

Loading Students into Graduation Assessments

This work is done in conjunction with the counselling secretary and school administrator The source document is: <u>MyEdBC Graduation Assessments</u>

Not MyEd BC work:

- 1. Decide which assessment the students will be writing:
 - a. Graduation Literacy Assessment 10
 - b. Graduation Numeracy Assessment 10
- 2. Decide which group of students will be writing the specific Assessment
- 3. Decide when the students will be writing the assessment (in which week)

The work:

1. In the Student Top Tab, select the group of students that will be writing the chosen assessment.

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- a. Click **Options**, then **Show Selected**
- b. Click Options, then Snapshots. Name the snapshot





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- 2. Navigate to the **Assessment** Top Tab, **Student Assessments** side Tab, **Assessment Entry** sub-side Tab.
 - a. Select the **Assessment** Note: the names of the assessments have changed for the 2019-2020 school year.

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c. Your screen will look like this: Note: The name of the assessments in the following screen shots are the old names.

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d. Using the **calendar** icon, select the first date that the Assessment will be written

Assessment Entry

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e. Fill in the rest of the dates for the students on this page by holding down the [Control] button and hitting the [D] button. Change to the next page of students and repeat the process (d & e) until all students have a date filled in.



October 7, 2019 Version 2.1

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f. When finished, the screen should look like this:

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3. Navigate to the **Student** Top Tab. Create your TRAX Files. Save the files to the deskop

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4. Submit your TRAX files to the ministry https://www.bced.gov.bc.ca/exams/trx_updates/einstruct.htm