

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
Brasler, Mark	Bainbridge Island	WA	mark@bainbridgeisland.com	125-452		Brasler Productions
Clark, Mary	Thousand Oaks	MA	mary@psm.com	125-452		
Osia, Billie	Gardena	CA	billie@haverthorne.k12.ca.us	125-452		Haverthorne School District
Parter, Sarah	San Pedro	CA	sarah@sanpedro.net	125-452		LAUSD
Lee, Tiger	Chino Hills	CA	tiger@gmail.com	125-452		Downtown Value School
Mary, Barbara	Claremont	CA	mary@gmail.com	22222, 125-452, 125-452, 125-452, 125-452, 125-452		Bozita USD
Martinez, Giles	Torrance	MA	giles@buck303.net	125-452, 125-452, 125-452		Lawndale Elementary School District
Heri, Beth	Studio City	CA	beth.heri@shannon.usc.edu	22222, 125-452		LAUSD
OSWALD, Mark	Arlington	VA				LAUSD
						Downtown Value School
						American School of Bombay

Transcripts Screen

Print Date	User	Courses	Format	Payment
6/11/2008 @ 6:02AM	jimond	125-452	USC Standard	Paid

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

Upload Screen

Upload a RegOnline File

You can import new students to the system by uploading a RegOnline export file. If we find a matching email address between a student in the file and a student in this system, the RegOnline data updates the corresponding record here. Otherwise, a new record is imported.

Last Upload Report [Show \(import completed\)](#)

Upload a file

Your file upload should match [this format](#).

RegOnline export file:

Upload History

Each RegOnline import is logged:

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