



MyEducationBC

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# Summer Learning

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April 2017

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## Version History

Version	Date	Description
1.0	May 15, 2015	Initial Document
1.1	Jun 10, 2015	Added Student Import function
1.2	Jun 14, 2015	Added Registration changes – Primary student/Active No Primary
1.3	Apr 4, 2017	Reviewed for Summer learning 2017
1.4	Apr 25, 2017	Added missing row for course import file layout.

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## 1.0 Summer School Checklist of Activities

Task	Path	Reference Guide	Location of Reference Guide
Define school details	<p><b>School</b> top tab &gt; <b>Setup</b> side tab &gt; <b>Details</b> leaf</p> <ul style="list-style-type: none"> <li>Set <b>Type</b> to <b>Summer School</b></li> <li>Set <b>Default Transcript Definition</b> (summer school transcript definitions were renamed to Single Term)</li> </ul>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Set Grade preferences	<p><b>School</b> top tab &gt; <b>Setup</b> side tab &gt; <b>Preferences</b> leaf &gt; set <i>Category</i> to <b>Grade</b></p> <ul style="list-style-type: none"> <li><b>Allow multiple posts by staff</b> if teachers will be enter marks.</li> </ul>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Create and set an active schedule, if there isn't one.	<p><b>School</b> top tab &gt; <b>Schedules</b> side tab</p>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Create and initialize a calendar (or initialize at district level, which will create the calendar for the school)	<p><b>District</b> top tab &gt; <b>School Years</b> side tab &gt; 2014-2015 year &gt; <b>Dates</b> leaf Initialize calendar only for the summer school, adjusting start and end dates for that school as necessary. Or <b>School</b> top tab &gt; <b>Calendars</b> side tab</p>	District Setup Or School Setup	District Setup document is at on the L1 Information Station>Resources and Recordings

Task	Path	Reference Guide	Location of Reference Guide
Add required staff	<p><b>Staff</b> top tab &gt; Set filter to All Records &gt; review staff list &gt; set to Active, if necessary.</p> <ul style="list-style-type: none"> <li><b>Options</b> menu &gt; <b>Add</b>, if necessary.</li> </ul>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Create user accounts for required staff	<p><b>Staff</b> top tab &gt; Select staff &gt; <b>Options</b> menu &gt; <b>Create User Accounts</b></p>	Security Management	L1 Information Station>Privacy and Security
Enroll Students	<p><b>Student</b> top tab</p> <ul style="list-style-type: none"> <li>Students currently attending a MYED school should be cross enrolled to the summer school.</li> <li>Students may be enrolled as Primary students, if they are not currently attending a MYED school.</li> <li><i>Student registrations that are created using the Student Import tool will have a status of Active No Primary, if they are not currently attending a Primary school.</i></li> </ul>	Enrollment and Demographics	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Create grade terms	<p><b>Grades</b> top tab &gt; <b>Grade Terms</b> side tab</p> <ul style="list-style-type: none"> <li><b>Options</b> &gt; <b>Add</b> &gt; select grade term ID and enter appropriate dates.</li> </ul>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>

Task	Path	Reference Guide	Location of Reference Guide
Create Schedule Term	<p><b>Schedule</b> top tab &gt; <b>Structure</b> side tab</p> <ul style="list-style-type: none"> <li><b>Options</b> &gt; <b>Add</b> &gt; FY schedule term with appropriate dates.</li> </ul> <p>(Days/periods should not be necessary if attendance is not being recorded)</p>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Create a course catalogue	<p><b>Schedule</b> top tab &gt; <b>Courses</b> side tab</p> <ul style="list-style-type: none"> <li><b>Options</b> &gt; <b>Add</b> &gt; select necessary courses.</li> </ul>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Assign transcript definitions/rubric definitions to courses as appropriate	<p><b>Schedule</b> top tab &gt; <b>Courses</b> side tab</p> <ul style="list-style-type: none"> <li><b>Options</b> &gt; select courses &gt; <b>Mass Update</b></li> </ul>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Create course sections	<p><b>Schedule</b> top tab &gt; <b>Schedule Attributes</b> side tab or <b>Schedule</b> top tab &gt; <b>Master</b> side tab</p> <p>Tip: Use the Primary Teacher field set in Schedule top tab &gt; Master side tab to populate section details in the list view.</p>	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>

Task	Path	Reference Guide	Location of Reference Guide
Assign students to courses	<b>Schedule</b> top tab > <b>Master</b> side tab Optionally, use the Course Section import tool to schedule students into the sections. Run <b><i>“Recalculate Enrollment totals”</i></b> procedure after the import completes to update the class roster.	Elementary Scheduling Or Student Scheduling	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a> Or <a href="http://www.myeducationbc.info/resources/counsellors/">http://www.myeducationbc.info/resources/counsellors/</a>
Prepare grade input	Grades top tab > Grade Input side tab (prepare for both term and course dates)	School Setup	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>
Post course dates to create transcript records	<b>Grades</b> top tab > <b>Grade Input</b> side tab <ul style="list-style-type: none"> <li><b>Options &gt; Post Grades &gt; Post course dates</b></li> </ul>	Grade Management	<a href="http://www.myeducationbc.info/resources/school-users/">http://www.myeducationbc.info/resources/school-users/</a>

## 2.0 Setting up the Summer School in the School View

### 2.1 Define School Details

1. In the School View, select the School top tab.
2. Click the Setup side tab and select the Details leaf.
3. Set the fields as appropriate for summer school.

The screenshot shows the 'Setup' interface with the 'Details' leaf selected. The 'General' tab is active. A red box highlights the following fields:

- Type:** Summer School
- School level:** Kindergarten - Gr 12
- Start grade:** 0
- Number of grades:** 13
- Build Year Context > School year:** 2015
- Default Transcript Definition > Name:** Summer Middle / Secondary
- School Sub Type:** Summer School

### 2.2 Define Grade Preferences

1. In the School View, select the School top tab.
2. Click the Setup side tab and select the Preferences leaf.
3. Set the Category drop-down to Grade.
4. Check the box for Allow multiple posts by staff if teachers will be entering grades through the Staff view.


The screenshot shows the 'Setup' interface with the 'Preferences' leaf selected. A red box highlights the 'Allow multiple posts by staff' checkbox, which is checked.



## 2.3 Set an Active Schedule

You must set an active schedule for summer school.

### 2.3.1 To create and set the summer school schedule as the active schedule:

1. Log on to the School view for the summer school.
2. Click the **School** tab.
3. Click the **Schedules** side-tab.
4. If you do not see a current year active schedule, set the filter to **All Records**. If the year is already in this list, click on the blue hyperlink to view the details. In the **Options** menu, select **Set Active Schedule**. If the current year active schedule does not appear in the **All Records** filter, follow the next steps.
5. On the **Options** menu, click **Add**. The New Schedule page appears:
6. At the **Year ID** field, select the current school year.
7. Type a schedule name.
8. Click the  icon to select the start and end dates for the summer school schedule.

**Note:** These dates default to the Start and End dates of the calendar you created and initialized.

9. Click **Save**.
10. On the **Options** menu, click **Set Active Schedule**. The system confirms that you want to set this schedule as the active schedule for the current year for this school.
11. Click **OK**.

## 2.4 Initialize the Calendar for the School

A calendar must be created for the summer school.

1. In the District view, select the District top tab.
2. Click the School Years side tab.
3. Check the box beside the current year calendar and select the Dates leaf.
4. In the Options menu, select Initialize Calendar.
5. In Step 1 of the wizard, set the session start and end dates for the District (these should auto-populate). Click Next.
6. In Step 2 of the wizard, click Next. Non-session dates will not likely apply to summer school.

7. In Step 3 of the wizard,
  - a. **Calendar name:** Standard.
  - b. **Create staff calendar:** unchecked.
  - c. **First day in session:** populates from the previous screen.
  - d. **Initialize schools:** uncheck, then click outside the box. This will uncheck all the schools in the list below.
8. Find the summer school(s) in the list.
  - a. Click the **Initialize** checkbox beside the summer school
  - b. Uncheck **Saturday** and **Sunday** (unless summer school runs on weekends).
  - c. Enter and appropriate **Start** and **End** date based on when summer school actually starts and ends.
9. Click **Finish**.

**Calendar Initialization: Standard school calendars** **Step 3**

<b>Calendar name</b>	Standard	<b>First day in session:</b>	Friday, August 1, 2014
<b>Create staff calendar</b>	<input type="checkbox"/>	<b>Initialize schools</b>	<input type="checkbox"/>

5:Sa-Hali Secondary 56 records

Name	Initialize	Saturday	Sunday	Start	End	Static schedule days	First day number
Sa-Hali Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/3/2014	6/26/2015	<input type="checkbox"/>	1
Savona Elementary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8/1/2014	7/31/2015	<input checked="" type="checkbox"/>	
SD73 SS1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/15/2015	7/31/2015	<input checked="" type="checkbox"/>	
SD73 SS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/15/2015	7/31/2015	<input checked="" type="checkbox"/>	

## 2.5 Review Staff List

1. In the **School** view, click the **Staff** top tab.
2. Set the filter to **All Records**. If required staff are in the list, but set to Inactive, change their **Status** field to inactive.
3. If the staff member is not in the list, in the **Options** menu, select **Add**.
4. Enter staff details as required.
5. Click **Save**.
6. If staff members will be entering grades through the Staff view, user accounts will need to be created for appropriate staff. See the Security Management reference guide for instructions.

## 2.6 Enroll Students

Enroll students as appropriate for summer school. Refer to the Enrollment Management guide for instructions on enrolling students via the registration wizard, or creating secondary school associations, as appropriate.

## 2.7 Add Courses to Summer School Catalog

After you create summer school courses in the district course catalog, add them to the summer school catalog.

### 2.7.1 To add courses to the summer school catalog:

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, click **Add**. The **Course Pick List** appears.
4. From the **Course Catalog** drop-down, select the current school year
  - a. You can use the **School Level** drop-down to filter the course list. If courses are not appearing, set this filter to **All**.

**Course Catalog:** 2014-2015

**School Level:** All


< 1:ACAL-12 | AP CALCULUS ... > 3 of 1021 selected




	CrsCode	Description	Level
<input checked="" type="checkbox"/>	ACAL-12	AP CALCULUS AB 12	Regular
<input type="checkbox"/>	ACAL-12DIS	AP CALCULUS AB 12	Regular
<input type="checkbox"/>	ACAL-2A	AP CALCULUS BC 12A	Regular
<input type="checkbox"/>	ACAL-2B	AP CALCULUS BC 12B	Regular
<input checked="" type="checkbox"/>	APSY-12	AP PSYCHOLOGY 12	Regular
<input type="checkbox"/>	FACSF11	COMPÉTENCES PRACTIQUES: TECHNOLOGIE 11	Regular
<input checked="" type="checkbox"/>	FADRF08	ART DRAMATIQUE 8	Regular
<input type="checkbox"/>	FADRF09	ART DRAMATIQUE 9	Regular
<input type="checkbox"/>	FAFF-11	FONDEMENTS DE L'ART 11	Regular
<input type="checkbox"/>	FAFF-12	FONDEMENTS DE L'ART 12	Regular

5. Select the required courses.
6. Click **OK**. All selected courses will now be added to the school course catalogue.
7. Update the transcript definition on the courses as required. Remember, if there are any elementary courses, they may need a rubric definition as well.

## 2.8 Create Grade Terms

A grade term will be necessary to record grades and comments for summer school courses.

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Terms** side tab.
3. In the **Options** menu, select **Add**.
4. In the **Term ID** field, use the  icon to select the Summer School grade term.
5. Enter **Start** date and **End** date as appropriate.
6. Click **Save**.

Grade Term Definition > Name	Summer School
Term ID *	Sum1 
Start date *	6/12/2015 
End date *	7/31/2015 

## 2.9 Create a Schedule Term

At least 1 schedule term will be required for summer school. Days and periods will be optional. All that is required for entering grades for summer schools is a schedule term.

### 2.9.1 To create a schedule term:

1. In the School view, select the Schedule top tab.
2. Click the Structure side tab:
  - a. Click the Terms sub-side tab. In the Options menu, select Add to create the necessary term for summer school.
  - b. Click the Days sub-side tab: In the Options menu, select Add. The Add Day dialog box appears. At the Day Count field, type the number of days in your summer school schedule. Define their IDs and names and click Save.

- c. Click Periods sub-side tab: In the Options menu, click Add. The Add Period dialog box appears. At the Period Count field, type the number of periods for each day of your summer school schedule. Define their IDs and names and click Save.

### 2.9.2 To create the rooms that will be used for summer school sections:

1. In the School view, select the Schedule top tab.
2. Click the Rooms side-tab.
3. On the Options menu, click Add.
4. Enter the information for the room you need to create, and click Save.

## 2.10 Create Course Sections

Now, create the master schedule for summer school by adding courses to the schedule.

### 2.10.1 To create the master schedule:

1. In the School view, select the Schedule top tab.
2. Click the Schedule Attributes side-tab.
3. In the Options menu, select Modify List. Click the pencil icon at the top of the Sections column.
4. Enter the number of sections required for each course.
5. Click the Master side tab.
6. In the Options menu, select Initialize sections. A pop-up window will display. Select All Courses and click OK. This will create all of the required sections for summer school.
7. Populate the details of the sections as required. It may be helpful to change the field set to Primary Teacher so Options > Modify list can be used to edit the section details.

## 2.11 Populate Rosters for Sections

Determine which students will take which classes.

### 2.11.1 To populate the rosters of sections:

1. In the **School** view, select the **Schedule** top tab.
2. Click the **Master** side-tab. This will turn into the **Sections** sub-side tab.
3. Select a section, and click **Roster** on the side-tab.
4. On the **Options** menu, click Add. The **Multi-Add** dialog box appears.
5. At the **Schedule Mode** field, select **Pull** to pull the students you select into the section.
6. Click one of the following to select the students to enroll in the section:
  - a. **Selection**. Select individual students from a list of students enrolled in summer school.

- b. **Snapshots.** Select a snapshot of students.
- c. **Another section.** Enroll all students who are already enrolled in another course section on the summer school master schedule.

## 2.12 Prepare Grade Input

Grade input must be prepared for two reasons:

- To enter final grades for the students in summer school courses.
- To create transcript records for loading marks into PROD once summer school is complete.

Grade input will need to be prepared for courses and terms.

### 2.12.1 To prepare grade input:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side-tab. Note that this screen will only display sections that have students in them.
3. Select the courses that require a grade input screen.
4. In the **Options** menu, select **Prepare Grade Input**.
5. In the **Report** type drop-down, select **Course**. Click **Next**.
6. Click **Finish**.
7. In the **Options** menu, select **Prepare Grade Input** again.
8. In the **Report** type drop-down, select **Term**.
9. In the **Grade Term** drop-down, select the summer school grade term.
10. Enter **Start Date** and **End Date** for the **Post Window** Click **Next**.
11. Click **Finish**.

## 2.13 Post Course Dates to Create Transcript Records

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side-tab.
3. In the **Options** menu, select **Post Grades**.
4. Check the box for Post course dates.
5. Click **OK**.

## 3.0 Summer School Student Load

The Summer School Load import utility will be used by to enroll students to a Summer School as well as to load courses requested by the students.

### 3.1 Security and Accessibility

Role: **District Support (Help Desk/Level 1)**

Navigation: District View > Student top tab > Options > Import

### 3.2 Record Validation

In addition to the security validation students listed in the .csv file will be loaded to MyEducation BC using the same rules as it would have been done using the MyEducation BC application. The same applies to courses.

All errors and warnings will be displayed when the import completes.

Validation Description	Type
<b>Common Validation for both loads</b>	
School Not Found	Error
School does not have an active schedule	Error
Student not found	Error
<b>Load Enrolment File Validation only</b>	
Student already has a primary enrolment at the school	Error
Student is already cross enrolled	Error
Student is not active and cannot be enrolled	Warning
<b>Load Course Request File Validation only</b>	
Student is not enrolled at the school	Error
School Course not found	Error
Course Request already exists	Error

### 3.3 Processes

Process	Description
BC Summer Student Import	Performs validations in the “Record Validation” section.  Display errors for records that are skipped

Process	Description
	Displays a completion message indicating the number of records processed. Can be run in preview mode which reports the same statistics and error messages but will not save any data to MyEdBC.
Load Course Request File	Performs validations in the “Record Validation” section.  Display errors for records that are skipped  Displays a completion message indicating the number of records processed.  Can be run in preview mode which reports the same statistics and error messages but will not save any data to MyEdBC.

### 3.4 File Layout

The following are the file layouts that are required in order to process the records correctly. Both files need to be in .csv format.

#### Summer Student Load File Layout

Field	Req'd / Optional	Type (Length)	Description
School Identifier	Y	Char(10)	School Ministry Number
Personal Education Number	Y	Char(10)	Student's PEN

#### Course Request Load File Layout

Field	Req'd / Optional	Type (Length)	Description
School Identifier	Y	Char(10)	School Ministry Number
Personal Education Number	Y	Char(10)	Student's PEN
School Course Code	Y	Char(10)	School Course Code
Course Section	Y	Char(10)	Course Section Number

*\* Remember to run “Recalculate Enrollment totals” procedure after the Course Request Load completes to update the class roster.*