

OSC Bulletin – September 2015

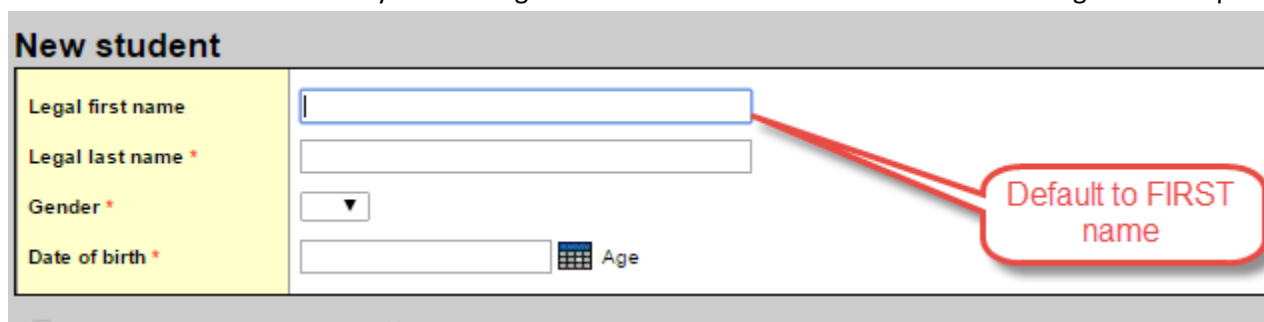
The purpose of this series of bulletins is to provide information to L1 support personnel about current BCeSIS and MyEducation BC business process items of interest and note. Please pass relevant information on to users in your district. Contact Ian Larsson (ian.larsson@gov.bc.ca) if you have ideas or questions about the contents of the bulletin.

1701

1. Adult Programs: All that is required is to give your adult students a subgrade of AN or AD (Adult Non Grad or Adult Diploma). There is no “program” identification needed for 1701, AN and AD are grades for TRAX.
2. GR is a converted subgrade that needs to be fixed for ACTIVE students. You can delete the subgrade and leave it blank if the student is not an adult, use GA if the student is a returning graduated adult (born prior to 1996).
3. Programs:
 - a. Many district specific programs were created in BCeSIS. This is not needed in MyEducation BC. Schools should use the generic ENTERPRISE codes for programs rather than the ones identified by your School District number.
 - b. Ensure you select the Program using the pick list. It is possible to enter text in the field but it will not be picked up by the 1701 extract
4. SU is a subgrade that indicates a student is taking courses from many grade levels. If you have a student in this situation who IS NOT GRADUATING this year, change the YOG to a year they are likely to graduate. This will save you from having to retain a non-graduating grade 12 at the end of the year. The YOG is changed in the Student List under Options > Registration > Promote/Demote

Registration

Many duplicate records are being created. Sometimes this is because the restrictive query that identifies an existing student is popping up behind the main screen. Users should check behind the main screen for each registration. Another reason is that users may be entering the last name in the first name field when doing the initial query.




New student

Legal first name

Legal last name *

Gender *

Date of birth *  Age

Default to FIRST name

Usual Names

We have had many requests to have the system default to USUAL NAMES on all screens and reports, other than reports that legally require the use of the legal name. We are working on this and, in the meantime, your users should get into the habit of entering the Legal Name in the Usual Name fields if the Legal Name is the same as the Usual Name. If no Usual Name is entered, the name field will be empty in a student list that defaults to Usual Name. We have requested a global update for existing students. Please let your users know that new registrations will need to have the Usual Name field completed.

Home Schooled Student Status

Home Schooled students who are registered at your school should have an ACTIVE status.

Dropped Courses

Billing in MyEducation BC is based on courses for grade 10 – 12 students. Any course with a final mark is billed for, including those with a final mark of W. At the beginning of the year and at the change of semester, there are many course changes. If you have already Prepared Grade Input, the dropped courses remain in the student transcript and require a final mark for TRAX. Later in the year this will legitimately be W for Withdraw. The Operations and Standards Committee recommends that schools DELETE the record up until the first report card is sent home. After that, schools should enter W as a final mark when a student withdraws from a course.

RECOMMENDATION: Schools should not Prepare Grade Input until they are ready to prepare report cards. It is not necessary to Prepare Grade Input to use the Gradebook – the process creates your report card mark entry columns in the gradebook solely for reporting purposes. Teachers can create assignments and enter marks without this process being done.

Student Services Updates

The Student Services module is undergoing some changes in drop down lists. The list that used to be called Goal Areas is now called Domains and the drop down list now matches the domains outlined in the Special Education Policy Manual. One addition was made to that list – Transition – for older students whose Goals are focused on transition out of high school. You can see this in Student Services view > Student List > IEP > Goals and Objectives when you choose to ADD a goal.

Districts are able to add their own Categories and Sub Categories for their goal banks. We will be leaving a small number of universal Categories on the list – yet to be determined by the Student Services Resource Group. Districts will build their own lists in District View > Admin > Data Dictionary by adding to the Goal Bank Categories and Goal Bank Sub Categories. This can be done at any time.

Enrollment Codes (Entry and Withdraw)

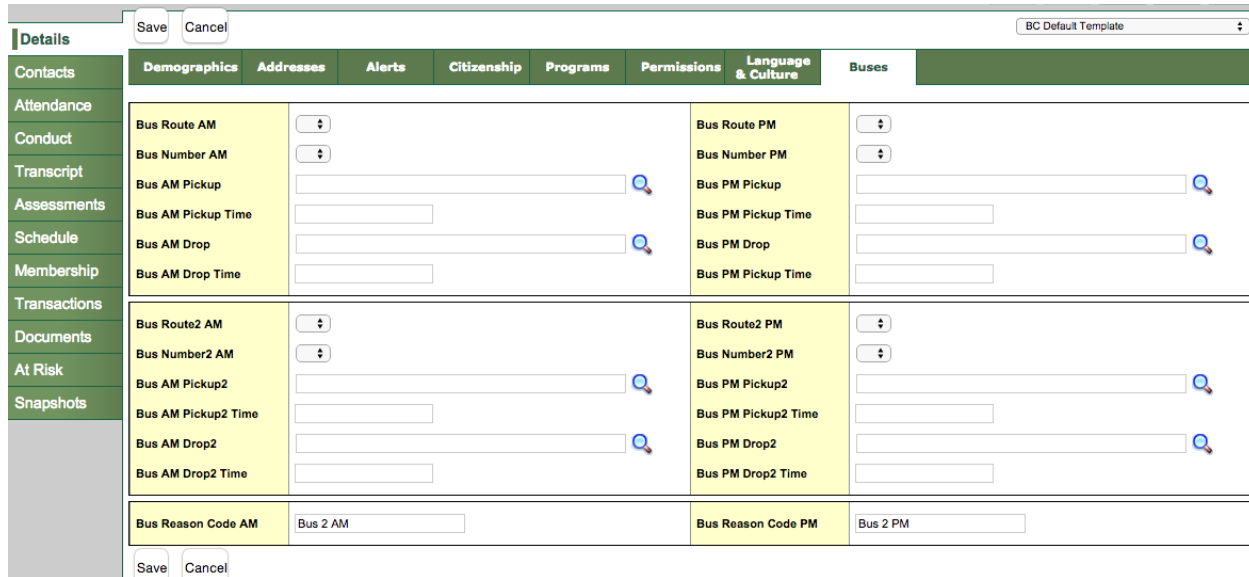
The Operations and Standards Committee has updated the list of Entry Codes and Withdraw Codes to be used in MyEducation BC to standardize their use throughout the system. The DRAFT Withdraw Codes are active in MyEducation BC now and the list can be found on the ISW > District Collaboration > MyEducation BC Standards. These include direction on when to use the codes. The DRAFT Entry Codes are included here and will be uploaded to the ISW when they are loaded in to Production. An email notification will be sent out. There is no need to update work already done. The current codes are still fine to use.

Code	Description	When to Use
First Time Entry	First Time Entry	First Time Entry to the BC School system - most commonly StrongStart or Kindergarten
Public School InDs	From Public School, In Dist	Student coming from a public school in your district.
Public School OutDs	From Public School, Out Dist	Student coming from a public school outside your district.
Indep. SchoolInDs	From Indep. School, In Dist	Student coming from an independent school within your district boundaries
Indep. SchoolOutDS	From Indep. School, Out Dist	Student coming from an independent school outside your district boundaries
SchoolOutOfProv	From School Out of Province	Student coming from any kind of Canadian school outside of BC
School OutofCountry	From School, Out of Country	Student coming from a school out of the country
Distributed Learning	From Distributed Learning	Student coming from a distributed learning Primary School
StrongStart Centre	From StrongStart Centre	Student coming from a StrongStart Centre
Home Schooling	From Home Schooling	Student coming from home schooling
Exchange	Exchange Student	Student coming for short exchange with one of your students
Institution	From Institution	Student coming from any other type of institution eg. correctional, psychological, etc.
Administrative Trans	Administrative Transfer	Transfer agreed to by administrators.
Refugee	Refugee	Student arriving with refugee status
Returning Graduate	Returning Graduate	Graduated student returning
Adult Learner	Adult Learner	Student is an adult coming to school
Re-entry No Interr.	Re-entry, No Interruption	Student mistakenly withdrawn and re-entered.

Feedback on all Standards is encouraged. Please email your ideas to Judy.L.Smith@gov.bc.ca.

Transportation: New Buses Sub Top Tab

The MyEducation BC Transportation function was not working for some districts, so we have set up a new, simple transportation field set under the student list. You can see it by going to the Student Top Tab in either District or School view and selecting the Bus Information field set. You can see the information for a single student by choosing their Details Side Tab and their Buses Sub Top Tab.



There are several menus on the page that the District L1 builds in the District View > Admin > Data Dictionary. All of the lists use three reference tables: Bus Number, Bus Route and Bus Stop. Once these are built they can be used to populate the field set and then print reports for your bus drivers. The field sets allow for two buses for each student in the morning and the afternoon.

Districts have the choice of using the MyEducation BC Transportation module or this field set. The MyEducation BC Transportation module must be set up at the beginning of each year, and it is a more detailed daily record of student transportation.

Transcript Definitions

Transcript definitions tell the gradebook which columns it will have and what goes in each column (eg. term grade, comment, final mark, performance standard, etc.) Transcript definitions are attached to a course in the Schedule Top Tab > Courses Side Tab. Transcript Definitions are set at the Enterprise level and are based on current legislation regarding reporting student learning. Any change in Transcript Definitions is dealt with through a change request submitted to the Operations and Standards Committee (OSC).

Course Attributes

The Transcript Definition creates columns in the gradebook for course attributes. These can be seen by selecting Post Columns – Course in the Grade Input area.

- Course Start Date (CrsStartDate) --- the Term dates the course is scheduled in
- Course End Date (CrsEndDate) --- the Term dates the course is scheduled in
- Actual Start Date (StartDate) --- Used by DL schools --- manual entry
- Active Date (ActiveDate) – Used by DL schools --- triggered by first gradebook assignment entry or manually entered if not using the gradebook for assignments
- Percent Complete (%Complete) – Used by DL schools --- manually entered – note that this is presently not on any report card
- Completion Date (Completion) – Triggered when final mark is posted may need to be manually changed if post day is not completion date. Used by TRAX if populated.

Mark Input Parameters

The Transcript Definition specifies number of terms, whether the terms are weighted, how marks are entered and whether the course allows for work habits and/or comments. The mark input parameters Transcript Definition can, in some cases, be overridden by the teacher in the Staff View. The document entitled Transcript Definition Details outlines the details of each Transcript Definition available in MyEducation BC.

Once a definition is chosen and applied to a course, and the office has run “Prepare Grade Input”, the definition is set for the duration of the course.

NOTES: Transcript Definitions that use Letter Grades only (gr. 4 - 9) don't carry school exams in the definition. Teachers can include the exam in their gradebook if desired.

Status	
<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	
Tri 3 Com	Final
↕	↕
	A
	B
	C
	C
	B
	A

Code	Value
<input checked="" type="radio"/> A	0.0
<input type="radio"/> B	0.0
<input type="radio"/> C	0.0
<input type="radio"/> C+	0.0
<input type="radio"/> C-	0.0
<input type="radio"/> DL	0.0
<input type="radio"/> F	0.0
<input type="radio"/> I	0.0
<input type="radio"/> NM	0.0
<input type="radio"/> SG	0.0

Calculations

The only calculations that transcript definitions use are to determine the term weighting and where this can be edited by the teacher. The grade book automatically calculates averages based on grade book setup and, depending of the setup of the marks scales, there can be unusual marks showing up. For example, the Intermediate marks scale is set up to have no numerical value as shown.

rolled Withdrawn

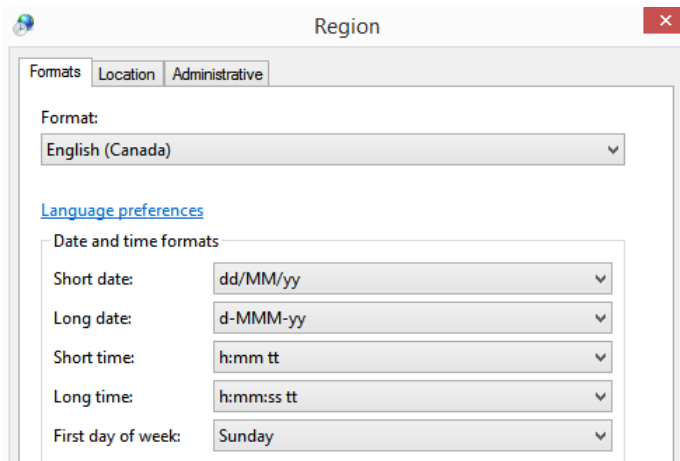
Final
86
99
87
63
88
85.0 F

However in the case of some of the original Transcript Definitions, where both numeric and letters are allowed, if a teacher were to enter a percentage, the system calculates a mark. In this case an F because all the values in the Intermediate grade table are 0.

Read the details carefully and send questions about Transcript Definitions and their behavior to Ian.Larsson@gov.bc.ca

Date Entry in MyEducation BC

The date entry in MyEducation BC is based on the Regional Settings on your local computer. The recommended standard is dd/mm/yy as shown below.



Handy short cuts for date entry in MyEducationBC are

- enter the letter t for today's date
 - enter dates as June 5, 1999
 - enter dates as 050699
- which will all come out as 05/06/1999.

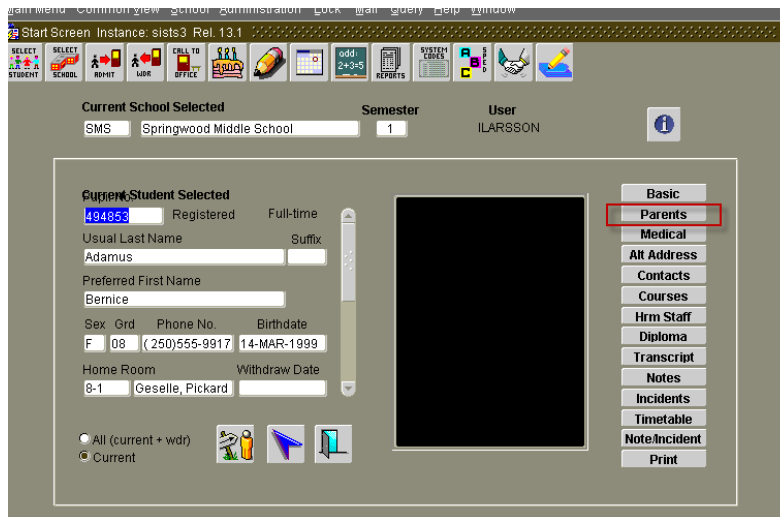
It is important to double check the dates, especially for the first 12 days of the month, as it is very easy to transpose the numbers e.g. 060599 would be incorrect in this example. An easy way to double check is to click the calendar icon next to the date field.

Continuing and Temporary Custody Orders

To support ongoing efforts by districts and schools to monitor and meet the educational needs of students under Temporary or Continuing Custody Orders, the custody codes “Temporary Custody Order” (TCO) and “Continuing Custody Order” (CCO) have been added to BCeSIS and MyEducation BC. Districts are now requested to update the Custody field for each of their students in care who are enrolled in their schools. This information will help school staff responsible for students in care to identify these students, and easily generate reports that can be used for discussion with Child Welfare Workers, or for their own school and district monitoring and reporting efforts.

As schools and districts identify students in care who are currently enrolled, the “Home School” in BCeSIS or “Primary” school in My Education BC needs to update the student records as indicated below.

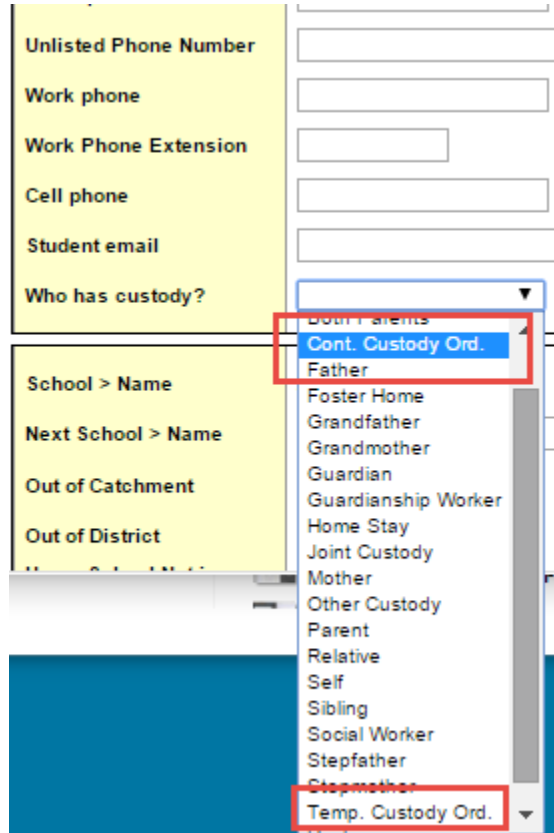
In BCeSIS query for the student and select the Parents button on the Start screen.



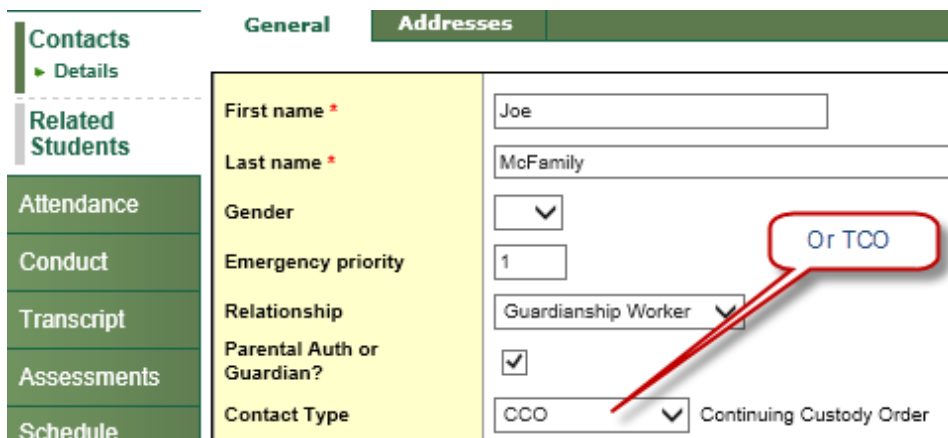
The screenshot shows the BCeSIS Start Screen interface. At the top, it displays 'Current School Selected' as Springwood Middle School, 'Semester' as 1, and 'User' as ILARSSON. Below this, the 'Current Student Selected' section shows a student with ID 494853, registered as Full-time. The student's usual last name is Adamus, and their preferred first name is Bernice. Other details include sex (F), grade (08), phone number ((250)556-9917), birthdate (14-MAR-1999), home room (8-1), and Geselle, Pickard. A sidebar menu on the right contains various options, with 'Parents' highlighted by a red box. Other options include Basic, Medical, Alt Address, Contacts, Courses, Hrm Staff, Diploma, Transcript, Notes, Incidents, Timetable, Note/Incident, and Print.

Update the Custody to Temporary Custody Order or Permanent Custody Order. Also update the Parent Type and Living With entries.

In MyEducation BC select the student from the Student List and go to the Demographics sub tab. Select Cont. Custody Order or Temp. Custody Order from the Who has Custody pick list.



From the Student List select the Contacts Side Tab and enter the appropriate contact information in the Relationship pick list and check the Parental Auth or Guardian? check box. Then enter the appropriate Contact Type, CCO or TCO.



Audit Reports

Below is a list of MyEd and BCeSIS reports (**cohort 7 schools ensure you run the BCeSIS reports prior to conversion**) to be kept, as suggested by the Audit Branch and by districts that have gone through the audit process. This is not intended to be a required list. You will need to go through these reports with your administrative and data collection staff to ensure they have what they need from BCeSIS should they be selected for an audit by the Ministry. Similar information will need to be available from MyEducation BC.

The table below is intended to support the audit process but not to replace the audit instructions located at <http://www.bced.gov.bc.ca/compliance/>

Table of suggested reports to archive for Audit.

Report Name	Reason	Date Range	Comment
1701 Reports and Extracts	For backup	Snapshot- September 30 DL and CE: Also February 17 and May 4	This is the file sent to the Ministry. The reports should also be run and archived
Timetables (Course based schools only)	Record of FTE	Snapshot- September 30 DL and CE: Also February 17 and May 4	This should be run and archived on September 30 for all course based schools and students. These can be produced by the September 30 GDE later, or a mass print of PDF files (Could use SADE or Class Lists or GDE instead but it is more convenient to use timetables as the auditors are looking at individual students)
Student Verification Form - Short	Address verification	Snapshot- September 30 DL and CE: February 17 and May 4	This should be run and archived on September 30 for all schools and students. This could be created using a September 30 GDE as well.
Cross Enrolled Students Report	Verification of student cross enrolled September 30	Snapshot- September 30	BCeSIS Reports > 06 Enrolment Reporting > Cross Enrolled Students Report MyEd – Filter for Secondary School Associations – Quick Report

Report Name	Reason	Date Range	Comment
BCeSIS Export Ad-Hoc MyEd – Global TT – Favorite – Student Program Participation – Quick Report	Verification of Students in Career Programs (if you are using career programs to track)	Snapshot- September 30	Include the following fields Home School, State No, Legal Name, First Name, Program Name
Class List – both systems	Verification of who was in what class or homeroom, handy to cross check with other documents	Snapshot- September 30 (for Nominal role students) (Some district run this for all students as well)	For the nominal roll audit (Aboriginal Affairs & Northern Development Canada) run for all courses in course based schools, elementary should run for homeroom. Query by Team and add all nominal roll students to a team
General Data Extract (GDE)	Backup of records	Snapshot- September 30 DL and CE: Also February 17 and May 4	All GDE's should be extracted and archived on September 30 for all schools

Report Name	Reason	Date Range	Comment
General Data Extract: Course Information (From above extract)	Verification of: <ul style="list-style-type: none"> • Partial Credit Courses • BAA courses • Post Secondary Courses • Career Courses 	Snapshot- September 30	<ul style="list-style-type: none"> • 15 Export, run the BC General Data Extract and choose the Course Information file. Choose to Include Column Headings and BCeSIS IDS. Type in a directory path where you want the file saved and enter sept30 in the file prefix field; then press Start Extract. <ul style="list-style-type: none"> • In Excel, find this data file. Open it as a COMMA DELIMITED file. Enable filtering then right click on the columns and if you find it easier, hide all columns except <i>Department, Course Code, Title, Credit Value, Grade Level, Short Name and Course Length</i>. (To display hidden columns, select the columns adjacent to either side of the columns that you want to unhide) • For courses with partial credits: Filter on Credit Value: courses with a credit value: "Uncheck 4 or 0 or blank"; print the list, check "Select All" in the filter drop down <ul style="list-style-type: none"> • For BAA courses: Filter of Course Code: Text Filters-> Check "Begins with Y"; print the list, click "Select All" in the filter drop down • For Post-Secondary courses: Filter on Course Code: Text Filters-> Check "Begins with P"; print the list, click "Select All" in the filter drop down <ul style="list-style-type: none"> • For Career courses: Filter on Department: Text Filters-> Check

Report Name	Reason	Date Range	Comment
<p>BCeSIS - Activity Log – Student (Courses Screen -> Navigate -> Activity or the Navigate button on the main screen and search for Activity Log-Student)</p> <p>MyEd – Student TT – Schedule ST – Change History subtab – Quick Report</p>	To verify number of student courses are accurately reflected	<p>Beginning of school until the end of the 3rd week of October DL and CE: Ensure you have records for students leaving</p>	<p>The auditors require add/drop records for all students claimed on 1701 from the beginning of school until the end of the 3rd week of October. As attendance is archived upon withdrawal and detailed information is no longer available, you must ensure that you have this report for each student withdrawn. For other students this can wait until the audit. If a student has moved to another in-district school, their Activity Log - Student can be run by the student’s current school and sent to you</p>
<p>BCeSIS Attendance by Period (Course based schools – this may apply to Elementary schools)</p> <p>MyEd –Student TT – Attendance ST – Class Attendance subtab – Quick Report</p>	Record of attendance to verify student was in the school	<p>Beginning of school until the end of the 3rd week of October</p> <p>DL and CE: Evidence of active engagement or 10/10 rule for CE</p>	<p>The auditors require attendance records for all students claimed on 1701 from the beginning of school until the end of the 3rd week of October.</p> <p>As attendance is archived in BCeSIS upon withdrawal and detailed information is no longer available, you must ensure that you have this report for each student withdrawn. For other students this can wait until the audit. If a student has moved to another in-district school, their Attendance by Period can be run by the student’s current school and sent to you</p> <p>As attendance is in MyEd may not be available upon withdrawal, you must ensure that you have this report for each student withdrawn. For other students this can wait until the audit. If a student has moved to another in-district school, their Attendance Summary can be run by the student’s current school and sent to you</p>

<p>BCeSIS - Attendance Summary</p> <p>MyEd – Student TT- Attendance ST – Daily Attendance subtab - Attendance History Report</p>	<p>Record of attendance to verify student was in the school</p>	<p>Beginning of school until the end of the 3rd week of October</p> <p>DL and CE: Evidence of active engagement or 10/10 rule for CE</p>	<p>The auditors require attendance records for all students claimed on 1701 from the beginning of school until the end of the 3rd week of October.</p> <p>As attendance is archived in BCeSIS upon withdrawal and detailed information is no longer available, you must ensure that you have this report for each student withdrawn. For other students this can wait until the audit. If a student has moved to another in-district school, their Attendance Summary can be run by the student’s current school and sent to you</p> <p>As attendance is in MyEd may not be available upon withdrawal, you must ensure that you have this report for each student withdrawn. For other students this can wait until the audit. If a student has moved to another in-district school, their Attendance Summary can be run by the student’s current school and sent to you</p>
<p>BCeSIS - Class List with Marks</p> <p>MyEd – Quick report</p>	<p>Verification of achievement for nominal roll audit</p>	<p>Snapshot at end of First Term of marks for grade 10, 11 and 12 nominal role students</p>	<p>For the nominal roll audit (Aboriginal Affairs & Northern Development Canada) run for all courses in course based schools, elementary should run for homeroom.</p> <p>In BCeSIS Query by Team and add all nominal role students to a team</p> <p>In MyEd create a Snapshot using a query and use in Grade TT- Transcript side tab and create a quick report</p>
<p>BC Admission/Withdraw</p> <p>MyEd – School TT – Enrolment activity report</p>		<p>Beginning of School until audit</p>	<p>In BCeSIS this report will pick up your withdrawn students after the fact so this can wait until the audit</p> <p>In MyEd we are not sure if the report picks up withdrawn students after the fact – test this out and use the Student TT – BC Withdrawal report for each student withdrawing</p>