



MyEducationBC

Adding Transcript Definitions to Historical Course Catalogues

November, 2014



Why?

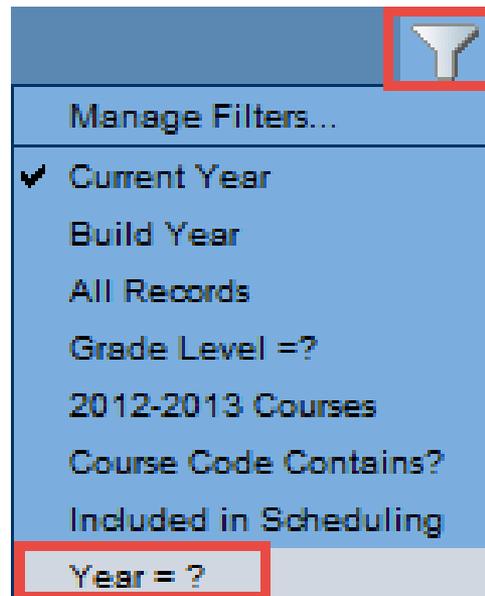
- **Transcript definitions are required on courses in order to provide the template for the entry of the course grades.**
- **Transcript definitions can only be placed on a course at the school level.**
- **The Year ID field on the student transcript definition calls the school course catalogue for the selected year.**
- **In order to add historical courses to student transcript records in MyEducation BC, transcript definitions must be added to the school's historical course catalogues.**
- **This task will be relevant for secondary schools tracking students for graduation that need to add historical records for students with records outside of MyEducation BC.**
- **In the event that an historical course needs to be added to a student and is not in the historical course catalogue, that course should be added to the historical school course catalogue so it can be added to the student transcript record.**

The Year = ? Filter

- School View > Schedule top tab > Courses side tab

It is important to filter to the historical year before mass updating the transcript definition to ensure that current year courses are not updated.

- Filter to the historical course catalogue that requires updating



Select School Year

- Select the course year and ensure the search is based on All Records. Keep in mind that in MyEducation BC, the Year is based on the *end* of the school year. For example: School year 2014 is the 2013-2014 year.
- Click Submit.

Search criteria

School year	2014
Search based on	All Records

Submit Close

- Click on the Year header once, and then again, to ensure you only have courses with the School year value selected in the filter.

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School Courses

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Build

1:2014 | IARH-11--L

0 of 416 selected

CrsNo	Flavour	Description	Department	Credit	Weight	Level	Type	Year	SchoolLevel
IARH-11--L	--L	IB ARTS (HL) 11	FinePerformArts	4.0	0.0	REG	Class	2014	Secondary
IARH-2A--L	--L	IB ARTS (HL) 12A	FinePerformArts	4.0	0.0	REG	Class	2014	Secondary
IARH-2AR-S	R-S	IB VISUAL ARTS (HL) 12A (Sem)	FinePerformArts	4.0	0.0	REG	Class	2014	Secondary

Mass Update Transcript Definition

- Once the school year has been filtered to only the historical course catalogue that needs a transcript definition, a mass update can be performed to update all records at once.
- In the Options menu, select Mass Update.
 - Use the Field drop-down menu to select **Transcript Definition**
 - Use the magnifying glass to select the appropriate transcript definition to apply to the historical course catalogue.
 - Click Update.

Field	Value
Transcript Definition	Quarterly - With School Exam Quarterly - With S

Update Cancel

- Repeat the process for each historical year you may need to enter final marks for. For example, if a graduating student needed a course added for their Grade 10 year, then the years 2013 and 2014 would need to be done.
- The number of historical course catalogues available will depend on the year you began using BCeSIS.