



SD73 KAMLOOPS/THOMPSON

May 16, 2016
Version 1.0

SD 73 - MARKS PROCEDURES CHECKLIST

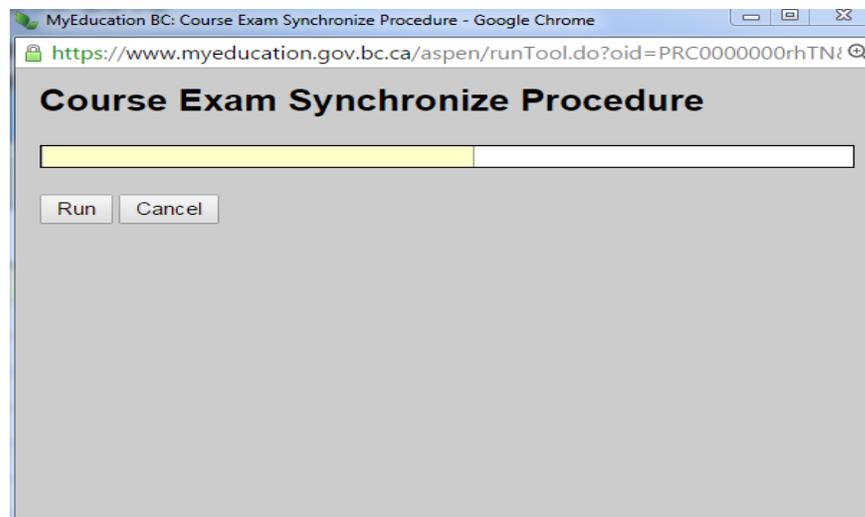
The following procedures will need to be run at various times throughout the school year. Administrators have been given a timeline and instructions on these tasks; however, it is a good idea to check to make sure that these tasks have been completed. Please ensure that you check with an Administrator before attempting these tasks as he/she may want to perform this task exclusively. FYI: If these tasks are not completed, you may get reports with missing/incomplete data.

- 1. PREPARING GRADE INPUT (Elementary/Middle/High-School Procedure).** Grade Input needs to be prepared each reporting term so marks can be entered for the upcoming reporting period. Grade Input should be prepared a few weeks before marks are actually due. See document named SD73: Preparing Grade Input under the Administrator Folder on our District MyEdBC Site.
- 2. COURSE EXAM SYNCHRONIZE PROCEDURE (High-School Procedure – before submitting TRAX.** See below for details
- 3. BLENDED MARKS TO TRANSCRIPT (High-School Procedure).** Used for updating provincially-examinable course marks (grades 10-12) after provincial exam marks are uploaded or if you enter a provincially examinable course marks manually. See below for details
- 4. CALCULATE CREDITS (High-School Procedure (Grades 10-12) - After Provincial Exam Marks are uploaded from the Ministry)** See below for details
- 5. POST COURSE DATES (Elementary/Middle/High-School Procedure).** At the end of each semester (S1 & S2 (January/June)) schools will need to post course dates for courses ending in that reporting period. This would also include any Mosaic Rotation courses within that semester. This would be run at year-end for schools using full-year (FY) courses). See below for details

COURSE EXAM SYNCHRONIZE PROCEDURE (For High-School -Run procedure before each TRAX submission)

Navigation Path: School View>Student Top Tab>Options>Course Exam Synchronize Procedure

 = All Active Students

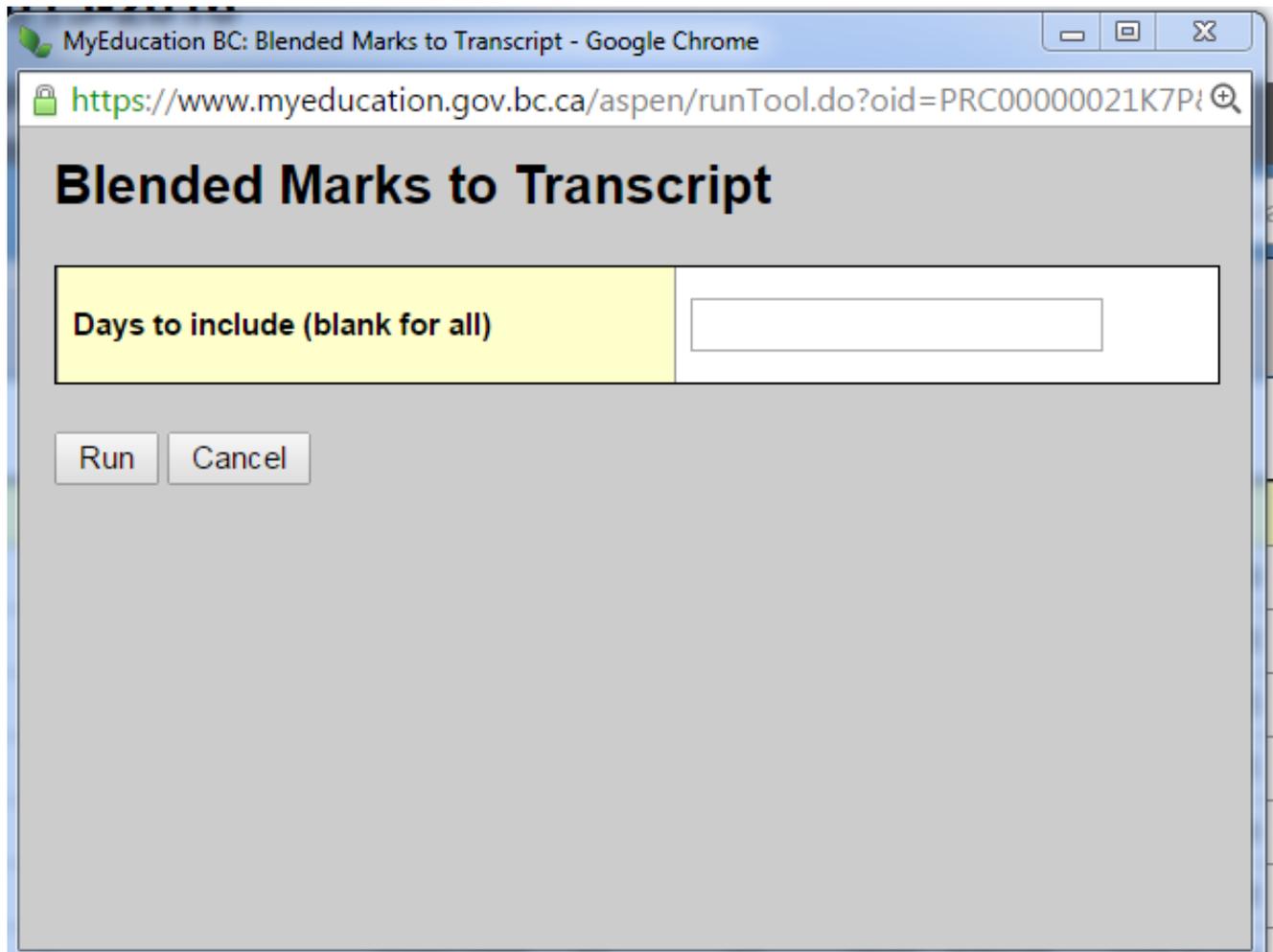


Click **“Run”** to complete the task.

BLENDING MARKS TO TRANSCRIPT (Used for updating provincially-examinable course marks after provincial exam marks are uploaded or if you enter a provincially examinable course marks manually). This should be done after you run the Calculate Procedure function???

Navigation Path: School View>Student Top Tab>Options>Blended Marks to Transcript

 = All Active Students



The screenshot shows a web browser window titled "MyEducation BC: Blended Marks to Transcript - Google Chrome". The address bar contains the URL: <https://www.myeducation.gov.bc.ca/aspen/runTool.do?oid=PRC00000021K7P>. The main heading is "Blended Marks to Transcript". Below the heading is a form with a yellow background for the label "Days to include (blank for all)" and an empty text input field. At the bottom of the form are two buttons: "Run" and "Cancel".

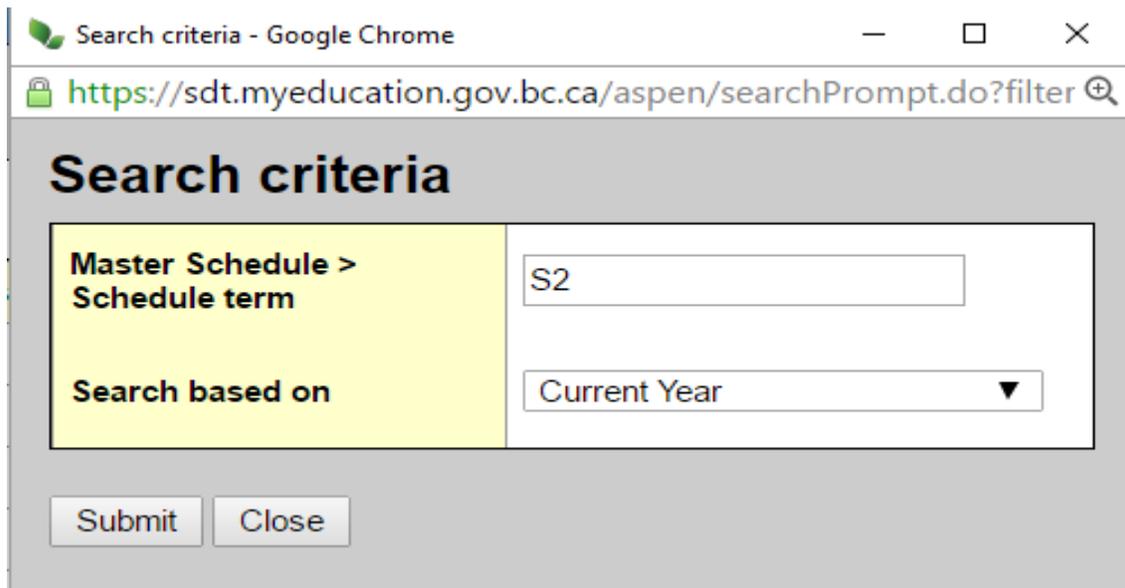
Leave "**Days to Include**" blank. Click "**Run.**"

CALCULATE CREDITS (After Provincial Exam Marks are uploaded, and you have run the Blended Marks to Transcript procedure)

Navigation Path: School View>Grades Top Tab>Transcript Side Tab

 = SD73 Calculate Credit Filter PEX (Will bring you up all Provincial Exam Records for the semester you request
Options>Calculate Filter

You will see the following dialogue box. Enter the correct term - S1 or S2 or FY- (if your school runs your provincially-examinable courses using a full-year structure).



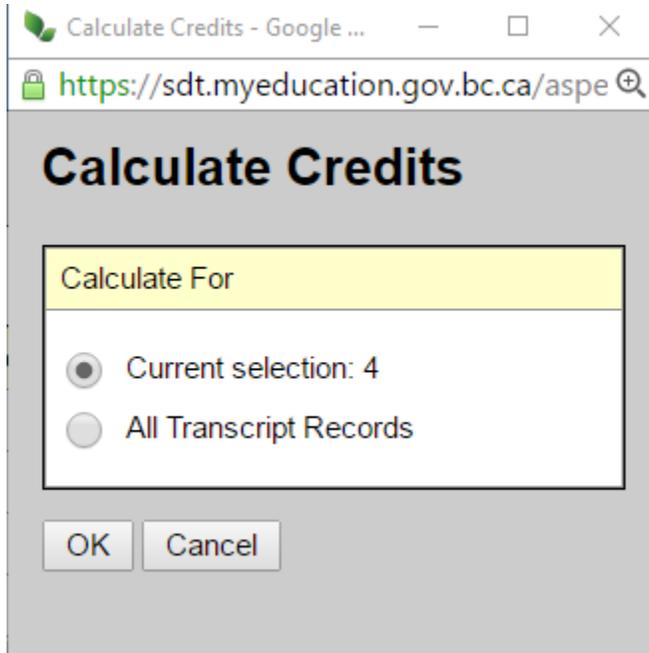
In this example we are presented with a filtered list of students from S2 who have final blended marks from the provincial exam download. You must now add credits to all records that contain a passing final blended mark. The **SD73 Calculate Credit Filter PEX** will only pick up students with a passing mark. You can do a quick review to ensure that this is true. Just sort the “Final” column to bring any empty or failing marks. You should have none. Please note that if a student’s **final school mark** shows a passing mark, but it is **not** updated with four credits (4.0), this means that they have not written a provincial exam yet so a blended mark cannot yet be calculated.

Year	School > Name	Grade	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > Term	Final 	Credit 	SchoolCourse > Flavour	MasterSchedule > SecNo	CourseDesc	SchoolCourse > Credit
2016	Sa-Hali Secondary	10	MSC--10	MSC--10-004	S2	80	0.0		004	SCIENCE 10 4.0	
2016	Sa-Hali Secondary	10	MEN--10	MEN--10-003	S2	80	0.0		003	ENGLISH 10 4.0	
2016	Sa-Hali Secondary	10	MSC--10	MSC--10-003	S2	85	0.0		003	SCIENCE 10 4.0	
2016	Sa-Hali Secondary	11	MEN--10	MEN--10-003	S2	85	0.0		003	ENGLISH 10 4.0	
2016	Sa-Hali Secondary	10	MSC--10	MSC--10-002	S2	85	0.0		002	SCIENCE 10 4.0	

Once **you ascertain that this list is correct.** You will need to go to:

Options>Calculate Credits

Please note that in this example I only have four records that I am updating, you will typically have many more records after the Ministry upload.



Click “OK” if you are sure that these records should be updated with a credit value of 4.0.

You will now see that the credit value has been updated to the value of four (4.0).

Year	School > Name	Grade	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > Term	Final	Credit
2016	Sa-Hali Secondary	10	MSC--10	MSC--10-004	S2	80	4.0
2016	Sa-Hali Secondary	10	MEN--10	MEN--10-003	S2	80	4.0
2016	Sa-Hali Secondary	10	MSC--10	MSC--10-003	S2	85	4.0
2016	Sa-Hali Secondary	11	MEN--10	MEN--10-003	S2	85	4.0
2016	Sa-Hali Secondary	10	MSC--10	MSC--10-002	S2	85	4.0

POST COURSE DATES (At the end of **each semester** post course completion dates for courses ending during that semester. This will include any Grade 8 Mosaic rotation courses that fall during that term).

Navigation Path: School View>Grades Top Tab>Grade Input Side Tab

Filter courses for S1 (start with this first, then move to any mosaic rotations courses within S1) Any year-long (FY) courses will need this procedure done at the **end** of the school year. Filtering the correct courses in the semester that has just ended is key here.

Course	SecNo	Description	Term	Teacher	Clssrm
MAF--11-002	002	ART FOUNDATIONS 11	S1	Cacaci, Jennifer	A1
MAF--12-002	002	ART FOUNDATIONS 12	S1	Cacaci, Jennifer	A1
MAWM-10-001	001	APPRENTICESHIP AND WORKPLACE MATH 10	S1	Balogh, Lorraine	E9
MAWM-10-002	002	APPRENTICESHIP AND WORKPLACE MATH 10	S1	Litt, Ishar	D9
MAWM-11-003	003	APPRENTICESHIP AND WORKPLACE MATH 11	S1	Balogh, Lorraine	D2-LAC
MBEG-10-001	001	BUSINESS EDUCATION 10: GENERAL	S1	Litt, Ishar	D9
MBI--11-002	002	BIOLOGY 11	S1	Remesz, Steve	D1
MBI--11-003	003	BIOLOGY 11	S1	Remesz, Steve	D1
MBI--12-002	002	BIOLOGY 12	S1	Kanigan, Curtis	D3
MBI--12-003	003	BIOLOGY 12	S1	Kanigan, Curtis	D3
MCCN-12-001	001	COMPARATIVE CIVILIZATIONS 12	S1	Tommasini, Brian	B6
MCH--11-002	002	CHEMISTRY 11	S1	Waterous, Gordon	D7
MCIV-11-002	002	CIVIC STUDIES 11	S1	Backman, Jordan	A5
MCJ--11-002	002	CARPENTRY & JOINERY 11	S1	Blohm, Allen	A6

Click on **“Options”** in the dialogue box toggle **“Post Course Dates”**

Ensure that the number of records (Current Selection) reflects courses that are now completed and need a course end date added. **Do not post course dates for courses still in progress!**

After entering this info click **“OK”**

Course Completion date is now added to the student transcript record for the completed course .