

These are a few things we noticed with PASI Course Marks Direct Connect  
Please take time to plan and be prepared as well as you can be.

### **My Mark is not there to Approve**

- Make sure your Course Section ID is correct when you putting into Historical Grades.
- Invalid Mark Assignment Date. Must be within 30 days of exit date You must either withdraw student or change Mark assignment date to within the last 30 days of course
- Make sure Term ID is the same as the Store code. What is the course Term ?
- Don't put continuous in AB info into override
- Do your Mark Assignment Date and your Course Exit Date overlap (Course Exit Date must be after the Mark Assignment Date).

### **Core Alert Errors**

- Don't need to run SCM Set Defaults in State Reporting unless its High School submission time in Jan or June- This will cause errors...ignore them until the end of the term.
- Transferring students -Make sure all marks are up to PASI , No SCM Core Alerts, before transferring student out.
- Core Alerts are showing up at main school, so if you have a concurrent student you may not see the errors.
- Sections – Do Not change section information when marks are associated example: credit hours/term
- Missing Student Enrolment – is your student enrolled? Are your dates not match? Does the Enrollment show on the Student Profile page?

### **Concurrent Enrollment Students**

- Missing enrolment - Check dates of enrollment to course enrollment and make sure the enrollment shows in the Student Profile.
- Enrollment need to be at PASI **before** enrolling in a course that is Synced to PASI
- If you keep students as a concurrent enrollment, make sure to leave them in the Blended class (when balancing student enrolment we search on \*secondarystudents= which is a student who is in a class that is not your student)
- Switching school - Make sure you do everything before transferring them. Approve marks, core alerts, all enrollments, modify schedule, and finally double check PASI Marks to make sure everything is correct.
- There will be no need to do "This school and other school" in the store. You should be exiting and manually entering your students into historical grades..

\*\*\*-If this is a Semester 2 class change the end date to 2/2/2018 (or something in the future after the Semester 2 start date) when modifying the schedule in Modify Schedule and then go to the All Enrolments page and change it to 2/1/2018 to delete. – This has been fixed...use the same start and end date to delete it and it will be deleted in PASI as well.

## Career High

All marks should be in the teachers grade book before entering into Historical grades and submitting This means enrolling them in the proper section and the teacher enter assignments and final grade This is an audit trail.

## Missing Prerequisites

-Keep in mind we usually only saw the Missing recommended prerequisites after the semester was over, now we can keep on top of this information through the year.

This information can be found in the Funding Manual

When you are looking at a student missing prerequisite you will need to ask yourself some questions

1. Are the credits missing for High School Diploma?
2. Is he an adult student?
3. Has the student been placed in the wrong course?
4. Will this be a pre-waived or a Retro? Pre-waived can only be approved by the Principal

## **CEU (Credit Enrolment Unit)**

A funding unit used to calculate base instructional funding at the high school level for **school authorities**. CEUs are assigned when the course, the student, and the student's achievement in a course meet all established criteria as follows:

### Course

- Courses delivered to students must align with the provincially mandated *Programs of Study*
- Must provide access to instructional hours where applicable
- Must meet administrative requirements

Also note.

- e) Funding will not be provided for a CTS course if the prerequisite(s) was not completed and/or waived in the same term or a prior term.

### **NEW**

- i) Funding will not be provided for an off-campus course if the prerequisite HCS3000; Workplace Safety Systems is not completed by the student prior to the student's placement in the first off-campus learning experience. Students enrolled in Knowledge and Employability off-campus education courses may use Workplace Readiness 10-4 in lieu of HCS3000; Workplace Safety Systems as the prerequisite.

### **Changing the students levels in course -1 to -2 courses**

-Drop the -1 on the day of the move to -2. Funding flag to No, and mark as Withdrawn. Attendance can stay as part of the -1 and does not need to be transferred over to the -2.

-Add the -2 as of the start of the term...then have the teacher move the marks over.

-DAR is for Schools and Students...not a Transcript...and should actually show what a student has done.