

Elementary Pre Transitioning Students for Next School Year

This document will demonstrate how to pre transition your students for the next years school.

Options 1: Students Returning to your school next year.

1) Student Top Tab → Filter: Elementary K-6 → Field Set: Pre-Transition

The screenshot shows the 'Student List' interface. The 'Options' menu is open, and the 'Manage Field Sets...' option is selected. In the 'Manage Field Sets' dialog, the 'Pre-Transition' field set is highlighted. Red arrows point to the 'Pre-Transition' field set and the 'Manage Field Sets...' menu item.

LegalLast	LegalFirst	Usual Name	Alerts	Gender	Photo	DOB	Pupil #	Grade
Shamim				M	View			06
Jaedyn				F	View			07
Jaxon				M	View			04
Colby				M	View			04
Declyn				M	View			01
Aidan				M	View			06
James				M	View			01
Jaya				F	View			01
Joel				M	View			07
Mackenzie				F	View			07
Presleigh				F	View			04
Braiden				M	View			07
Graysen				M	View			05
Ronan				M	View			05
Hayden				M	View			07
Grace				F	View			07
Laina				F	View			03
Jiuver				M	View			02
Daniella				F	View			03
Jackson				M	View			07
Michael				M	View			05
Noah				M	View			01
Mitchell				M	View			07
Finley				F	View			KF

2) Options: Mass Update → Field: Next School Year → Value: Click into and chose your school. Click Update and then Ok and Ok for the pop ups.

The screenshot shows the 'Mass Update' dialog box. The 'Field' dropdown is set to 'Next School'. The 'Value' field is empty. The 'Update' button is visible. A red arrow points to the 'Next School' option in the dropdown menu.

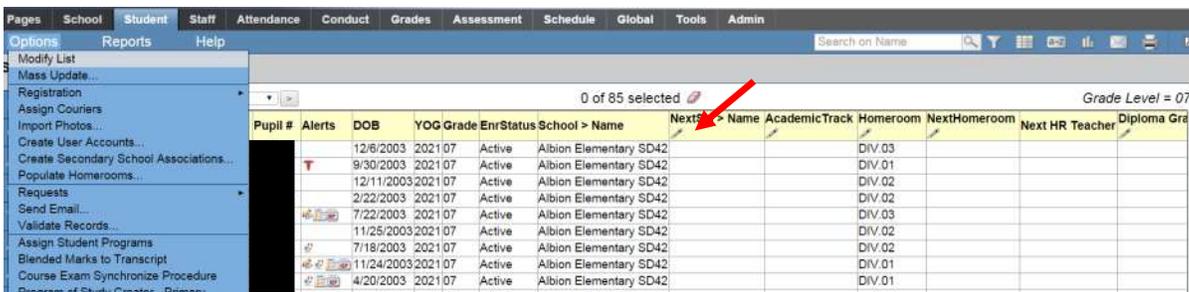
3) Your K-6 students will now all have a next school year indicating they are returning to your school. For students who are not returning to your school please see the next page.

Name	Pupil #	Alerts	DOB	YOG Grade	EnrStatus	School > Name	NextSkI > Name	AcademicTrack	Homeroom	NextHomeroom	Next HR	Teacher	Diplom
	855789		8/1/2004	2022.06	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.05		
	89390		7/20/2006	2024.04	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.02		
	82311		6/15/2006	2024.04	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.05		
	14797		6/2/2009	2027.01	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.18		
	82207		10/25/2004	2022.06	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.05		
	92756		4/21/2009	2027.01	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.18		
	14826		1/5/2009	2027.01	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.19		
	12317		8/3/2006	2024.04	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.11		
	10847		6/13/2005	2023.05	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.06		
	10846		6/13/2005	2023.05	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.06		
	13161		1/28/2007	2025.03	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.17		
	13741		6/27/2008	2026.02	Active	Albion Elementary SD42	Albion Elementary SD42				DIV.17		

Option 2: Students not returning to your school next year.

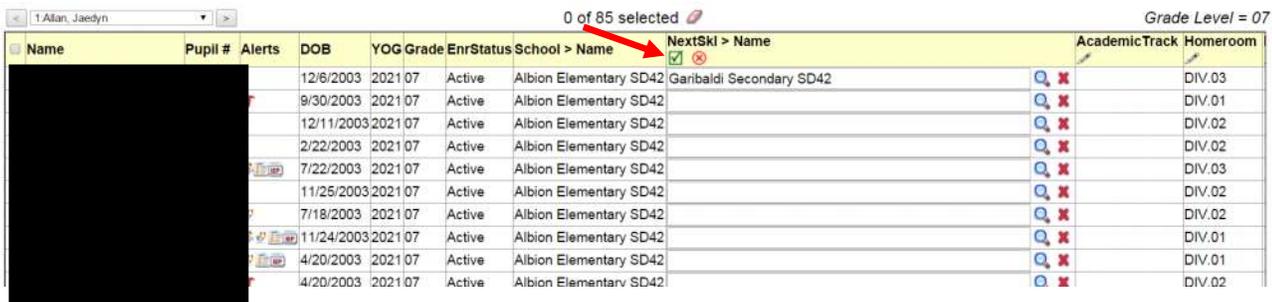
Grade 7's

- 1) For your grade 7's Filter Grade Level = 7 and set your field set to Pre Transition
- 2) You now have 2 options on how to assign a school to students.
 - a. Mass Updating the Next School
 - i. You can select all the students going to a particular high school and then **Options: Show selected.**
 - ii. Options: Mass Update → Field: Next School Year → Value: Click into  and chose the appropriate high school. Click Update and then Ok and Ok for the pop ups
 - iii. You will then need to go back and Filter: Grade Level = 7 for Primary Active and hand pick the students for the next school and repeat.
 - b. Using Modify List for Next School
 - i. Filter Grade Level = 7 for Primary Active students
 - ii. **Options: Modify List.** Pencils will appear in column header. Click on the pencil for next school year.



Pupil #	Alerts	DOB	YOG	Grade	EnrStatus	School > Name	NextSchool > Name	AcademicTrack	Homeroom	NextHomeroom	Next HR Teacher	Diploma Gra
		12/6/2003	2021	07	Active	Albion Elementary SD42			DIV.03			
		9/30/2003	2021	07	Active	Albion Elementary SD42			DIV.01			
		12/11/2003	2021	07	Active	Albion Elementary SD42			DIV.02			
		2/22/2003	2021	07	Active	Albion Elementary SD42			DIV.02			
		7/22/2003	2021	07	Active	Albion Elementary SD42			DIV.03			
		11/25/2003	2021	07	Active	Albion Elementary SD42			DIV.02			
		7/18/2003	2021	07	Active	Albion Elementary SD42			DIV.02			
		11/24/2003	2021	07	Active	Albion Elementary SD42			DIV.01			
		4/20/2003	2021	07	Active	Albion Elementary SD42			DIV.01			

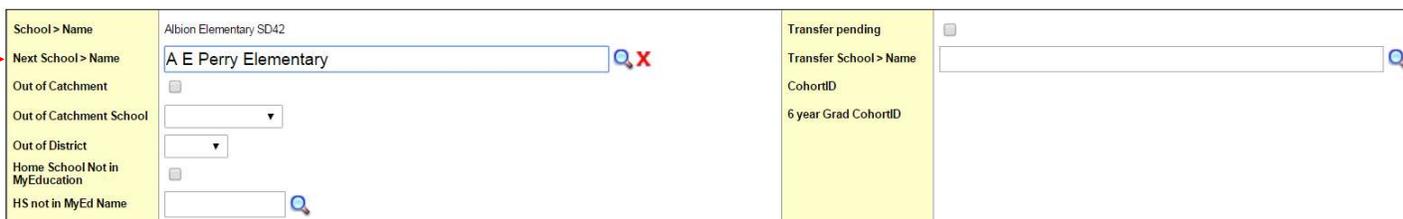
- iii. For each student select the appropriate next school using the .
- iv. **NOTE: You must click the before you move to the next page or the schools will not save.**



Name	Pupil #	Alerts	DOB	YOG	Grade	EnrStatus	School > Name	NextSchool > Name	AcademicTrack	Homeroom
			12/6/2003	2021	07	Active	Albion Elementary SD42	Garibaldi Secondary SD42		DIV.03
			9/30/2003	2021	07	Active	Albion Elementary SD42			DIV.01
			12/11/2003	2021	07	Active	Albion Elementary SD42			DIV.02
			2/22/2003	2021	07	Active	Albion Elementary SD42			DIV.02
			7/22/2003	2021	07	Active	Albion Elementary SD42			DIV.03
			11/25/2003	2021	07	Active	Albion Elementary SD42			DIV.02
			7/18/2003	2021	07	Active	Albion Elementary SD42			DIV.02
			11/24/2003	2021	07	Active	Albion Elementary SD42			DIV.01
			4/20/2003	2021	07	Active	Albion Elementary SD42			DIV.01
			4/20/2003	2021	07	Active	Albion Elementary SD42			DIV.02

Other Students

- 1) For your students who are leaving your school to attend **another MyEdBC school** within the province.
 - Select the student you wish to transition and click into the details. Scroll down and find the Next School Name and find the school in the pick list. Click Save



School > Name	Albion Elementary SD42	Transfer pending	<input type="checkbox"/>
Next School > Name	A E Perry Elementary  	Transfer School > Name	<input type="text"/>
Out of Catchment	<input type="checkbox"/>	CohortID	
Out of Catchment School	<input type="text"/>	6 year Grad CohortID	
Out of District	<input type="text"/>		
Home School Not in MyEducation	<input type="checkbox"/>		
HS not in MyEd Name	<input type="text"/>		

2) For your students who are leaving your school to a **school not in MyEdBC**.

- Filter: Primary Active → Field Set: Pre Transition → Options Modify List
- In the **Withdrawn** column, the box needs to be checked and there should be no **Next School Name**.

0 of 574 selected

Primary Active Students

YOG	Grade	EnrStatus	School > Name	NextSk1 > Name	AcademicTrack	Homeroom	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw	To be Graduated
2022	06	Active	Albion Elementary SD42	Albion Elementary SD42		DIV.05				N	N	N
2021	07	Active	Albion Elementary SD42			DIV.03				N	Y	N
2024	04	Active	Albion Elementary SD42	A E Perry Elementary		DIV.12				N	N	N
2024	04	Active	Albion Elementary SD42	Albion Elementary SD42		DIV.12				N	N	N