
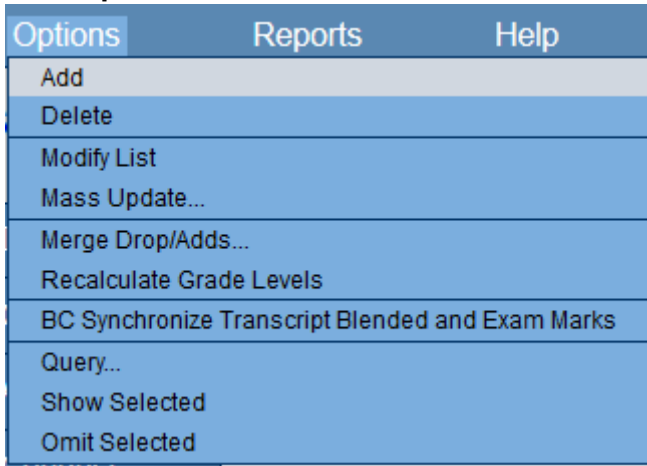
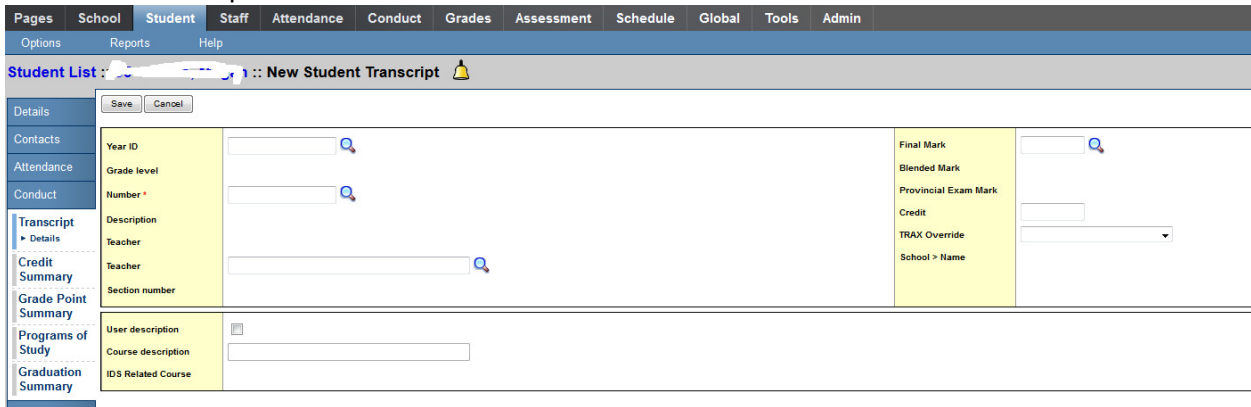


**Course Challenges and Equivalencies**

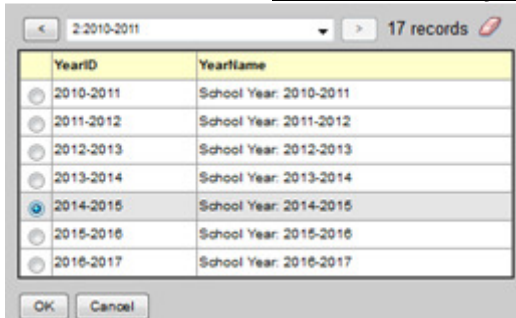
1. Click **Student** top tab
2. Select the student that you want to add the BC Course Equivalent to
3. Click **Transcript** side tab
4. Click the **Dictionary**  **Icon**. Select: **Quarterly – No Calculated Final**
5. Click **Options**, then **Add**



A New Window opens:



6. Select School Year (**select current year**)





**Course Challenges and Equivalencies**

7. Select Number (course code)

1:MAC-11 171 records

CrsNo	Description
<input checked="" type="radio"/> MAC-11	ACCOUNTING 11
<input type="radio"/> MACC-12	ACCOUNTING 12
<input type="radio"/> MAWM-10	APPRENTICESHIP AND WORKPLACE MATH 10
<input type="radio"/> MAWM-11	APPRENTICESHIP AND WORKPLACE MATH 11
<input type="radio"/> MAWM-12	APPRENTICESHIP AND WORKPLACE MATH 12
<input type="radio"/> MBCA-11	BUSINESS COMPUTER APPLICATIONS 11
<input type="radio"/> MBI-11	BIOLOGY 11
<input type="radio"/> MBI-12	BIOLOGY 12
<input type="radio"/> MBSP-11	INTRODUCTORY SPANISH 11
<input type="radio"/> MCALC12	CALCULUS 12

OK Cancel

If course is missing, contact your L1 to have the course made available to your school.

8. Teacher field leave blank

9. Final Mark click on the magnifying glass to see the options or type the mark in

10. Complete the credit field (0.0 or 2.0 or 4.0)

11. If this course requires a TRAX override, complete this field

TRAX Override

School > Name

- Adult Not Writing (Q)
- Adult Writing
- Challenge
- Challenge - Non-Exam Course
- Equivalent - Non-Exam Course
- Equivalent Not Writing (Q)
- Equivalent Writing

12. Enter the start date, end date and completion date:

**Grades and Comments**


Course Start Date	<input type="text"/>
Course End Date	<input type="text"/>
Actual Start Date	<input type="text"/>
Active Date	<input type="text"/>
Percent Complete	<input type="text"/>
Completion Date	<input type="text"/>

Save

13. When finished, click

**Course Challenges and Equivalencies**

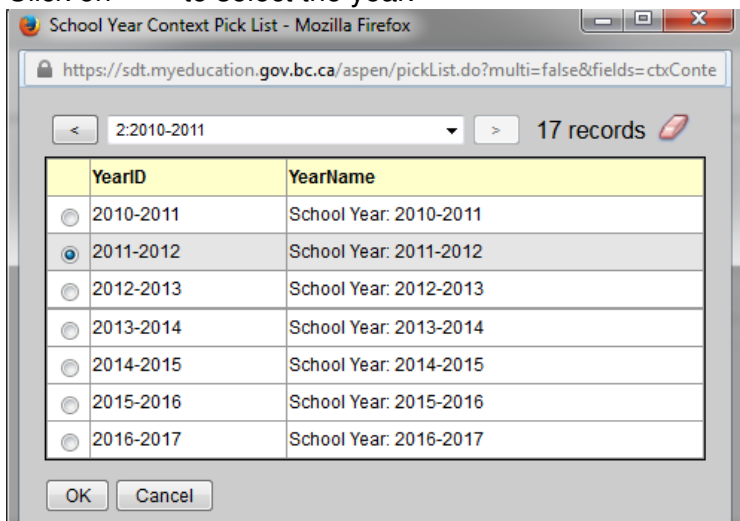
**How to back date a course**

1. If you need to change the year, now click on the 




Year ID 2014-2015  

2. Click on  to select the year.



School Year Context Pick List - Mozilla Firefox  
https://sdt.myeducation.gov.bc.ca/aspden/pickList.do?multi=false&fields=ctxConte

< 2:2010-2011 > 17 records 

YearID	YearName
<input type="radio"/> 2010-2011	School Year: 2010-2011
<input checked="" type="radio"/> 2011-2012	School Year: 2011-2012
<input type="radio"/> 2012-2013	School Year: 2012-2013
<input type="radio"/> 2013-2014	School Year: 2013-2014
<input type="radio"/> 2014-2015	School Year: 2014-2015
<input type="radio"/> 2015-2016	School Year: 2015-2016
<input type="radio"/> 2016-2017	School Year: 2016-2017

OK Cancel

3. Click **OK**

4. Click 