StrongStart Setup

January 2025   v2.11

Version History

Version	Date	Description
1.0	10 Mar 2015	Initial Document
1.1	27 Mar 2015	Updated Secondary School Management preference
2.0	8 Sep 2015	Implemented new Positive Attendance setup and process
2.1	20 Sep 2017	Updated Screen shots and revisions throughout the document
2.2	21 Sep 2017	Added Principal's Attendance Report By Class to the Reports section
2.3	13 Feb 2018	Updated Security section; added School Start-up Checklist
2.4	13 Jun 2018	Updated Reports section to include the BC StrongStart Verification Report
2.5	1 May 2019	Added hyperlinks to Table of Contents
2.6	2 Oct 2019	Updated Taking POS Attendance in section 10 to include Class Roster, updated screenshots for release 5.10
2.7	21 Oct 2019	Updated Section 1.2 - School Setup template to support Student Portfolios
2.8	1 Oct 2020	6.1 Upgrades
2.9	20 Apr 2022	Updated Section 1.2 School Details, Ministry Extract, withdrawn students
2.10	17-May-2024	Updated for 2023 Reporting Order
2.11	9-Jan-2025	Updated Screen grabs

Confidentiality

Table of Contents

1.0 StrongStart Centres

The overall setup of a StrongStart Centre is similar to the setup of most class attendance schools. However, some unique settings enable StrongStart Centres to record positive attendance. This section details the most common setup for StrongStart Centres.

1.1 Security

StrongStart facilitators who are only recording attendance can be assigned one of the following StrongStart security roles.

- **StrongStart Facilitator – Basic**: Staff view with read access to student information and the ability to take and post class attendance.
- **StrongStart Facilitator – School**: School and Staff view providing read access to student demographics and the ability to take and post class attendance in Staff view or Edit class attendance in School view.

Clerical staff recording attendance for StrongStart students must have access to the Staff View, and a role that includes "Gradebook administrator access" permission in the Organization category. Currently, two of the four baseline Clerical security roles in MyEducation BC have both these permissions:

- Clerical – School Admin Assistant
- Clerical – SIS Admin

1.2   School Details

Even though StrongStart Centres do not record grades or comments for students, a default transcript definition needs to be selected in order to bring the required course into the school for attendance purposes.

*School View > School Top Tab> Details > **General tab***
1. **Type:** Early Learning
2. **School Level:** Early Learning Centre
3. **Start Grade:** -1 (-1 indicates grade EL)
4. **Number of Grades**: 1
5. **Build Year Context > School year:** Current or Next Year
6. **Default Transcript Definition > Name:** Select one (*i.e. Single Term K-9 2023 English EMG-DEV-PRF-EXT*) will not matter which one as StrongStarts do not run Prepare Grade Input.
7. **School Sub Type:** Regular Day School
8. **Class to Daily Attendance Procedure?:** Uncheck the Checkbox.
9. **Save**

*School View> School Top Tab> Details > **Address tab**:* Enter or update address information

1.3 School Daily and Class Attendance Preferences

Positive Attendance in MyEducation BC StrongStart Centres is recorded and submitted to the Ministry of Education based on **Class Attendance *only***The Ministry extracts StrongStart BC attendance data annually from MyEdBC in July.

A Daily Attendance value for StrongStart students is *not* required and *not* recommended. School Daily and Class Attendance Preference Settings below are for a school using Class Attendance *only*.
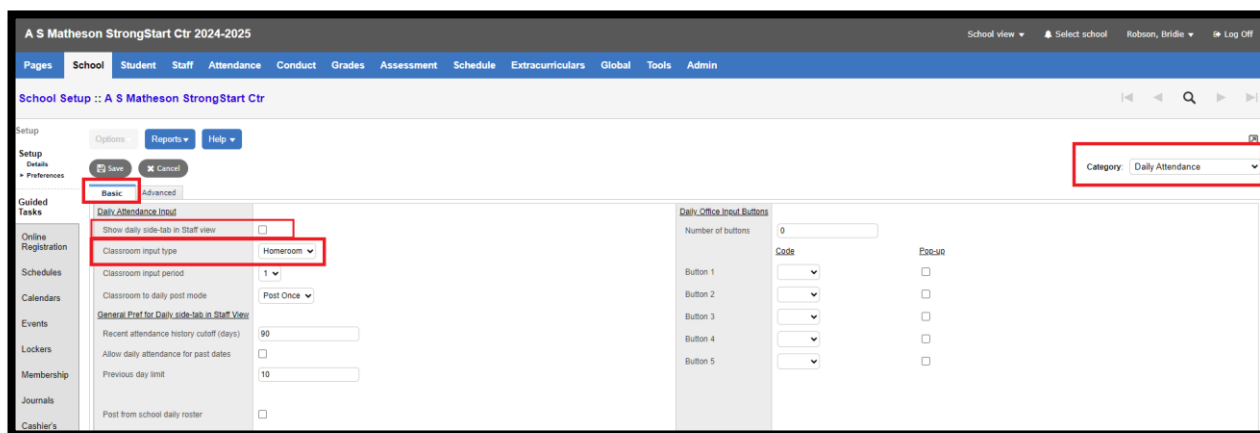
Attendance is initially posted through the Staff view and any changes to the student attendance are done in the School view for individual students.

1.3.1 Daily Attendance Preferences

*School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance > **Basic tab***

These two settings MUST be set:

- **Classroom Input Type** to *Homeroom* - This setting prevents the automatic creation of a daily value
- **Show Daily Side tab in Staff view** to *unchecked* – hiding this removes the ability to enter Daily values in Staff view.

School top tab > Setup side tab > Preferences > Category dropdown: Daily Attendance

Most of these preferences are not used for StrongStart centres.

- Classroom Input Period: N/A
- Recent attendance history cut-off – *enter the number of days of attendance history that will display in the Recent Attendance filter* (e.g. 90 to have 3 months of history displayed)
- Allow daily attendance for past dates – N/A
- Previous day limit – N/A
- Daily Roster Input Buttons – N/A
- Daily Office Input Buttons – N/A
- Staff View Input Buttons – N/A

1.3.2 Class Attendance Preferences

*School top tab > Setup side tab > Preferences > Category dropdown: Class Attendance > **Basic tab***

- **Post mode** – If attendance is posted from Staff view more than once per class using POS attendance it will wipe out all of the entries previously posted. Setting to Post Once will prevent loss of work.
    - o **No Post** – Do Not Use
    - o **Post** – Do Not Use
    - o **Post Once** – Attendance can be posted to a student Class attendance record once, changes made after the initial post will not change the student Class attendance record. This is critical for accurate StrongStart attendance submissions to the Ministry.

- **Allow Date Change** – Controls the Date Navigation setting in the Staff view > Attendance
    - o **Checked** – Allows date change in Staff view to permit staff entering and posting attendance for previous dates
    - o **Unchecked** – Entries for Class attendance for previous dates is done only in the office via School view

- **Track Class Attendance by Period** – N/A

- **Staff and School view Negative Attendance Buttons** – All settings in this section are N/A

School top tab > Setup side tab > Preferences > Category dropdown: Class Attendance >
Advanced tab

- **Positive attendance all classes:** Checked
- **Staff and School view Number of Buttons:** 1
    - **Button 1:** Select the dropdown for **POS**

2.0 School Schedule

School View > School Top Tab > Schedules Side Tab

Ensure there is a YearID representing the current school year. If the YearID column is blank, set the filter to **All Records**

1. If the current year is in the list under All Records, click on the blue hyperlink and confirm the start and end dates are within the district calendar.

Ensure the current YearID is set as the Active Schedule. This is indicated by a small triangle (as illustrated below) in front of the schedule Name, or by the schedule year displays when the filter is set to Active Schedule.

If you do not see the triangle, click the blue hyperlink on the YearID, then **Options > Set Active Schedule.**
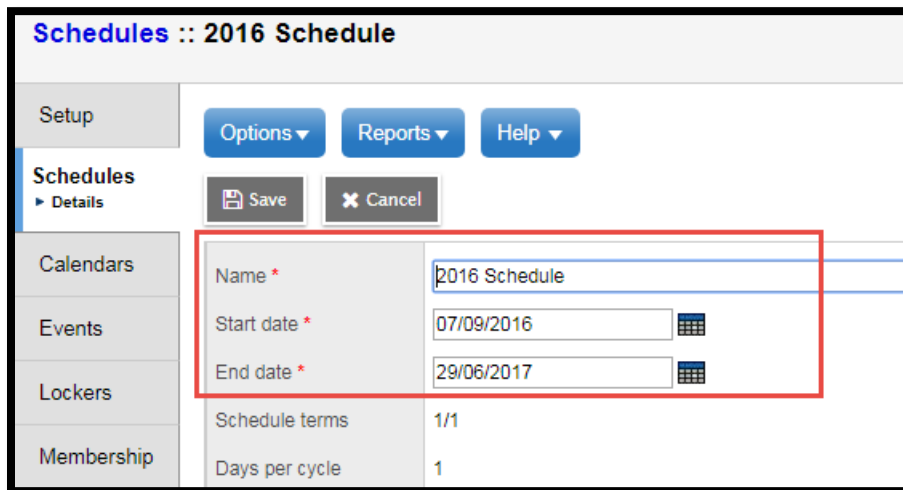
2. If the current year is NOT in the list under All Records, click **Options > Add**
   - Populate the **Name** field
   - Populate the **Start date** and **End date** fields
   - **Save**
   - **Options** > **Set Active Schedule**
   - **Save**

3.0 School Calendar

Districts must initialize a calendar to determine the session dates and non-session dates within their district.

A school calendar name of **Standard** will allow all schools with secondary students to take attendance on students from other schools with a calendar name of **Standard. *This will be especially important for StrongStart Centres where students are cross-enrolled between multiple centres*.**

Once the district calendar has been initialized:

StrongStart Centres should see dates in the School Top Tab> Calendars Side Tab> Dates
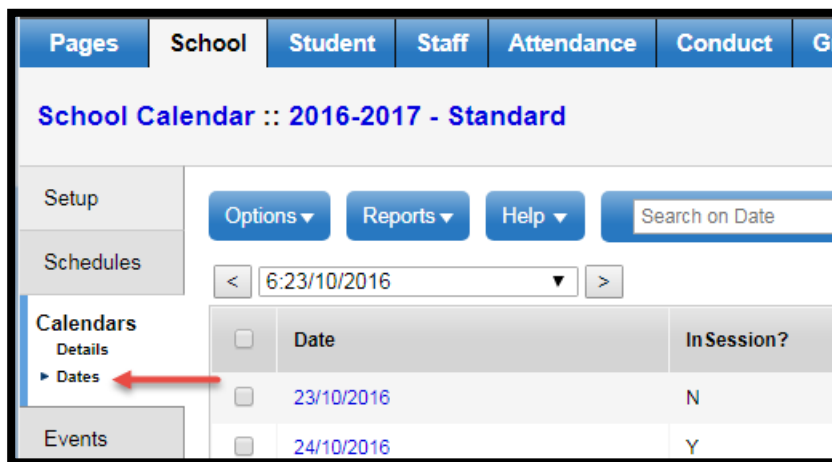
- If there are no dates in the **School** > **Calendars** > **Dates** leaf the school should:
  - Contact the district support desk and ask if the district calendar has been initialized. If not, the school should wait for the district calendar to be initialized as that process could overwrite the manually created school calendar.
  - If the district calendar *has* been initialized and the dates do not appear in the school calendar, the calendar will need to be initialized at the district or school level. See the *Initializing the School Calendar* in the School Setup guide for instructions.

4.0 Student Details

This guide does not cover student registration and assumes students are already registered in the StrongStart Centre. A calendar must be assigned to each student in order to take attendance. See the *Enrollment and Demographics* document for more on registering students in your school.

4.1 Strong Start YOG picklist

During Registration process you can pick from the suggested list, or you can type a specific YOG if the one if you want is not in the list.
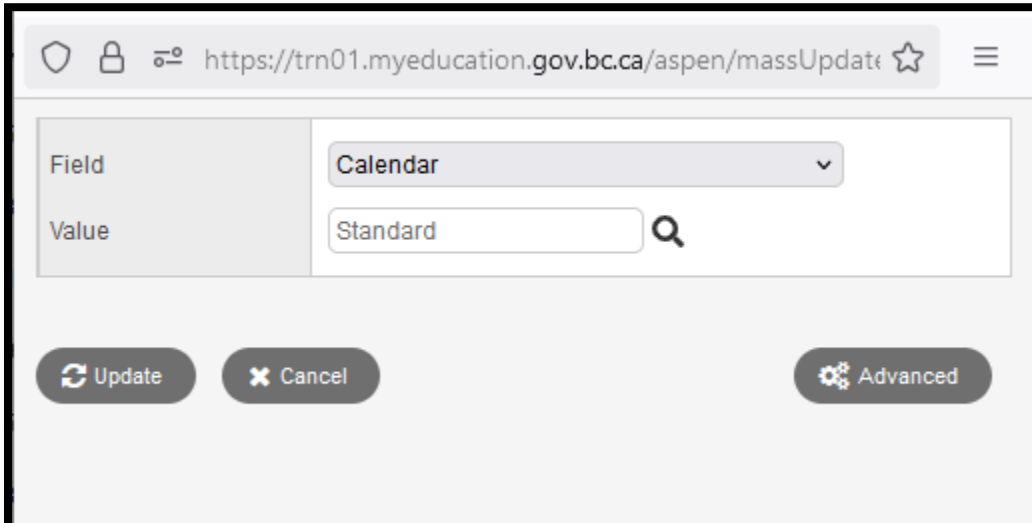
Any student must be grade level EL for Strongstarts.

The YOG chart gets updated every year through the EOYR (End of Year Rollover) process.

4.2 Assigning Calendars to Students

Every student in the school must have a Calendar assigned. If all students have been registered without a calendar you can mass assign your school calendar to all students or a selected group of students in your school.

School View> Student Top Tab> Options > Mass Update > Calendar = Standard > Update

## 4.3 Creating a Student Snapshot

StrongStart Centres that have a large number of students may want to consider creating an initial snapshot with all students attending the program. This will make it easier to mass assign students to the course section for attendance as part of the setup tasks. Multiple snapshots can be created for StrongStart umbrella centre that house multiple sites, with one snapshot for each site. If a student attends multiple sites they can be added to multiple snapshots.

Remember that snapshots are static and will not automatically update when new students enter the school or are added to classes. After the mass scheduling of students into the course sections, it is recommended to remove the snapshot.

Give your snapshot a name that represents the students in the snapshot. *Save as filter* would not be recommended for a temporary snapshot used for scheduling.
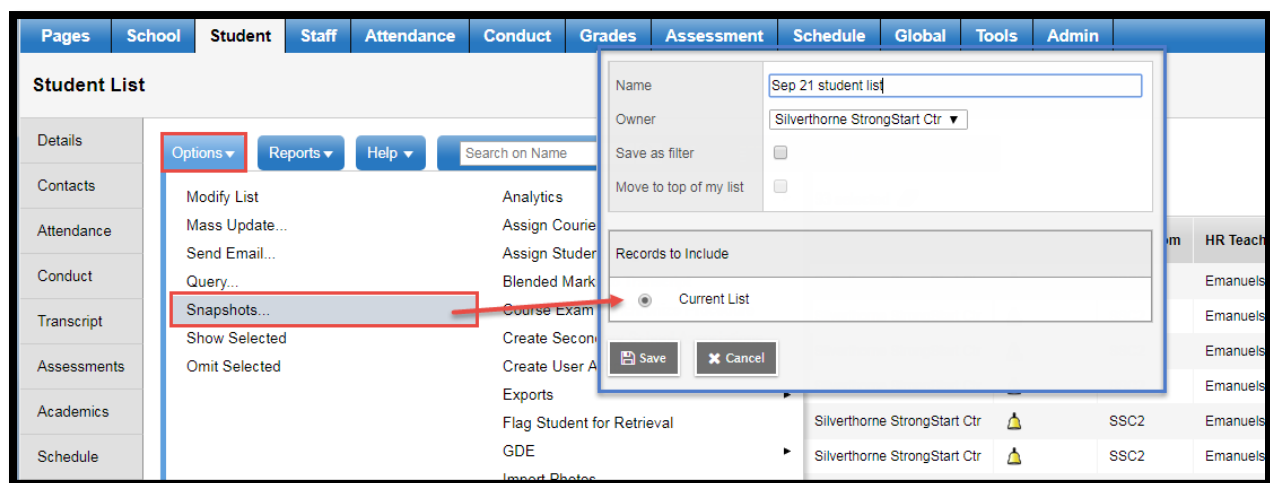
5.0   Staff

Staff can be added to the school as new staff member, or if the staff member already exists in the district, a primary or secondary association to the StrongStart centre can be added.

School > Staff > Options > Add

- Legal last name
- Legal first name
- Usual first name (if different from legal)
- Usual last name (if different from legal)
- School > Name: Select the StrongStart school from the picklist
- Staff Type: **SSCF**

6.0 Schedule Structure

StrongStart Centres require a basic structure so students can be scheduled into the appropriate course for attendance. The most common structure is defined in this section.

6.1 Schedule Terms

A StrongStart Centre only needs one schedule term of 'Full Year'.

School View > Schedule Top Tab > Structure Side Tab > Terms > Options > Add

- **Code:** FY
- **Name**: Full Year
- **Base terms per year:** 1
- Click **Set**
- Check the **Term map** box.
- **Term Date Ranges:** Populate the Start and End dates of the school year
- Click **Save**

6.2 Set up Structure to Have One Day and One Period

Schedule Top Tab > Structure Side Tab > Days > Options > Add

- **Day Count**: 1

One set of columns is created

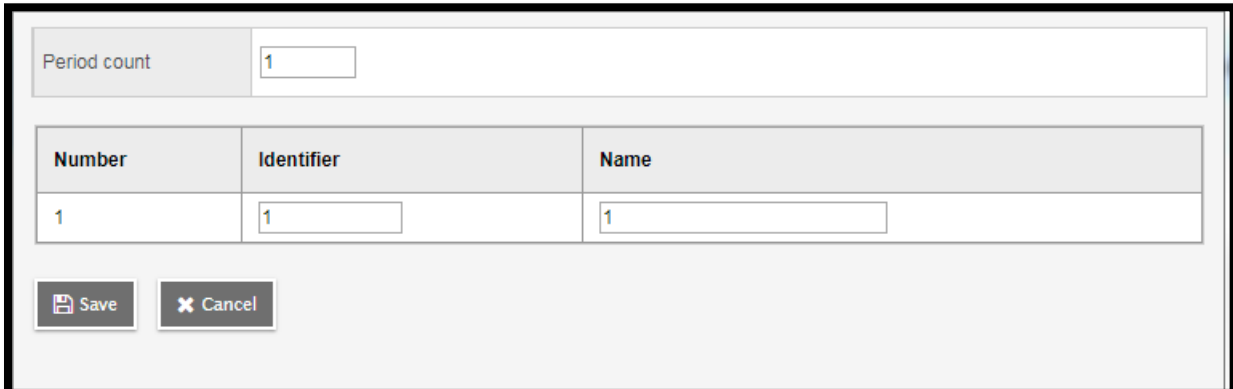- **Identifier**: 1
- **Name**: 1
- Click **Save**

Day count	1	
Number	**Identifier**	**Name**
1	1	1

Save   Cancel

Schedule > Structure > Periods > Options > Add

- **Period Count**: 1*

One set of columns are created

- **Identifier**: 1
- **Name**: 1
- Click **Save**

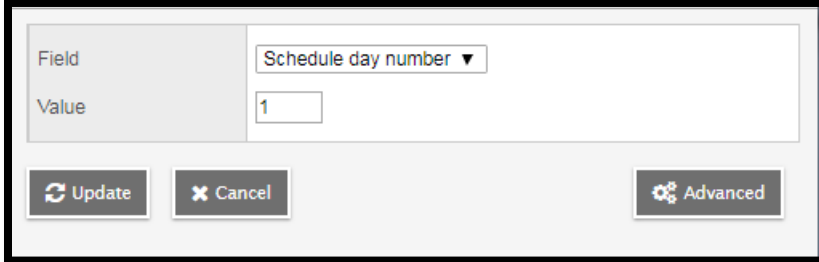| Period count	1	
Number	**Identifier**	**Name**
1	1	1

Save   Cancel

*Note: StrongStart umbrella centres housing multiple sites may choose to have multiple periods, one for each site. Enter the number of periods in the Period Count field. Additional rows will display and can then be populated.
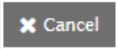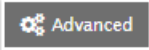
7.0 School Calendar Setup

7.1 Assign Day 1 to Every *In Session* Date for Your School.

School View > School Top Tab > Calendars Side Tab > Dates > Filter = Days in Session > *Options > Mass Update > Field* = Schedule Day Number > *Value* = 1

Click **Update**

Field	Schedule day number ▼
Value	1

🔁 Update   ✖ Cancel   ⚙ Advanced

8.0   Course Setup

Ensure the XAT---EL course is in the district course catalogue. If it is not, it will need to be brought into the District.

To bring the XAT---EL course into the district course catalogue:

District View > Schedule Side Tab> Courses > Options > Add > Department = All

Find the XAT---EL course in the list, check the box beside it and click **OK**.

To bring the XAT---EL course into the StrongStart centre course catalogue:

School View > Schedule Top Tab> Courses Side Tab > Options > Add > School Level = All

Find the XAT---EL course in the list, check the box beside it and click **OK**.

8.1 Create a Course Section

StrongStart Centres will use one or more course sections depending on the setup. If a district uses a single school number to house multiple sites with different facilitators, multiple course sections may be created to keep the sites organized.

School View > Schedule Top Tab> Master > Options > Add

- **Number:** Select XAT---EL from the picklist
- Click **OK**.
- **Section number:** Enter the section number
- **Primary Staff > Name:** Select the facilitator from the picklist
- **Schedule Term > Code**: Select FY from the picklist
- **Schedule**: Click the blue hyperlink for **Edit Schedule** > in the popup, click the box in the matrix representing Day 1, and the Period used for this course section. Click **OK** and the Schedule field is populated with the schedule expression selected, e.g. 1(1).

- **Enrollment maximum:** enter number that will accommodate all StrongStart students registered to the school

- **All other fields**: N/A, the remaining fields can be filled in but are not required in StrongStart Centres Click **Save.**

![MyEducationBC logo with British Columbia] ![Fujitsu logo]

9.0 Scheduling Students into a Course Section

9.1 Scheduling Individual Students

This section provides a simplified outline of how to schedule an individual student into a course section. For complete details, see the *Student Scheduling* guide.

School View > Student Top Tab> Schedule Side Tab > Workspace

- Click **Select**

- In the popup select the XAT—EL course section(s) the student will attend > Click **OK**

- Click **Post** in the workspace screen. Scroll to the right if it is not visible. Post **MUST** be clicked to save.

9.2 Using Snapshots for Mass Scheduling Students

The snapshot(s) built in the Creating a Student Snapshot section can be used to schedule all StrongStart students into the course section(s) created.

9.2.1 Scheduling students using a snapshot

Use the student snapshot to load all StrongStart students into the course section:

Schedule Top Tab > Master Side Tab > Sections > Roster > Options > Add

In the pop-up window, set the

- **Schedule Mode**: Pull

- **Students**: Snapshots > in the popup window select your snapshot > Click **Ok**

- Click **Ok** in the Multi Add student popup
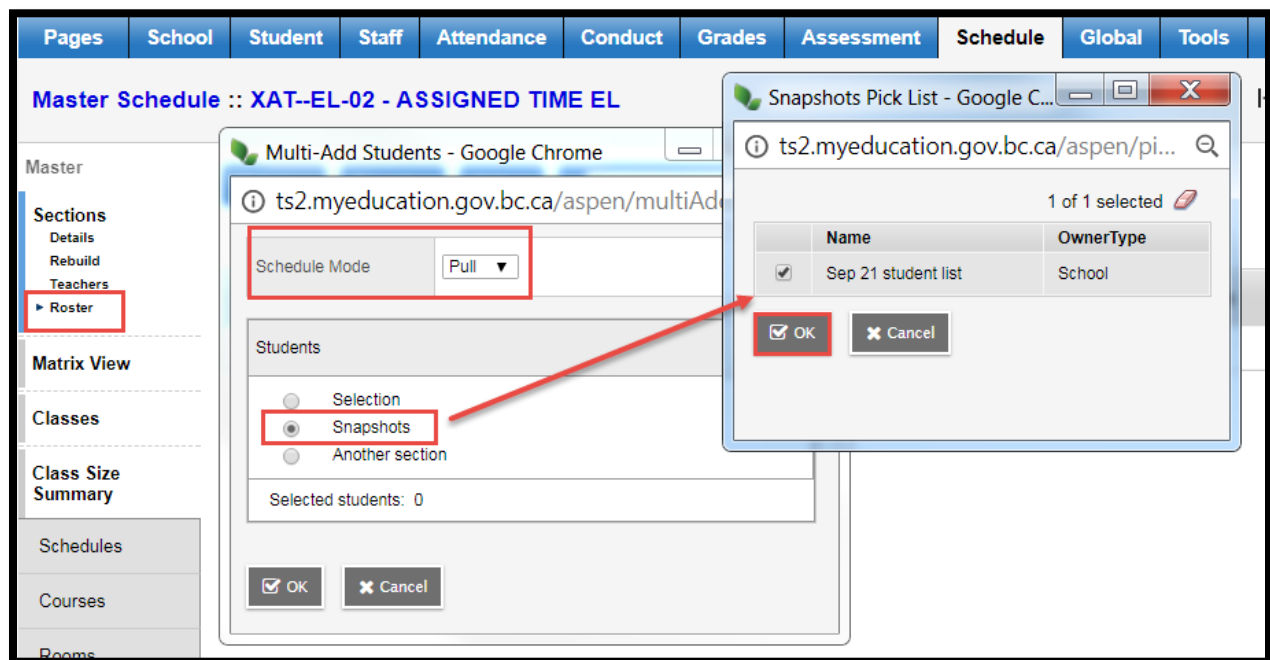
The students from the snapshot will now display in the Course Section Roster

10.0 Taking Attendance

POS Attendance MUST be entered in **Staff** view or **Class Roster** which functions the same as Staff view. Office Staff will either switch to **Staff** view > **Attendance** and select a teacher to enter attendance, or **School** view > **Attendance** > **Class Roster**.

Changes to individual attendance after posting Class Attendance MUST be made in the **School** view > **Attendance** > **Class Office** *see the Visual StrongStart Attendance document for an overview of these processes*.

10.1 POS Class Attendance

Staff View > (Select teacher if office user) > Attendance > Class > Input

*Or **School View > Attendance > Class Roster > Select class***

Use the calendar icon at the top right to navigate to the correct date.

Click **POS** for each student in attendance on that date. The student line will display grey and the Class Attendance column will show POS*. The asterisk indicates the attendance has been entered for the student but has not yet been posted to the student record.

If you need to make a change *before* posting, e.g. if POS is inadvertently selected for the wrong student, click the **A** button to correct. After posting, changes must be made in the *School view > Attendance > Class Office.*

When the attendance is complete for the date selected, click the **Post** button.

After attendance has been posted, the Post button is greyed out and is no longer accessible. A message is displayed over the attendance date giving the date and time the attendance was posted.

Staff View > (Select teacher if office user) > Attendance > Class > Input

School View > Attendance Top Tab > Class Roster > Select class

Any changes required to the Class attendance for individual students MUST be made in *School view > Attendance > Class Office*. **DO NOT USE** the edit functionality that displays here, it is NOT intended for use with POS attendance. Re-posting POS attendance will overwrite attendance for all students and will require manual individual changes in School view to correct.

The **POST ONCE** Class Attendance Setting will prevent the overwriting of attendance data; see the *School Daily and Class Attendance Settings* section for details.

10.2 School view Attendance

School View > Attendance Top Tab> Class Office Side Tab> Select the date

DO NOT USE the Daily Code column. Daily Attendance is *not* used for StrongStart attendance.

Click into the blue hyperlink in the period column (far right in the illustration above) to bring up the Student Class Attendance detail pop-up. Edits to the student Class attendance record are made in this popup screen:

Click either the **Is absent?** checkbox or the **Other Code** dropdown as needed and click **Save**.

A student record that will pull into the Ministry StrongStart Attendance Extract will have a class attendance record with **POS** in the period column and the detail will display **POS** in the **Other Code**. Daily Attendance records are *not* included in the export.

11.0 Reports

School or District View > Student Top Tab > Reports > Ministry Reporting > **BC StrongStart Verification Report**

This report is used for schools and districts to confirm the export of attendance data submitted to the Ministry in July.

Running the report early in the school year provides a quick confirmation that POS class attendance is being taken in the StrongStart schools, avoiding end of year stress and manual re-entry of data.

The report can be run as a summary, outlining the overall count of POS entries at the school or district level, or as a detail report with a count of POS entries for each student.

The report(s) includes withdrawn student's details

In the Parameter pop-up window enter the following information:

- **School(s)** – Select the School or Schools to include in the report
  - In School view the default is the current school
  - In District view select one or more schools to include in the report
- **Summary** – Check the box to include the summary totals for the schools and course sections
- **Detailed** – Check the box to include the detail POS count for each student
- **Start and End Date** – Enter a date range for the report
- **Format** – Select the format of the report from the dropdown list

Sample Summary:

Bulkley Valley

BC StrongStart Verification Report

Page 1 — 05-Sep-2017 to 29-Jun-2018 — 29-Jun-2018

School: Muheim Mem StrongStart Ctr

XAT--EL-01 Total	15
Muheim Mem StrongStart Ctr Total	15

School: SD54 Outreach Program

XAT--EL-002 Total	52
SD54 Outreach Program Total	52

School: Silverthorne StrongStart Ctr

XAT--EL-001 Total	50
XAT--EL-002 Total	50
Silverthorne StrongStart Ctr Total	100
Report Total	167

Sample Detail:

Bulkley Valley

BC StrongStart Verification Report

Page 1 — 01-Jun-2018 to 29-Jun-2018 — 29-Jun-2018

School: Silverthorne StrongStart Ctr

Usual Name	Pupil #	PEN	POS
Abubakarahmed, Qingqun	2210394	144475324	5
Alsaiari, Manill	2084590	141756890	2
Arsham, Aneilka	2133263	142658186	5
Bellabono, Vincente	2210400	144475332	2
Bergeronvitez, Klea	2052064	141096032	5
Bieker, Rauri	2133294	142658202	2
Bigstone, Thisan	2052773	141108811	5
Borriello, Chungte	1533402	139474076	2
Buga, Cliffordbryan	2143636	142833540	5
Burzynski, Patriciaangelica	2132924	142646702	2
Chasse, Bea	2143506	142833508	3
Claur, Sonita	2132926	142639780	3
Drapeauanderson, Awez	1559751	140149147	3
Fairbridge, Consolacion	1561574	140209198	3
Fernandezgarcia, Akashveer	1442006	137576914	3
Silverthorne StrongStart Ctr Total			50
Report Total			50

*Staff View> Attendance Top Tab> Input > Reports > **StrongStart Attendance Summary***

This report provides a summary count of *POS* and *Absent* entries for each student in the course section, and a Class Total Summary at the end of the report. This report may display different data than the summary reports if attendance is entered in staff view or class roster after the section has been posted.

In the parameter form:

- **Start and End Date**: Enter the date range for the summary count
- **Format**: Select the format of the report from the dropdown list

Bulkley Valley		Silverthorne StrongStart Ctr
StrongStart Attendance Summary		
Page 1		September 14, 2017

Class:	XAT--EL-01 ASSIGNED TIME EL
Schedule:	1(1)
Teacher:	Emanuels, Eniko
Date Range:	01/01/2017 - 29/06/2017

Student	Present	Absent
Advent, Tesfai	0	70
Akhunova, Eylin	22	49
Algera, Philhelmina	1	70
Alinan, Felyx	7	64

12.0 Ministry Extract

12.1.1 SOP Strong Start Extract

The Strong-Start Early-Learning Extract (Ministry) process is a regularly-scheduled business event, which happens once in a school year in July. The data extracted in this process reports positive attendance entered for StrongStart centres in BC for the date range and the content for the control file.

BC Strongstart extract includes the withdrawn student's positive attendance records.

13.0 Appendix A - School Start-up Checklist

StrongStart schools have a unique setup and method of taking attendance. It is important for users to understand the specific StrongStart settings and attendance functionality prior to using this checklist.

<u>IMPORTANT NOTE</u>: **The school settings and entering Attendance must be done according to the instructions within this guide for the Ministry export to run successfully.**

	Task	Path	Description	Relevant Sections for Detail
☐	Review school details	• School > School > Preferences leaf > Category = General, Daily Attendance, Class Attendance	• Ensure settings **match** those in the *School Details, Daily Attendance* and *Class Attendance* sub sections	• School Setup
☐	School Schedule	• School > School > Schedules	• Confirm start/end dates or set active schedule as needed	• School Schedule
☐	Confirm/Add Students and Staff	• School > Staff/Student	• Add Staff as needed, Enroll Students	• Student Details/Staff
☐	Create a Schedule Structure	• School > Schedule > Structure > Terms/Days/Periods	• Set up Schedule Term/Days/Periods	• Schedule Structure
☐	School Calendar	• School > School > Calendars	• Assign a Day number to *in session* dates	• School Calendar Setup
☐	Review or add a Course and Section(s)	• School > Schedule > Courses	• Confirm/Create a Course and Section	• Course Setup
☐	Add Students to a Section	• School > Student > Schedule > Workspace / School >Schedule > Master	• Add Students individually or by group to a Section	• Scheduling Students into a Course Section

14.0 Appendix B – Attendance Process Graphic

Entering and Editing StrongStart POS Class Attendance

ENTER ATTENDANCE

Enter attendance ONLY in Staff view > Attendance > Class > Input or School view > Attendance > Class Roster

Select the date at the top right of the screen

Click POS for all students present on that date Do NOT use the A or L buttons to enter attendance

Click the POST button once

Do not make any changes to the Class attendance in Staff view or Class Roster after posting. Changes will not be included in the StrongStart counts.

EDIT ATTENDANCE

Edit attendance ONLY in School view > Attendance > Class Office

Select the date at the top right of the screen

Do NOT use the Daily Code in this screen ONLY change the Period Code Column

Find the student to edit and click into the blue hyperlink in the period code column

In the popup window edit the entry using ONLY the Other Code: POS dropdown or Is Absent checkbox as required. Click Save

Only the POS entries from the Period column will be included in the Ministry StrongStart Attendance Extract