### Purpose:

- Ensure that all DL Active Dates are posted to both the Grades Input area and Transcript area.
- The DL Active Date in the Transcript area is the source used by the *Distance Learning* **1701 extract** *process.*
- The intended audience of this document is School Administration (Principal and Secretaries).

Notes:

- When the DL Active Date in the Grade Input area is empty, the date is automatically generated by the first Gradebook Assignment Mark that is entered by teaching staff.
- Any historical date entered/posted in the Transcript area must be posted into the Grade Input area in
  order to avoid being over-written by an incorrect date generated by Gradebook functionality.
  - The reverse is also true when the DL Active Date is entered into the Grade Input area by school administration.
- The DL Active Date must be posted into the Transcript area in order to be picked up by the 1701 extract process.

Pages Sc	hool Student	Staff Attendance	Conduct	Pages	School	Student	Staff	Attendance	Conduct	Grades
Options	Reports Help			Options	Repo	orts He	lp			
Transcripts	::Duck, Donald	2015 - ACCOUNTIN	NG 12	Classes	: MACC	C-12-01 - AC	COUNT	ING 12		
Grade Terms	Save Cancel Auto-sav	ved at 10:09 PM		Grade Terr	ns	Student Fields Default Fields	<b>T</b>	Grade Columns	ourse 🔻	Term
Transcripts	Pupil #	11011		Transcripts			Star	Data	eDate % (	Complete
► Details	Name	Duck, Donald		Transcript	Column	Name	YOG \$	4	4	Jompiere
Transcript	School year	2015				Duck Donald at	2015 16/0	2/2015		
Attributes	Grade level	12 Override		Credit Adju	stments	Duck,Donald g	2013 10/0.			
Credit	Course	MACC-12-01		Grade Inp	ut	Average score				
Adjustments	Course description	ACCOUNTING 12		Student	J				1	
Grade Input	Teacher			Assign	Standards					
Grade Post	Course Start Date	15/08/2014	<u> </u>	Grade Po	standards					
Controls	Actual Start Date	15/08/2014	$\leftarrow$	-						
GPA	Active Date		<							
	Completion Date		$\leftarrow$							
	Transci	ript "area"				Grade	Input "	area"		

There are two pathways to enter the DL Active and other Course dates:

### A: Enter DL Active Date in Transcript Area and post to Grade Input area.

This pathway is used to correct/update Course Dates and the DL Active Date after the student is no longer on the teacher's course roster in MyEdBC. This method can only post a single course date record at a time.

### **B:** Enter DL Active Date in Grade Input area and post to the Transcript area.

This method is the most efficient and should be used for bulk entry of DL Active Dates grouped by Course-Section. This method can post multiple course dates to the Transcript area in a single action.



A: Ente	r DL	Active D	ate ir	Transcrip	ot Area a	nd pos	t to Grade	Input are	a			
BRI BRI	TISH	wEducation		(OOL 2014-2	2015			Change View	Select School	Set Prefe	rences	Log Off
											Schoo	or view
Pages	school	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	loois	Admi	n
Options	Repor	ts He	P									
Transcrip	s :: Duc	k, Donald	- 2015	- ACCOUNTI	NG 12					I Q		
Grade Terms	Save	Cancel Auto-	saved at 10:0	09 PM			Templa	te $\rightarrow$	KOOL Acti	ve Dates		•
Transcripts	Pupil #		11011									
► Details	Name		Duck, [	Donald								
Transcript	Schoo	l year	2015									
Column	Grade	level	12 0	Override								
	Master	e Schedule >	MACC-1	12-01								
Credit Adjustments	Course	e description	ACCOL	INTING 12								
Grade Input	Teach	er										
	Course	e Start Date	15/08/2	014	<del>(                                    </del>							
Controls	Actual	Start Date	15/08/2	014	←							
GPA	Active	Date			$\leftarrow$	aka DL	Course De	esignator				
	Compl	etion Date			$\leftarrow$							
	Final M	Mark		Q								
	Credit											
	Course	e End Date	24/07/2	015								
	How T	aken		]	$\leftarrow$							
	Term (	Code			$\leftarrow$							
	Save	Cancel Auto-	saved at 10:	09 PM								

School view -> Grades top tab -> Transcripts side tab.

Select the individual student and their course-section you need to work on.

This pathway is used to correct/update Course Dates and the DL Active after the student is no longer on the teacher's course roster in MyEdBC. This method can only post a single course section record at a time.

While in the "Details" view, use the Template "Kool Active Dates" or "SD73 Active Dates" to present the fields in an accessible manner on the screen.



BRIT	ISH MBIA MyEducatio	on <mark>BC</mark> @	KOOL 2014-2	015			Change View	Select School Set Pre	ferences Log Off School View
Pages S	chool Student	t Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global Tools	Admin
Options	Reports	Help							
Transcript	:: Duck, Dona	ld - 2015		NG 12					
Grade Terms	Save Cancel							KOOL Active Dates	
Transcripts ▶ Details	Pupil #	11011 Duck, I	Donald						
Transcript Column Attributes	School year Grade level	2015 12 C	Override						
Credit Adjustments	Master Schedule > Course Course description	MACC-1	I2-01 INTING 12						
Grade Input	Teacher Course Start Date	15/08/2	014						
Controls	Actual Start Date Active Date	29/09/2	014						
	Completion Date Final Mark		Q						
	Credit Course End Date	0.0	015						
	How Taken Term Code	Flex Ed	ducation						
	Save Cancel	4	_						

While in this "Details" view, take the time to correct the How Taken and Term Code as well.

d and a second	British olumbia	MyE	ducation	3C	@K	OOL 2014-2	201	5				Chang	e View	Select	Schoo	I Set I	Prefere	ences <mark>Schoo</mark>	Log Off I View
Pages	Schoo	ol S	Student	Sta	ff	Attendance	С	onduct	Grade	s Asse	ssment	Sche	edule	Glo	bal	Tool	s	Admi	n
Options	Re	ports	Hel										Y		a→z	1h			
Transcr	ripts																		
Grade Te	ripts erms			_				1 c	of 1 selec	ted 🥖		KOOL P	upil# = 33	2320	- Qua	arterly - I	No Ca	alculated	1 Final
Transcr Grade Te	ripts erms	Pupil #	<sup>‡</sup> Name	Year	Grade	MasterSchedule > Co	ourse	1 c	of 1 selec	ted <i>Ø</i>	StartDate	KOOL P	upil# = 33 Completion	2320 Final	- QUA Credit	arterly - I <mark>CrsEndD</mark> a	NO Cá ate Hor	alculated wTaken	f Final
Grade Te Granscr Details	ripts erms ipts	Pupil #	Name     Duck, Donald	Year 0	Grade	MasterSchedule > Co MACC-12-01	ourse	1 c CourseDesc ACCOUNTING	of 1 select Teacher	ted CrsStartDate 29/09/2014	StartDate 29/09/2014	KOOL Participate	upil# = 33 Completion	2320 Final	- Qua Credit 0.0	arterly - I CrsEndDa 24/07/201	No Ca ate Hor 5 File	alculated wTaken x Educatio	f Final Term

After the DL Active Date and other Course dates are entered/corrected, return to List View (from Details) and click Options.



	Options Repo
-	Add
1	Delete
	Modify List
Г	Mass Update
	Calculate Averages
Н	Calculate Credits
Ш	Merge Drop/Adds
	Upda Gradebooks
Ш	Send Email
	Query
	Snapshots
	Show Selected
	Omit Selected
S	elect "Update Grade

Update	Gradebooks	from	Transcript
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Transcript Definition	Select from a pick list
Update For	
Current selection: 1	
Current Year	I
All Transcripts	I

Ensure that you are only operating this procedure on the current selection. Activate the Pick list by clicking

# the 🔍 magnifying glass.



Select the type of date that you need to post from Transcript to the Grades Input area. If you have corrected all five date types, then you will need to post each of these dates one at a time.



A Co	BRITISH OLUMBIA	lyEducation	BC @	KOOL 2014-2	015	
Pages	School	Student	Staff	Attendance	Conduct	Grades
Options	Repo	rts He	lp			860
Delete Change H	istory	ck, Donald	- 2015	- ACCOUNTII	NG 12	
Grade Te	rms	Cancel				
Transcri	pts Pupil	#	11011			
► Details	Name		Duck, I	Donald		
If you hav	e sufficient	t security pri	vileges.	vou can also se	e the chang	e historv fo

If you have sufficient security privileges, you can also see the change history for the course date fields. If you need confirmation about the change history, you can request this history from District L1 personnel.

Change History for	Duck, Donald	- 2015 - ACCOUNTIN	G 12				
					Today		•
User > Name	Change type	Time stamp	Field	Previous V	alue	Changed Value	
			Actual Start Date	2014-08-15		2014-09-29	
Goofy, Primrose	Modify	12/04/2015 10:23 PM	Course Start Date	2014-08-15		2014-09-29	
			Active Date	2014-09-29		2014-06-11	
Goofy, Primrose	11-17-	10/01/0015 10:10 514	Term Code			FY	
Gooly, Hinnose	Modify	12/04/2015 10:19 PM	How Taken			Flex Education	
Change history pro	ovides data er	ntry information simil	ar to the above scr	eensho	ot.		



# B: Enter DL Active Date in Grade Input area and post to the Transcript area.

A Co	BRITISH OLUMBIA	MyI	Education <mark>B</mark> (	0	KOOL 2014-2	015		
Pages	School		Student	Staff	Attendance	Conduct	Grades	
Options	Rep	orts	Help					
Classes								
Grade Te	rms						0 of 180 s	s
Transcrint	le		Course	SecNo	Description		Term	
папьспр			ATTAM-SR-001	001	SOCIAL RESPONSIBILIT	TY AND WORK HABIT	S FY	
Transcript	Column		MAC11-01	01	ACCOUNTING 11		FY	
Attributes	8		MACC-12-01	01	ACCOUNTING 12		FY	
Credit Adj	ustments		MAWM-10-01	01	APPRENTICESHIP AND	WORKPLACE MATH	10 FY	
Grade In	put		MAWM-11-01	01	APPRENTICESHIP AND	WORKPLACE MATH	11 FY	
Input Gr	id		MBCA-11-01	01	BUSINESS COMPUTER	APPLICATIONS 11	FY	
Reportin	ng Standards		MBI11-01	01	BIOLOGY 11		FY	1
Grade P	osts		MBI12-01	01	BIOLOGY 12		FY	-

School View -> Grades top tab -> Grade Input side tab

This method is the most efficient and should be used for bulk entry of DL Active Dates grouped by Course-Section. This method can post multiple course dates to the Transcript area in a single action.

Select the course section you need to work on and click the Course Code blue link to drill into the Detailed Grade Entry grid.

B CO	RITISH DLUMBIA	MyEducation	BC @I	KOOL 2014-	2015			Change View
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule
Options	Repo	orts Hel	p					
Classes	:: MAWI	W-11-01 - AF	PPREN			LACE MA	TH 11 :: Mou	se, Minnie
Grade Terr	ms	Post Columns - Cou	urse	Term	s	ingle Stu	dent View	
Transcripts	S					view all stud	ents	
Transcript Attributes	Column	Actual Start Date	4 &	30/09/2013) .				
Credit Adju	ustments	Active Date 🦸	2	30/09/2013 <b>!</b> a	aka DL Course	Designator		
Grade Ing	put	Percent Complete	4 2					
Input Grid	d	Completion Date	4 🙎					
Assign Reporting Grade Po	ment g Standards osts		Single	Student View				

Click Student sub-side tab to bring up the Single Student detail view. Select the View drop down value of "**Post Columns – Course**". When the Active Date or other course data is entered, the data is saved automatically. There is no "Save" button.



< >	C 🔒 htt	ps://www.my	/educat	ion.gov.bc.ca/as	pen/contextl	List.do		
Apps	🗅 Getti	ng Startec	🗅 Imp	orted From				
star and a star	British Olumbia N	<i>AyEducation</i>	BC @	KOOL 2014-2	015			
Pages	School	Student	Staff	Attendance	Conduct	Grades	As	se
Options Post Grad Prepare G	Repo les Grade Input	rts He	lp	_	_			
Show Sel	ected cted					0 of 1 se	elected	1 6
Transcrip	ts	Course	SecNo	Description			Term	Tea
		MAWM-11-01	01	APPRENTICESHIP AND	WORKPLACE MA	TH 11	FY	Ha

After course dates are entered for the entire course section, return to the List View and ensure that you have only this single course-section in the List View by selecting it and then clicking Options -> Show Selected.



Next, click Options -> Post Grades.

Post Grades					
Post course dates					
Grade Term	<b>T</b>				
Grades to post	Course dates for all students				
Post For					
Current selection: 1					
All Classes					
OK Cancel					

Ensure you have Checked on *let* the parameter for "Post course dates". Double-check that the parameter for "Current selection" is selected. Click the OK button.

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BRITISH COLUMBIA MyEducationBC @KOOL 2014-2015							
Pages	School	Student	Staff	Attendance	Conduct	Grades	Asses
Options         Reports         Help           Lookup (Ctrl+L)         Fill-Down Values (Ctrl+D)         1-01 - APPRENTICESHIP AND WORKPLACE MATH 11           Revert Current Cell (Ctrl+K)         1-01 - APPRENTICESHIP AND WORKPLACE MATH 11							
Grave Tel Transcript	rms is	Student Fields Default Fields	<b>T</b>	Grade Columns Post Columns - C StartDate	ourse	. All % Comple	•te C

*An alternative way* to post the course dates for the course-section you are working in is to remain in the Details Course Roster view, then click Options -> Post Grades.

Post Grades				
Class	MAWM-11-01 APPRENTICESHIP AND WORKPLACE MATH 11			
Post course dates				
Grade Term	<b>T</b>			
Grades to post	Course dates for all students			
OK Cancel				

Ensure you have Checked on 🗹 the parameter for "Post course dates". Double-check that the parameter for "Current selection" is selected.

Click the OK button.

If you wish to verify that the DL Active Date was posted to the "Transcript" area, you can follow Pathway "A" to find the student and their course-section.