

SD73 KAMLOOPS/THOMPSON

March 7, 2016 Version 1.0

ADDING PROGRAM OF STUDY (MASS UPDATE)

To assign a Program of Study to a group (i.e. Grade 8) use the Program of Study Creator – Primary to create a primary program of study for your students. This process will mass assign the selected Program of Study to all students by a selected grade (YOG).

The **2004 Graduation Program** will likely be the default choice for most students. The other choice will be The **School Completion Certificate Program (SCCP).** If you are unsure about who might be on the SCCP 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.

NAVIGATION PATH: School View>Student Top Tab>Options>Program of Study Creator – Primary

Pages	School	Student	
Options	Repo	rts H	
Modify List			
Mass Update			
Registration ►			
- Assign Couriers			
Import Photos			
Create User Accounts			
Create Se	Create Secondary School Associations		
Populate H	Populate Homerooms		
Requests			
Send Ema	ul		
Validate Records			
Assign Student Programs			
Blended IV	larks to Transcrip	t	
Course Ex	kam Synchronize	Procedure	
Program o	Program of Study Creator - Primary		

Using the filter ∇ Grade Level = ? filter the student list to the group you would like to update.

🗞 Search criteria - Google Chrome				
https://www.myeducation.gov.bc.ca/aspen/searchPrompt.do?filterId=FTR000000bzIwx&c 🔍				
Search criteria				
	Grade level	07 🔻	ti	
	Search based on	Primary Active Students	e e	
	Submit Close		0 0	
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In this example the grade seven students will display in your student list. If you are unsure about a student Program of Study, click on the checkbox next to his/her name. Then go to **Options** and use **Omit Selected** to remove them from the list to be mass updated.

NAVIGATION PATH: <u>Student Top Tab>Options>Program of Study Creator – Primary</u>

Enter the information required in the dialogue box. Click **Run**. All students chosen will now have their Program of Study field updated.

MyEducation BC: Program of Study Creator - Primary - Google Chrome				
https://sdt.myeducation.gov.bc.ca/aspen/runTool.do				
Program of Study Creator - Primary				
School	Summit Elementary			
Program of Study	2004 - Graduation Program 🔍			
Students to include	YOG V			
Search value	2021			
Active students only				
Start grade	07 🔻			
End grade				
Run Cancel				