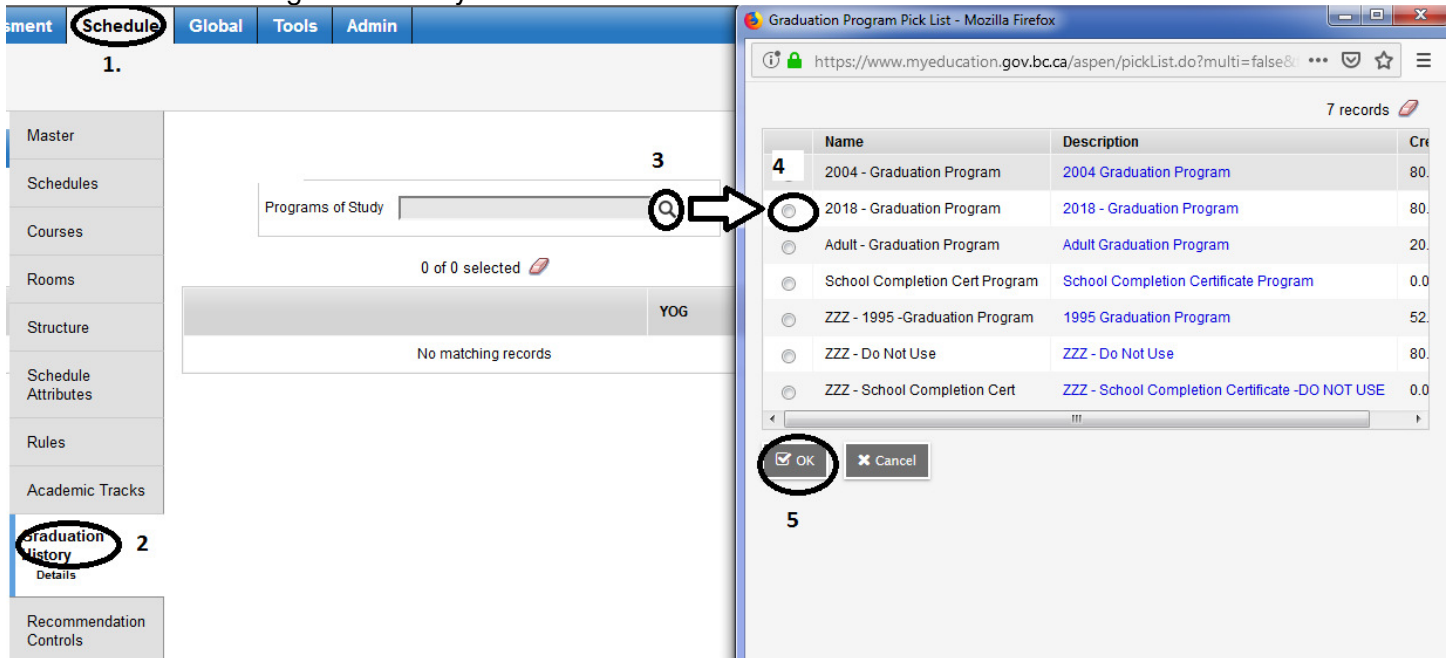


**Tracking Graduation Progress in MyEducation BC**

This functionality is also available through the Ministry of Education – TRAX – Non Grad Reports

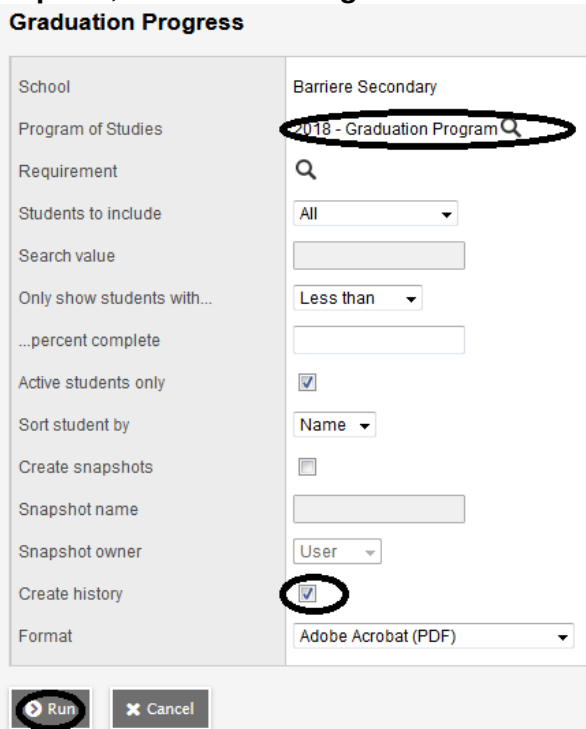
- 1. Setting Up
  - a. **Schedule** Top Tab, **Graduation History** side tab
  - b. Select Program of Study



The screenshot shows the MyEducation BC interface. The 'Schedule' tab is selected in the top navigation bar. On the left sidebar, 'Graduation History' is circled and labeled '2'. In the main content area, a search box for 'Programs of Study' is circled and labeled '3'. An arrow points from this search box to a 'Graduation Program Pick List' window. This window displays a table with 7 records. The second record, '2018 - Graduation Program', is circled and labeled '4'. At the bottom of the window, the 'OK' button is circled and labeled '5'.

Name	Description	Cre
2004 - Graduation Program	2004 Graduation Program	80.
2018 - Graduation Program	2018 - Graduation Program	80.
Adult - Graduation Program	Adult Graduation Program	20.
School Completion Cert Program	School Completion Certificate Program	0.0
ZZZ - 1995 -Graduation Program	1995 Graduation Program	52.
ZZZ - Do Not Use	ZZZ - Do Not Use	80.
ZZZ - School Completion Cert	ZZZ - School Completion Certificate -DO NOT USE	0.0

- c. **Reports, Graduation Progress**



The screenshot shows the 'Graduation Progress' report configuration screen. The 'School' is set to 'Barriere Secondary'. The 'Program of Studies' is set to '2018 - Graduation Program', which is circled. The 'Requirement' is set to 'All'. The 'Students to include' is set to 'All'. The 'Search value' is empty. The 'Only show students with...' is set to 'Less than'. The '...percent complete' is empty. The 'Active students only' checkbox is checked. The 'Sort student by' is set to 'Name'. The 'Create snapshots' checkbox is unchecked. The 'Snapshot name' is empty. The 'Snapshot owner' is set to 'User'. The 'Create history' checkbox is checked and circled. The 'Format' is set to 'Adobe Acrobat (PDF)'. At the bottom, the 'Run' button is circled.

**Be Patient** the creation of this report takes a long time.

**Tracking Graduation Progress in MyEducation BC**

d. Remove & re-add the Graduation Program

Programs of Study  Total credit 80.0

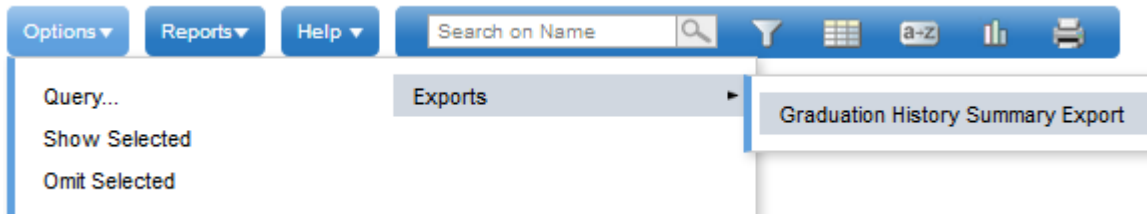
Criteria Requirement = All; Status = All; Grade Level = All;

2. Viewing the Results:

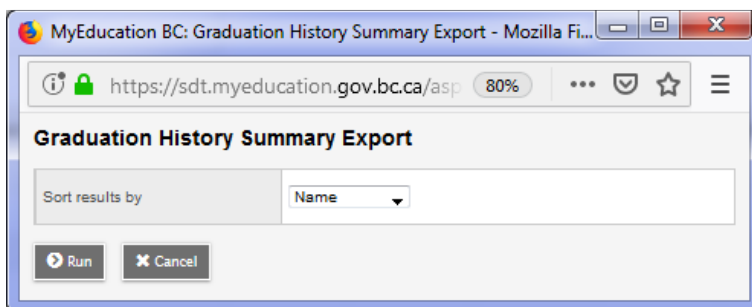
	Name	Pupil #	YOG	Notes	Total Credits Gained	Completed Status	AST	CLC	CLE	LA0	LA1	LA2	MA0	MA1	NDC	NMA	PH0	SC0	SC1	SS0	SS1
	<b>Click on student name to see DVR</b>		2020		4.0	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N
			2020		36.0	N	Y	N	Y	Y	N	N	Y	N	N	Y	Y	Y	N	Y	N
			2020		32.0	N	Y	N	Y	Y	N	N	Y	N	N	N	Y	Y	Y	N	N
			2020		36.0	N	Y	N	Y	Y	N	N	Y	N	N	Y	Y	Y	N	Y	N
			2021		0.0	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			2021		0.0	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			2019		64.0	InP	Y	N	Y	Y	Y	N	Y	Y	InP	Y	Y	Y	Y	Y	Y
			2020		44.0	InP	Y	N	Y	Y	N	N	Y	N	N	Y	Y	Y	Y	Y	Y
			2021		4.0	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
			2019		64.0	InP	Y	N	Y	Y	Y	Y	Y	Y	InP	Y	Y	Y	Y	Y	Y
			2021		4.0	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
			2019		72.0	InP	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
			2020		36.0	N	Y	N	Y	Y	N	N	N	Y	N	Y	Y	Y	N	Y	N
			2021		0.0	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

- a. Green (Y) – Requirements Met
- b. Yellow (InP) – In progress
- c. Red (N) – Requirement Not Met

3. Viewing the results in Excel:

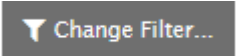


Then click **Run**

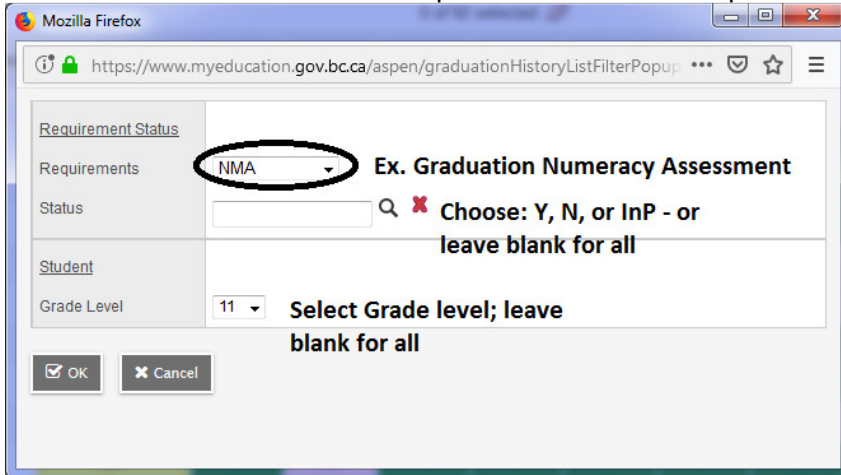


Right Click on the created file. Save the file use (add the .csv extension). Open the file on the desktop with Excel

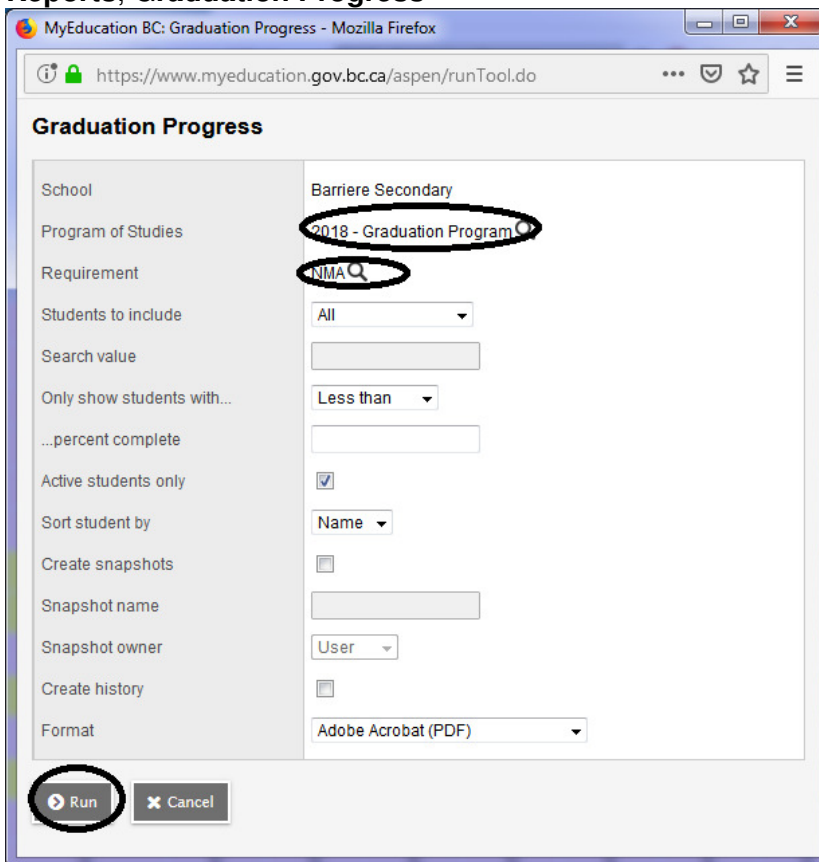
**Tracking Graduation Progress in MyEducation BC**



4. Use **Change Filter...** to view specific Graduation Requirements for Specific Students



5. Print Reports for Specific Graduation Requirements  
**Reports, Graduation Progress**





**Tracking Graduation Progress in MyEducation BC**

Kamloops/Thompson

Graduation Progress

Page 1

2018 - Graduation Program - **NMA Graduation Numeracy**  
Assessment

November 29, 2018

Student Name	ID	YOG	Credits Status			Completed
			Required	Waived	Gained	
Registered to write in the past but did not write OR Registered to write in the future					0.0%	
Written Assessment - best score					100.0%	
No assessment record / not registered to write					0.0%	
		1.00	0.00	2	100.0%	
		1.00	0.00	0.0	0.0%	
		1.00	0.00	0.0	0.0%	
		1.00	0.00	2	100.0%	
		1.00	0.00	3	100.0%	
		1.00	0.00	0.0	0.0%	