Continuing Courses Procedures

August 2021 v1.6

Version History

Version	Date	Description
1.0	June 20, 2017	Initial Document
1.1	June 27, 2017	Added instructions to update Grade Input. Sec 2.3.1 and follow up for Teachers 2.5.1. Added screenshots for each procedure.
1.2	Aug 15, 2017	Clarified the need for a current year association to the school in Sec 1.
1.3	Aug 23, 2017	Emphasized the Copy Grades and Assignments procedure should only be run with schools using Single Term Transcript Definitions throughout the document.
1.4	Apr 17, 2019	Added hyperlinks to Table of Contents
1.5	June 2020	
1.6	August 2021	updated section 2.3 Pre and Post EOYR

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1.0   Preparation for Continuing Courses Processes

- Schools will have an active master schedule in the current year
- The same (identical) courses and sections set up in the new school year
- Courses will have the Single Term transcript definition in the previous and new school year before running Copy student grades and assignments
- Transcript records to be copied over will have both blank final marks and blank completion dates
- Students will have current year Primary or Secondary Associations to the school*

*Note: The Continuing Courses Procedures assume a student has a current year association to the school. If a student is part of the Continuing Courses Procedures and does not have a current year association to the school there may be issues with student grade management and reporting.

2.0   Continuing Courses Procedures

2.1   What is the purpose of these procedures?

The Continuing Courses procedures provide a method for carrying courses, course dates, term mark and comments forward to the next school year for students that are continuing their studies. The procedures will run for students with transcript records where the final mark and completion date are both blank in the previous year.

Grades top tab > Transcript side tab > Options > Schedule Transcript Copy Procedure
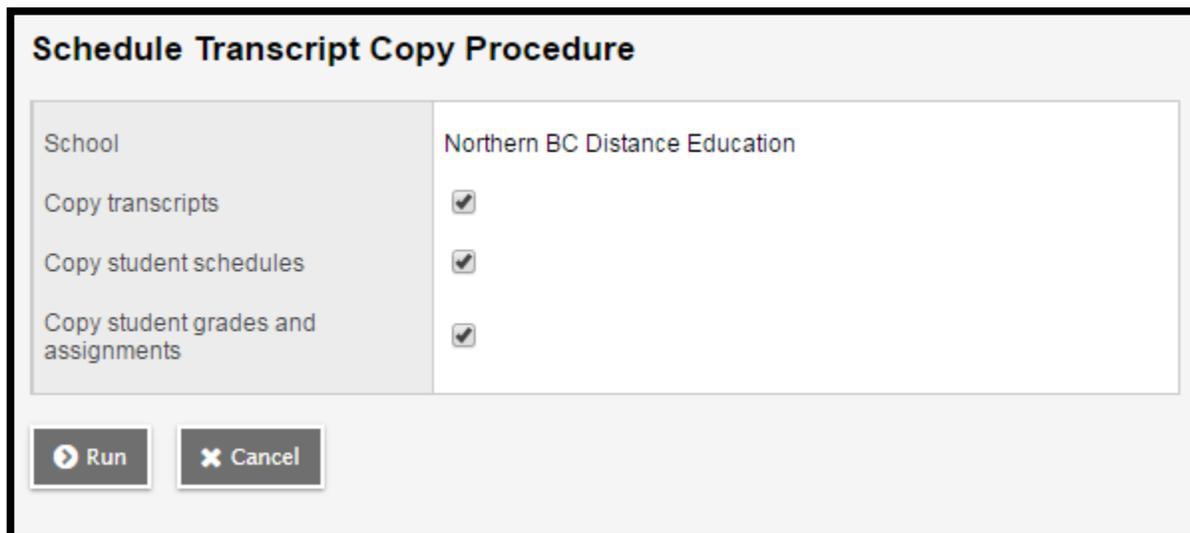
2.2 What do the procedures do?

- **Copy transcripts** will create a new transcript record in the current year where a student has the *same course and section from the previous year*, and the *final mark and completion date are blank*. The Active date, Actual start date, Percent complete, Term mark and comment will be copied into the new transcript record. This record is created in the Student top tab > Transcript side tab.
- **Copy student schedules procedure** will add the course that was not completed in the previous year to the student's current year timetable in Student top tab > Schedule side tab.   For this to happen, the school must have created a master timetable in the school with course codes and section numbers that exactly match the previous year course.
- **Copy Student grades and assignments procedure** will copy the gradebook assignments with marks; the assignment start and due dates will be advanced by one year. *This procedure is designed to work with courses that have a single term transcript definition in both the previous and current years. **Do not run this procedure if the transcript definitions on any courses are not single term.***
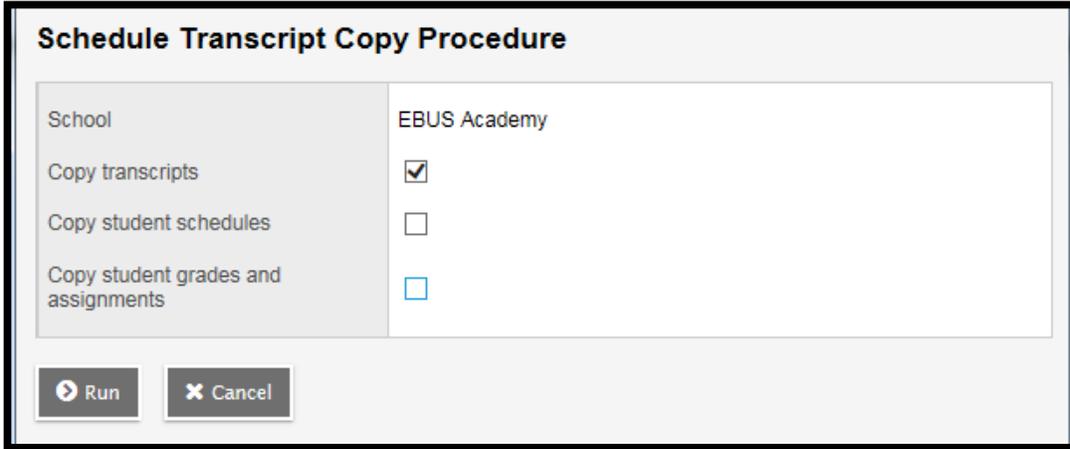
2.3 Running the Copy Transcripts procedure

The procedure can only be run Post EOYR. Prior to running the procedure, ensure that the matching courses and sections have been created at the school. You can assign the Transcript definition to the courses after the procedure has completed.

Steps before and after EOYR

Before EOYR
- Set Build Year Context(2022)
- Copy School Catalogue
- Copy Current Schedule (Build View)
- Ensure that students that have completed, have a FINAL MARK **and** have a COMPLETION DATE in their transcript
- Confirm Next Year Students

After EOYR
- Course Sections
  - Commit your School Schedule (from Build View)
  - Manually create or adjust sections
- Set Active Schedule
- Preparation work
- Schedule Transcript Copy Procedure
- Prepare Grade input (do not replace columns)
  - They look like they are there.... but they are not

Navigation: Grades top tab > Transcript side tab > Options > Schedule Transcript Copy Procedure

Schedule Transcript Copy Procedure

School	EBUS Academy
Copy transcripts	☑
Copy student schedules	☐
Copy student grades and assignments	☐

❯ Run   **✖ Cancel**

To run the Copy Transcripts Procedure:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts side tab**.
3. In the **Options** menu, select **Schedule Transcript Copy Procedure.**
4. Select the **Copy transcripts** check box.

When complete, a pop-up message will identify the records that were created and the total number of records updated, as well as the one's that could not be created and the reason that they were skipped.

2.3.1   What follow-up is required after the procedure is run?

If you are choosing to <u>NOT</u> run the *Copy Student Grades and Assignments* procedure, you will need to update the Grade input records with the Active dates, to ensure that future posting of grades does not overwrite the Active dates with a blank value.

If you planning to run the *Copy Student Grades and Assignments* procedure you DO NOT need to run this process, as the Active dates will be populated in the Gradebook and the Transcript record.

To Update Gradebook (school is not running *Copy Student Grades and Assignments* procedure):

1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts side tab**.
3. In the **Options** menu, select **Update Gradebook**
4. Choose **Active date** from the list of available fields to update
5. Choose the Transcript records to update.
6. Click **OK.**

File   Edit   View   Favorites   Tools   Help

Update Gradebooks from Transcript

| Column	Active Date 🔍
Transcript Definition	Single Term

Update For

- ◉ Current selection: 322
- ○ Current Year
- ○ All Transcripts

☑ OK   ✖ Cancel

2.4   Running the Schedule Students procedure

The procedure can only be run Post EOYR. Prior to running the procedure, ensure that the matching courses and sections have been created at the school. Teachers may be assigned to the sections prior to running the procedure but it is not necessary.
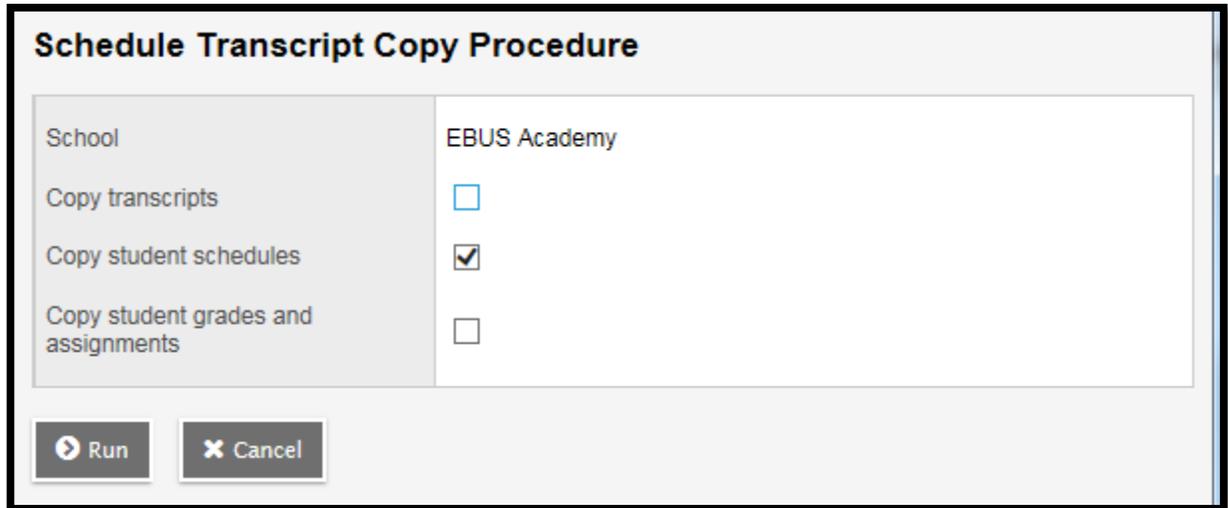
Schedule Transcript Copy Procedure

School	EBUS Academy
Copy transcripts	☐
Copy student schedules	☑
Copy student grades and assignments	☐

❯ Run   **✖ Cancel**

To run the Schedule student Procedure:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts side tab**.
3. In the **Options** menu, select **Schedule Copy Transcript procedure**.
4. In the pop-up window, check the **Copy Student Schedules** option

When complete, a pop-up message will identify the records that were created and the total number of records updated, as well as the one's that could not be created and the reason that they were skipped.

> **Important Note***: These options may be run independently. If you have already scheduled the students into their courses, DO NOT run the Copy student schedules piece as it will create duplicate records.*

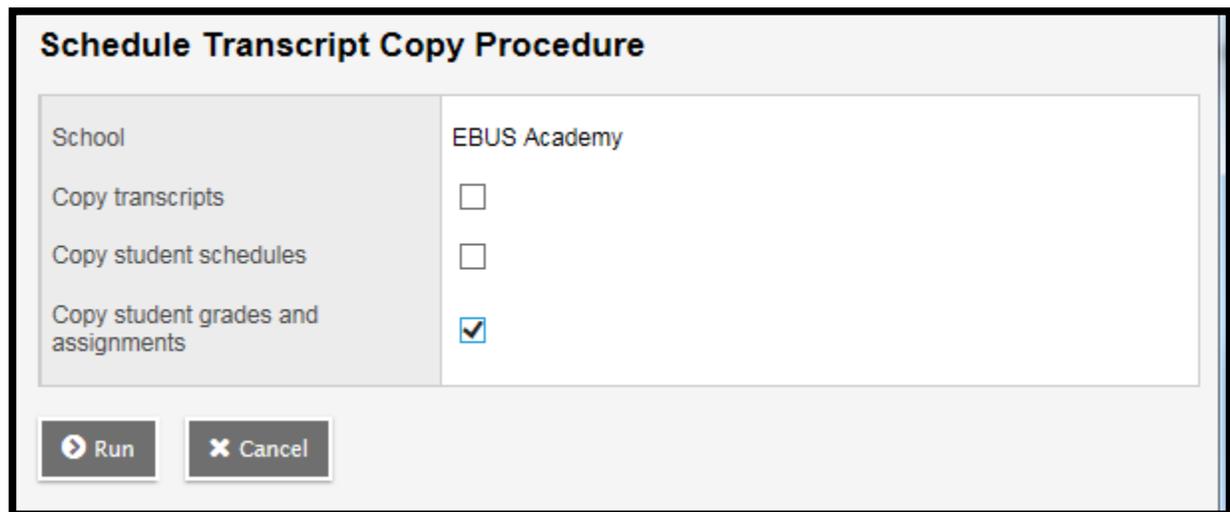### 2.4.1   What follow-up is required after the procedure is run?

Run the process to Recalculate Enrollment Totals after the students have been scheduled into the sections**:**

1. In the **School** view, select the **Schedule** top tab.
2. In the **Options** menu, select **Recalculate Enrollment Totals.**

2.5 Copy Student Grades and Assignments procedure

NOTE: *Do not run this procedure unless both the previous and current year courses all have Single Term Transcript Definitions.*

This procedure will allow the teacher created assignments and marks from a last-year course section to be copied into the current year course section.

Schedule Transcript Copy Procedure

School	EBUS Academy
Copy transcripts	☐
Copy student schedules	☐
Copy student grades and assignments	☑

❯ Run   **✖ Cancel**

To run the Copy Student Grades and Assignments Procedure:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts side tab**.
3. In the **Options** menu, select **Schedule Copy Transcript procedure**.
4. In the pop-up window, check the **Copy Student Grades and Assignments** option

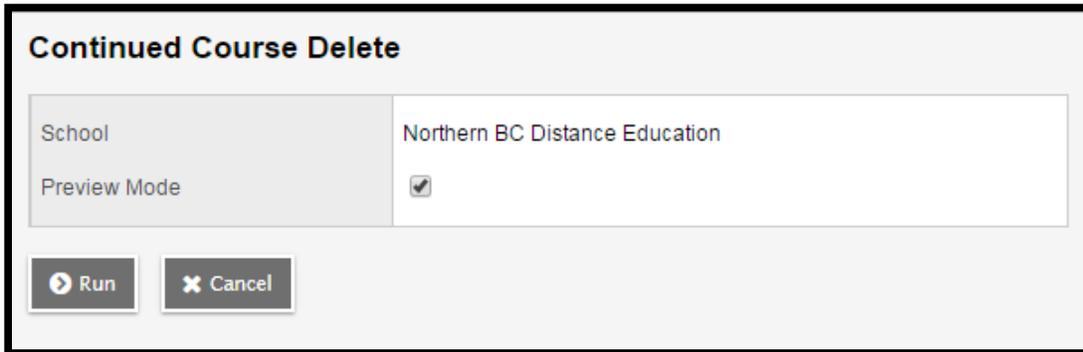### 2.5.1   What follow-up is required after the procedure is run?

Teachers can continue to work in the Gradebook with the assignment marks that were copied forward. It is important to note that only the gradebooks with students that are continuing in the course from the previous year will be copied forward.

Teachers can add additional assignments to the gradebook if necessary.

3.0 Delete Last-Year Transcripts procedure

This procedure will allow the school to delete the last-year transcript records where the final mark and completion date is blank.

Important Note: Before running this procedure ensure that you are confident that the transcript records that were carried forward are correct. There is no ability to undo.