MyEducation BC Bulletin   **2016-08-23**

School Startup News

This bulletin provides information about the changes that occurred as part of the school year end processes or that were implemented in MyEducation BC Production over the summer in preparation for School Startup. The Production environment was offline from 5 pm Aug 9 to 7 am, Aug 22, 2016.

Please join us for the following School Startup sessions. Reminder that learning event recordings are posted to either MyEducationBC.info or the Level 1 Information Station shortly after the event has been delivered. For further information refer to the Startup Checklist for Districts and Schools.

- **Learning Events**
  - 24-Aug-2016 - District Startup Activities
  - 24-Aug-2016 - School Startup Activities
  - 25-Aug-2016 - Student Scheduling
  - 25-Aug-2016 - Teacher Gradebook (Grades 10-12)
  - 30-Aug-2016 – Student Services – New Processes
- **Support Sessions**
  - 26-Aug-2016 - Focused Session: School Year Startup
  - 2-Sep-2016 - Focused Session: School Year Startup
  - 9-Sep-2016 - Focused Session: School Year Startup

School Startup reminders

Every year, we ask Districts to review their Level 1 and other contact information to verify that we have the correct details for our various distribution lists. Please provide any updates in a Pando ticket.

Also, please direct your users to review the SMC-Approved Standards Manual and the Good Practices document which provide important information about standard practices in MyEducation BC.

End of Year Rollover (EOYR)

After the Production system was taken offline on Aug 9, 2016, SDTest was refreshed with pre-EOYR data and final health checks were executed in Production for each district. When this process was completed, the End of Year Rollover process was kicked off and was successfully completed.

Student Archiving

Following EOYR, the student archive procedure was performed in the Production environment. This is now an annual event that will be scheduled to run post-EOYR as a standard operating procedure. Student records are only archived if they meet the following criteria:

- Student is Inactive for a period of 4 years, and
- Student is over 6 years of age

Reminder:

School and District personnel responsible for student registration should be reminded to query the archive database if a student was previously enrolled in a BC school and is not found in the live environment during the regular restricted query process. Information on this was added to the Enrollment and Demographics reference guide, sections 2.1.3 Admitting a student from the Archive Environment (pages 11-12) and 2.2.2 Withdrawn students and Archiving (pages 17-18).

Usual Names

Many students prefer to be called by a name that is different from their legal name for a variety of reasons. In the ordinary course of school business, schools refer to students by their 'usual name' and only use the legal name when regulation requires it.

In the existing MyEducation BC configuration, legal names were displayed in most screens and reports including those that teachers and school staff use daily when working with students. In response to concerns raised regarding the need to display students' usual names instead of legal names, we collaborated with the Ministry and the District Joint Task Force to identify where and how Usual Name fields should be implemented. The Ministry confirmed the five reports and extracts that were required to use legal names only: School Transcript and PSR reports; PENs, TRAX, and 1701 extracts.

As a result of this change, the most common MyEducation BC screens and reports now display usual names only, including the BC developed reports.

Managing Regular Student Programs

Due to the move of the 1701 Designations to the Programs area of MyEdBC *(see below for details),* regular programs must now be managed from the **Student top tab > Membership side tab > Programs**.

> **IMPORTANT NOTE**: It is no longer possible to manage regular programs from the Student Details > Programs tab.

Student Services Designations

One of the most significant application changes over the summer was the removal of the 1701 designation assignment process from the Student Services workflows. This was in response to the change request from the Ministry based on collaboration with the Student Services Task Force to improve the designation process.

As a result, 1701 Designation Programs for Student Services are now included in Student Demographic Programs. They are visible (read only) to any user with access to programs from District or School View > Student top tab > Membership side tab > Programs. A new Enterprise level add-on security role, **1701 Designations,** has been provided to allow specific users to add, edit or change Student Services Designation Programs.

Having 1701 Designations separated from the Student Services workflows makes it much easier for District and School staff to assign primary and secondary designations to students quickly and easily. Primary designations now produce a unique alert, completely separate from the IEP alert. The BC custom reports now display primary Student Services Designations from the new Programs location.

To assist Districts with communicating this to their end users, the following recording and quick guide introduce the new 1701 Designations for Student Services functionality:
- 1701 Student Services Designations
- *Collaborate recording*: http://bit.ly/2bHLyYN

In addition, the quick guide Student Services Workflow Changes revisits the main steps of the three Student Services workflows with the designation process removed.

The learning event *Student Services – New Processes,* scheduled for Aug 30 from 1:00 – 3:00 pm, will present the latest information regarding the new designation processes and will provide participants an opportunity to have any questions answered.

Records per page

In response to District Level 1 requests, the number of records per page was increased from 35 to 1000 temporarily. Prior to bringing the system back online, this was returned to its previous setting. In addition, users with a limit of more than 35 records per page had that number decreased to the original maximum. Users are able to set their preference to fewer than 35, or increase to 35 (but not beyond).

Other Application changes

- **Learning Standards and Single Term Transcript Definition**
  These have been added to the Production environment. More details will be forthcoming.

- **Post Course Dates**
  Post course dates process was modified to post only for active students which will prevent the creation of orphaned transcript records for withdrawn students.

- **PSR fixes**
  Attendance History now displays accurately for all students on the PSR.

- **Course Marks GDE**
  The export now pulls marks for all transcript definitions.

- **BC Class List w/Designation report**
  This was modified so it will now print all classes for Secondary Teachers.

Infrastructure/Platform Upgrades and System Review/Tuning

Hardware upgrades were completed in the Production environment to:
- Provide additional infrastructure for better background processing
- Address the expected increases in system usage for this school year
- Distribute load and increase the resiliency level of the environment
- Optimize data retrieval processing

Platform upgrades include:
- Operating system patches
- Database tier
- Application tier

Systems review/tuning was performed, including:
- Microsoft RAAS (Risk Assessment as a Service)
- Infrastructure review
- Onsite Follett assessment of environment
- Start of year system management activities

To support the ability to test the impacts of changes to the MyEducation BC environment, a new load testing environment is being implemented. This will allow for testing in a Production-like environment removing the need to perform these tests in Production – i.e. fewer outages required.

BC reports

The following reports have been revised and re-released:
- BC Student Information with Photo (in School *and* also now in Staff view)
- BC Student Withdraw Form (in School view only)
- BC Class List w/Grid (in School *and* also now in Staff view)
- BC Class List w/Desig (in School *and* also now in Staff view)
- BC Homeroom List w/Grid (in School *and* also now in Staff view)
- BC Homeroom List w/Desig (in School *and* also now in Staff view)

HEAT

The move to replace Pando with the latest version of HEAT was postponed until later in the fall. This will allow more time to explore and share details of the new system and to capitalize on best practice for a successful rollover. It will also provide the opportunity to consult with Districts on such things as the conversion of open Pando tickets and new processes for the creation and management of 'problem tickets' which, in HEAT, will be visible to all users.