

# CETS Continuing Education Transcript System

## Track & Manage Continuing Education Students, Courses & Transcripts

*"The Urban Insight staff listened to what my staff needed to accomplish with a system that tracks attendance in non-degree programs and found a cost-effective solution to meet our full needs.."*

- Coleen Dietz, Director  
Office of Continuing Education  
USC Rossier School of Education

### What is CETS?

CETS is a web-based system that enables your staff to track your continuing education students, record the courses they take and print transcripts for CEU credit. The system imports student and course data from RegOnline.

### Why You Need CETS

There is no easy way to track continuing education students in SIS. CETS will save your staff time by making tracking continuing education students and printing transcripts a breeze.

#### CETS at a Glance

- Designed specifically for use at USC
- Tracks multiple student profiles
- Tracks multiple professional development courses
- Tracks transcript printing and fee history
- Prints transcripts formatted for your program
- Imports data from RegOnline with one click
- Can be accessed anywhere via a completely web-based interface
- Supports multiple users online at the same time
- Tracks complete personal and business contact information
- Tracks course grade, units, CEU units, location and other information
- Quickly search for students while easily mixing and matching selection criteria
- Tracks record changes in student audit log
- Is secure and FERPA-compliant, hosted on the USC campus
- Integrates with Active Directory, Shibboleth, or internal authentication system
- We can import your existing data

#### Pricing

\$2,250 one-time setup fee includes data import, RegOnline integration and one-hour training session. Monthly fee of \$250 for up to 5 users includes secure hosting on USC network and daily backups.

Student List Screen

Name	City	State	Email	Total CEUs	Courses	School
Benitez, Bill	Los Angeles	CA	bill.benitez@gmail.com			Los Angeles Elementary
Bransley, Mark	Bainbridge Island	WA	mark@bainbridgedata.com	125452		Bransley Productions
Clark, Mary	Thousand Oaks	MA	mary@toms.com	125452		
Oda, Billie	Gardena	CA	billie@haverthorne.k12.ca.us	125452		Haverthorne School District
Foster, Sarah	San Pedro	CA	sarahfoster@com.net	125452		LAUSD
Lee, Tiger	Chino Hills	CA	tiger@com.com	125452		Downtown Value School
Martin, Barbara	Claremont	MA	mary@com.com	125452, 125453, 125454, 125455		Benita USD
Martinez, Gilie	Torrance	CA	gilie@hughesnet.net	125452, 125453, 125454		Lanvale Elementary School District
Neri, Beth	Shuba City	CA	beth.neri@shubamail.usc.edu	125452, 125453		LAUSD
O'Neil, Mark	Arlington	VA				American School of Bombay

Transcripts Screen

Print Date	User	Courses	Format	Payment
6/11/2008 @ 6:02AM	jennmd	125452	USC Standard	Paid

Date	User	Action	Header
6/11/2008 @ 6:02AM	jennmd	Record updated	Student (s) updated.
6/11/2008 @ 6:02AM	jennmd	Record updated	Student (s) updated.
5/22/2008 @ 2:12PM	mrv	Record updated	Profile fields updated from RegOnline import.
5/22/2008 @ 2:12PM	mrv	Record created	Student created from RegOnline import.

Upload Screen

Upload date	User	New records	Updated records
6/2/2008 @ 2:12PM	mrv	0	10
5/22/2008 @ 2:12PM	mrv	14	4