



MyEducationBC

Continuing Courses Procedures

May 2026 v1.9

Version History

Version	Date	Description
1.0	Jun 2017	Initial Document
1.1	Jun 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 2017	Clarified the need for a current year association to the school in Sec 1.
1.3	Aug 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 2019	Added hyperlinks to Table of Contents
1.5	Jun 2020	
1.6	Aug 2021	updated section 2.3 Pre and Post EOYR
1.7	Aug 2024	Updated section 2.5
1.8	Aug 2025	Updated section 2.4
1.9	May 2026	Continuing Courses Procedure

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1.0 Preparation for Continuing Courses Processes

1. Schools will have an active master schedule in the current year
2. The same (identical) courses and sections set up in the new school year
3. Courses will have the Single Term transcript definition in the previous and new school year before running Copy student grades and assignments
4. Transcript records to be copied over will have both blank final marks and blank completion dates
5. 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 procedure provides 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.

The procedure is broken into four distinct steps, across two different parameter screens.

[Grades top tab > Transcript side tab > Options > Continuing Courses Procedure – Steps 1-3](#)

Continuing Courses Procedure – Steps 1-3

This procedure is only used for continuing courses from one school year to the next. After each step, verify the data prior to running the next step.

Step 1: Copy transcripts: This will copy transcript records from the previous school year without a final mark and completion date.

Step 2: Copy student schedules: This will copy the student's schedules forward based on the transcripts that were copied. Note: the sections must be identical to the one in the previous year.

Step 3: Copy student grades and assignments: Optional. This will copy the teacher's gradebook forward from the previous year. Note: the courses must have a single term transcript definition for this to work.

School	eSchool23
Select a step	<input type="text"/>

Continuing Courses Procedure – Step 4

Continuing Courses Procedure – Step 4

This procedure is only used for deleting previous year's transcript records which have been copied forward

NOTE: Only run this procedure once data has been verified, and steps 1-3 have been completed. **There is NO undo.**

School	eSchool23
Preview Mode	<input checked="" type="checkbox"/>

2.2 What do the procedures do?

- **Step 1: 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. Comment only courses will not be copied forward.
- **Step 2: 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.
- **Step 3: 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 Steps Before and After EOYR

Before EOYR

- Set Build Year context (next school year)
- Copy School Catalogue
- Copy Current Schedule (Build View)
- Ensure that students that have completed, have completed, have a FINAL MARK and have a COMPLETION DATE in their transcript
- Confirm Next Year Students

After EOYR

- Create course sections
 - Commit your School Schedule (From Build View)
 - Manually create or adjust sections
- Review the records to be copied forward using the School view > Grades top tab > Transcript side tab > Transcripts to Copy filter (enter in the previous year when prompted)
- Run School view > Grades top tab > Transcript side tab > Options > Continuing Courses Procedure steps 1-3, verifying data between each step.
- Prepare Grade Input (do not replace columns)

It may look like the columns are there, but this needs to be run to ensure they exist properly in the new year.

2.4 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.

Continuing Courses Procedure – Step 1-3

This procedure is only used for continuing courses from one school year to the next.
After each step, verify the data prior to running the next step.

Step 1: Copy transcripts: This will copy transcript records from the previous school year without a final mark and completion date.

Step 2: Copy student schedules: This will copy the student's schedules forward based on the transcripts that were copied. Note: the sections must be identical to the one in the previous year.

Step 3: Copy student grades and assignments: Optional. This will copy the teacher's gradebook forward from the previous year. Note: the courses must have a single term transcript definition for this to work.

School

Select a step

?aq'amnik School

▼

1. Copy transcripts

2. Copy student schedules

3. 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 **1: Copy transcripts**.
4. Select **Run**.

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.

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


If you are choosing to NOT 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 Gradebooks**
4. Choose **Active date** from the list of available fields to update
5. Choose the Transcript records to update.
6. Click **OK**.

Update Gradebooks from Transcript

Column	Active Date 
Transcript Definition	Single Term 10-12 2023 English %-LG

Update For

Current selection: 1049

Current Year

All Transcripts

OK Cancel

2.5 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.

Continuing Courses Procedure – Step 1-3

This procedure is only used for continuing courses from one school year to the next. After each step, verify the data prior to running the next step.

Step 1: Copy transcripts: This will copy transcript records from the previous school year without a final mark and completion date.

Step 2: Copy student schedules: This will copy the student's schedules forward based on the transcripts that were copied. Note: the sections must be identical to the one in the previous year.

Step 3: Copy student grades and assignments: Optional. This will copy the teacher's gradebook forward from the previous year. Note: the courses must have a single term transcript definition for this to work.

School

Select a step

Anchor Academy (DL)

▼

1. Copy transcripts

2. Copy student schedules

3. 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 **Continuing Courses Procedure – Step 1-3**.
4. In the pop-up window, check the 2. **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.

2.5.1 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**.

2.6 Copy Student Grades and Assignments procedure

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

Procedure is not designed to be run multiple times.

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.

Continuing Courses Procedure – Step 1-3

This procedure is only used for continuing courses from one school year to the next. After each step, verify the data prior to running the next step.

Step 1: Copy transcripts: This will copy transcript records from the previous school year without a final mark and completion date.

Step 2: Copy student schedules: This will copy the student's schedules forward based on the transcripts that were copied. Note: the sections must be identical to the one in the previous year.

Step 3: Copy student grades and assignments: Optional. This will copy the teacher's gradebook forward from the previous year. Note: the courses must have a single term transcript definition for this to work.

School

Select a step

Anchor Academy (DL)

- 1. Copy transcripts
- 2. Copy student schedules
- 3. 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 **Continuing Courses Procedure Step 1-3**.
4. In the pop-up window, check the **Copy Student Grades and Assignments** option

2.6.1 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 is only used for deleting previous year's transcript records which have been copied forward

NOTE: Only run this procedure once data has been verified, and steps 1-3 have been completed. **There is NO undo.**

Important Note: Before running this procedure ensure that you are confident that the transcript records that were carried forward are correct. You can run this procedure in Preview Mode

School View>Grades Top Tab>Options>Continued Courses Procedure Step 4

Continuing Courses Procedure – Step 4

This procedure is only used for deleting previous year's transcript records which have been copied forward

NOTE: Only run this procedure once data has been verified, and steps 1-3 have been completed. **There is NO undo.**

School	Anchor Academy (DL)
Preview Mode	<input checked="" type="checkbox"/>