



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.

School > ID	Pupil #	UsualLast	UsualFirst	Grade	Homeroom	HomeLang
7324048				11	Rm103	English
7324048				11	LEAD	English
7324048				11	LEAD	English
7324048				11	JRSC	English
7324048				11	Rm103	English
7373080				11	105	English
7324048				11	Rm103	English
7324048				11	Rm103	English
7324048				10	LEAD	English
7324048				10	LEAD	English

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

Manage Snapshots - Mozilla Firefox

1:IAE KF 012 61 records

Search on Name

Name: Numeracy - June 2018

Owner: Epp, Bradley

Save as filter: ☐

Move to top of my list: ☐

Records to Include

☒ Current List

☐ Snapshot Combination

10/2/2017 No Email Address

Union

10/2/2017 No Email Address

Save Cancel

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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: to

Scale Score: PerfLvl

No matching records

Assessment Definition Pick List - Mozilla Firefox

Search on Name

70 records

☒ Name
☐ 4.Francais langue premiere 12
☐ Gates McGinlie
☒ Graduation Numeracy Assessment English
☐ Graduation Numeracy Assessment French
☐ Japanese 12
☐ Kauffman Test of Educational Achievement

- b. Select the **Students**

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: Graduation Numeracy Assessment En

Students: Select

Date Range: to

Snapshot Pick List - Mozilla Firefox

Search on Name

62 records

☒ Name
☐ Course
☐ Section
☐ Homeroom
☐ Grade Level
☐ Group
☐ Query
☒ Snapshot
☐ Selection

Selected students: 0

OK | Cancel

Snapshot Pick List - Mozilla Firefox

Search on Name

62 records

☒ Name
☐ OwnerType
☐ User
☐ User
☐ User
☒ Numeracy - June 2018
☐ School
☐ School
☐ School
☐ School
☐ 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 History

Assessment Entry

Assessment Definition: Graduation Numeracy Assessment En Search X Select... Clear Date Range: to

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 History

Assessment Entry

Assessment Definition: Graduation Numeracy Assessment En Search X Select... Clear Date Range: to

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:

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[illegible]

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