



FSA Student Level Records - How to Acquire The Data

Audience:

- School Administrators

Purpose:

- Acquire a listing of Foundation Skills Assessment (FSA) student level records for a cohort of students in your School.

Assumptions:

- The FSA results (most recent) have been uploaded to MyEducationBC at the provincial level and the District has received notification of this upload.

Navigation:

MyEducationBC > School View> Assessment Top Tab > Assessment History ST

The screenshot shows the MyEducationBC interface for 'Secondary 2019-2020'. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, **Assessment**, Schedule, Global, Tools, and Admin. Below this, the 'Assessments' section is active. On the left, there are buttons for 'Assessment Definitions', 'Options', 'Reports', and 'Help'. A search box labeled 'Search on Date' is present. Below the search box, there is a 'Student Assessments' section with a search box containing 'Assessment Definition BC - FSA Grade 7'. To the left of this search box, there is a red box around the 'Assessment History Details' link. Below the search box, there is a date range '1:01/11/2018' and a filter icon. Below the filter icon, there is a fieldset icon. The main content area shows a table with columns: Student > Name, Student > Grade, Date, AssessmentDef > Name, AssessmentDef > Type, Subtest, GrdLvl, and SCR. The table title is 'Current Primary Students - BC - FSA Grade 7'.

A. Select from a pick list > **Assessment Definition** = “BC - FSA Grade 7” or “BC - FSA Grade 4”

B. **Filter** = “Current Primary Students”

C. **Fieldset** = “SD73 FSA Fields”

A detail listing is presented in your view of all your school's primary active students that have FSA records loaded into MyEducationBC. This includes students that may have written their FSA assessment in another BC School District and then moved to our District.

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Tips and Tricks:

- After the Listview is presented in your view, sort the data by one of the following:

Student > Grade - this year grade level of cohort
Date - date of the assessment


Student > Name	Student > Grade	Date ▾	AssessmentDef > Name	AssessmentDef > Type	Subtest	GrdLvl	SCR
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By choosing to sort by **Date** descending (click the header twice to reverse the sort order to ascending), the most recent FSA records are presented at the top of the list.
 For example, in June 2019 the most recent FSA records were loaded into MyEdBC November 1, 2018.

- If you wish to reduce the list, then put a check mark  beside the records you wish to retain in your view. For Example, place a check mark beside only the Grade 8 students if you wish to view their Grade 7 FSA records.
 Click **Options > Show Selected** will retain only the records you wish to view or print.
- Export to Spreadsheet: To export these records into a spreadsheet, click the **Print**  icon and select "CSV" to produce a file that can be opened into an Excel Spreadsheet. The file will be produced and be located in your web browser **default download folder**.

Use Excel spreadsheet software to open the file.

	A	B	C	D	E	F	G	H
1	Name	Grade	Date	Name	Type	Subtest	GrdLvl	SCR
2	FOIPPA	8	1. Nov. 2018	BC - FSA Grade 7	ASM	Reading	7	ON
3		8	1. Nov. 2018	BC - FSA Grade 7	ASM	Writing	7	ON
4		8	1. Nov. 2018	BC - FSA Grade 7	ASM	Numeracy	7	ON
5		8	1. Nov. 2018	BC - FSA Grade 7	ASM	Reading	7	ON
6		8	1. Nov. 2018	BC - FSA Grade 7	ASM	Writing	7	ON
7		8	1. Nov. 2018	BC - FSA Grade 7	ASM	Numeracy	7	ON

- Send to Printer: To export these records into a format that is ready to send to the printer (for a paper copy), Click **Print**  icon and select "**Web Page (HTML)**". A pop-up window will present your data in a print-ready format. Select the CTRL button and P button [CTRL-P] on your keyboard to activate your local print dialogue box and send the document to your printer.

BC - FSA Grade 7 List - Custom Selection

Name	Grade	Date	Name	Type	Subtest	GrdLvl	SCR
	08	01/11/2018	BC - FSA Grade 7	ASM	Reading	07	ON
	08	01/11/2018	BC - FSA Grade 7	ASM	Writing	07	ON
	08	01/11/2018	BC - FSA Grade 7	ASM	Numeracy	07	ON
	08	01/11/2018	BC - FSA Grade 7	ASM	Reading	07	ON