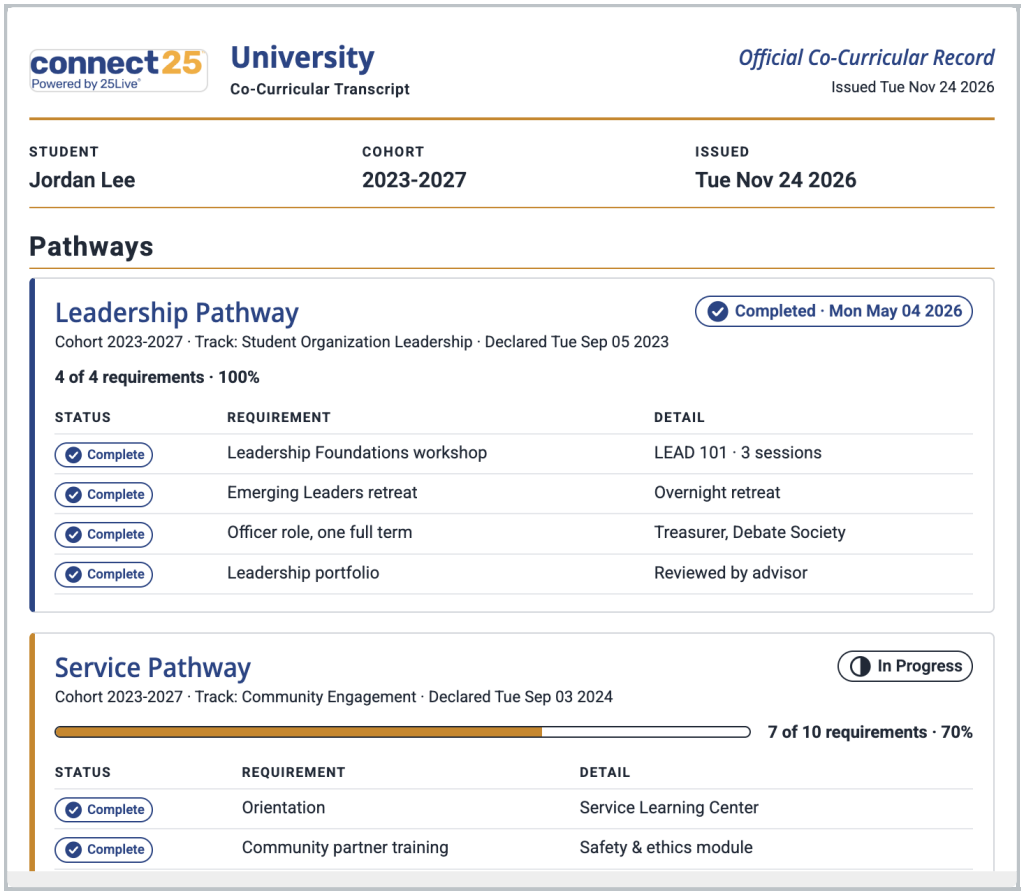
Designing Co-Curricular Transcripts

The Transcript Designer lets you build the Co-Curricular Transcript that students see in Connect25. You choose which blocks appear and in what order, apply your institution's branding, preview the result with sample or real student data, and publish it. Your school has one transcript template, and every student's transcript uses it.

Transcripts show co-curricular pathway progress and awards earned through **Curricula**. Students view the published transcript on their My Transcript page. The transcript in this release is read-only for students. They cannot add, hide, or reorder entries, add notes, or submit the transcript for approval.

Security Note

The Transcript Designer is available only to users with full access to Connect25. Users without that access do not see the **Transcript Designer** link in the menu.



What the Transcript Shows

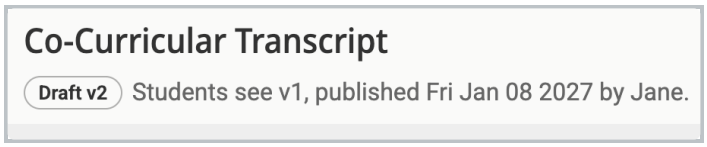
Transcript data is read when the transcript opens, so it always reflects a student's current progress. It is not a saved snapshot of the student. Academic programs are not included. Only co-curricular cohorts and the pathways the student has declared appear.

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- **Pathways** - Each declared pathway shows its name, cohort, declared date, and status: **Complete**, **In Progress**, or **Not Started**. It also shows percent complete, tracks (when **Show tracks** is on), and a table of requirements. A completed pathway is always 100%. The pathway name comes from the curriculum's **Display Name**, so make sure every curriculum has one.
- **Requirement counts** - The "x of y requirements" count on the transcript matches the count on the student's **My Pathways** page. A single required item counts as 1. If every item in a group is required, each item counts. A group that needs N of its items counts as N, and meeting more than N does not raise the count.
- **Requirement rows** - Each row shows a status, the requirement title, and detail such as the recorded evidence or progress toward a count. Statuses are shown as an icon and a word: Complete, In Progress, Not Started, Waived, Not Yet Open, Expired, or Locked. Requirements are shown only when a pathway includes them; the transcript does not have its own list of badges, events, experiences, or organization roles.
- **Awards** - A completed pathway (shown by its ending award name, or the pathway name if there is none), each earned track, and each earned trail summit. Newest first.
- **Totals** - Pathways completed, pathways in progress, requirements met out of the total, awards earned, and the student's total approved service hours.

Opening the Transcript Designer

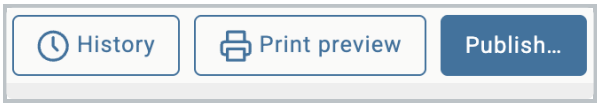
In Connect25, open **Curricula** in the sidebar and select **Transcript Designer**.



The top of the page shows where you are in the publishing process:

- A **Draft** chip shows the number of the version you are working on, for example Draft v2.
- If a version has been published, the page shows which version students currently see, when it was published, and by whom. If nothing has been published, the page says that students do not see a transcript yet.
- An **Unpublished changes** chip appears when your draft differs from what students see.

The **History**, **Print preview**, and **Publish…** buttons are at the top right. The left side of the page is where you edit the transcript, using the **Blocks & layout** and **Brand** tabs. The right side is a live preview.



Your changes are saved to a draft first. Students keep seeing the last published version until you publish a new one.

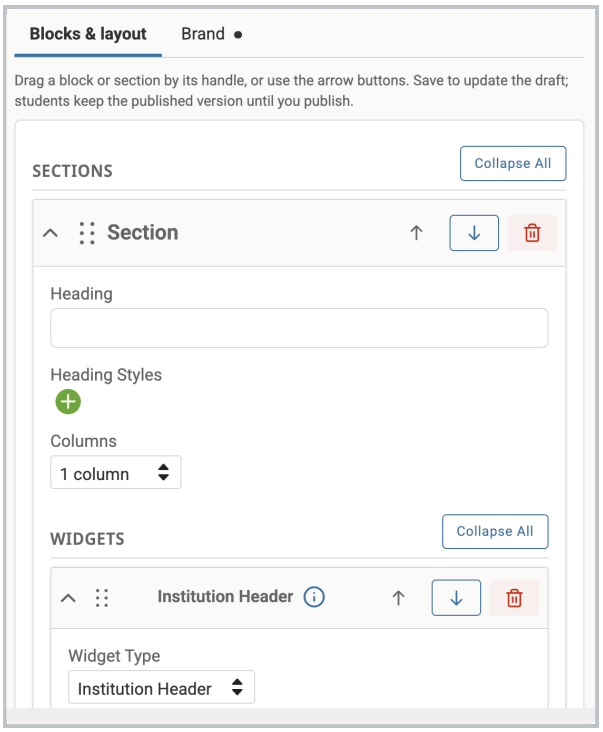
- Selecting **Save** on the **Blocks & layout** tab updates the draft layout.
- Selecting **Save brand** on the **Brand** tab updates the draft branding.
- Selecting **Publish** makes the draft the live transcript for every student.

Designing the Layout

The **Blocks & layout** tab uses the same layout editor as the Event Details and Organization Details layouts. For general help with adding, removing, and reordering sections and widgets, please see Configuring Organization Layouts.

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- Drag a section or a block by its handle to move it. The up and down arrows work as well. Blocks stay inside their section.
- Each section can have a **Heading**. Section headings are optional.
- Use the **Columns** dropdown to lay out a section's blocks in **1 column** or **2 columns**.
- Select **+ Add Widget** and choose a block from the **Widget to add** dropdown to add a block to a section, or select **+ Add Section** to add a new section.
- Select **Save** to save your layout to the draft, or **Cancel** to discard unsaved changes.



> **Note**
>
> A section with no blocks cannot be saved. Add at least one block to each section, or remove the empty section.

Heading Styles

Section headings on the transcript can use only these style properties: font-size, font-style, font-weight, letter-spacing, padding, text-decoration, and text-transform. Color, background, border, and font family are not allowed, and the layout cannot be saved if a heading uses them. Heading color and typeface come from the **Brand** tab so that they stay readable and consistent.

Transcript Blocks

The transcript includes the following blocks:

Block	What it shows	Settings
Institution Header	Your logo, institution name, a subtitle, and the document title, using the information from the **Brand** tab. *Required to publish.*	**Show logo**, **Subtitle**, **Document title**, **Show issue date**, and **Alignment** (Left or Center). If you enter a tagline on the **Brand** tab, it is used in place of the subtitle.

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Block	What it shows	Settings
Student Info	The student's name, cohort, and the date the transcript was issued. *Required to publish.*	**Show name**, **Show student ID**, **Show cohort**, and **Show issue date**. The student ID is off by default because it is personal data. When it is off, the ID is not loaded at all.
Pathways	Each pathway the student has declared, with its status, cohort, declared date, tracks, progress, and requirements. The **Include pathways not started** setting on the Pathways block controls whether pathways the student has declared but not started appear on the transcript. It also affects the **Totals** block. When it is off, the Totals block is labeled *Totals for pathways shown* and not-started pathways are left out of the pathway and requirement counts. The service hours total is always the student's overall total and does not change with this setting.	**Show progress bar**, **Show requirements**, **Show tracks**, and **Include pathways not started**.
Awards	Awards the student has earned, with the date granted and your institution's name. Awards that have not been earned never appear.	**Pathway awards**, **Track awards**, and **Trail summits**.
Totals	Pathways completed, pathways in progress, requirements met out of the total, approved service hours, and awards earned.	**Show service hours**.
Text	Plain text, such as a registrar statement, disclaimer, or note. Line breaks are kept.	**Text**.
Signature	A signature line with the signer's name and title and the date.	**Signer name**, **Signer title**, **Show name in script above the line**, and **Show date**.
Status Legend	Explains the Complete, In Progress, Not Started, and Waived status icons so the transcript can be read without color.	None.
Divider	A horizontal line in the accent color.	None.
Page Break	When printed, the next section starts on a new page. It has no effect on screen.	None.

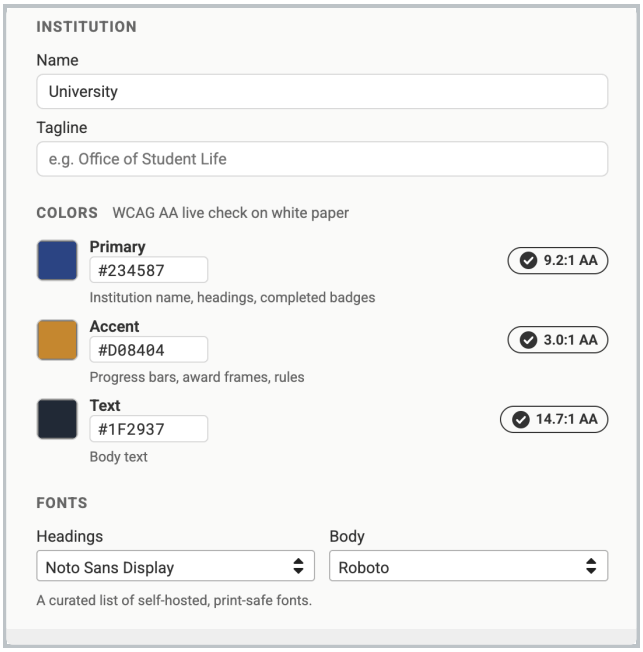
A new transcript starts with a default layout that includes the Institution Header and Student Info blocks, followed by sections for Pathways, Awards, and Totals, and a final section with Signature and Status Legend blocks. You can rearrange, remove, or add blocks, except that the Institution Header and Student Info blocks must be present in order to publish.

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Setting Your Brand

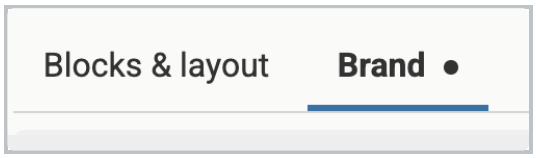
Select the **Brand** tab to set the look of the transcript. Brand settings apply to every transcript. Any field you leave blank uses your Connect25 branding.

- **Logo** - Upload an image to use a different logo on the transcript than your instance's logo.
- **Alt text** - Describe the logo for screen reader users. This is required to publish whenever a logo has been uploaded.
- **Institution** - Enter the institution **Name** and an optional **Tagline**.
- **Colors** - Choose a **Primary** color (institution name, headings, and completed badges), an **Accent** color (progress bars, award frames, and rules), and a **Text** color (body text). Use the color picker or type a hex code.
- **Fonts** - Choose a **Headings** font and a **Body** font from a fixed list of print-safe fonts: Source Serif, EB Garamond, Lora, Merriweather, Inter, Noto Sans Display, and Roboto. Custom fonts cannot be uploaded.
- **Preset** - Choose **Formal**, **Modern**, or **Minimal** to apply a matching pair of fonts. You can change the fonts afterward.
- **Page** - Use the **Watermark (logo) opacity** slider to show your logo faintly behind the transcript, from 0% to 20%. Choose a **Paper size** of Letter (8.5 × 11 in) or A4 (210 × 297 mm).



When you finish, select **Save brand**. Select **Discard changes** to return to the last saved brand.

A dot on the **Brand** tab means you have unsaved brand changes.



Color Contrast Checks

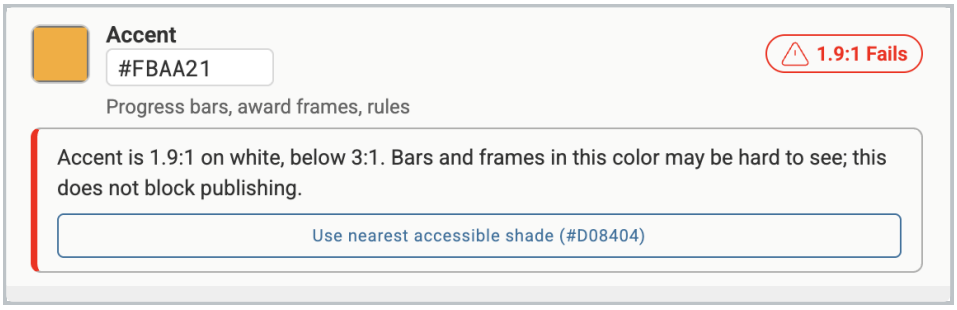
Each color is checked against white paper using the WCAG AA contrast guidelines, and the ratio is shown next to the color. If a color does not pass:

- For the **Primary** and **Text** colors, publishing is blocked until the color is fixed, because text in that color would be hard to read.
- For the **Accent** color, a warning is shown, but publishing is not blocked.

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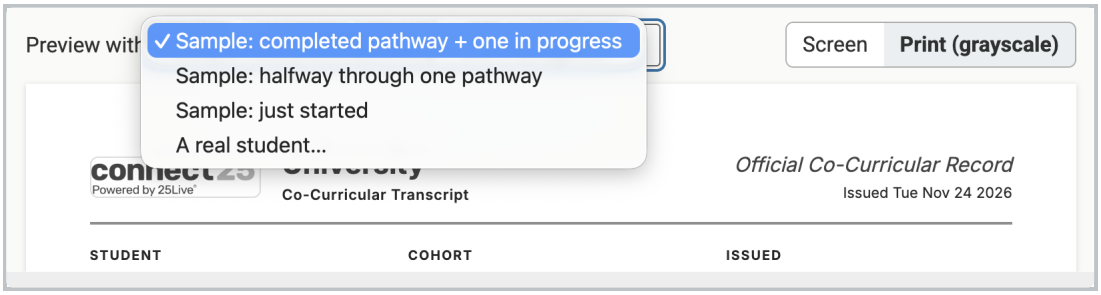
- Select **Use nearest accessible shade** to replace the color with the closest one that passes.

You can save your brand even if a color does not pass the contrast check. The check is applied when you publish.



Previewing the Transcript

The preview on the right side of the page updates as you work, so you can see how the layout and brand look together.



1. In the **Preview with** dropdown, choose one of the three samples (a completed pathway plus one in progress, halfway through one pathway, or just started), or choose **A real student…**.
2. If you chose a real student, use the **Search students** button to find and select the student. You can only preview students you have permission to view.
3. Use **Screen** or **Print (grayscale)** to see how the transcript looks on screen or printed in black and white.

A preview of a real student uses your unpublished draft layout with that student's current data. Selecting **Print preview** opens your browser's print dialog for the preview.

You can also open the designer with a specific student already selected from the Viewing Student Progress page by selecting **View transcript**.

Publishing the Transcript

1. Save your layout and your brand.
2. Select **Publish…** at the top of the page.
3. Review the checklist. If there are problems, the panel lists what to fix before you can publish. A transcript can be published when:
   - The Institution Header block is in the layout.
   - The Student Info block is in the layout.
   - The Primary and Text colors pass the contrast check.

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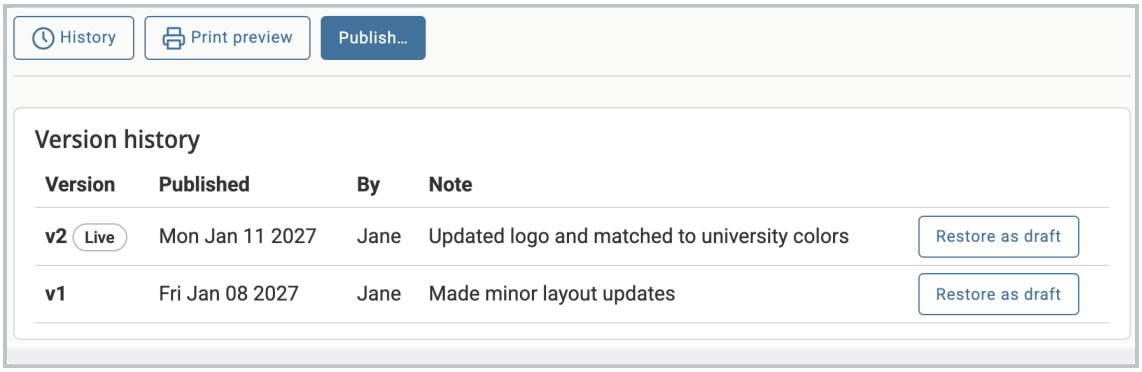
    - Any uploaded logo has alt text.

4. Optionally, enter a **Note for this version** (up to 512 characters) to describe what changed.
5. Select **Publish** followed by the version number, then confirm. Every student's transcript uses the new version right away.

Each published version is saved exactly as it was published, including its layout and brand. The newest version is the live transcript.

Viewing Version History and Restoring a Version

Select **History** to see every published version, with its version number, publish date, who published it, and its note. The live version is labeled **Live**.



To go back to an earlier version, select **Restore as draft** next to it and confirm. This copies that version's layout and brand into your draft. It does not publish anything, so students keep seeing the current live version until you publish again. If a version no longer meets the current publishing rules, it cannot be restored and a message explains why.

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