



School District 8
Kootenay Lake

Graduating Students

Date: April 7, 2020

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1.0 Ministry of Education Graduation Programs

Individuals who are responsible for ensuring the accuracy of student information for the purposes of graduation should familiarize themselves with the *Handbook of Procedures for the Graduation Program* and the *Course Information* link on the MOE website at https://www.bced.gov.bc.ca/exams/trx_updates/.

This document is updated every year with new rules and guidelines for graduating students and provides detailed information on the various components of ensure students have met graduation requirements.

The graduation program a student is participating in is called a *Program of Study* in MyEducation BC. There are currently 3 valid programs of study (graduation programs) in BC:

- **2018 Graduation Program:** the majority of students in grades 10-12 have this program of study assigned. These students must meet all requirements defined for the 2018 graduation program in the Handbook of Procedures for the Graduation Program
- **Adult – Graduation Program:** students who meet the MOE definition of an adult grad may have this program of study assigned and have a grade sub-level of AD or AN, as appropriate. These students must meet all the requirements defined for the Adult Graduation program in the Handbook of Procedures for the Graduation Program.
 - **AD:** this grade sub-level is assigned to students who are on the Adult – Graduation Program and are expected to meet the graduation requirements of that program in the current year.
 - **AN:** this grade sub-level is assigned to students who are on the Adult – Graduation Program and are not expected to meet the graduation requirements of that program in the current year.
- **School Completion Cert Program:** this program of study is assigned to students with special needs (on IEPs), who have met the goals of their education programs, but do not receive a graduation diploma. These students receive an Evergreen Certification, but this is not a graduation credential. **Note: The Dip/SCCP date must be populated for students who will complete in the current year in order for a transcript to be issued for them.**

WHEN TRAX IS SUBMITTED TO THE MINISTRY TRAX SITE (4 TIMES PER YEAR), IT IS IMPORTANT TO REVIEW THE MINISTRY REPORTS BELOW TO ENSURE DATA IS BEING TRANSFERRED CORRECTLY.

- TRAX Data ERROR Report
- TRAX Data Transfer NON-GRAD Report,
- TVRs for Non-Graduating Students
- TVRs for Graduating Students

If the reports are incorrect, make the necessary changes in MyEducation BC and re-submit.

2.0 Program of Study in MyEd BC

Viewing the Program of Study

The program of study indicates which graduation program has been assigned to the student.

1. In the **Student** top tab, check the box beside the student to be viewed.
2. Click the **Transcript** side tab.
3. Click the **Programs of Study** sub-side tab. The graduation program assigned to the student will be displayed.
 - a. If the screen is blank, a graduation program has not been assigned to the student and they will not be tracked for graduation.
 - b. If more than one program of study is displayed, the one with the **Primary program study** box checked is the current graduation program for the student.

Program Studies > Name	Primary?
<input type="checkbox"/> 2018 - Graduation Program	<input checked="" type="checkbox"/> Y


Changing a Program of Study

In order to retain the record of change, create a new program of study that reflects the student's current educational program, and "disable" the old program of study.

1. In the **Student** top tab, check the box beside the student that requires the change.
2. Click the **Transcript** side tab.
3. Click the **Programs of Study** sub-side tab.
4. Click the blue hyperlink for the program of study being disabled.
 - a. **Primary program study:** uncheck this box.
 - b. Click **Save**.
5. Add the new program of study as per the instructions in this document called *Adding a Program of Study*.

Adding a Program of Study

In the **Student** top tab, check the box beside the student that requires a program of study.

1. Click the **Transcript** side tab.
2. Click the **Programs of Study** sub-side tab.
3. In the **Options** menu, click **Add**. The *New Graduation Student Program* screen is displayed.
 - a. **Name:** use the  icon to generate the *Graduation Program* pick list and select the program of study. Click **OK**.

- b. **Primary program study:** check this box so the TRAX extract recognizes the graduation program for the student.
- c. Click **Save**.

The screenshot shows a web form with a left-hand navigation menu and a main content area. At the top left, there is a 'Save' button with a floppy disk icon, highlighted with a red box and a red arrow pointing to it from a red circle labeled 'c'. The main content area has several fields:

- Program Studies > Name:** A text input field containing '2018 - Graduation Program', with a red circle 'a' next to it and a search icon to the right.
- Program Studies > Total credit:** A text input field containing '80.0'.
- Program Studies > Diploma type:** A text input field containing '2018 Graduation Program'.
- Program Studies > Description:** A large text area containing '2018 - Graduation Program'.
- Is primary?:** A checkbox that is checked, with a red circle 'b' next to it.

3.0 Tracking Graduation Progress

3.1 Graduation Summary in MyEd BC

The **Graduation Summary** sub-side tab in MyEducation BC displays student progress towards the graduation program assigned. The information on requirements and progress to graduation will change, depending on the graduation program assigned to the student.

The screen is displayed in 4 blocks of information:

- **View Summary Status as of Date:** Allows the user to see what the student's progress to graduation would be at a certain date. Entering a future date assumes successful completion of courses that are on the student's schedule but not yet completed.

View Summary Status as of Date	<input type="text" value="15/03/2019"/>	
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- **Programs of Study:** This is a read only field displaying the program of study assigned to the student.

Programs of Study	<input type="text" value="2018 - Graduation Program"/>	▼
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- **Student information block** (not labelled): This provides basic information on the student.

Name	Derry, Roy
Pupil #	2146970
Grade level	12
Dip/SCCP Date	

A blank Dip/SCCP Date field means the student has not been given a diploma met date to indicate they have graduated.

- **Diploma Categories block** (not labelled): Indicates diploma categories that must be satisfied for the graduation program the student is on. It is a quick way to see any immediate concerns with student progress towards graduation.

Note: The requirements will be different, depending on the graduation program assigned to the student. Students with a graduation program of School Completion Certificate Program assigned will not show any requirements at all.

- **Description:** gives the diploma "category" that must be satisfied. Different courses may fulfill the same requirement.
Ex: Language Arts 12 can be satisfied with 4 credits in English 12, Communications 12 or English First Peoples 12.
- **Required unit:** the total number of credits required to satisfy the category. In some cases, a student may take more than one course to fulfill the required number of credits.

Ex: a student may take a 2-credit outdoor education course and a 2-credit art course to fulfil the 4 credits required for the Applied Skills or Fine Arts 10, 11 or 12 diploma category.

- **Credits waived:** not applicable in BC. Credits required for graduation cannot be waived.
- **Unit completed:** as the student earns credits towards the requirements of the categories, the number of credits will populate in this column to be visually compared to the *Required unit* column.
- **Completed Status:** as with *Unit completed*, this column will populate with a percentage completed, as the student earns credits for courses that fulfill the requirements, or with a checkmark when the category requirements have been fully achieved.

Code	Description ¹	Required unit ²	Credits waived ³	Unit completed ⁴	Completed Status ⁵
FAS	an ASK or FNA 10, 11 or 12	4.0		4.0	✓
LA0	Language Arts 10	4.0		4.0	✓
LA1	a Language Arts 11	4.0		4.0	✓
LA2	a Language Arts 12	4.0		0.0	0 % completed
MA0	a Mathematics 10	4.0		4.0	✓
MA1	a Mathematics 11 or 12	4.0		4.0	✓
NDC	Elective	28.0		20.0	71 % completed
PA	Graduation Transitions	4.0		0.0	0 % completed
PE0	Physical Education 10	4.0		4.0	✓
PL0	Planning 10	4.0		4.0	✓
SC0	Science 10	4.0		4.0	✓
SC1	a Science 11 or 12	4.0		4.0	✓
SS0	Social Studies 10	4.0		4.0	✓
SS1	CIV 11 or SS 11, or FNS 12	4.0		4.0	✓
Total		80.0	0.0	64.0	80% completed

- **Course Breakdown:** contains the details of the courses the student is taking to meet each diploma category. Both completed courses and courses in progress will be displayed. Students may have multiple courses listed that fill the requirements of a diploma category.
- New functionality allows the user to hide courses from the view that are counted towards a graduation requirement in a different category.

Hide courses counted by another requirement  Hide courses in excess of requirement 

For example, Foods and Nutrition 11 may show as an “unneeded, but additional” credit in the AST category and be listed again as a credit counting towards electives in the NDC Elective category.

- **Requirement:** displays the diploma categories for the graduation program assigned to the student.
- **School year:** the school year in which the course towards the requirements was taken.
- **Grade level:** the grade level of the course.
- **Number:** the course code for the course taken towards the requirement.
- **Description:** the description for the course code.
- **Equivalent content code:** not relevant to British Columbia.

- **Included:** indicates that this course is counted towards the required number of credits towards fulfilling the diploma category.
- **Credits Gained (Credits Total):** indicates the credits earned towards fulfilling the diploma category. Once the requirement has been filled, additional credits for the same category will appear in brackets. Courses that are on the student's current year schedule and not yet completed will appear as a number of credits "in progress".

Course Breakdown

Hide courses counted by another requirement

Requirement	School year	Grade level	Number	Description	Equivalent content code	Included	Credits Gained (Credits Total)
FAS an ASK or FNA 10, 11 or 12	2014-2015	10	MVAG-10	VISUAL ARTS 10: GENERAL		✓	4.0
	2015-2016	11	YIPS-1A	Peer Tutoring 11 *			(4.0)
	2015-2016	11	YCPA-1ALDR	LEADERSHIP 11 *			(4.0)
LA0 Language Arts 10	2014-2015	10	MEN-10	ENGLISH 10		✓	4.0
LA1 a Language Arts 11	2015-2016	11	MEN-11	ENGLISH 11 *		✓	4.0
LA2 a Language Arts 12	2016-2017	12	MEN-12-DL	ENGLISH 12			4.0 credits in progress...
MA0 a Mathematics 10	2014-2015	10	MFMP-10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10		✓	4.0

3.2 Diploma Verification Report

The diploma verification report displays **all student course history**. If a course was taken more than once, both records will appear on this report. If an exam was written more than once for an examinable course, both write dates will appear on the report.

The grad requirements on the report will be associated to the graduation program assigned to the student.

1. In the **Student** top tab, check the box beside the student(s) for which to run this report.
2. In the **Options** menu, click **Show Selected** to isolate the records before running the report.
3. In the **Reports** menu, click **Grad Reports** and then **Diploma Verification**.
4. In the parameter form that pops up, check the box for **Include legend**. This will display an explanation of the codes in the *Notes* column on the report.
5. Click **Run**.

Note: To run for all Grade 12 students, set the filter to Grade Level = ? and select grade 12.

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9898001 - F.H. Collins Secondary
BC Diploma Verification
Adult - Graduation Program

13-Feb-2017 8:42 AM

Student: [REDACTED] PEN: [REDACTED] Pupil Number: [REDACTED]

LA2-a Language Arts 12 4 MA1-a Mathematics 11 or 12 4 GR2-Gr 12 or CIV 11/SS 11/FNS 12 4

GR3-Grade 12 4 WE2-Grade 12 or a Work Exp. 12 4

Course	Completion Date	Course Description	Diploma Category	Potential Credits	Earned Credits	Interim Mark	School Mark	Prov Exam Date	Exam Mark	Final Mark	Notes
MF DN-10	08-Jan-13	FOODS STUDIES 10			4		61				
MPLAN10	14-Jun-13	PLANNING 10			4		57				
MVAG-10	14-Jun-13	ART 10			4		65				
MEFP-10	27-Jan-14	ENGLISH 10 FIRST PEOPLES			0(0)		31				R2

3.3 School Transcript

The School Transcript report mimics the Ministry of Education transcript. It is important to note that this report is **not** an official transcript. It may be used to determine if a student is on track for graduation and as an interim transcript for students who are applying to colleges or universities. However, it cannot replace the official Ministry of Education transcript.

This report will display only successfully completed courses. In situation where the student has taken a course more than once, only the record with the best mark will be displayed.

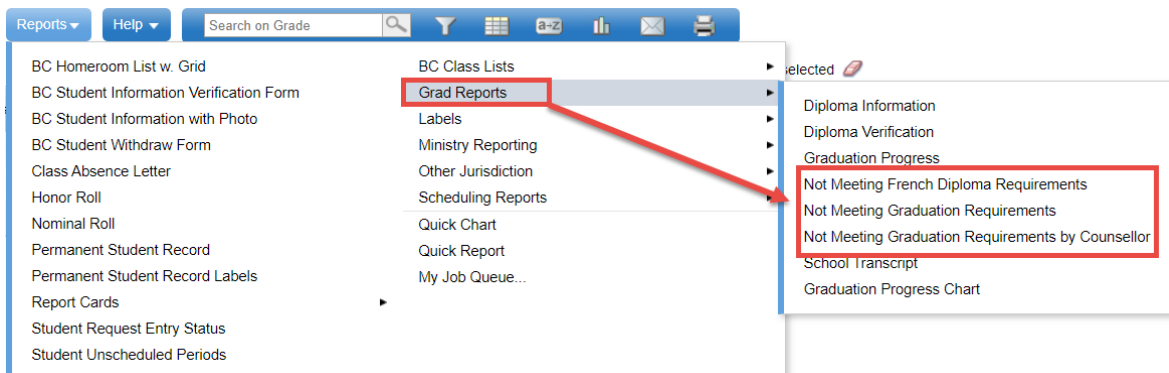
1. In the **Student** top tab, check the box beside the student(s) for which to run the report. Alternatively, use the filter menu to select a group of students (ex.: Grade Level = ? to choose Grade 12 students)
2. If random students have been selected, go to the **Options** menu and click **Show Selected**.
3. In the **Reports** menu, click **Grad Reports**, then **School Transcript**.
4. In the pop-up parameter form, choose the desired selections.
 - a. **Grade level 08 and Grade level 09:** these boxes may be checked where a student is applying to international programs and needs an interim transcript that shows grade 8 and 9 grades.
 - b. **Print Expectation of Graduation:** check this box to display a message at the bottom of that will state if the student is expected

4.0 Other Reports

Student top tab > Reports > Grad Reports

New reports have been created for tracking student graduation information.


1. In the **Student** top tab, set the filter icon to **Grade Level = ?** and filter to grade 12 students.
2. In the **Reports** menu, navigate to **Grad Reports** and select the desired report.
3. In the pop-up window, set the **Students to include** dropdown to **Current selection**.
4. Click **Run**.

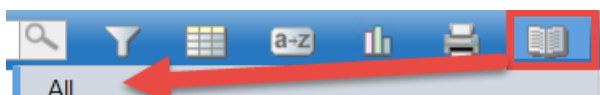



5.0 Where's the Data Coming From?

The information in the *Course Breakdown* section of the graduation summary is being drawn from the student's **Transcript** side tab, where the course in the transcript side tab has a grade level of 10, 11 or 12, and also from the student schedule for courses in progress.

Transcript side tab

1. In the **Student** top tab, click the **Transcript** side tab. The filter defaults to current year records.
2. In the *Menu bar*, click the  icon and select **All** to ensure all courses are displayed, regardless of their transcript definition.



3. Use the  icon to select **All Records**. All transcript records for the student will be displayed. Click the **Year** column header to sort the most recent records to the top.
4. Records with a grade level of 10, 11 or 12 are taken into consideration for the **Graduation Summary** sub-side tab.


<input type="checkbox"/>	2017	12	Stanley Humphries Secondary	MLAW-12	MLAW-12-01	01	LAW 12
<input type="checkbox"/>	2017	12	Stanley Humphries Secondary	YCCT-2A-DL	YCCT-2A-DL-01	01	DIGITAL PHOTOGRAPHY 12
<input type="checkbox"/>	2017	12	Stanley Humphries Secondary	YPSYC1A	YPSYC1A-01	01	BA PSYCHOLOGY 11A
<input type="checkbox"/>	2017	12	EBUS Academy	YPSYC2A-91	YPSYC2A-91-01	01	BA PSYCHOLOGY 12A
<input type="checkbox"/>	2016	11	Stanley Humphries Secondary	FFRAL11	FFRAL11-01	01	FRANÇAIS LANGUE SECONDE-IMMERSION 11
<input type="checkbox"/>	2016	11	Stanley Humphries Secondary	FSCH-11	FSCH-11-01	01	SCIENCES HUMAINES 11
<input type="checkbox"/>	2016	11	Stanley Humphries Secondary	MBI-11	MBI-11-01	01	BIOLOGY 11
<input type="checkbox"/>	2016	11	Stanley Humphries Secondary	MCH-11	MCH-11-02	02	CHEMISTRY 11

Schedule side tab

1. In the **Student** top tab, click the **Schedule** side tab. Courses that are currently scheduled on the student's timetable, but are not yet complete, will display as in progress on the **Graduation Summary** sub-side tab.

	1 - Day 1
A-A	MFOM-12-01 FOUNDATIONS OF MATHEMATICS 12 ██████████ 204
B-B	MEN--12-DL-03 ENGLISH 12 ██████████ 115
C-C	FFRAL 12-01 FRANÇAIS LANGUE SECONDE-IMMERSION 12 ██████████ 104

Assessments side tab

1. In the **Student** top tab, click the **Assessments** side tab.
2. In the **Assessment Definition** field, use the  icon to select the assessment to be displayed.



Contacts


Attendance

Conduct

Transcript

Assessments
Details

Assessment Definition  

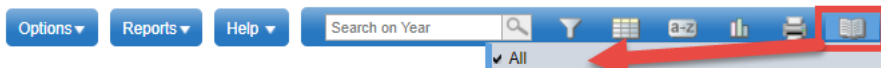
0 of 1 selected 

	Date	AssessmentDef > Name	Result
<input type="checkbox"/>	21/06/2018	Graduation Numeracy Assessment English	Developing

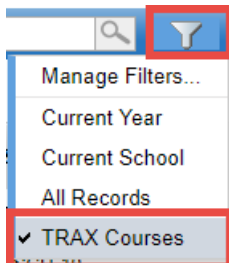
6.0 What is a “Finalized” Transcript Record?


Several fields must be populated for TRAX to pick up a transcript record for a grade 10-12 student. This is a review of the fields that must be populated for a record to be picked up by the TRAX extract in MyEd BC.

1. **Student** top tab > check the box beside the student to check. If you don't see the student in the list, change the filter to **All Students**.
2. **Transcripts** side tab > set the dictionary menu icon to **All**



3. Set the filter to **TRAX Courses**



4. Set the field set  icon to **TRAX Quick Check**. Look for missing TRAX data:
 - a. **Final**: TRAX needs a final mark to consider a course complete.
 - b. **Prov Exam**: If the course is examinable, there must be a provincial exam mark.
 - c. **Blended**: If the course is examinable, there must be a blended mark. This represents the “true” final mark for the course, being a result of the school final % and the provincial exam %.
 - d. **Credit**: Course must have a valid credit value for TRAX to consider the course complete.
 - e. **TRAX**: This is the TRAX Override field, which is only populated if the course is an examinable course, but the student came from out of jurisdiction and will not be writing it.
 - f. **Crs StartDate** and **CourseEndDate**: Populate a course start date and end date that is consistent with the year in which the student took the course.
 - g. **Completion Date**: TRAX requires a completion date consistent with the year in which the student took the course. *If the completion date is blank, the course will not get credit!*
 - h. **IDS Related Course**: Independent directed study course that start with an **MIDS**, **must** have a course code selected in the **IDS Related Course** field.
 - **Note**: This field cannot be displayed in the field set so it is necessary to click into the detail of each MIDS class and ensure that the IDS Related Course field is populated with a valid Ministry course code.
5. Click the blue hyperlink on the **Year** column to edit a record with missing data. Be sure to click **Save** after making changes.