BRITISH COLUMBIA | MyEducationBC

At Risk Student Tracking

April 2019, v1.3

FUJITSU

Version History

Version	Date	Description
1.0	21-Sep-15	Initial document
1.1	30-May-15	Updates throughout
1.2	16-Apr-18	Updated for accuracy
1.3	15-Apr-19	Added hyperlinks to Table of Contents

Confidentiality

Table of Contents

1.0   Introduction to At Risk Students

MyEducation BC provides a tool to create alerts for students based on criteria defined by districts or schools. Criteria are established which aligns with points, which are in turn aligned with an alert indicator.

2.0   Security

There are 3 security roles available for use with the At Risk functionality.

> *At Risk Add-On – District*
>
> *At Risk Add-On – School*
>
> *At Risk Results – Read Only*

At Risk Add-On – District: Allows district users to define and run At Risk definitions at the district level. This role only allows access to the At Risk side tab at the District and School levels and, as such, must be combined with other security as appropriate. Users with this role can also delete At Risk results. At Risk definitions run at the district level will display the results for affected students in all schools associated with that student. These results cannot be deleted by the schools.

At Risk Add-On – School: Allows district users to define and run At Risk definitions at the district level. This role only allows access to the At Risk side tab at the School level and, as such, must be combined with other security as appropriate. Users with this role can also delete At Risk results.

At Risk Results – Read Only: Allows school users to see At Risk results in the Tools top tab > At Risk Results side tab. These users can also see the alerts on the Student top tab when they move the "At Risk" column into a field set.

3.0   At Risk Definitions

Definitions created at a school level can only be seen by that school's users and only those with the appropriate At Risk security role. Results of running a definition are also restricted to the users of the school that ran the definition and those with appropriate At Risk security role. Students identified as At Risk at one school will not display as such at another school. It is suggested that schools identify their definitions by including their school's abbreviated name in the definition. This will allow the district the ability to more easily distinguish one definition from another.

District level users with access to At Risk, have access to both definitions and the results. All school users with appropriate At Risk security can view the district run At Risk results.

> **Important Note**: Definitions created at the district can be set to "Include" in the Definition's "School" tab so that schools cannot run the district created definitions. Otherwise, schools will have the ability to run the district definition but not to delete the school run results of this.

4.0   How to Create an At Risk Definition

An At Risk Definition can be created for either the district or the school.

Attention! District created At Risk definitions can be run at the school level (depending on set up) but they are not able to delete the results.
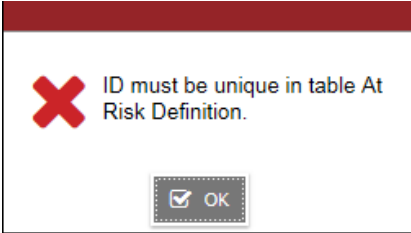
1. Begin from the School View.
2. Go to the Tools top tab > At Risk side tab > At Risk Definitions sub-side tab. Existing definitions will be displayed. Click on the hyperlinked definition name or select and click on the Details leaf to view the definition details.
3. To create a new definition, go to Options > Add. A New At Risk Definitions page is presented.

4.1   Creating a Definition: General sub-top tab

4.1.1   General

Use the following table to enter information in the fields:

Field	Description
Name	This is a required field.
ID	This is a required field. ****This field is validated against every other definition in the system. As such, a naming convention is suggested that allows schools to create**

Field	Description
	unique IDs each time. For example, beginning each definition with your school number. A maximum of 20 characters can be entered. **The following error message will display if the ID is not unique:** ID must be unique in table At Risk Definition. ☑ OK
Menu Group	This is optional where a navigation record is created. If left blank the Options menu will display "At Risk" with a fly-out menu. Adding identical values in this field for multiple definitions will cause these definitions to be grouped together in their own menu group in the Options menu. At Risk ► District Copy of At RiskTest (dl) Query... District Test Definition
Sequence Number	Where navigation records are created and there are multiple definitions, users can set the sequence number on the definition for display in the menu.
Weight	This is used to determine the system priority when running multiple definitions at the same time.
Total Points	Read only field that displays the total points as determined by the indicators created for the definition.
Student Filter	Clicking on the pencil icon ✎ opens the edit filter window. This is used to filter students to be included when running the definition. Students can be filtered to any subset of all students such as "Primary Active". Note: without a filter the definition will be applied to all student records.
Procedure ID	MyEd procedure for calculating definition points. This cannot be changed.
Comment	Free text field to provide additional information pertaining to the definition.
Schedulable	Check this box to allow this definition to be made schedulable in the Jobs side tab.
Disabled	Check to disable the ability to run the definition from the Options menu or view results. This is useful when creating and testing a definition prior to opening it up for use.

4.1.2 Setting "At Risk Levels"

When the definition is created, the At Risk Levels must also be added. This is found in the lower block of the definition details screen under the General sub-top tab. This is the area points are set which determine the level of risk and its associated alert icon.

1. Click the Add button to the bottom right of the At Risk Levels block.
2. Enter a name. This is a free text field to identify the level.
3. Enter the cut-off value. A score of anything with this value and above will be included as flagged within this level, up to the next level identified in the list. It is likely this level will need to be adjusted in relation to the Indicators and their values, while still in a testing phase of the definition.
4. Select the alert icon from the drop-down list.
5. Save once complete.

Alt High Risk

Alt Low Risk

Alt Medium High Risk

Alt Medium Risk

Alt Neutral Risk

High Risk

Low Risk

Medium High Risk

Medium Risk

Neutral Risk

4.2 Navigation Sub-top Tab

The Navigation sub-top tab can optionally be used to add a navigation code providing access to users to run the At Risk Definitions. Most commonly, this would be the NavKey "student.std.list" (found in the URL of the web browser) to allow users to run the definitions from the Student top tab > Options menu (otherwise, all definitions are available from the At Risk side tab). *From the Student top tab the user can limit the scope of the students included in the results of the run; this is not the case if run from the Tools top tab.*

*Caution! Navigation gives users access to run definitions from the area you have defined even if they do not have At Risk privileges.

4.2.1 At the School

1. Click to Add a Navigation path. This will provide access to run the definition from the Student top tab > Options menu.
2. Click in the School checkbox to make this option available in the School view (only option for school users).
3. Click Save.

Leaving the Menu Group field under the General sub-top tab blank results in a fly-out menu presented to the school user under Student > Options > At Risk.
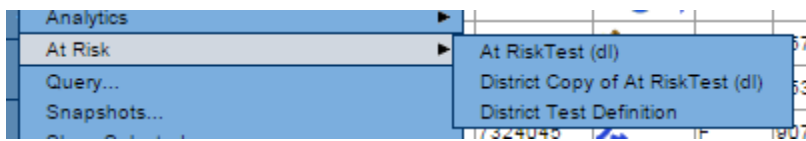
> **Note**: It is necessary to create navigation to the Student tab for running definitions as this will provide the means to limit the scope of the run to a current selection of students as opposed to limiting these through the definition filters.

4.2.2 At the District

District definitions can be set to be only visible at the District level. This may be desirable as schools that run district definitions cannot then delete the results they create.

1. Navigation sub-top tab:
   a. Click to Add a Navigation path.
   b. Click the checkbox to enable visibility at the School or District view.
   c. Save

4.3 Copy/Delete At Risk Definitions

At Risk definitions can be copied or deleted. To do so, go to Tools > At Risk and click into the details of the definition to be copied or deleted. From the Options menu select Copy or Delete. Deleting a definition will delete all the associated results as well.

Note: Schools can neither copy nor delete district-owned definitions.

5.0 At Risk Indicators

Once an At Risk Definition has been created, the indicators used in conjunction with the definition then need to be built. Indicators are set for the following available categories: Attendance, Assessments, Conduct, Demographics, GPA, and Grades.

Indicators can also be combined in indicator groups. Indicator groups provide the ability to specify relationships between indicators. At Risk Groups can only be created after indicators are created, not before.

** At Risk indicators are only accurate on the date and time they are run. They instantly become stale unless a job is run to update them regularly or they are run manually as needed.

5.1 How to Create an At Risk Indicator

1. Log on to the District or School view.
2. Click the **Tools** tab.
3. Click the **At Risk** side-tab.
4. Select the At-Risk Definition you want to create an indicator for by clicking in the checkbox to the left of the name.
5. On the side-tab, click **Indicators**.
6. From the **Options** menu, click **Add**. The New At Risk Indicator page appears:

7. Use the following table to enter information in the fields:

Field	Description
Type	Select Indicator from the drop-down.
Name	Type a name for this At Risk indicator.
Category	Click the drop-down to indicate the category associated with this indicator: Attendance, Assessments, Conduct, Demographics, GPA, or Grades. Your selection here determines the other fields that appear on this page.
Points	Type a number of points that this indicator is worth.
Description	Type a description for this indicator.
If Category is Attendance:	
Note: The Attendance category relates to Daily Attendance.	

Field	Description
Function	Select Count or Percent from the drop-down. If Count is selected, MyEd totals the Portion Absent field of the student attendance record. If Percent is selected, MyEd calculates it as (Portion absent sum/#days in session) * 100. This field works with the Date range you specify. If the date range is within the current school year, the number of days in session equals the number of session days from the start of the school year to the date the job is run. If the Date Range is the previous school year, the number of days in session is the number of session days for the previous school year. If the Date Range is Rolling date, the number of days in session is the number of session days entered in the "Number of days" field. To compute the number of days in a session, MyEdBC uses the calendar associated with the view you are using (District or School). For instance, if you are in the School view, MyEd uses your school's standard calendar to compute the number of days in session.
Criteria Code	Select Absences, Lates/Tardies, Dismissals, or any other code from the drop-down. Other codes are derived from the "Other Code" code-type in the Student Daily Attendance Codes reference table.
Reason	Select the reason from the drop-down, or select **All** for all reasons.
Operator	Select an operator. For example, to flag students who were absent five or more times, select "Greater than" or "equal to" here, and 5 at Count.
Count / Percent	Count or Percent appears here, depending on your selection at Function. Enter the number or percentage of absences you want to flag. This field works in conjunction with the Operator you selected.
Exclude excused	Select this checkbox to exclude any excused absences.
Date range	From the drop-down, select This school year, Last school year, or Rolling date.
Number of days	This field only appears if you selected Rolling date at Date range. Enter a number to indicate how many days MyEd should look back from, including today. MyEd evaluates all student attendance records within the number of school session days through today. For example, if you enter 2 at Number of days, and today and yesterday are in-session days, MyEd evaluates attendance records from today and yesterday.
Note: Number of days cannot exceed 365. MyEd BC uses the calendar associated with the view you are using (District, Intermediate Organization, or School). For instance, if you are in the School view, MyEdBC uses your school's standard calendar to compute the number of days in session.	

Field	Description
If Category is Conduct:	
Criteria Type	From the drop-down, select Incident, Action, Number of assigned suspension days, Number of assigned detention days, Number of served suspension days, or Number of served detention days.
Code	If Incident or Action is the Type, select an incident/action code from the drop-down, or select All for all codes.
Operator	Select an operator.
Count	Enter the number of incidents, actions, or suspension/detention days you want to flag. This number works in conjunction with the Operator field.
Date range	From the drop-down, select This school year, Last school year, or Rolling date.
Number of days	This field only appears if you selected Rolling date at Date range. Enter a number to indicate how many days MyEdBC should look back from, including today. MyEdBC evaluates all student conduct records within the number of school session days through today. For example, if you enter 2 at Number of days, and today and yesterday are in session days, MyEdBC evaluates conduct records from today and yesterday.
Note: Number of days cannot exceed 365. MyEdBC uses the calendar associated with the view you are using (District or School). For instance, if you are in the School view, MyEd BC uses your school's standard calendar to compute the number of days in session.	
If Category is Grades:	
Type	Select Grade field or Total earned credits from the drop-down. If you choose Total earned credits, MyEd BC uses the cumulative number of credits a student has earned.
Transcript Definition	This field appears if the Type is Grade field. Click 🔍 to select a transcript definition from the Transcript Definition pick list.
Department	This field appears if the Type is Grade field. Click 🔍 to select one or more departments if you want MyEd to compare the criteria to only those student transcripts with matching department(s). Leave this field blank to include all departments
Criteria Field	This field appears if the Type is Grade field. From the drop-down, select one of the columns of the transcript definition. Columns with a column type of Comment or Date are excluded.

Field	Description
Operator	Select an operator.
Value	Enter a value for MyEd to use in conjunction with the Operator field. If the selected Field is linked to a grade scale, the Value field might be populated with grade scale codes (such as letter grades) or grade scale values (such as numerical grades). For example, if the Field is linked to a grade scale with numerical grade ranges mapped to letter grades and the Operator is In, this field might contain a list of letter grades, separated by semi-colons. The indicator is met if the student's corresponding transcript grade maps to a letter grade that is in the list of values specified.
Count Operator	This field appears if the Type is Grade field. From the drop-down, choose an operator for the number of records (the count) required to meet this criteria.
Count	This field appears if the Type is Grade field. Enter a number to work in conjunction with the Count Operator for the number of records required to meet this criteria.
Date range	This field appears if the Type is Grade field. Choose from Last school year, This school year, or All records.
If Category is GPA:	
Note: GPA in MyEd is currently set to only run with the "Quarterly - With School Exam" transcript definition.	
GPA definition	Click 🔍 to select a GPA definition from the GPA Definition pick list. The pick list contains GPA definitions that are linked to GPA fields on the student record.
Criteria Field	The GPA field on the student record that is associated with the selected GPA definition appears. You might want to run the Grade Point Averages report with the Update Student Fields option selected prior to running an At Risk definition that uses GPA criteria to obtain results based off the students' current GPA.
Operator	Select an operator.
Value	Enter a GPA value for MyEd to use in conjunction with the Operator field.
If Category is Demographics:	
Criteria	Click Define to specify the student demographic criteria. The pop-up is similar to a query. Select the table, field, operator, and value to define the criteria.
If Category is Assessments:	

Field	Description
Assessment Definition	Click 🔍 to select an assessment definition from the Assessment Definition pick list.
Criteria Field	Select an assessment definition field/column from the drop-down.
Operator	Select an operator.
Value	Enter a value for MyEd BC to use in conjunction with the Operator field. For example, if the Operator is In, this field would contain a list of values, separated by semi-colons. The indicator is met if the student record's field value is in the list of values specified.
Count Operator	From the drop-down, choose an operator for the number of records (the count) required to meet this criteria.
Count	Enter a number to work in conjunction with the Count Operator for the number of records required to meet this criteria.
Date range	From the drop-down, select Last school year, This school year or All records.

8. Click **Save**.

6.0 At Risk Indicator Groups

After you create At Risk Indicators, you can combine them into Indicator Groups.

Indicator groups let you flag students based on relationships between At Risk indicators. Indicator members of an indicator group do not need to have the same category. For example, you could create an indicator group to identify students with poor first quarter grades (Grades category) and poor assessment scores (Assessments category).

Note: When you put an At Risk indicator into an indicator group, it can no longer be used as an indicator on its own. Once it is a group member, its points are ignored as a distinct indicator, and instead the points defined for the group are used. If you want to reuse an indicator, create a copy of it.

You can also copy or delete an At Risk indicator group.

6.1 How to Create an Indicator Group

1. Log on to the District or School view.
2. Click the **Tools** tab.
3. Click the **At Risk** side-tab.
4. Select the At Risk Definition you want to create an indicator Group for by clicking in the checkbox to the left of the name.
5. On the side-tab, click **Indicators**.
6. On the **Options** menu, click **Add**. The New At Risk Indicator page appears.
7. In the Type field select **Indicator Group** from the drop-down list.

8. Use the following table to enter information in the fields:

Field	Description
Type	Select Indicator Group from the drop-down.
Name	Type a name for this At Risk indicator group.
Points	Type a number of points that this indicator group is worth.
Description	Type a description for this indicator.
Indicator Group Members Criteria	Click Add. The At Risk Indicator pick list appears. At the Operator drop-down, select "And" or "Or". (If this is the first indicator to be added to the indicator group, the Operator drop-down does not appear.) Select an indicator, and then click OK.

	Note: The Indicator pick list displays indicators that belong to this indicator group and indicators that do not belong to any indicator group. Once an indicator becomes part of an indicator group, it cannot belong to another indicator group or be used as an indicator on its own. To use an indicator in several indicator groups, create a copy of it for each additional indicator group. To use the same indicator on its own, create a copy of the indicator. If you Remove an indicator, it is no longer a member of any indicator group and can be used as an indicator on its own. It can also be selected to belong to any indicator group.
	You can highlight indicator members, remove one or more highlighted indicator members, or add parenthesis around highlighted indicator members to specify the order of operations. Indicators are joined to the previously-selected indicator by the selected operator.

8. Click **Save**.

To view a list of indicators that are in the indicator group, click ▢. To return to the list of individual indicators and indicator groups, click ROOT in the breadcrumbs just above the list.

Indicators   Expand All

		Name	Points	Type	Category
☐	📁	Demographic Indicators	25.0	Indicator Group	Indicator Group

0 of 1 selected

All Records

ROOT > Demographic Indicators

0 of 3 selected

All Records

	Name	Points	Type	Category
☐	Aboriginal Ancestory	0.0	Indicator	Demographics
☐	English Second Language	0.0	Indicator	Demographics
☐	Student Services Designation	0.0	Indicator	Demographics

To view all indicators click Expand All.

At Risk Definitions :: Dist. At Risk Test - District Copy of At RiskTest (dl)

Indicators   Expand All

Jobs

At Risk Definitions
  Details
  ▸ Indicators
  Jobs

At Risk Results

Click to display indicators included within indicator groups

0 of 4 selected

All Records

		Name	Points	Type	Category
☐		Attendance	25.0	Indicator	Attendance
☐		Provincial Exam	20.0	Indicator	Assessments
☐		Conduct - Incidents	40.0	Indicator	Conduct
☐	📁	Grades Risk	15.0	Indicator Group	Indicator Group

6.2 Example Indicator Group

Below is an example of an indicator group, Grades Risk is a group created for a high school with four grade terms. The criteria is set to identify students who have received less than 60% in any class, in any of the four reporting terms.

The Indicators list below has been expanded (clicking the Expand All/Collapse All hyperlink at top left of the list) to show those included in the group. The resulting list has been filtered to show only the indicators that are included in the Grades Risk group. The points set on the individual indicators are not required if included in a group; the group points setting, overrides those in the group.

Indicators   Collapse All

	Name	Points	Type	Category
	Final Grade no calc final	15.0	Indicator	Grades
	Final Grade w/exam	15.0	Indicator	Grades
	Q1 Grade No calc final	15.0	Indicator	Grades
	Q1 Grade w/exam	15.0	Indicator	Grades
	Q2 Grade No calc final	15.0	Indicator	Grades
	Q2 Grade w/exam	15.0	Indicator	Grades
	Q3 Grade No calc final	15.0	Indicator	Grades
	Q3 Grade w/exam	15.0	Indicator	Grades
	Grades Risk	15.0	Indicator Group	Indicator Group

0 of 9 selected   Custom Selection

One of the indicators in the group is presented below. The criteria is set to include students who have at least one class whose Q1 grade is less than 60%.

Each of the indictors is created before moving on to creating the Indicator Group. Set the Type to Indicator Group, name the group and set the points. Use the Add button to add indicators to the group setting the Operator from within the pick list to either And or Or. Make the selection then click Ok.

6.3 Copy / Delete At Risk Indicators or Indicator Groups

Indicators or indicator groups can be copied or deleted in the same fashion as definitions. Go to Tools > At Risk > Indicators and click into the details of the indicator or indicator group. Click on Options and select Copy or Delete.

7.0   Run At Risk Definitions

An At Risk definition is run to identify students who meet its criteria. This procedure can be done from the district or school view.
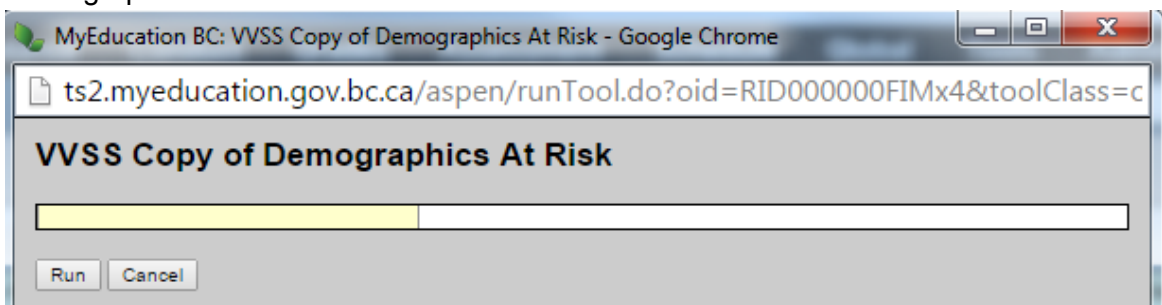
7.1   Run an At Risk Definition

At Risk definitions can be run from the Tools top tab > At Risk side tab or they can be run from wherever navigation in the definition has indicated. Most often this is on the Student top tab. Assuming this is how your school / district is choosing to make At Risk definitions available to users, go to the Student top tab > Options > At Risk.

1. Set the filter to provide the list of students to be included. Students can be further narrowed to those individually chosen and using the Show Selected tool.
2. Click on Options > At Risk and select the desired definition from the fly-out menu.
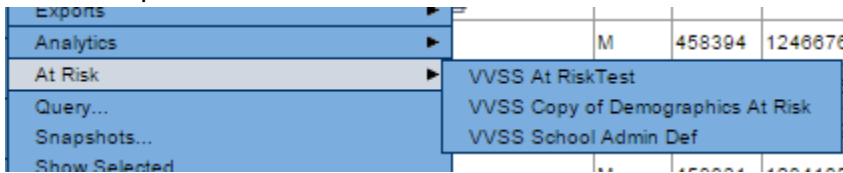
> **Note**: If the definition is not presented in the fly-out and the navigation is set correctly, the user should log off and log back on in order to pick up the changes.

3. The popup window does not provide any parameters but will identify the definition to be run. In the example pictured below, the definition's name is "VVSS Copy of Demographics At Risk".

4. Click Run.
5. In the pop-up, click Run.
6. Following the running of an At Risk definition, a pop-up message displays the results.

```
Messages
========

Running At Risk Definition: VVSS Copy of  Demographics At Risk

At Risk Result Summary
--------------------
Created: 877

Student Alert Summary
-------------------
Created: 239
Updated: 0
Deleted: 0

Finished At Risk Definition: VVSS Copy of  Demographics At Risk

Performance timing:
Process indicators    - 0.0 seconds
Create results        - 0.0 seconds
Create student alerts - 0.0 seconds
Cleanup               - 0.0 seconds
```

Important Note: Users running definitions from Tools > Definition Details > Options > Run, will create records for All Students defined in the filter of the definition. This includes graduates and withdrawn!

Additional Note: If schools run a district definition, they will not be able to delete these, only those at the district with appropriate security can delete these results.

8.0   Viewing At Risk Results

You can view the results of having run an At Risk definition for all students or for a single student.
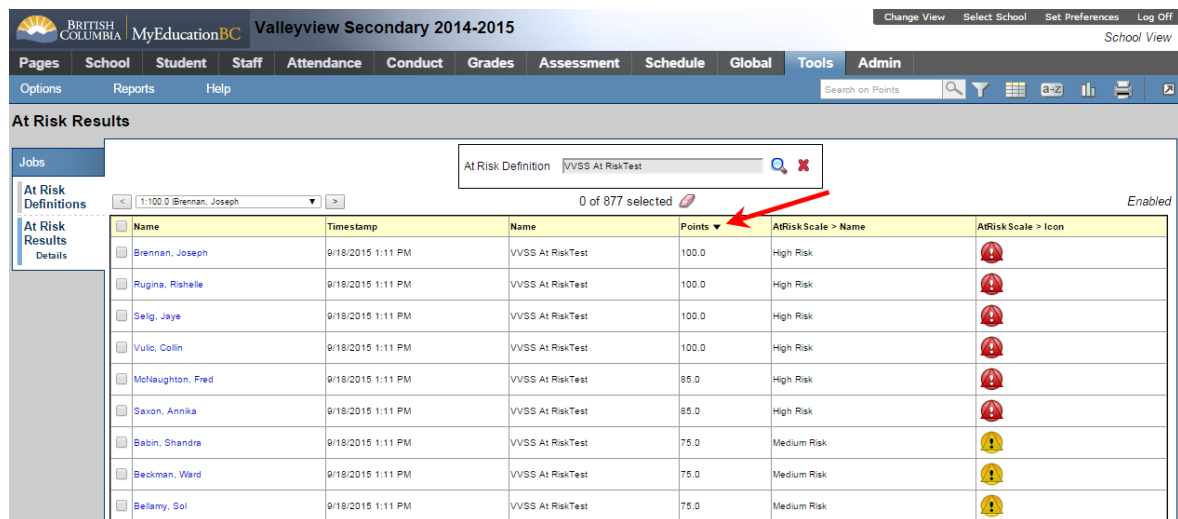
8.1   Viewing the Results for all students

1. Log on to the District or School view.

2. Click the **Tools** tab.

3. Click the **At Risk** side-tab.

4. Click **At Risk Results**.

5. To limit the results to a specific At Risk definition, click 🔍 at the **At Risk Definition** field:

At Risk Definition	[ ] 🔍 ✖

6. Select the At Risk definition to view from the pick list, and then click **OK**. A table of results from the query appears.

   Results are displayed the default field set with a timestamp, definition, points, At Risk name and the associated alert. Sorting by points is a good method for determining those with the highest risk indicators. Quick reports can be useful in pulling the results into a csv file for further analysis.

7. Select an At Risk result to view the details of an individual student.

8. On the side-tab, under **At Risk Results**, click **Details** or click on the hyperlinked student name.

8.2 Viewing the Results for an Individual Student

1. Log on to the District or School view.

2. Click the **Student** tab.

3. Select the checkbox next to the student whose results you want to view.

4. Click the **At Risk** side-tab. The list of definitions run for the student is displayed.

5. To view the results of a given definition, click on the hyperlinked Timestamp or select the definition by clicking into the checkbox at the left of the definition and click the Details leaf. Indicators are presented with their resulting scores.

An indicator with a Name but no Category represents an Indicator Group. Clicking into the hyperlinked Criteria of an indicator displays the criteria. When viewing the criteria of a group, those criterions that meet the risk indicator are marked by a check.

Criteria View

Quarterly - No Calculated Final: Q1 Grade Less than 60 with Count Greater than or equal to 1 ✓
OR
Quarterly - With School Exam: Q1 Grade Less than 60 with Count Greater than or equal to 1
OR
Quarterly - No Calculated Final: Q2 Grade Less than 60 with Count Greater than or equal to 1 ✓
OR
Quarterly - With School Exam: Q2 Grade Less than 60 with Count Greater than or equal to 1
OR
Quarterly - No Calculated Final: Q3 Grade Less than 60 with Count Greater than or equal to 1
OR
Quarterly - With School Exam: Q3 Grade Less than 60 with Count Greater than or equal to 1
OR
Quarterly - No Calculated Final: Final Mark Less than 60 with Count Greater than or equal to 1 ✓
OR
Quarterly - With School Exam: Final Mark Less than 60 with Count Greater than or equal to 1

8.3 Deleting At Risk Results

Results of running At Risk definitions may need to be deleted. Re-running definitions does not append to current results but rather replaces them. Even so, schools may need to delete results periodically.

To delete results of those runs no longer required, go to the Student top tab > Options > Delete At Risk Results.
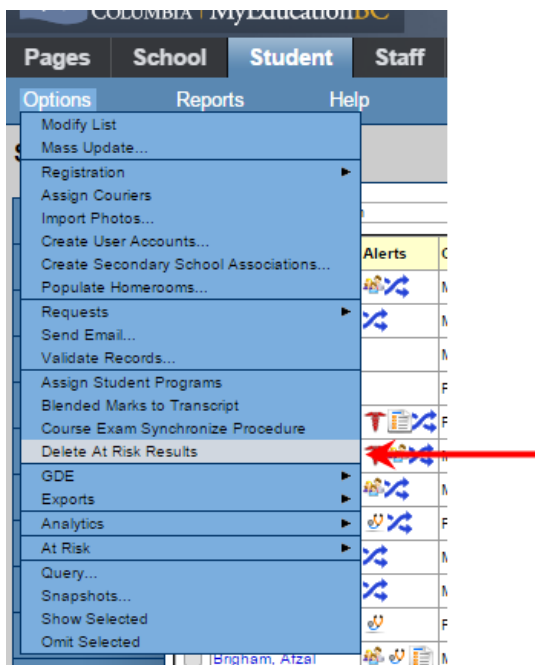
The following pop-up window opens providing parameters to select from.

1. Select the At Risk Definition.

2. Set the timeframe in order to narrow the scope of the records to be deleted for that definition.

3. Choose the Students to include; Current selection, All or YOG.

4. Note the option to de-select active students only. This is important if results were created for All Students.

5. Once set, click Run.

Delete At Risk Results

At Risk Definition	🔍
Delete At Risk Results	☑
Delete At Risk Alerts	☑
Start date	6/1/2015
End date	6/24/2015
Students to include	Current selection ▾
Search value	
Active students only	☑

Run   Cancel

9.0   Visibility of At Risk Alerts

Users who have access to students who have At Risk Alerts will cause an information icon ⓘ to display in the "At Risk" column IF they are viewing the student from a context other than the school that created the definition and results. This icon indicates to users who hover their mouse over it that, "Student has one or more At Risk alerts which are not visible in this scope. Go to the At Risk side-tab to view all alerts."