**OSC Bulletin – June 2016**

The purpose of this series of bulletins is to provide information to L1 support personnel about MyEducation BC business process items of interest and note. This bulletin outlines the requirements for changes to the Schedule Copy Transcript Procedure, Drop Delete Course requirements and the Course Information Merge requirements. These requirements have been reviewed and amended based on feedback by schools and Fujitsu and are in the final stages before submission. Please ensure that these are reviewed by the appropriate people in your District. Contact Ian Larsson (ian.larsson@gov.bc.ca) if you have any questions or feedback.

**Schedule Copy Transcript Procedure Requirements for MyEducation BC**

**1. What business process (timeline) is the issue associated with?**

Students taking courses over multiple years.

**2. Detailed description of issue and recommended approach for resolution (add screen shots if needed):**

In MyEd accurate student course information is critical to many processes, for example; report cards, official and unofficial transcripts, diploma verification for graduation, ministry reports, school funding and application billing.

Presently when a course is carried over to a new year the Schedule Copy Transcript Procedure moves the student to the same named course section in the next year schedule and copies the current year transcript record to next year preserving the term marks, active date, actual start date and percent complete fields. (M421 The progress reporting interface should carry over to a new school year (next learning cycle) - no manual re-entry of information.)

The current year transcript record is preserved which creates a duplicate transcript record. This duplicate record causes problems in many reports and must be manually deleted by schools.

The Schedule Copy Transcript Procedure does not move the gradebook information from the previous year causing teachers to have to look up the previous year’s assignments in order to track the student’s progress. (Requirement M420 Ability to transfer classes into a different teacher’s progress reporting interface within schools and between schools and School Districts.)

The following describes the business rules for moving courses to next year:

* Move the student from the current year course to a next year course or from a previous year course to a current year course
* Retain Actual Start Date, Active Date, and Percent Complete
* Retain any term mark, work habit and comment in the term it was entered in
* Delete the old transcript record
* Move all assignments from the grade book into the new course including marks and comments
* Develop instructions or a process to clean up existing duplicate transcript records

**Drop Delete Course Requirements for MyEducation BC**

**1. What business process (timeline) is the issue associated with?**

Student withdrawal and “course drops” which happen throughout the school year.

**2. Detailed description of issue and recommended approach for resolution (add screen shots if needed):**

In MyEd accurate student course information is critical to many processes, like report cards, official and unofficial transcripts, diploma verification for graduation, ministry reports, school funding and application billing.

Presently when a course is dropped or a student is withdrawn, there are a number of manual steps that have to be followed in order to ensure that the correct mark is entered in the student transcript and that the correct mark will not be inadvertently overwritten from the gradebook. There are also a number of cases when a course is dropped and should be completely removed from the student record, including the assessment record if it exists, or that the information contained in the record needs to be transferred to a different course and section and be completely removed from the original section. This process is also manual and extremely cumbersome. The issue that seems to prevent a course record from being completely removed from the system is that there are a number of fields (mainly dates) with data, and these date fields can exist in the background of the gradebook that you can’t see, and then when a transcript record is deleted, these dates cause it to be re-generated next time course dates are posted. The other problem is that there is no way to transfer student marks, dates, WH, comments and attendance from one course section to another as it was in BCeSIS.

* In the wizard for withdrawing a student, and at the time of dropping a course - there needs to be a quick easy option of either enter a final mark, or remove the course entirely (which would remove ALL fields of data at once including dates from the grade input screen, and deleting the Transcript Record and assessment record) for every course drop and Withdrawal after a certain date.
* Assessment records are being created by the Course Exam Synchronization Procedure for students who have dropped or withdrawn, from courses, this should not happen.
* There are many invalid transcript records created by the existing post process that need to be cleaned up

The following describes the business rules for dropping courses:

* Develop a process to allow a user to add and post a final mark or completely delete the transcript record and assessment record, and completely remove the student from grade input when a course is dropped.
* Transcript records should not be created for dropped courses
* Post Course Start Date and Course End Date to the student transcript from course schedule dates. Post Actual Complete Date, Student Active Date, Completion Date and Percent Complete as entered in Grade Input and Gradebook
* Maintain the existing rules for Actual Start Date, Active Date (with parameter switch) and Completion Date as noted in the table below
* Populating the Student Active Date into the Grade Input and Gradebook when the first assignment mark is entered in the Gradebook will be a school choice. Add a parameter (possibly School TT-Setup – Preferences - Grades) to allow a school to turn off the automatic trigger for the Student Active Date. The default will be that the parameter is unchecked and the user enters the Student Active Date manually. When the parameter is checked, the Student Active Date will populate with the date of the first assignment mark in the Gradebook
* Develop instructions or a process to clean up existing invalid transcript records (the “zombie” records)

**Course Information Merge for MyEducation BC**

**1. What business process (timeline) is the issue associated with?**

Students transfer between similar courses which happen throughout the school year.

**2. Detailed description of issue and recommended approach for resolution (add screen shots if needed):**

Teachers often teach multiple students in the same class who are taking different but related courses. The Classes functionality in MyEd provides some functionality for attendance it does not provide the ability to use the same gradebook. E.g. English 11 and Communications 11 would share many of the same assignments, rather than having a separate course the teacher would prefer to have all student in English 11 and transfer the students who are in Communications 11 to the different course and section at the end of the course. Presently when a student is withdrawn from a course and added to a different but similar course there are a number of manual steps that must be followed. These steps ensure the correct mark and other course information such as dates, are moved to the new course record in the student transcript.

We need the ability to transfer all fields of data between one course code and section transcript record to another different course code and section transcript record(including dates, marks, WH, comments, and attendance), and delete the original transcript record. (Requirement M410 Ability to copy assessable items to another class.)

The following describes the business rules for transferring course information from one section to another:

* Move the student from the current course section to another course section
* Retain Actual Start Date, Active Date, and Percent Complete
* Retain any term mark, work habit and comment in the term it was entered in
* Retain any attendance records
* Delete the old transcript record

**Table of Course Attributes Requirements**

| **Date** | **Purpose** | **Present Behaviour** | **New Behaviour** |
| --- | --- | --- | --- |
| Course Start Date | Beginning of the course in a brick and mortar school | Populated from scheduled term date into grade input and gradebookPosted to transcript using Post Columns - Course  Not copied by Schedule Copy Transcript Procedure | Populated from scheduled term date into grade input and gradebookPosted to transcript using Post Columns - Course , only if a schedule record exists or there is an existing transcript recordNot copied by Schedule Copy Transcript Procedure |
| Course End Date | End of the course. Used by SADE and TRAX for brick and mortar school | Populated from scheduled term date into grade input and gradebookPosted to transcript using Post Columns - Course  Not copied by Schedule Copy Transcript Procedure | Populated from scheduled term date into grade input and gradebookPosted to transcript using Post Columns - Course , only if a schedule record exists or there is an existing transcript recordNot copied by Schedule Copy Transcript Procedure |
| Actual Start Date | Date the student is added to the course if it is after the Course Start Date | Date student is added to the course if after the Course Start Date or populated manually in grade input and gradebookPosted to transcript using Post Columns - Course Copied by Schedule Copy Transcript Procedure | Populate with initial Course Start Date if there is no value, or the Date student is added to the course or populated manually in grade input and gradebookPosted to transcript using Post Columns - Course , only if a schedule record exists or there is an existing transcript recordCopied by Schedule Copy Transcript ProcedureTransferred to new course section by Course Information Merge |
| Active Date | Used by DL schools. Trigger for funding; used in 1701 and SADE | Populated when first assignment is entered in the gradebook or entered manually into grade input and gradebook Posted to transcript using Post Columns - Course Copied by Schedule Copy Transcript Procedure | Populated when first assignment is entered in the gradebook or entered manually into grade input and gradebook based on school preferencePosted to transcript using Post Columns - Course , only if a schedule record exists or there is an existing transcript recordCopied by Schedule Copy Transcript ProcedureTransferred to new course section by Course Information Merge |
| Completion Date | Date final mark is entered. Used by SADE and TRAX for DL | Populated when a final mark is entered into grade input or gradebook or manually entered Posted to transcript using Post Columns - Course  | Populated when a final mark is entered into grade input or gradebook or manually entered Posted to transcript using Post Columns - Course , only if a schedule record exists or there is an existing transcript recordNot copied by Schedule Copy Transcript ProcedureTransferred to new course section by Course Information Merge |
| Percent Complete | When entered, appears on report card. Indicator for parents and school how far along the student is in course | Populated manually Posted to transcript using Post Columns - Course Copied by Schedule Copy Transcript Procedure | Populated manually Posted to transcript using Post Columns - Course , only if a schedule record exists or there is an existing transcript recordCopied by Schedule Copy Transcript ProcedureTransferred to new course section by Course Information Merge |
| Term Marks, Comments and Work Habits | When entered, appears on report card. Indicator for parents and school on student achievement  | Populated manually Posted to transcript using Post Columns - TermCopied by Schedule Copy Transcript Procedure | Populated manually Posted to transcript using Post Columns - Term , only if a schedule record exists or there is an existing transcript recordCopied by Schedule Copy Transcript ProcedureTransferred to new course section by Course Information Merge |