



SD73 KAMLOOPS/THOMPSON

March 7, 2016
Version 1.1

ADDING PROGRAM OF STUDY – INDIVIDUAL ENTRY

This process will assign a Program of Study to an individual student record.

Students in **K-9** should have only the **2004 Graduation Program** assigned to their Program of Study, even if there is a Ministry Category assigned to the student.

Students in grades 10-12 will have either the **2004 Graduation Program** of study; or the other choice will be The **School Completion Certificate Program (SCCP)**. If you are unsure about which Program of Study a student should be assigned, check with your LART or administrator.

Please note: the Program of Study needs to be identified and in place by the time a student enters grade ten.

Start off by using the Filter  “**No Program of Study**” to determine which students need to have their “Program of Study” field updated.

https://sdt.myeducation.gov.bc.ca/asp/en/studentCourierList.do

BRITISH COLUMBIA MyEducationBC Sa-Hali Secondary 2015-2016

Change View Select School Set Preferences Log Off School View

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

Options Reports Help Search on Name

Student List

Details 0 of 32 selected No Program of Study

In this case the number of records without a Program of Study = 32.

NAVIGATION PATH: Student Top Tab>Choose your student>Transcript Side Tab>Program of Study Side Sub-Tab

BRITISH COLUMBIA MyEducationBC Sa-Hali Secondary 2015-2016 School View

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

Options Reports Help Search on Name

Student List :: 11 - [Redacted] [Bell Icon]

0 of 0 selected [Redacted]

Name	Credit	DiplomaType	Description
No matching records			

Details
Contacts
Attendance
Conduct
Transcript
Credit Summary
Grade Point Summary
Programs of Study Details
Graduation Summary

Go to: Options>Add

- **Choose the correct Graduation Program and be sure to check “Primary Program Study.”**
- **Click on “Save.”**
- **Student Program of Study will now be populated.**

BRITISH COLUMBIA MyEducationBC Sa-Hali Secondary 2015-2016 Change View Select School Set Preferences Log Out
School View

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin
Options Reports Help

Student List :: 11 - [REDACTED] New Graduation Student Program

Save Cancel
Default Template

Name	2004 - Graduation Program
Total credit	80.0
Diploma type	2004
Description	2004 Graduation Program
Primary program study	<input checked="" type="checkbox"/>

Requirement Waivers

Code	Required unit	Type	Description	Credits waived	Reasons for the waiver
No matching records					

Once you save each student record, they will then disappear from the Program of Study Filter. Your goal is to have this list equal zero entries when you run the filter.