

Loading Students into Graduation Assessments

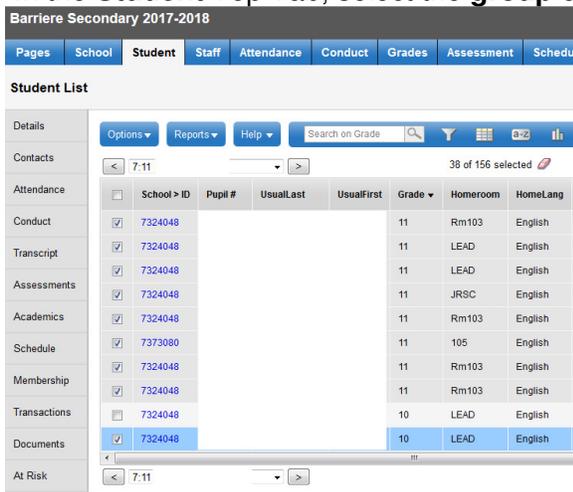
This work is done in conjunction with the counselling secretary and school administrator
The source document is: [MyEdBC Graduation Assessments](#)

Not MyEd BC work:

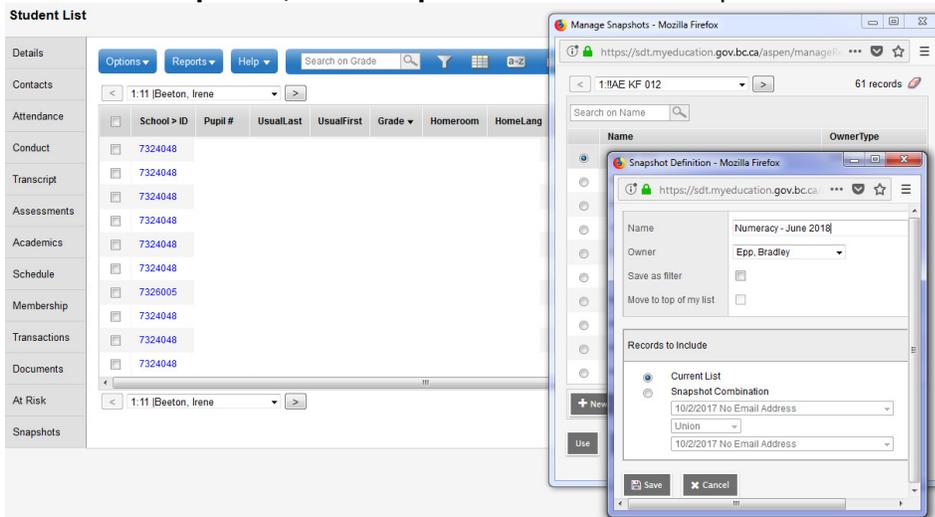
1. Decide which assessment the students will be writing:
 - a. Graduation Literacy Assessment 10
 - b. Graduation Numeracy Assessment 10
2. Decide which group of students will be writing the specific Assessment
3. Decide when the students will be writing the assessment (in which week)

The work:

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



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

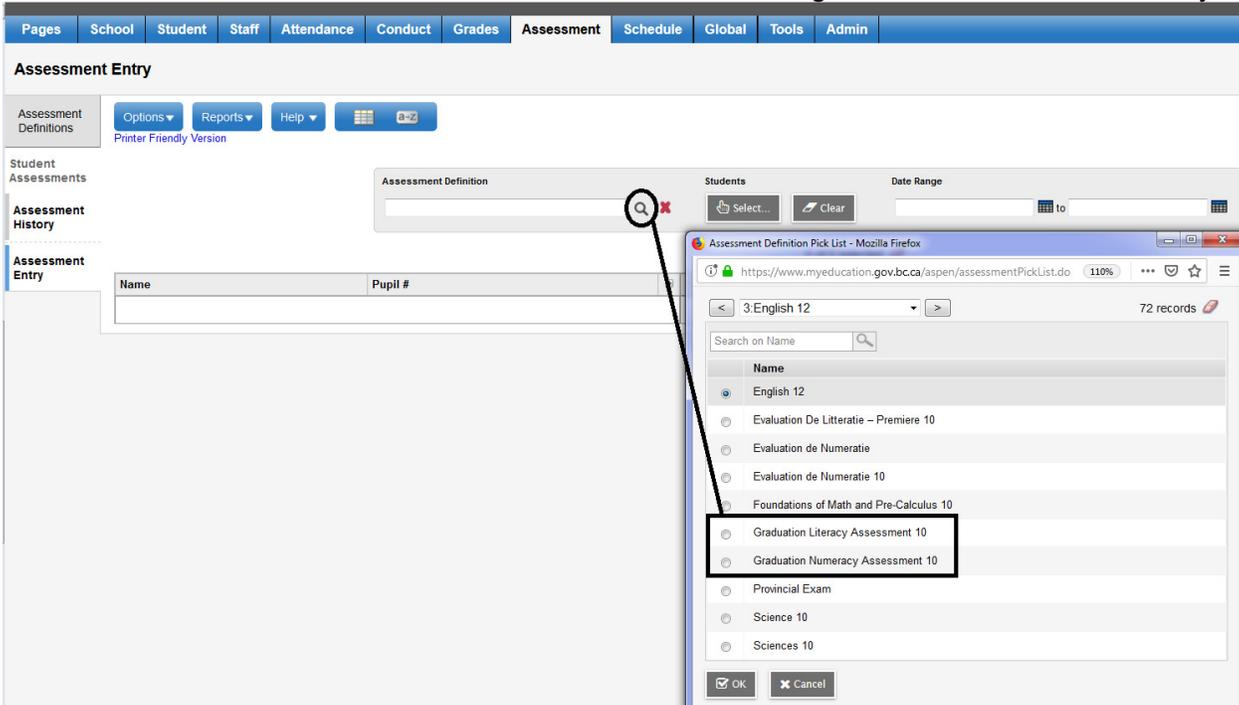


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2. Navigate to the **Assessment Top Tab**, **Student Assessments** side Tab, **Assessment Entry** sub-side Tab.

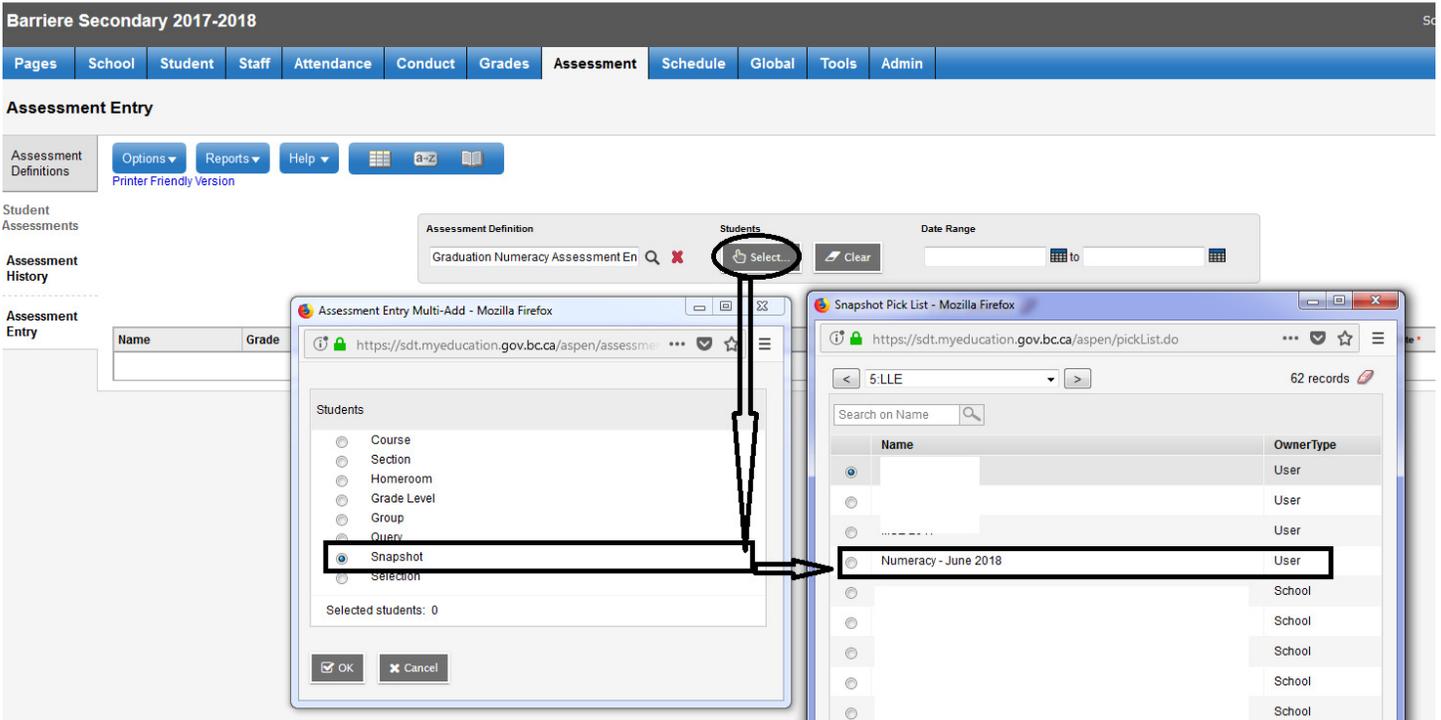
a. Select the **Assessment**

Note: the names of the assessments have changed for the 2019-2020 school year.



The screenshot shows the 'Assessment Entry' page with the 'Assessment Definition Pick List' dialog box open. The 'Assessment Definition' field is empty, and the 'Students' field is set to '3:English 12'. The pick list shows various assessment options, with 'Graduation Literacy Assessment 10' and 'Graduation Numeracy Assessment 10' highlighted.

b. Select the **Students**



The screenshot shows the 'Assessment Entry' page with the 'Snapshot Pick List' dialog box open. The 'Assessment Definition' field is set to 'Graduation Numeracy Assessment 10', and the 'Students' field is set to '5:LLE'. The pick list shows various student selection options, with 'Numeracy - June 2018' highlighted.



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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.

Assessment Entry

Assessment Definitions: Options, Reports, Help, a-z, [grid icon]

Student Assessments: Assessment Definition: Graduation Numeracy Assessment En, Students: Select..., Clear, Date Range: [] to []

Assessment History: [] 1: [] [] 0 of 32 selected

Name	Grade	Pupil #	PEN	AssessmentDef > ID *	AssessmentDef > Name *	Date *	Result	School > Name
	10	542417		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433752		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	2245548		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	2118688		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433760		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433776		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	973609		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433781		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433784		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433767		NME	Graduation Numeracy Assessment English	[]	[]	[]

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

Assessment Entry

Assessment Definitions: Options, Reports, Help, a-z, [grid icon]

Student Assessments: Assessment Definition: Graduation Numeracy Assessment En, Students: Select..., Clear, Date Range: [] to []

Assessment History: [] 1: [] [] 0 of 32 selected

Name	Grade	Pupil #	PEN	AssessmentDef > ID *	AssessmentDef > Name *	Date *	Result	School > Name
	10	542417		NME	Graduation Numeracy Assessment English	Select the date []	[]	[]
	11	433752		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	2245548		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	2118688		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433760		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433776		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	973609		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433781		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433784		NME	Graduation Numeracy Assessment English	[]	[]	[]
	11	433767		NME	Graduation Numeracy Assessment English	[]	[]	[]

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.

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

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

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