



MyEducationBC

BC Student Learning Group Programs

May 2024 v1.4

Version History

| Version | Date | Description |
|---------|--------------|--|
| 1.0 | Sep 3, 2020 | Initial document created |
| 1.1 | Sep 16, 2020 | Addition of Section 4, Student demographics field and additional filters |
| 1.2 | Sep 25, 2020 | Additional troubleshooting steps added |
| 1.3 | Sep 1, 2023 | Addition of Learning Group 501 – 2023 Sept Provincial Emergency |
| 1.4 | May 16, 2024 | Update to Provincial Emergency Section 4.5 |

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1.0 Introduction

BC Student Learning Group Programs provide a consistent structure in BC for identifying the cohort group of students or an individual. Learning Group Programs are available for selection, and when combined with the school identifier provide both provincially consistent and unique school Learning Group identification.

The use of the core program functionality allows for mass assigning the Learning Group Program and accommodates historical tracking and provides the same functionality in the Global > Student Program Participation table with mass update, modify list and export from the tables. The start and end date in programs provides a date based history to clearly identify when a student was a part of the group.

Student Learning Groups are found in ***Student > Membership > Programs*** and accessed using the **Data Dictionary Selection: BC Student Learning Groups**. Complete Details on Student Program Assignment are found in the Enrollment and Demographics guide located on the MyEducationBC.info site > School User Resources.

2.0 Security

User access to Student Learning Group Programs is based on general student program access. To add or edit a Student Learning Group Program:

- Users must have access to edit Student Program Participation, and
- Users must have access to School or District view

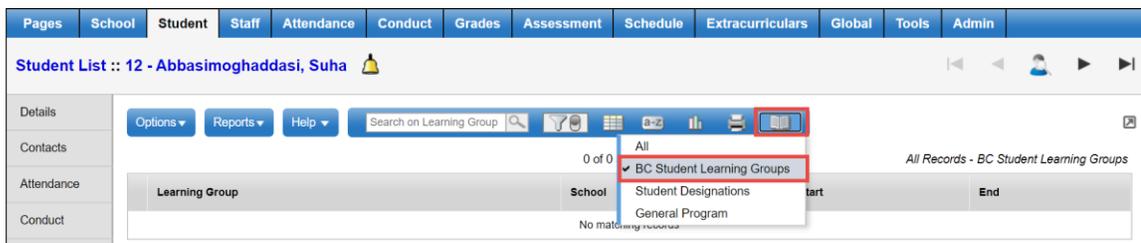
3.0 Managing BC Student Learning Group Programs

The Student Learning Group Program is managed individually through the **School view > Student top tab > Membership side tab > Programs** and mass assigned through **School view > Student top tab > Options > Assign Student Learning Groups**

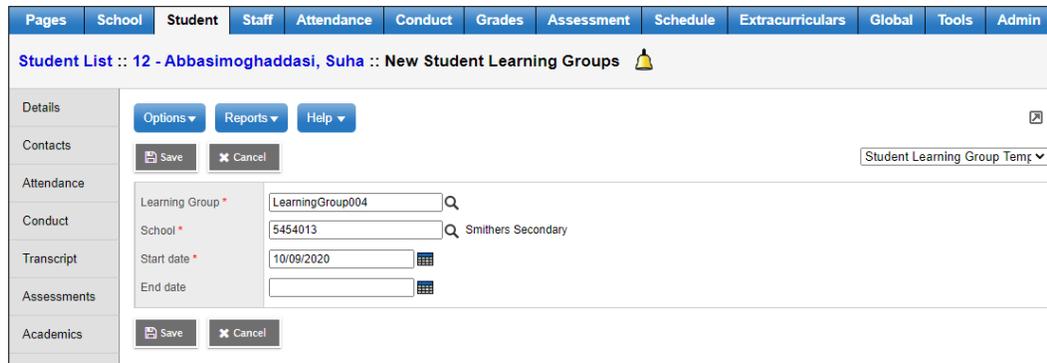
3.1 Assign To an Individual Student

To assign a BC Student Learning Group to an individual student:

- School or District View > Student top tab > Select the Student > Membership side tab > Programs.
- Set the Dictionary Menu to **BC Student Learning Groups**



- Select **Options > Add**
 - **Note:** the template will default to the **Student Learning Group Template**. This template provides the fields used with Student Learning Group programs.



The screenshot shows the 'New Student Learning Groups' form. The form includes the following fields:

- Learning Group ***: LearningGroup004
- School ***: 5454013 (Smithers Secondary)
- Start date ***: 10/09/2020
- End date**: (empty)

Buttons for 'Save' and 'Cancel' are visible at the top and bottom of the form.

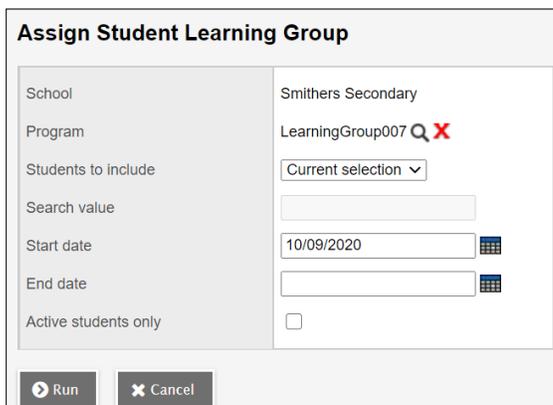
- (Required) Select the appropriate **Learning Group** from the pick list
- (Required) Select the current Learning Group **School** from the pick list
- (Required) Enter the **Start Date**
- Enter the **End Date** or leave blank
- **Save**

3.2 Assign to Multiple Students

The mass assign functionality for BC Student Learning Groups uses the same process as the Assign Student Programs for mass assigning General Student Programs for Primary Active students. Details on this functionality are found in the Enrollment and Demographic guide.

To assign a BC Student Learning Group to multiple students:

- **School view > Student top tab**
 - **Select the students** in the Learning Group and use **Options > Show Selected** to filter the list to only those students
- **Options > Assign Student Learning Groups**



- In the popup enter the following information:
 - **School:** Auto populates with the current school
 - **Program (Required):** Select the Learning Group from the picklist. Emergency
 - **Students to Include:** Use the default 'Current Selection' or select the appropriate dropdown for the school situation
 - **Start Date (Required):** Enter the date
 - **End Date (Optional):** Enter date if known
 - Click **Run**
- A results message pop up provides the number of successful Learning Group assignments and a list of the individual students where the assignment was unsuccessful. E.g. student already has the selected Learning Group assigned in that date range.

```

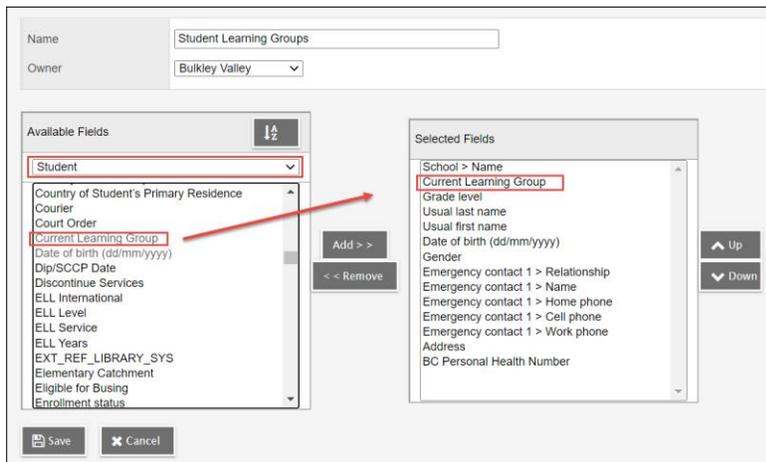
Messages
=====

Students skipped due to existing program within date range:
Abdalvand, Paarmita - existing program.
Abdulahikawaja, Avaline - existing program.
Abbasimoghaddasi, Suha - existing program.
Abdullalh, Ceyda - existing program.
11 student program record created.
4 student program record skipped.
  
```

4.0 Learning Group Field on Student Demographic Table

The current Student Learning Group Program is identified in the student demographics in a field named **Current Learning Group**. The *Current Learning Group* field is populated with a procedure based on the start and end dates of the Learning Group Program for Active students, that runs overnight at the Enterprise level. The procedure can also be run manually by the school as needed. Once the Current Learning Group field is populated, a variety of filters in the Student and Attendance top tabs are available for use with reporting.

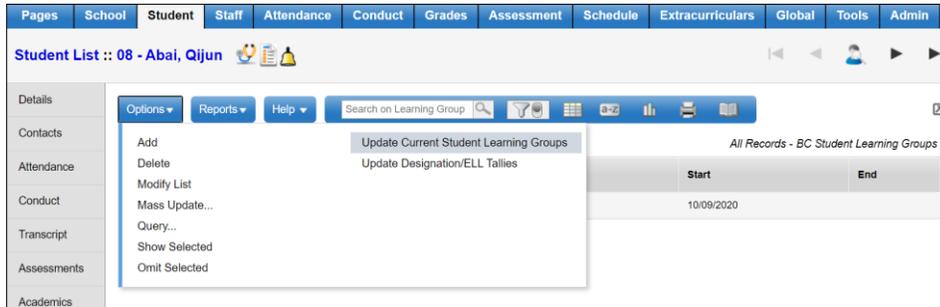
The **Current Learning Group** field is available to add to field sets for viewing. See the Fundamentals guide for details on creating field sets.



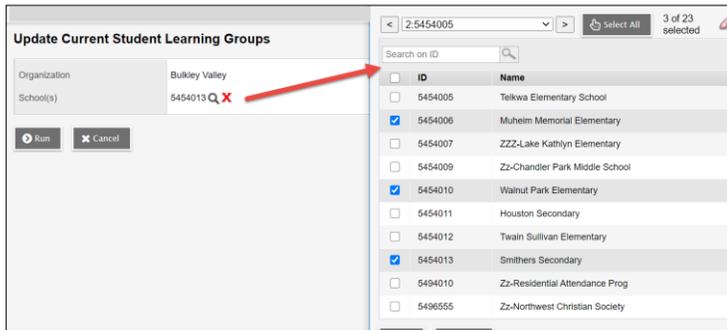
| Options Reports Help Search on UsualFirst | | | | | | | | |
|---|--------------------|------------------------|--------------------------|-------|------------|----------------------------|---------------------------|-----------|
| 2:Huairui Esford, John... 0 of 40 selected | | | | | | | | |
| <input type="checkbox"/> | School > Name | Current Learning Group | Name | Grade | DOB | 1st Contact > Relationship | 1st Contact > Name | 1st Conta |
| <input type="checkbox"/> | Smithers Secondary | LearningGroup005 | Fierens, Huairui | 08 | 22/09/2006 | Mother | Esford, Johnnhelan | 250-807-8 |
| <input type="checkbox"/> | Smithers Secondary | LearningGroup005 | Duboisphillips, Jadeon | 10 | 21/04/2004 | Mother | Lobley, Longchung | 250-497-5 |
| <input type="checkbox"/> | Smithers Secondary | LearningGroup005 | Duursmatakagishi, Jayavi | 09 | 24/09/2005 | Mother | Aumatellvalls, Bosen | 250-217-2 |
| <input type="checkbox"/> | Smithers Secondary | LearningGroup005 | Elhaddad, Johnmyray | 11 | 26/02/2003 | Mother | Heric, Hongbing | 250-220-9 |
| <input type="checkbox"/> | Smithers Secondary | LearningGroup005 | Doughtyfitzgeorge, Kenia | 09 | 18/05/2005 | Mother | Glassonweslowsky, Alianne | 250-723-3 |
| <input type="checkbox"/> | Smithers Secondary | LearningGroup031 | Agacia, Klaus | 09 | 08/02/2005 | Mother | Pohoreski, Kahlenysabel | 250-962-9 |

4.1 Update Current Student Learning Groups Procedure

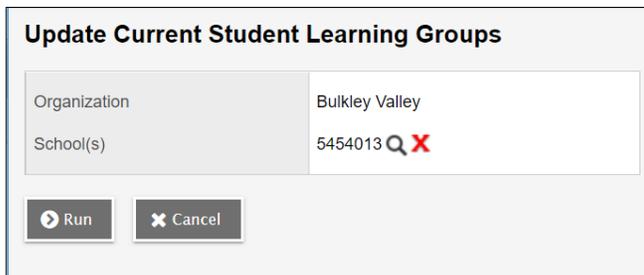
The **manual procedure** is located at the *District and School view > Student top tab > Select any student > Membership side tab > Programs sub side tab > Options > Update Current Student Learning Groups*.



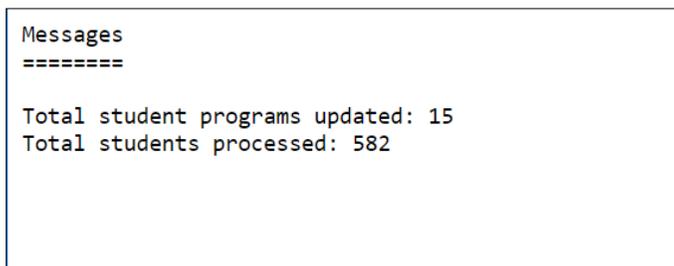
- When the procedure is run in the **District view**, the procedure will update **all Student Learning Group Programs for the Schools selected in the parameter screen**.



- When the procedure is run in the **School view**, it will update **all Student Learning Groups for the School**.



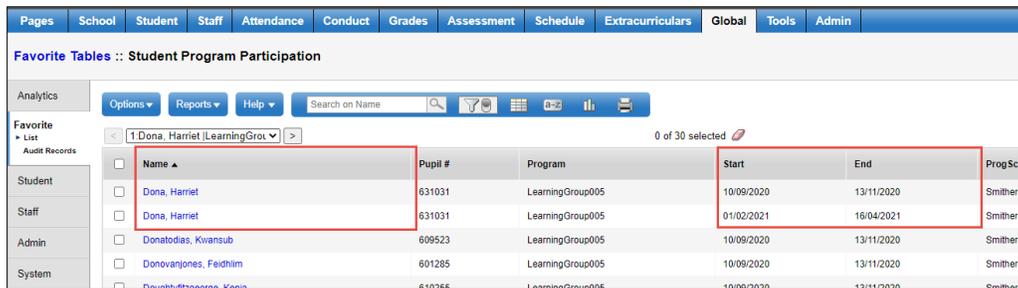
The procedure provides a results message showing the number of updated records and the total records.



4.2 Student Learning Group Filters

Student Learning Group filters will display information based on the location of the filter. Select the appropriate location for the information needed.

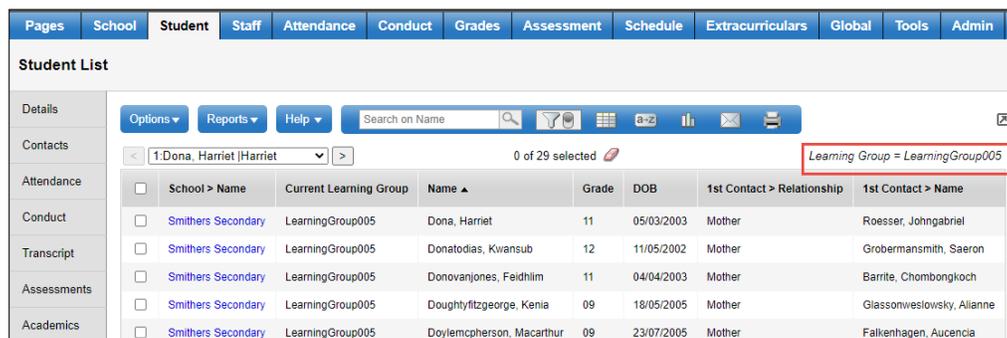
- The Student Program Participation Global Table contains **program records** assigned to a student, the filters in the Global Table are able to return multiple individual Student Learning Group Program records. E.g.: LearningGroup005 displays twice for the student with two different date ranges:



Favorite Tables :: Student Program Participation

| Name | Pupil # | Program | Start | End | Prog Sch |
|------------------------|---------|------------------|------------|------------|----------|
| Dona, Harriet | 631031 | LearningGroup005 | 10/09/2020 | 13/11/2020 | Smithers |
| Dona, Harriet | 631031 | LearningGroup005 | 01/02/2021 | 16/04/2021 | Smithers |
| Donatodias, Kwansub | 609523 | LearningGroup005 | 10/09/2020 | 13/11/2020 | Smithers |
| Donovanjones, Feidhlim | 601285 | LearningGroup005 | 10/09/2020 | 13/11/2020 | Smithers |
| Doughyftzgeorge, Kenia | 610255 | LearningGroup005 | 10/09/2020 | 13/11/2020 | Smithers |

- The Student top tab and Attendance top tab filters display Primary Active students based on the **Current Learning Group field**. A student can have only one value (one current learning group) in the Current Learning Group field.

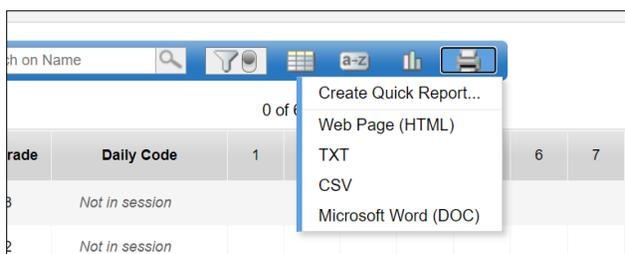


Student List

| School > Name | Current Learning Group | Name | Grade | DOB | 1st Contact > Relationship | 1st Contact > Name |
|--------------------|------------------------|--------------------------|-------|------------|----------------------------|--------------------------|
| Smithers Secondary | LearningGroup005 | Dona, Harriet | 11 | 05/03/2003 | Mother | Roesser, Johngabriel |
| Smithers Secondary | LearningGroup005 | Donatodias, Kwansub | 12 | 11/05/2002 | Mother | Grobermansmith, Saeron |
| Smithers Secondary | LearningGroup005 | Donovanjones, Feidhlim | 11 | 04/04/2003 | Mother | Barrite, Chombongkoch |
| Smithers Secondary | LearningGroup005 | Doughyftzgeorge, Kenia | 09 | 18/05/2005 | Mother | Glassonveslovsky, Alanne |
| Smithers Secondary | LearningGroup005 | Doylemcperson, Macarthur | 09 | 23/07/2005 | Mother | Falkenhagen, Aucencia |

4.3 Student Learning Group Filter Locations and Use

Learning Group filters include Primary Active students and can be used in combination with the quick report/export functionality to create reports and exports for School and District use. Details on the use of Quick Reports and Exports is located in the Fundamentals guide.



| Grade | Daily Code | 1 | 6 | 7 |
|-------|----------------|---|---|---|
| 3 | Not in session | | | |
| 2 | Not in session | | | |

- Create Quick Report...
- Web Page (HTML)
- TXT
- CSV
- Microsoft Word (DOC)

District and School view > Student top tab > Filters

- Learning Group = ?**

- Select the Learning Group in the parameter pop up
- Displays students with the selected Learning Group populated in the Current Learning Group field
- **No Learning Group**
 - Displays students without a Learning Group populated in the Current Learning Group field

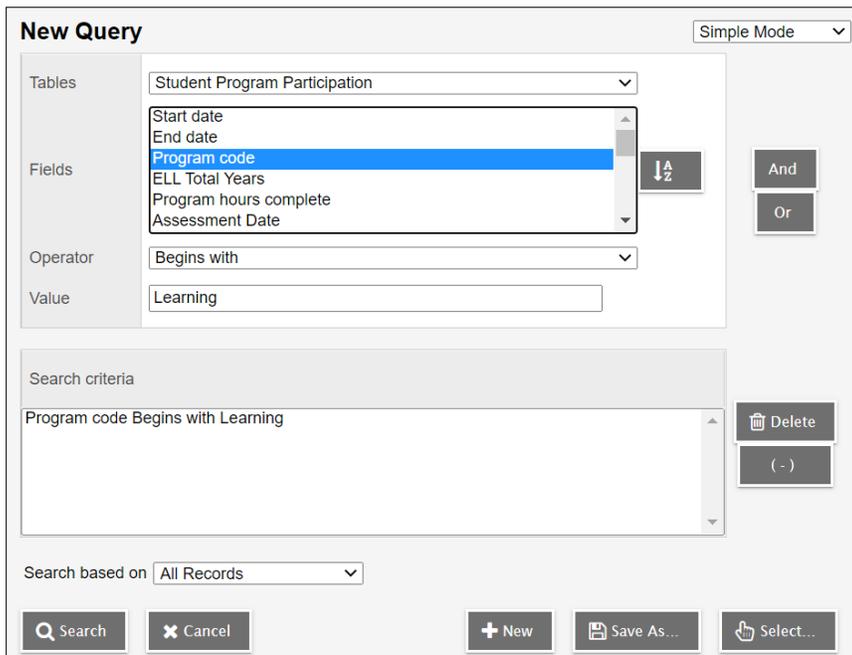
School view > Attendance top tab > Daily History and Class History side tabs

- **Learning Group = ?**
 - Select the Learning Group in the parameter pop up
 - Displays students with the selected Learning Group populated in the Current Learning Group field

School and District view > Global top tab > Favorite side tab > Student Program Participation

- **Learning Group = ?**
 - Select the Learning Group in the parameter pop up
 - Displays all Student Learning Group Program records for the selected Learning Group

In this screen, the *Options > Query* function can be used to identify all Student Learning Group Program records or to further scope the search to specific student records based on District and/or School processes and needs. Details on the Query functionality is found in the Fundamentals guide.



4.4 Troubleshooting Current Learning Group Field and Filters

If a student displays the incorrect **Current Learning Group** in Student Demographics or Displays incorrectly in the **Student** and **Attendance Learning group filters**:

Check the Learning Groups assigned in the *Student > Membership > Programs side tab* and ensure any previous Learning Groups are end dated correctly. Only **one Learning Group should be active for a student at a time**.

If the student is **Primary** and **Active** in the school and the Current Learning Group does not populate, the student may have a data issue (e.g. invalid PHN). Correct the data issue and re-run the procedure.

Confirm the student is **Primary** and **Active** to the school where the program is assigned.

Once the student data is corrected, run the manual procedure to update the Current Learning Group field as outlined in section 4.1 above.

4.5 Learning Group for Provincial Emergency

Recommendations from Ministry of Education and Childcare

- Schools receiving displaced students will cross-enroll them following usual procedures.
- Schools receiving students displaced by provincial emergency can assign the Learning Group as directed by the Ministry for that time period.
- Learning Groups can be seen from
 - District View and Student View>Student Top Tab
 - use Filter Learning Group = ?
 - Learning Groups for Provincial Emergencies are numbered 500 and up. eg (501, 502...)