



Loading Students into Graduation Assessments

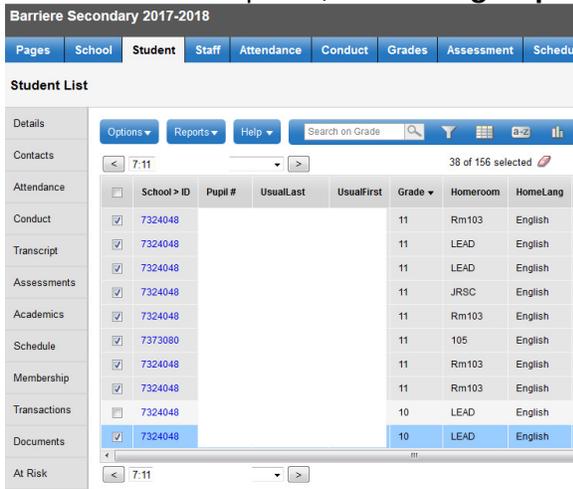
This work is done in conjunction with the counselling secretary and school administrator
The source document is: [MyEdBC Graduation Assessments](#)

Not MyEd BC work:

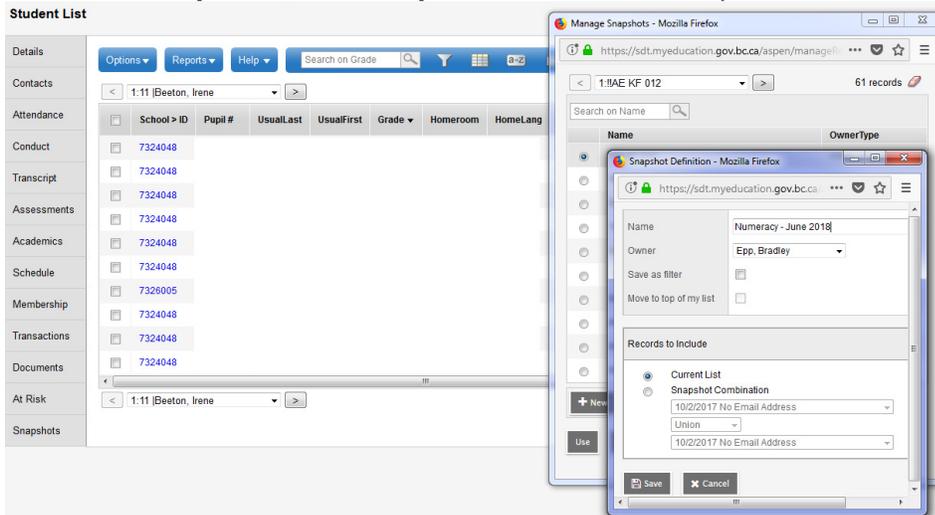
1. Decide which group of students will be writing the Assessment
2. Decide when the students will be writing the assessment (in which week)

The work:

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

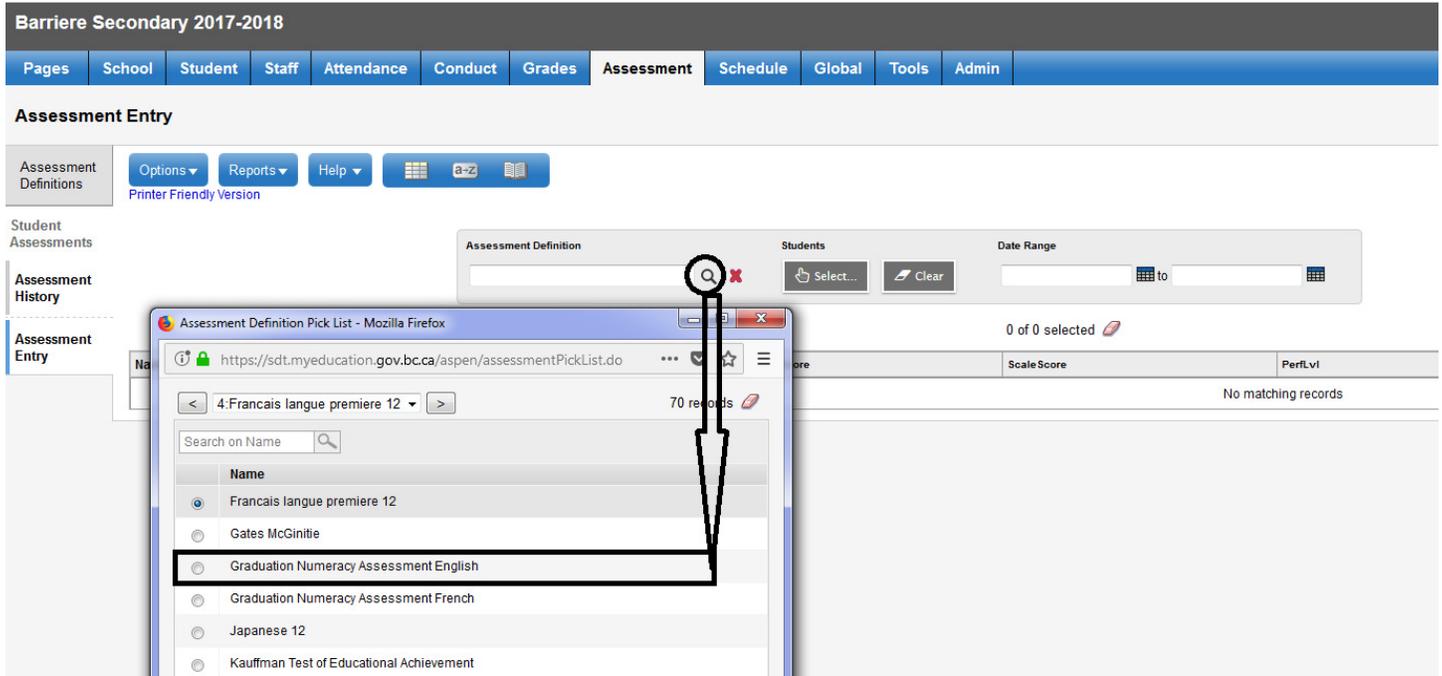


- a. Click **Options**, then **Show Selected**
- b. Click **Options**, then **Snapshots**. Name the snapshot



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



Barriere Secondary 2017-2018

Pages School Student Staff Attendance Conduct Grades **Assessment** Schedule Global Tools Admin

Assessment Entry

Assessment Definitions Options Reports Help Printer Friendly Version

Student Assessments

Assessment History

Assessment Entry

Assessment Definition: 4:Francais langue premiere 12

Students: 0 of 0 selected

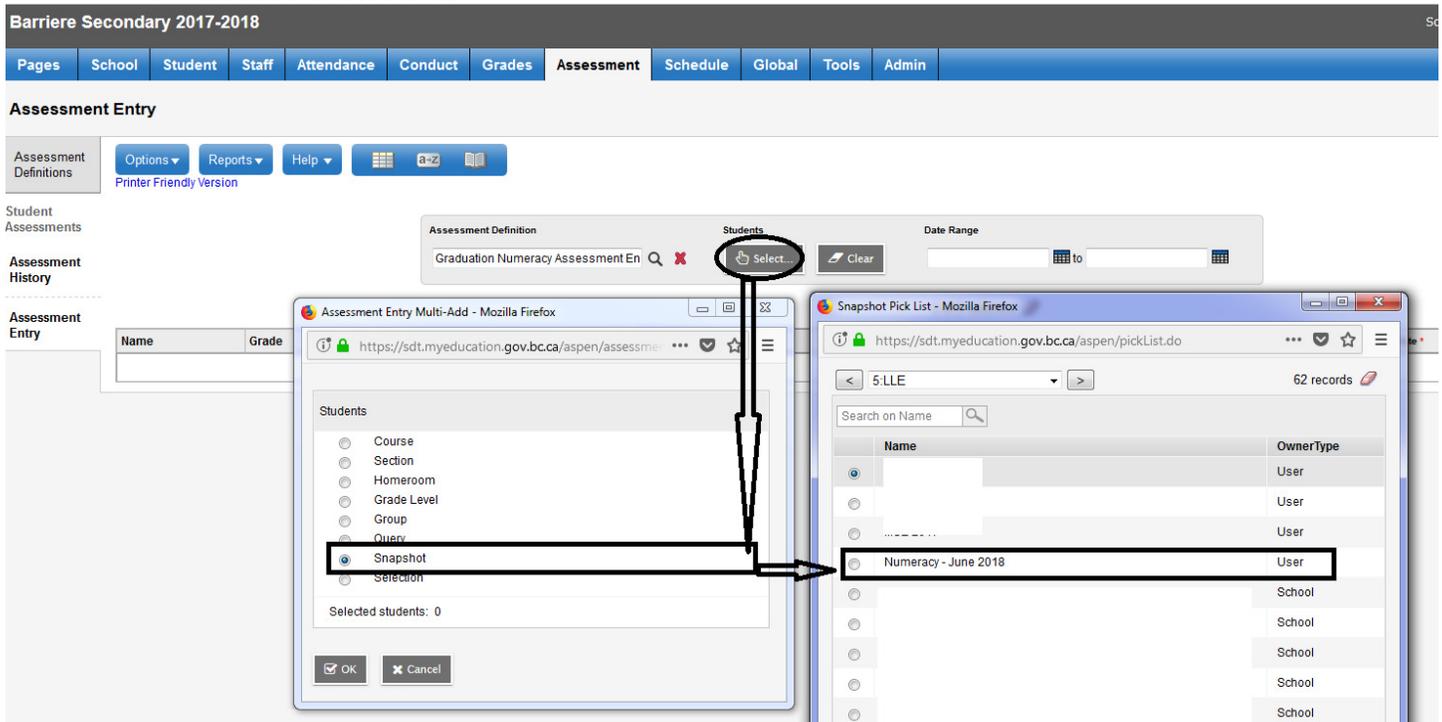
Date Range: No matching records

Assessment Definition Pick List - Mozilla Firefox

Search on Name

Name
<input checked="" type="radio"/> Francais langue premiere 12
<input type="radio"/> Gates McGintie
<input checked="" type="radio"/> Graduation Numeracy Assessment English
<input type="radio"/> Graduation Numeracy Assessment French
<input type="radio"/> Japanese 12
<input type="radio"/> Kauffman Test of Educational Achievement

- b. Select the **Students**



Barriere Secondary 2017-2018

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Assessment Entry

Assessment Definitions Options Reports Help Printer Friendly Version

Student Assessments

Assessment History

Assessment Entry

Assessment Definition: Graduation Numeracy Assessment En

Students: 0 of 0 selected

Date Range: No matching records

Assessment Entry Multi-Add - Mozilla Firefox

Students

- Course
- Section
- Homeroom
- Grade Level
- Group
- Query
- Snapshot
- Selection

Selected students: 0

Snapshot Pick List - Mozilla Firefox

Search on Name

Name	OwnerType
<input checked="" type="radio"/> Numeracy - June 2018	User
<input type="radio"/>	User
<input type="radio"/>	User
<input type="radio"/>	School



Loading Students into Graduation Assessments

c. Your screen will look like this:

Assessment Entry

Assessment Definitions: Options, Reports, Help, Printer Friendly Version

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

Assessment History

Assessment Entry: 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 day that the Assessment will be written

Assessment Entry

Assessment Definitions: Options, Reports, Help, Printer Friendly Version

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

Assessment History

Assessment Entry: 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 by holding down the [Control] button and hitting the [D] button

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



Loading Students into Graduation Assessments

Barriere Secondary 2017-2018 School view Select school Epp, Bradley Log Off

Pages School Student Staff Attendance Conduct Grades **Assessment** Schedule Global Tools Admin

Assessment Entry

Assessment Definitions Options Reports Help Printer Friendly Version

Student Assessments

Assessment Definition: Graduation Numeracy Assessment En Select Clear Date Range: [] to []

0 of 32 selected Snapshot: Numeracy - June 2018 - Graduation Numeracy Assessment English

Name	Grade	Pupil #	PEN	AssessmentDef ID	AssessmentDef Name	Date	Result	School Name
	10			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
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	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary
	11			NME	Graduation Numeracy Assessment English	18/06/2018		Barriere Secondary

3. Navigate to the Student Top Tab. Submit your TRAX files to the ministry