



SD73 KAMLOOPS/THOMPSON

December 15, 2015

Version 1.0

LISTING STUDENTS WITH DL SCHOOL COURSES

When a counsellor or administrator, asks you for a list of students at your school that are also taking courses at a Distributed Learning Center (@KOOL/SCIDES/EBus), you can print/extract a list by following these instructions.

Navigation Path:

- School View
- Grades Top Tab>Transcripts Side Tab
- Filter> SD73 DL Courses-in-Progress
- Field Set> SD73 Default Fields
- Complete the dialogue box (as below)
- School Year Context > School Year = “Current School Year”.
 - For example, the MyEdBC school year September 2015 to June 2016 is called the “**2016**” school year.


Search criteria - Google Chrome

<https://www.myeducation.gov.bc.ca/aspen/searchPrompt.do?filterId=FTR000000ua5vv&u>

Search criteria

School Year Context > School year	<input type="text" value="2016"/>
School > Type	<input type="text" value="DL"/>
School > Type	<input type="text" value="Distance"/>
Search based on	<input type="text" value="All Records"/>

The Listview results will including all transcript records where the course is delivered by a Distributed Learning school for the school year you selected.

0 of 378 selected  SD73 DL Courses-in-Progress - Quarterly - No Calculated Final

Year	School > Name	Grade	SchoolCourse > CrsNo	MasterSchedule > Course	SchoolCourse > Flavour	MasterSchedule > SecNo	CourseDesc	Final	Credit	SchoolCourse > Credit	MasterSch
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	South Central Interior DE	09	MSS--10	MSS--10-01		01	SOCIAL STUDIES 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	12	MPLAN10	MPLAN10-55		55	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	12	MPLAN10	MPLAN10-55		55	PLANNING 10		0.0	4.0	FY
2016	@KOOL	11	MPLAN10	MPLAN10-55		55	PLANNING 10		0.0	4.0	FY
2016	@KOOL	11	MPLAN10	MPLAN10-60		60	PLANNING 10		0.0	4.0	FY
2016	@KOOL	12	MPLAN10	MPLAN10-55		55	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	11	MPLAN10	MPLAN10-60		60	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	12	MPLAN10	MPLAN10-60		60	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	11	MPLAN10	MPLAN10-60		60	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	11	MPLAN10	MPLAN10-60		60	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPREC11	MPREC11-01		01	PRE-CALCULUS 11		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	10	MPLAN10	MPLAN10-70D		70D	PLANNING 10		0.0	4.0	FY
2016	@KOOL	11	MPLAN10	MPLAN10-60		60	PLANNING 10		0.0	4.0	FY

****Please note that student names and pupil numbers have been omitted from this screenshot***

- Once you have the list of students you can either print /extract using the printer icon
- If you want to just **print the list** you may need to change your paper orientation to Landscape so that all the information prints.
- If you would like to **extract the list** and save it as an Excel spreadsheet, choose CSV file format . This will allow you to sort the data as you like.