

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**

Options	Reports	Help
Add		
Delete		
Modify L	ist	
Mass U	odate	
Merge D	rop/Adds	
Recalcu	late Grade Levels	
BC Sync	hronize Transcript Blended	d and Exam Marks
Query		
Show S	elected	
Omit Se	lected	

A New Window opens:

Pages	Scho	ol Student	Stat	f Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin		
Options													
Student I	List :	0.	J	1 :: New Studer	nt Transcrip	t 🛕							
Details		Save Cancel											
Contacts		Year ID	Ē	Q								Final Mark	Q
Attendance	•	Grade level										Blended Mark	
Conduct		Number *		Q								Provincial Exam Mark	
Transcript	t I	Description										Credit	
► Details	1	Teacher										TRAX Override	
Credit	. 1	Teacher				Q						School > Name	
Grade Po	int	Section number											
Summary	F	User description											
Study	s or	Course description											
Graduatio Summary	on I	IDS Related Course											
1													

6. Select School Year (select current year)

YearID		YearName
2010-201	1	School Year: 2010-2011
2011-201	2	School Year: 2011-2012
2012-201	3	School Year: 2012-2013
2013-201	4	School Year: 2013-2014
0 2014-201	5	School Year: 2014-2015
2015-201	6	School Year: 2015-2016
2016-201	7	School Year: 2016-2017



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7. Select Number (course code)

	CrsNo	Description
0	MAC11	ACCOUNTING 11
)	MACC-12	ACCOUNTING 12
)	MAWM-10	APPRENTICESHIP AND WORKPLACE MATH 10
5	MAWM-11	APPRENTICESHIP AND WORKPLACE MATH 11
)	MAWM-12	APPRENTICESHIP AND WORKPLACE MATH 12
)	MBCA-11	BUSINESS COMPUTER APPLICATIONS 11
)	MBI11	BIOLOGY 11
)	MBI-12	BIOLOGY 12
)	MBSP-11	INTRODUCTORY SPANISH 11
5	MCALC12	CALCULUS 12

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:

Course Start Date	
Course End Date	
Actual Start Date	
Active Date	
Percent Complete	Q
Completion Date	



Course Challenges and Equivalencies

		How to back date a cours
1. <u>If</u>	you need to cha	nge the year, now click on the X
	Year ID	2014-2015
2. C	lick on 🤍 to se	elect the year.
	https://sdt.myeducatio	on. gov.bc.ca /aspen/pickList.do?multi=false&fields=ctxCont
	< 2:2010-2011	 17 records <i>Ø</i>
	YearID	YearName
	2010-2011	School Year: 2010-2011
	2011-2012	School Year: 2011-2012
_	2012-2013	School Year: 2012-2013
	2013-2014	School Year: 2013-2014
	2014-2015	School Year: 2014-2015
	2015-2016	School Year: 2015-2016
_	2016-2017	School Year: 2016-2017
	OK Cancel	
3 0	lick OK	
0. 0		
	Save	