OSC Bulletin – January 2016

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 Judy Smith (Judy.L.Smith@gov.bc.ca) or Ian Larsson (ian.larsson@gov.bc.ca) if you have ideas or questions about the contents of the bulletin. Some of the content in this bulletin was shared in September but is included for the cohort 7 and 8 districts that may not have looked at it.

## Marks Discrepancy between BCeSIS and MyEducation BC

A number of schools have submitted PANDO tickets identifying discrepancies between final marks in BCeSIS, MyEducation BC, and in some cases TRAX.   The extent of the issue depends on a number of factors: the conversion date of the school, the method used to update final grades following job action, the processes used to update marks during conversion and whether the student(s) had transferred between a BCeSIS school and MyEd BC school during the 15 month conversion period.

Fujitsu will be providing districts with a marks discrepancy report beginning with Grade 12s for Cohort 6 districts. Detailed instructions and timelines will follow in a separate note to districts. We will also send information out via the TRAX list serve.
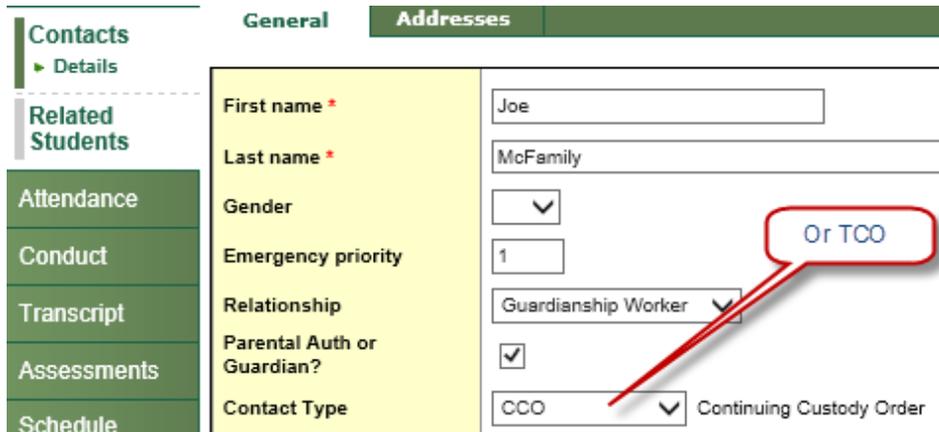
Continuing and Temporary Custody Orders

The Ministry for Children and Families uses MyEd BC data to track progress of students under their care. This means that schools need to ensure CCO or TCO is identified under the contact type for the Ministry rep. Superintendents have recently been notified that this information will be needed. Please have schools check their records.

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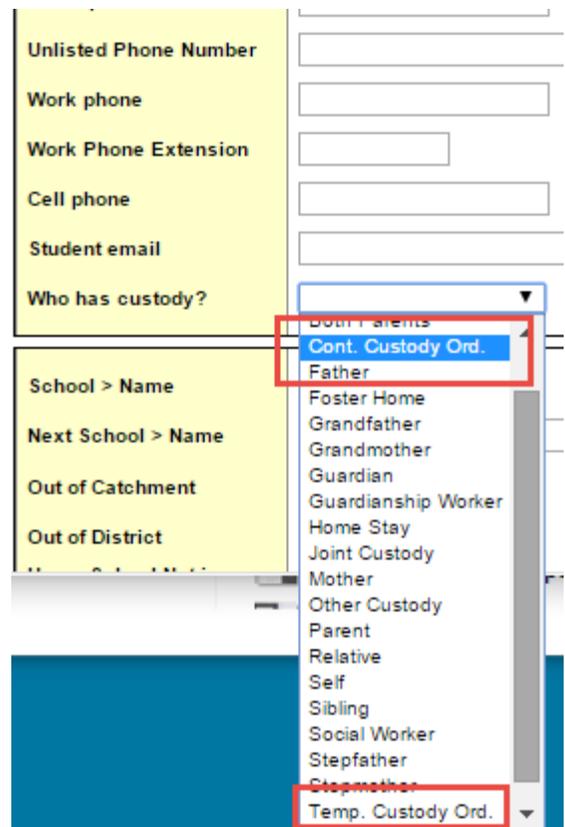
From the Student List select the Contacts Side Tab and enter the appropriate contact information in the Relationship pick list and check the Parental Auth or Guardian? check box. Then enter the appropriate Contact Type, CCO or TCO.

Registration

Many duplicate records are being created. There are three common reasons.

1. 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.
2. Users may be entering the last name in the first name field when doing the initial query. It's recommended that users only query on last name and leave the first name blank.
3. The browser has pop up blockers turned on. Users should ensure that pop up blockers are turned off.
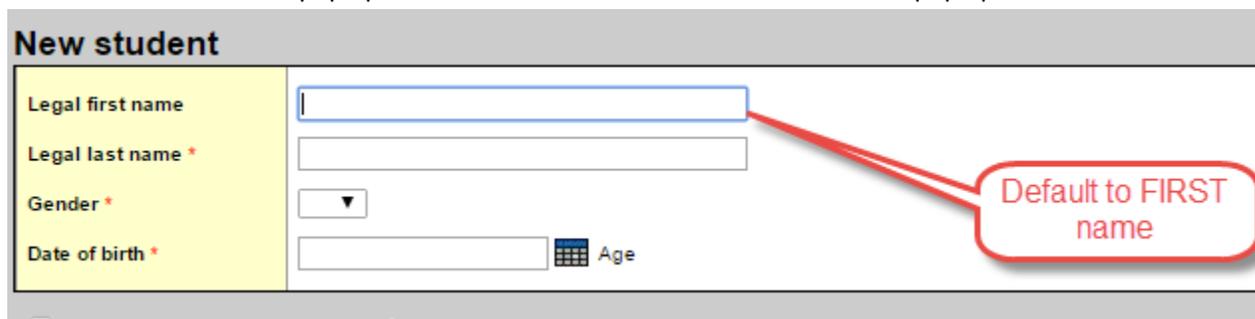
Usual Names

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.

Usual names are entered on step 3 of the registration wizard.

Usual first name	
Usual last name	
Preferred Gender	

Dropped Courses

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.

Once grade input is prepared and the course dates are populated it becomes difficult to drop and delete a course record from the student transcript. In order to drop-delete a course all data must be cleared from the record and the Gradebook (if in use) must be updated by the office so that a re-post from the Gradebook does not re-create the transcript record. More detailed instructions and a process to streamline the dropping of courses are under development.

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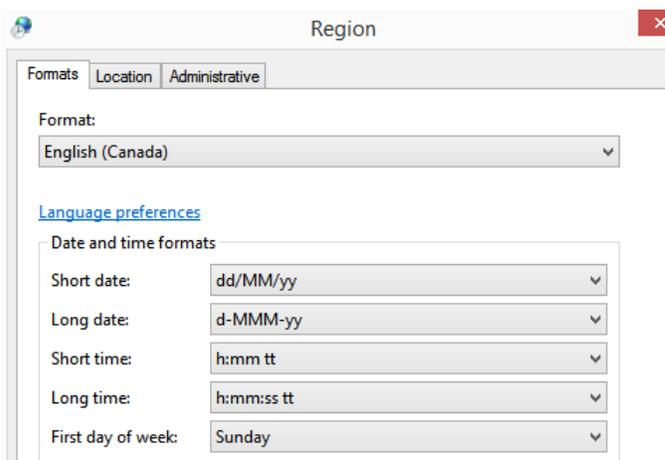
It is important to double check the dates, especially for the first 12 days of the month, as it is very easy to transpose the numbers e.g. 060599 would be incorrect in this example. An easy way to double check is to click the calendar icon next to the date field.

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 new Entry and Withdraw Codes are active in MyEducation BC. The list of withdraw codes can be found on the ISW > District Collaboration > MyEducation BC Standards. Entry codes are included here. These include direction on when to use the codes.

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.

Reports for Archiving

Below is a list of BCeSIS reports and extracts that you may want to keep once BCeSIS is decommissioned on January 31, 2016. This is not intended to be a required or exhaustive 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 for your school and district purposes. Similar information should be available from MyEducation BC, however it is up to districts to determine where the information is complete.

Report Name	Reason	Date Range	Comment
04 Demographics - Student Verification Form	Address verification	Current – only needed if you have not checked and updated MyEd	This should be run and archived for all schools and students. This could be created using a GDE as well. Possibility of a variance between BCeSIS and MyEd where physical address fields may not be the same the student address in cases where a student has changed their address since August 2014 in BCeSIS
BCeSIS Export Ad-Hoc – Inclusions	Verification of PSR Inclusions	Current – only needed if you have not checked and updated MyEd	Include the following fields Home School, State No, Legal Name, First Name, 1 to 30 (as many as your longest list) Inclusions were converted as part of the initial conversion but were not converted for later cohorts
BCeSIS Export Ad-Hoc – District or school level Ad-hoc fields	For backup	Current – only needed if you have not checked and updated MyEd	Include the following fields Home School, State No, Legal Name, First Name, and all ad-hoc information based on the categories and sup categories Possibility of a variance between BCeSIS and MyEd
06 Enrolment Reporting- BC Admission/Withdraw	Verification of Admit withdraw information	Current year	This report is only of value for conversions this school year –cohort 6 and 7 and 8

Report Name	Reason	Date Range	Comment
04 Demographics - BC Permanent Student Record	Legally required	Current as of conversion	Possibility of a variance between BCeSIS and MyEd
07 Health / Medical Reporting – Medical List	Verification of medical information	Current year	Only needed if Medical information has not been verified
11 Diploma / Marks Reporting – BC Transcripts	Graduation	Current as of conversion	Possibility of a variance between BCeSIS and MyEd – archive grade 8-12 if necessary. PSR archive should pick up K-9 info needed
11 Diploma / Marks Reporting – BC Diploma verification	Graduation	Current as of conversion	Possibility of a variance between BCeSIS and MyEd – archive grade 12 if necessary.