



DL Active Date Procedures

Purpose:

- Ensure that all DL Active Dates are posted to both the Grades Input area and Transcript area.
- The DL Active Date in the Transcript area is the source used by the *Distance Learning 1701 extract process*.
- The intended audience of this document is School Administration (Principal and Secretaries).

Notes:

- When the DL Active Date in the Grade Input area is empty, the date is automatically generated by the first Gradebook Assignment Mark that is entered by teaching staff.
- Any historical date entered/posted in the Transcript area must be posted into the Grade Input area in order to avoid being over-written by an incorrect date generated by Gradebook functionality.
  - The reverse is also true when the DL Active Date is entered into the Grade Input area by school administration.
- The DL Active Date must be posted into the Transcript area in order to be picked up by the 1701 extract process.

The image contains two screenshots of the MyEdBC interface. The left screenshot shows the 'Transcripts' area for 'Duck, Donald - 2015 - ACCOUNTING 12'. The right screenshot shows the 'Classes' area for 'MACC-12-01 - ACCOUNTING 12'. Red boxes and arrows highlight the 'Active Date' field in the Transcript area and the 'ActiveDate' column in the Grade Input table, showing their relationship.

**Transcript "area"**

**Grade Input "area"**

There are two pathways to enter the DL Active and other Course dates:

**A: Enter DL Active Date in Transcript Area and post to Grade Input area.**

This pathway is used to correct/update Course Dates and the DL Active Date after the student is no longer on the teacher's course roster in MyEdBC. This method can only post a single course date record at a time.

**B: Enter DL Active Date in Grade Input area and post to the Transcript area.**

This method is the most efficient and should be used for bulk entry of DL Active Dates grouped by Course-Section. This method can post multiple course dates to the Transcript area in a single action.



**DL Active Date Procedures**

**A: Enter DL Active Date in Transcript Area and post to Grade Input area**

The screenshot shows the MyEdBC interface for a transcript entry. The breadcrumb path is "Transcripts :: Duck, Donald - 2015 - ACCOUNTING 12". The left sidebar has "Transcripts" selected. The main area shows a form for a student with Pupil # 11011, Name Duck, Donald, School year 2015, Grade level 12, and Course description ACCOUNTING 12. The "Active Date" field is highlighted with a red box and has a red arrow pointing to it from the text "aka DL Course Designator". Another red box highlights the "KOOL Active Dates" dropdown menu in the top right, with a red arrow pointing to it from the word "Template".

School view -> Grades top tab -> Transcripts side tab.  
Select the individual student and their course-section you need to work on.

This pathway is used to correct/update Course Dates and the DL Active after the student is no longer on the teacher's course roster in MyEdBC. This method can only post a single course section record at a time.

While in the "Details" view, use the Template "Kool Active Dates" or "SD73 Active Dates" to present the fields in an accessible manner on the screen.



DL Active Date Procedures

BRITISH COLUMBIA MyEducationBC @KOOL 2014-2015

Change View Select School Set Preferences Log Off School View

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

Options Reports Help

Transcripts :: Duck, Donald - 2015 - ACCOUNTING 12

Save Cancel KOOL Active Dates

Grade Terms

Transcripts Details

Transcript Column Attributes

Credit Adjustments

Grade Input

Grade Post Controls

GPA

Pupil # 11011

Name Duck, Donald

School year 2015

Grade level 12  Override

Master Schedule > Course MACC-12-01

Course description ACCOUNTING 12

Teacher

Course Start Date 15/08/2014

Actual Start Date 15/08/2014

Active Date 29/09/2014

Completion Date

Final Mark

Credit 0.0

Course End Date 24/07/2015

How Taken Flex Education

Term Code FY

Save Cancel

While in this "Details" view, take the time to correct the How Taken and Term Code as well.

BRITISH COLUMBIA MyEducationBC @KOOL 2014-2015

Change View Select School Set Preferences Log Off School View

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

Options Reports Help

Transcripts

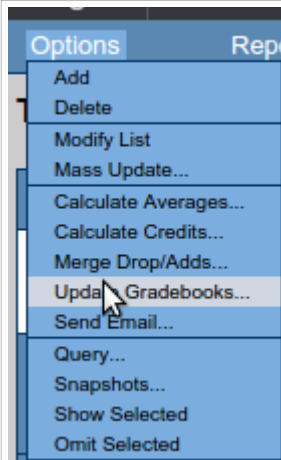
Grade Terms

1 of 1 selected KOOL Pupil# = 332320 - Quarterly - No Calculated Final

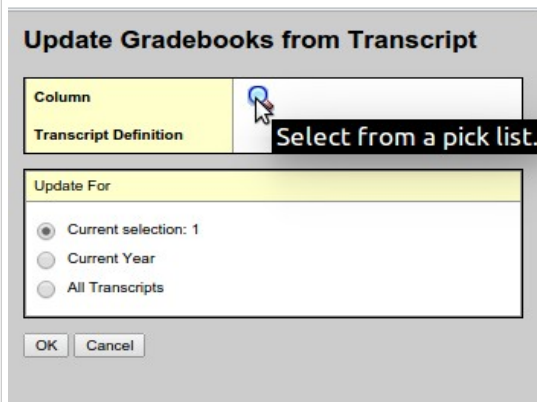
Pupil #	Name	Year	Grade	MasterSchedule > Course	CourseDesc	Teacher	CrsStartDate	StartDate	ActiveDate	Completion	Final	Credit	CrsEndDate	HowTaken	Term
<input checked="" type="checkbox"/>	11011	Duck, Donald	2015	12	MACC-12-01		29/09/2014	29/09/2014	11/06/2014			0.0	24/07/2015	Flex Education	FY


After the DL Active Date and other Course dates are entered/corrected, return to List View (from Details) and click Options.

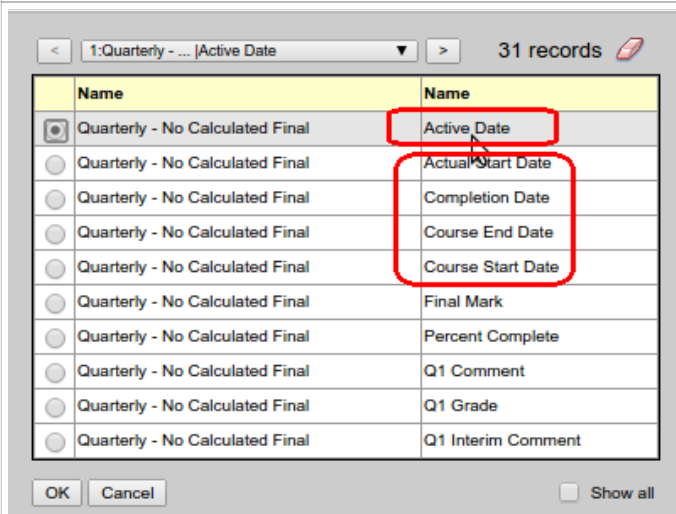
**DL Active Date Procedures**



Select "Update Gradebooks"



Ensure that you are only operating this procedure on the current selection. Activate the Pick list by clicking the  magnifying glass.



Select the type of date that you need to post from Transcript to the Grades Input area. If you have corrected all five date types, then you will need to post each of these dates one at a time.



**DL Active Date Procedures**

BRITISH COLUMBIA MyEducationBC @KOOL 2014-2015

Pages School Student Staff Attendance Conduct Grades

Options Reports Help

Add  
Delete  
Change History...

Duck, Donald - 2015 - ACCOUNTING 12

Save Cancel

Grade Terms

Transcripts  
Details

Pupil # 11011  
Name Duck, Donald

If you have sufficient security privileges, you can also see the change history for the course date fields. If you need confirmation about the change history, you can request this history from District L1 personnel.

**Change History for Duck, Donald - 2015 - ACCOUNTING 12**

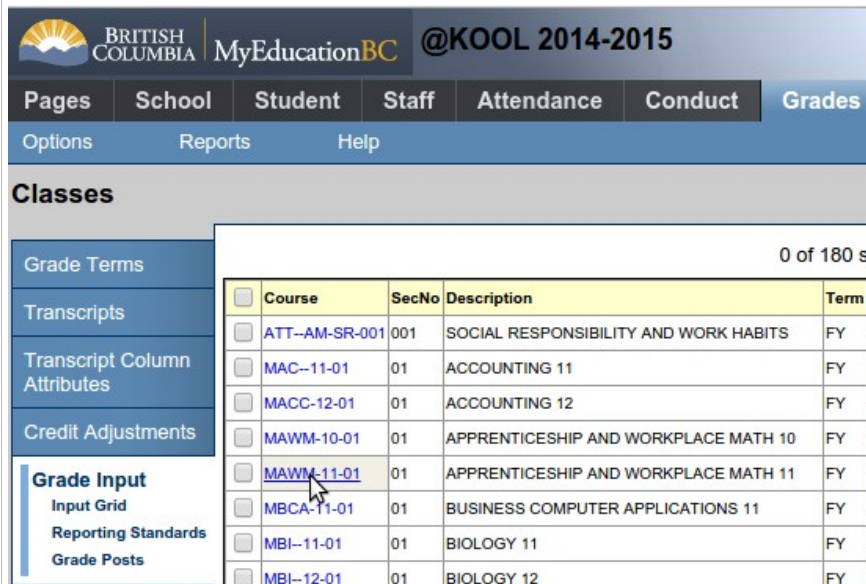
Today ▼

User > Name	Change type	Time stamp	Field	Previous Value	Changed Value
Goofy, Primrose	Modify	12/04/2015 10:23 PM	Actual Start Date	2014-08-15	2014-09-29
			Course Start Date	2014-08-15	2014-09-29
			Active Date	2014-09-29	2014-06-11
Goofy, Primrose	Modify	12/04/2015 10:19 PM	Term Code		FY
			How Taken		Flex Education

Change history provides data entry information similar to the above screenshot.

**DL Active Date Procedures**

**B: Enter DL Active Date in Grade Input area and post to the Transcript area.**

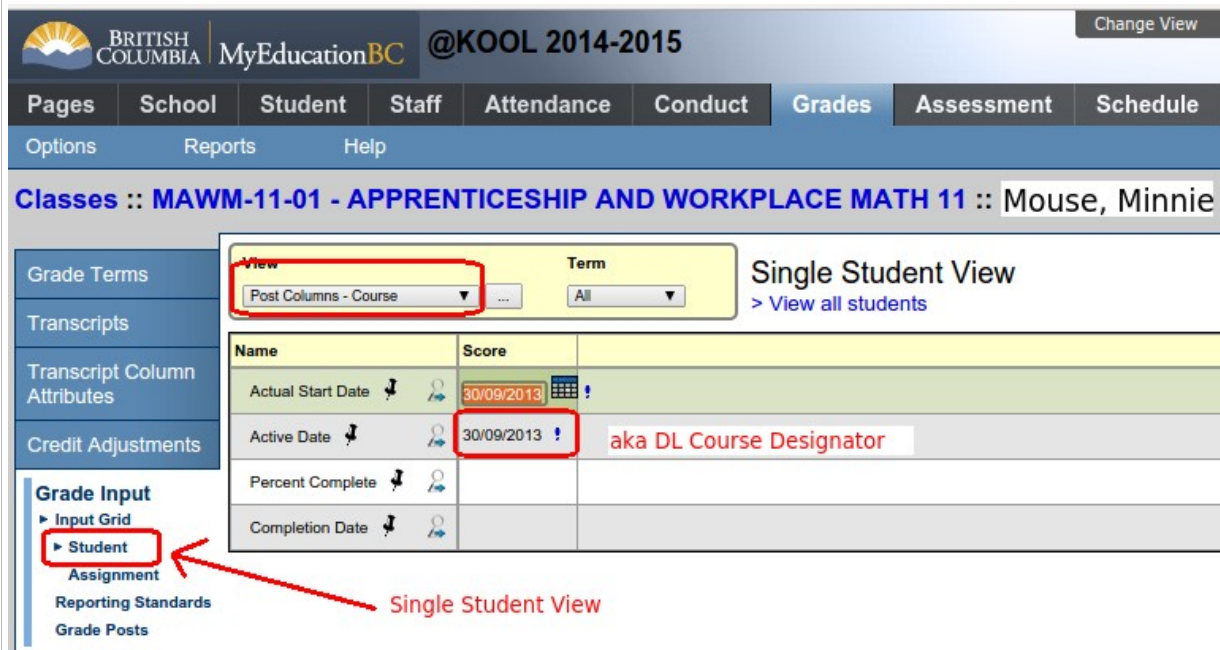


Course	SecNo	Description	Term
ATT-AM-SR-001	001	SOCIAL RESPONSIBILITY AND WORK HABITS	FY
MAC-11-01	01	ACCOUNTING 11	FY
MACC-12-01	01	ACCOUNTING 12	FY
MAWM-10-01	01	APPRENTICESHIP AND WORKPLACE MATH 10	FY
MAWM-11-01	01	APPRENTICESHIP AND WORKPLACE MATH 11	FY
MBCA-11-01	01	BUSINESS COMPUTER APPLICATIONS 11	FY
MBI-11-01	01	BIOLOGY 11	FY
MBI-12-01	01	BIOLOGY 12	FY

School View -> Grades top tab -> Grade Input side tab

This method is the most efficient and should be used for bulk entry of DL Active Dates grouped by Course-Section. This method can post multiple course dates to the Transcript area in a single action.

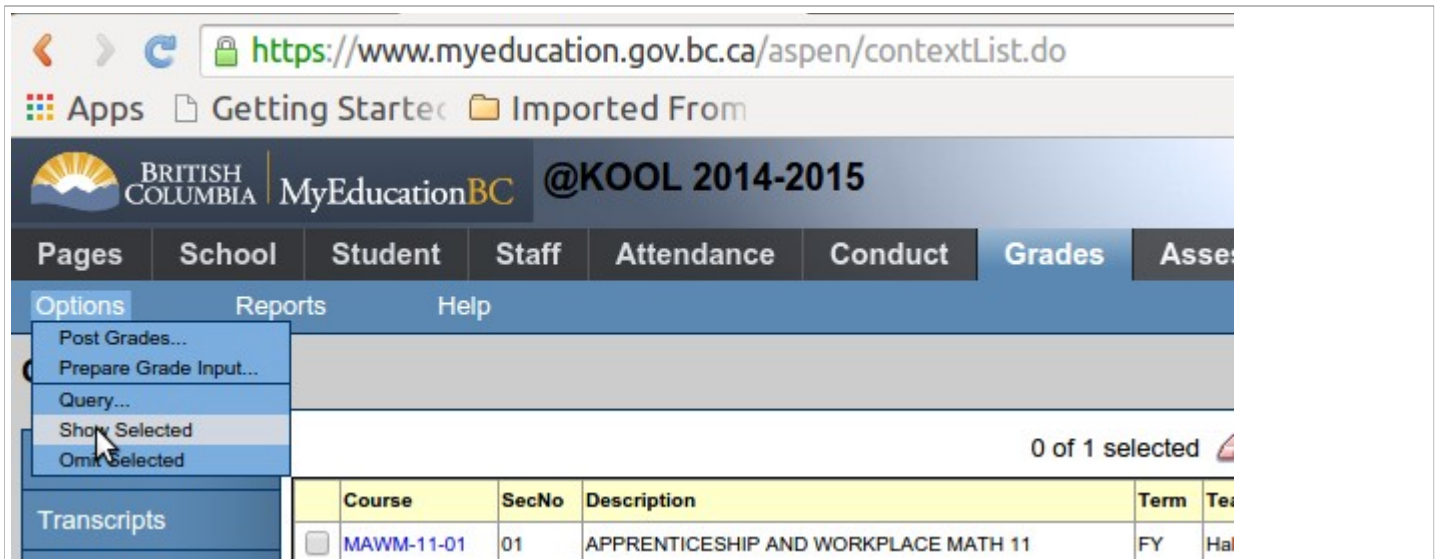
Select the course section you need to work on and click the Course Code blue link to drill into the Detailed Grade Entry grid.



Classes :: [MAWM-11-01 - APPRENTICESHIP AND WORKPLACE MATH 11](#) :: Mouse, Minnie

Name	Score
Actual Start Date	30/09/2013
Active Date	30/09/2013 <span style="color: red;">aka DL Course Designator</span>
Percent Complete	
Completion Date	

Click Student sub-side tab to bring up the Single Student detail view. Select the View drop down value of "Post Columns – Course". When the Active Date or other course data is entered, the data is saved automatically. There is no "Save" button.

**DL Active Date Procedures**

https://www.myeducation.gov.bc.ca/aspen/contextList.do

BRITISH COLUMBIA MyEducationBC @KOOL 2014-2015

Pages School Student Staff Attendance Conduct Grades Assessment

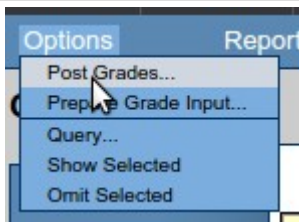
Options Reports Help

- Post Grades...
- Prepare Grade Input...
- Query...
- Show Selected
- Omit Selected

0 of 1 selected

Course	SecNo	Description	Term	Tea
<input type="checkbox"/> MAWM-11-01	01	APPRENTICESHIP AND WORKPLACE MATH 11	FY	Hal

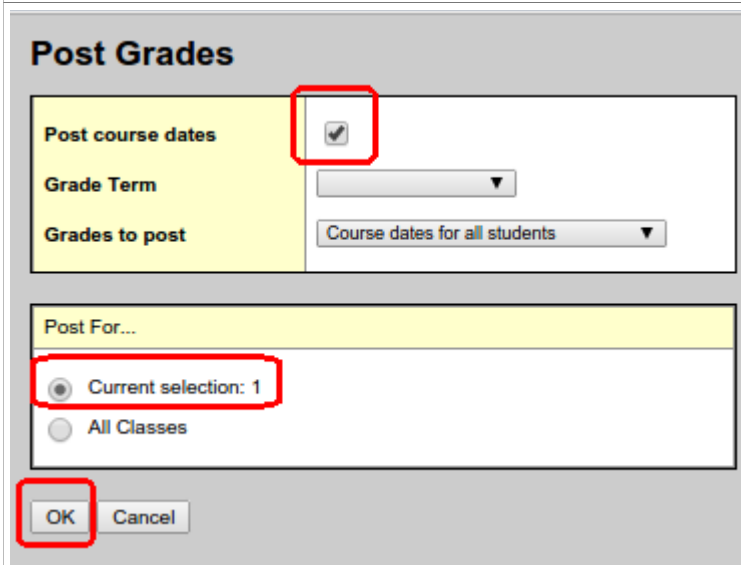
After course dates are entered for the entire course section, return to the List View and ensure that you have only this single course-section in the List View by selecting it and then clicking Options -> Show Selected.



Options Report

- Post Grades...
- Prepare Grade Input...
- Query...
- Show Selected
- Omit Selected

Next, click Options -> Post Grades.



### Post Grades

Post course dates

Grade Term

Grades to post

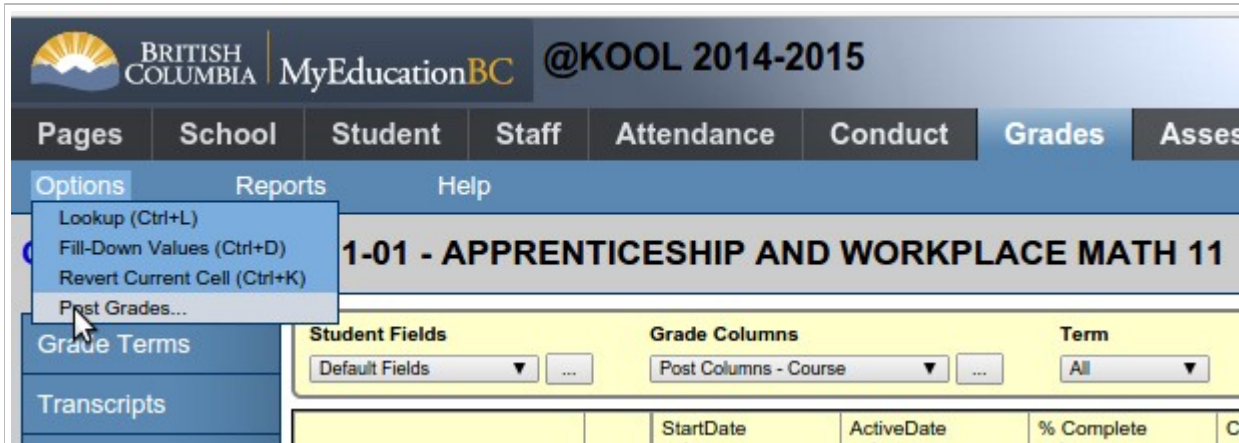
Post For...

Current selection: 1

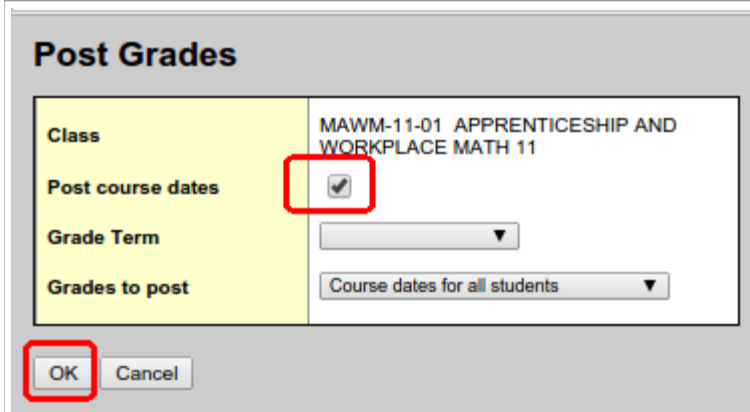
All Classes

Ensure you have Checked on  the parameter for "Post course dates". Double-check that the parameter for "Current selection" is selected. Click the OK button.

**DL Active Date Procedures**



**An alternative way** to post the course dates for the course-section you are working in is to remain in the Details Course Roster view, then click Options -> Post Grades.



Ensure you have Checked on  the parameter for “Post course dates”. Double-check that the parameter for “Current selection” is selected. Click the OK button.

If you wish to verify that the DL Active Date was posted to the “Transcript” area, you can follow Pathway “A” to find the student and their course-section.