010, 570020, 570	0050							0.0
Earn 0.5 credit for one of 480000, 495760,	495790, 495820, 4	95850, 580010, 580900							0.5
Physical Education Earn 0.5 credit for one of 485000, 495760,	495790, 495820, 4	95850, 585010, 585020, 585900							0.5
18 Career Focus Earn 6 credit for Six units from course code	s starting with a 4	or 5							2.0
19 Total Smart Core Credits Earn 22 credit for course codes listed above	9								7.0
			Course History						
Year School Grade St 10/11 SAMPLE MIDDLE SCHOOL EL	388510	de Course Title ART E.I.T.E.					52	83 0	Attn Cre
10/11 SAMPLE MIDDLE SCHOOL EL 10/11 SAMPLE MIDDLE SCHOOL EL	399150 971600	ESI.					S1 S1	86 0 101 0	0.0 0.0 0.0 0.0
10/11 SAMPLE MIDDLE SCHOOL EL 10/11 SAMPLE MIDDLE SCHOOL LA 10/11 SAMPLE MIDDLE SCHOOL LA	971600 388110 388110	ESL ENGLISH 08 ENGLISH 08					S2 S1 S2	100 0 78 0 69 0	0.0
10/11 SAMPLE MIDDLE SCHOOL MA	388310	MATH 08 MATH 08					52 51	90 0	0.0
10/11 SAMPLE MIDDLE SCHOOL MJ 10/11 SAMPLE MIDDLE SCHOOL PE 10/11 SAMPLE MIDDLE SCHOOL PE	388310 358810 358810	PE PE					\$1 \$2 \$2 \$1	90 0 82 0 98 0 100 0	0.0
10/11 SAMPLE MIDDLE SCHOOL SI 10/11 SAMPLE MIDDLE SCHOOL SI 10/11 SAMPLE MIDDLE SCHOOL SI	388210	SCIENCE 08 SCIENCE 08 HISTORY 08					S1	86 0	0.0
10/11 SAMPLE MIDDLE SCHOOL SS 10/11 SAMPLE MIDDLE SCHOOL SS	388210 388710 388710	HISTORY 08 HISTORY 08					\$1 \$2 \$2 \$1 \$2 \$1 \$2 \$1 \$2	86 0 75 0 63 0 67 0 80 0	0.0
09/10 SAMPLE MIDDLE SCHOOL EL 09/10 SAMPLE MIDDLE SCHOOL EL	399100 971600	CO ESL					S2 51	80 0 99 0	0.0
09/10 SAMPLE MIDDLE SCHOOL EL	399050	ESL KEYBOARDING					S2 S1	99 0 85 0	0.0
09/10 SAMPLE MIDDLE SCHOOL LA 09/10 SAMPLE MIDDLE SCHOOL LA	377110 377110	ENGLISH 07 ENGLISH 07					S1 S1 S2 S2	99 0 99 0 85 0 93 0 90 0 88 0	0.0
09/10 SAMPLE MIDDLE SCHOOL MU 09/10 SAMPLE MIDDLE SCHOOL MU 09/10 SAMPLE MIDDLE SCHOOL PE	377310 377310 358810	MATH 07 MATH 07 PE					S1 S1	87 0 99 0	0.0
09/10 SAMPLE MIDDLE SCHOOL PE 09/10 SAMPLE MIDDLE SCHOOL PE	358810 358810	PE					S2	100 0	0.0
09/10 SAMPLE MIDDLE SCHOOL PE 09/10 SAMPLE MIDDLE SCHOOL SI 09/10 SAMPLE MIDDLE SCHOOL SI	377210 377210 378720	SCIENCE 07 SCIENCE 07 ARK HISTORY					\$2 \$2 \$1 \$2	83 0 88 0 81 0 82 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
09/10 SAMPLE MIDDLE SCHOOL SS	377710	HISTORY 07					S1	82 0	0.0
			Schedule						
Term Period Section	Subject	School	Course Code	Course	Credits	Teacher		Room	





Viewing Assessment Data

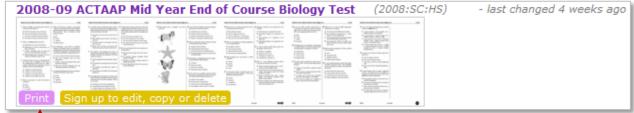
To view assessment data click "tests" in the Navigation menu.



To view released items from Arkansas and other states, click "Find state release tests". You can filter by subject and/or grade. If you only wish to view Arkansas items, begin to key "Arkansas" in the keywords box.



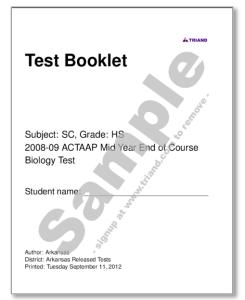
To view or print a test, click on the purple "**Print**" button:



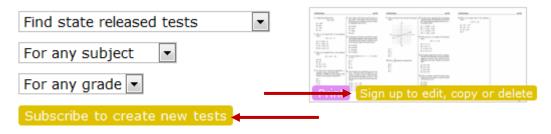




A PDF of the sample test booklet will open for you to view or print:



In order to edit, copy, or test your students online, you must change your plan from "free" to "paid". You can do so by clicking the subscribe and/or sign up buttons from this tab







To view testing reports, change your search options to "Find tests shared by my friends".

	Find tests shared by my friends
Enter keywords	For any subject 🔻
see search results as you type	For any grade 🔻
	Subscribe to create new tests

All reports will display, but you can filter the results to show reports based on report name, grade, or subject. Results are returned matching your criteria.

The **Transcript Report** can be found by adjusting your drop down menus to "Find tests shared by my friends", "For any subject", "For any grade", and beginning to key the word "**transcript**" in you<u>r search box.</u>



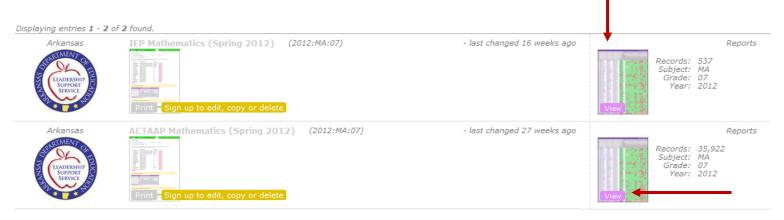




For example, if you only wanted to view reports for grade 7 Math from 2012, you would enter "2012" in the search box, chose "For Math" as the subject, and "For grade 7" as the subject. Only testing reports from the year 2012, for Math, grade 7 will display:

	Find tests shared by my friends
Enter keywords 2012 see search results as you type	For Math For grade 7 Subscribe to create new tests

When the results display, you can view report by clicking the purple "View" button:







The report will appear with district level data.

Report data can be sorted by clicking on any of the column headings. For example, click "**Total Students**" to sort by total number of students (once for ascending order, twice for

descending order).

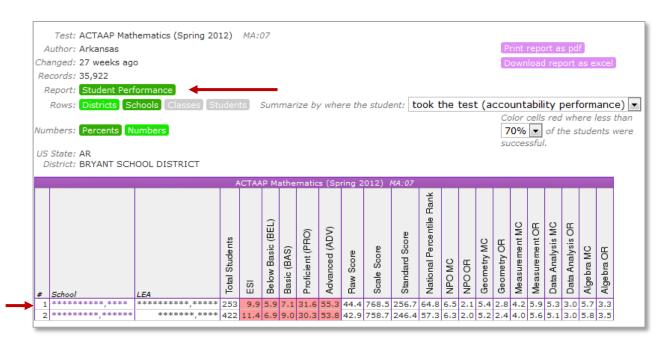






You can drill down to school, class, and student levels.

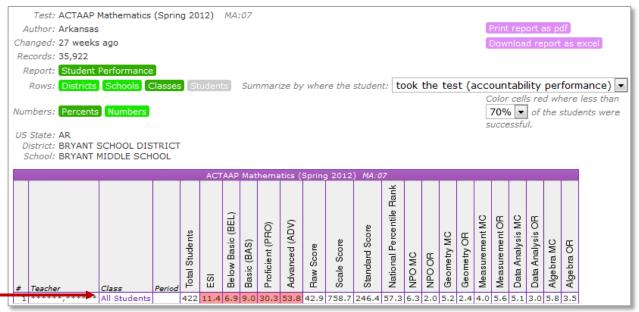
Click the name of your district to drill down to school level. Indicators make it easy to see what level of data you're viewing.



Click the name of your school to continue to drill down to the class level.





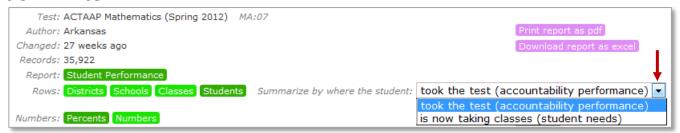


You can continue to drill down to the student level by clicking "All Students".

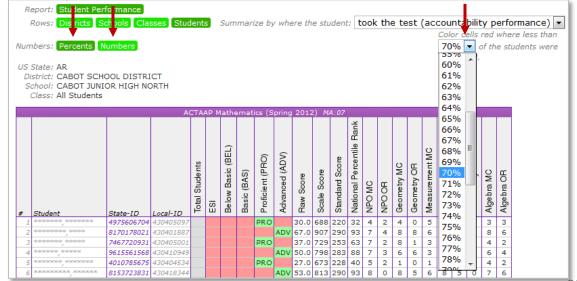




You can view testing reports for students who took the test at your school or while enrolled in your class ("took the test"), as well as for students who are currently enrolled at your school or currently enrolled in your class ("is now taking classes") by adjusting the drop down filter:



You can view reports by "Percents" or "Numbers" by clicking the appropriate buttons, as well as adjust the color of red cells based on the percent of students who were successful.



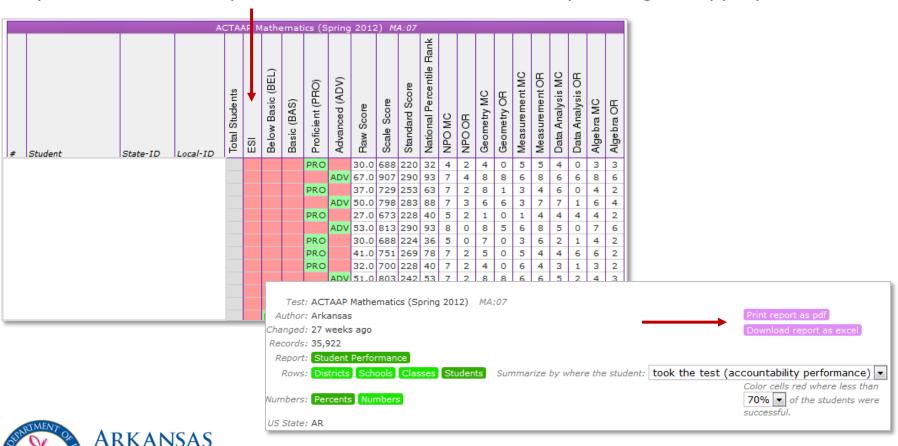




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Individual student assessment data displays and can be sorted by clicking the column names.

Reports can also be exported to an Excel or PDF format by clicking the appropriate button.





Additional Reports

Graduates Smart Core Reports

Triand allows school and district level users to view the Graduates Smart Core Report for their currently enrolled ninth through twelfth graders and past graduates beginning with the class of 2011. For additional information regarding access this report see the tutorial housed on the ADE Triand Support site located on the ADE Data Center:

https://adedata.arkansas.gov/triandsupport/TutGraduateCore.aspx.

Early Warning Grade Completion Reports

Triand allows school and district level users to view the Early Warning Grade Completion Report for their currently enrolled ninth through twelfth graders and past ninth through twelfth graders beginning with the 2011-2012 school year. **Coming Soon** – For additional information regarding access this report see the tutorial housed on the ADE Triand Support site located on the ADE Data Center: https://adedata.arkansas.gov/triandsupport/.





For questions or assistance:

ADE Triand Support Site:

https://adedata.arkansas.gov/triandsupport/

Email:

sarah.cox@arkansas.gov

Phone:

501.683.5660

