



MyEducationBC

Summer Learning Setup

March 2022 v1.7

Version History

Version	Date	Description
1.0	May 2015	Initial Document
1.1	Jun 2015	Added Student Import function
1.2	Jun 2015	Added Registration changes – Primary student/Active No Primary
1.3	Apr 2017	Reviewed for Summer learning 2017
1.4	Apr 2017	Added missing row for course import file layout.
1.5	May 2019	Added hyperlinks to Table of Contents
1.6	Apr 2021	BC Summer Student Import Error Log Changes
1.7	Mar 2021	Toggle – Initialize schools

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1.0 Summer School Checklist of Activities

Task	Path	Reference Guide
Define school details	School top tab > Setup side tab > Details leaf Set Type to Summer School Set Default Transcript Definition (summer school transcript definitions were renamed to Single Term)	School Setup
Set Grade preferences	School top tab > Setup side tab > Preferences leaf > set <i>Category</i> to Grade Allow multiple posts by staff if teachers will be entering marks.	School Setup
Create and set an active schedule, if there isn't one.	School top tab > Schedules side tab	School Setup
Create and initialize a calendar (or initialize at district level, which will create the calendar for the school)	District top tab > School Years side tab > 2014-2015 year > Dates leaf Initialize calendar only for the summer school, adjusting start and end dates for that school as necessary. Or School top tab > Calendars side tab	District Setup Or School Setup
Add required staff	Staff top tab > Set filter to All Records > review staff list > set to Active, if necessary. Options menu > Add , if necessary.	School Setup
Create user accounts for required staff	District View > Staff top tab > Select staff > Options menu > Create User Accounts	Security Management
Enroll Students	Student top tab Students currently attending a MYED school should be cross enrolled to the summer school. Students may be enrolled as Primary students, if they are not currently attending a MYED school. <i>Student registrations that are created using the Student Import tool will have a status of Active No Primary, if they are not currently attending a Primary school.</i>	Enrollment and Demographics
Create grade terms	Grades top tab > Grade Terms side tab Options > Add > select grade term ID and enter appropriate dates.	School Setup

Task	Path	Reference Guide
Create Schedule Term	Schedule top tab > Structure side tab Options > Add > FY schedule term with appropriate dates. (Days/periods should not be necessary if attendance is not being recorded)	School Setup
Create a course catalogue	Schedule top tab > Courses side tab Options > Add > select necessary courses.	School Setup
Assign transcript definitions/rubric definitions to courses as appropriate	Schedule top tab > Courses side tab Options > select courses > Mass Update	School Setup
Create course sections	Schedule top tab > Schedule Attributes side tab or Schedule top tab > Master side tab Tip: Use the Primary Teacher field set in Schedule top tab > Master side tab to populate section details in the list view.	School Setup
Assign students to courses	Schedule top tab > Master side tab Optionally, use the Course Section import tool to schedule students into the sections. <i>Run “Recalculate Enrollment totals” procedure after the import completes to update the class roster.</i>	Elementary Scheduling Or Student Scheduling
Prepare grade input	Grades top tab > Grade Input side tab (prepare for both term and course dates)	School Setup
Post course dates to create transcript records	Grades top tab > Grade Input side tab Options > Post Grades > Post course dates	Grade Management

2.0 Setting up the Summer School in the School View

2.1 Define School Details

1. In the School View, select the School top tab.
2. Click the Setup side tab and select the Details leaf.
3. Set the fields as appropriate for summer school.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment
-------	--------	---------	-------	------------	---------	--------	------------

School Setup :: Langley Summer School

Setup

Options ▾ Reports ▾ Help ▾

Setup

- Details
- Preferences

Save Cancel

Guided Tasks

- Online Registration
- Schedules
- Calendars
- Events
- Lockers
- Membership
- Journals
- Cashier's Office
- Ed. Plans
- Grid Codes
- Groups

General Address Online Registration

School Identifier: 3590026

Name *: Langley Summer School

Type: Summer School ▾

School level: Kindergarten - Gr 12 ▾

Start grade: 1

Number of grades: 13

Build Year Context > School year: 2021 🔍 X

Default Transcript Definition > Name: Single Term 🔍 X

School Sub Type: Summer School ▾

Phone 1: 604-633-4240

Phone 2:

Fax Number: 604-534-9332

Save Cancel

2.2 Define Grade Preferences


1. In the School View, select the School top tab.
2. Click the Setup side tab and select the Preferences leaf.
3. Set the Category drop-down to Grade.
4. Check the box for Allow multiple posts by staff if teachers will be entering grades through the Staff view.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Sche
School Setup :: Langley Summer School								
<div style="display: flex; justify-content: space-between;"> Options ▾ Reports ▾ Help ▾ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Cancel </div>								
<div style="display: flex;"> <div style="width: 20%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Setup</p> <ul style="list-style-type: none"> Details ▸ Preferences <hr/> <p>Guided Tasks</p> <ul style="list-style-type: none"> Online Registration Schedules Calendars Events Lockers Membership </div> <div style="width: 80%; padding-left: 5px;"> <p><u>Gradebook</u></p> <p>Add/drop ignore window (days) <input type="text" value="0"/></p> <p>Add/drop align gradebook scores behavior <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Do not copy"/> ▾</p> <p style="border: 2px solid red; padding: 2px;">Allow multiple posts by staff <input checked="" type="checkbox"/></p> <p>Allow editing of term weights by staff <input checked="" type="checkbox"/></p> <p>Current classes day offset <input type="text" value="14"/></p> <p>Active date enabled by <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="By first assignment mark only"/> ▾</p> <p><u>Calculations</u></p> <p>Decimals <input type="text" value="0"/></p> <p>Credit update procedure <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="BC-GRD-001"/> 🔍</p> <p>Hide assignment score percentage bar <input type="checkbox"/></p> </div> </div>								

2.3 Set an Active Schedule

You must set an active schedule for summer school.

2.3.1 To create and set the summer school schedule as the active schedule:

1. Log on to the School view for the summer school.
2. Click the **School** tab.
3. Click the **Schedules** side-tab.
4. If you do not see a current year active schedule, set the filter to **All Records**. If the year is already in this list, click on the blue hyperlink to view the details. In the **Options** menu, select **Set Active Schedule**. If the current year active schedule does not appear in the **All Records** filter, follow the next steps.
5. On the **Options** menu, click **Add**. The New Schedule page appears:
6. At the **Year ID** field, select the current school year.
7. Type a schedule name.
8. Click the  icon to select the start and end dates for the summer school schedule.

Note: These dates default to the Start and End dates of the calendar you created and initialized.

9. Click **Save**.
10. On the **Options** menu, click **Set Active Schedule**. The system confirms that you want to set this schedule as the active schedule for the current year for this school.
11. Click **OK**.

2.4 Initialize the Calendar for the School

A calendar must be created for the summer school.

1. In the District view, select the District top tab.
2. Click the School Years side tab.
3. Check the box beside the current year calendar and select the Dates leaf.
4. In the Options menu, select Initialize Calendar.
5. In Step 1 of the wizard, set the session start and end dates for the District (these should auto-populate). Click Next.
6. In Step 2 of the wizard, click Next. Non-session dates will not likely apply to summer school.
7. In Step 3 of the wizard,
 - a. **Calendar name:** Standard.
 - b. **Create staff calendar:** unchecked.
 - c. **First day in session:** populates from the previous screen.
 - d. **Initialize schools:** uncheck, then click outside the box. This will uncheck all the schools in the list below that are currently checked. (The Initialize Schools checkbox is a toggle that turns checked schools on and off)
8. Find the summer school(s) in the list.
 - a. Click the **Initialize** checkbox beside the summer school only. Make sure no other schools are checked.
 - b. Uncheck **Saturday** and **Sunday** (unless summer school runs on weekends).
 - c. Enter and appropriate **Start** and **End** date based on when summer school actually starts and ends.
9. Click **Finish**.

Calendar Initialization: Standard school calendars

Step 3 of 3

Calendar name: First day in session: Monday, August 16, 2021
 Create staff calendar: Initialize schools:

< 4:SD27 Summer School > 33 records

Search on Name

Name	Initialize	Saturday	Sunday	Start	End	Static schedule days	First day number
SD27 Summer School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/07/2021	29/07/2022	<input checked="" type="checkbox"/>	1
Skyline Alternate School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16/08/2021	30/06/2022	<input type="checkbox"/>	1
Tatla Lake Elem-Jr Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16/08/2021	30/06/2022	<input type="checkbox"/>	1

← Previous Next → Finish Cancel

2.5 Review Staff List

1. In the **School** view, click the **Staff** top tab.
2. Set the filter to **All Records**. If required staff are in the list, but set to Inactive, change their **Status** field to inactive.
3. If the staff member is not in the list, in the **Options** menu, select **Add**.
4. Enter staff details as required.
5. Click **Save**.
6. If staff members will be entering grades through the Staff view, user accounts will need to be created for appropriate staff. See the Security Management reference guide for instructions.

2.6 Enroll Students

Enroll students as appropriate for summer school. Refer to the Enrollment Management guide for instructions on enrolling students via the registration wizard, or creating secondary school associations, as appropriate.

2.7 Add Courses to Summer School Catalog

After you create summer school courses in the district course catalog, add them to the summer school catalog.

2.7.1 To add courses to the summer school catalog:

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, click **Add**. The **Course Pick List** appears.
4. From the **Course Catalog** drop-down, select the current school year
 - a. You can use the **School Level** drop-down to filter the course list. If courses are not appearing, set this filter to **All**.

Course Catalog: 2020-2021
 School Level: All

< 1:A2DP-12 | AP 2-D DESIG... > 0 of 1617 selected


Search on CrsCode

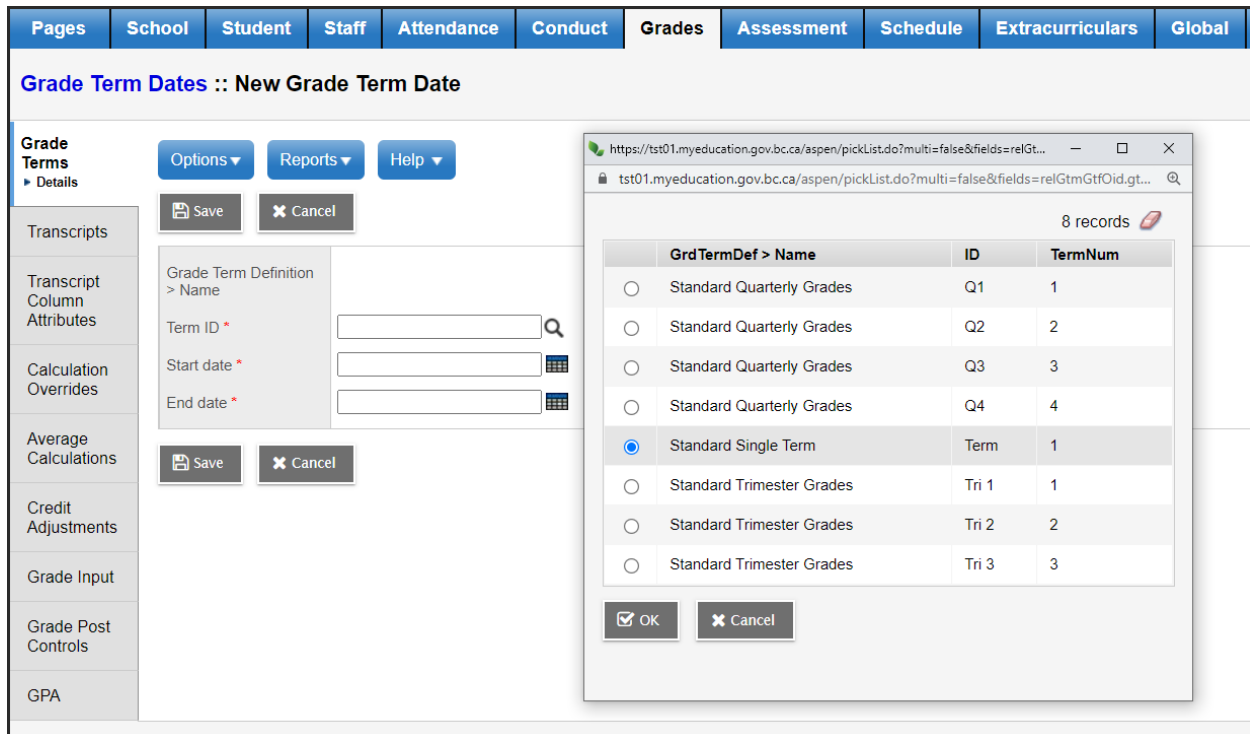
<input type="checkbox"/>	CrsCode	Description	L
<input type="checkbox"/>	A2DP-12	AP 2-D DESIGN PORTFOLIO 12	A
<input type="checkbox"/>	AAR--12	AP HISTORY OF ART 12	A
<input type="checkbox"/>	ABIO-12	AP BIOLOGY 12	A
<input type="checkbox"/>	ACAL-12	AP CALCULUS AB 12	A
<input type="checkbox"/>	ACAL-2A	AP CALCULUS BC 12A	F
<input type="checkbox"/>	ACAL-2B	AP CALCULUS BC 12B	F
<input type="checkbox"/>	ACHE-12	AP CHEMISTRY 12	A
<input type="checkbox"/>	ACSC-2A	AP COMPUTER SCIENCE A 12	F
<input type="checkbox"/>	ACSP-12	AP COMPUTER SCIENCE PRINCIPLES 12	F
<input type="checkbox"/>	AELC-12	AP ENGLISH LITERATURE & COMPOSITION 12	A

5. Select the required courses.
6. Click **OK**. All selected courses will now be added to the school course catalogue.
7. Update the transcript definition on the courses as required. Remember, if there are any elementary courses, they may need a rubric definition as well.

2.8 Create Grade Terms

A grade term will be necessary to record grades and comments for summer school courses.

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Terms** side tab.
3. In the **Options** menu, select **Add**.
4. In the **Term ID** field, use the  icon to select the Summer School grade term.
5. Enter **Start** date and **End** date as appropriate.
6. Click **Save**.



The screenshot shows the 'Grade Term Dates' form in the 'Grades' section. The form includes fields for 'Term ID', 'Start date', and 'End date', each with a search icon. A selection dialog box is open, displaying a table of grade terms.

GrdTermDef > Name	ID	TermNum
<input type="radio"/> Standard Quarterly Grades	Q1	1
<input type="radio"/> Standard Quarterly Grades	Q2	2
<input type="radio"/> Standard Quarterly Grades	Q3	3
<input type="radio"/> Standard Quarterly Grades	Q4	4
<input checked="" type="radio"/> Standard Single Term	Term	1
<input type="radio"/> Standard Trimester Grades	Tri 1	1
<input type="radio"/> Standard Trimester Grades	Tri 2	2
<input type="radio"/> Standard Trimester Grades	Tri 3	3

2.9 Create a Schedule Term

At least 1 schedule term will be required for summer school. Days and periods will be optional. All that is required for entering grades for summer schools is a schedule term.

2.9.1 To create a schedule term:

1. In the School view, select the Schedule top tab.
2. Click the Structure side tab:
 - a. Click the Terms sub-side tab. In the Options menu, select Add to create the necessary term for summer school.
 - b. Click the Days sub-side tab: In the Options menu, select Add. The Add Day dialog box appears. At the Day Count field, type the number of days in your summer school schedule. Define their IDs and names and click Save.
 - c. Click Periods sub-side tab: In the Options menu, click Add. The Add Period dialog box appears. At the Period Count field, type the number of periods for each day of your summer school schedule. Define their IDs and names and click Save.

2.9.2 To create the rooms that will be used for summer school sections:

1. In the School view, select the Schedule top tab.
2. Click the Rooms side-tab.
3. On the Options menu, click Add.
4. Enter the information for the room you need to create, and click Save.

2.10 Create Course Sections

Now, create the master schedule for summer school by adding courses to the schedule.

2.10.1 To create the master schedule:

1. In the School view, select the Schedule top tab.
2. Click the Schedule Attributes side-tab.
3. In the Options menu, select Modify List. Click the pencil icon at the top of the Sections column.
4. Enter the number of sections required for each course.
5. Click the Master side tab.
6. In the Options menu, select Initialize sections. A pop-up window will display. Select All Courses and click OK. This will create all of the required sections for summer school.
7. Populate the details of the sections as required. It may be helpful to change the field set to Primary Teacher so Options > Modify list can be used to edit the section details.

2.11 Populate Rosters for Sections

Determine which students will take which classes.

2.11.1 To populate the rosters of sections:

1. In the **School** view, select the **Schedule** top tab.
2. Click the **Master** side-tab. This will turn into the **Sections** sub-side tab.
3. Select a section, and click **Roster** on the side-tab.
4. On the **Options** menu, click Add. The **Multi-Add** dialog box appears.
5. At the **Schedule Mode** field, select **Pull** to pull the students you select into the section.
6. Click one of the following to select the students to enroll in the section:
 - a. **Selection**. Select individual students from a list of students enrolled in summer school.
 - b. **Snapshots**. Select a snapshot of students.
 - c. **Another section**. Enroll all students who are already enrolled in another course section on the summer school master schedule.

2.12 Prepare Grade Input

Grade input must be prepared for two reasons:

- To enter final grades for the students in summer school courses.
- To create transcript records for loading marks into PROD once summer school is complete.

Grade input will need to be prepared for courses and terms.

2.12.1 To prepare grade input:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side-tab. Note that this screen will only display sections that have students in them.
3. Select the courses that require a grade input screen.
4. In the **Options** menu, select **Prepare Grade Input**.
5. In the **Report** type drop-down, select **Course**. Click **Next**.
6. Click **Finish**.
7. In the **Options** menu, select **Prepare Grade Input** again.
8. In the **Report** type drop-down, select **Term**.
9. In the **Grade Term** drop-down, select the summer school grade term.
10. Enter **Start Date** and **End Date** for the **Post Window** Click **Next**.
11. Click **Finish**.

2.13 Post Course Dates to Create Transcript Records

1. In the **School** view, select the **Grades** top tab.
2. Click the **Grade Input** side-tab.
3. In the **Options** menu, select **Post Grades**.
4. Check the box for Post course dates.
5. Click **OK**.

3.0 Summer School Student Load

The Summer School Load import utility will be used to enroll students to a Summer School as well as to load courses requested by the students.

The BC Summer Student import script will cross enroll a student to a school database so long as the student currently has a record within MyEd BC. It's a script used by School Districts running summer sessions plus for other district programs that have a high volume of cross enrolments to maintain (such as DL programs).

3.1 Security and Accessibility

Role: **District Support (Help Desk/Level 1)**

Navigation: District View > Student top tab > Options > Import

3.2 Record Validation

The summer student import procedure will load the active students to MyEducation BC. The Summer Student Import will run and if a student record exists with the status of Active, Active or No Primary then the process will enroll the student. All errors and warnings will be displayed when the import completes.

Validation Description	Type
Common Validation for both loads	
School Not Found	Error
School does not have an active schedule	Error
Student not found	Error
Student Enrollment Status is not Active, instead it is: Graduate	Error
Student Enrollment Status is not Active, instead it is: Withdrawn	Error
Student Enrollment Status is not Active, instead it is: Inactive	Error
"PreReg" record was not imported to the Summer School	Error
Load Enrolment File Validation only	
Student already has a primary enrolment at the school	Error
Student is already cross enrolled	Error
Student is not active and cannot be enrolled	Warning
Load Course Request File Validation only	
Student is not enrolled at the school	Error
School Course not found	Error
Course Request already exists	Error

3.3 Processes

Process	Description
BC Summer Student Import	<p>Performs validations in the “Record Validation” section.</p> <p>Display errors for records that are skipped during the import.</p> <p>Displays a completion message indicating the number of records processed. Can be run in preview mode which reports the same statistics and error messages but will not save any data to MyEdBC.</p>
Load Course Request File	<p>Performs validations in the “Record Validation” section.</p> <p>Display errors for records that are skipped</p> <p>Displays a completion message indicating the number of records processed.</p> <p>Can be run in preview mode which reports the same statistics and error messages but will not save any data to MyEdBC.</p>

3.4 File Layout

The following are the file layouts that are required in order to process the records correctly. Both files need to be in .csv format.

Summer Student Load File Layout

Field	Req'd / Optional	Type (Length)	Description
Summer School Identifier	Y	Char(10)	School Ministry Number
Personal Education Number	Y	Char(10)	Student's PEN

Course Request Load File Layout

Field	Req'd / Optional	Type (Length)	Description
School Identifier	Y	Char(10)	School Ministry Number
Personal Education Number	Y	Char(10)	Student's PEN
School Course Code	Y	Char(10)	School Course Code
Course Section	Y	Char(10)	Course Section Number

** Remember to run “Recalculate Enrollment totals” procedure after the Course Request Load completes to update the class roster.*