



## ADDING PROGRAM OF STUDY – INDIVIDUAL ENTRY

This process will assign a Program of Study to an individual student record.

The **2004 Graduation Program** will likely be the default choice for most students. The other choice will be The **School Completion Certificate Program (SCCP)**. If you are unsure about which Program of Study a student should be assigned, check with your LART or administrator.

***Please note: the program of study needs to be identified and in place by the time a student enters grade ten.***

**NAVIGATION PATH:** School View>Student Top Tab>Choose your student>Transcript Side Tab>Program of Study Side Sub-Tab

BRITISH COLUMBIA MyEducationBC Sa-Hali Secondary 2015-2016

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 Search on Name

Student List :: 11 - [redacted] [bell icon]

0 of 0 selected [redacted]

Name	Credit	DiplomaType	Description
No matching records			

Details All Records

Contacts

Attendance

Conduct

Transcript

Credit Summary

Grade Point Summary

Programs of Study Details

Graduation Summary

Go to: Options>Add

Choose the correct Graduation Program and be sure to check “Primary Program Study.”

Click on “Save.”

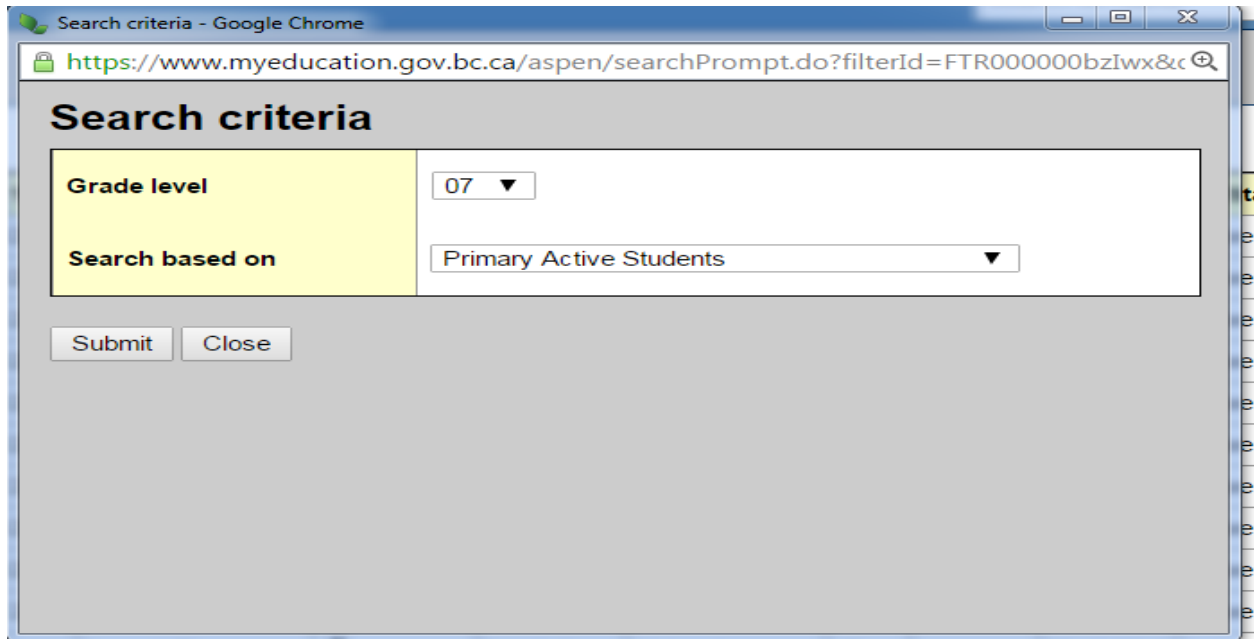
Student Program of Study will now be populated.

The screenshot shows the MyEducationBC interface for Sa-Hali Secondary 2015-2016. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'. The 'Student' menu is open, showing 'Options', 'Reports', and 'Help'. The main content area is titled 'Student List :: 11 - [REDACTED] New Graduation Student Program' with a bell icon. A form is displayed with the following fields:

- Name: 2004 - Graduation Program
- Total credit: 80.0
- Diploma type: 2004
- Description: 2004 Graduation Program
- Primary program study:

Below the form is a 'Requirement Waivers' table with columns: Code, Required unit, Type, Description, Credits waived, and Reasons for the waiver. The table contains the text 'No matching records'. Buttons for 'Add' and 'Delete' are at the bottom right of the table.

Using the filter  Grade Level = ? filter the student list to the group you would like to update.



The screenshot shows a web browser window titled "Search criteria - Google Chrome". The address bar contains the URL: <https://www.myeducation.gov.bc.ca/asp/en/searchPrompt.do?filterId=FTR000000bzIwx&c>. The main content area is titled "Search criteria" and contains a form with two input fields. The first field, "Grade level", has a dropdown menu with "07" selected. The second field, "Search based on", has a dropdown menu with "Primary Active Students" selected. Below the form are two buttons: "Submit" and "Close".

In this example the grade seven students will display in your student list. If you are unsure about a student Program of Study, click on the checkbox next to his/her name. Then go to **Options** and use **Omit Selected** to remove them from the list to be mass updated.

**NAVIGATION PATH:** Student Top Tab>Options>Program of Study Creator – Primary


Enter the information required in the dialogue box. Click **Run**. All students chosen will now have their Program of Study field updated.

## Program of Study Creator - Primary

**School**

Summit Elementary

**Program of Study**

2004 - Graduation Program 

**Students to include**

YOG ▼

**Search value**

2021

**Active students only**



**Start grade**

07 ▼

**End grade**

07 ▼

Run

Cancel