**OSC Bulletin – April 2016**

The purpose of this series of bulletins is to provide information to L1 support personnel about current MyEducation BC business process items of interest and note.

This bulletin has the Drop Delete Course Change Request developed by the OSC and is being sent out for broader review. Please read carefully and send comments Ian Larsson (ian.larsson@gov.bc.ca) if you have any questions or find missing requirements.

**Drop Delete Course Change Request for MyEducation BC – for Comment**

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

Student withdrawal, course transfer, 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. In order to ensure accurate and efficient entry of student course information a number of enhancements will be required.

**Enhancement Priority 1: Description of the Problem**

MyEd BC has been modified to support the entry of various key dates for a student course record needed by BC schools. The addition of these dates and the process of posting them to the student transcript then makes it difficult to completely remove a student course record from MyEd. If a student drops a course the student status is changed to withdrawn within the Grade Input/Gradebook table, and all the information stays, including the dates, which allows marks or dates to be updated if necessary. This is a good feature, however some of the date fields, which will have dates in them, are not visible. Currently it is standard practice to post course dates which creates a transcript record with dates only. This allows schools to easily view and create reports on student active dates. When a course is dropped before any mark has been assigned it is often necessary to delete the transcript record. The date fields remain in the gradebook and grade input and this causes the course record to be re-generated each time course dates are posted.

The active date is populated with the first assignment mark post from the grade book, but the first assignment may not meet the threshold for % of course completed. Schools have found that it is simpler to put the correct date in manually rather than having to correct or clean up each date.

**Proposed solution:**

* Ensure all ministry reports (1701, SADE, TRAX) will use the dates provided in Grade Input/Gradebook.
* Post Course Start/End/Actual/Active/Completion Date and Percent Complete only when there are grades, comments or work habits (term, final or progress)
* Remove the automatic trigger for active date and enter the active date field manually so that the date is accurate and only entered for the students who need it
* Maintain existing rules for Start/End/Actual/Completion Date
* Remove “Post Course Dates” so dates will only post on term posts
* Show the Course Start/End Date in score grid screen in Grade Input/Gradebook templates (School and Staff views) and allow users to update or delete them manually
* Create a query or report to view students who do not have an active date in the Grade Input/Gradebook score screens. This query or report will need to be available in the Staff View - Gradebook TT – Scores ST and in the School View - Grades TT Grade input ST

**Enhancement Priority 2: Description of Problem**

Presently when a student is withdrawn, drops a course, or transfers from one course section to a different course section, there are a number of manual steps that have to be followed in order to ensure that the correct mark and other course information, such as dates, are moved to the new course record in the student transcript and gradebook. There are also times when a course is dropped and needs to be completely removed from the student record, or 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. There needs to be an option to transfer all fields of data between one course code and section to a different course code and section (including dates, marks, work habits, comments, and attendance). When withdrawing a student, and at the time of dropping a course - there needs to be an option to 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) for every course drop and withdrawal.

**Proposed Solution**

* Provide an option to enter final or term mark when dropping a student from a section.
* Provide option to clear the transcript and gradebook related data when dropping a student from a section.
* Enhance the withdraw process with a workflow-like checklist and direct users to the proper place.
* Enhance the transcript add/drop and merge functionality to allow merging between different courses.
* The Course Exam Synchronization procedure should not create an assessment record for a dropped and a withdrawn course
* The drop course process should remove the associated assessment record if there is no course mark.

| **Date** | **Present Behaviour** | **New Behaviour** |
| --- | --- | --- |
| **Course Start Date** | **Populated from scheduled term date** **Posted to transcript using Post Columns - Course**  | **Populated from scheduled term date** **Posted to transcript using Grade Term Post only if there is a Term or Final mark or Comment** |
| **Course End Date** | **Populated from scheduled term date** **Posted to transcript using Post Course Dates** | **Populated from scheduled term date** **Posted to transcript using Grade Term Post only if there is a Term or Final mark or Comment** **( Note: TRAX will pick this up for exam session purposes from course schedule record end date - transcript record not required)** |
| **Actual Start Date** | **Date student is assigned to the course or populated manually** **Posted to transcript using Post Course Dates** | **Populate with Course Start Date if there is no value, or the Date student is assigned to the course can be populated manually****Posted to transcript using Grade Term Post only if there is a Term or Final mark or Comment** |
| **Active Date** | **Populated from date first assignment posted in gradebook or manually** **Posted to transcript using Post Course Dates** | **Populated manually** **Posted to transcript using Post Columns - Course only if there is a Term or Final mark or Comment** **Change name  to Post Columns – Active Date and on Post Grades popup change Post course dates to Post Active Date). .**  |
| **Completion Date** | **Populated from date of final mark entry or manual post in gradebook****Posted to transcript using Post Course Dates** | **Populated from date of final mark entry or manual post in gradebook** **Posted to transcript using Grade Term Post only if there is a Term or Final mark or Comment** |
| **Percent Complete** | **Populated manually** **Posted to transcript using Grade Term Post**  | **Populated manually** **Posted to transcript using Grade Term Post only if there is a Term or Final mark or Comment** |

**3. Benefit of implementing the change:**

Efficient workflow and accurate course mark records; ability to transfer student between teachers and courses which can benefit the student.

**4. Impact of not implementing the change:**

Inefficient workflow and inaccurate course mark records causing much manual work and potential errors in student records. Creation of “zombie” records in the system.