



Central Okanagan School District
SD No. 23 | *Together We Learn*



MyEducationBC

SCHOOL PROCESSES LEVEL 3 MANUAL

V6.2 February 2022

Table of Contents

1.0 ENROLLMENT IN MYEDBC	8
Student Archive	9
1.1 Registration Wizard Step 1 - Query	10
1.1.1 If a student match is found in the Query:.....	11
1.2 Registration Wizard Step 2 – Student Demographics	12
1.3 Registration Wizard Step 3 – Enrollment	14
1.4 Registration Wizard Step 4 – Confirmation.....	15
1.4.2 Registering related students/siblings	15
2.0 CROSS-ENROLLING/SECONDARY STUDENTS	16
2.1 Creating Secondary School Associations.....	23
2.1.1 Setting Attendance Management Type for Secondary Students	24
2.1.2 Future Cross Enrollments	25
2.1.3 Ending Secondary School Associations.....	25
3.0 TRANSFERRING STUDENTS	25
3.1 Transferring a Student from One School to Another	25
3.2 Primary School Transfer	27
4.0 OTHER REGISTRATION TASKS	28
4.1 View Student Enrollment Information	28
4.1.1 View Current and Past primary enrollments	28
4.1.2 View current and past cross-enrollments (secondary associations)	28
4.2 Changing A Student's Enrollment Status	29
4.3 Change a Student's Year of Graduation (YOG).....	30
4.4 School Changes at Semester Change	31
5.0 MIDDLE/SECONDARY DEMOGRAPHIC INFORMATION.....	16
5.1 Alerts	16
5.1.1 Legal Alerts	16
5.1.1.1 Confidential Student Flag	16
5.1.2 Medical Alerts.....	17
5.1.3 Other Alerts	17
5.2 Citizenship.....	18
5.3 General Student Programs (Core French, ELL, Early French Immersion, etc.)	19
5.3.1 Update Designation/ELL Tallies	19
5.4 Permissions	20
5.5 Language & Culture	20
5.6 Primary Program of Study (Graduation Program)	20
5.6.1 To add a program of study to an individual student:.....	20
5.6.2 To add a program of study to multiple students.....	21
5.6.3 To Add or change a Program of Study for multiple students	21
5.7 Updating Diploma/SCCP Granted Dates	21
5.7.1 To enter Diploma/SCCP Granted Date for an individual student:.....	21
5.7.2 To enter Diploma/SCCP Granted Date for multiple students:.....	22
5.8 Inclusions.....	22
5.9 Locker Assignment	23

6.0 WITHDRAWING STUDENTS	31
6.1 Withdraw Student Wizard	31
6.1.1 Withdraw Student Wizard – Students with an Active status who are Primary to the school	31
6.1.2 Withdraw Student Wizard – Students with an Active no Primary status that are Secondary to the School	33
6.1.3 Withdraw Student Wizard – Student with an Active status that are Secondary to the School	35
6.2 Withdraw Students over EOYR	35
6.3 Withdrawn Students and Archiving	35
7.0 STUDENT SCHEDULING	36
7.1 Viewing a Student Schedule	36
7.2 Printing a Student Schedule	37
Student Schedules (Sheet) BY TERM – OLD	37
Student Schedules (Matrix) BY TERM	38
Student Schedules (Sheet) BY TERM	38
7.3 Printing Multiple Student Schedules	39
7.4 Workspace	39
7.4.1 Using the Workspace in the Build View PRIOR to Committing Schedule	40
7.4.2 Workspace Matrix View	40
7.4.2.1 Matrix View: Course Requests - Left Side	40
7.4.2.2 Matrix View: Schedule Matrix - Right Side	42
7.4.2.3 Viewing Designation/ELL and Classes Totals	44
Designation/ELL	Error! Bookmark not defined.
Classes Totals	45
7.4.3 Workspace List View	46
7.4.3.1 List View: Upper Block - Student Schedule	46
7.4.3.2 List View: Lower Block - Course Requests	47
7.5 Future Add/Drop Classes	47
7.6 Additional Scheduling Tools	49
7.6.1 Change History	49
7.6.2 BC Student Course Change History Report	49
7.6.3 Conflicts	50
Appendix A: Reschedule	50
Appendix B: Common Reports	51
Appendix C: Student Course Section Withdraw and Transcript Records	52
8.0 TAKING ATTENDANCE	53
8.1 Overview of Class Attendance in the Class Office Side Tab	53
8.2 Attendance – Class Office side tab	55
8.2.1 Class Office Filters	56
8.2.2 Taking Class Attendance in the Class Office side tab	56
8.2.3 Entering a Late Record from the Office (Class Office)	57
8.2.4 Entering Arrivals and Departures in the Office	57
8.2.5 Entering Attendance for a "Group of students" using a Snapshot	58
8.2.6 Entering Class Attendance for Multiple Students or Multiple Days at the Same Time	59
8.2.7 Entering Paper Based (TOC) Attendance	60
8.2.7.1 Elementary or AM/PM Attendance	60
8.2.7.2 Middle/Secondary or Period Based Attendance	60
8.3 Attendance Codes	61
8.4 Attendance Reports	62
8.4.1 Class Attendance Reports	62
8.4.1.1 BC Class Attendance Call Sheet	62
8.4.1.2 BC Class Attendance Post Verification	62

8.4.1.3	BC Class Attendance Post History.....	62
8.4.1.4	BC Class List w. Grid.....	62
8.4.1.5	BC Principal's Attendance by Class.....	63
8.4.2	Daily Attendance Reports.....	63
8.4.2.1	BC Homeroom List w. Desig.....	63
8.4.2.2	BC Homeroom List w. Grid.....	63
8.4.3	Other Attendance Reports.....	64
8.4.3.1	BC Attendance History.....	64
8.5	Assigning a TOC/Substitute Teacher.....	64
9.0	SCHOOL SET-UP.....	66
9.1	Define School Details.....	66
9.1.1	General.....	66
9.1.2	Address.....	67
9.1.3	Online Registration.....	67
9.2	School Preferences.....	67
9.2.1	Daily Attendance Category.....	67
9.2.2	Class Attendance Category.....	68
9.2.3	Conduct.....	69
9.2.4	Staff Attendance.....	69
9.2.5	Grade.....	69
9.2.6	Schedule.....	70
9.2.7	Secondary School Management.....	70
9.3	Set Active Schedule.....	70
9.4	School Staff.....	71
9.5	Define New Schedule Terms.....	71
9.6	Define Grade Terms.....	71
9.7	Set-up Schedule Terms.....	72
9.8	Days.....	72
9.9	Periods.....	72
9.10	Bell Schedules.....	73
9.11	School's Calendar.....	73
9.11.1	Assigning Calendars to Students.....	74
9.12	Assigning Homerooms to Teachers and Students.....	74
9.13	Snapshots.....	75
9.14	Lockers.....	76
9.15	School Course Catalogue.....	77
9.16	Creating Course Flavours.....	81
9.16.1	Creating Flavours at the School Level.....	81
9.17	Creating Course Sections.....	82
9.17.1	To create an individual course section:.....	82
9.17.2	To create multiple sections for a course:.....	83
9.17.3	Defining Section Details.....	84
9.17.4	Assign a schedule expression to sections.....	84
10.0	GRADE MANAGEMENT FOR SECONDARY.....	85
10.1	Grade Preferences.....	85
10.2	Comment Banks.....	85
10.3	Grade Terms.....	86
10.4	Grade Term Cover Maps.....	86
10.5	Course Attributes (Transcript definitions, comment bank.....)	87
10.6	Report Card Field Set.....	88
10.7	Prepare Grade Input.....	88

10.7.1	Grade Post Controls	89
10.8	Course Dates for DL & CE and High Schools	89
10.8.1	Entering Course Dates – DL and CE Schools	90
10.8.2	Posting Course Dates.....	91
10.8.3	Adjusting Course Dates After Initial Posting.....	92
10.9	Grade Input	92
10.9.1	School View	92
10.9.1.1	Entering Grades.....	92
10.9.1.2	Posting Grades	93
10.9.1.3	Viewing the Data	94
10.9.2	Staff View.....	95
10.10	Generating Report Cards	96
10.11	Calculate Credits.....	98
10.12	Generating PSR Card	98
10.13	Generating DVRs (Diploma Verification Report).....	98
10.14	Generating Transcripts	99
11.0	TRANSCRIPT/ASSESSMENT BASICS.....	99
11.1	Review Graduation Program of Study Assignments.....	99
11.1.1	Assigning a Program of Study to an Individual Student	99
11.1.2	Changing the Program of Study for an Individual Student	99
11.1.3	Overall Review of Program of Study	100
11.1.4	Students with No Program of Study	100
11.2	Manually Entering Course Data	101
11.3	Course Exam Synchronize Procedure.....	102
11.3.1	To Create Provincial Exam Records for All students.....	103
11.3.2	To Create Provincial Exam Records for an Individual Student:	103
11.4	Introduction to Provincial Graduation Assessments.....	104
11.4.1	Assessment Definitions	104
11.5	Graduation Assessment Entry.....	104
11.5.1	Enroll a Student to Write an Assessment.....	104
11.5.2	Rewrites	106
11.6	Review and Update Assessment Records	106
11.6.1	Assessment History	106
11.6.2	Delete an Assessment History record.....	107
11.6.3	Individual Student Assessment Records.....	107
11.6.3.1	Add an Assessment record for an individual student.....	107
11.7	Using the Date Range filters on AssessmentEntry	108
12.0	TRAX	109
12.1	Objectives	110
12.2	Procedures	110
12.3	Key Points	110
12.4	Ministry of Education Information	111
12.4.1	Graduation Programs	111
12.4.2	Arts Education and Applied Design, Skills and Technologies.....	111
12.5	TRAX Data Collection.....	112
12.5.1	The DEM File:.....	112
12.5.2	The CRS File	112
12.5.3	The XAM File	112
12.6	TRAX Checklist.....	113
12.7	TRAX Checklist Processes – Detail.....	117
12.7.1	Prepare Student Data	117

12.7.1.1 No PENs	117
12.7.1.2 No Program of Study	117
12.7.1.3 No Courses Scheduled	118
12.7.1.4 Enrollment Activity Report	118
12.8 Review Graduation Program of Study Assignments.....	118
12.8.1 Assigning a Program of Study to an Individual Student	119
12.8.2 Changing the Program of Study for an Individual Student	119
12.8.3 Overall Review of Program of Study	119
12.9 Review and/or Delete “Orphaned” Transcript Records	120
12.9.1 October Submission	120
12.9.2 February, April & June Submission	121
12.10 Review Provincial Exam Data	121
12.11 Run Blended Marks to Transcript Procedure	122
12.12 Run Calculate Credits Procedure	122
12.12.1 October TRAX Submission	122
12.12.2 January, April & June TRAX Submission	123
12.13 Manually Entering Course Data	123
12.14 Prepare Grade Input for Course Dates.....	124
12.14.1 October & January TRAX Submissions.....	125
12.14.2 April & June TRAX Submissions	125
12.15.0 Post Course Dates.....	126
12.15.1 October & January TRAX Submissions.....	126
12.15.2 April & June TRAX Submissions	126
12.16.0 Run Course Exam Synchronize Procedure.....	126
12.17 Missing Final Marks & I’s	127
12.17.1 Missing Finals	127
12.17.2 Final Mark = I	127
12.18 Dealing with Records from Other Schools	127
12.18.1 Identifying Records from Other Schools	128
12.19 Overall Data Review	129
12.20 Graduation Assessment Entry	129
12.20.1 Enroll a Student to Write an Assessment	129
12.20.2 Rewrites	130
12.20.3 Review and Update Assessment Records	130
12.20.4 Assessment History	130
12.20.5 Delete an Assessment History record	131
12.21 Running the TRAX Extracts & Submit to MOE Web App	131
12.22 Follow up on MOE TRAX Echo Reports	131
12.23 Extract Contents	132
APPENDIX A – Overall Data Review.....	135
 13.0 SADE	 137
13.1 Preparing for SADE	138
13.1.1 Standard Schools	138
13.1.2 Distributed Learning and Continuing Education Schools	138
13.2 SADE – Data Mapping to Fields in MyEdBC.....	138
13.3 Creating a Student Achievement Data Exchange Extract	139
13.3.1 The SADE Process	139
13.4 Errors.....	141
13.5 Ministry of Education Web Application	142
 14 EOYR – END OF YEAR	 142
14.1 Returning Students	142

14.1.1 Using the Pre-Transition Field Set	143
14.2 Graduating Students	144
14.3 Student Transferring Schools.....	146
14.4 Student Movement Scenarios	146
14.5 Student Secondary School Associations (cross-enrolled)	147
14.6 Pre-Registered Students (for the Next Year).....	148
14.7 Health Checks.....	148
14.7.1 Pretransition field set – sort by column and review:	149
14.7.2 EOYR – Future YOG flagged to graduate	149
14.7.3 EOYR – Multiple flags set.....	149
14.7.4 EOYR – Prior YOG still Active	149
14.7.5 EOYR – Students becoming Active no Primary	150
14.8 Other Tasks	150
14.8.1 General Programs.....	150
14.8.2 Student Conduct Incidents	151
14.8.3 Check Former School & Secondary School Association End Dates	151
14.8.4 Student Services	151
14.8.5 Student Journal Entries.....	152
14.8.5.1 To Edit Individual Student Journal Records.....	152
14.8.5.2 To Edit Multiple Student Journal Entries.....	152
14.9 DL & CE Schools – Continuing Courses	152
14.10 Preparing for Build	153
14.10.1 School Details	153
14.10.1.1 To set the Build Year Context:.....	153
14.10.2 Student Next School Assignments.....	153
14.10.2.1 To Assign a Next School to Students	154
14.10.3 Staff in the School View.....	154
14.10.4 Courses	155
14.10.5 Rooms.....	156
14.11 The Build View	156
14.11.1 Courses	156
14.11.1.1 Adding and Removing Courses from the Build View.....	157
14.11.2 Staff in the Build View	157
14.11.3 Students	158
14.11.3.1 Student Attributes in the Build View.....	158
14.11.4 Rooms (not year specific–only add to, DO NOT remove till after EYOR)	158
14.11.4 Scheduling – Class Size & Composition	159
14.11.4.1 Control Inclusion Students	159
14.11.4.2 Course Tallies	162
14.11.4.3 Lists with Designations	163
15.0 MINISTRY REPORTING – 1701.....	164
15.1 Locating the 1701 Fields	164
15.1.1 School Type	164
15.1.2 Basic Demographic Data	165
15.1.3 Course Information	167
15.1.4 Student Services	168
15.2 Assigning Student Program Codes	168
15.3 Mass Assigning Program Codes	169
15.4 1701 Report for Verifying the Data.....	170
15.5 Running the 1701 Extracts	171
15.6 1701 Student Data Collection Checklist.....	173

APPENDIX A	174
Glossary of Terms	174
YOG – Year of Grad Table	175
Withdrawal/Transfer Checklist	176
Withdrawal/Transfer Process Manual	177
Transcript Definitions.....	182
Grade Term Definitions (Reporting Periods).....	185
School Comment Bank Tokens	186
School Business Cycle Processes	187

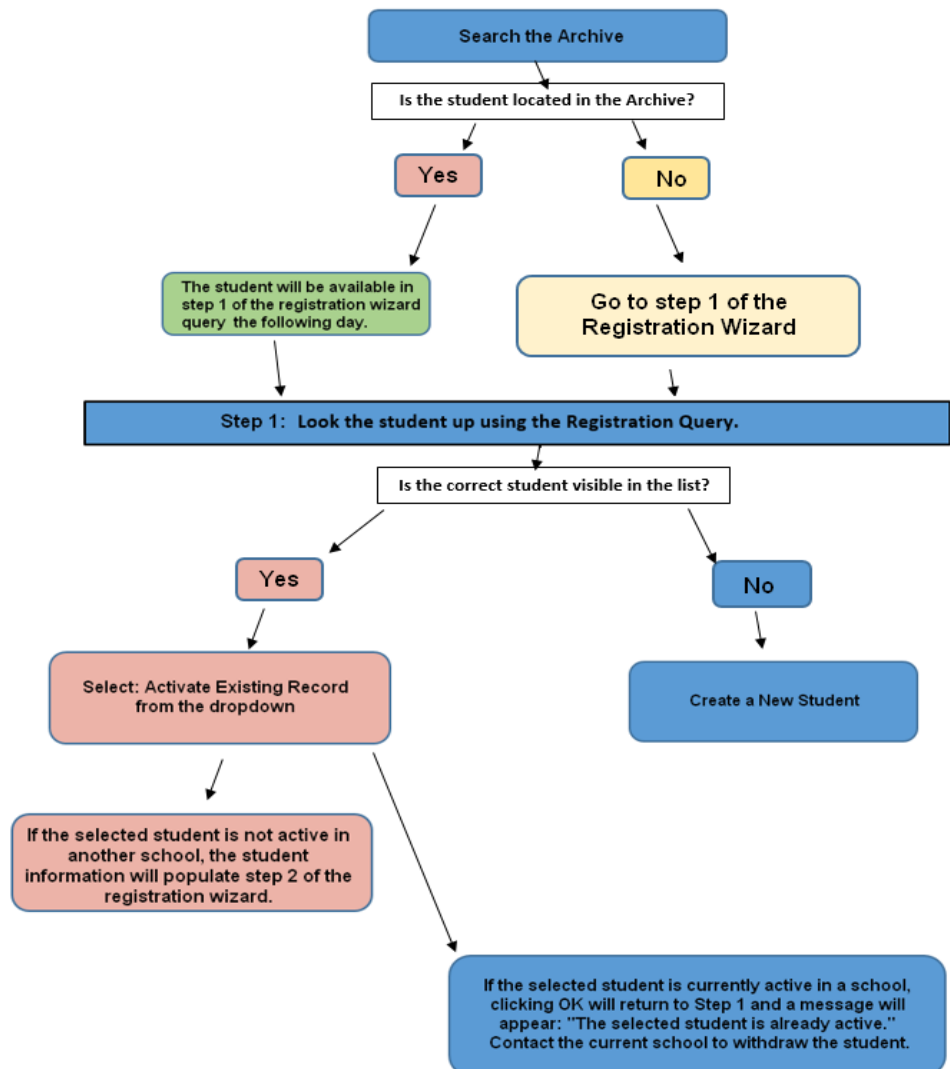
1.0 ENROLLMENT IN MyEdBC

Enrollment Management encompasses student registrations, withdrawals, secondary associations, and transfers. Enrollment enables the smooth movement of student records from school to school or from district to district within BC and the Yukon.

To attend school in B.C., documentation must be provided by legal parents/guardians to prove their age, and Canadian citizenship, permanent residency, or that they are an international student. Copies of this documentation must be kept in the student file.

All International students must register through the Welcome Centre at Hollywood Road Education Services. Our district has processes in place for determining the eligibility of international documentation.

Canadian citizens and permanent residents must provide legal Canadian documentation with the student's legal name, date of birth, and gender. The legal documents provide acceptable



proof of identity and eligibility. If there are differences between legal documents in the spelling or use of names, date of birth, or gender, use the document that has the most recent date of issue. Proof of address is also required to show that the family is a BC resident. A copy should be kept on file and source of proof entered in MyEdBC on the address page.

Registration is the process of entering student data to create a single student record in MyEdBC. Registration happens each time a student is associated with a "primary school", also known as the "school of record." Correctly following the registration processes will ensure better-quality data and greater efficiency for all current and future MyEdBC users. Users should ensure that information has been entered accurately in all fields prior to leaving the registration wizard. All information entered should use the appropriate upper- and lower-case letters.

Student Archive

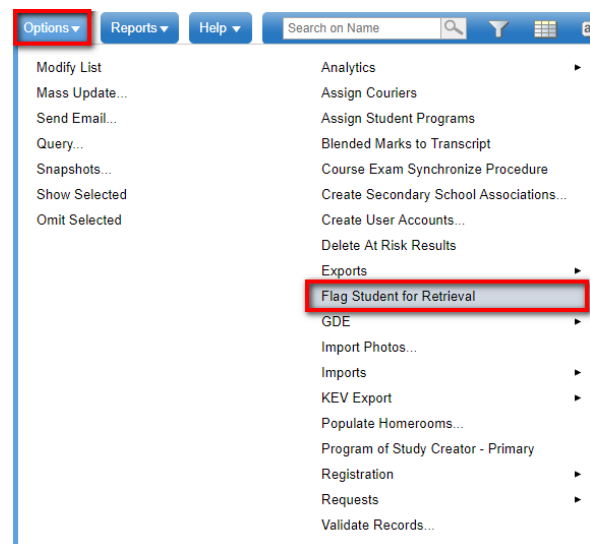
The archive process moves student records, that have been inactive for more than 4 years, from Production into the Archive database.

The student may be retrieved from the Archive database and returned to Production through an overnight process like the PEN request process. **Searching the Archive database is the first thing you should do in the registration process.** Retrieving a student from the Archive environment and returning their record to Production is a part of the standard registration process. If the student is more than 6 years of age **-and-** withdrawn (inactive) for more than 4 years, then a search of the Archive Environment should be done prior to entering a new student record.

To search Archive database:

Student top tab > Options > Flag Student for Retrieval

In the *Flag Student for Retrieval* pop-up, enter the student's **Legal First Name**, **Legal Last Name**, **Gender** and **DOB** – **OR** – the student's **PEN**, then click **Run**.



If a student match is found, the record will be flagged for retrieval. Overnight MyEd BC will bring the student back into Production in the same state they were when archived. The

following day after running the *Flag Student for Retrieval*, the school will follow the Registration steps as outlined below.

If no student match is found a message will return "No students found in the archive database for the passed criteria" the school can then create a new student record in *Step 2 – Student Demographics* of the registration wizard.

Flag Student for Retrieval

This procedure will search the archive database and flag any students found for later retrieval.

PEN	<input type="text"/>
Legal First Name	<input type="text" value="Donald"/>
Legal Last Name	<input type="text" value="Duck"/>
Gender	<input type="text" value="Male"/>
Date of birth	<input type="text" value="3/30/2008"/>

1.1 Registration Wizard Step 1 - Query

Most students in BC will be found within the MyEdBC database or in the Student Archive environment. To ensure that your student is new to the system, the first step of the Registration Wizard does a **restrictive query** for an existing student record in MyEdBC. This will **ensure that a duplicate student record will not be created** if the student had previously been attending a school in BC or whether the student is currently active in another school and needs to be withdrawn before continuing.

To begin the registration process, make sure you are in **School view**, on the **Student top tab**, looking at your school's *Student List* and set the filter to **All Students**. Then, follow these steps:

1. Click the **Options** menu, and select **Registration**, followed by **Register Student**.

2. This will bring up the **Student Registration** wizard. Fill in the **Legal last name** along with **Gender** and **Date of birth** into the corresponding fields. **Type in the date of birth, DO NOT use the calendar.** Spelling the month out will allow the system to automatically format the date to match the user locale preference settings, reducing the chance of error in day/month formatting. (Ex. Type in *Nov 11 2010*, then press tab)

Student Registration: Select Student Step 1 of 4

New student

Legal last name *	<input type="text" value="Mouse"/>
Gender *	<input type="text" value="M"/>
Date of birth *	<input type="text" value="11/1/2010"/> Age 6

☐ New family member

3. If this student has a family member in your school, you will click the "Search for related student" checkbox, otherwise leave it blank. If this is a family member, go to **section – Registering related students/siblings** in this document.
4. Clicking the **Next** button will perform the restrictive query to see if this student is currently in the system.

1.1.1 If a student match is found in the Query:

Several possible scenarios will result from a search including:

- A possible match(es) will display who matches the data being queried.
- A possible match(es) will display who has similar data to those being queried.
- No match displays for data being queried but the student is archived.
- No match displays for data being queried but the student is NOT archived.
- A confidential flag message will appear indicating that the data being queried are associated with a student who has their confidential flag set.

An overlay will appear in the Registration Wizard with a reminder to verify the student identification information before selecting the student. Use the scroll bar to scroll right and see more information on the student, including Enrolment Status and Current School Name.

○ **Activate Existing Student Record –**

- If the selected student is currently active in a school clicking OK will return to step 1 of the registration wizard. A message will appear 'The selected student is already active'. You must contact their previous school to have the student withdrawn. The school and district information are provided on this screen.
- If the selected student is not active in another school, the student information will populate step 2 of the registration wizard.

Student Registration: Demographics Step 2 of 4

Matching Student Found!
Please verify data to avoid creating a duplicate student record.
Select 'Activate existing student record' to activate this student with their existing student information.
Select 'Create new student' to create a new student record.
Select 'Go back to Registration Wizard Step 1' to correct input data and start over.

Activate existing student record ▼

1 record

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEM
Mouse, Mickey	Mouse	Mickey	Donald	M	11/1/2010	2199836	

OK

- **Create a New Student** – If the student(s) returned by the Restricted Query are not a match, this option may be selected. It will move to step 2 of the registration wizard and create a new student record.
- **Go Back to Registration Wizard Step 1** – If the student(s) returned by the Restricted Query do not include the registering student and the user would like to run the query again after checking the student documentation, this option will return to the query screen.

This message may appear after the query if a student has been flagged as a confidential student based on the guidelines in the MyEdBC Standards Manual. Contact the previous school to withdraw the student. Once withdrawn, the confidential flag is removed, and the student will be found in the query. When the student is registered the flag may be set again based on district practices.

Only when there are no results in the Archival retrieval or the regular query do you proceed to step 2 of the wizard.

1.2 Registration Wizard Step 2 – Student Demographics


If the student was found in the Step 1 Query and selected, the existing demographic information will automatically populate into the fields. The demographic information can be updated with any new information in this screen. If a **new** student record is being created, the student demographic information can be entered in this screen.

Follow the Ministry guidelines for acceptable identification documentation and name formatting found in the MyEdBC Standards Manual. Required fields are identified with a (*) and any optional information not entered in the wizard can be entered later in the student details.

- **Legal first name** – The legal first name found on the student legal documentation
- **Legal middle name** - The legal middle name found on the student legal documentation
- **Legal last name** - The legal last name found on the student legal documentation
- **Suffix** – Suffix as it appears on the student legal documentation
- **Usual first name** – The first name the student uses to identify themselves.
- **Usual last name** – The last name the student uses to identify themselves.
- **Gender** – Gender as it appears on the student legal documentation
- **Preferred Gender** – The gender a student uses to identify themselves. (See the MyEdBC Standards Guide for more information)
- **Date of birth** – The birthdate as it appears on the student legal documentation
- **Suffix** - The suffix as it appears on the student legal documentation
- **Home phone** – The student's home phone number
- **Work phone** – The student's work phone number
- **Cell phone** – The student's cell phone number
- **Home Language** – The primary language spoken in the student's home
- **Homeroom** - The student homeroom identifier
- **Grade sub level** - TRAX and 1701 use subgrades to identify students with situations that are not met by the standard EL-12 grade levels.

Student Registration: Demographics Step 2 of 4

General Address

Legal first name * 

Legal middle name

Legal last name *

Suffix


If different than legal

Usual first name

Usual last name

Gender *


Preferred Gender



Date of birth (mm/dd/yyyy) *  Age 15

Home phone

Work phone

Cell phone

Home language 

Homeroom  

Grade sub level

← Previous Next → Finish Cancel

Subgrades used by TRAX and 1701:

KH - A half day Kindergarten student has the subgrade KH

EU and SU - When the school determines a student is not in a specific grade their subgrade is set to SU (secondary ungraded) or EU (elementary ungraded). This code is also used for international fee-paying students who are not expected to graduate while here.

HS - A student registered at a school as a home-school student has HS as the subgrade.

AD and AN - A student older than school age, as defined by the Ministry of Education, and has the Adult Diploma primary program of study will have AN (Adult Non-Grad) or AD (Adult Diploma) as the subgrade.

GA - A student older than school age, as defined by the Ministry of Education, and has previously earned a diploma will have the subgrade GA (graduated adult).

Click the Address top-tab to display the address fields – See Student Demographics – Addresses section for more details.

Physical Address:

- **Street address** – The street number and name of the student residence
- **RR Number/PO Box** – Rural Route or Post Office Box information
- **City Prov PC** – Municipality, Province and Postal Code of the student residence

Mailing Address:

- **Is identical** – Check this box if the mailing and physical address fields are the same, the fields will auto populate.
- **Street address** – If different than the physical address, uncheck the "Is Identical" box, and enter the information here
- **RR Number/PO Box** – if different than the physical address, enter the information here
- **City Prov PC** - if different than the physical address, enter the information here

Student Registration: Demographics Step 2 of 4

General **Address**

Physical Address

Street address 781 Raymer Ave

RR Number / PO Box

City Prov PC Kelowna, BC V1Y 4Z7

Mailing Address

Is identical ☒

Street address 781 Raymer Ave

RR Number / PO Box

City Prov PC Kelowna, BC V1Y 4Z7

Previous Next Finish Cancel

Click **Next**

1.3 Registration Wizard Step 3 – Enrollment

Information relating to the student are in this screen. Required fields are marked with a (*) and any optional information not entered in the wizard can be entered in the student details (see following page for explanations of fields).

Student Registration: Enrollment Step 3 of 4

Name	Mouse, Mickey Donald	
School > Name *	Okanagan Mission Secondary	
Year of graduation *	2022	Grade level * 11
Enrollment status *	Active	
Pupil #	*** Auto Assign ***	
Personal Education Number		
Calendar	Standard	
PSR Grade	11	
Date *	6/16/2020	
Code	SchoolOutPr	

← Previous
Next →
Finish
Cancel

- **Year of Graduation** – MyEd BC calculates Grade Level based on the YOG, so be sure you are inputting the correct value. This *can* be adjusted later if the information is put in incorrectly. You will see the Grade Level field automatically populated when the YOG is entered.
- **Enrollment Status** – When registering a student, the status will be Active or PreReg
 - Active – The student is active in the school
 - PreReg – The student *will* be active in the school on a future date.
 - Pre-Registering a student allows for future course scheduling and reporting. The school will change the Enrollment Status to Active when the student arrives, or the status change will be done automatically over End of Year Rollover (EOYR) if the student is pre-registering for the next school year.
 - When Pre-Registering a student, using the **current date** will allow the school to adjust the record as needed. Using a future date will cause complications with the student enrolment records and may cause inaccuracies in the student PSR. This is not the date the student becomes active in the school; it is the date the student became pre-registered in the school and therefore is best represented by the current date. Each student's active date is auto populated during the EOYR process of student records.
- **Calendar** – The student calendar is **required** for attendance, select from the picklist.
- **PSR Grade** – The student's current Grade when enrolled for the PSR card

2022-23			2023-24		
Grade	Birth Year	YOG	Grade	Birth Year	YOG
KF	2017	2035	KF	2018	2036
1	2016	2034	1	2017	2035
2	2015	2033	2	2016	2034
3	2014	2032	3	2015	2033
4	2013	2031	4	2014	2032
5	2012	2030	5	2013	2031
6	2011	2029	6	2012	2030
7	2010	2028	7	2011	2029
8	2009	2027	8	2010	2028
9	2008	2026	9	2009	2027
10	2007	2025	10	2008	2026
11	2006	2024	11	2007	2025
12	2005	2023	12	2006	2024

- **Date** - The date of registration (If you type the letter "T" it will enter in today's date, "+1" will be tomorrow's date, "-1" will be yesterday's date, etc.)
- **Code** – Select the appropriate registration code from the picklist.
- **Reason** – Optional, use per district practices.

Click **Next**

1.4 Registration Wizard Step 4 – Confirmation

Confirm and select the **Finish** button or return to previous screens to edit information if required.

Update the student demographics in the **Student > Details** screen for any additional changes to the student information. For more about the information on the Student Details page, see the section *Student Demographics*.

1.4.2 Registering related students/siblings

In *Step 1 – Query* of the registration wizard, there is checkbox available *Search for related student*. Searching for related student will populate some of the student demographic fields (home phone number, address, contacts). If a related student record is found with the query, it will pull data that is currently in the related student's record.

- In *Step 1 – Query*
 - Check the "New family member" box to search for related student(s)
 - A box with additional search fields will appear, you are required to fill out 2 of the 3 fields
 - Fill in the relationship field
 - Click on the Search button
 - The Student Pick List appears. Find the related student and click OK. If this is a new registration, it will copy some of the demographic information from their existing sibling. If an existing student record is found with the query, it will keep the information that is currently in the record.

2.0 MIDDLE/SECONDARY DEMOGRAPHIC INFORMATION

2.1 Alerts


Student alerts are important bits of information about a student that are represented by an icon next to the student's name on student pages. These icons alert users to information they should know about a student. The information you enter about each alert will be visible to any user who has Read access to the Alerts table in their Security Role.

On the **Alerts** sub-top tab, you will be able to see three Alert categories

- Identify the category for the Alert (see category details on following page)
- Click the Add button below the category
- In the popup window enter a sequence number to sort the alerts within the category if applicable
- Enter the Description per district policy, this information will display to the user when the student Alert icon is clicked.
- Select the icon from the picklist for **Other Alerts**
- Click the OK button
- Click Save in the student details when the popup window closes

The screenshot shows the 'Alerts' sub-top tab with three categories: Legal, Medical, and Other. Each category has a table with 'SeqNo' and 'Description' columns. Below each table is an 'Add' button. A popup window is open for adding a new alert, showing a 'Sequence number' field, a 'Description' text area, and an 'Icon' picklist. The 'Icon' picklist is open, showing options: Family Alert, Information Alert, Health Alert, and ELL Alert. A red arrow points to the 'Family Alert' option. The 'Add' button in the popup is also highlighted with a red box.

2.1.1 Legal Alerts

Legal alerts  can inform users about certain legal situations they should be aware of. Legal documentation must be in the student's file when using the legal alert. This alert is most often used for child custody, safety or legal issues surrounding the student's family situation.

Adding a Legal Alert will create a checked Legal Alert box on the student PSR, and an inclusion note that there is legal document on file.

2.1.1.1 Confidential Student Flag

A confidential student flag can be enabled for students by **entering a date in the Confidential Student Date field**. Once the flag is enabled, students cannot be queried in the Register Student screen or the Student Siblings screen except by their primary school. The purpose of


this flag is to ensure that student information is available to only the primary school in cases where the student's privacy or safety is threatened. Examples of this include:

- Students in custody.
- Students in a transition house.
- Students who are under legal protection (Peace Bond or Restraining Order protecting them from someone).
- Students identified by administration as needing their privacy protected.

School staff with this access must understand the implications of this functionality to ensure that duplicate students are not created. For example, if a student is moving to a new MyEdBC school and the flag is checked, the new school will not be able to query for the new student until the flag is unchecked or the student is withdrawn (the confidential flag is automatically removed upon withdrawal). It's very important that the flag be unchecked, the student be withdrawn, or some communication with the receiving school be made promptly so that duplicate student records are not created. If duplicates are created, a duplicate student report will be received, and the duplicate resolution process in HEAT must be followed. The receiving school will need to communicate with the previous school to have the confidential flag unchecked or the student withdrawn as soon as possible.


Occasionally a student has a more complex need for protection of their identity through a Witness Protection Program. The police will work directly with the school in these cases.


2.1.2 Medical Alerts


Medical alerts  can inform users about a student's **life-threatening** medical condition. Health conditions that are **not** considered life-threatening will be entered in the *Other Alerts* category using *Health Alert*. These two different types of alerts will produce different alert icons. Adding a Medical Alert to the student will create a checked Medical Alert box on the student PSR and an inclusion note that a medical condition exists – please see student file.


2.1.3 Other Alerts

Other alerts can inform users about any important information staff members should know about a student, such as *Family Alerts*, *Health Alerts*, *ELL Alerts* or other *Information Alerts*. When you create an **Other alert**, you select the icon you want to appear. The most common example of an **Other alert** would be the **Health alert**. This will be used for non-life threatening medical conditions.


To create a *Health alert* , you will click the **Add** button underneath the **Other Alert** field, to bring up the Other Alert pop-up. Fill in the description for that Health Alert and choose the "Health Alert" **Icon** from the pull-down menu. Click the **OK** button to finish the pop-up, and then the **Save** button on the Alerts page.

The **Family Alert**  icon is most often used to note information on a student's family situation that is not related to safety or legal matters for that student.

The **Information Alert**  would be used for any other informational alert that you would want users to know about that student.

The **ELL Alert**  will automatically be added to any student who has been coded with an active ELL program.

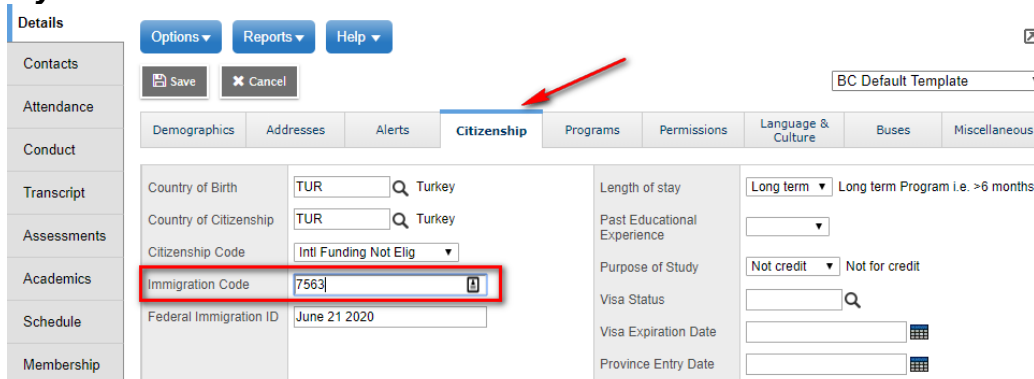
The **Other and Plan Alert**  will automatically be added to any student who has an IEP.

The **AIP Alert**  will automatically be added to any student who has an Annual Instructional Plan.

2.2 Citizenship

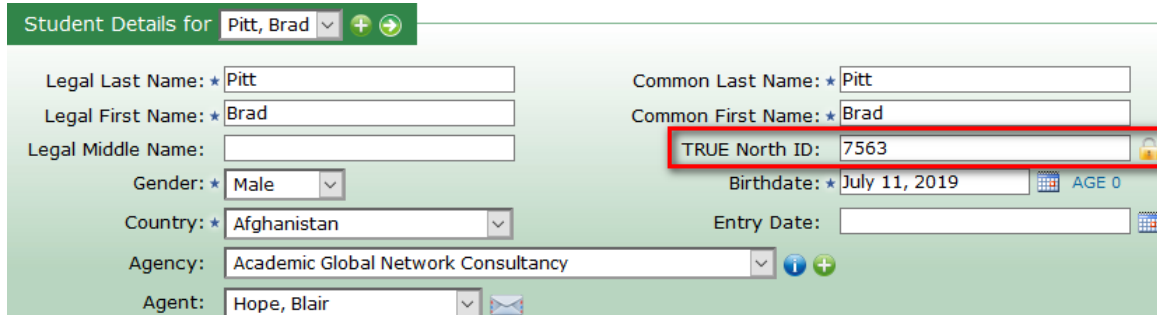
The **Citizenship** sub-top tab contains information about a student's *Country of Birth*, *Country of Citizenship*, and corresponding *Citizenship code*. This page will also contain information for International students, such as *Length of Stay*, *Visa Status*, and *Expiration Date*. The True North ID number must be entered into the *Immigration Code* field in MyEdBC to link the two systems (True North is the software that the International Department uses for their students).

MyEdBC Screenshot



The screenshot shows the MyEdBC interface with the 'Citizenship' tab selected. A red arrow points to the 'Citizenship' tab. The 'Immigration Code' field is highlighted with a red box and contains the value '7563'. Other fields include 'Country of Birth' (TUR), 'Country of Citizenship' (TUR), 'Citizenship Code' (Intl Funding Not Elig), 'Length of stay' (Long term), 'Purpose of Study' (Not credit), 'Visa Status' (Not for credit), and 'Federal Immigration ID' (June 21 2020).

True North Screenshot



The screenshot shows the True North 'Student Details' form for 'Pitt, Brad'. The 'TRUE North ID' field is highlighted with a red box and contains the value '7563'. Other fields include 'Legal Last Name' (Pitt), 'Legal First Name' (Brad), 'Gender' (Male), 'Country' (Afghanistan), 'Agency' (Academic Global Network Consultancy), 'Agent' (Hope, Blair), 'Common Last Name' (Pitt), 'Common First Name' (Brad), 'Birthdate' (July 11, 2019), and 'Entry Date'.


2.3 General Student Programs (Core French, ELL, Early French Immersion, etc.)

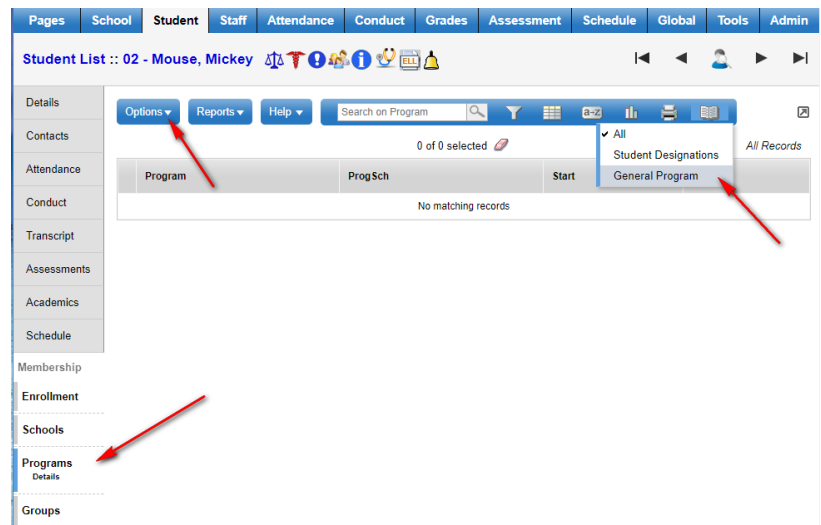
The **Programs** sub-top tab is where you will view *Student Programs* that a student is enrolled in. Programs cannot be added or modified in this screen. It is a view only.

The second part of the Programs page is the **Years of ESL** section. This information is loaded by the Ministry of Education. It is recommended that districts **DO NOT** adjust the Ministry provided information in this field. Contact the Ministry of Education if there are concerns with the Years of ESL value that has been loaded.

To assign or modify a student's program enrollment, you will go to the **Membership** side tab > **Programs** sub-side tab.

To assign a program to a student:

- **School** view > **Student** top tab > select student > **Membership** side tab > **Programs** sub-side tab
- Set the data dictionary  to **General Programs**
- Options > **Add** to bring up the Student Program pop-up.
- Choose the *Program* code using a pick list.
- Assign the program *school*
- Enter the *start date* and *end date* (per district practice).



To modify existing program assignments, you can click the blue, hyperlinked name of the program and update the information in the fields as required.

Considerations:

- **English Language Learners – Program Code 17 (is Code 11004)** - ELL coded students with an active program will automatically be assigned an ELL Alert.
- If you have students that are still involved in the ELL program but are ineligible for funding, then you can use the new **23 ELLU – NOT FUNDED (code 23000)** program code and they will also automatically be assigned the ELL Alert but will not be counted on 1701.

2.3.1 Update Designation/ELL Tallies

If a student's Primary Designation or ELL (ESL) program participation is added, deleted, or changed, there is a procedure to update the class composition. When the procedure is run (or is scheduled to be run), it will update all students and all course sections, given the parameters selected.

This procedure is available in the following locations: **School view: Student > Select a student > Membership > Programs > Options > Update Designation/ELL Tallies**
Build view: Workspace top tab > Master side tab > Options > Update Designation/ELL Tallies > Choose a Scenario.

2.4 Permissions

The **Permission** sub-top tab indicates which permissions that parents/guardians have given for student information. The fields that appear on this tab include ***Send Email & Autodialer Calls, Release of Info/Photos Outside of District, Permission to Walk Home, Allow Internet Access, Field Trip Permission,*** and ***Release of info to PAC.***

These fields are strictly informational and do not have functionality outside of this page; if ***Send Email*** is set to “No”, it will not remove the parent from the email list when emails are sent using bulk-send to all parents/contacts from the system.

2.5 Language & Culture

The **Language & Culture** top tab contains two sections. The left side indicates the language spoken in the home, which language the student uses most and the first language of the student. The right side of the screen provides fields for Aboriginal Ancestry reporting, populate these fields as applicable for the student and per district policy.

- ***Aboriginal Ancestry*** - provides a dropdown selection list
- ***Band of Origin*** - the band the student originates from
- ***Band of Residence*** - the band where the student currently resides
- ***Status Card Number*** - freeform field


Band of Residence is the field used for Nominal Roll reporting, identifying where the student currently resides for educational reporting and funding purposes.

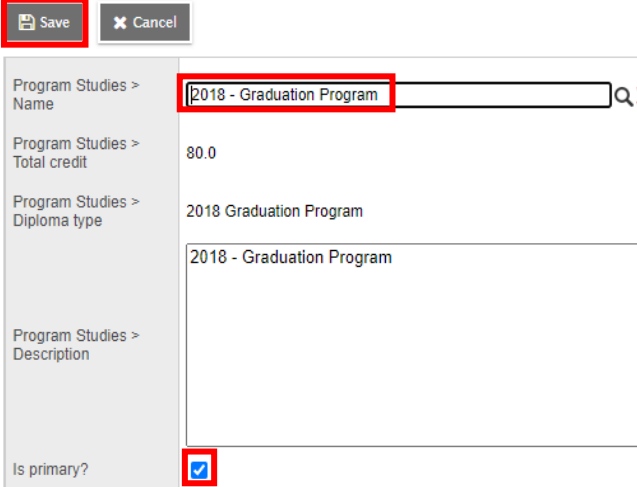
2.6 Primary Program of Study (*Graduation Program*)

Student graduation programs are known as Programs of Study and do not automatically populate in MyEdBC, they are required for to run Graduation Reports and for TRAX. It is recommended that this field be populated as part of the registration process.

2.6.1 To add a program of study to an individual student:

1. In the **School** view, click on the **Student** top tab.
2. Find the student that requires a program of study and check the box beside their name.

3. Click the **Transcript** side tab.
4. Click the **Programs of Study** sub-side tab.
5. In the **Options** menu, select **Add**. A new window appears to enter the graduation program information.
6. Click the  to open the *Graduation Program Pick List* window.
7. Click the radio button to select the appropriate graduation program in the list.
8. Click **OK** to close the pop-up window. The selected program will now appear in the **Name** field. The **Total credit**, **Diploma type**, and **Description** fields will auto-populate.
9. Check the box for **Primary program study**.
10. Click **Save**.



Save Cancel

Program Studies > Name 2018 - Graduation Program

Program Studies > Total credit 80.0

Program Studies > Diploma type 2018 Graduation Program

Program Studies > Description 2018 - Graduation Program

Is primary? ☒

2.6.2 To add a program of study to multiple students

This will add a Program of Study to students that currently do not have a Program of Study. It will not change a Program of Study if a student already has one assigned.

1. **School** view, **Student** top tab
2. **Options**, **Program of Study Creator – Primary**
3. Select the Program of Study to assign from the Pick List
4. Select the group of students from the drop-down selection
5. Check or uncheck the 'Active Students Only' checkbox as appropriate
6. Set the Start and End Grade if you want to limit the process to specific grade levels

2.6.3 To Add or change a Program of Study for multiple students

1. In the **School** view, click the **Global** top tab.
2. Click the **Favorite** side tab.
3. Click the blue hyperlink on the **Graduation Student Program** table.
4. Update student graduation program values using **Modify List** or **Mass Update** functions (*be sure to use Options > Show selected when appropriate*).

2.7 Updating Diploma/SCCP Granted Dates

Diploma/SCCP met dates may be updated prior to **End of Year Rollover (EOYR)** to confirm students who are graduating. It may also be necessary to update *Diploma met* dates for students who did not meet graduation requirements before EOYR but have completed summer school courses to complete their programs.

2.7.1 To enter Diploma/SCCP Granted Date for an individual student:

1. In the **School** view, click the **Student** top tab.
2. Click the **Details** sub-side tab and select the **Demographics** sub-top tab.

3. Use the date selector icon or type in the *Dip/SCCP Date* that reflects the effective date on which the student fulfilled graduation requirements.

2.7.2 To enter Diploma/SCCP Granted Date for multiple students:


1. In the **School** view, click the **Global** top tab.
2. Click the **Student** side tab.
3. Click the blue hyperlink on the **Student** table.
4. Select the field set called **Diploma Granted**.
5. Update *Diploma granted date* values using **Modify List** or **Mass Update** functions.
Note: If you are using the **Mass Update**, ensure that the only students in your list are ones you intend to update (*Options > Show selected*). There is no way to mass update date fields back to a blank value.




OR

6. Use the Pre-transition field set as outline in the EOYR reference guide.

2.8 Inclusions

Inclusions will appear on the Permanent Student Record (PSR) report. To enter an inclusion for a student:

1. In the **School** view, click on the **Student** top tab.
2. Find the student requiring an inclusion record and check the box beside their name.
3. Click the **Transactions** side tab.
4. Click the **Inclusions** sub-side tab.
5. In the **Options** menu, select **Add**.
6. The New Inclusion page opens:
 - a. In the *Inclusion date* field, type or use the calendar icon to select the effective date of the inclusion.
 - b. In the *Inclusion type* field, indicate the type of inclusion being recorded, the type **must be prefaced by the word: Inclusion** and then the number sequence (01, 02, 03). The word Inclusion and the sequence number will determine if and in what order the inclusion prints on the PSR.
 - c. In the *School year* field, use the  icon to select the year the inclusion is recorded for.
 - d. Use the *PSR Comment* field to record the necessary information.
7. Click Save.

Inclusion date *	1/6/2017 
Expiry Date	
Inclusion type *	Inclusion 01
School year *	2017 
PSR Comment	Individual Education Plan - see student's file

Note: Guidelines on *Student Record Inclusions* for the **Student Permanent Record** can be found on the Ministry of Education website at as per the Ministry of Education instructions at http://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm

2.9 Locker Assignment

Locker setup for your school is covered in the *School Setup Section 9.14 - Lockers*. Lockers can be assigned to students through the **School** view > **Student** top tab > student demographics.

3.0 CROSS-ENROLLING/SECONDARY STUDENTS

Students can take courses from more than one school at a time; they are said to be "*Cross-enrolled*" to additional schools from their main school.

In MyEdBC, there are two types of students at a school: **Primary** students and **Secondary** students. This does not refer to the grade level of the students, but rather which school is the main school the student is attending. A student at their home school is a **Primary student** there. A student at their Cross-Enrolled school is said to be a **Secondary student** there. These terms will show up throughout the application.

3.1 Creating Secondary School Associations

To Cross-Enroll a student with a secondary school:

School view > **Student** top tab > **Options** > **Create Secondary School Associations**


Select the top tab

- **Push** – This will create Secondary School Associations for groups of students, primary the current school, going to a different school.
 - **Secondary school** – select the school the students will be cross-enrolled to
 - **District year** - select the school year
 - **Start Date** – The date the secondary association will start
 - **End Date** – The date the secondary association will end
 - **Students:**
 - **Selection** – select individual students from a list
 - **Snapshot** – use a snapshot of students
 - **Click OK** – a message will appear showing how many secondary associations were created and how many skipped

The screenshot shows a web-based form for creating secondary school associations. It has two tabs: 'Push' and 'Pull'. The 'Push' tab is active. The form contains the following fields and options:

- Secondary school:** A dropdown menu showing 'Distributed Learning SD23'.
- District year:** A dropdown menu showing '2016-2017'.
- Start date:** A date input field showing '7/1/2017' with a calendar icon.
- End date:** A date input field showing '8/8/2017' with a calendar icon.
- Students:** A section with two radio buttons: 'Selection' (selected) and 'Snapshot'.
- Selected students:** A text box showing '37'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

- **Pull** – Create Secondary School Associations for students coming to the school. This is the standard method used for a single student.
 - **Secondary School** – the school you are pulling them into
 - **District year** – select the correct year
 - **Start Date** – The date the secondary association will start
 - **End Date** – The date the secondary association will end
 - **Legal first name** – student legal first name (optional)
 - **Legal last name** – student legal last name
 - **Gender** – Gender as appears on student legal documentation
 - **Date of Birth** – Date of Birth as it appears on student legal documentation
 - **Click Search** – a confirmation message will state the association was created or that no matching results were found

The student(s) should now appear in the student list under the *All-Active Students* filter with a Cross-Enrollment icon () in the Alerts column. See the exception to this in *Future Cross Enrollments below* for future dated students.

3.1.1 Setting Attendance Management Type for Secondary Students

Depending on the school preference setting for Secondary School Management, the Attendance management type for secondary students may need to be set. When a student's Attendance Management Type is changed to Shared, both the Primary and Secondary Schools can take attendance for the courses the student is taking at that particular school.

Option 1 – Setting attendance management type for an individual student

- **School** view > **Student** top tab.
- Select the student and click the **Membership** side tab > **Schools** sub side tab.
- The student's list of former and secondary school associations will appear.
- Click the blue hyperlink for the current record representing the school.
- Set the **Attendance management type** field to **Shared**.

Option 2 - Setting attendance management type for multiple students

- **School** view > **Global** top tab > **Favorite** side tab > **Student School Association** table.
- Use the filter called **Type: Secondary** to filter to the students who are secondary students at the school. Check the *Name* field to ensure all records are for the school.
- Review the **AttMag Type** field and update using mass update or modify list functions.

3.1.2 Future Cross Enrollments

When cross-enrolling a student during the current school year using a future date (eg. Student starts in semester 2) follow the same steps as above, entering the date you want the secondary school association to start.

The cross-enrollment icon will display on the start date of the Secondary School Association and the student will show in the *All Active Students* filter. The *Future cross-enrollments* filter will display all secondary students in the school with a start date that is after today's date, and the student will show in the *All Secondary Students* and *All Students* filters.

Note: Future cross-enrollments only refers to students who will be attending at a future date *in this current school year*. Students who will be cross enrolled after the end of the school year are found in the **Build** view.

3.1.3 Ending Secondary School Associations

Please see the sections:

- Withdraw Student Wizard – Students with an Active status that are Secondary to the school on page 36
- Withdraw Student Wizard – Students with an Active no Primary status that are Secondary to the school on page 35

4.0 TRANSFERRING STUDENTS

4.1 Transferring a Student from One School to Another

The Transfer Student function allows one school to *pull* a student in from another school in the same school District. This removes the need to withdraw the student and enrolling them at the new school during the current school year.

The MyEdBC Standards Manual states that students moving between school districts should be withdrawn from the sending school and registered to the receiving school. **Transfer function should only be used for schools within the same school district in BC.**

To perform a Transfer of a student from one school to another:

The *sending* school initiates the process: **School view > Student top tab > Student Details**

- **Transfer pending** – check the checkbox
- **Transfer School > Name** – select the receiving school using the magnifying glass picklist and click **OK**
- Click the **Save** button in the student details page.

School > Name	A S Matheson Elementary	Transfer pending	<input checked="" type="checkbox"/>
Next School > Name	<input type="text"/>	Transfer School > Name	Bankhead Elementary <input type="text"/>
Pre-transition Withdrawal Code	<input type="text"/>	6 year Grad CohortID	
Out of Catchment	<input type="checkbox"/>		
Out of Catchment School	<input type="text"/>		
Out of District	<input type="text"/>		
Home School Not in MyEducation	<input type="checkbox"/>		
HS not in MyEd Name	<input type="text"/>		

The student is now ready for the Receiving School to accept the transfer.

The *receiving* school: **School** view > **Student** top tab > **Options** > **Registration** > **Transfer Student**.

- In the Transfer Student pop up window: Select the student using the magnifying glass pick list. Students that sending schools have tagged as transfers for the receiving school will appear here.
- **Withdrawal** – creates the Membership > Enrolment W record for the sending (current) school
 - **Current school** – auto populates the sending school
 - **Date** – date of withdrawal
 - **Code** – the withdraw code for the sending school record
 - **Reason** – not required, use per district practice
- **Entry** – creates the Membership > Enrolment E record for the receiving (destination) school
 - **Current school** – auto populates the receiving school
 - **Date** – date of enrollment (for enrollment record and PSR consistency it is recommended that the withdrawal date and enrolment date are not the same)
 - **Code** – the enrollment code for the sending school record
 - **Reason** – not required, use per district practice

The student **Membership > Enrollment** record will be populated using the values entered above:

Bankhead Elementary - Enrollment status: Active - Year of graduation: 2027

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
<input type="checkbox"/>	E	6/19/2017	Public School InDs		Active	Active	2027	Bankhead Elementary		
<input type="checkbox"/>	W	6/19/2017	Publ School, In Dist		Active	Active	2027	A S Matheson Elementary		

To adjust the PSR grade or other fields, click into the details of the record

- Select the Default Fields + BC template
- Change record details as necessary for accuracy (PSR grade)
- Save

4.2 Primary School Transfer

A *Primary School Transfer* occurs when a student needs to swap their Primary and Secondary Schools.

There are six parts to performing a Primary School Transfer in MyEd BC:

1. Take a Screenshot of student schedule: (school A, sending school)

School view > Student > Schedule

- Take a screenshot of the student schedule for use later

2. Set the transfer at the primary school: (school A, sending school)

(For complete details see *Transferring a Student from One School to Another p.18*)

School view > Student top tab > Details

- **Transfer pending** – check the checkbox
- **Transfer School > Name** - Select the receiving school using the magnifying glass picklist and click **OK**
- Click the **Save** button in the student details page.

3. End the Secondary Association: (school B, receiving school)

School view > Student top tab > Membership side tab > Schools sub-side tab

- Click into the details of the secondary association and enter or edit the end date to the day prior to the transfer. (Using the current date will overlap the secondary associations with the primary associations for one day, while confusing to view it will clear up the next day.)

4. Complete the Transfer: (school B, receiving school)

(For complete details see *Transferring a Student from One School to Another p.18*)

School view > Student top tab > Options > Registration > Transfer Student.

In the Transfer Student pop up window:

- Select the student using the magnifying glass pick list. Students that sending schools have tagged as transfers for the receiving school will appear here. Fill in the Withdrawal and Entry sections.
- Adjust the Membership > Enrolment records as necessary

5. Create Secondary Association: (school A, sending school)

See the section *Creating Secondary School Associations* for the steps to create the secondary association for school (A).

6. Recreate the student schedule using the screenshot: (school A, sending school)

School > Student > Schedule > Workspace

- Add the courses back to the student schedule. All marks and attendance will be restored.

5.0 OTHER REGISTRATION TASKS

5.1 View Student Enrollment Information

There are several occasions where you may wish to see a student's primary and secondary enrollments in schools, both current and past. All enrollment information will be in one place:

Student top tab > select student > Membership side tab.

5.1.1 View Current and Past primary enrollments

For existing and historical Primary School enrollments (primary meaning "Home" school in MyEdBC) you will look to the Membership side tab.

This screen will give you a list of all the schools the student has been enrolled in as a primary student. You will be able to see the student's current enrollment status, previous school's status, and reason's for these changes.

Mount Boucherie Secondary - Enrollment status: Active - Year of graduation: 2017

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
<input type="checkbox"/>	E	2/23/2015	Public School OutDs		Active	Active	2017	Mount Boucherie Secondary		10
<input type="checkbox"/>	W	9/22/2014	Publ School,Out Dist		Withdrawn	Active	2017	Mount Boucherie Secondary		10
<input type="checkbox"/>	E	8/5/2014	Public School InDs		Withdrawn	Active	2017	Mount Boucherie Secondary		10
<input type="checkbox"/>	W	6/27/2014	Publ School,In Dist		Withdrawn	Active	2017	Constable Neil Bruce Middle		09
<input type="checkbox"/>	E	1/8/2013	Public School OutDs		Withdrawn	Active	2017	Constable Neil Bruce Middle		08
<input type="checkbox"/>	W	1/7/2013	Publ School,Out Dist		Withdrawn	Active	2017	xx-Stein Valley Nakapamux		08
<input type="checkbox"/>	E	11/28/2009	Public School OutDs		Withdrawn	Active	2017	xx-Stein Valley Nakapamux		05
<input type="checkbox"/>	W	11/27/2009	Independent School		Withdrawn	Active	2017	George Pringle Elementary		05
<input type="checkbox"/>	E	9/11/2006	Indep. SchoolInDs		Withdrawn	Active	2017	George Pringle Elementary	BC Home School in BCeSIS	02

For example, The Status column will show that the status of the student at *Constable Neil Bruce* and *George Pringle Elementary* is Withdrawn, however they are Active at Mount Boucherie Secondary. The EnrStatus column shows you what the student's status is. (i.e. PreReg, or Active, etc.)

5.1.2 View current and past cross-enrollments (secondary associations)

Current secondary school association, historical secondary school associations and former primary school associations are found in the **Membership** side tab > **Schools** sub-side tab.

This will give you a list of all schools where the student is currently cross enrolled. This screen will also give you a list of all schools where there is a **former** school association. (i.e., a former Primary school where they need to still appear in their student lists and to access the student for marks, etc.) These will go until the end of the school year by default but can also be ended early if necessary.

<input type="checkbox"/>	School > Name	Year	Type	Start	End
<input type="checkbox"/>	Distributed Learning SD23	2015	Secondary	9/8/2015	7/31/2015
<input type="checkbox"/>	Distributed Learning SD23	2016	Secondary	8/1/2015	2/12/2016
<input type="checkbox"/>	Kelowna Secondary	2017	Former	8/31/2016	8/8/2017
<input type="checkbox"/>	Kelowna Secondary	2017	Former	8/9/2016	8/31/2016
<input type="checkbox"/>	SIDES-South Island Dist Ed	2017	Secondary	8/9/2016	8/8/2017

Each cross-enrollment will be contained within a school year. In the example above, *Distributed Learning SD23* was the student's cross-enrolled school over two school years, so there are two secondary school records for that school. One for each school year, regardless of whether it is a full year or not. You can see the Start and End dates for each school association.

For *Kelowna Secondary*, the student has two Former School Associations, meaning they were formerly there this year, and will be visible in the Student List under the *Former Students* filter there. They are also cross-enrolled to SIDES-South Island Dist Ed for this school year.

Note: If the date of Withdrawal at one school is the same day as the Enrollment at the new school, these *may* appear “out of order” and you may have to readjust your dates.

5.2 Changing A Student's Enrollment Status

When a manual change to a student status is required, these can be made in the registration set of the options menu. Enrollment changes can be made for Active and PreReg students.

Primarily this is used to update a student with the status of PreReg to Active during the current school year. (End of Year Rollover will set all PreReg students to Active for the following school year).

School view > Student top tab > Select the student > Options > Registration > Change Student Status

- **Name** – populates if the student was selected, or the student can be selected using the magnifying glass picklist.
- **Current Primary School** – will populate the current primary school
- **Date** – the date the change will take place
- **Reason** – optional use per district policy
- **Status** – select the appropriate status
 - **Active** – will be active in the school
 - **Withdrawn** – will be withdrawn from the school
- Click **Save**

Update Enrollment Status	
Name	Duck, Donald
Current Primary School	Bankhead Elementary
Date	8/11/2017
Reason	
Status	Active
Disable related user accounts	<input type="checkbox"/>
<div> <div>Save</div> <div>Cancel</div> </div>	

The change will be visible in the following location:

Student top tab > select student > Membership side tab > Enrollment sub-side tab.

All changes to Enrollment Status will be indicated with a **S**.

Click into the details of the S record for more information on the Enrollment Status Change

5.3 Change a Student's Year of Graduation (YOG)

There are several reasons why you may need to change a student's Year of Graduation during the school year: an error was made when the student was enrolled, a student promoted to the next grade during the year, etc.

You can only change the Year of Graduation (YOG) for an Active student. If they are Withdrawn, PreReg or Graduated, you cannot change their YOG. You will either need to wait until they are made Active or change their registration status following the steps in **section 5.2 – Changing a Student's Registration Status** above to Active, and then changing them back to their proper status once the YOG has been updated.

A S Matheson Elementary - Enrollment status: Active - Year of graduation: 2023

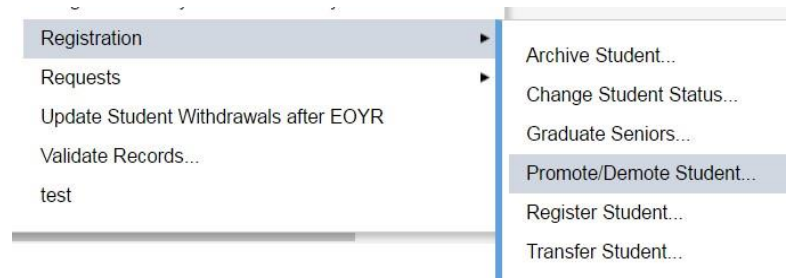
To

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
<input type="checkbox"/>	Y	1/6/2017			Active	Active	2023	A S Matheson Elementary		
<input type="checkbox"/>	S	1/6/2017	Re-entry No Interr.	Pre-reg	Active	Active	2024	A S Matheson Elementary		
<input type="checkbox"/>	E	1/5/2017	School OutofCountry	Relocate	Active	Active	2024	A S Matheson Elementary		05

School view > Student top tab

1. Select the checkbox by the name of the student whose YOG you wish to change.
2. From the **Options** menu, select **Registration > Promote/Demote Student**.

3. This will bring up the **Promote/Demote Wizard**. Here you can put in a date for when this change is to take place (usually the current date), fill in a reason (if necessary), and the new YOG. This will calculate the Grade Level based on the current school year.



4. Click **SAVE**.

View the change in Student *top tab* > select student > **Membership** side tab > **Enrollment** sub-side tab.

All changes to Year of Graduation will be indicated with a **Y**.

You can adjust the **Date** or **Code** if necessary. **PSR Entry/Exit Grade** is not applicable here, so you can ignore it.

 A screenshot of a 'Promote/Demote Student' wizard form. The form contains the following fields: 'Name' (Baloloy, Marieemmanuell), 'Current Primary School' (Smithers Secondary), 'Date' (23/05/2017 with a calendar icon), 'Reason' (Double promote with a search icon), and 'Year of graduation *' (2018) next to 'Grade level' (11). At the bottom are 'Save' and 'Cancel' buttons.

5.4 School Changes at Semester Change

If a student will be changing schools **within District** for the next semester, the Next School function of MyEducation BC should be used.

1. When a student informs you that they are moving to a new school, the current school should fill in Next School with the new school's name.
2. The new school will see that student in their Next Year's Students filter.
3. The new school will now be able to enter and post semester two courses using Schedule and Workplace side tabs.
4. The current school will the print report cards and should follow the Transfer process for a student moving within the same district.

If a student will be changing schools **within District** for the next semester, the Next School function of MyEducation BC can also be used.

1. When a student informs you that they are moving to a school outside of the district at semester turn around, wait until the new school requests access to the student.
2. If they want to be able to schedule the student, you can enter the new school's name in the Next School field. They will now have the access to schedule the student.
3. Once the semester is over, you will then withdraw the student so the new school can enroll the student. Follow the withdraw student checklist. You will still have access to enter marks and print report cards if the student is withdrawn.

A Former School Association should be maintained by the current school for the purpose of updating records after the student has changed schools.

6.0 WITHDRAWING STUDENTS

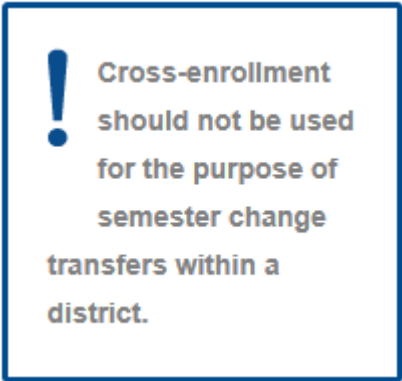
The **Withdraw Student Wizard** presents options based on the student status within the school. Please follow the Withdrawal/Transfer Process Checklist (Appendix A) and be sure students are removed from Groups and Snapshots prior to withdrawing.

Students can move schools during EOYR by entering the new school in the Next School field, see the End of Year Rollover guide for more information.

6.1 Withdraw Student Wizard

The Withdraw Wizard is used for individual students:

- Individual students with an **Active** status who are **Primary** to the school.
- Individual students with an **Active no Primary** status that are **Secondary** to the school.
- Individual students with an **Active** status who are **Secondary** to the school

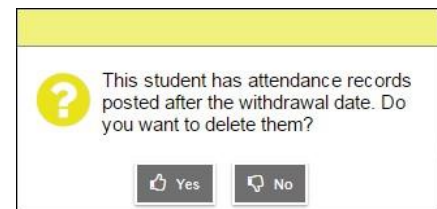


**Cross-enrollment
should not be used
for the purpose of
semester change
transfers within a
district.**

6.1.1 Withdraw Student Wizard – Students with an Active status who are Primary to the school

In **School** view > **Student** top tab

- Select the student
- **Options > Registration > Withdraw Student**
- **Date** - Enter the date of withdrawal
- **Code** – select from the pick list
- **Reason** - Optional, use per district practices
- **Status** – Select the correct status from the picklist
 - **Withdrawn** – primary student with no open secondary school associations
 - **Active no Primary** – primary student no longer active in this school, with remaining cross-enrollments. Student will remain on your TRAX report.
 - **Graduate** – primary student that has satisfied graduation requirements and has completed schooling
- **Keep student in special education** (if student is a designated student) – Only select if you want to keep the student Active in Student Services
- **Disable related user accounts** – select this option to disable student's user account. If left unchecked, they will have a user account for your school.
- **Create former school association** – Always keep this box checked. It gives the former school the ability to view, print report cards, PSR or other reports and edit course related information after withdrawal. The student will be visible when using the Former Student filter. A former school association will remain until the end of the current school year.
- **PSR grade** – Select the PSR grade that will show as the exit grade on the Permanent Student Record in the Record of Schooling section.
- Click **Ok**

**Exceptions:**

If the student has attendance records recorded after the withdraw date, there will be a pop-up asking if the records should be deleted. Select yes to delete...

If the student has open secondary school associations, the wizard will set the Status to Active no Primary and give a message that the status cannot be adjusted due to open secondary school associations. **Active no Primary** means the student is no longer active in the school, but still has active cross-enrollments. If Active no Primary will not be the appropriate status for the student, contact the secondary school to determine if the student should be enrolled with their school


Sometimes a student has special circumstances and is marked confidential to hide their demographic information from other schools in the district and province. See the MyEdBC Standards Manual for details. Withdrawing a student marked confidential presents the following pop-up:

Withdraw Student

Note: This student is currently marked as Confidential. Withdrawing the student will remove the Confidential status. Please select 'Cancel' if you wish to return to previous screen.

Proceeding with the withdrawal will present a confirmation:

If the student is cross enrolled to another school, the student will remain confidential at that school.

 Student has been withdrawn and is no longer confidential.

☒ OK

6.1.2 Withdraw Student Wizard – Students with an Active no Primary status that are Secondary to the School

Using the withdraw student wizard for students secondary to the school that have a status of **Active no Primary** will allow the student enrollment details to complete with the correct final withdrawal reason.

Bulkley Valley Education Conn 2016-2017 School View ▾

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 12 - Cbaker, Jenibelle 🔔 🔗

Options ▾ Reports ▾ Help ▾ 🔍 📄 📊 📅 🖨

0 of 4 selected 🗑

Smithers Secondary - Enrollment status: Active No Primary - Year of graduation: 2017

Type	Date	Code	Reason	Status	Enr Status	YOG	School > Name
W	28/11/2016	Graduated - Dogwood		Active No Primary	Active No Primary	2017	Smithers Secondary
E	13/08/2012	Feeder School		Active	Active No Primary	2017	Smithers Secondary
W	23/03/2012	Indp School Out Dist		Withdrawn	Active No Primary	2017	Annunciation School
E	28/05/2006	Re-entry No Inter		Withdrawn	Active No Primary	2017	Annunciation School

Membership

Enrollment Details

Confirm the student is secondary to the school and has a status of **Active no Primary**. Check the **School > Student > Membership > Enrollment** and view the withdraw code from the primary school.

- In **School** view > **Student** top tab
- Select the student
- **Options > Registration > Withdraw Student**

The wizard will return a message: 'This is the student's last active cross-enrollment record. Select the appropriate withdrawal status and indicate if related user accounts should be disabled.'

- **Date** - Enter the date of withdrawal
- **Code** – select from the pick list
- **Reason** - Optional, use per district practices
- **Status** – Select the correct status from the picklist based on the withdrawal record of the primary school. Contact the school if further information is needed.
 - **Withdrawn** – student has withdrawn from school
 - **Graduate** – student that has satisfied graduation requirements and has completed schooling
- **Keep student in special education** – Select to withdraw the student and keep the student Active in Student Services (*if student is a designated student*)
- **Disable related user accounts** – select if the student user account should be disabled
- **PSR grade** – Leave blank. Not applicable to a secondary association
- Click **Ok**

Withdraw Student

This is the student's last active cross-enrollment record. Select the appropriate withdrawal status and indicate if related user accounts should be disabled.

Name: Cbaker, Jenibelle

Current Primary School: Smithers Secondary

Date: 28/11/2016

Status: Graduate

Disable related user accounts: ☒

PSR Grade: 12

The Student > Membership > Enrollment tab will show the primary school withdraw record and the reason of Graduate or Withdrawn depending on the status chosen.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
-------	--------	---------	-------	------------	---------	--------	------------	----------	--------	-------	-------

Student List :: 12 - Cbaker, Jenibelle

Options Reports Help Search on Date

0 of 4 selected All Records

Smithers Secondary - Enrollment status: Graduate - Year of graduation: 2017

Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
W	28/11/2016	Graduated - Dogwood		Graduate	Graduate	2017	Smithers Secondary		12
E	13/08/2012	Feeder School		Active	Graduate	2017	Smithers Secondary		08
W	23/03/2012	Indp School/Out Dist		Withdrawn	Graduate	2017	Annunciation School		07
E	28/06/2006	Re-entry No Interr.		Withdrawn	Graduate	2017	Annunciation School	BC Home School in BCeSIS	01

Membership

Enrollment Details

6.1.3 Withdraw Student Wizard – Student with an Active status that are Secondary to the School

- In **School** view > **Student** top tab
- Select the student
- **Options** > **Registration** > **Withdraw Student**

The wizard will return a message: 'You cannot change the status of a non-primary student.'

- Click **Ok**
- Change **Withdraw student that is:** to **Secondary**
- Select **Student**
- **Date** – The current date will be entered
- **Status** – will not be able to change, it will remain the status at the primary school
- **Keep student in special education** – Select to withdraw the student and keep the student Active in Student Services (*if student is a designated student*)
- **PSR grade** – Leave blank. Not applicable to a secondary association
- Click **Ok**

The secondary association will be end dated using the current date.

School	Name	Year	Type	Start	End
Bulkley Valley Education Conn		2016	Secondary	08/09/2015	08/09/2016
Bulkley Valley Education Conn		2017	Former	13/09/2016	13/09/2016
Smithers Secondary		2017	Secondary	30/11/2016	14/05/2017

6.2 Withdraw Students over EOYR

Students can be withdrawn or withdrawn + transferred to a new school over EOYR using settings in the Pre-transition Field Set. Please see the End of Year Rollover Guide for details.

6.3 Withdrawn Students and Archiving

Students that are inactive (withdrawn) for more than four years and that are over six years of age will be archived. The annual archive process moves eligible student records from Production into the Archive environment. The student may be retrieved from the Archive environment and returned to Production through an overnight process. There are a few items to consider that relate to the Archive process.

- Once a Student is archived:
 - Students cannot be removed from a shared address until they are retrieved from archive.
 - Shared contact information will be updated if the student is retrieved.

- The students' addresses in District > Addresses may appear to be orphaned (no associated person connected to them). If these records are deleted, when the student is retrieved, they won't have an address.
- The students' contacts in District > Contacts may appear to be orphaned (no associated student connected to them). If these records are deleted, when the student is retrieved, they won't have this contact.
- The shared contact icon still displays with non-archived students. When a user clicks on a shared contact icon, however, it will indicate that the contact is unshared (since the student is archived).
- Students should be removed from Groups and Snapshots prior to archiving, ideally at the time of Withdraw process. Students that were not removed from groups and snapshots prior to being archived can be removed after retrieval.
- User accounts remain intact through archive. Accounts can be managed according to District policy, e.g., disabled, by selecting the option through the Withdraw wizard.

7.0 STUDENT SCHEDULING

Student scheduling or student timetabling is managed in the School View > Student top tab > Schedule side tab. Individual student timetables are viewed and printed from here. Schedules are changed in the Workspace sub-side tab.

7.1 Viewing a Student Schedule

Student top tab > Schedule side tab

From the Student List, select the student name and then click on the Schedule side tab. Users are presented with the option of either a **List View** or a **Matrix View**.

Matrix view provides a chart display of the student's schedule. You can select a school if the student is taking courses from secondary schools (*cross-enrolled*). A time frame drop-down list allows for the selection of schedule terms offered at the school such as full year, semester 1, semester 2, or the option of Today.

School	George Elliot Secondary School
Time	S2

	1 - Day 1	2 - Day 2
1-5	XAT-09-01 DO NOT ADJUST SCHEDULE	6
2-3	MCTWR10-2S-03 CREATIVE WRITING 10 Marple, Lisa 209	MSC-10-4S-06 SCIENCE 10 Ramsey, Darcie 136
3-4		
4-1	MCLE-10-4S-03 CAREER LIFE EDUCATION Ryga, Sergei 201	MDRM-10-4S-01 DRAMA 10 Schwartz, Lee 105 DRAMA
5-2		
6-10	10	11

If the School Preference (School > Preferences > Category = Schedule > Default tie filter to date = CHECKED), the option to view the schedule on a specific Date is available:

School	George Elliot Secondary School
Time	Select date
Date	1/18/2022

	1 - Day 1
1-7	7
2-3	MSCCT11-4S-01 SCIENCE FOR CITIZENS 11 Onash, Tyler ASPEN 1
3-4	
4-1	MFODD12-4S-01 FOOD STUDIES 12 Edgar, Yvonne 119 FOODS
5-2	
6-12	YIPS-18-4S-01 PEER TUTORING 11 Shaw, Grace

The **List view** is useful where a school has multiple days or periods and terms which can result in the matrix being difficult to view and interpret. The schedule column below shows the period (day) expression. You can change the sort by clicking in the header of any of the List view columns.

<input type="checkbox"/>	Description	Classrm	Teacher	Term	Schedule	Name
<input type="checkbox"/>	FOOD STUDIES 12	119 FOODS	Edgson, Yvonne	S1	1(1-2)	George Elliot Secondary School
<input type="checkbox"/>	PEER TUTORING 11		Shaw, Bruce	S1	1(12)	George Elliot Secondary School
<input type="checkbox"/>	SCIENCE FOR CITIZENS 11	ASPEN 1	Ohashi, Tyler	S1	1(3-4)	George Elliot Secondary School
<input type="checkbox"/>	CAREER-LIFE CONNECTIONS 12A	120B	Meraw, Linda	S1	2(3-4)	George Elliot Secondary School
<input type="checkbox"/>	CAREER EXPLORATION 12	120B	Meraw, Linda	S1	2(3-4)	George Elliot Secondary School
<input type="checkbox"/>	VIDEO PRODUCTION 12	125	Nickel, Kevin	S2	1(1-2)	George Elliot Secondary School
<input type="checkbox"/>	PEER TUTORING 12		Shaw, Bruce	S2	1(12)	George Elliot Secondary School

7.2 Printing a Student Schedule

To print an individual student's schedule, go to **Student top tab > Schedule side tab > Reports > Scheduling Reports > Student Schedules** or **Student top tab > Select Student > Reports > Scheduling Reports**. Currently there are 3 ways to run scheduling reports: Student Schedules (Matrix) BY TERM, Student Schedules (Sheet) BY TERM and Student Schedules (Sheet) BY TERM – OLD. As of right now, it is suggested to use the Student Schedules (Sheet) BY TERM – OLD.

Student Schedules (Sheet) BY TERM – OLD

Select the following:

- **Term** – Select the appropriate term(s) you would like to print on the report.
- **Students to Include** – Select who you would like to include in the report: All, YOG, Homeroom, Guidance Counselor, or Snapshot. If you are in a current student record and select ALL, it will only print the report of that student.
- **Search Value** – This field will be available if using the YOG, Homeroom, Guidance Counselor, or Snapshot options.
- **Sort Student** – Select if the report will sort by student name, YOG, or Homeroom
- **Sort Schedules by** – This will sort each individual's schedule by either Schedule Expression, Term, or Course
- **Format** – Choose how the report prints exports. Either PDF, Webpage, Excel (XLS), or Comma-Separated Value (CSV)

Student Schedules (Sheet) BY TERM - OLD

General	Publish
School	George Elliot Secondary School
Term	<input type="text"/>
Students to include	All <input type="button" value="v"/>
Search value	<input type="text"/>
Sort students by	Name <input type="button" value="v"/>
Sort schedules by	Schedule expression <input type="button" value="v"/>
Format	Adobe Acrobat (PDF) <input type="button" value="v"/>

Student Schedules (Matrix) BY TERM

Select the following:

- **Term** – Select the appropriate term(s) you would like to print on the report.
- **Days to Include** – You can select single, Multiple, or All days.
- **Course identifier** - Will show the Course Identifier if school is using this function.
- **Team** - Will show the students Team if school is using this function.
- **Platoon** - show the students Platoon if school is using this function.
- **House** - Will show the students House if school is using this function.
- **Study Criteria** - Will show Course Study Criteria if school is using this function.
- **Students to Include** - Users can select who will be included in the report; all, YOG, Homeroom, Guidance Counsellor, or Snapshot
- **Search value** - This field is not enabled with the above option of All. For all other Students to include values, it is a free form text box.
- **Sort students by** - Options are Name, YOG and Homeroom
- **Max days per page** - Hard coded to 10 days.
- **Print Page Number** - Checking this will print the page number on each page
- **Format** – Choose how the report prints exports. Either PDF, Webpage, Excel (XLS), or Comma-Separated Value (CSV)

Student Schedules (Matrix) BY TERM

General	Publish
School	George Elliot Secondary School
Term	<input type="text"/>
Days to Include	<input type="text"/>
Course identifier	<input type="checkbox"/>
Team	<input type="checkbox"/>
Platoon	<input type="checkbox"/>
House	<input type="checkbox"/>
Study criteria	<input type="checkbox"/>
Students to include	All <input type="button" value="v"/>
Search value	<input type="text"/>
Sort students by	Name <input type="button" value="v"/>
Max days per page	1 <input type="button" value="v"/>
Print Page Number	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) <input type="button" value="v"/>

Student Schedules (Sheet) BY TERM

Select the following:

- **Term** – Select the appropriate term(s) you would like to print on the report.
- **Course identifier** - Will show the Course Identifier if school is using this function.
- **Team** - Will show the students Team if school is using this function.
- **Platoon** - show the students Platoon if school is using this function.
- **House** - Will show the students House if school is using this function.
- **Study Criteria** - Will show Course Study Criteria if school is using this function.

- **Students to Include** - Users can select who will be included in the report; all, YOG, Homeroom, Guidance Counsellor, or Snapshot
- **Search value** - This field is not enabled with the above option of All. For all other Students to include values, it is a free form text box.
- **Sort students by** - Options are Name, YOG and Homeroom
- **Sort Schedules by** – This will sort each individual's schedule by either Schedule Expression, Term, or Course
- **Format** – Choose how the report prints exports. Either PDF, Webpage, Excel (XLS), or Comma-Separated Value (CSV)

Student Schedules (Sheet) BY TERM

General	Publish
School	George Elliot Secondary School
Term	Q
Course identifier	<input type="checkbox"/>
Team	<input type="checkbox"/>
Platoon	<input type="checkbox"/>
House	<input type="checkbox"/>
Study criteria	<input type="checkbox"/>
Students to include	All <input type="button" value="v"/>
Search value	<input type="text"/>
Sort students by	Name <input type="button" value="v"/>
Sort schedules by	Schedule expression <input type="button" value="v"/>
Format	Adobe Acrobat (PDF) <input type="button" value="v"/>

7.3 Printing Multiple Student Schedules

Printing more than a single student's schedule is done from **Student top tab > Select Student > Reports > Scheduling Reports** or **Schedule top tab > Master side tab > Reports > Scheduling Reports > Student Schedules (Matrix) or (Sheet) BY TERM**.

Accessed from here, the students to include parameter is active and options available are:

- **All** – generates student schedules for all students in the school
- **YOG** – requires a search value on the year of grad date (grade equivalent)
- **Homeroom** – where homerooms are being used
- **Counsellor** – if counsellors have been set up in the reference table and assigned to students in the student details
- **Snapshot** – allows for selecting a snapshot of a specified groups of students

7.4 Workspace

It is in the Workspace that a student's schedule is managed; courses are added, dropped and the schedule posted. To adjust a student schedule, go to **Student top tab > Schedule side tab > Workspace sub side tab**. Users have the option of a **List view** or a **Matrix view**.

Where schools have selected **Allow future add/drop** as a School > Set up > Preference under the Category > Schedule, users will be able to set future dates for a student's schedule change to take effect. Although enrollment totals will display a current enrollment number, the application will include these future changes when applying maximum enrollments.

7.4.1 Using the Workspace in the Build View PRIOR to Committing Schedule

Prior to or following End of Year Rollover (EOYR) and prior to committing a scenario from the Build View, student schedules can be managed. This will include students who need a schedule change, or new students to the school.

The user will change view to the **Build View** and must select the correct scenario from the **Scenario** top tab and click on the scenario to lock it in. Then go to the **Student** top tab > **Options** > **Refresh**. This will bring in any changes to the student enrollment including newly admitted students. Once this is done, access the Workspace from, **Student** top tab (select the student) > **Schedule** > **Workspace**. Managing the students schedule in the Build View then follows the same processes and functionality outlined below.

7.4.2 Workspace Matrix View

The matrix view divides the screen into two sections, the schedule matrix on the right and course requests on the left. For schools with a one- or two-day schedule and few periods, this view offers flexibility and a variety of scheduling functions. From the List View, click the hyperlinked Matrix View found at the top right of the screen.

7.4.2.1 Matrix View: Course Requests - Left Side

Primary requests are displayed at the top of the left side of the screen. For those such as counsellors who are building a new student's schedule, primary requests can be entered and then simulated to build a schedule.

Course Requests

Course

Primary

MAF--11 ART FOUNDATIONS 11

MBI--11 BIOLOGY 11

MEN--11 ENGLISH 11

MPREC11 PRE-CALCULUS 11

MSS--11 SOCIAL STUDIES 11

MWR--12 WRITING 12

XSPBK1ASF SUPERVISED STUDY, FLEX SUPPORT

XSPBK1AST SUPERVISED STUDY

MPE--11 PHYSICAL EDUCATION 11

Show courses excluded from scheduling

Number

Select...

Drop All

Update

Schedules from other schools

Course

Term

Schedule

MFMP-10----GH FOUNDATIONS OF MATH AND PRE-CALCULUS 10

FY

Online(Monday)

Pending Student Schedule Changes

Course

Type

Effective Date

No matching records

Delete

Make Effective Now

Printer Friendly Version

View and make changes as of 12/12/2016

<< List view

Student Schedule (25% scheduled - Class credits: 24.0)

Term code

S1

Work mode

Manual

Allow conflicts

Allow all over max

	A		B
1	XSPBK1AST-01 SUPERVISED STUDY JpdsK, X 104	X 0	XSPBK1AST-01 SUPERVISED STUDY JpdsK, X 104
2	MSS--11-02 SOCIAL STUDIES 11 Fpdtg, W 509	X 0	MSS--11-02 SOCIAL STUDIES 11 Fpdtg, W 509
3	MEN--11-01 ENGLISH 11 Dwtrcqh, J 507	X 0	MEN--11-01 ENGLISH 11 Dwtrcqh, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101	X 0	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Course

Add

Ignore warnings

Select...

Drop All

Lock All

Reschedule...

Post

Revert

\\sboms1\hes office\Learning Technology Dept\Training & Support\MyEdBC\Level 3\Level 3 Manual 6.2 February 2022.docx

Page 40

- Requests can be entered in the **Number** field by typing the course codes separated by a comma and then clicking the **Add** button. *Just remember that this field is case sensitive and must be entered **exactly** how the course is in the Master Schedule.*

Number

- The **Select** button opens a pick list of courses to choose from. The list can be filtered by grade level or department. Using the Search box or Control+F will find the course queried. Multiple selections can be made using this method.

Course Requests

Course

Primary

- ☒ MAF--11 ART FOUNDATIONS 11
- ☒ MBI--11 BIOLOGY 11
- ☒ MEN--11 ENGLISH 11
- ☒ MPREC11 PRE-CALCULUS 11
- ☒ MSS--11 SOCIAL STUDIES 11
- ☒ MWR--12 WRITING 12

Alternate

- ☒ MPE--11 PHYSICAL EDUCATION 11

☐ Show courses excluded from scheduling

Number

Schedules from other schools

Course

MyEducation BC: Pick course - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/addStudentRequest

School

Grade level

Department

2 of 8 selected

<input type="checkbox"/>	CrsNo	Description	Depart
<input type="checkbox"/>	MAT--11	AUTOMOTIVE TECHNOLOGY 11	Technol
<input checked="" type="checkbox"/>	MCJ--11	WOODWORK 11, CARPENTRY & JOINERY	Technol
<input type="checkbox"/>	MID--11	INDUSTRIAL DESIGN 11	Technol
<input type="checkbox"/>	MMFM-11	METAL FABRICATION AND MACHINING 11	Technol
<input type="checkbox"/>	XSIEP1ALSW	WOODWORK - MODIFIED	Technol
<input type="checkbox"/>	XSIEP1AMET	METAL WORK - MODIFIED	Technol
<input checked="" type="checkbox"/>	YMIS-1AIT	INTRO TO TRADES, 11	Technol
<input type="checkbox"/>	YMIS-1BIT	INTRO TO TRADES, 11B	Technol

- Drop All** will remove all course requests.
- Update** button adds classes to the course request list that were entered directly into the schedule matrix. *Always Update after making schedule changes on the matrix side of the screen.* Should the matrix be cleared using Drop All on the right, the course requests will remain intact from which to reschedule.
- Show courses excluded from scheduling** relates to the **Include in Scheduling checkbox** on the **Schedule > Course Attributes > Details**.
- Primary** requests displayed at the top left of the screen provide a variety of active functions for the student schedule builder.

Hovering over a request with the mouse, highlights where in the matrix sections of the course are offered. Course requests can then be dragged and dropped into those areas. It is best to click on the course description rather than the course code to avoid opening the course details popup. See **Work Mode** on the following pages for settings related to drag-and-drop functionality.

A red **X** in front of the Course code provides for the deletion of an individual request. For the course to be considered in the **Inclusion count** it must be setup in the course attributes.

Course descriptions displayed in **bold red** indicate course requests that have not been scheduled. Once they are scheduled, they will turn to black.

- Alternate** requests have relevance when schedule building in the build year. These are related to course request attributes and using **Reschedule**. Alternates are determined by dragging primary requests into this area. Should a request populate this area, it can be dragged into the primary request field or deleted altogether using the red **X**.

- **Secondary** requests are those courses students are taking from another school. These are also seen at the bottom of this left side view under, **Schedules from other schools**. These fields are only displayed when a student is enrolled in a course from a secondary school.

7.4.2.2 Matrix View: Schedule Matrix - Right Side

Printer Friendly Version

View and make changes as of 12/12/2016

<< List view

Student Schedule (25% scheduled - Class credits: 28.0)

Term code Work mode Allow conflicts ☐ Allow all over max ☐

	A	B
1	MCH--11-03 CHEMISTRY 11 Ebmcbrdf, R 407	MCH--11-03 CHEMISTRY 11 Ebmcbrdf, R 407
2	MSS--11-02 SOCIAL STUDIES 11 Fqtfqf, W 509	MSS--11-02 SOCIAL STUDIES 11 Fqtfqf, W 509
3	MEN--11-01 ENGLISH 11 Dwkrcqh, J 507	MEN--11-01 ENGLISH 11 Dwkrcqh, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Course ☐ Ignore warnings

- **Percent scheduled - Class credits** show the percentage of the schedule that has sections scheduled. This can be **misleading where there are periods outside of the "regular" day**. The system includes all periods in the timetable and calculates the percent accordingly. Set the Term code to FY for the Class credits to display all the classes scheduled at the primary school. If courses appear missing based on the credit count, this is due to those being calculated from courses taken at secondary schools. **The List view is more suited to the display of all courses from all schools.**
- **Term Code** can be changed to view the schedule by term, semester, or full year (FY). Setting to **FY** will include all the terms as well as full year providing a more comprehensive view.
- **Work Mode** by default is set to manual. This allows for the drag-and-drop of course requests into open periods of the student schedule. **Change to Auto-Shuffle to drag a course from the left and drop on a space that is already scheduled, bumping out the first class and returning it to the Request list where it will display in red OR if there is an open period that the first class can go to then it will bump it to that period.**

Course Requests

Course: _____ Allow over max: ☐

Primary

- ☒ MAF--11 ART FOUNDATIONS 11
- ☒ MBI--11 BIOLOGY 11
- ☒ MCJ--11 WOODWORK 11, CARPENTRY & JOINERY
- ☒ MEN--11 ENGLISH 11
- ☒ MPREC11 PRE-CALCULUS 11
- ☒ MSS--11 SOCIAL STUDIES 11
- ☒ MWR--12 WRITING 12
- ☒ YMIS-1AIT INTRO TO TRADES, 11

Alternate

- ☒ MPE--11 PHYSICAL EDUCATION 11

Printer Friendly Version

View and make changes as of 12/12/2016

Student Schedule (21% scheduled - Class credits: 24.0)

Term code: S1 Work mode: Manual Allow conflicts: ☐ Allow all over max: ☐

	A	B
1		
2	MSS--11-02 SOCIAL STUDIES 11 Fotgtf, W 509	MSS--11-02 SOCIAL STUDIES 11 Fotgtf, W 509
3	MEN--11-01 ENGLISH 11 Dwkrqgh, J 507	MEN--11-01 ENGLISH 11 Dwkrqgh, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101
5		

- Checkbox for **Allow Conflicts**, if selected, will allow more than one course to be placed in the same period on the matrix. This can be used temporarily in trying to work out the schedule. In DL or Alternate schools, this would provide the “Flex Ed” ability of entering multiple classes in a single period.
- **Allow All Over Max** checkbox will allow classes to be scheduled that have reached maximum enrollment (*but is locked down for some users as per District request*).
- **Allow over inclusion count** checkbox will allow you to ignore the set inclusion count. This is setup in **Schedule** top tab > **Preferences** side tab > **Category = Scenario-basic** > **Control inclusion students**.
- Each period on the matrix displays the scheduled class and two symbols, a red X to drop the class and a Padlock to lock the class so that it can't be moved.
- **Course** (think section) text entry box under the lower left side of the matrix allows direct entry of course/section numbers separated by commas and spaces. This field is case sensitive and must include the correct code with section number. Once entered, click **Add**.
- **Ignore Warning** checkbox allows a class to be scheduled despite a conflict.
- **Select** button (lower left corner of matrix screen) opens the Schedule Master Pick List. There are filters across the top of the master schedule that will return sections filtered by several criteria, including grade level, department, and period. Control+F can also be used in this screen to find and select course sections. Multiple classes can be selected before clicking **OK**. Note that this field is case sensitive.

Course Requests

Course: _____ Allow over max: ☐

Primary

- ☒ MAF--11 ART FOUNDATIONS 11
- ☒ MBI--11 BIOLOGY 11
- ☒ MEN--11 ENGLISH 11
- ☒ MPREC11 PRE-CALCULUS 11

Alternate

Printer Friendly Version

View and make changes as of 12/12/2016

Student Schedule (21% scheduled - Class credits: 24.0)

Term code: S1 Work mode: Manual Allow conflicts: ☐ Allow all over max: ☐

	A	B
1		
2		MSS--11-02 SOCIAL STUDIES 11 Fotgtf, W 509
3		MEN--11-01 ENGLISH 11 Dwkrqgh, J 507
4		MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101

Course: _____ Team: _____ Requested only: ☐
 Period: 1 House: _____ Valid sections only: ☐
 Track ID: All All: ☐ Allow conflicts: ☐
 Term: All Order by: Course Allow all over max: ☐
 Department: All
 Grade Level: 11

0 of 28 selected

Search on Course

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at n
MCH--11-01	CHEMISTRY 11	Fthoeu, Savit	S2	1(A-B)	1(1)2(2)	19	28	Y
MCH--11-02	CHEMISTRY 11	Ebnctodf, Rdla	S1	1(A-B)	1(1)2(2)	26	28	Y
MEN--11-02	ENGLISH 11	Dwkrqgh, J	S2	1(A-B)	1(A-B)	28	30	Y
MBL--11-01	BIOL 11	1 (open) Mlaandfdr Rhu, Mahta	S1	1(A,B)	1(A,B)	11	10	Y

- This screen will also show the total number of seats, how many have been taken, and if there are any designated students what category they are. A check in **Valid sections only** will bring up only available classes if you want to see all classes then clear the check mark from this field.
- **Drop All** button drops all classes from the schedule.
- **Lock All** locks all classes currently on the schedule.
- The **Reschedule** button will generate a schedule based on the **Course Request** list and class availability. See **Appendix A** for further information on using **Reschedule** and addressing validation errors.
- Changes within the matrix can be made dynamically. Clicking in an empty space automatically opens the **Schedule Master Pick List** with the **Period** filter defaulting to the period clicked.
- Course sections can be dragged from one period to another open period. The matrix does not identify term/semester when there is only one scheduled into a period.
- Where changes have been made, an asterisk (*) will display beside the course code indicating that the current schedule has not yet been posted and committed.
- **Post** and **Revert** buttons are located on the lower right corner of the screen. After sections have been dropped and changed, the **Revert button can be used to restore the schedule to the last posted version**. When satisfied with the schedule, click **Post** to commit the schedule.
- Where a transcript already exists for a student, moving to a new section of the course will trigger the **Update transcripts to new section** popup shown. This allows the user an option to merge the transcript record for the new course section with the one already created; thereby avoiding a second record for the same course.

Update transcripts to new section

Current transcript record	New transcript record	Update
MEN--12-03 ENGLISH 12	MEN--12-02 ENGLISH 12	<input type="checkbox"/>

7.4.2.3 Viewing Designation/ELL and Classes Totals

The number of students with a Primary Designation or ELL (Including ESL) will display on the popup window accessed from the **Student > Schedule > Workspace > Select....** button, in both the **School** and **Build** views.

Team	All	Requested only	<input type="checkbox"/>
House	All	Valid sections only	<input checked="" type="checkbox"/>
Platoon	All	Allow conflicts	<input type="checkbox"/>
Order by	Course	Allow all over max	<input type="checkbox"/>
		Allow over inclusion count	<input type="checkbox"/>

0 of 428 selected

Total	ClassTotal	Max	Class Max	A	B	C	D	E	F	G	H	K	P	Q	R	ELL	Closed at max?	SecType	Team	Platoon	Inclusion?
24		25		1										2	1		Y				N
20	27	30	30	1					1				2	1			Y				N
9	23	30	30	1						3				1			Y				N
27	[Q1] 1...	30	30	1											1		Y				N
25		30		1						2			1	3	4		Y				N

These totals are automatically updated when a student's schedule is **Posted**.

If a student's Primary Designation or ELL program participation is added, deleted, or changed there is a manual procedure to update the class composition for course sections.

This procedure is available in the following locations:

School view:

Student top tab > Select a student > Membership side tab > Programs sub-side tab > Options > Update Designation/ELL tallies,

Build view:

Workspace top tab > Master side tab > Options > Update Designation/ELL Tallies > Choose a Scenario.

When the manual procedure is run, it runs for all students, given the parameter selection.

Classes Totals

The Classes **Name**, **ID**, **ClassTotal** and **ClassMax** will display on the popup window accessed from the **Student** top tab > **Schedule** side tab > **Workspace** sub-side tab > **Select....** button, in both the **School** and **Build** views. These totals are automatically updated when a student's schedule is **Posted**.

Course

Period

3

▼

Track ID

All

▼

Term

All

▼

Department

All

▼

Grade Level

All

▼

Team

All

▼

House

All

▼

Platoon

All

▼

Order by

Course

▼

Requested only

☐

Valid sections only

☒

Allow conflicts

☐

Allow all over max

☐

Allow over inclusion count

☐

<

1:Yearbook [MVA-09IBYB-01]

>

0 of 389 selected

Search on Name

<input type="checkbox"/>	Course	Teacher	Description	Name ▼	ID	Term	Unrotated Schedule	Schedule	Total	ClassTotal	Max	Class Max
<input type="checkbox"/>	MVA-09IBYB-01	Minns, Barika	FA - YEARBOOK 9	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	4	24	30	30
<input type="checkbox"/>	MVAM-10IB-01	Minns, Barika	FA - YEARBOOK 10	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	6	24	30	30
<input type="checkbox"/>	MVAMT11YB-01	Minns, Barika	FA - YEARBOOK 11	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	5	24	30	30
<input type="checkbox"/>	MVAMT12YB-01	Minns, Barika	FA - YEARBOOK 12	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	9	24	30	30

These values will only be displayed if a Classes grouping has been created. Classes created are in **School** view > **Schedule** top tab > **Master** side tab > **Classes** > **Details**

Hugh Boyd Secondary 2017-2018

School view Select school Peetosutan, Tayan Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Classes :: Yearbook 9-12

Master

Options Reports Help

Sections

Save Cancel

Default Template

Matrix View

Classes

Details

Roster

Class Size Summary

Schedules

Courses

Rooms

Structure

Schedule Attributes

Identifier * Yearbook 9-12

Name Yearbook

Class maximum enrollment * 30

Class closed at max ☒

Class enrollment total 24

Course	Description	Teacher	Classroom	Schedule term	Schedule	Enrollment maximum	Enrollment total
<input type="checkbox"/> MVA-09IBYB-01	FA - YEARBOOK 9	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	4
<input type="checkbox"/> MVAM-10IB-01	FA - YEARBOOK 10	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	6
<input type="checkbox"/> MVAMT11YB-01	FA - YEARBOOK 11	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	5
<input type="checkbox"/> MVAMT12YB-01	FA - YEARBOOK 12	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	9

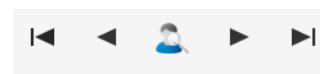
Add Delete

The table below matches the column names with the field on these two screens.

Workspace column name	Classes screen
Name	Name
ID	Identifier
ClassTotal	Class enrollment total
Class Max	Class maximum enrollment

7.4.3 Workspace List View

The List View provides an alternative means of managing student schedules. To access the List View from the Matrix View, click on the hyperlinked, List View found at the top right of the screen.



<< List view

The window is divided into an upper block displaying the **Student Schedule** and a lower block of **Course Requests**. This view offers a “cleaner” display of the list of classes and course requests. Users may prefer this view as it is easy to see if the student has the correct number of classes scheduled. **This view does not offer the drag-and-drop feature available in the matrix view.**

7.4.3.1 List View: Upper Block - Student Schedule

Clicking in the header of any fields in the Student Schedule block will sort the field. In the example below, the Schedule field has been sorted which makes it easy to see that each of the regular day periods (1 – 4) have a class assigned for each semester.

Student Schedule (64% scheduled - Class credits: 44.0)

0 of 13 selected

<input type="checkbox"/>	Course	Description	Term	Schedule ▲	Unrotated Schedule	Teacher	Classrm
<input type="checkbox"/>	MPE-10B-01	PHYSICAL EDUCATION 10, BOYS	S1	1(A-B)	1(A-B)	Mditspn, Hbpcw	Gym 1
<input type="checkbox"/>	MAWM-10-02	MATH 10, APPRENTICESHIP AND WORKPLACE	S2	1(A-B)	1(A-B)	Spujver, Ajmww	508
<input type="checkbox"/>	MSS-10-02	SOCIAL STUDIES 10	S1	2(A-B)	2(A-B)	Xwksuw, Pis	506
<input type="checkbox"/>	MEN-10-03	ENGLISH 10	S2	2(A-B)	2(A-B)	Dwkrqch, Jnpjoi	507
<input type="checkbox"/>	MFDN-10-02	FOODS AND NUTRITION 10	S1	3(A-B)	3(A-B)	Ddooyvnbx, Qpvbaw	502
<input type="checkbox"/>	MPLAN10-07	PLANNING 10	S2	3(A-B)	3(A-B)	Jpdsck, Xprcw	104
<input type="checkbox"/>	MSC-10-05	SCIENCE 10	S1	4(A-B)	4(A-B)	Fllthoeu, Saixtj	406
<input type="checkbox"/>	MTEW-10-02	WOODWORK 10	S2	4(A-B)	4(A-B)	Wullin, Egte	305

Classes in the List View can be selected and dropped. They can also be added using the **Course** field or the **Select** option. To the far right of the screen is the **Lock** field provided for use with the **Reschedule** function.

7.4.3.2 List View: Lower Block - Course Requests

Course requests are managed in the **List View** using the Number/Add, Select or Drop options in the bottom left corner.

Course Requests ☐ Show courses excluded from scheduling

<input type="checkbox"/>	Number	Description	SecType	SectNo	TPYView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max <input type="checkbox"/>
<input type="checkbox"/>	MAWM-10	MATH 10, APPRENTICESHIP AND WORKPLACE Add...			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MEN-10	ENGLISH 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MFDN-10	FOODS AND NUTRITION 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MPE-10B	PHYSICAL EDUCATION 10, BOYS			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MPLAN10	PLANNING 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MSC-10	SCIENCE 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MSS-10	SOCIAL STUDIES 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MTEW-10	WOODWORK 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MTEC-10	AUTO MECHANICS 10			1/2	2.0000				Y	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MTEM-10	METALWORK 10			1/2	2.0000				Y	0	N			<input type="checkbox"/>

Number

Courses not scheduled display the description in **bold red** with an **Add...** hyperlink (see above). Clicking this link opens the **Schedule Master Pick List** shown below filtered to the sections of the course selected. Sections can be selected to fill openings in the student schedule.

Course: MAWM-10 Team: All Requested only: ☐
 Period: All House: All Valid sections only: ☒
 Track ID: All Platoon: All Allow conflicts: ☐
 Term: All Order by: Course Allow all over max: ☐
 Department: All
 Grade Level: All

0 of 2 selected

<input type="checkbox"/>	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
<input type="checkbox"/>	MAWM-10-01	MATH 10, APPRENTICESHIP AND WORKPLACE	Owbody, Uwniku	S1	1(A-B)	1(A-B)	18	28	Y					N
<input type="checkbox"/>	MAWM-10-02	MATH 10, APPRENTICESHIP AND WORKPLACE	Spuyver, Ajmwv	S2	1(A-B)	1(A-B)	23	28	Y					N

7.5 Future Add/Drop Classes

Where the school preference to **Allow future add/drop** is set to yes, an option will be presented at the top of the screen to **View and make changes as of**, with a date field provided. An additional block, **Pending Student Schedule Changes** will be found in the List View between the Student Schedule and the Course Requests. In the Matrix View, this is presented in the bottom right block.

Set the date for the change to take effect and add or drop the appropriate class(es) as usual.

View and make changes as of

Student Schedule (29% scheduled - Class credits: 32.0) 1 of 8 selected

<input type="checkbox"/>	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House
<input type="checkbox"/>	MCH--11-03*	CHEMISTRY 11	S1	1(A-B)	1(1) 2(2)	Ebmcrbdf, Rtlkw	407			
<input type="checkbox"/>	MPREC11-01	PRE-CALCULUS	S2	1(A-B)	1(A-B)	Gruem Orie	P7			

Posting changes will generate a popup indicating the effective date. The Pending Student Schedule Changes block displays all pending changes.

Pending Student Schedule Changes

<input type="checkbox"/>	Type	Effective Date	Course	Description	Term
<input type="checkbox"/>	Add	16/12/2016	MCH--11-03	CHEMISTRY 11	S1

Delete

Make Effective Now

Changes to the date displayed to the left of, **View and make changes as of**, will display the student schedule as of that date. A date set beyond the effective dates for changes will show the schedule after the changes, a current date will display the schedule at that point in time.

All changes will take effect on 16/12/2016

☒ OK

☐ Cancel

Note: Enrolment totals on sections reflect the current date, not future changes. However, modifying class rosters will take into account pending changes. For example, if a future addition will meet the maximum enrollment, trying to add another student in the interim will not be allowed generating a pop-up message that the class is full.

Course: OK
Period:
Track ID:
Term:
Department:
Grade Level:

Team:
House:
Platoon:
Order by:

Requested only: ☐
Valid sections only: ☒
Allow conflicts: ☐
Allow all over max: ☐

Section "MCH--11-03" has reached its max and is closed as of 12/16/2016.

☒ OK

1 of 1 selected

<input type="checkbox"/>	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
<input checked="" type="checkbox"/>	MCH--11-03	CHEMISTRY 11	Ebmcrbdf, Rtlkw	S1	1(A-B)	1(1) 2(2)	26	28	Y					N

☒ OK ☐ Cancel

7.6 Additional Scheduling Tools

7.6.1 Change History

Change History is found from **Student > Schedule > Change History**. A record of posted schedule changes is displayed showing what was changed, when, where and by whom. **Note that these records can be deleted.**

Student List :: 11 - Burssow, Ekevin

Options Reports Help Search on Timestamp

0 of 4 selected

Type	Change Date	Effective Date	Course	SecNo	User
Add	12/12/2016	12/12/2016	YLRA-0AOS-03	03	Ba
Add	12/12/2016	12/12/2016	MFDN-11-01	01	Ba
Drop	12/12/2016	12/12/2016	YLRA-1AOS-03	03	Ba
Drop	12/12/2016	12/12/2016	XSPBK0A-05	05	Ba

Schedule
Schedule
Workspace
Attributes
Change History

7.6.2 BC Student Course Change History Report

School view > Student top tab > Reports > Student Course Change History

The report displays all the Add/Drop records for a student within the selected date range

In the pop-up parameter screen, enter the **date range** of the records, **students to include**, and the desired **format** of the report.

Surrey BC Student Course Change History Semiahmoo Sec						
Page 1 March 11, 2020 - April 20, 2020						
Student Name: Abate, Shenna Pupil: 1368754						
Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	IBIS-11-S-1	IB BIOLOGY SL 11	Andersondargatz, Matoska	25/03/2020	25/03/2020	Nadeem, Hassam
Drop	MFR-10-S-03	FRENCH 10	Khantaheri, Jonace	25/03/2020	25/03/2020	Nadeem, Hassam
Student Name: Abdrakhmanov, Fiodmilano Pupil: 687351						
Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	ICHH-11-S-04	IB CHEMISTRY HL 11	Cirulis, Binaiya	17/04/2020	17/04/2020	Nadeem, Hassam
Add	ICHH-11-S-1	IB CHEMISTRY HL 11	Leavethoosman, Pailyn	17/04/2020	17/04/2020	Nadeem, Hassam
Drop	MCE-09-Y-01	CAREER EDUCATION 9	Lebedev, Tillmann	17/04/2020	17/04/2020	Nadeem, Hassam

7.6.3 Conflicts

The **Conflicts sub-side tab provides a view only matrix** which shows sections offered, with those scheduled highlighted in blue, as well as the periods other sections are offered. The **Comment** field will indicate if a course request was not fulfilled. Clicking on a periods section will display the Schedule Master pick list for that section with enrollment and max totals. This does not consider Classes groupings.

Student Schedule [29% scheduled - Class credits: 32.0]

Course	Periods		
	1	2	3
MAT-11 AUTOMOTIVE TECHNOLOGY 11			
MAWM-11 MATH 11, APPRENTICESHIP AND WORKPLACE		S:02 [S2]	O:01 [S1]
MCH-11 CHEMISTRY 11	O:03 [S1] C:01 [S2]		O:02 [S2]
MCOM-11F COMMUNICATIONS 11 - FOCUS		S:01 [S1]	
MESC-11F EARTH SCIENCE 11 - FOCUS	S:01 [S1]		
MSS-11 SOCIAL STUDIES 11	O:03 [S2]	C:02 [S1] O:05 [S2]	O:04 [S1] C:01 [S1]
MWEX-2AF WORK EXPERIENCE 12A - FOCUS			S:01 [S1]
MWEX-2BF WORK EXPERIENCE 12B - FOCUS			S:01 [S1]

ts2.myeducation.gov.bc.ca/asp/en/addStudentSchedule.do?parentForm=studentScheduleConflictMatrixForm&

Course: MSS-11 OK

Period: 4

Track ID: All

Term: All

Department: All

Grade Level: All

Team: All

House: All

Platoon: All

Order by: Course

Requested only: ☐

Valid sections only: ☐

Allow conflicts: ☐

Allow all over max: ☐

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	Se
<input type="checkbox"/> MSS-11-01	SOCIAL STUDIES 11	Fottgf, Wwucdpx	S1	4(A-B)	4(A-B)	30	30	Y	

Appendix A: Reschedule

The Reschedule functionality assesses the master schedule structure and enrollments to find a “best fit” for the student. In doing so, if any aspect of the schedule structure is not complete or if the expression and matrix are out of sync, the result will be validation errors. Building a school schedule in MyEdBC using the builder will minimize the likelihood of these errors. Should there be validation errors, click on Messages to view the validation errors.

Ecole Secondaire Bellenes Sec 2016-2017

School View ▾ Select School Culture, Site

Pages School Student Staff Attendance Conduct Grades Tools Admin

Student List : 10 - Abdalla, Elizabeth T A

Details Options ▾ Reports ▾ Help ▾

Contacts Printer Friendly Version

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Schedule

Workpace

Attributes

Change History

Requests Course [] Ignore warnings Add

Graduation Progress Select Drop Reschedule Messages

Membership

Transactions

Documents

At Risk

Snapshots

View and make changes as of 13/12/2016 0 of 0 selected

Student Schedule (29% scheduled - Class credits: 36.0)

	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clsrm	SecType	Team	House	Platoon	Inclusion
<input type="checkbox"/>	MFR-10-01	FRENCH 10	S1	P1(D1-D2)		Oqhtf_Xaojd	R405			GR10		Y
<input type="checkbox"/>	MFMP-10-05	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	S2	P1(D1-D2)		VlQgfL lauo	R303			GR10		Y
<input type="checkbox"/>	XAC-11D9LNK-24	ASSIGNED TIME 11	FY	P17(D1-D2)		Xkieswgs_Sut	AUD			GR11		Y
<input type="checkbox"/>	MPE-10-01	PHYSICAL EDUCATION 10	S1	P2(D1-D2)		Eirfmgl_Lecua	Gym3			GR10		Y
<input type="checkbox"/>	MPLAN10-02	PLANNING 10	S2	P2(D1-D2)						GR10		Y
<input type="checkbox"/>	MELR-12-01	ELECTRONICS 12 ROBOTICS	S1	P3(D1-D2)						GR12		Y
<input type="checkbox"/>	MSS-10-04	SOCIAL STUDIES 10	S2	P3(D1-D2)						GR10		Y
<input type="checkbox"/>	MSC-10-03	SCIENCE 10	S1	P4(D1-D2)						GR10		Y

Validation Errors
Errors happens while retrieving Master/teacher data
Field Master > course is not a valid Course (record MPHE-08D9GOL-01.)
Validation Warnings
Field Master > teacher cannot be blank (record: MPHE-08D9GOL-01.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-06.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-06.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-03.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-07.)
Field Master > teacher cannot be blank (record: MPHE-11D9GOL-01.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-04.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-05.)
Field Master > teacher cannot be blank (record: XSIEPQA-DL-05.)
Similar validation for master data has happened for more than 10 times. The

Pending Student Schedule Changes

Type	Effective Date	Course	Description	Term	Schedule	Teacher
No matching records						

Delete Make Effective Now

Course Requests

	Number	Description	SecType	SecNo	TPVView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	ARPr	Inclusion?	All 1 > Crs No
<input type="checkbox"/>	MELR-12	ELECTRONICS 12 ROBOTICS			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MEN-10	ENGLISH 10			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MFMP-10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MFR-10	FRENCH 10			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MPE-10	PHYSICAL EDUCATION 10			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MPLAN10	PLANNING 10			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MSC-10	SCIENCE 10			1/2	2.0000			N	0	N		
<input type="checkbox"/>	MSS-10	SOCIAL STUDIES 10			1/2	2.0000			N	0	N		

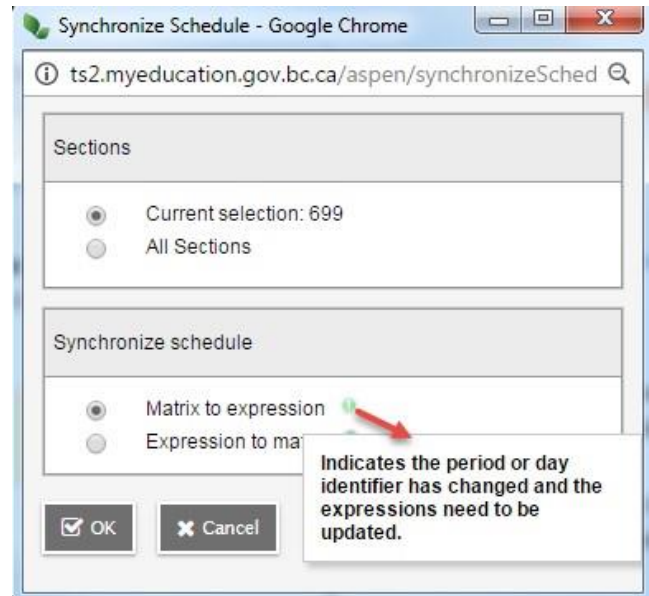
Number Add

Select Drop Update

Helpful filters:

From **Schedule** top tab > **Master** side tab, two filters are provided to help schedulers identify areas that may interfere with the use of the Reschedule functionality. It also shows situations that may be affecting structural integrity of the schedule.

- **Schedule Validation** – This filter provides a list of sections missing a schedule term or schedule expression.
- **Schedule expression out of sync with matrix** – This filter provides a list of courses for which the schedule expression and matrix are out of sync. From the Schedule > Master use Options > Synchronize Schedule. The popup parameter window allows the user to choose the Current selection from the list or All sections. Depending on whether the matrix is correct, and the schedule expression is wrong, or whether the expression is correct the matrix is not, will determine which option to select the Synchronize schedule. Hovering the mouse over the green exclamation mark to the right of the option.



Some common validation errors include:

- Teacher cannot be blank: assign a teacher to the section
- Teacher is not a valid teacher: teacher must have Include in scheduling (Staff > Schedule > Attributes)
- Schedule expression out of sync with matrix: use filter of same name from Schedule > Master to find course sections for correction
- Schedule bitmap is empty or invalid: use Schedule Validation filter from Schedule > Master to identify sections in need of attention

Note: Student schedules can be manually entered and Posted without using the Reschedule procedure.

Appendix B: Common Reports

Student Schedules- **Student > Schedule > Reports > Scheduling Reports > Student Schedules (Sheet) BY TERM - OLD**

Multiple Student Schedules - **Schedule > Master > Reports > Students > Student Schedules (Sheet) BY TERM - OLD**

Class Totals and Details – **Schedule > Master > Reports > Scheduling Reports > BC Master Schedule**

Course Catalogue – **Schedule > Courses > Reports > Course Catalogue**

Single Student Transcripts – **Student > Transcripts > Reports > Grad Reports > School Transcript**

Multiple Student Transcripts – **Student > Filter to students you want (Options show selected) > Reports > Grad Reports > School Transcript**

Single Student Diploma Verification – **Student > Reports > Diploma Verification**

Diploma Verification – **Student > Select Students (Options show selected) > Reports > Grad Reports > Diploma Verification**

Report Cards – **Student > Select Students (Options show selected) > Reports > Report Cards**

PSR Card - **Student > Select Students (Options show selected) > Reports > Permanent Student Record**

Appendix C: Student Course Section Withdraw and Transcript Records

Student Transcript Records

Student transcript records are created when a school *posts grades* or a school *posts course dates* for a course section.

- Students with a final mark in Grade Input, either enrolled or withdrawn from a course section, will have a transcript record created during posting.
- Students withdrawn from a course section without a final mark in the withdrawn tab of Grade Input will not have a new transcript record created. A previously created transcript record will exist until deleted.

Drop a student from a course section and retain a transcript record

- Enter a final mark in Grade Input for the student.
 - **Grades > Grade Input > Select the Course > Enter the final mark for the student**
 - **Options > Post Grades** for the course section.
 - **OK**
 - Posting Grades post the final mark to the transcript record.
- Post Dates for the course section.
 - **Grades > Grade Input > Select the Course**
 - **Options > Post Grades** for the course section.
 - Check off **Post Course Dates**
 - **OK**
 - Posting dates will populate the transcript record with all the dates, including completion date.
- Drop the student from the course section in Student > Schedule > Workspace.

Classes :: MACLV12-4S-01 - ACTIVE LIVING 12

Grade Terms	Options ▾	Reports ▾	Help ▾	
Transcripts	Grade Columns: Post Columns - Term ▾ ... Term: Q2 ▾ Status: <input checked="" type="radio"/> Enrolled			
Transcript Column Attributes	https://sdt.myeducation.gov.bc.ca/asp... sdt.myeducation.gov.bc.ca/asp/officePostGrades...			
Credit Adjustments	Post Grades Class: MACLV12-4S-01 ACTIVE LIVING 12 Post course dates: <input type="checkbox"/> Grade Term: Q2 ▾ Grades to post: Term grades for all student ▾			
Grade Input	<input checked="" type="checkbox"/> OK <input type="checkbox"/> Cancel			
▶ Input Grid Student Assignment Curricular Competencies Grade Posts				
Grade Post Controls				
GPA				

Drop a student from a course section and remove a transcript record

- Ensure there is no final mark in Grade Input for the student.
 - Options > Post Grades if a previous mark existed and was deleted
- Drop the student from the course section in
 - Student > Schedule > Workspace.
- Delete the existing blank transcript record (if one existed previously).
 - Student > Transcript > Select Record > Options > Delete

8.0 TAKING ATTENDANCE

8.1 Overview of Class Attendance in the Class Office Side Tab

There are two different types of attendance records in MyEd BC:

Daily Attendance and Class Attendance. **We only use the Class Office** side tab to take attendance in SD23.

These are two distinctly different methods of recording student absences and the two screens/types **do not** communicate well back and forth. A Class Attendance record makes up a "portion" of a day's absence and depending on the number of periods or classes in a day, these can be "combined" to approximate a "Daily" value. There is an automated process that is run provincially every night if the school setup is correct. This process converts the Class value to a Daily value for each day.

In the Class Office side tab, a Daily Attendance record is "pushed out" to all the classes or periods from the **Daily Code** column. In the **Daily Code** column, there will be a Daily Attendance value, followed by two "greater than" symbols (>>). Clicking the >> will copy the attendance code to each of the student's classes. This value will push out to all course sections scheduled that day. **If the absence is for a portion of the day only, you must adjust the class attendance by period as needed.**

When the teacher logs in, the teacher will see this value and knows that the student has been marked absent for that section or class.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin		
Class Attendance Office Input													
<div> <div>Options ▾ Reports ▾ Help ▾</div> <div>Search on Name <input type="text"/></div> <div> </div> </div>													
<div> <div>1 Aguirrecardenas, Rukmn ▾ ></div> <div>0 of 278 selected </div> </div>													
	<input type="checkbox"/>	Name	Usual Name	Pupil #	Grade	Calendar	Daily Code	1	2	3	4	5	6
Daily Office	<input type="checkbox"/>	Aguirrecardenas, Rukmn	Aguirrecardenas, Rukmn	238947	11	Standard	A-E [Vacation] >>	A-E	A-E
Daily Roster	<input type="checkbox"/>	Alayoamaya, Tracii	Alayoamaya, Tracii	409686	10	Standard	... >>	L
Daily Batch	<input type="checkbox"/>	Album, Muskann	Album, Muskann	295774	12	Standard	A-E [Field Trip] >>	A-E	A-E	A-E	A-E
Daily History	<input type="checkbox"/>	Alhit, Hongqi	Alhit, Hongqi	244277	11	Standard	A-E [Field Trip] >>	A-E	A-E	A-E	A-E	...	A-E
Daily Summary													
Class													

In example 1, the student is marked Absent Excused (AE) for an appointment but when the chevron (greater than symbols) >> are selected to push the value out to the period columns, the AE is pushed out to all periods for the day. Because the Block rotation for the day is 8765 and it is only a "morning absence", the Class Attendance must be adjusted by "Period" to delete the afternoon or period 6 and period 5 absences. (See Example 2 on the following page).

Example 2: The attendance record should only indicate that the student is away for the morning (.5) and the block rotation is 87(am) 65(pm). To correct the attendance record, you must delete the afternoon entries (the 65 block) where the student has been marked absent. To delete the afternoon absence, you simply click on the A-E for each period and select Delete in the pop-up window. You also can enter a note for the absence in the Comment section.

The Class Attendance now reflects the proper attendance for the student.

Class Attendance can also be entered for a student by clicking on the ellipsis in the appropriate period column, bringing up a pop-up. Then an attendance code and reason can be entered only for that specific class.

Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Global

Tools

Admin

Class Attendance Office Input

Daily Office

Daily Roster

Daily Batch

Daily History

Daily Summary

Class

Options

Reports

Help

Search on Name

</

Any changes you make in this screen will be visible to the teacher when they go to their Staff view > Attendance for this course section.

Important Note: It is the responsibility of the person entering attendance to reconcile the Class Attendance entries so that they reflect accurate attendance information for the student prior to sending out the absentee notifications to parents/guardians through Safe Arrival.

Instructional Attendance Videos can be found at <http://myedbc.sd23.bc.ca/> under Training > Clerical Training > Attendance – Class Office.

8.2 Attendance – Class Office side tab

- School view > Attendance top tab > Class Office side tab**
 - Use the Class Office side tab exclusively to enter attendance.
 - This section will only cover Class Office attendance in an elementary school with a Twice Daily Attendance set up (AM and PM)
- You can change the Date you would like to be viewing using the Date field on the far right of the screen.
- Office staff can view and take attendance from the Class Office side tab. Here, filters are very important, as they will save a lot of time finding students and working with the existing records.
- The Class Office side tab displays both the Daily Code value as well as the individual periods that exist in your school structure where you can add or edit attendance for each period (AM, PM, 1, 2, 3, etc.)
 - The Daily Code column represents attendance records created in the office.
 - The Period (AM, PM, 1, 2, 3, etc.) represents attendance records generated by **teachers in the classroom.**



8.2.1 Class Office Filters

The default filter will be **All Records**. This will show you every student in the school, regardless of whether they have an existing attendance record or not. This is useful when you will be adding a new attendance record for a student on any given day.

The **Attendance Activity** filter will narrow the list of students to those who have any attendance records assigned to them on that date. This filter is useful when you want to work with only the Attendance Records for a day; perhaps to modify existing ones or to remove the record for a student.

The **Attendance Discrepancy** filter will display all students who have a Daily Attendance value of Absent but have no Absent records for any of their classes. As soon as a student has a single Absent record assigned to one of their classes, they will no longer appear in this filter. That is, it does not consider that they may have an Absent Portion value of 1.0 but have only been marked as missing one class.

8.2.2 Taking Class Attendance in the Class Office side tab

1. If a teacher has Posted attendance for his or her class, the value will appear in the AM, PM, or numbered "course" or "period" column.
2. To take Class Attendance from this view, click on the ellipsis in the Daily Code column in the appropriate Student. This will open a popup, and you can then assign the attendance codes and reasons for the student in that class.
3. If it is an all-day absence, there must be a **Portion absent = 1**, **AM code** (Absent Excused – AE) and **Reason**, and a **PM code** (Absent Excused – AE) and **Reason**.
4. Always check to ensure the date is correct.
5. The period attendance must be modified to reflect the correct portion absent if necessary.

The screenshot shows a 'Daily Code' popup window. At the top, it says 'Daily Code' with a red box around an ellipsis icon and a '>>' button. Below this is a form for student 'Simpson, Bart' on '2/20/2017'. The form has the following fields:

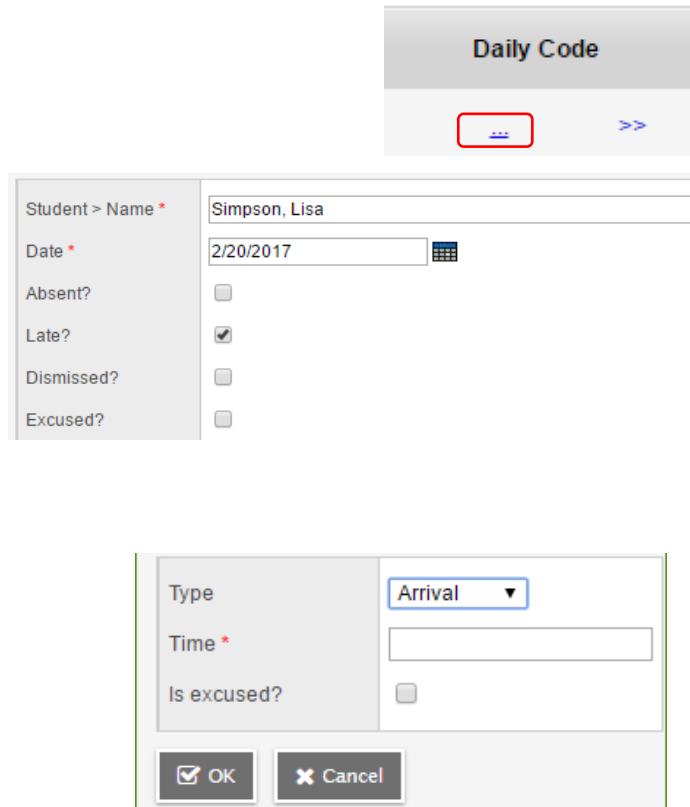
- Absent?: ☒
- Late?: ☐
- Dismissed?: ☐
- Excused?: ☒
- Portion absent: 1.0000 (dropdown)
- Other code: (dropdown)
- Other code 2: (dropdown)
- Reason: Illness (text input with search icon)
- Absent PM?: ☒
- Late PM?: ☐
- Dismissed PM?: ☐
- Excused PM?: ☒
- Reason PM: Illness (text input with search icon)



8.2.3 Entering a Late Record from the Office (Class Office)

Attendance top tab > Class Office side tab >  = All Records

To enter a student Late in the **Class Office** side tab, you must enter a time to Save the record:

1. Click the ellipses in the row beside the student's name. A window will open to allow the creation of the Attendance record.
2. Ensure the student's name is correct.
3. Verify the correct date.
4. Check the box beside Late
5. Below the Arrivals & Departures area of the screen, click **Add**.
6. Select **Arrival** for the Type.
7. Enter a **Time** for the "Late" arrival (required).
8. Click the box beside "Is excused?" if relevant.
9. Click **OK**



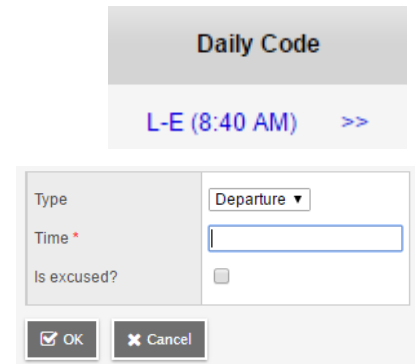
- 10.** The  does not work to push a Late or L entry out to the AM or period field. You must also click the ellipses () in the AM or the correct period field and select **L** from the pop-up for the teacher to see this value. This is an important step in the process for taking attendance; if an "L" is not entered in the period column, the teacher may enter the student A or Absent Unexcused and a parent will get a notification to that effect.

8.2.4 Entering Arrivals and Departures in the Office

MyEdBC will only allow a single "daily" attendance record to be created for a single student. If a student leaves or comes back to the school within a given day, it is entered as an Arrival or Departure and "appended" to the original entry. For example, if a student arrives "late" in the morning and then leaves the school early for an appointment, it is entered into the same attendance record in the Class Office side tab:

Attendance top tab > Class Office side tab > = Attendance Activity

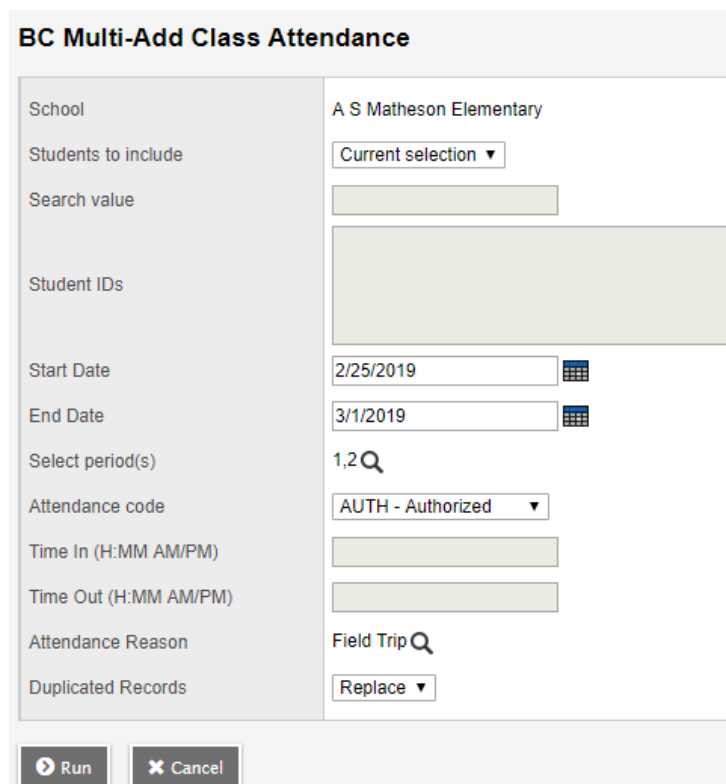
1. Click the Daily Code attendance entry for the correct student.
2. Click Add below the Arrivals & Departures portion of the screen.
3. Choose Departure from the Type drop down.
4. Enter the time.
5. Click the box beside "Is excused?"
6. Click OK



8.2.5 Entering Attendance for a "Group of students" using a Snapshot

You can create attendance records for a group of students if they are going to be away for a field trip, athletic event, etc. (This will only update Primary Active Student Attendance information).

1. Create your Snapshot under the **Student** top tab.
2. Go to **Attendance** top tab > **Class Office** side tab. **Filter > Manage Filters > Click New. Filter Type = Snapshot.** Select your snapshot from the list.
3. Click **Filter** and choose the **Snapshot** you just added to the list.
4. Click **Options > Multi-Add Class Attendance**
5. **Students to include = Current Selection**
6. Select the correct date(s).
7. Click the magnifying glass to enter the periods affected (AM, PM, or AM and PM).
8. **Attendance code – AUTH (for field trip)**
9. Click the magnifying glass to enter the **Attendance Reason** (field trip).
10. Uncheck **Overwrite existing** (checking this box will overwrite a previous attendance record for any student in the snapshot who has already been marked Absent for the day).



8.2.6 Entering Class Attendance for Multiple Students or Multiple Days at the Same Time

School > Attendance > Class Office > Options > BC Multi-Add Class Attendance

VERY IMPORTANT:

When creating attendance records/entries for multiple students using the **BC Multi-Add Class Attendance** under Options in the Class Office side tab, it is imperative that **ONLY** the students you are creating an attendance record for are displayed on the screen either through:

- Snapshot
- Section
- Selection (and then choosing **Options > Show Selected**)

If you do not refine the selection to display only the students you want, **you run the risk of creating an attendance record for ALL STUDENTS in your school.** If you make this error and you have 800 students in your school, and 4 periods per day then you will have to delete 3200 entries.

- **Students to Include** – prior to using the **BC Multi-Add Class Attendance** function you **MUST** have **ONLY** the students you are entering attendance records for already displayed on your screen!
- **Start and End Dates** – defaults to the current date, enter the correct date or range of dates for the attendance record entry
- **Select period(s)** – select a single or multiple periods from the picklist
- **Attendance code** – The code determines the type of Daily Attendance record created, select the appropriate code for
 - **A** – Absent
 - **AE** – Absent Excused
 - **L** - Late
 - **LE** – Late Excused
 - **AUTH** – **Authorized (this is the code used for Field Trips)**
 - **D** – Early Dismissal
 - **OnSite** – student is Excused from their scheduled class but still in the school
 - **OffSite** - student is Excused from their scheduled class but off site with another class
- **Time In** - available for entry when Attendance code of L - Late or LE - Late Excused is selected. Time can be entered as a numeric and will be automatically formatted on the student record - HH:MM AM/PM. (10:15 AM)

- **Time Out** – available for entry when Attendance code of D – Early Dismissal is selected. Time can be entered as a numeric and will be automatically formatted on the student record - HH:MM AM/PM. (10:15 AM)
- **Attendance Reason** – select the appropriate Attendance Reason from the picklist per school or district policy
- **Duplicated Records** - provides options for how the system handles a record if one already exists for a student on that date.
 - **Skip** – will not overwrite the existing class attendance record
 - **Replace** – will overwrite the existing class attendance record with the new information

Ensure you have only the records you want to add Attendance information for, selected and showing on the screen before you proceed!

Click **Run** to record these absences. A confirmation pop-up will appear **indicating how many records were updated.**

8.2.7 Entering Paper Based (TOC) Attendance

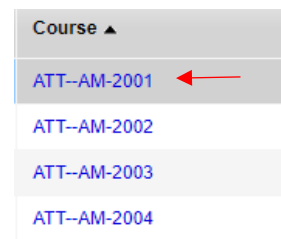
School View > Attendance top tab > **Class Roster** side tab

8.2.7.1 Elementary or AM/PM Attendance:

Click the Course column header and search (att) for the correct AM or PM homeroom with the correct Primary Staff > Name

Click the blue hyperlink for the correct course.

This will open the class roster and you can enter attendance.



Course ▲
ATT-AM-2001
ATT-AM-2002
ATT-AM-2003
ATT-AM-2004

Ensure you have the correct date selected. Click Post when you have completed entering the absences for the class.

8.2.7.2 Middle/Secondary or Period Based Attendance

Click on the appropriate column (Course, Primary Staff > Name) to search for the course or teacher you are entering the attendance records for and then click the hyperlink to select the course/section.

This will open the class roster for the course, and you can enter attendance.

Ensure you have the correct date selected. Click Post when you have completed entering the absences for the class.

Attendance

Classes :: 2018-2019 - ATT--PM-2010 - PM Attendance

Options Reports Help

Period PM

Post

Attendance for: 4/1/2019

28 records

Pupil #	Name	Code	Class Attendance	Daily Attendance
	Student Names appear here	A L P	Present	Present
		A L P	Present	Present
		A L P	Present	Present
		A L P	Present	Present
		A L P	Present	Present

Class Roster Students

8.3 Attendance Codes

Student Attendance codes indicate what type of Attendance Record is created for the student. These six system codes, combined with optional additional settings define the type of attendance record. A Reason code may be assigned to indicate why a student was given the attendance record per school or district policy.

- **A (Absent)** – Absent Excused or Absent Unexcused
 - **Excused** – check the excused checkbox or use the A-E dropdown if available
 - **Unexcused** – leave the checkbox unchecked
- **L (Late)** – Late Excused or Late Unexcused
 - **Excused** – check the *Excused* checkbox
 - **Unexcused** – leave the *Excused* checkbox unchecked
- **Time In** – place to record the time the student arrived (per school or district policy) defaults to the current time, edit as appropriate
- **D (Dismissal)** – Dismissal Excused and Dismissal Unexcused
 - **Excused** – check the *Excused* checkbox
 - **Unexcused** – leave the *Excused* checkbox unchecked
 - **Time Out** – place to record the time the student left (per school or district policy) defaults to the current time, edit as appropriate
- **AUTH (Authorized)** – Use this code for Field Trips
 - will not count as an absence record for the student but will indicate that the student is attending an authorized school event but not present at the school

- **ISS (In School Suspension)** – can be applied as a standard attendance entry *and* is automatically assigned as *ISS – Excused* to a student given an In School Suspension with a date range in the Conduct module. The record can be edited to uncheck the Excused checkbox per school or district policy. See the *Conduct Management* guide for details.
- **OSS (Out of School Suspension)** can be applied as a standard attendance entry *and* is automatically assigned as *OSS – Excused* to a student given an Out of School Suspension with a date range in the Conduct module. The record can be edited to uncheck the Excused checkbox per school or district policy. See the *Conduct Management* guide for details.

8.4 Attendance Reports

8.4.1 Class Attendance Reports

School view > Attendance top tab > Class Office side tab > Reports

8.4.1.1 BC Class Attendance Call Sheet

- Lists students with an Absent (unexcused) attendance record entered on that day, report includes Name, Grade level, Homeroom, Gender, Attendance Code, and the Name and Phone numbers of the two student contacts with highest priority
 - **Date**
 - **Sort results by** – select Name, Grade Level or Homeroom from the dropdown list
 - **Format** – select the format to print

8.4.1.2 BC Class Attendance Post Verification

- Advises when and if Class Attendance was posted by a staff user on the selected date. The report can be run for a selected course section or for a selected teacher.
 - **Start and End Dates** - enter the range of dates to include on the report
 - **Select class** – select a course section from the picklist
 - **Select teacher** – select a teacher from the picklist
 - **Show non-posts only**
 - **Check** - to only show classes where attendance was not posted
 - **Uncheck** - to show all classes and if they were posted or not
 - **Sort results by** – Name or Time posted
 - **Format** – select the format to print

8.4.1.3 BC Class Attendance Post History

- Provides a historical record of attendance postings by course section or by teacher.
 - **Start and End Dates** - enter the range of dates to include on the report
 - **Select class** – select a course section from the picklist
 - **Select teacher** – select a teacher from the picklist
 - **Sort Results by** – Date, Post Count or Period
 - **Format** – select the format to print

8.4.1.4 BC Class List w. Grid

- Lists students in a course section with fillable column headers in a grid format

- **Column Labels** – enter the information to print in the Column Headers
- **Sections to include** – select All or select a Term Code, Course Number, Section, Schedule Expression or Teacher.
- **Sort results by** - select Course or Teacher
- **Format** – select the format to print

8.4.1.5 BC Principal's Attendance by Class

- Allows schools to review and analyze student Class attendance using a parameter form with multiple criteria. The tool will return a list of students that meet the specified threshold. If the criteria are to include Absences greater than or equal to 3, the report will include students that have 3 or more absences per section but will return a complete listing of the student's attendance in their other sections.
 - **Start and End Dates** – enter the range of dates to include on the report
 - **Students to include** – select All, Current Selection or select a YOG, Snapshot, Course Section, Combined Classes ID, Grade or Student Program
 - **Criteria** – enter and combine different criteria to build the report
 - **Absence Code** – use prefilled values or select a code from the dropdown
 - **Reasons** – select from the dropdown
 - **Operator** – select from the dropdown
 - **Exclude Excused** – check to exclude for each criteria line
 - **Connector** – select *And* or *Or* to combine criteria lines
 - **Sort results by** – Name, YOG, or Homeroom
 - **Group results by** – Homeroom, House Code, Team Code
 - **Format** – select the format to print

8.4.2 Daily Attendance Reports

School view > Attendance top tab > Daily Office side tab > Reports

8.4.2.1 BC Homeroom List w. Desig

- Lists students in a Homeroom with their grade and birthdate and if they are a designated or aboriginal student
 - **Students to include** – select All or select a Homeroom or Grade.
 - **Students to include** – if you had selected Homeroom or Grade, type in the homeroom number or grade you want
 - **Check boxes** - deselect any that you DO NOT want to show on the report
 - **Sort results by** - select Usual Name or Grade
 - **Format** – select the format to print

8.4.2.2 BC Homeroom List w. Grid

- Lists students in a Homeroom with fillable column headers in a grid format
 - **Column Labels** – enter the information to print in the Column Headers
 - **Students to include** – select All or select a Homeroom or Grade.
 - **Students to include** – if you select Homeroom or Grade above, type in the homeroom number or the grade you want
 - **Sort results by** - select Usual Name or Grade
 - **Format** – select the format to print

8.4.3 Other Attendance Reports

School view > Student top tab > select student > Attendance side tab > Reports
OR

School view > Student top tab > select student(s) > Options > Show Selected > Reports

8.4.3.1 BC Attendance History

- Prints a list of student's attendance records for the date range chosen
 - **School** – defaults to primary school.
 - **Start and End Dates** – enter the range of dates to include on the report
 - **Students to include** – select All, YOG, Homeroom or Snapshot.
 - **Students to include** – if you select anything other than ALL, type in the information exactly
 - **Check boxes** - deselect any that you DO NOT want to show on the report
 - **Sort results by** - select Name, YOG, or Grade
 - **Format** – select the format to print

8.5 Assigning a TOC/Substitute Teacher

How to assign a TOC:

From the **Attendance** top tab, select the *Staff Roster* side tab:

Staff ID	Name	Code	Attendance	Department
S1026050	Akielska, Hongguan		TOC P Present	
716180	Ashiru, Vasena		TOC P Present	
716137	Aurucci, Bogdanka		TOC P Present	
S1026491	Baharioo, Kashten		TOC P Present	
716197	Bayan, Candide		TOC P Present	
716172	Bedardcel, Mrttery		TOC P Present	
S1016152	Clawlor, Andrew		TOC P Present	
737011	Drdulha, Toddomicole		TOC P Present	
S1028273	Drmannville, Dmaunself		TOC P Present	

NOTE: This list of staff is a full list of ALL staff marked as Active in your school; not just teachers. Choose the teacher you wish to assign a TOC for, by clicking the **TOC** button opposite their name:

Staff ID	Name	Code	Attendance	Department
S1026050	Akielska, Hongguan		TOC P Present	
716180	Ashiru, Vasena		TOC P Present	
716137	Aurucci, Bogdanka		TOC P Present	
S1026491	Baharioo, Kashten		TOC P Present	
716197	Bayan, Candide		TOC P Present	
716172	Bedardcel, Mrttery		TOC P Present	

This will bring up the TOC Assignment window:

If you require a full day replacement, click the magnifying glass beside the Daily Replacement field.

This will bring up a list of staff in your district who have a Staff Type of TOC and have access to work in your school.

Daily Replacement popup:

- School Staff Only:
 - **Checked** – Staff with a Primary or Secondary Association to the current school
 - **Unchecked** – Staff in the District with NO Primary School Association, staff may have secondary associations
- Selection Based On:
 - **Teacher On Call** - staff with a Staff Type of TOC.
 - **Staff in Same Department** - staff with the same department as the absent teacher
 - **All Staff** - all staff Free Staff Only:
- Free Staff Only:
 - **Checked** – staff available in the time frame
 - **Unchecked** – all staff

Name	Type
Abrahaopasquini, Samantha	TOC
Adoca, Annmarie	TOC
Afshen, Nahid	TOC

Click the radio button beside the name of the staff member that you wish to assign as a Teacher on Call for your staff member, and click **OK**

Now you can grant access to the Gradebook for your teacher. If you do not grant Gradebook access, the TOC will **ONLY** be able to view the roster and take attendance, but not see the Gradebook.

When you are finished, click the **OK** button, and your TOC has been assigned.

MyEdBC also allows you to assign a TOC for individual periods in your day, if you only need a replacement for a partial day.

Click the Period Replacement checkbox to bring up that teacher's schedule for the day. This will bring up the schedule for that teacher, and allow you to choose which classes you wish to replace with a TOC:

Coverage

Daily Replacement

Gradebook Access? ☐

Period Replacement? ☒

Name: Ashiru, Vasena
 Date: 19/05/2017 [Multiple Dates >>](#)
 Code: TOC
 Time:

Coverage

Daily Replacement

Gradebook Access? ☐

Period Replacement? ☒

Period	Course	Description	Require	Replacement	Gradebook Access?
1	MADGE08B-06	GENERAL EXPLORATIONS 8-BAND	<input checked="" type="checkbox"/>	Baharloo, Kashten <input type="text"/>	<input type="checkbox"/>
	MADGE08-06	GENERAL EXPLORATIONS 8			
3	MMFM-11-02	METAL FABRICATION AND MACHINING 11	<input checked="" type="checkbox"/>	Drmanville, Drmaunsell <input type="text"/>	<input type="checkbox"/>
	MMFM-12-02	METAL FABRICATION AND MACHINING 12			
	MTEM-10-02	METALWORK 10			
4	MADW-09-02	Woodwork 9	<input checked="" type="checkbox"/>	Erol, Gregorgina <input type="text"/>	<input type="checkbox"/>
	MTEW-10-02	WOODWORK 10			

Click the magnifying glass for the list of TOCs available, and you can also allow Gradebook access for each course that will be replaced.

Click the **OK** button when you are finished and return to the main staff list. Click the **Save** button to complete the assignment.


9.0 SCHOOL SET-UP

9.1 Define School Details

School View > School Top Tab > Setup Side Tab > Details Leaf

9.1.1 General

- **Identifier** = Ministry school number (there should be no leading 0)
- **Name** = School Name
- **Type** = *Standard, Continuing Ed, DL, Alternate*; choose the appropriate one
- **School Level** = *Early Learning Ctr, Elementary, Middle, Secondary, Cont Ed, Dist Ed*

- **Start grade** = 0 (kindergarten), -1 (Early Learning), 6, 7, 8, 9, 10
- **Number of Grades** = 7 (K – 6), 1 (EL), 3 (6-8 or 7-9 or 10-12), 4 (9-12), 5 (8-12)
- **Build Year** = Click **X** & Save, Click the magnifying glass  and appropriate year. Select 2016 for the 2015-2016 year from the list & Click **SAVE**
- **Default Transcript** = Choose the appropriate default Transcript type
- **School Sub Type** = Regular Day School
- **Phone, Fax, Principal, VP** = School's information
- **Is inactive?** & **Is archive?** = Both are Unchecked
- **Class to Daily Attendance** = **Checked**
- **SAVE**

9.1.2 Address

Enter the school's address information and click



9.1.3 Online Registration

SD 23 Does not use this function.

9.2 School Preferences

School View > School Top Tab > Setup Side Tab > Preferences Leaf

9.2.1 Daily Attendance Category

BASIC:

Classroom Input Type = Homeroom

Classroom input Period = AM or 1

The classroom input Period will only display after the Schedule has been Committed

Recent attendance history cutoff (days) = 90

Allow daily attendance for past dates
= we no longer use Daily Attendance
so **uncheck**

Previous day limit = 10

Show daily side tab in Staff View =
unchecked

Pages **School** **Student** **Staff** **Attendance** **Conduct** **Grades** **Assessment** **Schedule** **Global** **Tools**

School Setup :: Mar Jok Elementary School

Setup

Setup
Details
► Preferences

Options Reports Help

Save Cancel

Basic Advanced

Daily Attendance Input

Classroom input type Homeroom

Classroom input period AM

General

Recent attendance history cutoff (days) 30

Allow daily attendance for past dates

Previous day limit 30

Show daily side-tab in Staff view

Daily Roster Input Buttons

Number of buttons 0

Staff View Input Buttons

Number of buttons 0

Daily Office Input Buttons

Number of buttons 0

Classroom input period = 1 in secondary schools

Daily Attendance Input

Ensure Number of buttons = 0
Otherwise:
Do not use the Daily Office side tab.
No setup is required.

Ensure Number of buttons = 0
Otherwise:
Do not use the Daily Office side tab.
No setup is required.

Ensure Number of buttons = 0
Otherwise:
Do not use.
No setup is required.

Save Cancel

Advanced:

Pages | **School** | **Student** | **Staff** | **Attendance** | **Conduct** | **Grades** | **Assessment** | **Schedule** | **Global** | **Tools** | **Admin**

School Setup :: Mount Boucherie Secondary

Setup

Options | Reports | Help

Save | Cancel

Category: Daily Attendance

Basic | **Advanced**

Weekend Attendance

Saturday attendance ☐

Sunday attendance ☐

Second Daily Attendance

Second daily attendance ☐

AM portion absent 0

Classroom input type Homeroom

Classroom input period 1

Save | Cancel

9.2.2 Class Attendance Category

BASIC:

Pages | **School** | **Student** | **Staff** | **Attendance** | **Conduct** | **Grades** | **Assessment** | **Schedule** | **Global** | **Tools** | **Admin**

School Setup :: Mar Jok Elementary School

Setup

Options | Reports | Help

Save | Cancel

Category: **Class Attendance**

Basic | **Advanced**

General

Post mode Post Once

Allow date change ☒

Track class attendance by period ☒

Staff View Negative Attendance Input Buttons

Number of buttons 2

CodePop-up

Button 1 A

Button 2 L

Button 3

Button 4

Button 5

School View Negative Attendance Input Buttons

Number of buttons 2

CodePop-up

Button 1 A

Button 2 L

Button 3

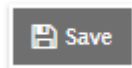
Button 4

Button 5

Save | Cancel

9.2.3 Conduct

Click



Detention Management	
Session 1 Name	Detention
Session 2 Name	
Session 3 Name	

9.2.4 Staff Attendance

Do Not Touch – Leave as is Staff Attendance is only used for TOC Assignments

9.2.5 Grade

- **Add/Drop ignore window = 0** (# days you want the system to refrain from displaying students adds/drops at the beginning of school year/semester)
- **Add/drop align gradebook = Do not copy**
- **Allow Multiple posts by staff= checked**
- **Allow editing of term weights = checked**
- **Current classes day offset = 1**
- **Active date enabled by = Disable**
- **Decimals = 0**
- **Credit update procedure = BC-GRD-001**
- **Hide assignment score percentage bar = Checked**
- **Catefory average display mode = Display Category average by term**
- **Term, Semester & Overall Cumulative = checked**
- **Report Card**
Message = enter your report card message here
- **Honor roll qualifications List = Honor Roll or leave blank**
- **Credit, GPA, Rank, Grade Mode = Enable-Checked**
- **Rank type = Grade Point Average**
- **Rank Calculation Mode = Current year only**
- Click **SAVE**

Gradebook		Report Cards	
<div> <div>Save</div> <div>Cancel</div> </div>		<div>Category: Grade</div>	
Gradebook Add/drop ignore window (days) 0 Add/drop align gradebook scores behavior Do not copy Allow multiple posts by staff <input checked="" type="checkbox"/> Allow editing of term weights by staff <input checked="" type="checkbox"/> Current classes day offset 1 Active date enabled by Disable	Calculations Decimals 0 Credit update procedure BC-GRD-001 Hide assignment score percentage bar <input type="checkbox"/> Averages to show in gradebook Category average display mode Display category average by term Term average <input checked="" type="checkbox"/> Semester cumulative average <input checked="" type="checkbox"/> Overall cumulative average <input checked="" type="checkbox"/>	Report Cards Report card message School will be open for classes on Tuesday, September 5th for ALL Honor roll qualification list Honour Roll - Avg Transcript auto-calculation options Credit mode Enable - Checked GPA mode Enable - Checked Rank mode Enable - Checked Grade mode Enable - Checked	Rank options Rank type Grade Point Average Rank Calculation mode Current year only

9.2.6 Schedule

- **Schedule mode** = Must be Secondary (even for elementary schools) **DO NOT CHANGE**
- **Section number pad length** = Enter number of characters (2, 3, 4, etc.)
- **Default time filter to date** = unchecked or checked (allows viewing of a schedule by a date)
- **Allow future add/drop** = unchecked or checked
- **Number of sections deleted with warning** = 0

EVERYTHING ELSE – DO NOT CHANGE OR TOUCH

- Click SAVE.

9.2.7 Secondary School Management

Click SAVE.

9.3 Set Active Schedule

School View > School Top Tab > Schedules Side Tab

- Current year in the list must have a black triangle beside it
- Click on the blue hyperlink year to show the details
- **Options > Set Active Schedule** and click **OK**.
- Ensure the **Name**, **Start**, and **End dates** of the school year are correct, adjust if necessary.

9.4 School Staff

School View > Staff Top Tab


DO NOT ADD NEW STAFF TO YOUR SCHOOL

Please notify Software Support if a staff member has left your school or become inactive and if any new staff has come to your school. You may make changes to a staff record, but you cannot add them.

Be sure all your school's staff information is correct and has the following necessary fields filled out: first and last name, type, employee number, gender, primary e-mail, and Homeroom if they have one. The rest of the information is not mandatory but may be filled in.

9.5 Define New Schedule Terms


School View > Admin Top Tab > Reference Side tab > check mark in front of **Schedule Term Codes** > **Codes** leaf

- Make sure Filter is set to **All Records**
-  > **Add**
- Type value in **Code** field, this will be value that appears in the drop-down menu for selection
- Type a value in the **Description** field and in the **Local Code** field

- Click 

9.6 Define Grade Terms


School View > Grades Top Tab > Grade Terms Side Tab

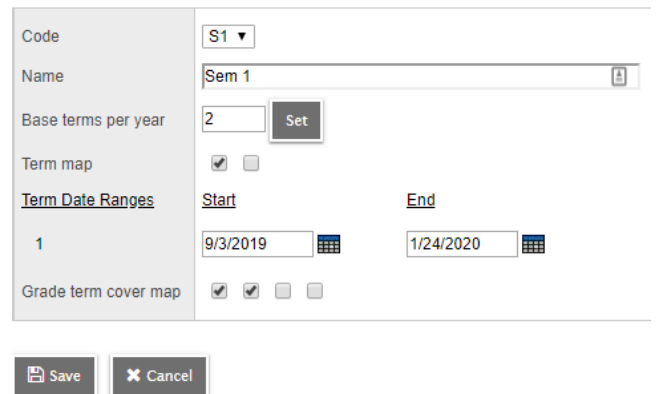
-  > **Add**
- **Term ID** = use magnifying glass to choose
- **Start Date** = school specific term start dates for first reporting term
- **End Date** = school specific term end dates for first reporting term
- **Save** and repeat for other reporting terms

- Click 

9.7 Set-up Schedule Terms



School View > Schedule Top Tab > Structure Side Tab > Terms sub side tab

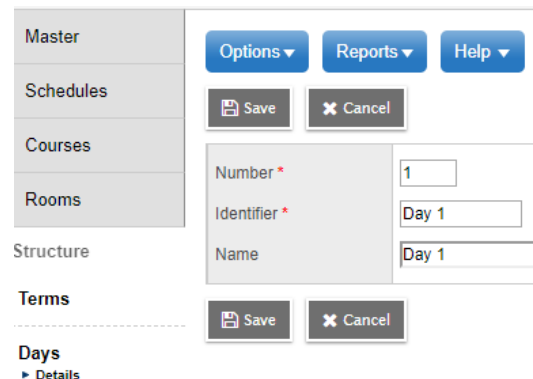
- **Options** > Add
- **Code** = use drop down to choose
- **Name** = FY, S1, S2, T1, Q1.....
- **Base terms per year** = # times per year courses could start (1,2,3,4...) then click **Set**
- **Term Map** = put check in proper box of when this course starts
- Add schedule term start and end dates
- **Grade term cover map** = put checks in boxes that represent which of the term's classes using this schedule term will be reported on
- Click 



9.8 Days



School View > Schedule Top Tab > Structure Side Tab > Day's sub side tab

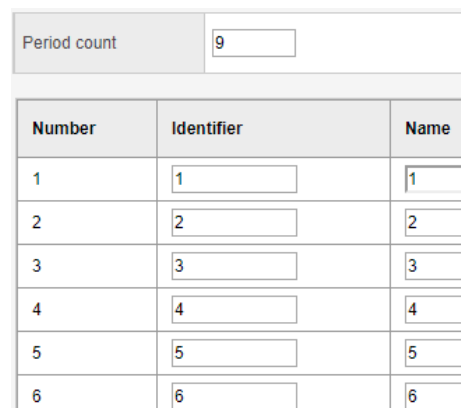
- **Options** > Add
- **Day Count** = 1 or 2
- 
- **Identifier** = 1 or 2
- **Name** = 1 or 2
- 



9.9 Periods

School View > Schedule Top Tab > Structure Side Tab > Periods sub side tab

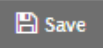
- **Options** > Add
- **Period Count** = how many periods in your school
- 
- **Identifier** = 1, 2, 3.....
- **Name** = 1, 2, 3....
- Click 





Number	Identifier	Name
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>

9.10 Bell Schedules

School View > Schedule Top Tab > Structure Side Tab > Bell Schedules sub side tab

- **Options > Add**
- **Identifier** = R1, R2, R3....
- **Name** = 1, 2, 3....
- **Description** = Day 1, Rotation 1,2,3,4.....
- **Include in Scheduling** = checked
- **Number of schedule periods** = will fill in on SAVE
- Enter **Start** times of periods and **duration in minutes** (and delete those periods that will not be offered in this Bell Schedule
- Click 



Default Template ▼

Identifier *
Name *
Description
Include in scheduling?
Number of total minutes
Number of schedule periods

☒
311
4

Combine days

	Bell period number	Bell period Identifier	Period name	Start time	End time	Duration (Minutes)
<input type="checkbox"/>	1	1	Block A	<input type="text" value="8:45 AM"/>	10:11 AM	<input type="text" value="86"/>
<input type="checkbox"/>	2	2	Block B	<input type="text" value="10:18 AM"/>	11:33 AM	<input type="text" value="75"/>
<input type="checkbox"/>	3	3	Block C	<input type="text" value="12:11 PM"/>	1:26 PM	<input type="text" value="75"/>
<input type="checkbox"/>	4	4	Block D	<input type="text" value="1:33 PM"/>	2:48 PM	<input type="text" value="75"/>

9.11 School's Calendar

School View > School Top Tab > Calendars Side Tab > Detail Leaf

- The **district** must “initialize” a calendar to determine the session dates and non-session dates within the district.
- All school calendars must have a name of **Standard**.
- If there is no Calendar available, please notify your District software support team.
- If you have half days, you will have to modify the Schedule

Modify dates for the Calendar (pick the best way out of the following 3 options to update relevant date information – depending on how many dates you are changing at a given time)

- To modify individual dates:** click the blue hyperlink beside the date and make necessary changes: *School View > School Top Tab > Calendars Side Tab > Dates Leaf*
 - **Is school in session** = check or uncheck
 - **Schedule day number** = 1, 2, 3, 4.....
 - **Schedule day type** = if not in session use drop-down menu to choose reason
 - **Schedule Bell > Name** = choose from magnifying glass
 - **Save**
- To modify individual or multiple fields in a column or columns:** *School View > School Top Tab > Calendars Side Tab > Dates Leaf > Options menu > Modify List (set your Filter = Days in Session)*
 - **Options > Modify List**
 - Click on the Pencil icon at the top of the column to be edited (DayNum or Bell > Name)
 - Make changes and **be sure to click on the green checkmark at the top of the column to save** your changes
 - **Options** menu, select **Modify List** to turn off again
- To modify a "set" of selected records:** *School View > School Top Tab > Calendars Side Tab > Dates Leaf > Options menu > Mass Update*

- Ensure that the list reflects only the records you want to update (**Options > Show Selected**)
- **Options > Mass Update**
- Choose the **Field** to update and the **Value** you want added
- Click **Update**

9.11.1 Assigning Calendars to Students

School View > Student Top Tab



- Assign one school calendar to **ALL Students**
- **Filter > Primary Active Students**
- **Option > Mass Update**
- **Field** = Calendar (use drop down arrow to choose)
- **Value** = Standard (use magnifying glass to choose)
- **Update**

To Verify: Click to view the **Details** for a student and scroll down to the section that starts with the Year of Graduation

9.12 Assigning Homerooms to Teachers and Students

School View > Staff Top Tab > Filter Primary Active Staff

Step 1:



- **Options > Modify List**
- Click the pencil icon  in the **Homeroom** field
- Enter the homeroom value for each Teacher in the list
- Click the **green check box icon**  **to save your entries**
- Click Options > Modify List to turn it off when finished

<input type="checkbox"/>	Name	StaffID	Type	Homeroom
<input type="checkbox"/>	Kalus, Victorincolas	719627	Teacher	<input type="text" value="1096"/>
<input type="checkbox"/>	Magistrado, Agendia	719629	Teacher	<input type="text" value="1098"/>
<input type="checkbox"/>	Coville, Shunsuke	S1078122	Teacher	<input type="text" value="1104"/>
<input type="checkbox"/>	Belicka, Shono	S1049278	Teacher	<input type="text" value="1113"/>
<input type="checkbox"/>	Lupulyak, Wafiullah	S1011018	Teacher	<input type="text" value="1113"/>
<input type="checkbox"/>	Kaulback, Trinaty	S1011038	Teacher	<input type="text" value="1115"/>
<input type="checkbox"/>	Talenoalvarado, Hyunjin	719498	Teacher	<input type="text" value="1117"/>

School View > Student Top Tab

Each school may assign homerooms to students differently. See below options for best ways to assign homerooms.

Step 2:

- **Options > Modify List**
- Click the pencil icon  in the **Homeroom** field
- Enter the homeroom value for each student in the list
- Click the green check box icon  to save your entries
- Click Options > Modify List to turn it off when finished

OR

- **Filter** students by **Primary Active Students**
- **Sort** by **Grade Level**
- **Select** each student to be assigned to the same homeroom
- **Options > Show Selected**
- **Options > Mass Update**
- **Field** = Homeroom
- **Value** = homeroom number (2005, 2006, etc.)
- **Update**
- Repeat for each homeroom

OR

- Individually by student by going into the **Details** of the Student
- Enter Homeroom number in **Homeroom** field (use magnifying glass to choose)

9.13 Snapshots

Use a Snapshot to Create and Store Groups


A snapshot represents a *fixed* filter. Use a snapshot to take a picture of a group of records you will need to access regularly or need to save.

For example, assume you manage the Math Club and want to be able to quickly access all its members. You can individually select the students initially, and then create a snapshot of the group. Once you create a snapshot, the group of students in the snapshot doesn't change (although users can modify a snapshot manually).

To create a snapshot:

1. Click the **Student** tab.
2. Search for and select the records you want to include in your snapshot. You might select these records individually or use a query to narrow your selection.
***Note:** Be sure to select the checkbox next to each record you want to include in your snapshot, then go to **Options > Show Selected**.*
3. Go to **Options > Snapshots**.
4. In the Manage Snapshots dialog box, click **New**. The Snapshot Definition dialog box appears (at right).
5. Type a **Name** for this snapshot.
6. Click the **Owner** drop-down to select the user or school as the owner. This determines who can use and see this snapshot.

***Note:** Not all users have privileges for all levels of ownership.*

7. If you want to make this snapshot an option on your Filter menu , select the **Save as filter** checkbox.

8. In the **Records to Include** box, select one of the following:
 - **Current List** to include only those records you selected checkboxes for on the list page.
 - You can also select **Snapshot Combination** to combine two existing snapshots (This option is only available if you have already defined at least two snapshots).
 - If you selected **Snapshot Combination**, determine how to assemble the two snapshots you select:
 - **Union:** Any records that appear in the first snapshot you select *or* the second snapshot you select.
 - **Intersection:** Only records that appear in *both* the first and second snapshot you select.
 - **Difference:** Any record that appears in the first snapshot you select, but not the second.
9. Click **Save**. The Manage Snapshots dialog box displays the snapshot you created.
10. Select the snapshot you created and click **Use**. The list page displays the records in the snapshot selected.

9.14 Lockers

Adding Lockers

1. In the **School** view, select the **school** top tab.
2. Click the **Lockers** side tab.
3. In the **Options** menu, select Add.
4. Populate the Number field with the locker number.
5. Populate the Combination code field with the locker combination.
6. The Comment field can be used to record additional information, as required.
7. Click **Save**.

Modifying Lockers

1. In the **School** view, select the **school** top tab.
2. Click the **Lockers** side tab.
3. Click the [blue hyperlink](#) of the locker you wish to modify.
4. Adjust detail as necessary.
5. Click **Save**.

Note: These fields can also be updated using the Options menu and select Modify List.

Deleting Lockers

1. In the **School** view, select the **school** top tab.
 2. Click the **Lockers** side tab.
 3. Check the box beside the locker number to be deleted.
 4. In the **Options** menu, select Delete. Confirm the deletion, if appropriate.
- Lockers can be assigned to students through the **Student** top tab.

- The locker field can be added to a field set to use the Modify List functionality for populating multiple students.
- Click into the **Detail** side tab of a student and use the magnifying glass to populate the Locker field on the student's **Demographics** sub-top tab.

9.15 School Course Catalogue

Schools cannot assign a course unless it's loaded into MyEdBC at the enterprise level and then brought to the district level. New courses and codes are added to the enterprise catalogue by the Ministry of Education when required.

A course code is a unique, ten-character alphanumeric code assigned to every course in MyEdBC. The first seven characters are determined provincially, and the remaining three are available to assign as required to meet local needs. For example, the course code for Chemistry 12 is MCH—12---

- The first character (M) identifies one of ten different course types (**see Course Types**)
- The next four characters (CH--) identify the Ministry course code
- The following two characters (12) represent the grade level (and/or subsection such as 12A or 12C)
- The remaining three characters (---) are available for each district and/or school to create a unique code or flavor for specific purposes.

Course codes do not need to contain a letter or number in each of the ten spaces – they might also include a placeholder character such as "-", unless the spaces occur at the end of the code. In that case, they can be left blank. There is also a set of codes that may be used for activities that do not qualify as courses. These are called "pseudo-courses".

Standard and Non-standard Courses

When a course is entered into MyEdBC at the enterprise level, there is a place to indicate whether it's standard or non-standard. With few exceptions, Ministry-authorized courses and their French versions are standard courses. Credit values and diploma categories of standard courses cannot be modified by the district or the school.

Non-standard courses, on the other hand, allow districts to set the appropriate credit value and diploma category. Districts determine if credit values are set at the district level or at the school level. Diploma categories for non-standard courses should be set at the district level if the course will be offered in more than one school. If a school requires a different diploma category, the district creates a new flavour of the course for that school.

Course Levels

Kindergarten: K	Grade 7: 07
Grade 1: 01	Grade 8: 08
Grade 2: 02	Grade 9: 09
Grade 3: 03	Grade 10: 10, 0A, 0B, etc.
Grade 4: 04	Grade 11: 11, 1A, 1B, etc.
Grade 5: 05	Grade 12: 12, 2A, 2B, etc.
Grade 6: 06	

Middle Years' Courses

Courses for grades 6 – 9 have coding based on whether they have an IRP (Integrated Resource Package), meet the legislative definition of a course, or are modified/non-course activities. Courses that have IRPs and meet the Ministry definition of a course begin with either M for Ministry course or F for Ministry course taught in the French Language.

Courses that do not have Ministry-defined IRPs but are offered by schools and meet the definition of a course may be defined using the XLDC or LD code (indicating "locally developed"), and then be given the name defined by the district, school, or authority.

Courses for students working on a curriculum modified through at IEP are defined using the code XSIEP. Flavours and local course names can be added. Other activities that do not meet the requirements to be defined as a course are coded using XAT.

Course Types

All BC courses and codes are maintained within the MyEdBC course catalogue. It contains nine types of courses:

- M = Ministry
- F = French
- I = International Baccalaureate
- A = Advanced Placement
- P = Post-Secondary
- U = External
- C = Career Preparation
- Y = Board/Authority Authorized
- X = Locally Developed or pseudo course (no credit)

Ministry Developed Courses

These are courses developed by the Ministry of Education and published as IRPs or program guides in all subject areas from kindergarten to grade 9 and specific course in grades 10, 11 and 12.

Board/Authority Authorized (BAA) Courses

These are grade 10, 11 and 12 courses developed and offered at the district or school level that meet the standards set by the Ministry of Education through Ministerial Order. Schools must have the approval of their superintendent and board prior to offering a BAA course. Boards must also submit a New Board/Authority Authorized Course form to the Ministry to verify that each new course meets the requirements and procedures set out in the Board/Authority Authorized Courses Requirements and Procedures Guidebook.

Districts can specify that Grade 11 BAA courses are eligible for Fine Arts or Applied Skills designation or both. This is done in the course catalog at the district level. Other grade levels are not eligible for these designations.

Independent Directed Studies (IDS) Courses

These are student-initiated courses based on the learning outcomes of Ministry-developed or Board/Authority Authorized courses in grades 10, 11 and 12. Each IDS course must have the related Ministry course identified in the student transcript.

Independent Directed Study course codes in MyEdBC are:

Grade 10	MIDS-0A, 0B, 0C, 0D, 0E, 0F, 0G, 0H, 0I
Grade 11	MIDS-1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, 1I
Grade 12	MIDS-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I

By having lettered version, many different IDS courses can be reported at each grade level. Schools should double check to ensure each IDS course for a student has a different letter version. The credit value for an IDS course is assigned at the school level.

Post-Secondary

Students can receive dual credit for successful completion of post-secondary courses that lead to a credential from a post-secondary institution. The student earns credit at the post-secondary institution, and they earn credit for a "P" course type on their high school transcript. "P" courses are identified by the post-secondary institution the course was taken at.

Support Services Activities

To receive course credit, students who are unable to meet learning outcomes at subject and grade level:

- must have a designated special needs funding category,
- must have an Individual Educational Plan (IEP),
- must be receiving an educational program and/or support to meet the goals of their IEP,
- must be assigned this activity because it's being used to assist them in meeting one or more of the IEP goals,
- requires modification of the curriculum because the student is unable to meet the learning outcomes for authorized courses at subject and grade level

The course codes that can be assigned to these students follow this pattern:

- XSIEP 8A, 8B, 8C, etc.
- XSIEP 9A, 9B, 9C, etc.
- XSIEP 10A, 10B, 10C, etc.
- XSIEP 11A, 11B, 11C etc.
- XSIEP 12A, 12B, 12C, etc.
- XSPBK 10, 11, 12

These course codes receive full Ministry funding. See the Handbook of Procedures for the full listing of available codes.

Assigned Time

The Assigned Time category is for non-credit activities that require a course code for scheduling purposes but do not receive credit toward graduation. For example, learning assistance (K – 9), study period, and homeroom.

These activities must use assigned time codes (XAT--), as they do not qualify as courses and do not appear in the provincial course handbook. There is also an XAT--00 code that denotes Assigned Time Ungraded and may be used for any activity that does not require that a grade level be assigned. Additional XAT codes have been added for the specific use of certain jurisdictions. These are noted as Non-standard, Not Recommended. School boards/authorities using these codes assume the risk for their use and the impacts from system changes and transitions long term.

Each grade level of the XAT code may be used up to 99 times. As these non-credit activities do not carry over into course history, each school may use the XAT codes to suit its own purposes and may use them differently each year if required. Two or more schools in the



same district can use the same code with a different description. This provides the flexibility of nearly 500 codes available to deal with the various non-credit activities that need placeholders in the timetable.

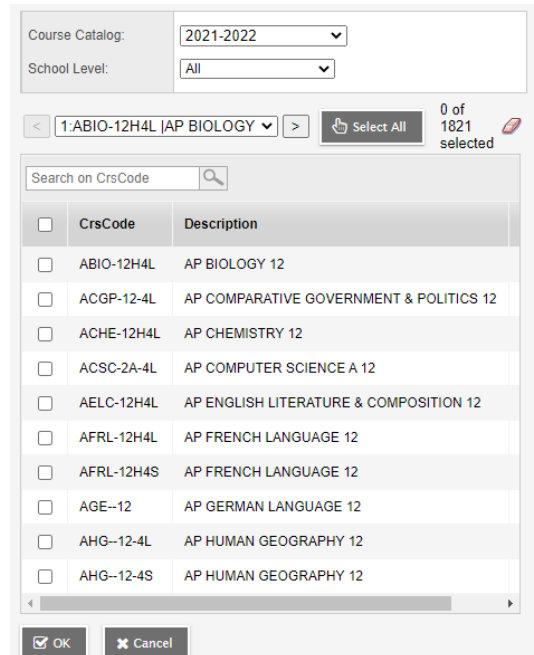
Locally Developed (LD)

These courses form part of local programs offered by school boards or independent school authorities. Middle schools use LD courses for exploratory and other purposes. LD courses are not eligible for credit toward graduation. Not all LD courses are open. LD courses begin with a course type code of X. For example, XMEA-09 is Media Arts 9. In grade 10 – 12, schools should not use LD courses, but instead should use BAA courses that have gone through the board approval process.

Courses must be brought into each school from the District level before they can be assigned to a student's timetable. If a course is not available to be brought into your school, please notify Software Support to have it brought into the District.

Adding Courses to your School:

1. Log on to the **School** view.
2. Click the **Schedule** top tab.
3. Click the **Courses** side tab.
4. Click the  icon and ensure **Current Year** is selected.
5. Click **Options** on the menu and select **Add**. The *Course Pick List* pop-up window appears, displaying the district course catalogue. Ensure the **School Level** field is set to **All** to view the entire course catalogue. (If you do not see the code you are needing, contact Software Support).
6. Check the box beside the course(s) required.
7. Click **OK**. This adds the selected course(s) to your **Courses** side tab.
8. Go to the **Courses** side-tab and perform a search for the course you selected.
9. Check the box beside the course and click the **Details** leaf.
10. On the **General** sub-top tab, be sure all the course attributes are appropriate and the **Bank name** (comment bank) has been assigned.
11. Remember to also go to the **Grading** sub-top tab of each course and use the  icon to select the appropriate **Transcript Definition > Name** for each course (see Appendix A for a list of the Transcript Definitions available).
12. Click **Save**.
13. Repeat until all courses required by the school are displayed in the **Courses** list.



<input type="checkbox"/>	CrsCode	Description
<input type="checkbox"/>	ABIO-12H4L	AP BIOLOGY 12
<input type="checkbox"/>	ACGP-12-4L	AP COMPARATIVE GOVERNMENT & POLITICS 12
<input type="checkbox"/>	ACHE-12H4L	AP CHEMISTRY 12
<input type="checkbox"/>	ACSC-2A-4L	AP COMPUTER SCIENCE A 12
<input type="checkbox"/>	AELC-12H4L	AP ENGLISH LITERATURE & COMPOSITION 12
<input type="checkbox"/>	AFRL-12H4L	AP FRENCH LANGUAGE 12
<input type="checkbox"/>	AFRL-12H4S	AP FRENCH LANGUAGE 12
<input type="checkbox"/>	AGE--12	AP GERMAN LANGUAGE 12
<input type="checkbox"/>	AHG--12-4L	AP HUMAN GEOGRAPHY 12
<input type="checkbox"/>	AHG--12-4S	AP HUMAN GEOGRAPHY 12

Note: Transcript and Rubric Definitions can be mass updated on courses. It is not necessary to do them individually. Using the Show Selected and Mass Update functions may be appropriate here.

9.16 Creating Course Flavours

The ability to create more than one version of a course (course flavours) requires that specific settings are in place at the district level. For schools to create flavours, the district must have created a flavour first. Schools can see this flavour, bring it into their own school and create additional flavours. Consultation with Software Support may be required if schools need additional courses created at the district level.

9.16.1 Creating Flavours at the School Level



1. Log on to the **School** view.
2. Click the **Schedule** top tab.
3. Click the **Courses** side tab.
4. Check the box beside the course that requires a flavour.
5. Click the **Details** leaf.
6. Click **Options** on the menu and select **Copy**.
7. Populate the **Number** field with the course code you are copying, adding the appropriate number of characters required by the district preference setting.
8. Populate the **Flavor** field with a description of the copied course – this may be a course code or description. **Note:** The Flavour field is just a description. The actual flavour is the unique course code.
9. Click **Save**.
10. Return to the **Courses** side tab. The course flavour will now appear in the district course catalogue
11. Populate the details on the **General** and Grading tabs for the flavour.
12. Click **Save**.

The screenshot shows the MyEducation BC interface. At the top, there are tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, and Schedule. The 'Schedule' tab is selected. Below the tabs, the page title is 'School Courses :: 2021-2022 - MDRM-12-4S - ACTING 12'. On the left, there is a sidebar with 'Courses' selected. The 'Courses' section has a 'Details' sub-section. The 'Details' view shows the 'General' tab. The 'Master type' is 'Class'. The 'Number' field is 'MDRM-12-4S'. The 'Description' field is 'ACTING 12'. The 'Short description' field is 'ACTING 12'. The 'EXTERNAL_COURSE_CODE' field is empty. The 'Department' dropdown is set to 'Fine Arts'. The 'LANGUAGE' field is empty. The 'Options' menu is open, and the 'Copy' option is selected. A modal window is displayed with the 'Number' field set to 'MDRM-12-4S' and the 'Flavour' field set to '-4S'. The 'Save' button is highlighted.

9.17 Creating Course Sections

Once the school course catalogue has been created and the attributes defined (transcript definition, comment bank....), you will need to determine how many “sections” of each course you will need.

9.17.1 To create an individual course section:



1. In the **School View**, click the **Schedule** top tab.
2. Click the **Master** side tab. This will turn into the **Sections** sub-side tab.
3. In the **Options** menu, select **Add**. A new screen will appear to create a section.
4. In the **Number** field, use the  to bring up the list of courses in the school.
5. Click the radio button beside the course for which the new section is required.
6. The **Section number** field should populate automatically, but if it does not, type in the number of this section.
7. In the **Primary Staff > Name** field, select the teacher assigned to this section.
8. In the **Schedule Term > Code** field, use the  to select the appropriate schedule term code.
9. In the **Schedule** field, click the **Edit schedule** hyperlink and click the appropriate day and period for this section.
10. Populate the **Enrollment maximum** field with the class size for this section.
11. All other fields on this screen are optional.
12. Click **Save**.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global																																																
Master Schedule :: New Schedule Master																																																									
<div>Master</div> <div>Options ▾ Reports ▾ Help ▾</div> <div>Save Cancel</div>																																																									
<div>Sections</div> <div>Details Rebuild Teachers Roster</div> <div>Matrix View</div> <div>Classes</div> <div>Schedules</div> <div>Courses</div> <div>Rooms</div> <div>Structure</div> <div>Schedule Attributes</div> <div>Rules</div> <div>Academic Tracks</div> <div>Graduation</div> <div>Recommendation Controls</div>																																																									
<table border="1"> <tr> <td>Master type</td> <td></td> <td>Identifier</td> <td></td> </tr> <tr> <td>Number *</td> <td><input type="text"/></td> <td>Enrollment maximum</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Section number *</td> <td><input type="text"/></td> <td>Enrollment total</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Primary Staff > Name</td> <td><input type="text"/></td> <td>Is section closed at max enrollment?</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Primary Room > Number</td> <td><input type="text"/></td> <td>Study criteria</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Schedule Term > Code</td> <td><input type="text"/></td> <td>Schedule Rotation > Identifier</td> <td></td> </tr> <tr> <td>Schedule</td> <td>Edit Schedule</td> <td>Is inclusion section?</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Track ID</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Team</td> <td><input type="text"/></td> <td>Team schedule mode</td> <td><input type="checkbox"/></td> </tr> <tr> <td>House</td> <td><input type="text"/></td> <td>House schedule mode</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Section type</td> <td><input type="text"/></td> <td>Section type schedule mode</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Platoon</td> <td><input type="text"/></td> <td>Platoon schedule mode</td> <td><input type="checkbox"/></td> </tr> </table> <div>Save Cancel</div>										Master type		Identifier		Number *	<input type="text"/>	Enrollment maximum	<input type="text" value="0"/>	Section number *	<input type="text"/>	Enrollment total	<input type="text" value="0"/>	Primary Staff > Name	<input type="text"/>	Is section closed at max enrollment?	<input type="checkbox"/>	Primary Room > Number	<input type="text"/>	Study criteria	<input type="checkbox"/>	Schedule Term > Code	<input type="text"/>	Schedule Rotation > Identifier		Schedule	Edit Schedule	Is inclusion section?	<input type="checkbox"/>			Track ID	<input type="checkbox"/>	Team	<input type="text"/>	Team schedule mode	<input type="checkbox"/>	House	<input type="text"/>	House schedule mode	<input type="checkbox"/>	Section type	<input type="text"/>	Section type schedule mode	<input type="checkbox"/>	Platoon	<input type="text"/>	Platoon schedule mode	<input type="checkbox"/>
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9.17.2 To create multiple sections for a course:

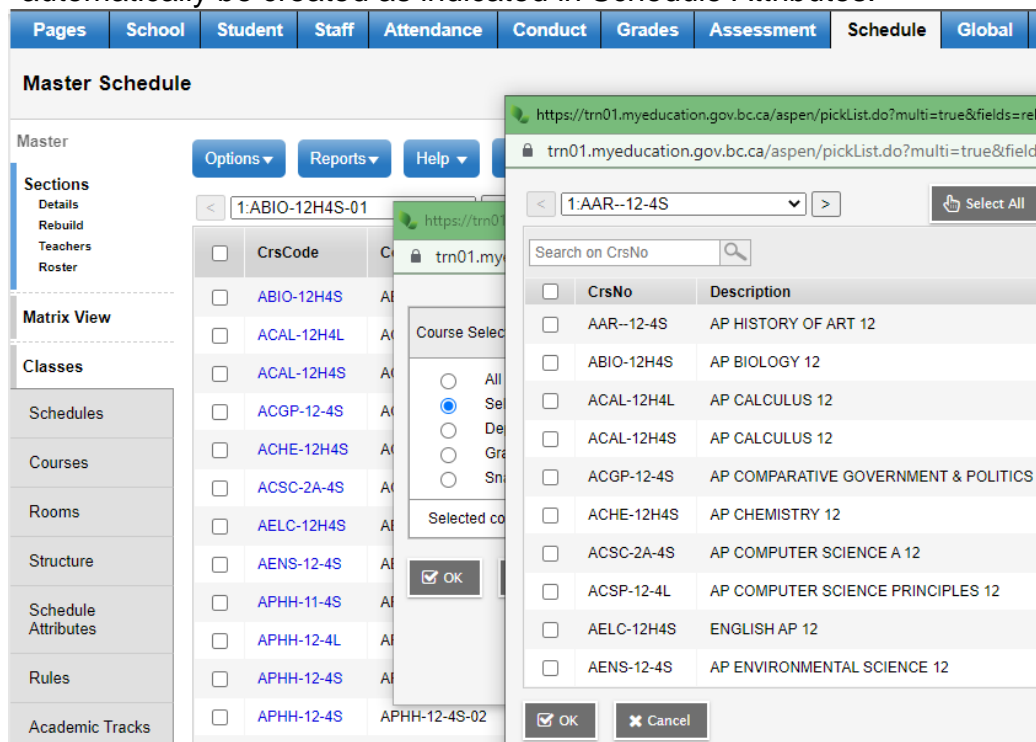
MyEdBC has a function for creating sections for you, once you have identified how many sections of each course you will need.

Step 1: Define the number of sections:

1. In the **School** view, click on the **Schedule** top tab.
2. Select the **Schedule Attributes** side tab (turns into **Course Attributes** sub-side tab).
3. On the **Options** menu, select **Modify List**.
4. Click the  icon in the *Sections* column to activate the fields.
5. Enter the number of sections you require for each course.
6. Click the  icon to save your entries.

Step 2: Initialize the sections:

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. On the **Options** menu, select **Initialize Sections**.
3. Select the appropriate option:
 - a. All courses – Will add sections to all the courses in your catalogue
 - b. Selection – Will bring up a pop-up window that you can select individual courses from
 - c. Department – By course subject if your school uses this function
 - d. Grade Level – Will create sections for all courses in the specified grade level
 - e. Snapshot – If you have defined snapshots for courses you can use this function.
4. Once you have the appropriate courses selected click OK. Your sections will automatically be created as indicated in Schedule Attributes.



The screenshot shows the 'Master Schedule' interface with the 'Schedule' top tab selected. The 'Master' side tab is active, and the 'Sections' sub-side tab is selected. The 'Options' menu is open, and 'Initialize Sections' is chosen. A pop-up window titled 'Course Selection' is displayed, showing a list of courses with checkboxes. The 'All' radio button is selected. The 'OK' button is highlighted.





CrsNo	Description
<input type="checkbox"/> AAR--12-4S	AP HISTORY OF ART 12
<input type="checkbox"/> ABIO-12H4S	AP BIOLOGY 12
<input type="checkbox"/> ACAL-12H4L	AP CALCULUS 12
<input type="checkbox"/> ACAL-12H4S	AP CALCULUS 12
<input type="checkbox"/> ACGP-12-4S	AP COMPARATIVE GOVERNMENT & POLITICS
<input type="checkbox"/> ACHE-12H4S	AP CHEMISTRY 12
<input type="checkbox"/> ACSC-2A-4S	AP COMPUTER SCIENCE A 12
<input type="checkbox"/> ACSP-12-4L	AP COMPUTER SCIENCE PRINCIPLES 12
<input type="checkbox"/> AELC-12H4S	ENGLISH AP 12
<input type="checkbox"/> AENS-12-4S	AP ENVIRONMENTAL SCIENCE 12

9.17.3 Defining Section Details

Section details need to be defined, such as: Teachers, Schedule Terms, and Schedule Expressions to sections.

You will need to define section details once the sections have been initialized.

To update information on sections:

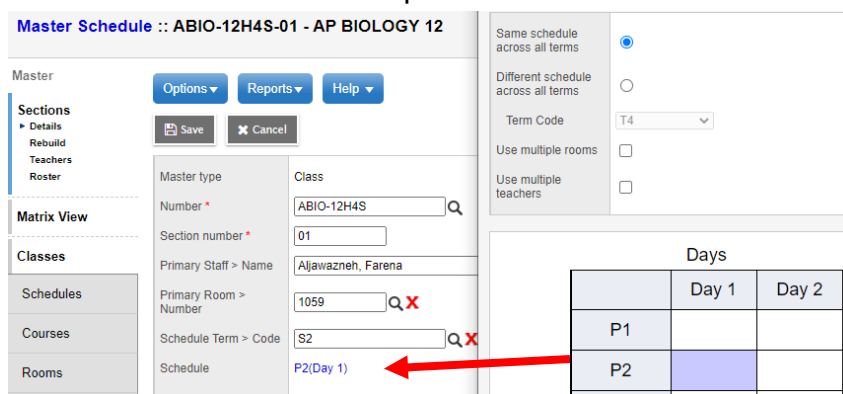
1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. Change your field set to **Primary Teacher**.
3. On the **Options** menu, select **Modify List**.
4. Click the  icon in the *Primary Staff > Name* column to activate the fields.
5. Use the  icon to choose the teacher's name or begin typing the name in the field.
6. Click the  icon to save your entries.
7. Repeat the process for the **Max** field – assigning an appropriate class maximum for each section.
8. In the **Options** menu, select **Mass Update**.
9. In the **Field** drop-down, select **Schedule Term**.
10. In the **Value** field, use the  icon to select the **Full Year** schedule term.
11. Click **Update**. This will set the FY schedule term for all courses and sections.

To modify information for an individual section:

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. Click on the blue **Course** link to open each section.
3. Adjust the section details as required.
4. **Save**.

9.17.4 Assign a schedule expression to sections

1. Go to the **Schedule** top tab and select **Master** side tab (*turns into Sections sub-side tab*).
2. Select all the courses you want to add the schedule expression to, then click on **Options** and select **Show Selected**. (*If you just have one course then go to step 3*)
3. Click on the blue hyperlink of the first section in the list to open section details.
4. Click the blue **Edit** **Schedule** hyperlink. A matrix will display.
5. Click in the box of the period and day of when this course will be offered. The box will change color. Click **OK**. The **Schedule** field on the course section will now display the period the course is offered with the day in brackets (ex.: **P2(Day 1)**).
6. Save and repeat this process for each course that needs a schedule expression.



Master Schedule :: ABIO-12H4S-01 - AP BIOLOGY 12

Options ▾ Reports ▾ Help ▾

Save Cancel

Master type Class

Number * ABIO-12H4S

Section number * 01

Primary Staff > Name Aljawazneh, Farena

Primary Room > Number 1059

Schedule Term > Code S2

Schedule P2(Day 1)

Same schedule across all terms ☒

Different schedule across all terms ☐

Term Code T4

Use multiple rooms ☐

Use multiple teachers ☐

Days


	Day 1	Day 2
P1		
P2		

10.0 Grade Management for Secondary

10.1 Grade Preferences

1. Go to **School** view.
2. Click on **School** top tab.
3. Click on the **Setup** side tab and select the **Preferences** leaf.
4. In the **Category** drop-down in the upper right corner, select **Grade**.

10.2 Comment Banks

1. Go to **School** view.
2. Click on the **Admin** top tab.
3. Select the **Comments** side tab.
4. Put a check mark in front of **School Comments** then click on the **Codes** leaf. Set the filter to All Codes to see all your school comments.
5. Comment banks can be set up with 3 categories to help users filter comments and find the ones they want to use easily (Subject, Performance, Work Habit, Teacher, etc.), but **Category 1** must always be **School Comments**.
6. **Options > Add**. Make sure the Template is set to Default.
7. then fill in ID number, preview of comment, type in the comment and then fill in the categories. You can also disable a comment.
8. Refer to **Appendix A** for the table of tokens (replacement characters) used to personalize comments (he, she, him, her, name)
9. Click 

NOTE: Be sure to also assign the Comment Bank to each course or teachers will not be able to use the comments on student report cards.

10.3 Grade Terms

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Terms** side tab.
3. Confirm that the grade terms reflect the number of times per year and the dates that the school issues report cards.
4. If you have no grade terms, refer to the School Setup documentation for instructions.

Trimester example: (typical elementary/middle setup)

Trimester	Start Date	End Date
Tri 1	September 2	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 27

Quarterly example: (typical secondary setup)

Quarter	Start Date	End Date
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 27

10.4 Grade Term Cover Maps

Grade term cover maps tell the application which grade term that a particular schedule term applies to. For example, a full-year schedule term gets reported on in every term, so all boxes in the grade term cover map would be checked. A 9-week or 12-week course may be reported on in only one of the terms and so the appropriate box for that schedule term would be checked to reflect which term it fits into. It is important to review these before preparing grade input.

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Structure** side tab, which will now display the **Terms** sub-side tab.
3. Click on each schedule term and ensure that the **Grade term cover map** boxes are checked appropriately.

Example of a common elementary school setup: An elementary school will typically have only one schedule term of Full Year. All boxes of the grade term cover map should be checked because all of grades are reported in every term of the year.

Schedule Terms :: FY

Master | Schedules | Courses | Rooms

Structure

Terms
Details

Days

Periods

Bell Schedules

Elementary

Options | Reports | Help

Save | Cancel

Code: FY | Name: Full Year

Base terms per year: 1 | Set

Term map: ☒

Term Date Ranges: Start: 9/7/2021 | End: 6/29/2022

Grade term cover map: ☒ ☒ ☒

Save | Cancel

Example of a common middle/secondary school setup:

In this example, the secondary school is sending report cards four times per year (Quarterly). A secondary school will have the grade term cover map boxes checked as appropriate for the terms in which that course would report. For example, a semester course only has the first two or last two boxes checked depending on which semester the course falls in.

Code	Name	Grade term cover map
FY	Full Year	<input checked="" type="checkbox"/>
S1	Sem1	<input checked="" type="checkbox"/>
S2	Sem2	<input checked="" type="checkbox"/>
T1	Term 1	<input checked="" type="checkbox"/>
T2	Term 2	<input checked="" type="checkbox"/>
T3	Term 3	<input checked="" type="checkbox"/>
T4	Term 4	<input checked="" type="checkbox"/>

10.5 Course Attributes (Transcript definitions, comment bank....)**School view > Schedule top tab > Courses side tab > Field Set = Report Card**

To complete the next Grade Input step, the following steps must be completed:

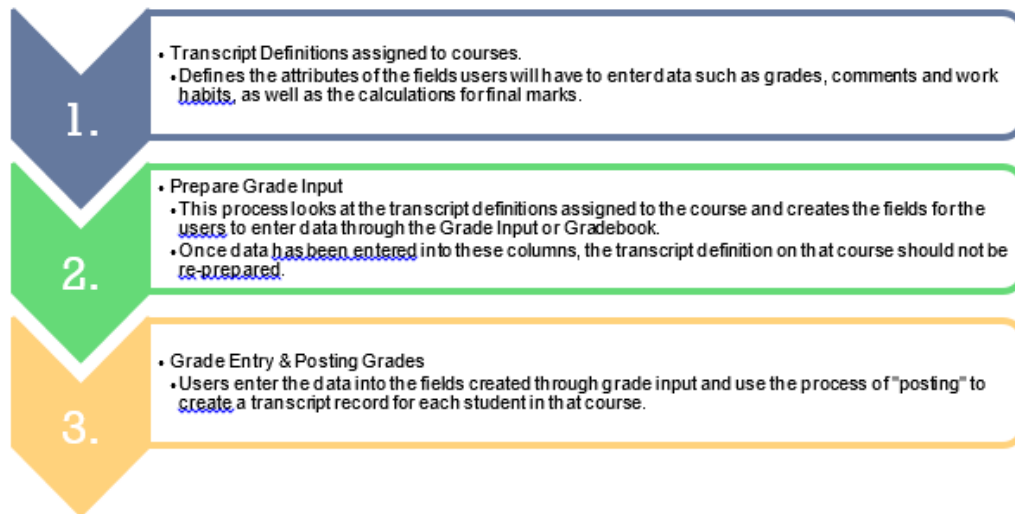
- Courses have transcript definitions attached.
- Courses have rubric definitions attached (only for transcript definitions that have the word **“Elementary”** in them except for Comment Only course – no rubric).
- Courses have a Comment Bank attached.
- Course sections are created.
- Students are scheduled into course sections. (**NOTE:** Course sections that do not have students will not appear in the list of course sections for which you can prepare grade input.)
- Course attributes, such as the Term, grades term map, hide on report card, school comment bank, etc. should be reviewed if you find a course is not appearing as expected.
- Mass update and modify list functions can be used to apply changes to these fields.

School Courses

Master | Options | Reports | Help | Search on CrsNo

Schedules | 1:AAR-12-4S | 0 of 975 selected | School Year: 2021-2022

CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name	GPA	HideFromGradeInput	RCrdHide	DisableTextCmt	DisableRefCmt	DisableNonRubric	SeqNo	TermGradesMap
<input type="checkbox"/> AAR-12-4S	AP HISTORY OF ART 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111
<input type="checkbox"/> ABIO-12H4S	AP BIOLOGY 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111
<input type="checkbox"/> ACAL-12H4L	AP CALCULUS 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111
<input type="checkbox"/> ACAL-12H4S	AP CALCULUS 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111
<input type="checkbox"/> ACGP-12-4S	AP COMPARATIVE GOVERNMENT & POLITICS 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111
<input type="checkbox"/> ACHE-12H4S	AP CHEMISTRY 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111
<input type="checkbox"/> ACSC-2A-4S	AP COMPUTER SCIENCE A 12	12	Quarterly - With School Exam		School Comments	Y	N	N	N	N	N	0	1111



10.6 Report Card Field Set

- Course attributes such as the Term grades term map, Hide on report card, school comment bank, etc. should be reviewed if a course is not appearing as expected.
- Mass update and modify list function can be used to apply changes to these fields.

10.7 Prepare Grade Input

Preparing grade input is the process of creating the columns that users will see for entering grades, work habits and comments for the report card. If grade input is not prepared, users will not have fields to enter data into.

1. In the **School** view, click on the **Grades** top tab.
2. Click on the **Grade Input** side tab. You will only see classes that have students in them.
3. In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.
4. Use the selection tools to choose which sections you want to prepare grade input for. If your school's master schedule is mostly settled for the year, there is no harm in preparing grade input for all sections. Click **Next**.
5. Choose the **Report type** of **Term**.
6. Choose the **Grade Term** you are preparing. (T1, T2, etc.)
7. **Replace Existing Columns** should **never** be done once grade data has been entered and posted for a student. **Read the warning!** Checking this box will delete all data entered for the term selected. There are very few circumstances where this would be done.
8. Click **Next**.

Prepare For:

☒ Current selection: 153

☐ Selected Sections: 0

☐ All Sections

Prepare Grade Input: Select Columns

Report type: Term ▼

Grade Term: Tri 2 ▼

Replace Existing Columns: ☐

9. Enter the **Post Window** dates. This is the date range that teachers will be able to enter marks.
10. Once the **End Date** has passed, all changes would need to be made at the office.
11. **Allow Posting For** should be left to All Students. Click Next.
12. In Step 4 of the wizard, confirm the information is correct.
13. Click Finish.

Prepare Grade Input: Set Posting Parameters		Step 3
Post Window	Start Date 2/1/2022	End Date 2/22/2022
Allow Posting For	All Students	

10.7.1 Grade Post Controls

These are created when you prepare grade input. Grade post controls are the `windows` of time set for your staff to be able to enter marks. Once the end date has passed, all mark changes must be made through the office. To adjust the end date of a grade post control:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Post Controls** side tab.
3. Click on the blue hyperlink for the **GradeTerm>ID** to be adjusted.
4. Adjust the **Start date** or **End date** as necessary.
5. Click **Save**.

10.8 Course Dates for DL & CE and High Schools

In addition to preparing grade input for terms to enable grade entry, High Schools, DL and CE schools will need to prepare grade input for **course dates**. This is necessary to create the columns for entering course dates relevant to DL and CE schools. Standard secondary schools also need to prepare course dates for Grade 10 – 12 courses but **ONLY** do this process right before TRAX submission and **ONLY** do for the semester (or full year depending on school preference) that is needed for TRAX.

The course date columns that are created are:

- **Start Date:** The course start date based on schedule record for the course section.
- **Active Date:** The date the student has met the requirements to be counted for funding.
- **% Complete:** The percentage of the course the student has completed at the time of posting.
- **Completion Date:** The date the student completed the course. This will be automatically populated in grade input when a Final mark is entered and grades are posted. The date is posted to the transcript when dates are posted for the course.
- **End Date:** The course end date based on the schedule record.

To prepare grade input for course dates:

1. In the **School** view, click on the **Grades** top tab.
2. Click on the **Grade Input** side tab. You will only see classes that have students in them.
3. In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.
4. Use the selection tools to choose which sections you want to prepare grade input for. If your school's master schedule is mostly settled for the year, there is no harm in preparing grade input for all sections. Click **Next**.
5. Choose the **Report type** of **Course**. The Grade Term selection disappears as the terms are not relevant to course dates.
6. **Replace Existing Columns** should **never** be done once data has been entered and posted for a student. Read the warning! Checking this box will delete any dates entered previously. There are very few circumstances where this would be done and please be sure to talk with Software Support first.
7. Click **Finish**.

Prepare Grade Input: Select Columns

Report type

Course ▼

Replace Existing Columns ☐**10.8.1 Entering Course Dates – DL and CE Schools**

Course start dates, active dates and completion dates all provide necessary information for 1701 and SADE extracts for DL schools. Entering and posting course dates will cause a student transcript record to be created with the dates that have been entered.

Standard schools with grade 10-12 do not need to populate active dates – the process of posting course dates will populate the course start and end dates based on the schedule term associated to the course section.

Note: The course dates do not observe the grade post controls the way term grades do. Course dates can be entered and posted at any point during the school year, even if the push pins are black (but for high schools this should only be done right before TRAX submission).

To populate course dates:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side tab and click the blue hyperlink for the course with dates to be posted. This will produce the **Input Grid**.
3. Set the **Grade Columns** drop-down to **Post Columns - Course**
4. Enter the applicable dates.

Classes :: MCLCA12-2L-CS-KM - CAREER-LIFE CONNECTIONS A

Grade Terms					
Transcripts					
Transcript Column Attributes					
Credit Adjustments					
Grade Input					
Input Grid Student					

Options ▼ Reports ▼ Help ▼

Grade Columns: Post Columns - Course ▼ Term: All Status: ☒ Enrolled ☐ Withdrawn

Name	YOG	StartDate	ActiveDate	% Complete	Completion
Kaulbach, Upinderpal	2022	9/13/2021			
Average score					

Note: The Active Date is populated automatically when a teacher enters a first assignment mark. The Completion date will be populated automatically when a final mark is entered and posted for the course. All fields can be populated, modified, or deleted and posted by a teacher or office admin staff.

10.8.2 Posting Course Dates

Course dates are created in student transcript records when they are either manually entered on the transcript records or when staff “Post course dates” from the Grade Input screen (Gradebook).

To post course dates:

By individual course

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side tab and click the blue hyperlink for the course with dates to be posted. This will produce the **Input Grid**.
3. Enter the necessary dates.
4. In the **Options** menu, select **Post Grades**.
5. In the *Post Grades* pop-up window, check the box or **Post course dates**. The Grade Term box will go blank as the terms are not relevant to course dates.
6. **Grades to post** will change to Course dates for all students.
7. Click **OK**.

NOTE: If there are students in the withdrawn tab of the course section that have dates in the date columns, warning messages may appear when posting Course Dates. These messages only apply to posting **GRADES**, *not* posting dates. **Course Dates in BC will not post from the withdrawn tab of grade input.** Therefore bypass the messages selecting either Yes or No. No transcript record(s) will be updated or created regardless of the selection made. See section 9.1.2 for details on the grade post messages that appear.

For multiple courses: This assumes all necessary dates have been entered into the input grid for each course.

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side tab.
3. In the **Options** menu, select **Post Grades**.
4. In the *Post Grades* pop-up window, check the box or **Post course dates**. The Grade Term box will go blank as the terms are not relevant to course dates.
5. **Grades to post** will change to **Course dates for all students**.
6. Click **OK**.

10.8.3 Adjusting Course Dates After Initial Posting

If changes to course dates are required, it is recommended that the change be made in the grade input grid for the course and re-posted. This will update the student transcript record with the new date. **The process listed below should only be used with the full understanding that it requires an additional process to update the input grid after changes are made.**

To adjust course dates for multiple or random records:

1. In the **School** view, select the **Grades** top tab.
2. Select the **Transcripts** side tab.
3. Set the dictionary icon to **All**.
4. Set the field set selection to **Active Dates**. This will display the course dates.
5. In the **Options** menu, select **Modify List**.
6. Click the pencil icon at the top of the column to activate the dates for the column to be updated. Populate the dates as required.
7. Click the green check mark to save the entries.
8. Repeat for other date columns as necessary.

Note: The **Options > Mass Update** function can also be used but be used with great care as date fields can only be updated to contain a value or to change a value. They cannot be changed back to blank, using the mass update function.

If course dates are mass updated through the **Grades** top tab > **Transcripts** side tab, know that this does not automatically populate the Grade Input grid with these values. The **Update Gradebooks** function should be used to push these dates back to the grade input grid to avoid them being overwritten by blanks or previously entered values if course dates are posted from the Grade Input grid at a later date.

10.9 Grade Input

Grade input refers to the process of entering grades, comments, and work habits for students. This can be done by office users through the **School** view, or by teachers, through the **Staff** view.

10.9.1 School View

School users entering grades and/or dates can do so using School view. Grades are entered in the Grade Input screen and then posted to the transcript records.

10.9.1.1 Entering Grades

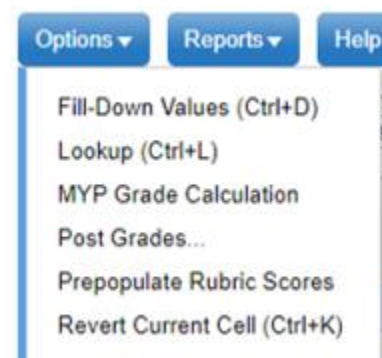
School view > **Grades** top tab > **Grade Input** side tab

1. Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.
2. Enter grades, work habits and comments as appropriate. **Data is automatically saved.**

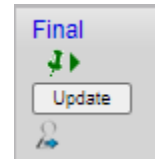
Quick Tips: Use the Options menu for shortcuts available for entering data or use the quick keys.

- **Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined.

- **Fill-Down Values (Ctrl+D):** takes the value in the cell the user is in and copies it down to all students below that cell.



- **Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value. For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.



Manual changes made to a grade for a student will appear with a blue exclamation mark beside them. This indicates to the teacher that admin staff have entered or modified the grade.

10.9.1.2 Posting Grades

Once all grades are entered, they must be posted to create the transcript record for the student. This becomes the official term mark for the students. Grades can be posted by individual class or all classes at once.

If a mark change is made after grades have been posted, the user must post grades again to update the transcript record.

Posting Grades by Individual Classes:

School view > Grades top tab > Grade Input side tab

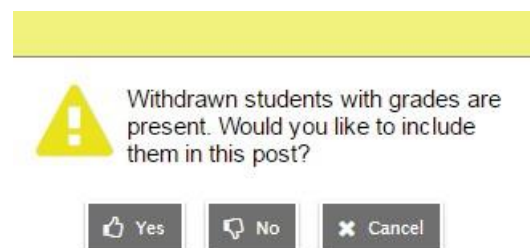
1. Select the class by clicking the check box beside the course and clicking the **Input Grid** leaf **OR** click the blue hyperlink of the course. This will take you to the class list with students for grade entry.
2. Confirm grade entry is complete.
3. In the **Options** menu, select **Post Grades**. Confirm the correct **Class** is displayed.
4. Select the appropriate **Grade Term**.
5. **Grades to post** should be *Term grades for all students*. Click **OK**.
 - If there are student(s) in the withdrawn tab of the course section with a grade entered for the term, **two** warning messages will appear:

NOTE: This selection will apply to ALL students in the withdrawn tab

First Warning:

No - does not post grades to transcripts for withdrawn students and will not create a transcript record if one does not already exist.

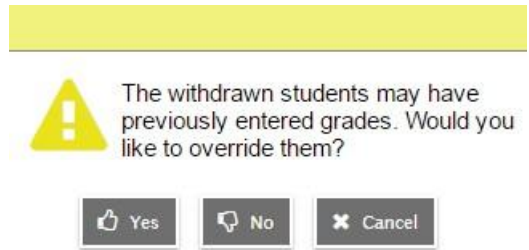
Yes – will post grades for withdrawn student(s). Creates a transcript record for a student if one does not already exist. Selecting yes may present a second option if grades were entered previously:



Second Warning:

Yes – will overwrite previously entered grades

No – will not overwrite previous grades



Posting Grades for All Classes:

School view > **Grades** top tab > **Grade Input** side tab

1. In the **Options** menu, select **Post Grades**.
2. Select the appropriate **Grade Term**.
3. **Grades to post** should be *Term grades for all students*.
4. In the "Post for..." section, select either **Current Selection** or **All Classes**. Click **OK**.
 - If there are student(s) in the withdrawn tab of the selected course section(s) with a grade entered for the term, **two** warning messages will appear:

NOTE: This selection will apply to ALL students in the withdrawn tab of the selected sections

First Warning:

No - does not post grades to transcripts for withdrawn students and will not create a transcript record if one does not already exist.

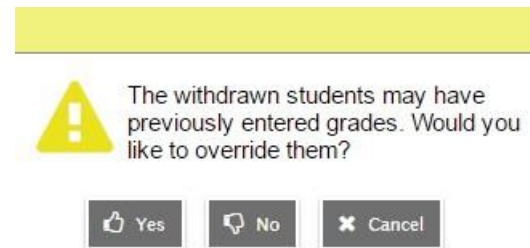
Yes – will post grades for withdrawn student(s). Creates a transcript record for a student if one does not already exist. Selecting yes may present a second option if grades were entered previously:



Second Warning:

Yes – will overwrite previously entered grades

No – will not overwrite previous grades



10.9.1.3 Viewing the Data

Data can be viewed in the following areas of the School view:

- By individual course: **Grades** top tab > **Grade Input** side tab > **Input Grid**.
- By all courses: **Grades** top tab > **Transcripts** side tab > set dictionary icon to All.
 - This area can also be used to create queries for specific records.
 - Queries can be made on one or more students, teachers, courses, or sections.
- By individual student: **Student** top tab > **Transcript** side tab.

10.9.2 Staff View

There are two ways for a teacher to enter a term grade for a report card:

- Entering a term grade directly to term grade screen for report cards. (Teacher manages daily assessment *outside* of MyEdBC).
- Posting grades from teacher-created categories and assignments. (Teacher uses MyEdBC to manage daily assessment). Entering a Term Grade Directly to the Term Grade Screen.

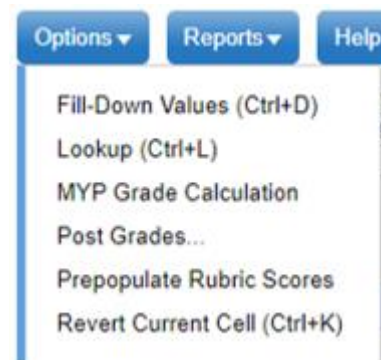
1. From **Staff** view, **Gradebook** top tab and the **Scores** side tab.
2. In the **Grade Columns** field, choose **Post Columns – Term**.

Grade Columns: Post Columns - Term ... Term: Tri 3 Display: Grade Status: ☒ Enrolled ☐ Withdrawn Class: MPHE--I Update Post Columns... Post Grades...

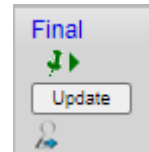
3. In the **Term** field, choose the appropriate term for which grades are being entered.
 - **Black** pushpins with no shape beside them appear in the column headers when the grade post is closed.
 - **Green** pushpins with a triangle beside them let the teacher know that the grade post window is open, and they can enter marks and post them.
 - **Red** pushpins with a red square beside them appear when grades have been posted to the student record. *Even if the pushpins are red, grades can be re-posted as long as school settings permit it.
4. Enter grades, work habits and comments as appropriate. **Data is automatically saved.**

Quick Tip: Use the Options menu for shortcuts available for entering data, or use the quick keys.

- **Lookup (Ctrl+L):** shows the user the valid values that can be entered into that field, if defined.
- **Fill-Down Values (Ctrl+D):** takes the value in the cell the user is in and copies it down to all students below that cell. This works for comments as well as grades.
- **Revert Current Cell (Ctrl+K):** returns the cell value to the previously entered value.



For transcript definitions with a calculation, an “Update” button will appear in the Final column in the final reporting period for courses. Clicking the Update button will populate the final grade according to the calculation in the transcript definition.



5. When data entry is complete, click the **Post Grades...** button. This process creates the grade record for the student which will appear on the report card.
6. Use the **Class** dropdown menu to select the next class.
7. Repeat process until grades are entered for all classes.

10.10 Generating Report Cards

Be sure that the School Report Card Message has been entered in **School** top tab > **Setup** side tab > **Preferences** leaf > **Category** set to **Grade** > **Report Card Message**.

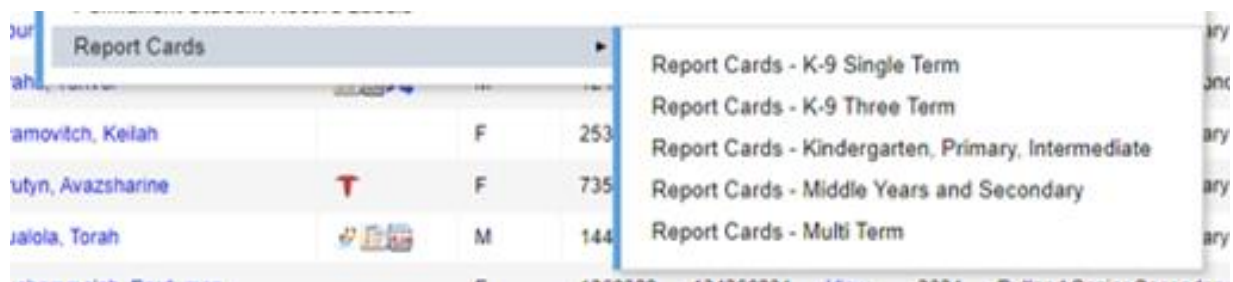
Report cards can be run from various areas in MyEdBC for Multiple students or for individual student.

For Multiple:

- **School** view > **Grades** top tab > **Transcript** side tab > **Reports** menu > **Report Cards**
- **School** view > **Student** top tab > **Reports** menu > **Report Cards**

For Individual:

- **School** view > **Student** top tab > **Transcript** side tab > Reports menu > **Report Cards**
- **School** view > **Student** top tab > **Transcript** side tab > Reports menu > **Report Cards**



Field	Description
Report Card Type	Select the report card required for the grade level of students: Middle: displays letter grades only when the report card is run. Secondary: displays letter grade and percentages when the report card is run.
School year	This will default to the current school year.
Term	Select the term for which report cards are being run.
Students to include	Current selection: the report will run for all students in the student list when you selected the report. All: the report will run for all students. YOG: the report will run for all students with a specified YOG. Snapshot: the report will run for the students in the snapshot identified in the Search value field.

Search value	Contains the value to apply when running the report by YOG or Snapshot. It is important to note that this is a free-form, typed-in value and must be exactly as the data on the student record is displayed.
Sort students by	You can adjust if the reports are being sorted by student name, YOG, or Homeroom
Alternate mailings	This has no functionality currently.
Exclude classes without term grades	This will exclude any courses on the student schedule that do not have a mark or comment.
Student First Name Format	Determines whether the preferred or legal first name will be displayed on the report card.
Student Last Name Format	Determines whether the Usual or legal last name will be displayed on the report card.
French Language	Generates the report card in the French language. Note: It does not translate data entered in English (comments).
Display School Final Exam	Checking this box will display the school final exam mark, if a transcript definition with a school final exam column was used.
Include Blended Mark if Available	Checking this box will display a blended mark for the course if the mark has been pushed to the transcript record exam field in MyEd BC.
Print on Both Sides	Checking this box will insert a spare page where the report card exceeds 2 pages. For example, this will prevent the third page from printing with the first page of another student.
Print Info Page	The bottom of the report card will display an explanation of the letter grades associated with the report card.
Display Attendance Summary	Choose from the following for how you would like attendance to be reported on the report: Daily Attendance, AM/PM Attendance, or Do Not Display.
Display School Message	This box must be checked to display the report card message entered in School top tab > Setup side tab > Preferences > Category = Grade > Report card message.
Teacher Signature Required	Checking this box will cause the report to have a teacher signature box at the bottom.
Parent Signature Required	Checking this box will cause the report to have a parent signature box at the bottom.
Include Term Comments	Check this box if the XTC course has been used to generate a term comment box at the bottom of the report card. This functionality is specific to the XTC course.
Display GPA	Displays a system-generated GPA when the report card is run.
Include Behaviour, Attitudes and Social Responsibility	If this box is checked, XSR course will display at the bottom of the report card for the middle school report card.
Print on Legal Size Paper	Causes the report to be generated on legal size paper.
Format	Provides options to generate the report card in different formats. PDF is recommended.

10.11 Calculate Credits

When an administrative staff member posts final grades in the School view, credits are not automatically calculated. The Calculate Credits function will populate the credit value based on the system credit procedure.

To calculate credits:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts** side-tab.
3. Select the records requiring a credit value.
4. In the **Options** menu, select **Calculate Credits**. The *Calculate Credits* dialog box appears.
5. Choose the appropriate option to calculate credits for the current selection or for all transcript records.
6. Click **OK**. The system will assign credit values based on the system credit procedure rules.

Calculate Credits

Calculate For

☒ Current selection: 3

☐ All Transcript Records

☒ OK ☐ Cancel

10.12 Generating PSR Card

The **Permanent Student Record** report is used to document the history of a student's education program. The report will track a student's enrollment information, inclusions, attendance, and achievements.

School view > Student top tab > Reports menu > Permanent Student Record

Individual Reports: **School view > Student top tab > Select Student > Transcript side tab > Reports menu > Permanent Student Record**

10.13 Generating DVRs (Diploma Verification Report)

The **Diploma Verification** report is used to confirm whether grade 12 students are eligible for graduation by comparing their already completed courses and their currently scheduled courses against their assigned Graduation Program.

School view > Student top tab > Reports menu > Grad Reports > Diploma Verification

Individual Reports: **School view > Student top tab > Transcript side tab > Reports menu > Grad Reports > Diploma Verification**

10.14 Generating Transcripts

The **School Transcript** is a listing of your high school marks and credits received for grades 10-12 specific to your assigned Graduation Program.

School view > Student top tab > Reports menu > Grad Reports > School Transcript

Individual Reports: **School view > Student top tab > Transcript side tab > Reports menu > Grad Reports > School Transcript**

11.0 TRANSCRIPT/ASSESSMENT BASICS


11.1 Review Graduation Program of Study Assignments

Best practice: when changing a student's program of study from one program to another, uncheck the Primary flag on the current program of study and add a new one that reflects the student's current program of study. This way, a record of the change is kept.

There are circumstances where it is appropriate to modify the existing record to reflect the student's current program of study.

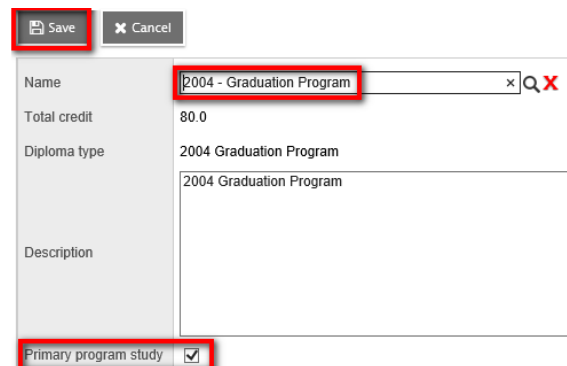
11.1.1 Assigning a Program of Study to an Individual Student

When a new student enrolls or transfers to the school, a program of study can be assigned individually.

1. In the **Student** top tab, check the box beside the student that requires a program of study.
2. Click the **Transcript** side tab.
3. Click the **Programs of Study** sub-side tab.
4. In the **Options** menu, click **Add**. The *New Graduation Student Program* screen is displayed.
 - a. Name: use the  icon to generate the *Graduation Program* pick list and select the program of study. Click OK.
 - b. Primary program study: check this box so the TRAX extract recognizes the graduation program for the student.
 - c. Click **Save**.

11.1.2 Changing the Program of Study for an Individual Student

As mentioned above, to retain the record of change, best practice is to create a new program









<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Name	2004 - Graduation Program
Total credit	80.0
Diploma type	2004 Graduation Program
Description	2004 Graduation Program
Primary program study	<input checked="" type="checkbox"/>

of study that reflects the student's current educational program, and "disable" the old program of study.

1. In the **Student** top tab, check the box beside the student that requires the change.
2. Click the **Transcript** side tab.
3. Click the **Programs of Study** sub-side tab.
4. Click the blue hyperlink for the program of study being disabled.
 - a. **Primary program study:** uncheck this box.
 - b. Click **Save**.
5. Add the new program of study as per the instructions indicated above in *Assigning a Program of Study to an Individual Student*.

11.1.3 Overall Review of Program of Study

An overall review of program of study assignments prior to submission will avoid errors on the TRAX echo reports:

1. In the **Global** top tab, select the **Favorite** side tab.
2. Click the blue hyperlink of the **Graduation Student Program** table. A list of all students with a program of study will be displayed. Note that students who do NOT have a program of study will not show here.
3. Use the  icon to select **Active Students**.
4. Use the  icon to select the **Program of Study** field set.
 - a. Click the **GrSubLvl** column header twice.
Any student with a grade sub-level of AD or AN should be on the Adult Graduation program.
 - b. Click the **Description** column header twice.
 - i. Active students with a "ZZ" in front of their graduation program name must have a valid program of study chosen. Use the **Modify List** option described above to change these values.
 - In the **Options** menu, select **Modify List**.
 - Click the  icon on the **Description** column to open the fields in the list for editing.
 - Use the  to generate the program of study pick list and select the appropriate program of study.
 - Click the  to save the changes.
 - In the **Options** menu, select **Modify List** to turn off the  icons.
 - ii. Confirm that students with the School Completion Certificate Program (SCCP) are assigned appropriately. Students with this program of study will not graduate with a diploma.

11.3.4 Students with No Program of Study

A filter has been created to show any students in your school that do not have a Program of study assigned to them.

School view > Student top tab > Filter > No Program of Study




You can then add the correct program to each student.

11.2 Manually Entering Course Data







There are several scenarios when an historical transcript record may need to be manually added to a student record. Counsellors will determine course codes appropriate for the student, based on the records received. Some examples are:

- Students who have registered from another province or country may not have historical course data entered for BC graduation requirements.
- Student has received credit for courses not taken at the school (Independent Directed Studies, Work Experience, External Credentials such as Driver's Education, etc.)

These course records can be manually entered for the student to ensure they graduate as expected.

1. In the **Student** top tab, check the box beside the student requiring data entry.
2. Click the **Transcripts** side tab.
3. In the **Options** menu, select **Add**. A *New Student Transcript* screen will display.
 - a. **YearID**: Use the  to select the year in which the student completed this course record.
 - b. **School > Name**: use the  to select the school where the student completed these courses. (If the student took the course out of province, use the code OOP. If the student took the course out of country, use the code OOC)
 - c. **Number**: use the  to select the course code being added for the student. The Description will populate based on the course code selected.
 - d. **Final Mark**: populate fields as appropriate.
 - e. **Credit**: enter the credit value associated to the course (ex. 4.0, 2.0, etc.).
 - f. Populate the **Completion Date** field as appropriate for the year of the course. **Start Date** and **End Date** are optional but may also be entered at this time.
 - g. If the course is provincially examinable:
 - i. If the student is not writing the exam, use the **TRAX Override** field to select the appropriate reason. Click **Save**. No Assessment record is required for the course. This will force the course into the CRS file for the TRAX extract.

- **Adult Not Writing (Q)**: Student is on an adult graduation program and enrolled in a provincially examinable course. Use this code if the student is NOT writing the exam.
- **Challenge**: Student has been assessed for course content and awarded credit for the course and is not writing the exam.
- **Challenge – Non-Exam Course**: Student has been assessed for course content and awarded credit for the course.
- **Equivalent – Non-Exam Course**: Student is from another jurisdiction and this code indicates that the course is considered an equivalent in BC.

Course Start Date	9/5/2017	
Course End Date	1/26/2018	
Actual Start Date	9/5/2017	
Active Date		
Percent Complete	<input type="text"/>	
Completion Date	1/29/2018	



- **Equivalent – Not Writing (Q):**

TRAX Override

Equivalent Not Writing (Q) ▼

Student is from another jurisdiction and this code indicates that the course is considered an equivalent in BC. The course is provincially examinable course, but the student is not writing the exam.

- ii. If the student has written the exam:

- Leave the **TRAX Override** field blank and ensure there is a **Course End Date** then click **Save**.
 - In the **Transcript** side tab > **Options** menu, run the **Course Exam Synchronize Procedure** to create an associated assessment record.
 - Go to the **Assessments** side tab and click the  to choose Provincial Exam from the list of assessments. Manually enter the exam and blended mark into the assessment record for the course and save the record.
- h. **User description:** check this box if the course code assigned to the student in the **Number** field is an MIDS course code (Independent Directed Studies). Checking the box will activate the IDS Related Course field.
 - i. **Course description:** a local school description can be entered here for IDS courses to describe the related course.
 - j. **IDS Related Course:** use the  icon to generate the school course pick list. Select the course and click **OK**.

Click **Save**.

11.3 Course Exam Synchronize Procedure

The Course Exam Synchronize Procedure creates assessment records for government examinable courses that are correctly linked to the course and transcript record. Assessment records are required for government exam courses to transmit correctly to TRAX and graduation reports.

If a transcript record does not exist for the course (when run from the student top tab): The Course Exam Synchronize Procedure uses the course schedule end date and assigns a session date to the assessment record.

If a transcript record exists for the course: The Course Exam Synchronize Procedure looks to the course end date in the transcript record and assigns a session date to the assessment record. Prior to running the procedure, it is important to post course dates to the transcript record. A blank course end date in the transcript record will result in a blank session date in the assessment record.

Additionally, where there is an assessment record but no corresponding Transcript record or course schedule record, the Provincial Exam assessment record will be deleted as a cleanup operation of this procedure, where that exam record has no value(s) populated for the Exam Mark and/or Blended Mark.

11.3.1 To Create Provincial Exam Records for All students:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Course Exam Synchronize Procedure**.
3. In the pop-up window, select **Run**. This will create assessment records for all students who have a current-year, provincially examinable course on their schedule, or in their transcript side tab.

11.3.2 To Create Provincial Exam Records for an Individual Student:

Scenario 1:

A student may arrive at the school after the course exam synchronize procedure has been run for the school. Yet they will have examinable courses scheduled on their timetable, so the procedure can be run for an individual student.

1. In the **School** view, select the **Student** top tab.
2. Click the **Workspace** side tab and schedule the student as necessary.
3. In the **Options** menu, select **Course Exam Synchronize Procedure**.
4. Click **Run**. Necessary assessment records will be created for the student. The exam session date will populate based on the end date of the course (see table below). If the student chooses to not write the exam until a later test session, then a later date can be entered on the Student Assessment test date field when that date is known. The date format is YYYYMM.

Scenario 2:

1. In the **School** view, select the **Student** top tab and then select the student.
2. In the **Transcript** side tab > **Options** menu, run the **Course Exam Synchronize Procedure** to create an associated assessment record.
3. Click **Run**. Necessary assessment records will be created for the student. The exam session date will populate based on the end date of the course (see table below). If the student chooses to not write the exam until a later test session, then a later date can be entered on the Student Assessment test date field when that date is known. The date format is YYYYMM.

Course Completion date	Default Session Month
January	January
February	January
March	April if exam is offered, or next available session for that exam (May or June)
April	April if exam is offered, or next available session for that exam (May or June)
May	May if exam is offered, otherwise June
June	June
July	June
August	August if exam is offered, or next available session for that exam (Nov or Jan)
September	November if exam is offered, otherwise January in the next year
October	November if exam is offered, otherwise January in the next year
November	November if exam is offered, otherwise January in the next year
December	January in the next year

Examinable courses without a blended mark or a Q code will not be assigned credit for the course for graduation.

11.4 Introduction to Provincial Graduation Assessments

The 2018 Graduation program requires students to successfully complete a Numeracy and a Literacy assessment. The graduation assessments are not tied to a specific course or grade level, nor do they earn “credits” towards graduation.

11.4.1 Assessment Definitions

There are five provincial Graduation assessment definitions.

Description	External Code
Graduation Numeracy Assessment 10	NME10
Graduation Literacy Assessment 10	LTE10
Graduation Literacy Assessment 12	LTE12
Evaluation de Numeratie 10	NMF10
Evaluation De Litteratie – Premiere 10	LTP10
Évaluation de littératie – Premiere 12	LTP12
Évaluation de littératie – Immersion 12	LTF12

Important Note: Each assessment definition has a unique field set for Assessment History, Assessment Entry and Student Assessment. Manage your field sets and select the appropriate field set to match the assessment definition when viewing data on any of these screens. You must select an Assessment definition to see the field set, e.g. Default Fields (NME) is available for Numeracy English; Default Fields (NMF) is available for Numeracy French.

11.5 Graduation Assessment Entry

11.5.1 Enroll a Student to Write an Assessment

The enrollment of a student to write an assessment can be done in the school view, for an individual student or for a selection of students. Only the primary school can create assessment records for students.

The Assessment Entry screen is used to add assessment records. The Assessment History screen is where all updates and reviews of student assessments should occur.

Assessment top tab > Student Assessment side tab > Assessment Entry

1. Select the Assessment Definition to be assigned to the student(s). Click on the magnifying glass to bring up the list of available assessments.

2. Select the students to enroll (Grade Level, Group, Query, Snapshot or Selection). For each student in the selection, any existing assessment records for this assessment definition appear. Otherwise, a blank assessment record is presented for data entry. Use the Clear button to clear the selection. *This does not delete the assessment records – just clears the selection.*

3. Enter the session date that the student plans to write the assessment. Use CTRL D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment.

AssessmentDef > ID *	AssessmentDef > Name *	Date *
NME	Graduation Numeracy Assessment English	22/01/2018

4. The school's name will automatically populate with the student's primary school when the date is entered. The school's name can be changed to reflect where the student will be writing the assessment if it is within your district.

Note: To move quickly across rows and down columns, press TAB or use your arrow keys. You can also click directly in a cell. To enter the same value for all students, enter a value for the first student, then press CTRL + D, or click Options > Fill-Down Values. Copy down (CTRL D) is restricted by the number of records per page.

CTRL D / Fill-down will overwrite existing records!

11.5.2 Rewrites

To add an additional assessment record, go to **Assessment** top tab > **Student Assessment** side tab > **Assessment Entry**

1. Select the Assessment Definition to be assigned to the student(s).
2. Select the Student(s) to be updated. You may select an individual student or a group of students using the Select button.
3. Click on the + sign beside the student PEN field.

Name	Grade	Pupil #	PEN	AssessmentDef > ID	AssessmentDef > Name	Date	Result	School > Name
Aitkenmossop, Kaidenz	10	527353	126409010	NME	Graduation Numeracy Assessment English	22/01/2018	2 - Developing	Belmont Secondary
Alexanderbonneau, Mariechen	10	529742	126016427	NME	Graduation Numeracy Assessment English	22/01/2018	3 - Proficient	Belmont Secondary
Allardweinberg, Yuming	10	483069	126234574	NME	Graduation Numeracy Assessment English	22/01/2018	4 - Extending	Belmont Secondary
Allum, Aubrina	10	519320	126889831	NME	Graduation Numeracy Assessment English	22/01/2018	1 - Emerging	Belmont Secondary
Almandawi, Chenghsi				NME	Graduation Numeracy Assessment English	22/01/2018	NC - Student did not complete	Belmont Secondary
				NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary

4. A new row will display. Enter the date for the new assessment.

NME	Graduation Numeracy Assessment English	22/01/2018	NC - Student did not complete
NME	Graduation Numeracy Assessment English	21/06/2018	

11.6 Review and Update Assessment Records

Student assessment records can be reviewed and updated in the district or school view, for an individual student or for a group of students.

Assessment TT > Student Assessment ST > Assessment History for all students
Student TT > Assessments ST > for a specific student

11.6.1 Assessment History

Review all records for a specified assessment definition at **Assessment** top tab > **Student Assessment** side tab > **Assessment**.

1. Select the Assessment definition. All primary students with an assessment record for the assessment definition will be displayed.
2. Manage your field sets and select "Default Fields (NME)" to see all applicable fields of data for the Numeracy definition.
3. Use your filters to select students to view

Student > Name	Student > Grade	Student > Pupil #	Student > PEN	Student > Alerts	AssessmentDef > ID	AssessmentDef > Name	Date	Result	Special	School > Name
Abdallahman, Jaleen	12	528148	122697138		NME	Graduation Numeracy Assessment English	20/01/2018			Belmont Secondary
Abrera, Keyes	11	527084	124535147		NME	Graduation Numeracy Assessment English	02/10/2017	Extending		Belmont Secondary
Abrera, Keyes	11	527084	124535147		NME	Graduation Numeracy Assessment English	25/01/2018	Emerging		Belmont Secondary
Abul, Jain	11	2074913	141535269		NME	Graduation Numeracy Assessment English	25/01/2018			Belmont Secondary
Aitkenmossop, Kaidenz	10	527353	126409010		NME	Graduation Numeracy Assessment English	22/01/2018	Developing		Belmont Secondary

11.6.2 Delete an Assessment History record

Occasionally, it may be necessary to delete a historical assessment record. Records that contain a mark should not be deleted, as the record is an important piece of evidence of a student's progress towards graduation.

- 1 Click in the checkbox beside the student's name.
- 2 Options > Delete.

Note: If an assessment record already has a mark in the Results or Special Case field
DO NOT UPDATE OR DELETE the record!

11.6.3 Individual Student Assessment Records

A primary or secondary student's assessment records may be viewed by going to **Student top tab > Assessment side tab**.

- 1 Select the Assessment definition. All the student's assessment records for the assessment definition will be displayed. If you don't select an assessment definition, then ALL the student's assessment records will display.

11.6.3.1 Add an Assessment record for an individual student

- 1 Assessment records can be added for Primary students only. You must select an assessment definition before you can choose to Add a record.
- 2 *Options > Add.*
- 3 Select the "Graduation Assessment" template for the appropriate fields.
- 4 Enter the date.
- 5 Save the record and the School name will populate.
- 6 Enter the Provincial Assessment result if available.

The Special Case field is used to receive information that is returned by the TRAX system. Possible values would be A – Aegrotat Standing, E – Exempt, Q – Disqualified, or X – Incomplete.

The screenshot shows the 'Student Assessment' form in the MyEducationBC system. The top navigation bar includes tabs for Pages, School, Student (selected), Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. The main header displays 'Student List :: 11 - Abrera, Kerys :: 18/01/2018'. On the left, a sidebar lists various sections: Details, Contacts, Attendance, Conduct, Transcript, Assessments (selected), Academics, and Schedule. The 'Assessments' section is expanded, showing a form with the following fields: 'Date' (18/01/2018), 'Assessment Definition > Name' (Numeracy French), 'School > Name' (Belmont Secondary), 'Prov Assessment Result' (a dropdown menu), and 'Special Case' (a dropdown menu). The 'Graduation Assessments' dropdown is highlighted in yellow. At the bottom of the form are 'Save' and 'Cancel' buttons.

11.7 Using the Date Range filters on Assessment Entry

Assessment top tab > Student Assessments side tab > Assessment Entry sub side tab

To filter the display of existing assessment records, enter dates in the Date Range fields at the top of the page. MyEducation BC will display the assessment records within the date range specified for the students selected. For all the other students in the selection a blank record is presented. To see all the assessment records for the assessment definition chosen, leave the date fields blank. The display is limited to the students selected.

For example: A user has selected students in Grade 10. All Grade 10 students now appear on the screen. Some of the grade 10 students have assessment records for Jan 2017 and some have assessment records for Jun 2017 and some do not have any assessment records. Entering a date range will filter the records with dates within that range and present a blank record for all the other students in the selection.

Assessment Entry

Assessment Definitions **Options** **Reports** **Help**

Student Assessments

Assessment History

Assessment Entry

Assessment Definition: Graduation Numeracy Assessment 10

Students: 0 of 330 selected

Date Range:

Grade Level 10 - Graduation Numeracy Assessment 10

Name	Grade	Pupil #	PEN	AssessmentDef > ID *	AssessmentDef > Name *	Date *	Result	Special	School > Name
Abbinante, Rikkamae	10	1519964	129086187	NME10	Graduation Numeracy Assessment 10	08/01/2020	1 Emerging		Belmont Secondary
Abdusleiman, Sherryann	10	1442423	129086278	NME10	Graduation Numeracy Assessment 10	07/10/2019	2 Developing		Belmont Secondary
Ahstromcotton, Janak	10	595575	127961878	NME10	Graduation Numeracy Assessment 10	07/10/2019			Belmont Secondary
Alkhateeb, Bunayya	10	600535	127999282	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Allard, Kade	10	652425	128495850	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Alrene, Wendell	10	2280349	145976650	NME10	Graduation Numeracy Assessment 10	07/10/2019			Belmont Secondary
Althabit, Saloni	10	2105529	142061886	NME10	Graduation Numeracy Assessment 10	07/10/2019			Belmont Secondary
Ameer, Geverson	10	902167	128826351	NME10	Graduation Numeracy Assessment 10	07/10/2019			Belmont Secondary
Amogh, Theaisabella	10	599157	127976801	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Andall, Kyelan	10	637055	128311446	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Andreae, Gaoshang	10	599264	127976850	NME10	Graduation Numeracy Assessment 10				Belmont Secondary

Date range is blank - All records display, with dates

Assessment Entry

Assessment Definitions **Options** **Reports** **Help**

Student Assessments

Assessment History

Assessment Entry

Assessment Definition: Graduation Numeracy Assessment 10

Students: 0 of 330 selected

Date Range: 08/01/2020 to 08/01/2020

Grade Level 10 - Graduation Numeracy Assessment 10

Name	Grade	Pupil #	PEN	AssessmentDef > ID *	AssessmentDef > Name *	Date *	Result	Special	School > Name
Abbinante, Rikkamae	10	1519964	129086187	NME10	Graduation Numeracy Assessment 10	08/01/2020	1 Emerging		Belmont Secondary
Abdusleiman, Sherryann	10	1442423	129086278	NME10	Graduation Numeracy Assessment 10				Belmont Secondary
Ahstromcotton, Janak	10	595575	127961878	NME10	Graduation Numeracy Assessment 10				Belmont Secondary
Alkhateeb, Bunayya	10	600535	127999282	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Allard, Kade	10	652425	128495850	NME10	Graduation Numeracy Assessment 10				Belmont Secondary
Alrene, Wendell	10	2280349	145976650	NME10	Graduation Numeracy Assessment 10				Belmont Secondary
Althabit, Saloni	10	2105529	142061886	NME10	Graduation Numeracy Assessment 10				Belmont Secondary
Ameer, Geverson	10	902167	128826351	NME10	Graduation Numeracy Assessment 10				Belmont Secondary
Amogh, Theaisabella	10	599157	127976801	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary

Date range is Jun 18, 2018, to Jun 22, 2018.

The same 310 records for the Grade 10 students are displayed. If the student does not have a record within the date range, a blank record is presented allowing for the entry of assessment dates. Any existing record outside of this date range are not affected and have been saved.

Pages School Student Staff Attendance Conduct Grades **Assessment** Schedule Extracurriculars Global Tools Admin

Assessment Entry

Assessment Definitions Options Reports Help Printer Friendly Version

Student Assessments

Assessment History

Assessment Entry

1 Abbinante, Rikkamae 0 of 330 selected Grade Level 10 - Graduation Numeracy Assessment 10

Name	Grade	Pupil #	PEN	AssessmentDef ID	AssessmentDef Name	Date	Result	Special	School Name
Abbinante, Rikkamae	10	1519964	129086187	NME10	Graduation Numeracy Assessment 10	08/01/2020	1	Emerging	Belmont Secondary
Abdusleiman, Sherryann	10	1442423	129086278	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Ahlistromcotton, Janak	10	595575	127961878	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Alkhateeb, Bunayya	10	600535	127999282	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Allardin, Kade	10	652425	128495850	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Airene, Wendell	10	2280349	145976650	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Althabit, Saloni	10	2105529	142061886	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Ameer, Geverson	10	902167	128826351	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Amogh, Theasabellia	10	599157	127976801	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Andall, Kyelan	10	637055	128311446	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Andrae, Gaoshang	10	599264	127976850	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary

Dates are entered for the June session for the students. Entering an assessment date will create a new assessment record if the student already has a record with a different date.

Pages School Student Staff Attendance Conduct Grades **Assessment** Schedule Extracurriculars Global Tools Admin

Assessment Entry

Assessment Definitions Options Reports Help Printer Friendly Version

Student Assessments

Assessment History

Assessment Entry

1 Abbinante, Rikkamae 0 of 334 selected Grade Level 10 - Graduation Numeracy Assessment 10

Name	Grade	Pupil #	PEN	AssessmentDef ID	AssessmentDef Name	Date	Result	Special	School Name
Abbinante, Rikkamae	10	1519964	129086187	NME10	Graduation Numeracy Assessment 10	08/01/2020	1	Emerging	Belmont Secondary
Abdusleiman, Sherryann	10	1442423	129086278	NME10	Graduation Numeracy Assessment 10	07/10/2019	2	Developing	Belmont Secondary
Ahlistromcotton, Janak	10	595575	127961878	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary
Ahlistromcotton, Janak	10	595575	127961878	NME10	Graduation Numeracy Assessment 10	07/10/2019			Belmont Secondary
Alkhateeb, Bunayya	10	600535	127999282	NME10	Graduation Numeracy Assessment 10	08/01/2020			Belmont Secondary

Students now have two assessment records with different dates. The record count at the top of the list shows the increase in the number of records.

12.0 TRAX

The transfer of demographic and course data between schools and the Ministry is necessary for the Ministry to produce transcripts of grades and school completion certificates on behalf of schools.

Ministry of Education (MOE) website and resources:

TRAX Data Collections base: https://www.bced.gov.bc.ca/exam/trx_updates/

Handbook Procedures for Graduation Program:

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf

Course Information: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate>

12.1 Objectives

Topics covered will include:

- TRAX checklist, processes, and timeline
- How to create Provincial Exams
- How to produce a TRAX extract in MyEdBC
- Description of the three types of files created by a TRAX Extract: CRS, DEM and XAM Files.
- Scenarios that schools will encounter for reporting TRAX and how to ensure information is entered correctly for each. These scenarios include:
 - Deferrals
 - Adult
 - Challenge
 - Rewrites
- How to review Student Exam Results

12.2 Procedures

There are four procedures related to TRAX:

- **Posting Course Dates Procedure:** creates a transcript record, sets start and end dates for courses submitted to TRAX.
- ***Course Exam Synchronize Procedure** adds/deletes exam records for students with examinable courses.
- ***Blended Marks to Transcripts Procedure:** updates the transcript record with the blended/exam marks found on the assessment table
- **Calculate Credits...procedure** assigns credits for all completed courses including examinable courses that have a passing mark / blended mark

**These procedures only apply to the provincial exams and are not required for the graduation assessments.*

12.3 Key Points

- Assessment records create provincial exam requests and store the Blended and Exam marks.
- Assessment records create graduation assessment requests and store the results
- Assessment records are where the results are uploaded when they are received from the Ministry of Education.
- Provincial exam records should only ever be created through the Course Exam Synchronize Procedure. This creates the correct link between the course and exam records for the subsequent mark uploads and Blended Marks to Transcript procedure.
- The Course Exam Synchronize Procedure will look at the students' schedules and transcript screens and create the appropriate Provincial Exam assessment records (exam requests). It will also delete Provincial Exam assessment records where a student has dropped a course, or the course has been removed from the student transcript records.
- All courses need End Dates.
- Students who completed a course in a previous year and are writing the exam in the current year, need an Assessment record with a current year exam session date. If the student has not written the exam previously, edit the session date and location information for Session 1. If the Student is rewriting the exam, enter the session date, location, and mark information in Session 2 fields.

- **Always select the appropriate definition** in the Assessment Definition area to see all the fields and filters for any provincial exam or graduation assessment.
- Assessment records will always be associated with the school the student is taking the course in. The Location may need to be changed for where the exam is going to be written.
- Students must have a **Program of Study** assigned which will define graduation requirements for the student. The *Primary program study* checkbox must be checked in the Program of Study details. The TRAX extract, School Transcript and DVR reports will not run correctly without a Program of Study attached to the student.

Assessment Definition

Graduation Numeracy Assessment English



12.4 Ministry of Education Information

12.4.1 Graduation Programs

Individuals who are responsible for ensuring the accuracy of student information for the purposes of graduation should familiarize themselves with the **Handbook of Procedures for the Graduation Program** on the MOE website. This document is updated every year with new rules and guidelines for graduating students and provides detailed information on the various components to ensure students have met graduation requirements.

The graduation program a student is participating in is called a **Program of Study** in MyEdBC. There are currently 3 valid programs of student (graduation programs) in BC:

- **2018 Graduation Program:** the main Program of Study
- **Adult – Graduation Program:** students who meet the MOE definition of an adult grad may have this program assigned and have a grade sub-level of AD or AN, as appropriate.
- **School Completion Certificate Program (SCCP):** this program is assigned to students with special needs (on IEPs), who have met the goals of their education programs, but do not receive a graduation diploma. These students receive an Evergreen Certification, but this is not a graduation credential

13.4.2 Arts Education and Applied Design, Skills and Technologies.

As indicated in the Handbook of Procedures for the Graduation Program, students have several options for satisfying the Arts Education and Applied Design, Skills and Technologies graduation requirement that schools must report to the Ministry.

Some courses that meet the Arts Education and Applied Design, Skills and Technology requirement may be designated as 2.0 or 4.0 credit courses at the District level. If schools require both a 2.0 and 4.0 credit version of the course to schedule students into, a version of each will need to be created at the district level to be brought into the school. Refer to the School Setup document for these instructions.

If an individual student transcript records requires a specific Arts Education and Applied Design, Skills and Technologies designation on a course and a specific credit value, this can be achieved by setting the **FAS Override** flag and adjusting the credit value directly on the student transcript record.

12.5 TRAX Data Collection

The student's primary school is responsible for reporting achievement to TRAX.

For students whose home school is not in MyEdBC, they must have the **Home School Not in MyEducation** checkbox checked for them to be excluded from TRAX. This field is in:

School view>**Student** top tab>**Details** side tab>**Demographics** sub-top tab

Home School Not in
MyEducation



12.5.1 The DEM File:

One demographic record will be created for students (including withdrawn students), who are:

- Enrolled in Grade 10, 11, 12, SU and GA, or
- Registered in the Adult Graduation Program, or
- Enrolled in a grade less than 10, but registered in a provincially examinable course in the current school year and scores (returned) are blank, or
- Enrolled in a grade less than 10, but registered in non-examinable grade 10, 11, 12 courses, or
- Registered in the School Completion Certificate Program ('SCCP') or
- Does not have the **Home School not in MyEducation** checkbox checked.

12.5.2 The CRS File

Course records will be created for non-examinable courses for students who are:

- Enrolled in Grade 10, 11, 12, SU and GA
- Registered in the Adult Graduation Program
- Registered in the SCCP Program (School Completion Certificate Program).
- Enrolled in Grade 08 or 09, but completed/enrolled in non-examinable grade 10, 11, or 12 courses


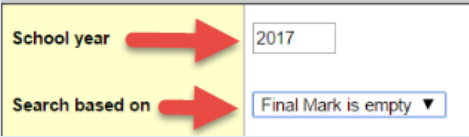
For the above students, all completed and currently enrolled non-examinable courses that are at the grade level 10, 11, 12, SU or GA will be extracted.


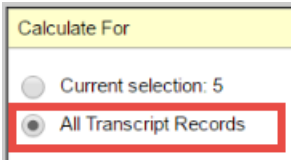
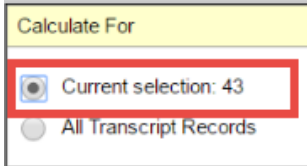
12.5.3 The XAM File


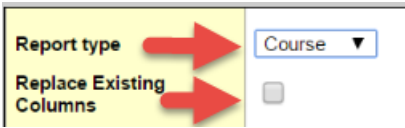
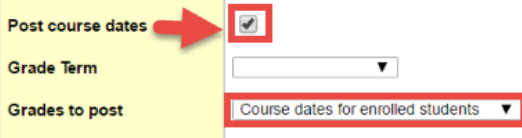
Exam records will be created from the **School** view > **Assessment** top tab or from the **School** view > **Student** top tab > **Assessment** side tab for students who are:

- Enrolled in Grade 10, 11, 12, SU and GA with assessment records for provincially examinable courses in the current year.
- Enrolled in Grade 10, 11, 12, SU and GA with graduation assessment records for the current year.
- Registered in the Adult Graduation Program who have opted to write the exam and have assessment records for provincially examinable courses in the current year.
- Enrolled in Grade 08 or 09, but completed/enrolled in examinable grade 10, 11, or 12 courses and have assessment records for provincially examinable courses in the current year.

12.6 TRAX Checklist

Task	Navigation	Comments
<input type="checkbox"/> Prepare student data <div>Page 117</div>	<p>Student top tab > click PEN header to check for missing PENS.</p> <p>Student top tab > set filter to No Program of Study</p> <p>Student top tab > set filter to No Courses Scheduled</p> <p>Student top tab > Reports > Ministry Reporting > BC 1701 Report – By Program</p> <p>Student top tab > Reports > Other Jurisdiction > Enrollment Activity report</p>	<ul style="list-style-type: none"> Identify students with no program of study. Assign programs of study as appropriate in Options menu > Program of Study Creator – Primary Review students in grades 10-12 with no courses scheduled. Schedule as appropriate. Review career program assignments for grade 11 and 12 students. Review new grade 10-12 students on the Enrollment Activity report for a graduation program and course history information.
<input type="checkbox"/> Review Graduation program of study assignments <div>Page 118</div>	<p>Global top tab > Favorite side tab > Graduation Student Program > List leaf > set filter to Active Students</p>	<ul style="list-style-type: none"> Review Primary Program flags where value is N. TRAX does not include these. Students with a grade sub-level of AD or AN are correct and have an adult grad program assigned as a program of study. Ensure students with SCCP graduation program are appropriate. Identify students with invalid programs of study (with ZZ in them) and replace with correct program of study.
<input type="checkbox"/> Review "orphaned" transcript records <div>Page 120</div>	<p>Grades top tab > Transcript side tab > set  icon to All > set filter to No Student Schedule Equivalent</p>	 <ul style="list-style-type: none"> Records displayed are transcript records in the current year where the student does not have the course on their current year schedule. Do not delete records from other schools. Delete records from this school where the student is no longer enrolled in the course, but a transcript record was created.

<p><input type="checkbox"/> Review provincial exam data</p> <p>Page 1231</p>	<p>Assessments top tab > Student Assessments side tab > set Assessment Definition to Provincial Exam</p> <ul style="list-style-type: none"> • Set field set to SD23 Field Set • Set filter to Exam1 or Blended1 is empty • Set filter to Course End Date is Empty • Set filter to Missing Test Session Date 	<ul style="list-style-type: none"> • Check records without an exam and blended mark for a prior session date. Verify and populate this information from the MOE exam site. • Check for courses with no course end date – these will not be picked up by TRAX. Populate course end dates for historical records as appropriate. • Check for records with a blank session date. This means the record was created before course dates were posted. Delete these records, post course dates and run the Course Exam Synchronize Procedure again.
<p><input type="checkbox"/> Run Blended Marks to Transcript procedure</p> <p>Page 122</p>	<p>Student top tab > Options menu > Blended Marks to Transcript</p>	<ul style="list-style-type: none"> • Populates blended and exam marks from the assessment screen to student transcript records.
<p><input type="checkbox"/> Run Calculate Credits procedure</p> <p>Page 122</p>	<p>Grades top tab > Transcripts side tab > set the  icon to All > Options menu > Calculate Credits</p>	<p>October submission: Calculate for All Transcript Records to ensure completed courses from previous years are calculated.</p> <div data-bbox="987 1041 1276 1199">  </div> <p>February, April & June submissions: Calculate for Current Selection (Current Year filter) to update current year records</p> <div data-bbox="1003 1329 1308 1493">  </div> <p>This process applies the BC credit calculation to the record and ensures the student receives the appropriate credit value when a final mark has been achieved (or when the blended mark has been populated for examinable courses).</p>

<input type="checkbox"/> Enter historical or manual course data for students <i>Page 123</i>	<p>Student top tab > Transcript side tab > set  icon to Quarterly No Calculated Final (or whatever your default transcript definition is for your school) > Options > Add</p>	<ul style="list-style-type: none"> • Assess student report cards and information from other jurisdictions. • Add historical records as required for BC graduation. • Add external credentials (IDS, U courses).
<input type="checkbox"/> Prepare grade input for course dates <i>Page 124</i>	<p>Grades top tab > Grade Input side tab > Options > Prepare Grade Input > All Sections</p>	 <ul style="list-style-type: none"> • Prepare course dates columns for student transcript records
<input type="checkbox"/> Post course dates <i>Page 126</i>	<p>Grades top tab > Grade Input side tab</p> <p><u>October & January submissions:</u> set filter to FY & Sem 1 Classes > Options menu > Post Grades</p> <p><u>April & June submissions:</u> set filter to FY & Sem 2 Classes > Options menu > Post Grades</p>	 <ul style="list-style-type: none"> • This process will ensure that all records have a course start and end date prior to creating new exam records for the TRAX extract.
<input type="checkbox"/> Run Course Exam Synchronize procedure <i>Page 126</i>	<p>Student top tab > Options menu > Course Exam Synchronize Procedure > Run</p>	<p>This procedure will:</p> <ul style="list-style-type: none"> • Create necessary exams based on the student's current year scheduled courses or current year transcript records. • Deletes exam requests for courses that have been dropped due to schedule changes.
<input type="checkbox"/> Update missing final marks and I's <i>Page 127</i>	<p>Grades top tab > Transcripts side tab</p> <ul style="list-style-type: none"> • Set field set to TRAX Course Analysis • Set dictionary icon to All • Set filter to Final mark is empty • Set filter to TRAX: Final Mark = I 	<p>This procedure will:</p> <ul style="list-style-type: none"> • Create necessary exams based on the student's current year scheduled courses or current year transcript records. • Deletes exam requests for courses that have been dropped due to schedule changes.

<input type="checkbox"/> Review transcript records from other schools <i>Page 129</i>	Grades top tab > Transcripts side tab <ul style="list-style-type: none"> • Set field set to TRAX Course Analysis • Set dictionary icon to All • Set filter to TRAX: Incomplete Records from Other Schools 	<ul style="list-style-type: none"> • If these records are incomplete (missing final marks, course end dates, course completion dates), contact the school associated to the record to determine appropriate action. • Refer to the table in the Dealing with Records from Other Schools section in this guide for further explanation.
<input type="checkbox"/> Review TRAX Course Analysis Data <i>Page 128</i>	Grades top tab > Transcripts side tab <ul style="list-style-type: none"> • Set field set to TRAX Course Analysis • Set dictionary icon to All • Set filter to TRAX Transcript Records 	<ul style="list-style-type: none"> • See Appendix A of this document for instructions. • The screen will take some time to generate for each selection that is made. When it has finished, all grade 10-12 transcript records for all grade 10-12 students will be displayed. • Use the printer icon in the upper right corner of the screen to export the data to a CSV file. Open the file and save as an Excel workbook. • Look for: <ul style="list-style-type: none"> ➢ Missing course start and end dates ➢ Missing completion dates for courses with final marks ➢ Missing final marks for courses that have ended ➢ Examinable course records that should have an exam and blended mark, or a TRAX override because the student is not writing the exam • Correct data as necessary before the final extracts are run and submitted.
<input type="checkbox"/> Create graduation assessment records <i>Page 129</i>	Assessment top tab > Student Assessments side tab > Assessment Entry sub-side tab <ul style="list-style-type: none"> • Select Graduation Assessment definition 	<ul style="list-style-type: none"> • Select the students to enroll • Enter the session date for writing the assessment. Use CTRL D to copy date down. Copying down will overwrite an existing date for the assessment. • School name will automatically populate with the students primary school when date is entered. Name can be changed to where student is writing if it is within District.

<input type="checkbox"/> Check for missing assessment session dates. Manually populate session dates if necessary. Page 130	Assessment top tab > Student Assessments side tab > Assessment History sub-side tab	<ul style="list-style-type: none"> • Set Assessment Definition field at top of screen • Set filter to Missing Test Session Dates.
<input type="checkbox"/> Run TRAX extracts and submit to MOE web application Page 131	Student top tab > Options menu > Exports	<ul style="list-style-type: none"> • BC TRAX Extract – Course File • BC TRAX Extract – Demographic File • BC TRAX Extract – Exam File
<input type="checkbox"/> Follow-up on MOE TRAX echo reports Page 131	https://www.bced.gov.bc.ca/exams/trx_updates/	<ul style="list-style-type: none"> • Subscribe to TRAX Updates email distribution list • Log into the School Secure Web • Check TRAX error echo reports • Check On-line exam registers • Check non-grad lists • TRAX Error Legend is useful for explaining errors on the echo reports

12.7 TRAX Checklist Processes – Detail

12.7.1 Prepare Student Data

The first step in the TRAX process is to ensure key student demographic data related to TRAX is correct:


12.7.1.1 No PENs


Students missing PENs will be reported as an error in the MOE echo report.

1. In the **Student** top tab, click the **PEN** column header. Blank PEN values will sort to the top.
2. Notify Software Support if missing PENs are not populated within 48 hours of student's registration.

12.7.1.2 No Program of Study


Students who do not have a program of study assigned will not be included in the TRAX extract.

1. In the **School** view > **Student** top tab
2. Use the  icon to select the **No Program of Study** filter.
3. In the **Options** menu > select **Program of Study Creator – Primary**

- Program of Study:** use the  to select the program of study that all students will receive (individuals can be changed after, if necessary – see *page 13*).
- Student to include:** leave set to All.
- Active student only:** should be checked.
- Start grade:** should represent the first grade in the school.
- End grade:** should represent grade 12
- Click **Run**. When the process is complete and the No Program of Study filter is selected again, the screen should be blank.

12.7.1.3 No Courses Scheduled





Student with no courses scheduled should be reviewed to ensure it is appropriate that no current year scheduled courses will be transmitted through the TRAX process.

- In the **School** view > **Student** top tab
- Use the  icon to select the **No Courses Scheduled** filter.
- Schedule the students into courses, if appropriate.

12.7.1.4 Enrollment Activity Report

The **Enrollment Activity** report can be run to determine if new students have entered the school since the last TRAX extract. This helps users responsible for TRAX data determine that these students have the appropriate graduation program assigned, have courses scheduled, and historical course data entered.

- In the **Student** top tab > **Reports** menu
- Click **Other Jurisdiction > Enrollment Activity**
 - Start date:** enter the date that represents the date students were enrolled in the school.
 - End date:** represents the last date in the range that students were enrolled in the school.
 - Sort by:** set to Type (E/W), so the entries are grouped together.
 - Click **Run**.

Enrollment Activity	
Organization	Central Okanagan School District #23
School	Mount Boucherie Secondary
Start date	8/9/2017 
End date	10/17/2017 
Sort results by	Type (E/W) 
Format	Adobe Acrobat (PDF) 
<div> <div>Run</div> <div>Cancel</div> </div>	

12.8 Review Graduation Program of Study Assignments


Best practice when changing a student's program of study from one program to another is to uncheck the Primary flag on the current program of study and add a new one that reflects the student's current program of study. This way, a record of the change is kept.

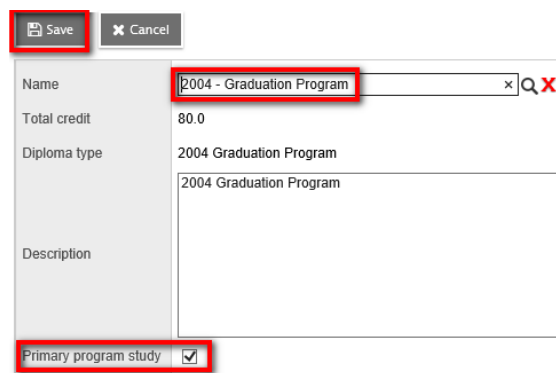
There are circumstances where it is appropriate to modify the existing record to reflect the student's current program of study.

12.8.1 Assigning a Program of Study to an Individual Student

The section of this document called No Program of Study, shows how all students can be assigned a program of study when there are many records missing this information. When a new student enrolls or transfers to the school, a program of study can be assigned individually.

5. In the **Student** top tab, check the box beside the student that requires a program of study.
6. Click the **Transcript** side tab.
7. Click the **Programs of Study** sub-side tab.
8. In the **Options** menu, click **Add**. The *New Graduation Student Program* screen is displayed.

- d. Name: use the  icon to generate the *Graduation Program* pick list and select the program of study. Click OK.
- e. Primary program study: check this box so the TRAX extract recognizes the graduation program for the student.
- f. Click **Save**.





12.8.2 Changing the Program of Study for an Individual Student

As mentioned above, to retain the record of change, best practice is to create a new program of study that reflects the student's current educational program, and "disable" the old program of study.





6. In the **Student** top tab, check the box beside the student that requires the change.
7. Click the **Transcript** side tab.
8. Click the **Programs of Study** sub-side tab.
9. Click the blue hyperlink for the program of study being disabled.
 - c. **Primary program study:** uncheck this box.
 - d. Click **Save**.
10. Add the new program of study as per the instructions indicated above in *Assigning a Program of Study to an Individual Student*.

12.8.3 Overall Review of Program of Study

An overall review of program of study assignments prior to submission will avoid errors on the TRAX echo reports:

1. In the **Global** top tab, select the **Favorite** side tab.
2. Click the blue hyperlink of the **Graduation Student Program** table. A list of all students with a program of study will be displayed. Note that students who do NOT have a program of study will not show here.
3. Use the  icon to select **Active Students**.
4. Use the  icon to select the **Program of Study** field set.
 - c. Click the **GrSubLvl** column header twice.

Any student with a grade sub-level of AD or AN should be on the Adult Graduation program. If they are not, the AD or AN should be removed from their student demographics, OR the graduation program should be changed to the Adult Graduation Program, as per best practice.



- d. Click the **Description** column header twice.
 - i. Active students with a “ZZ” in front of their graduation program name must have a valid program of study chosen. Use the **Modify List** option described above to change these values.
 - In the **Options** menu, select **Modify List**.
 - Click the  icon on the **Description** column to open the fields in the list for editing.
 - Use the  to generate the program of study pick list and select the appropriate program of study.
 - Click the  to save the changes.
 - In the **Options** menu, select **Modify List** to turn off the  icons.
 - ii. Confirm that students with the School Completion Certificate Program (SCCP) are assigned appropriately. Students with this program of study will not graduate with a diploma.

12.9 Review and/or Delete “Orphaned” Transcript Records



As students drop courses or move between schools before completing courses, transcript records may be created as term grades or course dates are posted for the student’s courses. This means that the transcript record is no longer valid for the student and is not connected to a course on their schedule. If the student changes schools before completing the course, an empty, (orphaned) transcript record occurs on the student’s course history. These records need to be identified and resolved.

The process will be slightly different depending on which TRAX submission is being sent. **Best practice** is not to delete records from other schools as their funding may depend on that record being in place.

12.9.1 October Submission

1. In the **School** view, click the **Grades** top tab.
2. Click the **Transcripts** side tab. Set the  icon to **All**.
3. Set the  to **TRAX Transcript Records**.
4. Review for duplicate course records or records with missing final marks. The process in Appendix A can also be used to find records with missing final marks.
5. Populate final marks or delete duplicate records as appropriate. Do not delete records from other schools without checking with them first.








12.9.2 February, April & June Submission

1. In the **School** view, click the **Grades** top tab.
2. Click the **Transcripts** side tab. Be patient, this can take a few minutes.
3. Click the  icon and select **All**. This will display all records, regardless of their transcript definition.
4. Use the  icon to select **No Student Schedule Equivalent**.
 - a. **School year:** the end of the current school year
 - b. **Search based on:** **Final Mark is empty**.


If search results return records from this school, determine if the student completed the course and requires a final mark. If the record is not relevant, it can be deleted.
Do not delete records from other schools.

12.10 Review Provincial Exam Data

Conducting a review of provincial exam data will prevent errors on the MOE TRAX echo reports.

1. In the **Assessment** top tab, select the **Student Assessments** side tab.
2. In the **Assessment Definition** field, use the  to generate the *Assessment Definition* pick list and select **Provincial Exam**. Click **OK**.
 - a. Use the  icon to select **SD23 Field Set**.
 - b. Use the  icon to select the **Course End Date is Empty** filter. This will generate a list of records with no course end date.
 - i. Use the **Options > Modify List** function to populate the **Course End Date** fields for these exam records as appropriate to their session dates. Remember to click the  at the top of the column to save entries **before moving to the next page!**
 - c. Use the  icon to select the **Exam1 or Blended1 is Empty** filter. This will generate a list of records where the exam and blended mark did not populate.
 - i. Check the MOE School Secure Web exam information to determine if the students wrote these exams.
 - ii. Use the **Options > Modify List** function to populate the values from the MOE site. Remember to click the  at the top of the column to save entries **before moving to the next page!**
 - d. Use the  icon to select the **Missing Test Session Date** filter. This will generate a list of records that are missing an exam write date. This happens

when the *Course Exam Synchronize* procedure is run before course dates are posted.

- i. If these are current year records that do not have exam or blended marks, delete these records and re-run the *Course Exam Synchronize* procedure.
- ii. If these are historical exam records that do not have exam or blended marks, check the MOE School Secure Web exam information to determine if the students wrote these exams.
- iii. Use the **Options > Modify List** function to populate the session date, exam 1 and Blended 1 values from the MOE site. Remember to click the  at the top of the column to save entries **before moving to the next page!**

12.11 Run Blended Marks to Transcript Procedure

This procedure takes the exam and blended marks from the assessment record and populates the corresponding student transcript record with that information. The student transcript record is where the TRAX extract ultimately goes for the final course information.

Before this procedure is run, the Assessment records should be checked to ensure the exam and blended marks are in the assessment record to be pulled over.



1. In the **Student** top tab, click the **Options** menu, then **Blended Marks to Transcript**.
2. Click **Run**. When the process is complete, a **Messages** window will appear, indicating records that have been updated. This information can be cut and pasted to a word document for retention, if desired.

12.12 Run Calculate Credits Procedure

The Calculate Credits procedure looks at the student transcript record and applies the rules of the BC credit procedure. This procedure determines if a student receives credit based on those rules. For example:


- Credit is given for a valid credit non-exam course where the student has received a final mark over 49%.
- Credit is given for a provincially examinable course where the transcript record shows a school final mark, an exam mark, and a blended final of more than 49%.
- Credit values assigned are determined by the credit values assigned to the course code in the school course catalogue.

12.12.1 October TRAX Submission

1. In the **Grades** top tab, click the **Transcripts** side tab. Be patient – it can take a few minutes to generate the data.
2. Use the  icon to set the transcript definitions to **All**. Be patient again.
3. Use the  icon to select the **TRAX Transcript Records** filter. Patience...
4. In the **Options** menu, select **Calculate Credits**.

- a. Calculate for: **Current selection**
- b. Click **OK**.

12.12.2 January, April & June TRAX Submission





1. In the **Grades** top tab, click the **Transcripts** side tab. Be patient – it can take a few minutes to generate the data.
2. Use the  icon to set the transcript definitions to **All**.
3. Leave the filter at **Current Year**.
4. In the **Options** menu, select **Calculate Credits**.
 - a. Calculate for: **Current selection**
 - b. Click **OK**.


12.13 Manually Entering Course Data







There are several scenarios when a transcript record may need to be added to a student record. Counsellors will determine course codes appropriate for the student, based on the records received.

- Students who have registered from another province or country may not have historical course data entered for BC graduation requirements.
- Student has received credit for courses not taken at the school (Independent Directed Studies, Work Experience, External Credentials such as Driver's Education, etc.)

These course records can be manually entered for the student to ensure they graduate as expected.

1. In the **Student** top tab, check the box beside the student requiring data entry.
2. Click the **Transcripts** side tab.
3. Use the  icon to select the **Quarterly – No Calculated Final** (or whichever default transcription definition your school uses) transcript definition.
4. In the **Options** menu, select **Add**. A *New Student Transcript* screen will display.
 - a. **YearID**: Use the  to select the year in which the student completed this course record.
 - b. **School > Name**: use the  to select the school where the student completed these courses. If the student completed the course out of province you can use OOP and select the correct province. If the course was completed out of country, you can use OOC. The school's name can also be the current school name as it is the school that is making the determination to give the student credit for the course.
 - c. **Number**: use the  to select the course code being added for the student. The Description will populate based on the course code selected.
 - d. **Final Mark, Blended Mark and Provincial Exam Mark**: populate fields as appropriate.
 - e. **Credit**: enter the credit value associated to the course (ex. 4.0, 2.0, etc.).
 - f. **TRAX Override**: this field is only used if the course is normally examinable in BC and the student will not be writing the exam.

- i. **Adult Not Writing (Q):** Student is on an adult graduation program and enrolled in a provincially examinable course. Use this code if the student is NOT writing the exam.
 - ii. **Adult Writing:** Student is on an adult graduation program and enrolled in a provincially examinable course. Use this code if the student is writing the exam.
 - iii. **Challenge:** Student has been assessed for course content and awarded credit for the course and is not writing the exam.
 - iv. **Challenge – Non-Exam Course:** Student has been assessed for course content and awarded credit for the course.
 - v. **Equivalent – Non-Exam Course:** Student is from another jurisdiction and this code indicates that the course is considered an equivalent in BC.
 - vi. **Equivalent – Not Writing (Q):** Student is from another jurisdiction and this code indicates that the course is considered an equivalent in BC. The course is provincially examinable course, but the student is not writing the exam.
 - vii. **Equivalent – Writing:** Student is from another jurisdiction and this code indicates that the course is considered an equivalent in BC. Student has a record for a provincially examinable course and will be writing the exam.
 - g. **User description:** check this box if the course code assigned to the student in the **Number** field is an MIDS course code (Independent Directed Studies). Checking the box will activate the IDS Related Course field.
 - h. **Course description:** a local school description can be entered here for IDS courses to describe the related course.
 - i. **IDS Related Course:** use the  icon to generate the school course pick list. Select the course and click **OK**.
 - j. **Course Start Date:** enter the date when the course would most likely have begun for the student. This can be the beginning of the school year in which they took the course.
 - k. **Course End Date:** enter the date when the course would most likely have ended for the student. This can be the end of the school year in which they took the course.
 - l. **Completion Date:** enter the date on which the student most likely completed the course. For historical records, this may be the same as the **Course End Date**.
5. Click **Save**.


Course Start Date	9/5/2017	
Course End Date	1/26/2018	
Actual Start Date	9/5/2017	
Active Date		
Percent Complete		
Completion Date	1/29/2018	

12.14 Prepare Grade Input for Course Dates


The process of preparing grade input creates the columns for mark entry for each term. If this is not done, when teachers enter the screen to input marks, there will not be any fields to enter data into.

12.14.1 October & January TRAX Submissions

Preparing grade input for course dates is simply to populate the student transcript record with a course start and end date. This is where the SADE and TRAX extracts get these dates, and so this process is necessary.

1. In the **School** view > **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
3. Use the  icon to select **FY & Sem 1 Classes**
4. In the **Options** menu, select **Prepare Grade Input . . .**
5. In the *Prepare Grade Input* wizard:
 - a. **Step 1: Prepare Grade Input: Select Sections**
 - i. **Prepare for:** Select the radio button for **Current selection**.
 - ii. Click **Next**.
 - b. **Step 2: Prepare Grade Input: Select Columns**
 - i. **Report Type:** Use the drop-down menu to select **Course**.
 - ii. **Replace Existing Columns:** DO NOT CHECK THIS BOX! EVER!
Check with software support before you check this box when preparing grade input to ensure it is the appropriate action.
 - iii. Click **Finish**.

12.14.2 April & June TRAX Submissions

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
3. Use the  icon to select **FY & Sem 2 Classes**
4. In the **Options** menu, select **Prepare Grade Input . . .**
5. In the *Prepare Grade Input* wizard:
 - a. **Step 1: Prepare Grade Input: Select Sections**
 - i. **Prepare for:** Select the radio button for **Current selection**.
 - ii. Click **Next**.
 - b. **Step 2: Prepare Grade Input: Select Columns**
 - i. **Report Type:** Use the drop-down menu to select **Course**.
 - ii. **Replace Existing Columns:** DO NOT CHECK THIS BOX! EVER!
Check with software support before you check this box when preparing grade input to ensure it is the appropriate action.
 - iii. Click **Finish**.
 - iv.

12.15.0 Post Course Dates

Posting course dates populates the course start and end dates on all transcript records for courses. This should be done prior to running the **Course Exam Synchronize procedure** to ensure that session dates are populated for all provincial exam records.

12.15.1 October & January TRAX Submissions

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
3. Use the icon to select **FY & Sem 1 Classes**
4. In the **Options** menu, select **Post Grades**.
 - a. **Post course dates**: box should be checked.
 - b. **Grade Term**: field should be empty with no drop-down menu options.
 - c. **Grades to post**: field should be set to **Course dates for enrolled students**
 - d. **Post for**: set to **Current Selection**.
5. Click **OK**.

12.15.2 April & June TRAX Submissions

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
3. Use the icon to select **FY & Sem 2 Classes**.
4. In the **Options** menu, select **Post Grades**.
 - a. **Post course dates**: box should be checked.
 - b. **Grade Term**: field should be empty with no drop-down menu options.
 - c. **Grades to post**: field should be set to **Course dates for enrolled students**
 - d. **Post for**: set to **Current Selection**.
5. Click **OK**.

12.16.0 Run Course Exam Synchronize Procedure

This procedure looks at the student schedule and student transcript records and creates an exam record for any current year provincially examinable course that appears. This procedure also removes exam records for any current year examinable courses that have been dropped from the student schedule. **It is critical that course dates have been posted before this procedure is run!**




1. In the **Student** top tab, click the **Options** menu and select **Course Exam Synchronize Procedure**.
2. Click **Run**.
3. When the process completes, a **Messages** window appears with the records that have been created and deleted.
4. It is recommended that these records are checked in **Assessments > Student Assessments > filter set to Current Year** to confirm that course end dates and session dates are populated, prior to running the TRAX XAM extract.

12.17 Missing Final Marks & I's




For TRAX submissions, the final mark cannot be blank or have an I (incomplete) if the course has a course completion date. This applies only to credit courses that are picked up by TRAX. Final marks are not necessary for comment only courses such as XDPA or XSPBK codes.

There is an allowable period that a student may have an "I" because they have been given a week to complete any work for the course, but if the "I" has not been changed to a valid percent prior to TRAX submission, the echo report will display an error for that course.

12.17.1 Missing Finals

1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Use the  to select **TRAX Course Analysis**.
3. Use the  icon to select **All**.
4. Use the  icon to select **Final mark is empty**. Wait for the fields to re-generate.
5. Use **Options > Modify List** to populate the final mark as appropriate.
6. Run the Calculate Credits procedure to ensure the records receive appropriate credit.

12.17.2 Final Mark = I

1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Use the  to select **TRAX Course Analysis**.
3. Use the  icon to select **All**.
4. Use the  icon to select **TRAX: Final Mark = I**. Wait for the fields to re-generate.
5. Use **Options > Modify List** to adjust the final mark as appropriate.
6. Run the Calculate Credits procedure to ensure the records receive appropriate credit

12.18 Dealing with Records from Other Schools




Students who have moved between schools during the year or are cross-enrolled to other schools will create unique challenges with TRAX. Sometimes a transcript record has been created by the previous school that needs to be completed.

Best practice: Do not delete or modify records from other schools.

- Student has moved from one school to the other and there is no cross-enrollment:
 - Contact the school and ask what should be done with the record. If the record is from a previous year, the school will no longer have access to the student and in most cases, the record would be deleted.

- If it is a current year record, request that they either delete the record, or enter a W and a completion date for the record if the student is no longer attending the school and will not be completing the course there.
- Student is showing as cross-enrolled to another school and has a transcript record from a previous year with no final mark or completion date.
 - Check the student's schedule (**Student** top tab > **Schedule** side tab) to determine if they are scheduled into the course with the cross-enrolled school in the current year.
 - Contact the cross-enrolled school and request that they take appropriate action on the transcript record from the previous year. In most cases, a new transcript record will be created for the current year and the old one will be deleted, but data will need to be moved from one to the other prior to deletion and the cross-enrolled school must complete that task.

12.18.1 Identifying Records from Other Schools

1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Use the  to select **TRAX Course Analysis**.
3. Use the  icon to select **All**.
4. Use the  icon to select **TRAX Incomplete Records from Other Schools**. Type in your school name and **Search based** on TRAX Transcript Records.
5. Check the **Alerts** column to see if the student is still cross-enrolled to the school identified. Refer to the table below for appropriate action. The **School > Name** column to the right of the completion date will show the name of the school that “owns” the transcript record.
6. Once any data entry has been completed, run Calculate Credits procedure to ensure records receive appropriate credit.

Scenario	Transcript Record is incomplete	Current year transcript record	Previous year transcript record
<u>Student is cross-enrolled to the school on the transcript record and has the course on their current year schedule.</u>	Yes	No action necessary. Record will be updated when the cross-enrolled schools go through their processes.	Contact the cross-enrolled school and request that they complete any missing data on the previous year transcript record.
<u>Student is not cross-enrolled to the school on the transcript record and the course is not on the current year schedule for that school.</u>	Yes	Enter a completion date and a final mark of W. Check the “Hide on Report Card” box on the transcript record.	Enter a completion date and a final mark of W.

12.19 Overall Data Review

An overall review of TRAX data can be conducted to identify any significant problems before running the extracts for submission. For users who are familiar with Excel, see Appendix A for instructions on how to work through this process.

12.20 Graduation Assessment Entry

12.20.1 Enroll a Student to Write an Assessment



The enrollment of a student to write an assessment can be done in the district or school view, for an individual student or for a selection of students. Only the primary school can create assessment records for students.

The Assessment Entry screen is used to add assessment records. The Assessment History screen is where all updates and reviews of student assessments should occur.

Assessment top tab > Student Assessment side tab > Assessment Entry sub-side tab

1. Select the Assessment Definition to be assigned to the student(s). Click on the magnifying glass to bring up the list of available assessments.

2. Select the students to enroll. Options available for selection are Grade Level, Group, Query, Snapshot or Selection. For each student in the selection, any existing assessment records appear. Otherwise, a blank assessment record is presented for data entry. Use the Clear button to clear the selection. *This does not delete the assessment records – just clears the selection.*
3. Enter the session date that the student plans to write the assessment. Use CTRL D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment.

AssessmentDef > ID *	AssessmentDef > Name *	Date *
NME	Graduation Numeracy Assessment English	22/01/2018

4. The school name will automatically populate with the student's primary school when the date is entered. The school name can be changed to reflect where the student will be writing the assessment, if it is within your district.

Note: To move quickly across rows and down columns, press TAB or use your arrow keys.

You can also click directly in a cell. To enter the same value for all students, enter a value for the first student, then press CTRL + D, or click Options > Fill-Down Values. Copy down (CTRL D) is restricted by the number of records per page.

CTRL D / Fill-down will overwrite existing records!

12.20.2 Rewrites

To add an additional assessment record, go to **Assessment TT > Student Assessment ST > Assessment Entry**

1. Select the Assessment Definition to be assigned to the student(s).
2. Select the Student(s) to be updated. You may select an individual student or a group of students using the Select button.
3. Click on the + sign beside the student PEN field.

Name	Grade	Pupil #	PEN	AssessmentDef > ID	AssessmentDef > Name	Date	Result	School > Name
Aitkenmossop, Kaidenz	10	527353	126409010	NME	Graduation Numeracy Assessment English	22/01/2018	2 - Developing	Belmont Secondary
Alexanderbonneau, Mariechen	10	529742	126016427	NME	Graduation Numeracy Assessment English	22/01/2018	3 - Proficient	Belmont Secondary
Allardweinberg, Yuming	10	483069	126234574	NME	Graduation Numeracy Assessment English	22/01/2018	4 - Extending	Belmont Secondary
Allum, Aubrina	10	519320	126889831	NME	Graduation Numeracy Assessment English	22/01/2018	1 - Emerging	Belmont Secondary
Almandawi, Chengshi				NME	Graduation Numeracy Assessment English	22/01/2018	NC - Student did not complete	Belmont Secondary
				NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary

4. A new row will display. Enter the date for the new assessment.

NME	Graduation Numeracy Assessment English	22/01/2018	NC - Student did not complete
NME	Graduation Numeracy Assessment English	21/06/2018	

12.20.3 Review and Update Assessment Records

Student assessment records can be reviewed and updated in the district or school view, for an individual student or for a group of students.

Assessment top tab > Student Assessment side tab > Assessment History sub-side tab for all students OR **Student top tab > Assessments side tab >** for a specific student

12.20.4 Assessment History

Review all records for a specified assessment definition at **Assessment TT > Student Assessment ST > Assessment**.

1. Select the Assessment definition. All primary students with an assessment record for the assessment definition will be displayed.
2. Manage your field sets and select "Default Fields (NME)" to see all applicable fields of data for the Numeracy definition.
3. Use your filters to select students to view.

Assessment Entry	Student > Name	Student > Grade	Student > Pupil #	Student > PEN	Student > Alerts	AssessmentDef > ID	AssessmentDef > Name	Date	Result	Special	School > Name
	Abdarrhman, Zakeen	12	528148	122607138		NME	Graduation Numeracy Assessment English	25/01/2018	Extending		Belmont Secondary
	Almora, Karys	11	527064	124535147		NME	Graduation Numeracy Assessment English	02/10/2017	Emerging		Belmont Secondary
	Almora, Karys	11	527064	124535147		NME	Graduation Numeracy Assessment English	25/01/2018	Emerging		Belmont Secondary
	Almora, Karys	11	2074913	141535260		NME	Graduation Numeracy Assessment English	25/01/2018	Emerging		Belmont Secondary
	Aitkenmossop, Kaidenz	10	527353	126409010		NME	Graduation Numeracy Assessment English	22/01/2018	Developing		Belmont Secondary

12.20.5 Delete an Assessment History record

Occasionally, it may be necessary to delete an historical assessment record. Records that contain a mark should not be deleted, as the record is an important piece of evidence of a student's progress towards graduation.

1. Click in the checkbox beside the Student name.
2. Options > Delete.

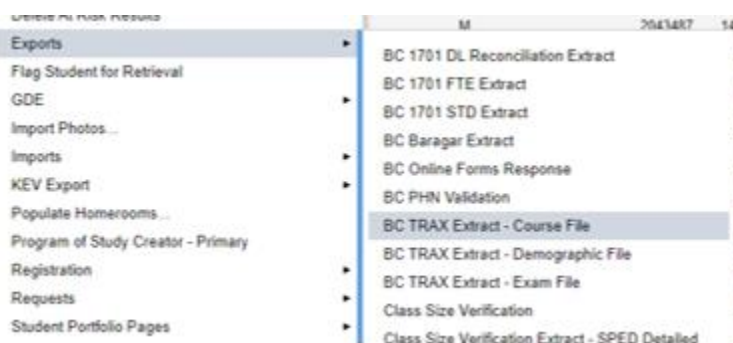
Note: If an assessment record already has a mark in the Results or Special Case field DO NOT UPDATE OR DELETE the record!

12.21 Running the TRAX Extracts & Submit to MOE Web App

The TRAX extracts are run as three separate files in MyEdBC and loaded to the MOE School Secure Web for TRAX verification.

To run the TRAX extracts:

1. In the **School** view > select the **student** top tab.
2. In the **Options** menu, select **Exports**. From the fly-out menu, select **BC TRAX Extract – Course File**.
3. Confirm the school name is correct. Click **Run**. Close the window.
4. In the **Options** menu, select **Exports**. From the fly-out menu, select **BC TRAX Extract – Demographic File**. Click **Run**. Close the window.
5. In the **Options** menu, select **Exports**. From the fly-out menu, select **BC TRAX Extract – Exam File**. Click **Run**. Close the window.
6. In the **Reports** menu, select **My Job Queue**. When the job is complete, click the blue hyperlink **Finished(click to view)**.
7. **Do Not** open the file but save the file as schoolnumber.DEM, CRS, or XAM, as appropriate. (Ex. 02323044.XAM)
8. Upload the 3 files to the MOE web application in the School Secure Web.



12.22 Follow up on MOE TRAX Echo Reports

Once the files have been loaded, wait for the echo reports to be generated. These reports will include error reports for correction in the next submission, non-grad lists, and provincial exam registers.

Later in the year, transcript verification reports will be generated to show what MOE records state students have completed.

12.23 Extract Contents

The following three tables show all the information contained in the files created by running a TRAX Extract:

DEM File – the actual file is produced as a .txt and does not have the column headings as in the example below. This is provided for reference.

Internal TRAX ID	Ministry School Number	Pupil Number	PEN	Legal Last Name	Legal First Name	Legal Middle Name	Address	City	Prov.	Country	Postal Code
E02M	4343114	247843	188525877	O'Hara	Parker	Marvin	741-7732 Lewis St	Port Coquitlam	BC	CN	V1Y4J5
E02M	4343114	247844	439401223	Constanine	Marlo	Kathryne	193-2970 Alma Ave	Smithers	BC	CN	V7N6C2
E02M	4343114	247760	369029197	Wriglesworth	Jessie	Hadrian	2420 Anderson Dr	Coquitlam	BC	CN	V2D4E7
E02M	4343114	247845	746399084	Hemingway	Ernest	Giles	4635 Log Cabin Dr	Vancouver	BC	CN	V6D7V7

Birth Date	Gender	Citizenship	Grade	Program	Program Cadre N OR Y Default is N	Student Status A=Active D=Deceased T=Terminated	Grad Program	SCCP Completion Date YYYYMMDD
YYYYMMDD	M	C	11		N	A	2004	
YYYYMMDD	F	C	11		N	A	SCCP	
YYYYMMDD	M	O	10		N	T	2004	20140630
YYYYMMDD	M	C	12		N	A	1996	

XAM File – the actual file is produced as a .txt and does not have the column headings as in the example below. This is provided for reference.

Internal TRAX ID	Ministry School Number	Pupil Number	PEN	Course Code	Course Grade Level	Course Year	Month of Exam	Interim Letter Grade	Interim School Percent	School Final Percent
E06M	4343114	247836	599269743	SS	11	2014				
E06M	4343114	247843	188525877	SS	11	2014				
E06M	4343114	247844	439401223	SS	11	2014				
E06M	4343114	247845	746399084	MA	12	2014				
E06M	4343114	247845	746399084	EN	12	2014				
E06M	4343114	247845	746399084	BI	12	2014				

XAM File (cont'd)

Exam ID	Course Status A=Active W=Withdrawn	Legal Last Name	Number of Credits	Course Type E=Equivalency C=Challenge	FAS Diploma Category
1763	A	<u>Thesen</u>	4		"F" - meets Fine Arts <u>Req't</u> only (must be at least 2 credits) "A" - meets Applied Skills <u>Req't</u> only (must be at least 2 credits) "B" - meets Fine Arts and Applied Skills <u>Req't</u> (must be at least 4 credits)
1966	A	O'Hara	4	E	
1967	A	<u>Constanine</u>	4		
1835	A	Hemingway	4	C	

CRS File – the actual file is produced as a .txt and does not have the column headings as in the example below. This is provided for reference.

Internal TRAX ID	School Facility Code	Pupil Number	PEN	Q-Code	Course Code	Course Grade Level	Year of Completion	Month of Completion	Interim Percent	Final School Percent	Final Letter Grade
E08M	4343114	247836	599269743	Q	MAWM	11	2008	1			
E08M	4343114	247836	599269743			11	2008	1	59	59	C-
E08M	4343114	247836	599269743			11	2008	6			
E08M	4343114	247843	188525877			11	2008	6			

CRS File (cont'd)





Course Status A=Active W=Withdrawn	Legal Last Name	Number of Credits	Related Course (Only used for IDS)	Related Level (Only used for IDS)	Course Description	Course Type E=Equivalency C=Challenge	Course Grad Requirement F=Fine Arts A=Applied Skills B=Both
A	Thesen	4			CHEMISTRY 11 3420	E	
A	Thesen	4			ART FOUNDATIONS 11 3000		B
A	Thesen	4			FRENCH 11 3500		
A	O'Hara	4			BIOLOGY 11 3410		

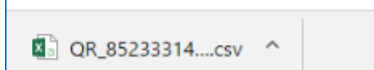
APPENDIX A – Overall Data Review

Generate data in MyEdBC

October Submission:

For the first submission, it is advisable to look at all grade 10-12 records for all grade 10-12 students. Generally, the focus will be on the grade 12s first.

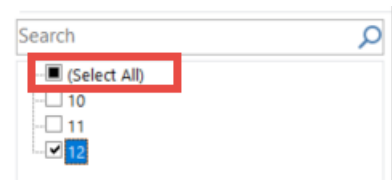
1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Use the  icon to select **TRAX Course Analysis** field set.
3. Use the  icon to set the transcript definitions to **All**. Be patient.
4. Use the  icon to select the **TRAX Transcript Records** filter. Patience...
5. When this field set has stopped processing, it will display all Grade 10-12 transcript records for all Grade 10-12 students that are active in the school.
6. Use the  icon in the top right corner of the screen to extract this data to a CSV file.
7. When the extract is complete, click the Excel icon in the pop-up window. The data file will open.



8. In the **File** menu, select **Save As**.
 - a. File name: give the file an appropriate name (TRAX data with current date and time)
 - b. File type: select **Excel Workbook** at the top of the list.
 - c. Click **Save**.

In Excel:





1. Ensure the cursor is in the very first cell of the spreadsheet (A:1).
2. Click the **Data** tab and choose the filter icon. Drop-down arrows will appear at the top of each column of data. When a drop-down arrow is clicked, it will display a list of all the values in the column, with a "Select All" option at the top. Each value in the column should have a box beside it that can be checked or unchecked.
3. Identify records with incomplete data. Some examples of how this can be done are listed below.
 - a. **Grade** column: Click the drop-down and uncheck **Select All**. Check the box beside **12**. This will isolate all grade 12 records. What is displayed are all grade 10-12 courses for grade 12 students.
 - b. **Final** column: Click the drop-down arrow and uncheck **Select All**. Scroll to the bottom of the list and check the box beside **Blanks**. All records that have no final mark will be isolated. If these courses are completed and require credit, a final mark must

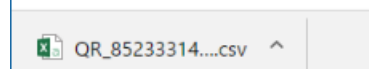


- be populated. Check the course code to determine if the course is provincially examinable. Correct the data in MyEdBC and use the drop-down menu to click **Select All** again to display all records for grade 12 students.
- c. **Prov Exam** column: Click the drop-down arrow and uncheck **Select All**. Scroll to the bottom of the list and check the box beside **Blanks**. All records that have no provincial exam mark will be isolated. If these courses are examinable and completed an exam mark should be populated. Correct the data in MyEdBC and use the drop-down menu to click **Select All** again to display all records for grade 12 students.
 - d. **Blended** column: click the drop-down arrow and uncheck **Select All**. Scroll to the bottom of the list and check the box beside **Blanks**. All records that have a blank blended mark will be isolated. If these courses are examinable, completed and require credit, a blended mark must be populated. Correct the data in MyEdBC and use the drop-down menu to click **Select All** again to display all records for grade 12 students.
 - e. **Credit** column: click the drop-down arrow and uncheck **Select All**. Check the box beside **0** and **Blanks**. This will isolate all records that have no credit value. Check the course codes to determine if they should have credit value. If the record has a final mark (and a final and blended mark if examinable), the Calculate Credits procedure should be run to populate the credits as appropriate. Correct the data in MyEdBC and use the drop-down menu to click **Select All** again to display all records for grade 12 students.
 - f. **Course End Date** column: Click the drop-down arrow and uncheck **Select All**. Scroll to the bottom of the list and check the box beside **Blanks**. All records that have a blank completion date will be isolated. These records need an end date populated in MyEdBC. Correct the data in MyEdBC and use the drop-down menu to click **Select All** again to display all records for grade 12 students.
 - g. **Completion Date** column: Click the drop-down arrow and uncheck **Select All**. Scroll to the bottom of the list and check the box beside **Blanks**. All records that have a blank end date will be isolated. These records need an end date populated in MyEdBC. Use the drop-down menu to click **Select All** again to display all records for grade 12 students.
 - h. Repeat steps a to g for grade 11s and grade 10s, making note of incomplete or incorrect data. Correct missing or incorrect data in MyBC and run the TRAX extract for submission.

When this process is done in October, the **Term** column will not be relevant as courses have only begun. However, for a February submission, the **Term** column could be used to filter data to semester 1 courses, with the extract based on current year records. This way, the user can see if Semester 1 courses are missing final marks or course dates.

February, April & June Submissions

1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Use the  icon to select **TRAX Course Analysis** field set.
3. Use the  icon to set the transcript definitions to **All**. Be patient.
4. Use the  icon to select **Current Year TRAX Students**. Be patient...
5. When this field set has stopped processing, it will display all **current year** transcript records for all Grade 10-12 students that are active in the school.
6. Use the  icon in the top right corner of the screen to extract this data to a CSV file.
7. When the extract is complete, click the Excel icon in the pop-up window. The data file will open.



8. In the **File** menu, select **Save As**.
 - a. File name: give the file an appropriate name (TRAX data with current date and time)
 - b. File type: select **Excel Workbook** at the top of the list.
 - c. Click **Save**.

Use the Excel instructions from the October submissions in this Appendix to review the data.

13.0 SADE

The Student Achievement Data Exchange (SADE) collects course level data for every student for all Distributed Learning schools, Summer schools, and all public schools offering Grades 8 through 12 (including Continuing Education and Alternate Education Centres), as required by the School and Student Data Collection Order (M152/89).

- Data will be extracted and submitted four times per year, at pre-determined reporting periods. The data collection windows are generally open for 31 days four times per year, in October, January, April, and July.
- A separate extract file must be submitted for each school.
- All students being taught courses at DL (Distributed Learning) and CE (Continuing Education) schools will appear in the extract, regardless of cross-enrolled status or grade if they have an Active Date and have not yet completed the course, or the course was completed in the current window.
- DL schools will report marks for all students at their schools.
- Data must be corrected prior to submission to the Ministry's DX2 interface.

Terminology:

SADE: Student Achievement Data Exchange

DX2: Data Exchange, Ministry Data Collection Interface

Submission Window: 31 days after the end of the reporting period.

Current Reporting period: the 3-month window being reported on.

Previous Reporting period: the 3-month window prior to the current reporting period.

13.1 Preparing for SADE

13.1.1 Standard Schools





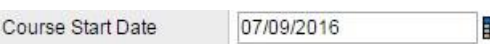


- School setup is complete. (School Setup guide).
- Students are registered and have PEN numbers. (Enrollment and Demographics guide)
- Students have been scheduled into their courses. (Student Scheduling guide)

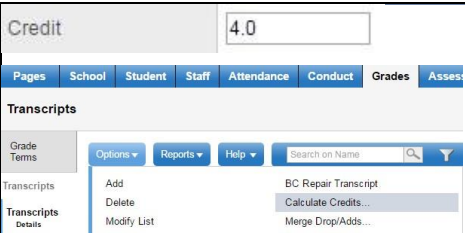
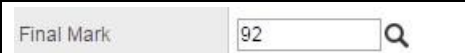
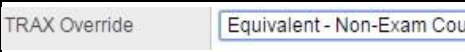
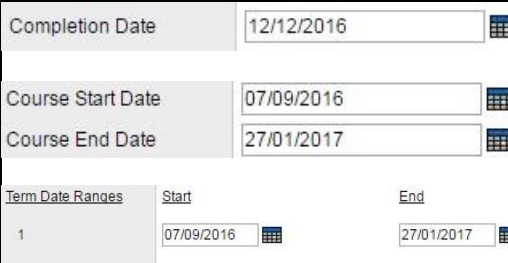
13.1.2 Distributed Learning and Continuing Education Schools

- School setup is complete. (School Setup guide).
- Students are registered and have PEN numbers. (Enrollment and Demographics guide)
- Students have been scheduled into their courses. (Student Scheduling guide)
- Grade input has been prepared for Course Dates (Distributed Learning & Continuing Ed Schools Setup and Processes guide)
- Course dates have been posted. (Distributed Learning & Continuing Ed Schools Setup and Processes guide)

13.2 SADE – Data Mapping to Fields in MyEdBC

The table on the following page identifies the fields that the SADE extract file is looking for and where they are found in MyEdBC:

Item	Description	Navigation	Screen Shot
School ID	Ministry Number	Student top tab > Details side tab	
PEN	The Personal Education (PEN) Number that is assigned by the ministry.	Student top tab > Details side tab	
Course Code	Ministry 7 digit course code.	Student top tab > Transcript side tab Or Schedule top tab > Courses side tab	
Active Date	The date the student became active in the course.	DL and CE Schools: Active Date Student top tab > Transcript side tab > Details Non-DL gr.8-12: Course Start Date Student top tab > Transcript side tab (if dates have been posted / entered here) OR Course Start date Schedule top tab > Structure side tab > Terms sub-side tab	   

Credits	Potential credits earned towards graduation. One course may be delivered as 1, 2, 3, or 4 credits	Student top tab > Transcript side tab Course credits may need to be recalculated (i.e., after blended marks are posted) Grades top tab > Options menu > Calculate Credits	
Mark Type	Letter Grade, %, or 3 or 4 point scale	Derived value: 1 = Letter Grade 2 = Percent 3 = Three Point Scale 4 = Four Point Scale	N/A – this is an enterprise setting.
School Mark	Final School mark (before exam mark applied)	Student top tab > Transcript side tab Or Grades top tab > Transcript side tab	
Equivalency / Challenge	Course credit is allocated based on prior learning	Student top tab > Transcript side tab	
Completion Date	The date that the student completes the courses.	<u>DL and CE schools:</u> Student top tab > Transcript side tab <u>Regular schools: Course End Date</u> Student top tab > Transcript side tab (if dates have been posted / entered here) or Schedule top tab > Structure side tab > Terms sub-side tab	

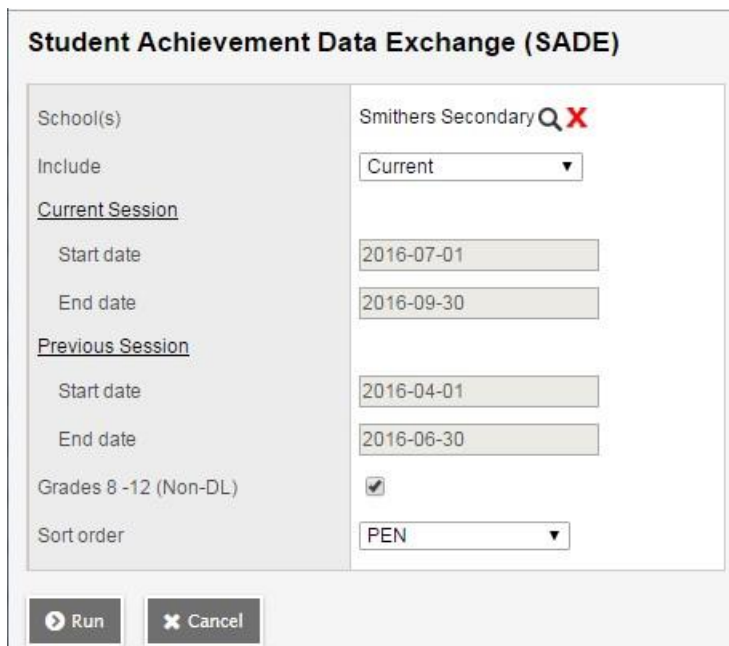
13.3 Creating a Student Achievement Data Exchange Extract

13.3.1 The SADE Process

1. Run the two SADE reports to determine accuracy of data.
 - a. **Student top tab > Reports > Ministry Reporting > Student Achievement Data Exchange**
The SADE report is a more user-friendly view of the extract. The report presents the same information that is included in the extract, as well as the pupil ID, the Student name, and the School course code.
 - b. **Student top tab > Reports > Ministry Reporting > Student Achievement Data Exchange Exception**
The Exceptions report will identify situations that could potentially cause the data load to the DX2 web application to fail. If even one error is encountered, DX2 will reject the entire file. There are two types of exceptions reported.
 - i. Those identified with at **E** for Error will cause the file to be rejected by the DX2 web application.
 - ii. Those identified with a **W** for Warning may require the data to be corrected, but will not cause the file to be rejected by the DX2 web application
2. Make corrections and then run the SADE extract.

To run the SADE extract:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports**.
3. Select **Student Achievement Data Exchange (SADE)** from the fly-out options.
 - a. **School(s)**: Select the school for the extract.
 - b. **Include** - Choose to run the extract for the Current reporting period or the Current & Previous. If you are running the extract before the “submission window” you will receive a warning and the file name will be appended with the word “Draft”.
 - c. **Current Session**: Dates are populated by the enterprise level.
 - d. **Previous Session**: Dates are populated by the enterprise level
 - e. **Grades 8-12 (Non-DL)**: Non-DL schools select **Grade 8-12 (Non-DL)** checkbox to display valid students for SADE. DL and CE schools can ignore this option as all active students with active dates will display regardless if this box is checked or not.
 - f. **Sort order**: Choose a sort option. Click **Run**.



The screenshot shows the 'Student Achievement Data Exchange (SADE)' form. It includes fields for 'School(s)' (Smithers Secondary), 'Include' (Current), 'Current Session' (Start date: 2016-07-01, End date: 2016-09-30), 'Previous Session' (Start date: 2016-04-01, End date: 2016-06-30), 'Grades 8 -12 (Non-DL)' (checked), and 'Sort order' (PEN). There are 'Run' and 'Cancel' buttons at the bottom.

If exceptions are reported, errors will need to be corrected prior to submission to the DX2 interface. It may be necessary to edit the extract file to remove records if the corrections cannot be made in MyEdBC.

If you attempt to run the extract at any time other than during the 31-day submission window, the file that is created will be appended with the word draft, to clearly define it as a file created outside the submission window

13.4 Errors

If the same record appears multiple times in the same reporting period it will be considered a duplicate. Records are matched on School ID, PEN, Course Code, Active Date and Section (class identifier). If duplicate records are reported, the user is responsible for removing the duplicate record from the extract file. DX2 will reject the file if duplicate records are encountered.

Sample SADE Exceptions Report

Exceptions

PEN	Pupil No	Student Name	Course Code	School Course Code	Description	Active Date	Class Identifier	Completion Date	Message Type	Message
006326620	793669	Pilot, Drew	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	30-Jun-14	E	Invalid school mark type; must be either: 1, 2, 3 or 4
006326620	793669	Pilot, Drew	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	30-Jun-14	E	Mark Type, Mark Value and Completion date must all be entered, or must all be blank
009172478	871954	Hertz, Saara	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	17-Jun-14	E	Invalid school mark type; must be either: 1, 2, 3 or 4
009172478	871954	Hertz, Saara	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	17-Jun-14	E	Mark Type, Mark Value and Completion date must all be entered, or must all be blank
028042210	727501	Alberti, Suzanne	MAF--11	MAF--11	VISUAL ART FOUNDATIONS 11	03-Feb-14	J00000FY21		E	Invalid school mark type; must be either: 1, 2, 3 or 4
044635067	767584	Fletcher, Elissa	MAC--11	MAC--11	ACCOUNTING 11	26-Aug-13	J00000FY21		E	Invalid school mark type; must be either: 1, 2, 3 or 4

Duplicate Records

School Number, PEN, BCeSIS Course Code, Active Date and Class Identifier combination must be unique.

PEN	Pupil No	Student Name	Course Code	School Course Code	Description	Active Date	Class Identifier	Potential Credits	Mark Value	Equivalency / Challenge	Completion Date
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Invalid Dates

PEN	Pupil No	Student Name	Course Code	School Course Code	Description	Active Date	Message
021060074	725748	Alex, Louise	MEN--10	MEN--10	ENGLISH 10		Active date must be included
028042210	727501	Alberti, Suzanne	MEN--12	MEN--12	ENGLISH 12 WORLD LITERATURE		Active date must be included
114737030	771850	Story, Bala	AELC-12	AELC-12	ADV. PLACEMENT ENGLISH LITERATURE 12		Active date must be included
434581916	792541	Alex, Surjeet	MSC--10	MSC--10	SCIENCE 10		Active date must be included

Summary

	Number of Students	Total Number of Records
Error-based Exceptions	32	42
Warning-based	0	0
Duplicates	0	0
Invalid Dates	7	11

13.5 Ministry of Education Web Application

See the Ministry data collections website for instructions on how to load the file to the DX2 web application and interpret errors and warnings reported back after the file has been loaded.

This site also provides instruction on making manual adjustments to the extract and retaining the correct format for loading to the DX2 web application.

Visit the website at <http://www.bced.gov.bc.ca/datacollections/sade/> for the following instructions:

- User Instructions – Submissions
- File Specifications
- Questions and Answers
- Tips and Tricks

14 EOYR – End of Year

End of Year Rollover has two parts that perform the following actions:

Graduate Seniors runs first:

- Graduates Active and Active no Primary students with a YOG in the current year and the 'to be graduated' indicator a status of Graduate and a withdrawal code of "Graduated - Dogwood".
 - These students will still have a grade of 12.

End of Year Rollover runs next:

- Students registered with a Pre-Reg status become Active.
- Moves students to their next school, creating a withdraw record for their current school and an entry record for the new school.
- Increases the YOG by +1 for students with the indicator 'RetainGrade' so they remain the same grade for the new school year.
- Withdraws students with the indicator Withdraw checked
- Assigns a new grade level based on YOG
- Ends or extends student secondary school associations (cross-enrollments), depending on the end date of the secondary school association.
- Ends Former school associations. Schools will no longer have access to students withdrawn from their schools in the previous year.
- Populates the student Homeroom with the Next Homeroom field if entered
- Deletes expired Journal and Conduct Incidents

14.1 Returning Students

Students who do not have a next school value will be retained in the school, unless their **Withdraw** at EOY box has been checked. It is recommended that schools assign a next school value if they know where the student is going to be in the new school year and that the school has contacted them and asked them to do so.


Assigning a next school value to these students facilitates the following:

- Makes the student available in the build view for next year scheduling.
- New school can see designated students that are coming to their school.
- Causes students to appear in the Next Year Students filter for determining enrollment numbers.

14.1.1 Using the Pre-Transition Field Set

Important Reminders:

- Values in many columns of the Pre-Transition field set are static and carry forward year after year. The values must be validated for accuracy for the coming End of Year Rollover. Schools/Districts may choose to mass update or delete the information prior to starting the Pre-Transition process.
- Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

1. In the **School** view, select the **Student** top tab.
2. Click the  icon and select the **Pre-Transition** field set.
3. At this point, you can select individual students or query groups of students and use **Options > Mass Update** or **Options > Modify List**. If you are using mass update, ensure that you have the correct students selected for update.

******REMEMBER to "SHOW SELECTED"******

- a. **NextSkl > Name:** This field is populated for students transferring to another primary school for the next school year. Next School can also be populated for students who are staying in the school for them to appear in the next year student filters and the build view for scheduling.
 - The EOYR process will create a withdraw record from the current school and an enrollment record to the new school.
 - A new withdrawal and entry record will not be created for students with a next year value that are returning to their current school.
 - If the next school is outside of the current district, you must do this individually from within the student detail screen).
- b. **Pre-transition Withdrawal Code:** Enter the Withdraw Code to be applied to the student if they are withdrawing or moving to a new Next School at EOYR. If left blank, the Withdraw Code will default to: *To Next School or Graduated – Dogwood*.
- c. **Academic Track:** This field is required for students to have the ability to select next year courses through on-line course selections.
- d. **Next Homeroom:** This field can be used for organizing students into homerooms for next year. If this field is populated, the new homeroom will be assigned to the student as a part of the EOYR process.

- e. **Next HR Teacher:** This information will populate automatically if a Next Homeroom value is assigned to a student **BUT** it will display as this year's teacher until we go through EOYR, and the teacher's homerooms have been updated in Staff top tab.
- f. **Dip/SCCP Date:** This field can be populated for Grade 12 students who are graduating or students completing their Evergreen Certificate. This date prints on the PSR card Graduation Requirements Met field.
- g. **RetainGrade*:** Checking this box indicates that the student is to be retained *in the same grade* and the EOYR process will add a year to the student YOG.
Note: *This box does not mean the student will be retained in your school – only that they will be retained in their current grade. The use of this checkbox would be rare in BC.*
- h. **Withdraw*:** Checking this box indicates that the student is to be withdrawn and is **not** transferring to an active MyEdBC school through the EOYR process. Checking this box is not used for students who have a Next School value or for students with a current year YOG and set "to be graduated". **Note:** *If the withdraw box is checked for a student with a next school value, the student will transfer to the next school and then be withdrawn.*
- i. **To be Graduated*:** To be graduated indicates a student is to be withdrawn with an enrolment status of Graduated (See Graduating Students section for other requirements). Uncheck this box for all grade 12 students who are not graduating.

* Only one of these settings may be used for a student at EOYR and not all students will require one of these settings.

14.2 Graduating Students

There are three requirements for a student to be part of the Graduating process at EOYR:

1. Current year YOG.
2. Status of Active or Active no Primary
3. "To be graduated" indicator checked.

All students with a YOG in the current year, with an Active or Active No Primary status and the 'to be graduated' indicator checked will have their status changed to **Graduate** with the withdraw code of **Graduated – Dogwood**. The status of Graduate is a withdrawn status and functions the same way. The Withdraw code can be overridden by populating the **Pre-transition Withdrawal code** field, for example **Completion – Evergreen** may be used for student on the **SCCP** program of study.

Students remaining in grade 12 to complete course work should have the '**RetainGrade**' box checked and no 'withdraw' or 'to be graduated' box checked to have an Active enrollment status after EOYR.


The Graduate process does the following:

- Creates a withdrawal (W) enrollment record for the affected students' current school.

- Updates the students withdraw code to "**Graduated – Dogwood**" unless there is a different code in the **Pre-transition Withdraw code** field.
- Only updates Active and Active No Primary students with a YOG in the current year.
- Disables related user accounts.

Graduated students remain in the same primary school after EOYR in a Withdrawn state (the same as withdrawn students) with a status of **Graduated** and a **Graduated-Dogwood** code (or other as assigned). No former school association is created for these students. ***Next school values are removed for Graduating Students.***

Use the *Pre-Transition* field set to set the appropriate values for Grade 12 students:

1. In the  menu, select **Grade level = ?**
2. Set the **Grade level** field to **12**. Set the **Search based on** field to **Primary Active Students**.
3. Click **Submit**.
4. Use **Options > Mass Update** or **Options > Modify List** to assign appropriate values to Grade 12 students. If you are using Mass Update, ensure that the intention is to update all the records in the list before proceeding.
 - a. **NextSkl > Name:** Only populate for a grade 12 student who is moving to another primary school next year.
 - b. **Pre-transition Withdrawal Code:** Enter the withdraw code to be applied to the student if they are withdrawing or moving to a new school (eg.: Completion – Evergreen). If left blank, the withdraw code will default to: *To Next School* or *Graduated – Dogwood*.
 - c. **Next Homeroom:** Not applicable to grade 12 students who are graduating.
 - d. **Next HR Teacher:** Not applicable to grade 12 students who are graduating.
 - e. **Academic Track:** Not applicable to grade 12 students who are graduating.
 - f. **Dip/SCCP Date:** This field can be populated for Grade 12 students who are graduating or students completing their Evergreen Certification. This date prints on the PSR card for Graduation Requirements Met. There may be students in the list who already have a date populated and have returned to take additional courses. If the mass update function is being used, click on the *Dip/SCCP Date* header twice to sort any populated fields to the top. These records can then be omitted from any mass update by selecting the checkbox beside the records and using **Options > Omit Selected**.
 - g. **RetainGrade*:** Check this box only if the Grade 12 student is to be retained in the same grade and the EOYR process will add a year to the student YOG.

- h. **Withdraw***: Checking this box is not necessary for students who are in Grade 12 and are graduating, the "to be graduated" checkbox is also a withdrawal. **DO NOT** check this box for students who have a Next School value.
- i. **To be Graduated***: Check this box for all graduating students not returning or continuing in another school.

* **Only one** of these settings may be used for a student at EOYR and not all students will require one of these settings.

14.3 Student Transferring Schools

EOYR performs the following actions for students moving to a new school:

- Creates a withdrawal (W) enrollment record for students' current school.
- Creates an entry (E) enrollment record for the students' next school, or current school if they are remaining in the same school in a different grade level.

Note: The Next School value will remain after EOYR. It is suggested these values be cleared out as a post-EOYR/School Startup activity.

Receiving schools can assign homerooms to students coming to their school Next Year. On the Student Details screen, the Next Homeroom field is editable by the assigned Next School. The picklist will present the pre-defined list of the Next School homerooms and teachers. Select the appropriate information and save the record.

14.4 Student Movement Scenarios

Student Movement	Next School	Diploma Granted Date	Only <u>one</u> of these settings may be used		
			RetainGrade checkbox	Withdraw checkbox	To be Graduated
Student is staying in the same school.	X = same school				
Student moving to another MyEd BC school.	X				
Student moving out of province, out of country, or to a non-MyEd BC school.				X	
Grade 12 student who is graduating		X			X
Grade 12 student who is graduating but returning for additional courses next year.	X	X	X		

Grade 12 student who is graduating but has continuing course(s) and secondary association to a secondary school. Student will be Active No Primary.		X			X
Grade 12 student who is NOT graduating and is returning to the same school next year.	X= same school		X		
Grade 12 student who is NOT graduating and is moving to a different school next year.	X		X		
Grade 12 student who is NOT graduating and is discontinuing schooling.				X	
Student withdrawing from their primary school, but continuing a secondary school association with another school.				X – Primary School	
Pre-Admit student for next school year.	X = same school				

14.5 Student Secondary School Associations (cross-enrolled)

Student secondary school associations without an end date or with a future end date (a date later than the EOYR process), will have a new secondary school association created at EOYR. Schools with secondary school associations for students should review these end dates and update them as appropriate.

End dated on or before Aug 8, 2018	Secondary school association is ended at EOYR
Future end dated - Post EOYR (Oct 26, 2018)	Secondary school association will be ended New secondary school association will be created with the end date from the previous year record
No end date	New secondary school association is created for the next school year. (2018/2019)

Students withdrawn or graduated from their primary school with an open or next year secondary association will have the status of **Active no Primary** after EOR. Students moving to a new primary school with open or next year secondary associations will have the status of **Active** after EOYR.

14.6 Pre-Registered Students (for the Next Year)

You will register PreReg students (NY students) the same except for the following points:

- Be sure to do a Restrictive Query (even for kindergarten students) to avoid duplicate students
- Be sure to use the **2022/2023 YOG Table** located on the last page of this document
- **Enrollment status** should be PreReg
- Fill in the appropriate **PSR grade** of what they will be in September
- **Date** will be current date, EOYR will update the preReg student "E" membership type record to the first day of the new school year.
- Give ALL Pre-Registered (PreReg) students a **Next School value**. *(This will ensure these students will show in the next year filter for school numbers).*
- To find students you will have to change filter to **PreReg** on the Student top tab
- If any student needs to make a last-minute change of schools before EOYR, there is no need to withdraw the student and enroll them in the new school. Instead, assign a new Next School value and EOYR will transition them to the new school.

Student Registration: Enrollment Step 3 of 4

Name	Mouse, Mickey Goofy		
School > Name *	Shannon Lake Elementary		
Year of graduation *	2032	Grade level *	EL
Enrollment status *	PreReg		
Pupil #	*** Auto Assign ***		
Personal Education Number			
Calendar	Standard		
Grade sub level			
PSR Grade	KF		
Date *	Current Date		
Code	First Time Entry		

EOYR performs the following actions for students with a Pre-Reg status:

- Changes their enrollment status to Active.
- Changes their primary school value to the value in the 'Next school' field.
- Updates the most recent entry enrollment record with a date of August n, 20XX (eg. 04/08/2018).
- Updates the most recent entry enrollment record to Active.
- Updates the most recent entry enrollment record with the "Next School" set on the Pre-Transition field set.

14.7 Health Checks

Sorting and filtering the Pre-transition field set by column can provide helpful information to schools and districts heading into EOYR. Check over the groups of students with each setting and use the Student Movement Scenarios grid on page 148 to determine if the settings assigned to the student will have the desired result after EOYR.

EOYR Health Check filters are available in the School view on the Student top tab. These filters work with the Pre-transition field set to identify students with potential data issues heading into EOYR, and students who will be changing from Active, to Active no Primary.

14.7.1 Pretransition field set – sort by column and review:

- **Students set to 'RetainGrade', 'Withdraw' and 'to be graduated'** to ensure the lists are accurate.
- **Review the 'NextSkl>Name' field** to ensure the schools listed are active schools on MyEdBC
 - Example: **Ooc – Other Schools** is **NOT** an active school and must **NOT** be used. A student moving out of province or to a school not using MyEdBC should have the next school field **blank** and the **'withdraw' flag checked**. Use the **Pre-transition withdrawal code** to identify movement.
- **Review the students with the Dip/SCCP date field populated** to ensure the correct student will have the date print on the PSR card.
- **Review the Pre-transition withdrawal codes** to determine if they are the correct codes for the student.

14.7.2 EOYR – Future YOG flagged to graduate

The Graduate Seniors process will only look at student with a current YOG (See Graduating Students section on page 146). Students in this list will *not* be a part of the Graduate Seniors process.

Review the student records in this list to determine which settings should be changed.

- If the student is not graduating, remove the 'to be graduated' flag
- Options if the student is graduating:
 - Change the YOG to the current year (Student > Options > Registration > Promote/Demote Student)
 - Or withdraw the student prior to EOYR using the Graduate status and Graduated-Dogwood withdraw code

14.7.3 EOYR – Multiple flags set

Students may only have one movement flag set for EOYR.

Review the student records in this list to determine which settings should be changed.

- Review the Student Movement Scenarios section to determine which setting is appropriate for the student.

14.7.4 EOYR – Prior YOG still Active

This filter provides a list of students with a prior year YOG and an Active enrollment status. These records require a review for accuracy to ensure the pre-transition settings are correct.

Students with a prior year YOG and the 'to be graduated' flag set will not be included in the Graduate Seniors process (see Graduating Students section on page 146).

- If the student is continuing next year:
 - Review and change the YOG to the appropriate year for the student
 - Populate the next school if appropriate
- If the student is not continuing next year:
 - Flag the student to withdraw and enter the appropriate withdraw code
 - Or withdraw the student prior to EOYR
- Options if the student is graduating:
 - Change the YOG to the current year (Student > Options > Registration > Promote/Demote Student)
 - Or withdraw the student prior to EOYR using the Graduate status and Graduated-Dogwood withdraw code

14.7.5 EOYR – Students becoming Active no Primary

This filter provides a list of primary students with both the pre-transition settings and Secondary Association settings that will result in a student status of **Active no Primary** next year.

Review the list of students and communicate as needed with the secondary school to determine if the student should be **Active no Primary** next year. If it is determined that **Active no Primary** will not be the correct status for the student, change the student settings as required.

- The student will be primary to the current Secondary school
 - Set the Secondary School as the Next School in the pre-transition field set and remove the 'withdraw' or 'to be graduated' movement flag (Secondary school should also remove the next year association, or end date the current year secondary association). (Dip/SCCP date can be entered if appropriate)
- The student has completed work at the Secondary School and the school does not need access to the student record next year
 - The secondary School can end date the secondary association prior to the end of the enterprise calendar year or remove the next year secondary association as appropriate.

14.8 Other Tasks

14.8.1 General Programs

As a good cleanup chore for EOYR, please be sure that all general programs have been end dated.



1. In **School** view > **Global** top tab > **Favorite** side tap
2. Click on **Student Program Participation**
3. Click on **End** column header
4. The only information that should be missing an end date are the **1701 Designation Programs** (have a letter under the Program header). **DO NOT end date these entries!**
5. Any program that needs an end date you can either click the student's name to enter and add the end date OR you can go to **Options > Modify List >** click the pencil in the End column > enter the date > then click green check mark to SAVE the entry.

14.8.2 Student Conduct Incidents

Districts or schools that do not wish to have student conduct incidents travel to another school or the next school year, can choose to have these set to expire.

All Incidents with an expiry date that is on or before EOYR will be deleted when the Enterprise job is run to remove expired incidents.

Remember: Mass Update and Modify List functions can only be performed on Primary Active students so be sure filter is on Primary Active.

1. Go to the **School** view.
2. In the **Conduct** top tab, select the **Incident History** side tab.
3. Click the  icon and select the **Expiring Conduct Incidents** field set.
4. In the **Options** menu, select **Modify List**. Click the  icon to make the fields editable.
5. Check the **ExpDate** field and **click the green check mark to save**.



14.8.3 Check Former School & Secondary School Association End Dates

1. In the **School** view, select the **Global** top tab.
2. Click the **Favourites** side tab.
3. Select the **Student School Association** table by clicking the blue hyperlink. This will present a list of records of student school associations.
4. Change **Filter** to **Secondary Students**
5. Review the records in the list and note records that **do not** have an **End Date**.
6. Populate the **End Date** field to ensure the association is ended through EOYR

14.8.4 Student Services

Students who are enrolled in student services where the student is moving out of district, should be exited from student services prior to end of year rollover.

Schools should identify designated students who are withdrawing from their school or district and consult with their student services staff prior to withdraw or transfer to ensure all workflows are ACTIVE and COMPLETE.

Do not end date the current **Student Services 1701 Designation Program**. The designation record alerts the receiving school/district that this student is a designated student and may need a support plan.

Instructions for exiting students from student services are in the Student Services Processes and Workflows document.

14.8.5 Student Journal Entries

Schools that do not wish to have student Journal Entries travel to another school or the next school year, can choose to have these set to expire.

All Journal Entries with an expiry date that is on or before EOYR will be deleted when the Enterprise job is run to remove expired Journal Records.

14.8.5.1 To Edit Individual Student Journal Records


1. In **School** view > **Student** to tab, select the student with journal entries to edit by checking the box beside their name.
2. Click **Documents** side tab > **Journals** sub-side tab.
3. Click the **blue hyperlink** of the journal entry that requires editing, populate the **Expiration Date** field.
4. Click **Save**.

Topic	Journal Entry	Type	CP
Date *	3/23/2018	Reason code	Academic counseling
Time *	8:21 AM	Reporter's name	
Duration in minutes	0	Reporter Type	Mentor
Author's name		Expiration Date	6/30/2018
Author Type	Mentor	Is public?	<input type="checkbox"/>
Security Level			

14.8.5.2 To Edit Multiple Student Journal Entries

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

Note: Converted student journal entries that do not have the "Time" field populated will not allow the user to save the record until a time is entered in the record.

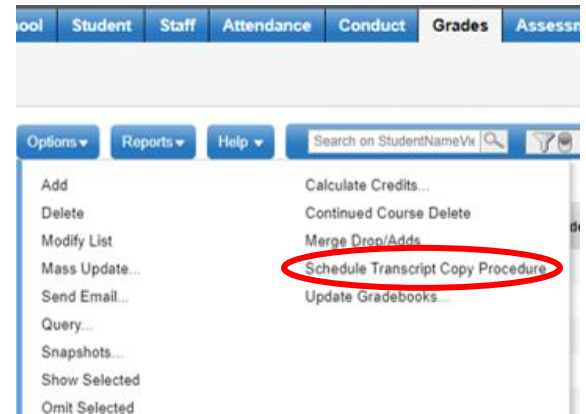
1. In **School** view > **Global** top tab > **Student** side tab.
2. Select **Student Journal** table by clicking the **blue hyperlink**. This will present a list student journal entries that have been recorded.
3. Choose the **Default** field set.
4. In the Options menu, select Modify List. Click the  icon to make the fields editable. Populate the **ExpDate** field and click the green check mark to save

14.9 DL & CE Schools – Continuing Courses

The Copy Transcript procedure carries courses forward to the next school year for students that are continuing their studies. The procedure will look for students enrolled in a course without a final mark. There are two pieces to this procedure.

Navigation: **Grades** top tab > **Transcript** side tab > **Options** > **Schedule Transcript Copy Procedure**

1. *Copy transcripts* will update the secondary school association for the next year with the important dates from the previous year.
2. *Copy student schedules* will schedule the student into the same course in the next year provided that the matching course and section exist.



14.10 Preparing for Build

The purpose of this section is to provide information and instruction for setting up a next year master schedule for schools. Next year setup for students, teachers and courses will be done in the Build view. There are some tasks that will need to be completed so the necessary information is available in the Build view (*this may have already been done by your school's scheduler, please check with them first*).

14.10.1 School Details

To use the Build view, the Build Year Context must be set to the appropriate year in the school's details.



14.10.1.1 To set the Build Year Context:

1. In the **School** view, select the **School** top tab.
2. Click the **Setup** side tab.
3. Select the **Details** leaf.
4. In the **Build Year Context > School year** field click on the red X to remove the year and then click **Save**.
5. Now, in the **Build Year Context > School year** field, click on the and select the school year representing *next* year.
6. Click **Save**.




14.10.2 Student Next School Assignments



To see students in the Build view, they will require a next school assignment. It will be necessary to assign next school values to students who have been pre-registered for the next school year as well.

14.10.2.1 To Assign a Next School to Students


1. In the **School** view, select the **Student** top tab.
2. Use the  icon to select **Primary Active Students**.
3. Use the  icon to select the **Pre-Transition** field set. The **NextSkl > Name** field appears.
4. Populate the **NextSkl > Name** field using one of the following methods:

Option 1 (individual or small groups of students):

- a. In the **Options** menu, select **Modify List**.
- b. Click the  icon to activate the **NextSkl > Name** fields beside each student.
- c. Use the  to select the next school value for the student or begin typing the school name in the field.
- d. When all values have been assigned, click the  icon to save the records.

School > Name	NextSkl > Name
Springvalley Middle School	  Rutland Senior Secondary
Springvalley Middle School	Rutland Senior Secondary
Springvalley Middle School	Rutland Senior Secondary
Springvalley Middle School	Rutland Senior Secondary
Springvalley Middle School	

Option 2 (whole school or large groups of students):

- a. Select the student records that will have the same next school value by using your filters (Grade =?) or sorting by column headers and placing a checkmark in front of the students.
- b. Go to **Options > Show Selected**. You should now only have the students you want.
- c. In the **Options** menu, select **Mass Update**.
- d. Use the drop-down menu to select the **Field** value of **Next School**.
- e. Use the  to select the next school value for these records. You can only see schools within our own District (*go to student details for schools outside district*).
- f. Click the **Update** button to update the records.

Field	Next School
Value	Constable Neil Bruce Middle 2323075
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced"/>	

NOTE: most schools will want to do this twice. Once for all students and the next school value will be your school and then the second time you will choose the grade that is leaving your school and the next school value will be the secondary school that you feed into.

14.10.3 Staff in the School View

Primary teachers at your school do not need to be rolled over to the build year. The Build view will look at the existing staff records in the **School** view > **Staff** top tab. **If additional staff is required for next year course sections, please contact Software Support and they will change the school association for the new staff so they will show up in your school's staff list in the school view. Please DO NOT add Staff as you may be creating duplicates!**

When you are preparing to build your school's schedule for next year, and your teachers have secondary school associations, you can roll over those associations to build the schedule for next year.

To roll over secondary school assignments for staff members:


- **School** view > **Staff** top tab
- **Options** menu > **Rollover Staff Schools**. The system asks if you want to roll over the current secondary school staff associations to the build year.
- **Click OK**

14.10.4 Courses

The district course catalogue must be created for the next school year so schools can copy or create their course catalogues for the next year.

To copy the school course catalogue to next year:


1. In the **School** view, select the **Schedule** top tab.
2. Click on the **Courses** side tab. This will show the current year course catalogue. Make note of the number of records in the current year course catalogue.

Suggestion: Use the  icon to extract this current year list of courses for comparison.

3. In the **Options** menu, select **Copy Course Catalog...**
4. In the pop-up window use the following parameters:

Field	Description and Required Action
<u>Catalog:</u> Copy from	<ul style="list-style-type: none"> • Defaults to the current year, which is appropriate.
<u>Catalog:</u> Copy to	<ul style="list-style-type: none"> • Defaults to the next school year, which is appropriate.
<u>Catalog:</u> Replace existing	<ul style="list-style-type: none"> • It is not necessary to check this box if the course catalogue has not been copied previously. • Checking this box will delete and overwrite any pre-existing course catalogue that was copied to next year.
<u>Courses:</u> Copy All	<ul style="list-style-type: none"> • This will attempt to copy all courses from the current year course catalogue to the next year course catalogue. Note the <i>Selected courses:</i> count at the bottom.
<u>Courses:</u> Selection	<ul style="list-style-type: none"> • Opens a course pick-list of all the available courses in the current year course catalogue. The user can select only specific courses to copy forward and omit courses no longer necessary. • Select the courses to copy forward and click OK. Note the <i>Selected courses:</i> count at the bottom.
<u>Courses:</u> Snapshots	<ul style="list-style-type: none"> • If the user has created snapshots of courses (for example, by grade or subject), the snapshot could be selected to copy courses to the next year course catalogue. Note the <i>Selected courses:</i> count at the bottom.

5. Once the appropriate selections have been made and the *Selected courses* count is appropriate, click **OK**.

6. Set the  icon to select the **Build Year** course filter. Review the list of courses in the list. Manually add any required courses that did not copy and are still needed or delete any courses that are closed or will not be used next year.

14.10.5 Rooms

Rooms that are currently in the school will appear in the Build view when a scenario is created. **Rooms are not year specific so add but DO NOT delete till September.**

To review room information:

1. In the **School** view, select the **Schedule** top tab.
2. Click on the Rooms side tab. Review the rooms available.
3. In the **Options** menu, select **Add** to create additional rooms, if necessary.
 - a. **Number:** Enter the room identifier.
 - b. **Include in scheduling:** Check this box if the room needs to be available for selection when creating or modifying the information on a course section.
 - c. All other fields are optional.

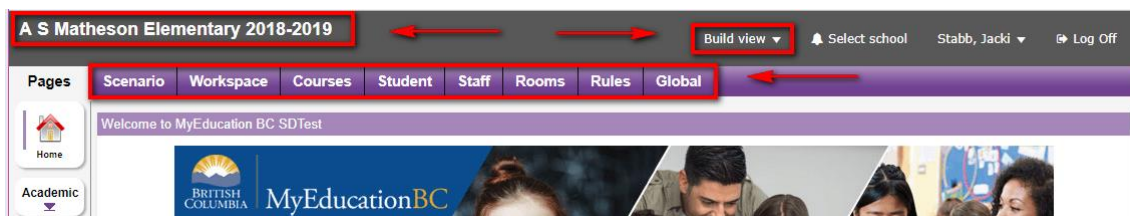
14.11 The Build View

The Build view is the area in MyEdBC where schools can prepare their schedule structure and setup for their next school year. This view contains information from students, staff, courses and rooms.

The Build View can be used to create the next year classes for the students who will be attending the school next year. This can be done by copying the current year structure into the Build view, or by creating a new structure within the Build view.

To access the **Build** view:

1. In the **School** view, select **Change View** on the *Settings Bar*.
 2. Select **Build**.
- Ensure the school name at the top shows the next school year.
 - Notice the application background colour has changed and the Build view is indicated in the upper right corner below the *Settings bar*.
 - Note that top tab selections are different from the School view.



14.11.1 Courses

Build view > Courses Top tab

Courses that have been added to the school course catalogue through the Build Year filter in the school view will appear in this list. The following sub-sections include information on adding and removing courses for the Build view and their attributes.

14.11.1.1 Adding and Removing Courses from the Build View

The course list should be reviewed to ensure all courses are in the list for use. Common scenarios are listed in the table below if a user identifies courses that are not showing in the list.

Problem	Resolution	Path
Course is in the School view list under Build Year, but does not show in the Build View > Courses list	<ol style="list-style-type: none"> 1. Check if the course is marked to "Include in Scheduling" 2. Refresh the course list in the Build view 	<ol style="list-style-type: none"> 1. Build view > Courses top tab <ul style="list-style-type: none"> • Set filter to All Records • Set field set to Required Crs Fields • Check the Schd? Field. If set to N, click into the detail of the course and check the box for "Include in Scheduling" 2. Build view > Courses top tab <ul style="list-style-type: none"> • Options > Refresh
Course was added to the Build view > Courses in error and cannot be deleted.	Courses can be added to the Build view, but must be deleted through the School view.	School view > Schedule top tab <ul style="list-style-type: none"> • Courses side tab > set filter to Build Year • Check the box beside the course to be deleted. • Options > Delete

14.11.2 Staff in the Build View

Build view > **Staff** top tab

The **Staff** top tab in the **Build** view will display staff members who are in the **School** view > **Staff** top tab when the build scenario was created. Staff members cannot be added or deleted in the Build view.

If staff members do not appear in the list after the scenario has been created, use the instructions below to view or refresh the list.

Staff members who are added to the School view may not appear in the Build view if they are added after the scenario is created.

To refresh the staff list in the Build view:

1. In the **Build** view, select the **Staff** top tab.
2. Set the filter to **All Records**.
 - a. Check if the staff member now appears, but has their **Schd?** Field set to "N". Click into the detail of the staff record and check the box for **Include in scheduling**.
 - b. If the staff member still does not appear, proceed to Step 3 below.
3. In the **Options** menu, select **Refresh**.

14.11.3 Students

Build view > Student top tab

The **Student** top tab in the Build view will show the students available for next year scheduling, provided the Next School value has been assigned to the student in the School View. If the correct number of students do not display, go to the **Options** menu, and select **Refresh**. This will refresh the list with the latest information of students with next school values for this school.

14.11.3.1 Student Attributes in the Build View

- **Include in scheduling:** check this box if this student needs to be in the list to assign to a course section.
- **Next Homeroom:** this field is optional but can be populated for the purposes of organizing next year students. If the field is populated in the Build view, it will appear automatically in the School view and vice-versa. A mass update procedure can be used to copy the Next Homeroom value to the Homeroom field after end-of-year rollover.

14.11.4 Rooms (not year specific—only add to, DO NOT remove till after EYOR)

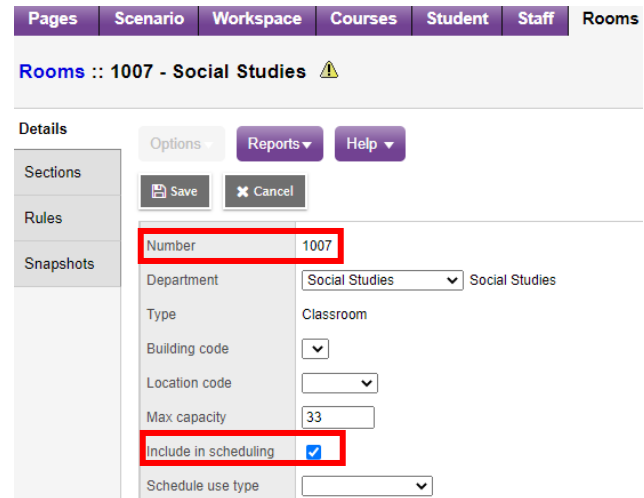
Build view > Rooms top tab

The **Rooms** top tab in the **Build** view will display rooms that are in the **School** view > **Schedule** top tab > Rooms side tab when the build scenario was created.

Rooms that are added to the school view may not appear in the Build view if they are added after the scenario is created.

To add a new room in the Build view:

1. In the **Build** view, select the **Rooms** top tab.
2. Set the filter to **All Records**.
 - a. Check if the room now appears but has the **Schd?** field set to "N". Click into the detail of the room and check the box for **Include in scheduling**.
 - b. If the room still does not appear, proceed to Step 3 below.
3. In the **Options** menu, select **Add**.
4. Populate the details of the room.
5. Click **Save**.



14.11.4 Scheduling – Class Size & Composition

14.11.4.1 Control Inclusion Students

Control Inclusion Students is a Build Scenario Preference that is used to limit the number of student requests flagged as “Inclusion” that can be loaded into a section (e.g., if the Inclusion count is set to 2, the system will only load a maximum 2 Inclusion Requests in each section).

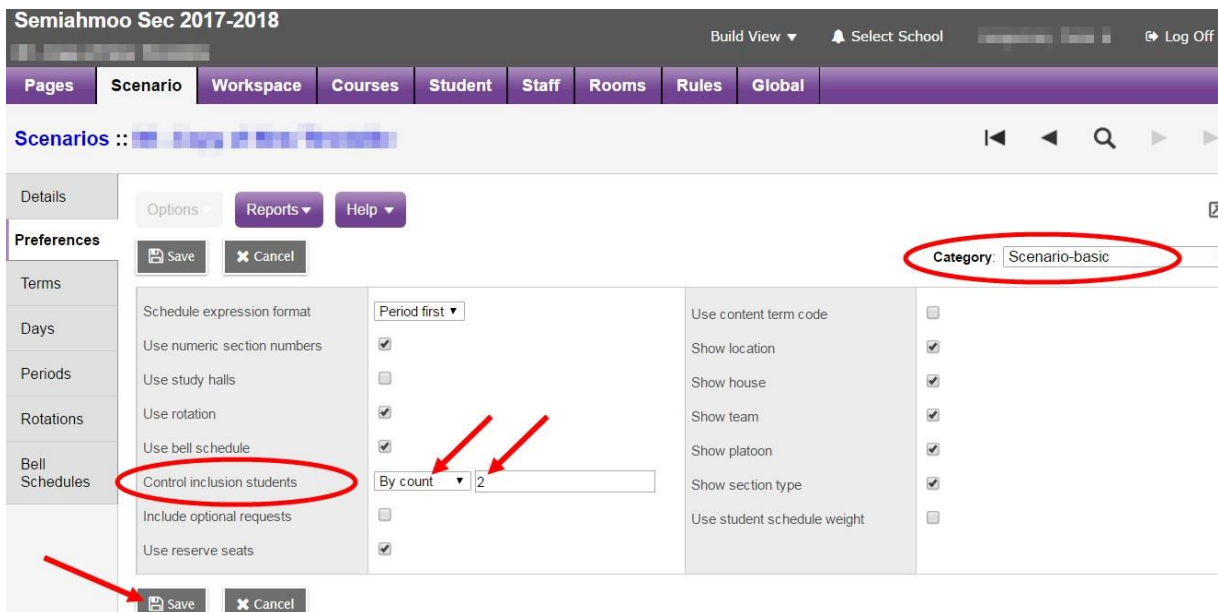
Note: Unfortunately for combined ‘classes’ groupings, this limit is on each individual section in the grouping, rather than for the grouping as a whole i.e. for a classes grouping of MAF--11 and MAF--12, if the inclusion count is set to 2, the system will allow 2 inclusion requests in MAF--11 and 2 in MAF--12 for a total of 4 inclusion requests in the class.

There are three steps to set this up:

1. Set the Control Inclusion Students Preference

Build View > **Scenario** top tab > click into the scenario > **Preferences** side tab > Category: **Scenario-basic**

- a. In the **Control inclusion students** field, use the drop-down arrow to select either:
 - i. **By ratio (%)** to control the ratio of inclusion requests by a specific percentage of the class enrollment total.
 - ii. **By count** to control the number of inclusion requests by specifying the exact number of inclusion requests the system can schedule in each inclusion section.
- b. Enter the '2' into the next field.
- c. Click **Save**.



The screenshot shows the 'Build View' interface for 'Semiahmoo Sec 2017-2018'. The top navigation bar includes 'Build View', 'Select School', and 'Log Off'. Below this is a tabbed interface with 'Scenario' selected. The left sidebar shows 'Preferences' selected under 'Details'. The main content area displays the 'Control inclusion students' preference, which is circled in red. The dropdown menu is set to 'By count', and the value '2' is entered in the adjacent field. Red arrows point to the dropdown and the input field. The 'Save' button is also highlighted with a red arrow. Other preferences like 'Schedule expression format', 'Use numeric section numbers', and 'Use study halls' are visible but not selected.

2. Indicate Student Course Requests as Inclusion

A student's designation is not considered when loading students into course sections. It is necessary to flag **individual Student Requests** as Inclusion requests. The flag of inclusion is on each **Course Request**, not on the student. This means that a student could have some course requests flagged as inclusion and others not.

If you have courses where you do not want to limit the number of **Inclusion** requests, it is recommended that you uncheck **Is inclusion section** for those requests using either Modify List, Mass Update, or updating individual student course requests.

To Mass Update Individual Requests:

Build View > Global top tab > Requests side tab

- Change Field set to **Default Fields w/Designations**
- Change Filter to **Designation Student Requests** (This will call up all Requests for students with a Designation so that you are able to use Mass Update to set these requests to Inclusion.)
- Options > Mass Update**
> field: **Is inclusion section?** > check the **Value** box > click **Update**

* It may be advisable to re-run this process before each load to ensure that your Inclusion Requests are up to date.

Name	Designation	SchoolCourse > Description	SchoolCourse > CrsNo	Grade	Inclusion?
Aaron, Duncandetch	E	ART FOUNDATIONS 12	MAF--12	12	Y
Aaron, Duncandetch	E	ART FOUNDATIONS 12	MAF--12	12	Y
Abasikhalil, Amadullah	H	ART FOUNDATIONS 12	MAF--12	12	Y
Abasikhalil, Amadullah	H	BIOLOGY 12	MBI--12	12	Y
Abasikhalil, Amadullah	H	CHEMISTRY 12	MCH--12---	12	Y
Abeek, Caroleadave		ENGLISH 12	MEN--12	12	N
Abeek, Caroleadave		FOUNDATIONS OF MATHEMATICS 12	MFOM-12	12	N
Abeek, Caroleadave		FRENCH 12	MFR--12	12	N

Note: If you have any courses that should not have the number of **Inclusion Requests** limited, you will need to set the **Course Requests** for those courses back to not inclusion. You can use **Filter Requests** and **Mass Update** as outlined in the next section.

To Modify Inclusions by course:

Build View > Global top tab > Courses top tab > select the course > Requests side tab

- Modify List:** Check or uncheck the box for the applicable students(s) in the **Inclusion?** column and click the green check box to **Save** before navigating to the next page.
- Or Mass Update:**
 - Select the students(s) you wish to mass update > **Options** >

Name	Grade	Designation	Homeroom	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	OldDesignation	Inclusion?	TermCode	Sect
	08	R	37	MEN-09-A-JAZZ		ENGLISH 9 (JAZZ BAND 9)		<input type="checkbox"/>		
	08	R	37	MEN-09-S		ENGLISH 9		<input checked="" type="checkbox"/>		
	08	R	37	MFR-10-S		FRENCH 10		<input type="checkbox"/>		
	08	R	37	MMA-09-S		MATHEMATICS 9		<input checked="" type="checkbox"/>		
	08	R	37	MMAU-09-A-CONCERT9		CONCERT BAND 9 (PE9)		<input type="checkbox"/>		

Show Selected or

Use the > **Options** > **Filter Requests** to query for the requests to update

- b. **Options** > **Mass Update** > Field: **Is inclusion section?** > check or uncheck the **Value** box > click **Update**

The request(s) set as **Inclusion** will have a "Y" under the *Inclusion?* Column:

Pages

Scenario

Workspace

Courses

Student

Staff

Rooms

Rules

Global

Requests

Pattern Library

Options

Reports

Help

Search on Name

0 of 765 selected

Pattern Sets

Requests

Requests Details

Batch Entry

Logs

	Name	Grade	Designation	Homeroom	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	OldDesignation	Inclusion?	Term
<input type="checkbox"/>		08	R	37	MEN--09--A-JAZZ		ENGLISH 9 (JAZZ BAND 9)		N	
<input type="checkbox"/>		08	R	37	MEN--09--S		ENGLISH 9		Y	
<input type="checkbox"/>		08	R	37	MFR--10--S		FRENCH 10		N	
<input type="checkbox"/>		08	R	37	MMA--09--S		MATHEMATICS 9		Y	
<input type="checkbox"/>		08	R	37	MMU--09--A-CONCERT9		CONCERT BAND 9 (PE9)		N	

Individual Students Requests

Individual student requests can be flagged as Inclusion from either:

School View > **Student** top tab > select the student > **Schedule** side tab > **Requests** sub side tab > click into the **Details** of course request or

Build View > select a scenario > **Student** top tab > select the student > **Requests** side tab > click into the **Details** of course request

Build View > select a scenario > **Global** top tab > **Requests** side tab > click into the **Details** of the course request

1. Check the **Is inclusion section?** Box
2. Click **Save**
- 3.

3. Course Section – Is Inclusion Section

Sections will need to be set as "Is Inclusion Section?" for requests flagged as *Inclusion* to be scheduled into the section. If you do not have this set, no requests set as *Inclusion* will be able to be scheduled into the section.

Note: This step can only be completed once you have the course sections initialized in the **Workspace**.

Build View > Workspace top tab

You can Mass Update the course sections:

Options > Mass Update > Field: select *Is inclusion section?* > Value: **check the box > Click Update**

The sections set as Inclusion will have a “Y” in the *Inclusion?* Column:

Pages

Scenario

Workspace

Courses

Student

Staff

Rooms

Rules

Global

Sections

Master

Options

Reports

Help

Sections

Details

Roster

Teachers

Rules

1:MAC--11--S-01

0 of 412 selected

	Course	SecNo	ScheduleTerm > Code	Unrotated Schedule	Team	Schedule	PrimaryStaff > Name	PrimaryRoom > Num	Inclusion?	Total	Max	Sec
<input type="checkbox"/>	MAC--11--S-01	01							Y	0	30	
<input type="checkbox"/>	MACC-12--S-01	01							Y	0	30	
<input type="checkbox"/>	MADGE09--S-01	01							Y	0	30	
<input type="checkbox"/>	MADIT09--S-01	01							Y	0	30	
<input type="checkbox"/>	MADPT09--S-01	01							Y	0	24	
<input type="checkbox"/>	MAE--09--S-01	01							Y	0	30	

Classes

Class Size Summary

Matrix View

Assignments

14.11.4.2 Course Tallies

1. Course Tally

Build view > Global top tab > Requests side tab > Reports > Course Tally

Once student course requests are flagged as *Inclusion*, they will display on your Course Tally Report if you select the “**Show inclusion counts**” box prior to running the report:

The Course Tally report will indicate the number of requests flagged as inclusion in brackets next to the total count e.g. in the example below MBI--11--S has 120 total requests, 8 of which are flagged as Inclusion

Surrey		Course Tally						Semiahmoo Sec	
Page 1		2017-2018						March 30, 2017	
Number	Description	Department	Lvl	Primary	Alternate	Total	Enrollment Max	Section Count	
MAC--11--S	ACCOUNTING 11	Business Education	Regular	23 (0)	6 (0)	29 (0)	30	0.77	
MACC-12--S	ACCOUNTING 12	Business Education	Regular	14 (0)	1 (0)	15 (0)	30	0.47	
MADGE09--S	ADST 9 - General Explorations (Modules)	Applied Skills		17 (0)	28 (0)	45 (0)	30	0.57	
MADIT09--S	ADST - Information and Communications Technologies	Applied Skills		19 (0)	18 (0)	37 (0)	30	0.63	
MADPT09--S	ADST - Power Technology	Applied Skills		17 (0)	16 (0)	33 (0)	24	0.71	
MAE--09--S	ARTS EDUCATION 9	Fine Arts		68 (0)	57 (0)	125 (0)	30	2.27	
MAF--11--S	ART FOUNDATIONS 11	Fine Arts	Regular	28 (0)	5 (0)	33 (0)	30	0.93	
MAF--12--S	ART FOUNDATIONS 12	Fine Arts	Regular	30 (0)	6 (0)	36 (0)	30	1.0	
MAT--11--S	AUTOMOTIVE LEVEL 1	Technology Education	Regular	16 (0)	9 (0)	25 (0)	24	0.67	
MAT--12--S	AUTOMOTIVE LEVEL 2	Technology Education	Regular	16 (0)	2 (0)	18 (0)	24	0.67	
MAWM-10--S	APPRENTICESHIP & WORKPLACE MATH 10	Mathematics	Regular	28 (0)	0 (0)	28 (0)	30	0.93	
MAWM-11--S	APPRENTICESHIP & WORKPLACE MATH 11	Mathematics	Regular	14 (0)	0 (0)	14 (0)	30	0.47	
MBI--11--S	BIOLOGY 11	Science	Regular	116 (8)	4 (0)	120 (8)	30	3.87	

1. Quick Reports

The following Quick Reports are available to assist with looking at class composition:

Course Requests by Course with Designations:

Build View > Global top tab > Requests side tab > Reports > Quick Reports > Saved Reports > SD23 Course Requests by Course w Designation > Finish

Class Lists with Designations:


Build View > Workspace top tab > Schedules side tab > Reports > Quick Reports > Saved Reports > Class Lists 2 Designation Totals > Finish

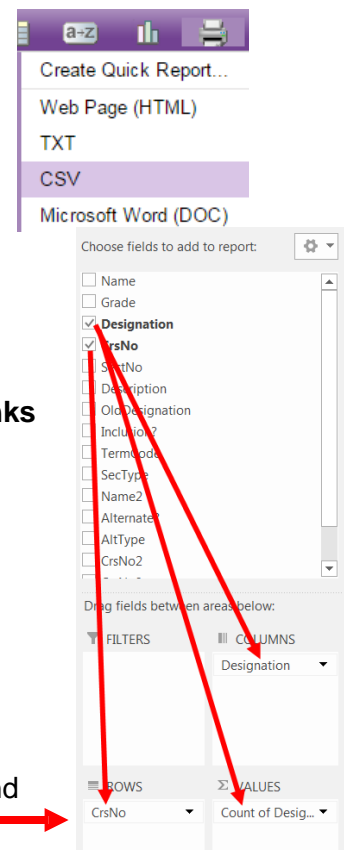
Combined Classes Enrollment Totals:

Build View > Workspace top tab > Master side tab > Sections sub side tab > filter: SD36 Sections Combined > Reports > Quick Reports > Saved Reports > Combined Class Totals > Finish

2. Tallies in Excel

Below are steps to find the number of Low Incidence and Intensive Behaviour requests for each course in addition to the total number of requests in Excel:

1. **Build View > Global top tab > Requests side tab**
2. Field set: **Default Fields w/Designations**
3. Click the printer icon and select CSV
4. Open the file in Excel and apply a filter to the top row (Data > Filter)
5. Filter on the *Designation* column -
 - Filter to display low incidence designations of **A to G** and change them all to the word "**Low**"
 - Filter to display high incidence designations of **K to P** and **blanks** and change them all to "**N/A**"
 - Leave the H designations as an "H"
 - Clear the Filter
6. Click back into cell A-1 and select Insert > Pivot table
 - a. In the 'Create PivotTable' window leave the settings at the default of:
 - i. Select a table or range (your entire table should be selected automatically)
 - ii. New Worksheet
 - b. Click OK
7. Click and drag *CrsNo* into ROWS, *Designation* into COLUMNS, and *Designation* into VALUES (becomes *Count of Designation*). 
8. This will produce the following table which includes counts of H (intensive behavior), Low (low incidence), N/A (high incidence and no designation), and a Grand Total:



9. Highlight the entire table starting at row A-4 and copy.
10. Open a new tab and *Paste Values*
11. You can now filter, sort, and edit as necessary.

	A	B	C	D	E
1					
2					
3	Count of Designation	Column Labels			
4	Row Labels	H	Low	N/A	Grand Total
5	MAC--11--S			22	22
6	MACC-12--S			9	9
7	MADGE08--S-A	2	11	220	233
8	MADGE09--S	1		19	20
9	MADIT00--S	1		18	18

15.0 Ministry Reporting – 1701

The information collected on Form 1701 is used in the calculation of Full Time Equivalent (FTE) students for public schools. The FTE values are then used to determine funding levels for these schools. This information is also used to monitor various enrolment trends in programs offered by the BC school system.

Specific information on how students are counted in different scenarios can be found on the Ministry of Education data collections site at: <http://www.bced.gov.bc.ca/datacollections>

This section identifies where the data for 1701 is drawn from in MyEd BC, how it may be verified and extracted, and resources which may be used to assist in data entry.

15.1 Locating the 1701 Fields

15.1.1 School Type

School view > School top tab > Setup side tab > Details

Confirm your school's "Type" is correct.

15.1.2 Basic Demographic Data

School View > Student top tab > select student > Details side tab > Demographics sub-top tab

Student List :: 10 - Ababakr, Aeryal

Details

Options ▾ Reports ▾ Help ▾

Save Cancel

Demographics Addresses Alerts Citizenship Programs P

Pupil # 2546453

Personal Education Number 150436715

Legal last name * Ababakr

Legal first name * Aeryal

Legal middle name

Suffix ▾

Usual last name Ababakr

Usual first name Aeryal

Usual middle name

Gender * M ▾

Preferred Gender ▾

Date of birth (mm/dd/yyyy) * 6/15/2006 Age 15

Proof of Age ▾

Home phone 250-517-0846

Unlisted Phone Number

Work phone

Work Phone Extension

Cell phone 780-456-6464

Student email jqrstft11e198@6owwcfntsty1w.m9

Who has custody? ▾

Dip/SCCP Date

Grade level 10

Grade sub level ▾

Enrollment status Active

Calendar Standard


BC Personal Health Number

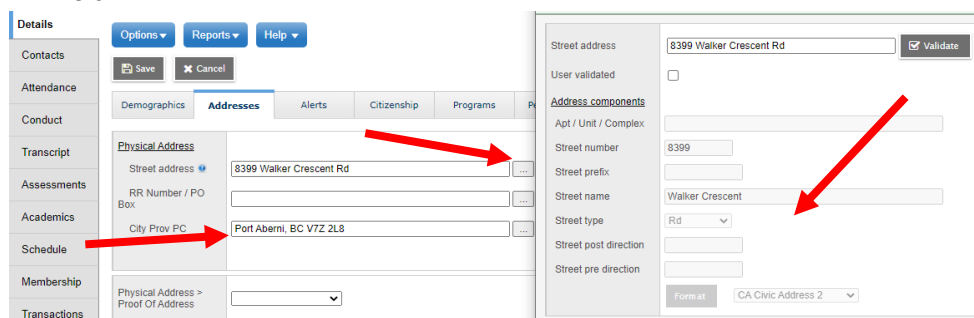
AD
AN
EU
GA
HS
KH
SU

- Pupil #
- Personal Education Number
- Legal last name
- Legal first name
- Legal middle name
- Gender
- Birth date
- Grade level
- Grade sub level
- Status = Active or Active No Primary

No PEN is a fatal error, and we receive no funding

School View > Student top tab > select student > Details side tab > Addresses sub-top tab

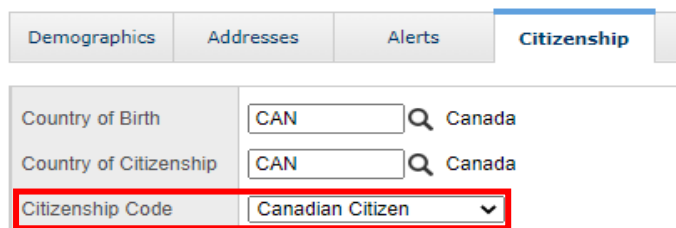
- When you click the  button in the **City Prov PC** field, ensure in the pop-up window that the Postal code is formatted correctly in the correct field.



- Postal Code

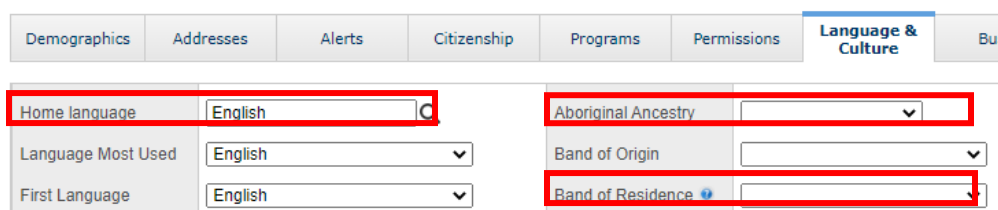
No Postal Code is a fatal error and we receive no funding.

School View > Student top tab > select student > Details side tab > Citizenship sub-top tab



- Citizenship Code

School View > Student top tab > select student > Details side tab > Language and Culture sub-top tab



- Home Language
- Aboriginal Ancestry
- Band of Residence

School View > Student top tab > select student > Details side tab > Programs sub-top tab

Program	ProgSch	Start	End
Core French	Rutland Middle School	9/4/2018	7/15/2019
Core French	Springvalley Middle School	9/3/2019	7/15/2020
Core French	Springvalley Middle School	9/8/2020	7/15/2021
Core French	Springvalley Elementary	9/5/2017	7/15/2018

- Active Programs – this screen is view only.

***To add Programs, go to the Membership side tab**

15.1.3 Course Information

School View > Student top tab > select student > Schedule side tab

Details	Options ▾ Reports ▾ Help ▾ Search on Schedule 🔍
Contacts	Matrix view >>
Attendance	0 of 10 selected
Conduct	
Transcript	
Assessments	
Academics	
Schedule	
Schedule Details	
Workspace	
Attributes	
Chapters	

<input type="checkbox"/>	Course	Description	GrdLvl	Term	Classrm	Teacher
<input type="checkbox"/>	MPHE-09-S-04	PHYSICAL AND HEALTH EDUCATION 9	09	S1	1045A	Zeman, Kavir
<input type="checkbox"/>	MMA--09-S-03	MATHEMATICS 9	09	S2	2006	Vandelft, Dorika
<input type="checkbox"/>	MEN--09-S-01	ENGLISH LANGUAGE ARTS 9	09	S1	2037	Lorosancho, Bocheng
<input type="checkbox"/>	MADPT09--T-06	ADST - POWER MECHANICS 9	09	T3	1117	Coville, Shunsuke
<input type="checkbox"/>	MADGE09--T-M-04	MAKER 9	09	T4	1104	Matthei, Magaly
<input type="checkbox"/>	MSC--09-S-07	SCIENCE 9	09	S2	1212	Janos, Synhua
<input type="checkbox"/>	MADGE09--T-MA-05	METAL ART 9	09	T1	1332	Coville, Shunsuke
<input type="checkbox"/>	MADIT09--T-02	COMPUTERS 9	09	T2	1104	Matthei, Magaly
<input type="checkbox"/>	MMU--09A-L-01	INTRODUCTORY MUSIC 9	09	FY	1344	Blandonchavarria, Khayla
<input type="checkbox"/>	MSS--09-S-11	SOCIAL STUDIES 9	09	FY	1011	Angle, Angelynn

School view > Student > select student > Transcript > Details

- For schools identified with a **Type** of “Continuing Ed” or “DL”, only courses with a valid active date will be counted (**Active Date** field).
- In order to see the Active Date, the Prepare Grade Input has to have been run
- Grades > Transcripts > Field Set = Active Date and Filter = Current Year

Grades and Comments

Course Start Date	9/7/2021	📅
Course End Date	6/30/2022	📅
Actual Start Date	9/21/2021	📅
Active Date	9/21/2021	📅
Percent Complete		🔍
Completion Date		📅

• Courses

For Grades K – 9 schools receiving funding based on headcount.

For Grades 10 – 12 schools receive funding based on course count. You want as many students to have full-time schedules as possible.

Check with school Admin and Counsellors to make sure students have Full Schedules.

The courses that are included for 1701 reporting vary. Refer to the Ministry of Education 1701 Instructions for details on which courses are counted as valid for 1701 reporting.

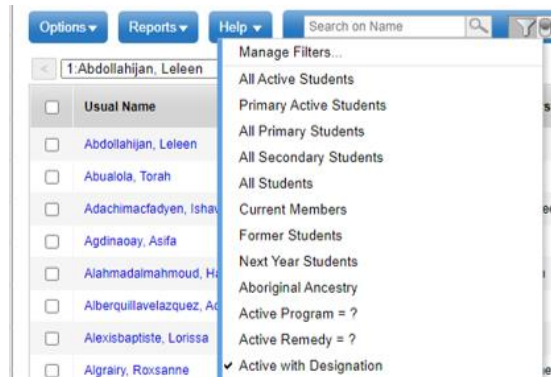
• Active Dates

15.1.4 Student Services

A student can only have ONE Ministry Designation for funding purposes. From the **School** view > **Student** top tab students who have a Ministry Designation can be displayed using the **Active w/ Designation** filter.

The best report to run to get a list of SPED students and their category is:

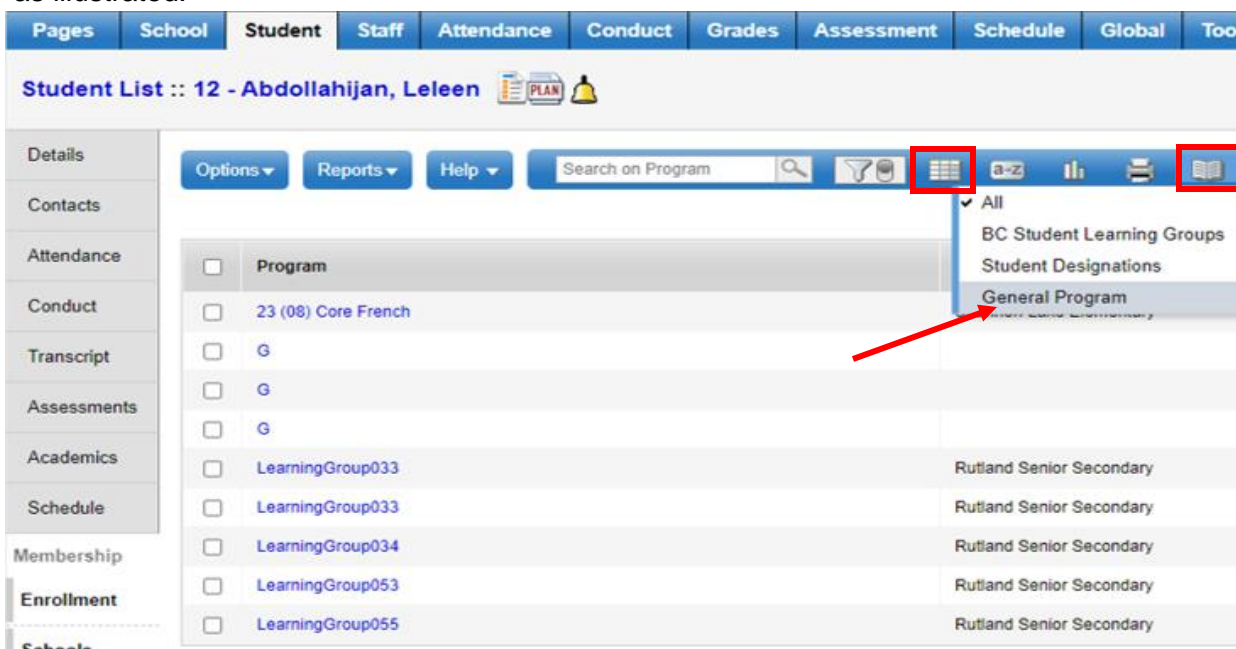
- School View
- Student top tab > Reports Menu > Ministry Reporting
- BC 1701 Student Services report




- Ministry Designation

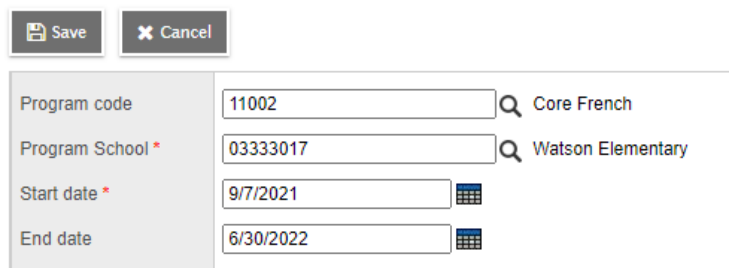
15.2 Assigning Student Program Codes

General student programs must be entered in **Student** top tab > **Membership** side tab > **Programs** sub side tab. To manage general student programs, users must first select the General Program option from the Data Dictionary, and ensure that the field set is Default Fields or Default Fields + BC, as illustrated:



To assign a program to a student in the **Student** top tab > **Membership** side tab > **Programs** sub side tab: set the data dictionary  to **General Programs**, click **Options** > **Add** button to bring up the Student Program pop-up. When this displays, select the template Default Fields.

- Choose the *Program code* using a pick list.
- Assign your *school*, the *start date* and *end date*.
- If this is an aboriginal program assignment, users may choose to add additional information using the *Ab school liaison* and *Ab comment* fields.



To modify existing program assignments, you can click the blue, hyperlinked name of the program set the template to Default Fields and update the information in the fields as required.

15.3 Mass Assigning Program Codes

A couple of 1701 Filters and Field Sets have been created to help you with mass assigning programs codes to groups of selected students.

Example:

- Use the **Aboriginal Ancestry** Filter
- Now click on Field Set and use **1701 Fields** (*this will bring up a list of students who have something in the Aboriginal Ancestry field*)
- Put a check mark in front of any students who have the code **Status – On Reserve** and any students where **Intl Funding Not Elig** or **OutOfPrCdnFundNotElg** are in the Citizenship Code field (*as these students are fee payers and will not receive funding from the Ministry for additional programs*)
- Also put a check mark in front of any students who are opting out of the Aboriginal programs
- Go to **Options > Omit Selected**. Now you have a list of students who will be receiving the Aboriginal Programs.
- Go to **Options > Assign Student Programs**
- Use the magnifying glass to choose the program, enter a start date and put a check mark in Active students only then click on Run

1701 Filters that have been created:

- Aboriginal Ancestry
- Course Section = ?
- Course = ?
- Grade = ?
- Program = ?
- Designation = ?
- Active w/Designation

1701 Field Sets that have been created:

- 1701 Fields

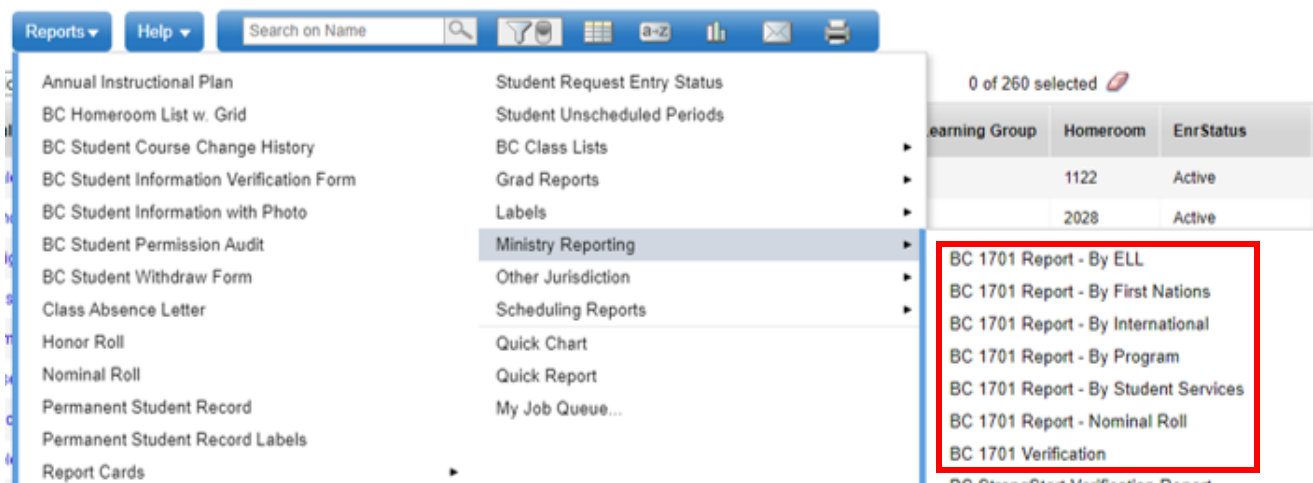
To mass update program end dates:

- **Global top tab > Favourites side tab > put check mark in front of Student Program Participation > List sub side tab**
- Use column headers to sort programs (*click on End Date column to move all programs that have no end dates to the top*)
- Put check mark in front of programs you want to end date then click on **Options > Show Selected**
- **Options > Mass Update**
- For the Field choose **End date** then fill in the **date** and click **Update**
- Be **VERY** careful as you can mass populate an end date, but you can **NOT** mass remove or blank an end date

15.4 1701 Report for Verifying the Data

There are many reports available to support your verification of 1701 Data. To find these reports:

1. In the **School** view, select the **Student** top tab.
2. In the **Reports** menu, select **Ministry Reporting**. There are a variety of BC 1701 reports for verifying the data prior to running the extract.
3. The final report to be run for verifying data within MyEdBC is the **BC 1701 Verification Report**.



When satisfied with the data on the verification reports, run the **BC 1701 STD Extract** and load it to the MOE Web app. Instructions for this are on the website at www.bced.gov.bc.ca/datacollections.

15.5 Running the 1701 Extracts

Three 1701 extracts are currently available:

- BC 1701 DL Reconciliation Extract
- BC 1701 FTE Extract (used for course based schools)
- BC 1701 STD Extract

To run the 1701 Extracts:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports**.
3. Select the desired extract.
4. In the extract pop-up window:
 - a. **School Type:** Choose between *Regular and DL* or *Summer School*
 - b. **Select School(s):** Select the school the extract is being run for. School users will only have the option to select schools they are connected to.
 - c. **Grades:** Use the drop-down menu to select the grades to be included in the extract.
 - d. **Distributed Learning – Active Course Date:** If the school type is a distributed learning or continuing education school, populate the appropriate Active Course Date for this 1701 reporting period.
 - e. **Summer School Options – Students to Include and Display Designation:** select based on school preferences.
5. Click **Run**.

BC 1701 STD Extract

School Type	Regular and DL ▼
Select school(s)	Rutland Senior Secondary 🔍
Grades	All Grades ▼
<u>Distributed Learning and Continuing Education</u>	
Active Course Date	<input type="text"/> 📅
<u>Summer School Options</u>	
Students to Include	Funded ▼
Display Designation	No ▼

6. When saving the extract be sure the file name has only the school number with appropriate extension for the extract selected. Example:
02323031.std
7. Load this STD file to the MOE Web app. Instructions for this are on the website at www.bced.gov.bc.ca/datacollections.
 - Scroll down to the 1701 Data Collections section and choose the appropriate date
 - Scroll down on the next screen to Forms and Instructions > choose Public Schools > under Instructions, choose 1701 Verification Web Instructions
 - Verify the 1701 data in the MOE web app and generate the All School Ministry Reports as per the 1701 Verification Web Instructions on the K-12 Data Collections website. These are the reports that should be used for "Final" validation and completion of the 1701 Student Data Collection Checklist.

Compare Ministry reports with MyEdBC reports

- If further corrections are required, correct in MyEdBC > re-run 1701 Extract > load to the MOE web app > re-verify in MOE web app and re-generate reports. SAVE ALL REPORTS to a safe location on your computer
- When satisfied with all information, export data from MOE web app. This will create a .VER file to email to the district contact
- Complete 1701 checklist using the Ministry Reports and send to the district office by due date indicated on the checklist

15.6 1701 Student Data Collection Checklist

SCHOOL NAME: _____ MINISTRY # _____

	MyEd BC Total		Ministry All School Report Total
Missing Postal Codes – Report 9160			
Zero Courses for Secondary Students – BC 1701 Verification/Report 9160			
Missing PEN Numbers – Report 9160			
MyEdBC - Enrollment Breakdown by Homeroom/Enrollment Statistics			
Home School – Report 9035			
Student Headcount – Report 9035			
Unfunded Headcounts – Report 9035B			
International Students (14) – Report 9035B			
FTE – Report 9035			
Grad Transitions: Enter number of Grade 12 students (Enrolment Statistics) / GT Total (MyEdBC Course List)	12	GT	
WEX 12A & WEX 12B Totals Confirmed			
Core French (08) – BC 1701 Report by Program/Report 9040			
French Imm (11) – BC 1701 Report by Program/Report 9040			
ELL (17) – BC 1701 Report by ELL/Report 9040			
Aboriginal Ancestry (Yes) – Report 9060 (+ Adults)			
Language & Culture (29) – Report 9060 (+ Adults)			
Support Services (33) – Report 9060 (+ Adults)			
Other Approved Programs (36) – Report 9060 (+ Adults)	DO NOT USE		
On Reserve (20) – Report 9065			
SPED Total – Report 9070			
Career Prep (40) – Report 9080			
Grade 11 (+ Adults)			
Grade 12 (+ Adults)			
Other (+ Adults)			
Co-op (41) – Report 9080 (+ Adults)			
SSA (42) – Report 9080 (+ Adults)			
CTC (43) – Report 9080 (+ Adults)			
1601 Form Changes Completed via web: http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do			
CSV Snapshot File saved for Audit.			
Properties of VER files checked to ensure correct Snapshot Date.			
Completed 1701 Audit Checklist			

Verified By: _____ Date: _____

Principal's Signature: _____

APPENDIX A

Glossary of Terms

Active Date	Date the student handed in their first major assignment (used in DL Schools).
Active Status	An enrolment status that equates to "Registered"
Actual Start Date	Date the student became registered in the selected class (used in DL Schools).
Build View	Where the next year schedule is created
Completion Date	Date the student completed their course work for a class
Conduct	Student Incident
Global	A raw view of data on the various database tables
Grade Term	Reporting Period
Graduated Student	An enrollment status, NOT a grade
Organizations	A way of organizing levels between the Enterprise and School levels. A District is an example of an organization.
Pages	Collaborations / Communication area for identified groups of people
Pando	Aspen's equivalent to Heat, a place to log tickets, access and add to the Knowledge base
Primary School	the Home/Main school
Primary Students	Students where the current school is the home school.
Reference Codes	System Codes
Root Level	The Enterprise (Provincial) level
Schedule Term	When the term is taking place
Secondary School	Cross enrolled school(s)
Secondary Students	Students where the current school is the cross-enrolled school.
Staff View	Teacher Assistant module
Sub-grade	Students who do not classify as standard enrolled students: SU (Secondary Ungraded), EU (Elementary Ungraded), HS (Home Schooled), GA (Graduated Adult), AG (Adult Grad), AN (Adult Non-grad).
Template	A view of a single record's data. There can be multiple templates available for people to use for multiple views of the selected record's data.
Transcript	Credit Details & Current year marks
YOG (year of graduation)	Determines not only what year the student is anticipated to graduate, but also determines the grade the student is in each year. To change the grade, one must change the YOG.

YOG – Year of Grad Table

2021-22			2022-23			2023-24		
Grade	Birth Year	YOG	Grade	Birth Year	YOG	Grade	Birth Year	YOG
KF	2016	2034	KF	2017	2035	KF	2018	2036
1	2015	2033	1	2016	2034	1	2017	2035
2	2014	2032	2	2015	2033	2	2016	2034
3	2013	2031	3	2014	2032	3	2015	2033
4	2012	2030	4	2013	2031	4	2014	2032
5	2011	2029	5	2012	2030	5	2013	2031
6	2010	2028	6	2011	2029	6	2012	2030
7	2009	2027	7	2010	2028	7	2011	2029
8	2008	2026	8	2009	2027	8	2010	2028
9	2007	2025	9	2008	2026	9	2009	2027
10	2006	2024	10	2007	2025	10	2008	2026
11	2005	2023	11	2006	2024	11	2007	2025
12	2004	2022	12	2005	2023	12	2006	2024

Withdrawal/Transfer Checklist

- **Within the district:** schools can use the transfer function to move students between schools.
- **Schools in BC but outside of our district:** must withdraw the student and new school must register them – **Do Not** use the transfer function between districts.
- **Non-MyEdBC school** (inside or outside BC), the withdrawing school is responsible for printing the last two report cards and a Permanent Student Record (PSR) card. The PSR card and report cards are then sent to the receiving school and a copy placed in the student's file. The student's electronic record remains within the MyEdBC database for future admission to another MyEdBC school.
- **Secondary school Associations:** created by secondary schools and they are end-dated by the school that created them. **Primary schools should not be end-dating secondary school associations that belong to other schools**
- A copy of the printed documents should be placed in the student's file, and another copy kept in a "Withdrawn students" file in the school office. If your school is ever audited, a copy of these documents is needed as proof that the student did attend your school.

Print Reports *(make 2 copies: one for student file, one for withdrawn students file):*

- ☐ BC Student Information Verification
- ☐ Permanent Student Record
- ☐ Most recent Report Card
- ☐ Student Attendance History Report
- ☐ Student's Current Schedule
- ☐ BC Student Course Change History

Update Student Information:

- ☐ Remove the homeroom *(see Step 2.1)*
- ☐ Remove Locker information *(see Step 2.1)*
- ☐ Remove Next school > Name *(see Step 2.1)*
- ☐ Remove Shared Contacts *(see Step 2.2)*
- ☐ Uncheck "Contact has family portal access" from all contacts *(see Step 2.2)*
- ☐ Change end date of programs to date of withdrawal *(see Step 2.3)*
- ☐ Check Membership > Schools tab *(see Step 2.4)*
- ☐ Remove student groups *(see Step 2.5)*
- ☐ Remove snapshots *(see Step 2.6)*
- ☐ Update conduct records *(see Step 2.7)*
- ☐ Remove Journal Information *(see Step 2.8)*
- ☐ Update PSR inclusions *(see Step 2.9)*
- ☐ Update Transcript records *(see Step 2.10)*
- ☐ If transferring student, remove schedule *(see Step 2.11)*
- ☐ Remove next year course requests *(if applicable) (see Step 2.12)*

Steps for Withdrawal *(Step 3, Option 1)*

- ☐ Select Student > Options > Registration > Withdraw Student
- ☐ Select Code for where student is going
- ☐ Change Student Status to Withdrawn
- ☐ DO NOT Check "Keep student in special education"
- ☐ Check Disable User Account & Former School Association
- ☐ Select Appropriate PSR grade
- ☐ Check Former Student filter to ensure student appears
- ☐ View PSR to ensure all information is correct
- ☐ Modify Withdrawal record in membership side tab *(if applicable)*

Steps for Transfer *(Step 3, Option 1)*

- ☐ In student Demographics, check of Transfer Pending
- ☐ In Transfer School > Name enter School they are going to
- ☐ Contact new school to confirm that Student is ready for transfer

Withdrawal/Transfer Process Manual

Scenario 1: Student moving to another school within our district

Schools should **use the transfer function** rather than Withdraw function. The student's Ministry Designation and the icon will remain with the student record and the IEP icon will stay intact. The student will remain enrolled in the Student Services Module and the Designation will remain part of the student record.

Scenario 2: Students moving from one school district to another

Schools **must withdraw** the student and the new school must register him/her – **DO NOT** use the transfer function between districts. Withdrawing the student will "Exit" the student from the Student Services Module and remove the IEP icon but the Designation will remain associated with the student record. This also allows the receiving district to enter correct registration information in the membership record. **NOTE: A student who has been exited from the Student Services Module, must be re-enrolled into the module in order for an IEP workflow to be initiated.**

Scenario 3: Student transferring to a Non-MyEdBC school (inside or outside of BC)

The school which the student is withdrawing from is responsible for printing the last two report cards and a Permanent Student Record (PSR) card containing demographic information, courses, grades and historical information. The PSR card and report cards are then mailed to the receiving school. However, the student's electronic record remains within the MyEdBC database for future admission to another MyEdBC school.

Secondary School Associations

Secondary School Associations are created by secondary schools and they are end-dated by the school that created them. **Primary schools should not be end-dating secondary school associations** that belong to other schools. If a primary school believes a secondary school association should be end-dated, please contact the secondary school and ask them to do so. Student information, courses and marks could be lost and DL funding may be effected.

STEP 1 – Print Reports

1. Student top tab > Select the student > Demographics > Reports
<ul style="list-style-type: none"> • BC Student Information Verification • Permanent Student Record
2. Student top tab > Select the student > Transcript side tab > Reports > Report Cards
<ul style="list-style-type: none"> • Print the Student's most recent report card
3. Student top tab > Select the student > Attendance side tab > Daily Attendance sub side tab > Reports
<ul style="list-style-type: none"> • Print BC Attendance History <ul style="list-style-type: none"> ○ Start date should be first day of the school year
4. Student top tab > Select the student > Schedule side tab > Reports > Scheduling Reports
<ul style="list-style-type: none"> • Print Student Schedules (Sheet) BY TERM- OLD
5. Student top tab > Select the student > Schedule side tab > Change History sub side tab > Reports
<ul style="list-style-type: none"> • Print BC Student Course Change History <ul style="list-style-type: none"> ○ Start date should be the first day of the school year

STEP 2 – REVIEW/UPDATE STUDENT INFORMATION

1. Student top tab > Select the student > Details side tab


Remove:

- Homeroom
- Locker Information *(if your school uses this feature)*
- Next Year School *(if withdrawing a student between February and June of the current school year)*

School > Name	A S Matheson Elementary	Transfer pending	<input type="checkbox"/>
Next School > Name	Bankhead Elementary	Transfer School > Name	Bankhead Elementary
Pre-transition Withdrawal Code	<input type="text"/>	6 year Grad CohortID	
Out of Catchment	<input type="checkbox"/>		
Out of Catchment School	<input type="text"/>		
Out of District	<input type="text"/>		
Home School Not in MyEducation	<input type="checkbox"/>		
HS not in MyEd Name	<input type="text"/>		
Year of graduation	2027	Confidential Student Date	<input type="text"/>
Dip/SCCP Date	<input type="text"/>	Confidential Student Flag	<input type="checkbox"/>
Grade level	02	Family Courier	<input type="text"/>
Grade sub level	<input type="text"/>	Locker	123
Enrollment status	Active	Parking Space	<input type="text"/>
Calendar	Standard	Counsellor	<input type="text"/>
BC Personal Health Number	<input type="text"/>	Homeroom	2005 Wright, P

year)

2. Update Contacts


- Remove Shared Contacts
 - Take a screen shot of the contact record.
 - Click on the Shared Contact Icon 
 - Click "Clear" in pop-up window
 - Re-Enter the contact's information
- Uncheck "Contact has family portal access" from all contacts

Primary District	23	Receive grade mailing	<input checked="" type="checkbox"/>	Parental Auth or Guardian?	<input checked="" type="checkbox"/>
Emergency priority	<input type="text"/>	Receive conduct mailing	<input checked="" type="checkbox"/>	Contact can pick up?	<input checked="" type="checkbox"/>
Title	Mrs.	Receive other mailing	<input checked="" type="checkbox"/>	Contact lives with student	<input checked="" type="checkbox"/>
Legal first name *	Ruqing	Receive email	<input checked="" type="checkbox"/>	Contact has family portal access	<input checked="" type="checkbox"/>
Legal last name *	Fotheringham	Include on IEP	<input checked="" type="checkbox"/>	Volunteer?	<input type="checkbox"/>
Suffix	<input type="text"/>	Prevent Autodialling	<input type="checkbox"/>		
Usual first name	Ruqing				
Usual last name	Fotheringham				
Gender	<input type="text"/>				
Relationship	Mother				
Type	Regular Contact				

3. Student top tab > Select the student > Membership side tab > Programs sub-side tab > General Programs

- Change the end dates for all programs you have assigned to the student unless they will be continuing through a secondary school association.

Options ▾ Reports ▾ Help ▾ Search on Program 🔍

0 of 14 selected  All Records - General Program

<input type="checkbox"/>	Program	ProgSch	Start	End
<input type="checkbox"/>	Core French	A S Matheson Elementary	9/6/2016	6/29/2017
<input type="checkbox"/>	Ab Language & Culture	A S Matheson Elementary	9/8/2015	6/29/2016
<input type="checkbox"/>	Ab Language & Culture	A S Matheson Elementary	9/6/2016	6/29/2017
<input type="checkbox"/>	Ab Support Services	A S Matheson Elementary	9/8/2015	6/29/2016

4. Student top tab > Select the student > Membership side tab > Schools sub side tab

- Check for any active secondary school associations (SSA). If a student is maintaining this SSA, you will need to withdraw the student as **Active, No Primary**.

<input type="checkbox"/>	School > Name	Year	Type	Start	End
<input type="checkbox"/>	A S Matheson StrongStart Ctr	2016	Former	9/29/2014	10/26/2015

5. Student top tab > Select the student > Membership side tab > Groups sub-side tab

- Remove student from any groups they have been assigned to *(if applicable)*

<input type="checkbox"/>	Group > Title	Group > Category	Type	Managemen
<input type="checkbox"/>	All School Athletes	Athletic	Grade Level	Automatic
<input checked="" type="checkbox"/>	Barriere FN Students	Support	Single Person	Manual
<input type="checkbox"/>	French K-7	Academic	Grade Level	Automatic
<input type="checkbox"/>	RC-IC	School	Grade Level	Automatic




6. Student top tab > Select the student > Snapshots




- Remove student from any snapshots they have been assigned

<input type="checkbox"/>	Name	OwnerType
<input type="checkbox"/>	BBL	School
<input type="checkbox"/>	Hrm 2006	User

7. Student top tab > Select the student > Conduct side tab

- Update or add any outstanding Conduct Records

Contacts   

Attendance  Incident  Actions 

Conduct

Primary code * Anson 🔍 Anson

Additional codes Add

Incident Date * 09/12/2016

Incident Time 9:00 AM

Location Hallway → Hallway


Incident ID 00170574


Investigation status N/A

Owner > Name 🔍

Referral Staff > Name 🔍

Victim/Target > Name 🔍

Expiration Date 



8. Student top tab > Select the student > Documents > Journal sub side tab

- Remove Journal information

	Date	Time	Type	Duration	Reason	Referral	Comment	Name	Follow-up	Follow Up	Completed	Expiration	Delete on T
<input type="checkbox"/>	10/18/2016	7:16 PM		0			Test	Kirkey, J.					N

9. Student top tab > Select the student > Transactions side tab > Inclusions sub side tab

- Review and update PSR inclusions

<input type="checkbox"/>	Date	Expiry	Type	Year	Comment
<input type="checkbox"/>	6/29/2017		Inclusion 01	2017	Active IEP on file, please see student's file.
<input type="checkbox"/>	6/29/2017		Inclusion 02	2017	Student ELL please see plan in file.

10. Student top tab > Select the student > Transcript side tab

- Review current year transcript marks (if in middle of school year, who will produce report card?)
- Update Term/Final Marks and Course End Dates (if applicable)

<input type="checkbox"/>	Year	Grade	SchoolCourse > CrsNo	CourseDesc	Final	Completion
<input type="checkbox"/>	2017	12	MCALC12-4S	CALCULUS 12	94	6/23/2017
<input type="checkbox"/>	2017	12	MCH--12-4S	CHEMISTRY 12	95	6/26/2017
<input type="checkbox"/>	2017	12	MEN--12-4S	ENGLISH 12	89	6/23/2017
<input type="checkbox"/>	2017	12	MGT-----4L	GRADUATION TRANSITIONS	RM	6/23/2017

11. Student top tab > Select the student > Schedule side tab > Workspace sub side tab

- If transferring to a school in SD23, drop the courses from the student. If withdrawing, the system will automatically drop the courses from the student schedule.

Student Schedule (100% scheduled - Class credits: 0.0)

0 of 10 selected

<input type="checkbox"/>	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clsrm
<input type="checkbox"/>	ATT--AM-2009	AM Attendance	FY	AM(Day 1)		Clerke, Donna, Wells, Mark	07
<input type="checkbox"/>	ATT--PM-2009	PM Attendance	FY	PM(Day 1)		Clerke, Donna, Wells, Mark	07
<input type="checkbox"/>	MAE--05-2009	ARTS EDUCATION 5	FY			Clerke, Donna, Wells, Mark	07
<input type="checkbox"/>	MEN--05--L-2009	ENGLISH LANGUAGE ARTS 5	FY			Clerke, Donna, Cicchelli, Maria, Minshull, Andrea	07
<input type="checkbox"/>	MFR--05-2009	FRENCH 5	FY			Clerke, Donna	07
<input type="checkbox"/>	MMA--05-2009	MATHEMATICS 5	FY			Clerke, Donna, Minshull, Andrea	07
<input type="checkbox"/>	MPHE-05-2009	PHYSICAL AND HEALTH EDUCATION 5	FY			Clerke, Donna	07
<input type="checkbox"/>	MSC--05-2009	SCIENCE 5	FY			Clerke, Donna	07
<input type="checkbox"/>	MSS--05-2009	SOCIAL STUDIES 5	FY			Clerke, Donna, Drager, Quinten	07
<input type="checkbox"/>	XTC--05-2009	TERM COMMENTS 5	FY			Clerke, Donna	07

Course: Ignore warnings **12. Build view > Student top tab > Requests side tab**

- If the scheduling process for the **next school year** has begun, delete the students' course requests

<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Priority	Alt 1 > CrsNo	Name	TPYView	Periods per cycle	Include in scheduling
<input type="checkbox"/>	MDNP-11-4S	DANCE: PERFORMANCE 11	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MEFP-11-4S	ENGLISH 11 FIRST PEOPLES	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MESC-11-4S	EARTH SCIENCE 11	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MFMP-10-4S	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MPLAN10-4S	PLANNING 11	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MPREC11-4S	PRE-CALCULUS 11	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	YCPA-1A-4SA4S	ABORIGINAL LEADERSHIP 11	N	0		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MAWM-11-4S	APPRENTICESHIP AND WORKPLACE MATH 11	Y	2		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MIDS-0F--F4S	IDS 10F:FR 10 (Beginner's French)	Y	1		Mount Boucherie Secondary	1/2	2.0000	Y
<input type="checkbox"/>	MLAW-12-4S	LAW 12	Y	0		Mount Boucherie Secondary	1/2	2.0000	Y

School Course > Number

STEP 3 – WITHDRAW/TRANSFER STUDENT

Option 1. Withdraw (Anything out of district)

Student top tab > Select the student > Options > Registration > Withdraw

- When the above steps are complete, withdraw using correct date/code/reason/status
- **DO NOT CHECK** "Keep student in special education"
- Be sure **Disable User Account** and **Create Former school association** are both checked and **PSR Grade** is filled in.
- After withdrawal, check the **"Former" Student** filter to ensure that the student appears correctly.
- Run/view the Permanent Student Record to ensure that information is correct (including PSR entry/exit grade).
- Modify the Withdrawal record in the Membership side tab if necessary

Withdraw Student

Name	Mickey Mouse
Current Primary School	Rutland Senior Secondary
Date	10/1/2019
Code	Publ School, Out Dist
Reason	
Status *	Withdrawn
Keep student in special education	<input type="checkbox"/> DO NOT CHECK
Disable related user accounts	<input checked="" type="checkbox"/>
Create former school association	<input checked="" type="checkbox"/>
PSR Grade	07

Option 2. Transfer (within district)

Student top tab > Select the student > Details > check Transfer pending box and Transfer School > Name completed

- Check off transfer Pending
- Enter new school name in Transfer School > Name

Transfer pending	<input type="checkbox"/>
Transfer School > Name	<input type="text"/>

Transcript Definitions

Transcript Definitions determines the grading buckets that will be used for reporting.

Transcript Definition Name	Description	Terms	Rubric	Letter Grade	Percent	School Exam	Calculation of Term Weights	Teacher Ability to edit Term Weight	Report Card Comments	Work Habits	Special Notes	Commonly used for	Report Card TO BE TESTED
Semester Definitions													
2 Semester-% Weighted Avg- Final Exam	2 Semester-% Weighted Avg- Final Exam	2		Converted from % on report card	Yes	Yes	.4*Q1+.4*Q2+.2*exam 1 OR .4*Q3+.4*Q4+.2*exam 2	Yes	Yes	Yes	Recommended to ensure a percent is entered for TRAX	Grade 10 --- 12 semester courses.	Middle Years/ Secondary Report Card
2 Sem LG Weighted Avg- No Exam	2 Sem LG Weighted Avg- No Exam	2		Yes			.4*Q1+.4*Q2+.2*exam 1 OR .4*Q3+.4*Q4+.2*exam 2	Yes	Yes	Yes	Uses term letter grades translation e.g B=79 % to calculate a final average letter grade. Should not be used for 10-12 courses	Semester courses up to grade 9	Middle Years/ Secondary Report Card
Three Term Definitions													
Comment Only Courses - Trimesters	Comment Only Courses - Trimesters	3							Yes			DPA, XAT, XTC --- in 3 term linear schools	All MyEd Report Cards
Elementary - Interm. with Final	3 Term - Perf Standards - LG Final	3	Yes	Yes	Yes				Yes		Rubric definition determines performance scale or Letter Grade Final is LG is manually entered by teacher or office	Grade 4 – 9 courses	Intermediate Report Card
Elementary – Kindergarten/Primary	3 Term - Perf Standards-only	3	Yes						Yes		Rubric definition determines Kindergarten or Primary performance scale *Trimester 3 is final mark as a PERFORMANCE RUBRIC. No additional column for final mark	Grade K - 3 courses	Kindergarten/ Primary Report Card
Trimester - Calculated Final	3 Term - LG or % - Weighted Average-No Exam	3		Yes	Yes		.33*T1 + .33*T2 + .34*T3	Yes	Yes	Yes	Do NOT prepare grade input for PROGRESS, the Progress report does not use the progress column	Grade 10 – 12 schools with three reporting periods	Middle Years/ Secondary Report Card
Trimester - Calculated Final (Sch Exam)	3 Term - LG or % - Weighted Average-Exam	3		Yes	Yes	Yes	.26*T1 + .26*T2 + .26*T3 +.2*exam	Yes	Yes	Yes	Do NOT prepare grade input for PROGRESS, the Progress report does not use the progress column	Grade 10 - 12 courses with school exam in schools with three terms	Middle Years/ Secondary Report Card
3 Term % only - Weighted Average - Exam	3 Term % only - Weighted Average - Exam	3		Converted from % on report card	Yes	Yes	.26*T1 + .26*T2 + .26*T3 +.2*exam	Yes	Yes	Yes		Grade 10 - 12 courses with school exam in schools with three terms	Middle Years/ Secondary Report Card
3 Term % only - Weighted Average - No Exam	3 Term % only - Weighted Average - No Exam	3		Converted from % on report card	Yes		.33*T1 + .33*T2 + .34*T3	Yes	Yes	Yes	Teacher can put an exam in their gradebook.	Grade 10 - 12 courses without school exam in schools with three terms	Middle Years/ Secondary Report Card

Transcript Definitions – Continued

Transcript Definition Name	Description	Terms	Rubric	Letter Grade	Percent	School Exam	Calculation of Term Weights	Teacher Ability to edit Term Weight	Report Card Comments	Work Habits	Special Notes	Commonly used for	Report Card TO BE TESTED
3 Term LG only - Weighted Average - No Exam	3 Term LG only - Weighted Average - No Exam	3		Yes				Yes	Yes	Yes	Uses term letter grades translation e.g B=79 % to calculate a final average letter grade	Grade 4 - 9 courses	Middle Years/ Secondary Report Card
*Trimester – Cumulative Final	3 Term - LG or % - Manual Average-No Exam	3		Yes	Yes				Yes	Yes	Manually select calculation in Gradebook - Options Update post columns or enter manually (Final mark is not automatically cumulative) To view cumulative column go to SCHOOL PREFERENCES: Grades > check "Overall Cumulative Average" then select Cumulative average in Gradebook Preferences Staff View > DETAILS side tab: Total points gives true cumulative result. Do NOT prepare grade input for PROGRESS.	Grade 10 - 12 courses in schools with three terms	Middle Years/ Secondary Report Card
Four Term Definitions													
Comment Only Courses – Quarterly	Comment Only Courses - Quarterly	4							Yes			DPA, XAT, XTC - 4 term Linear or semester	All MyEd Report Cards
Quarterly – No Calculated Final	4 Term - LG or % - No Weight - No Exam	4		Yes	Yes				Yes	Yes	Over ride calculation by manually select calculation in Gradebook - Options - Update post columns or enter manually Do NOT prepare grade input for PROGRESS, the Progress report does not use the progress column	Grade 10 - 12 courses	Middle Years/ Secondary Report Card
Quarterly – No School Exam	4 Term - LG or % - Weighted Average-No Exam	4		Yes	Yes		.25*Q1+.25*Q2 OR .25*Q3+.25*Q4 OR .25*Q1+.25*Q2+.25*Q3+.25*Q4	Yes	Yes	Yes	Do NOT prepare grade input for PROGRESS, the Progress report does not use the progress column Can be used for both linear and semestered. Q's are equally weighted so no gradebook change necessary but teacher MAY want to change semestered courses to .5 weighting per Q.	Grade 10 - 12 courses with no school exam	Middle Years/ Secondary Report Card

Transcript Definitions – Continued

Transcript Definition Name	Description	Terms	Rubric	Letter Grade	Percent	School Exam	Calculation of Term Weights	Teacher Ability to edit Term Weight	Report Card Comments	Work Habits	Special Notes	Commonly used for	Report Card TO BE TESTED
Quarterly – With School Exam		4		Yes	Yes	Yes	$.4*Q1+.4*Q2+.2(exam1)$ OR $.4*Q3+.4*Q4+.2(exam2)$ OR $.4*Q1+.4*Q2+.4*Q3+.4*Q4+.2(exam2)$	Yes	Yes	Yes	S1 must use Exam 1, S2 & FY must use Exam 2. Do NOT prepare grade input for PROGRESS, the Progress report does not use the progress column Can be used for linear courses, but teacher must set weights appropriately (usually .2 per Q)	Grade 10 - 12 courses with a school exam	Middle Years/ Secondary Report Card
4 Term - FY - % Only - Weighted Avg - Final Exam	4 Term - FY - % Only - Weighted Avg - Final Exam	4		Converted from % on report card	Yes	Yes	$.2*Q1+.2*Q2+.2*Q3+.2*Q4+.2(exam2)$	Yes	Yes	Yes		Grade 10 - 12 FY courses with a school exam	Middle Years/ Secondary Report Card
4 Term - FY - LG - Weighted Average - No Exam	4 Term - FY - LG - Weighted Average - No Exam	4		Yes			$.25*Q1+.25*Q2+.25*Q3+.25*Q4$	Yes	Yes	Yes	Uses term letter grades translation e.g B=79 % to calculate a final average letter grade	Linear courses up to Grade 9	Middle Years/ Secondary Report Card
ZZ Conversion - -- Elementary		Do not use											
ZZ Conversion - -- Quarterly		Do not use											
ZZ Conversion - -- *Trimester		Do not use											

Grade Term Definitions (Reporting Periods)

Grade Term Definitions are set at the Enterprise Level and we cannot add, change or delete them.

	GrdTermDef > Name	ID	TermNum
<input checked="" type="radio"/>	Standard Quarterly Grades	Q1	1
<input type="radio"/>	Standard Quarterly Grades	Q2	2
<input type="radio"/>	Standard Quarterly Grades	Q3	3
<input type="radio"/>	Standard Quarterly Grades	Q4	4
<input type="radio"/>	Standard Single Term	Term	1
<input type="radio"/>	Standard Trimester Grades	Tri 1	1
<input type="radio"/>	Standard Trimester Grades	Tri 2	2
<input type="radio"/>	Standard Trimester Grades	Tri 3	3

School Comment Bank Tokens

Tokens can be used to “personalize” comments in the school comment bank. The table below identifies the tokens that represent various replacement characters.

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on record)
Capitalize	The system capitalizes the first	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's 3rd incident was the last documented offense.
Upper	The system enters the text in all	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase	{{person.firstName lower}}	jane
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy ,girl,it}} OR {{person.genderCode gender: He, She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)

School Business Cycle Processes

School	Mid-August to First Day of School
All	Register new students - ongoing
All	Complete ALL tasks on the School Start-up Checklist sent out by Software Support
Secondary	Run TRAX to check for Non-Grad students
Secondary	Follow up with any manual submission of mark changes to ensure grad status for students is appropriate
September	
All	Register new students - ongoing
All	Student Verification forms to be sent home for updated information
All	Assistant Superintendents will inform of when to enroll out-of-catchment students
All	Ensure all students are active and assigned a Standard Calendar
All	1701 Submission - Complete Checklists sent out by Jessica Reynado (Financial Data Facilitator)
All	1601 Submission
All	Print our Nominal Roll Report in case of Emergency
October	
All	Class Size Verification
All	Double check MyEd set-up in preparation of first report card
Middle + Secondary	SADE Submission
Secondary	November Grad Assessment Registration
Secondary	TRAX Submission (First Data Submission)
November	
Secondary	Quarter 1 Report Cards
Secondary	November Grad Assessments take place
Secondary	January Grad Assessment registration open
December	
All	Next Year Schedule - Timetable Building Starts
Elementary + Middle	Term 1 Report Cards
Secondary	TVRs and Non-Grad reports posted on MOE School Secure Web
January	
All	Pre-transition Students for Next Year Scheduling
Middle & Secondary	SADE Submission
Secondary	Semester Turn around - registering, withdrawing, cross-enrolling, course changes
Secondary	January Grad Assessments take place
Secondary	November Assessment results available

February	
All	Next Year Registration begins
All	1701 Submission
All	Pre-transition Students for Next Year Scheduling
All	Enrollment Projections for Next Year
All	Print updated Nominal Roll report
Middle & Secondary	Pre-Scheduling/Student Course Selections for Next Year
Secondary	Quarter 2 Report Cards
Secondary	TRAX Submission
March	
Elementary & Middle	Term 2 Report Cards (March/April)
Secondary	January Assessment results available
Secondary	April Assessment registration open
Secondary	Run TRAX to check for Non-Grad students
April	
Elementary & Middle	Term 2 Report Cards (March/April)
Middle & Secondary	SADE submission
Secondary	Quarter 3 Report Cards (April/May)
Secondary	TRAX Submission
Secondary	April Grad Assessments take place
May	
All	Next Year Scheduling Activities
CE & DL Schools	1701 for CE and DL Schools
Secondary	Quarter 3 Report Cards (April/May)
Secondary	June Grad Assessment Registration Open
Secondary	TVRs and Non-Grad reports posted on MOE School Secure web
Secondary	Interim transcript data available to BC PSIs
June	
All	Final report Cards
All	Complete EOYR Checklist sent by Software Support (end of year)
Secondary	April Assessment results available
Secondary	Grad Assessments take place
Secondary	Final TRAX submissions
July	
All	All Next Year timetable activities must be completed prior to EOYR
Middle & Secondary	SADE Submission
Secondary	Transcripts & Dogwoods sent to graduated students & schools
Secondary	Manual submission of any marks for courses completed after June TRAX submission
Secondary	June Assessment Results Available

