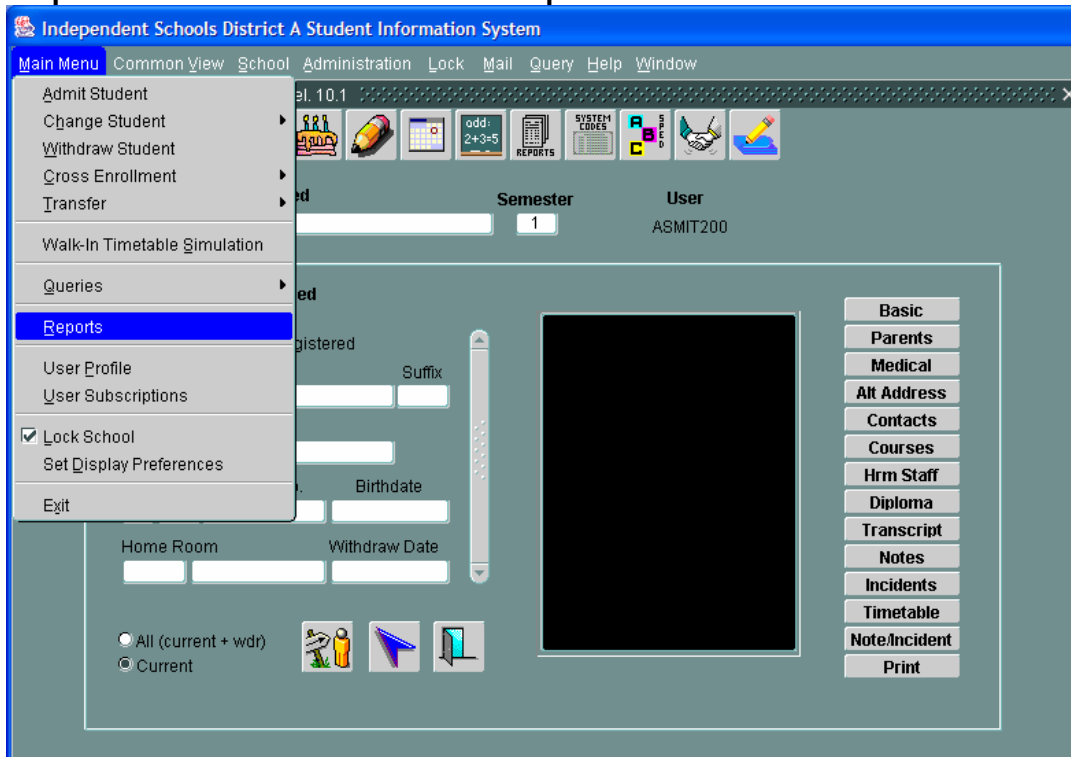


Instructions K – 12 Report Cards

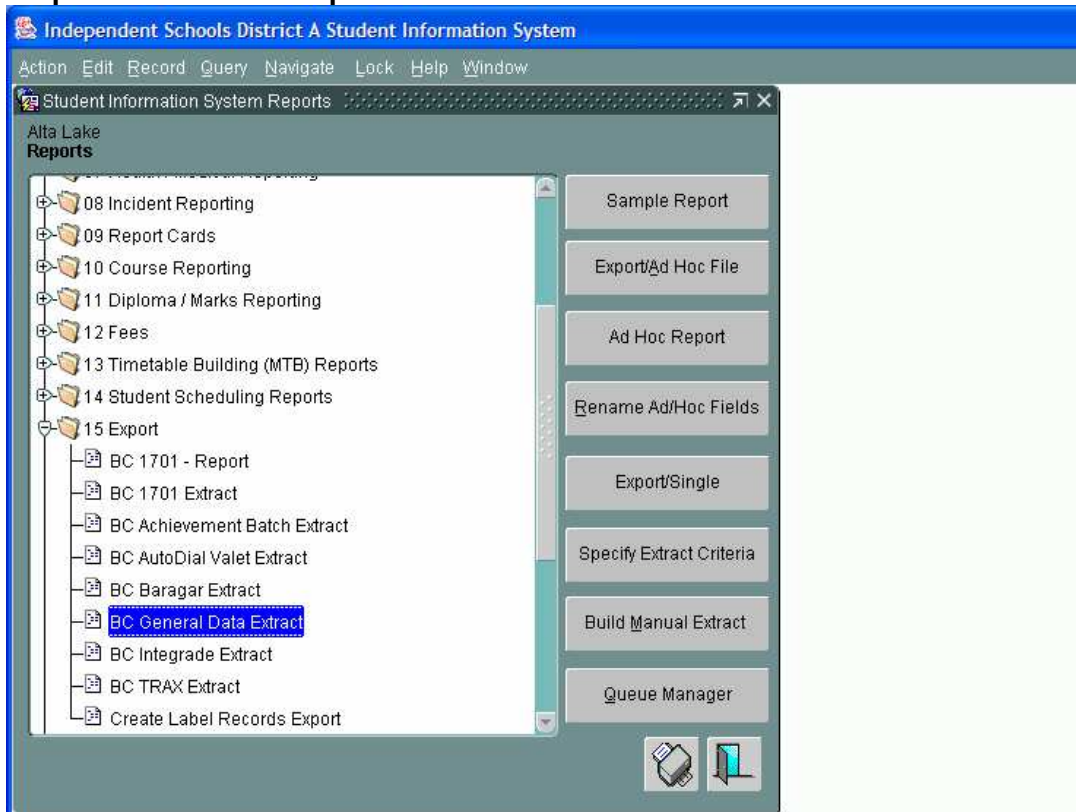
Step 1: Login to Main BCeSIS Page.



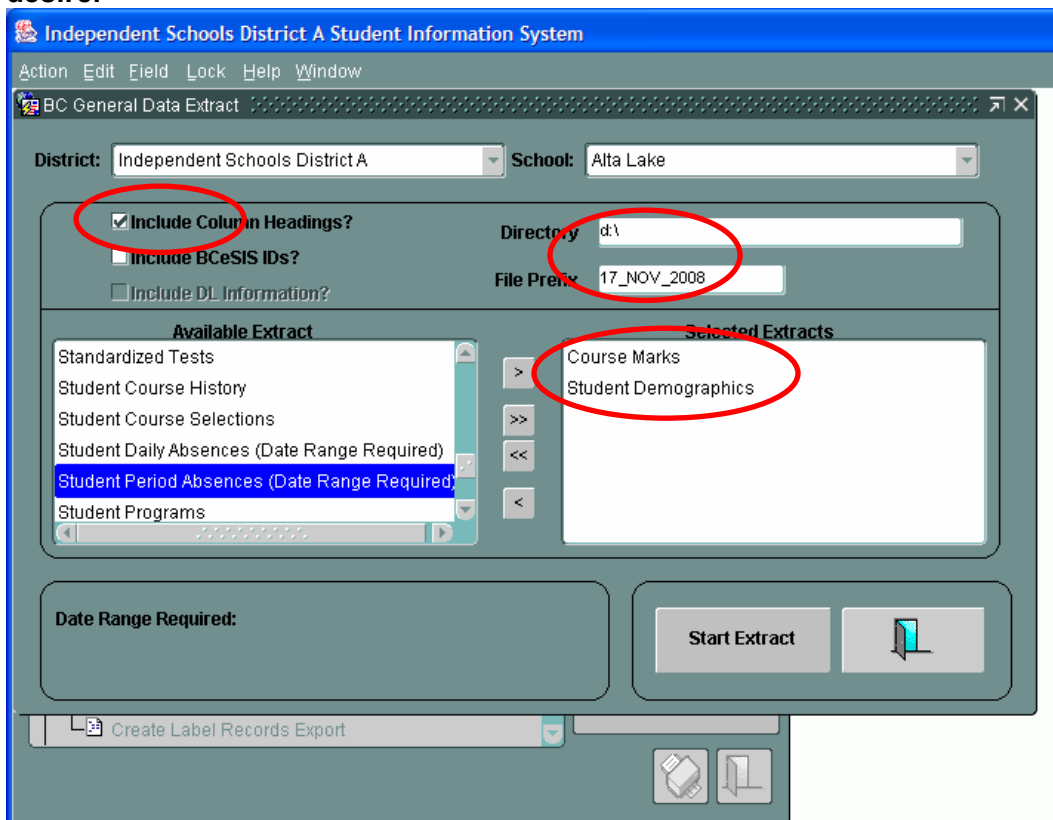
Step 2: Click on “Main Menu” then “Reports”



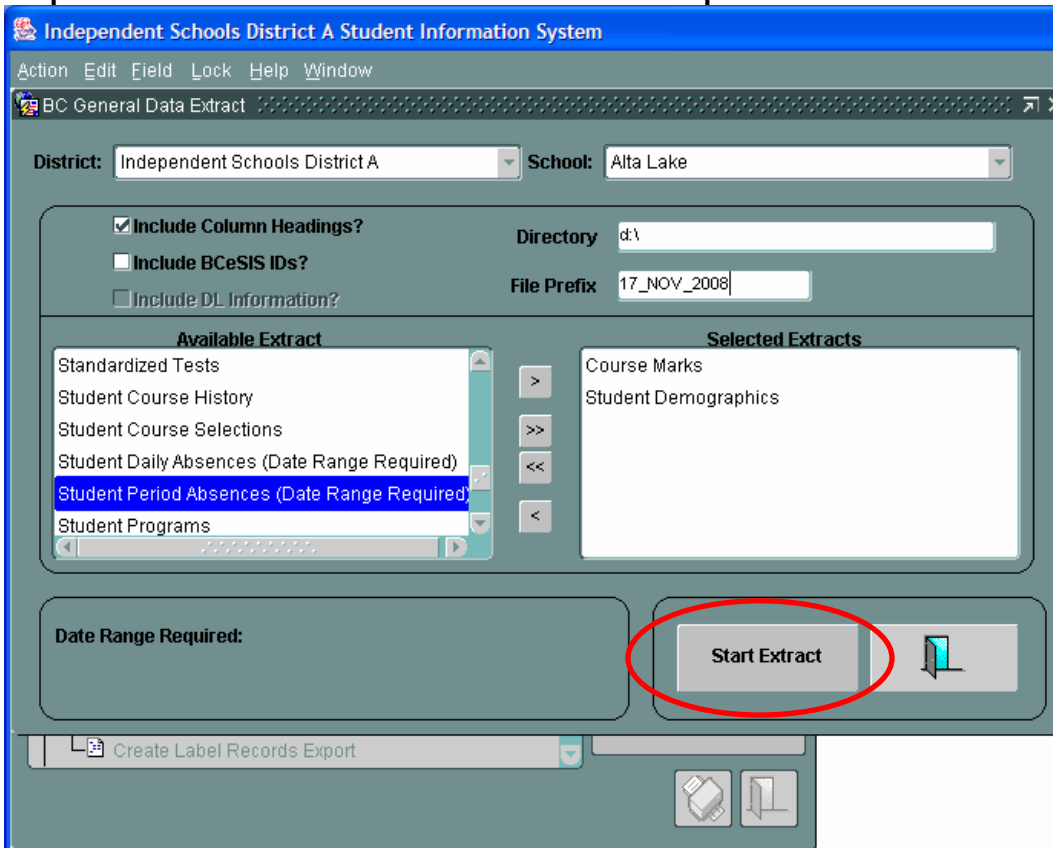
Step 3: Go to “#15 – Exports” then “BC General Data Extract”



Step 4: Check the “Include Column Headings”, select the “Course Marks” and “Student Demographics” extracts, and set the directory to save the extracts to and the prefix you desire.



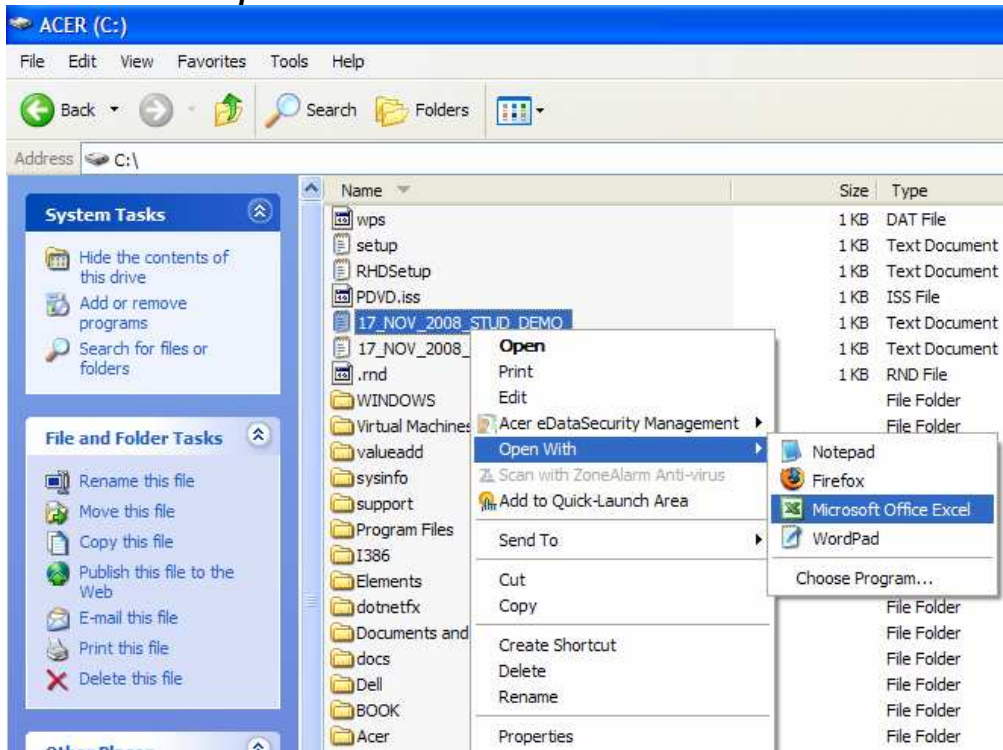
Step 5: Click “Start Extract” and wait for it to complete.



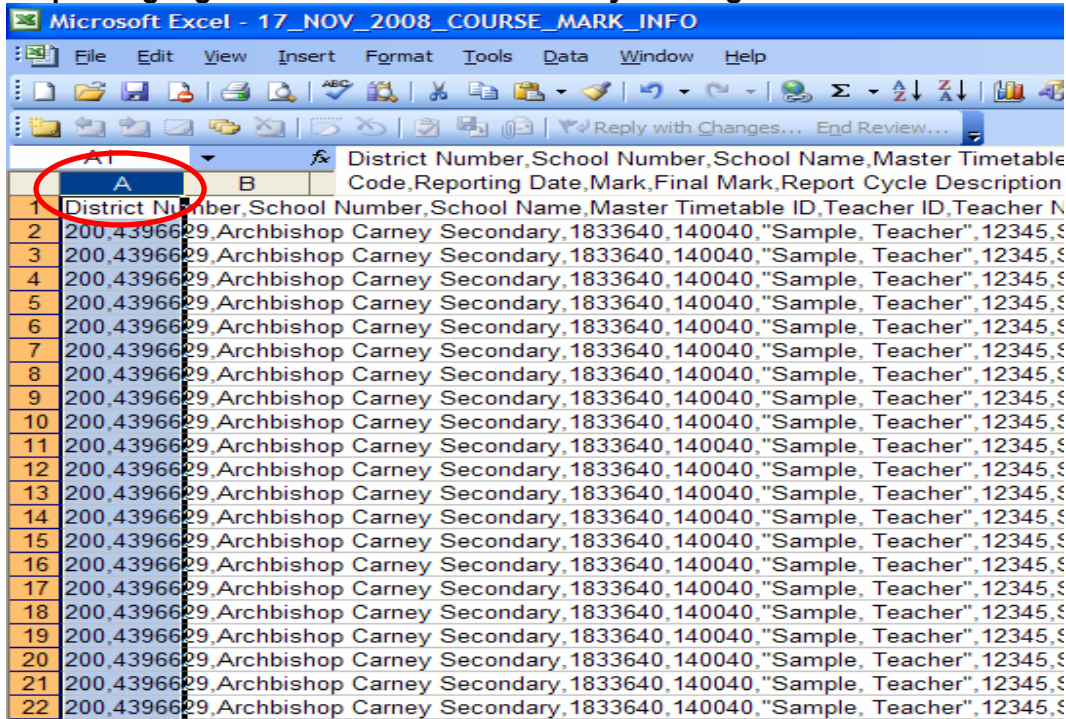
Step 6: Go to “My Computer” on your desktop and find the files that you just saved.



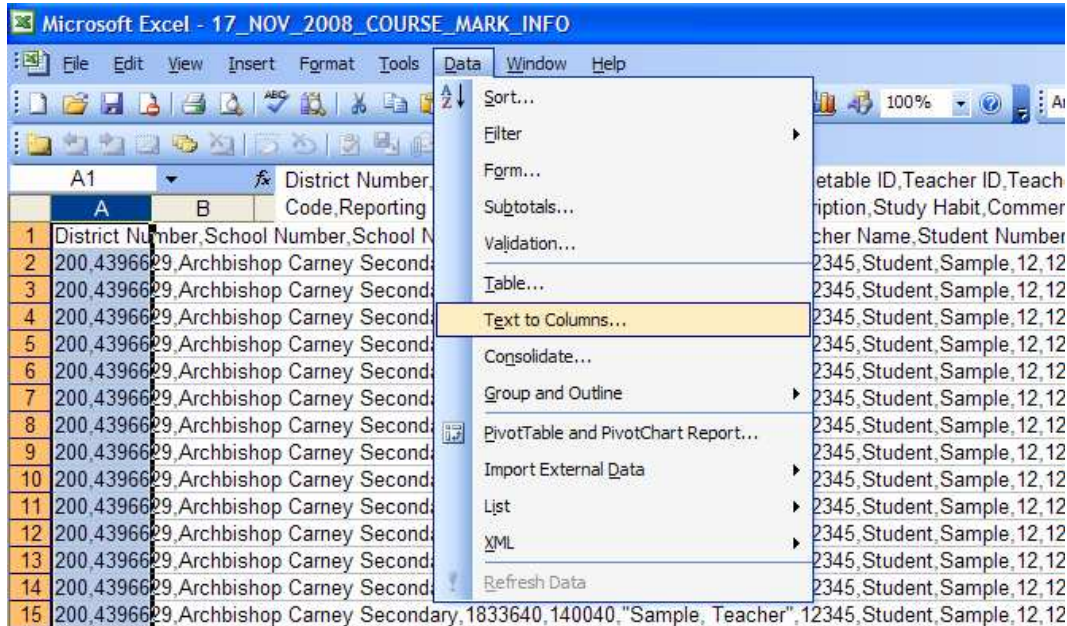
Step 7: Now Right click with your mouse on the first file and go to “Open With” then “MS Excel”. Please note that if MS Excel is not an option in the list then you will have to open Excel and then open the file.



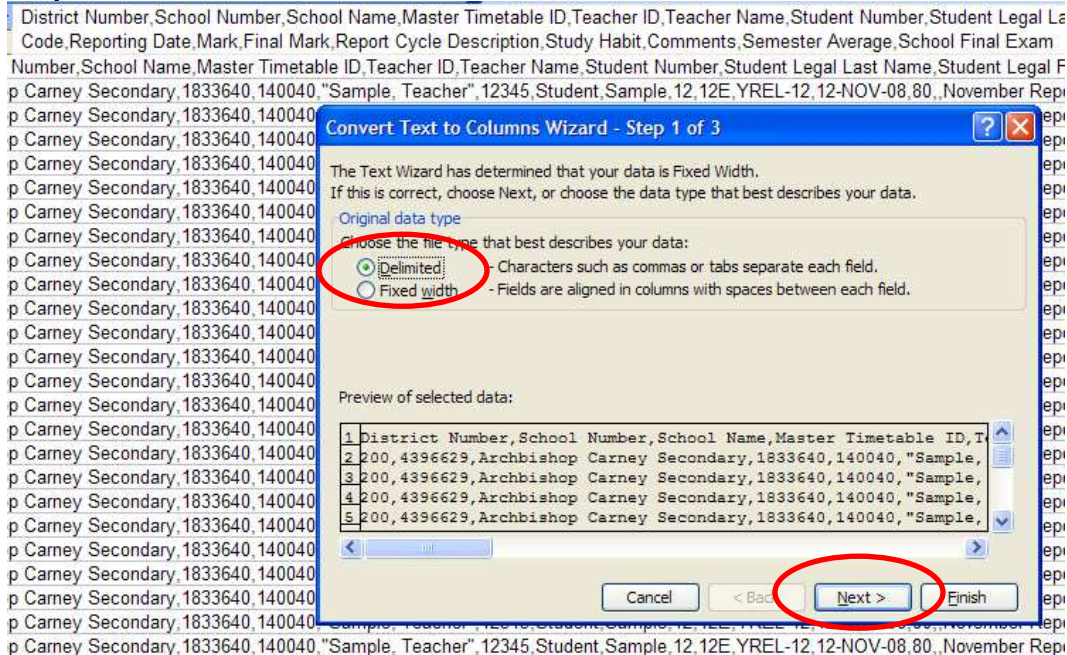
Step 8: Highlight the first column in excel by clicking on the “A”.



Step 9: Go to "Data" then "Text to Columns"



Step 10: Select "Delimited", then click "Next"



Step 11: Now Select 'Comma', then click "Finish"

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon Comma Treat consecutive delimiters as one

Space Other: Text qualifier:

Data preview

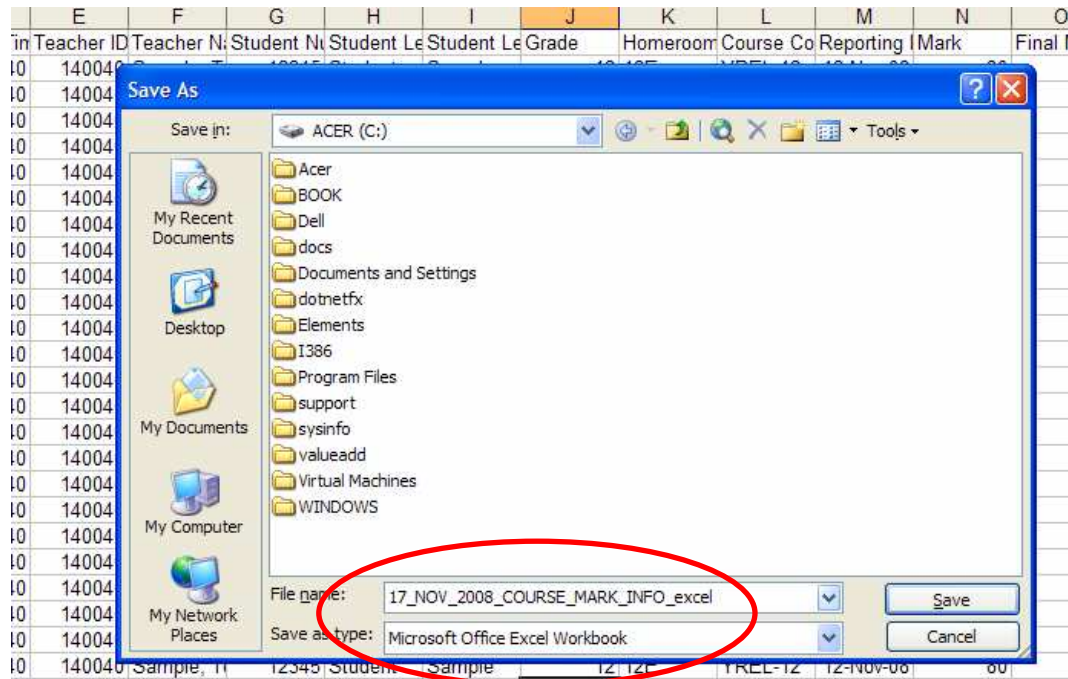
District Number	School Number	School Name	Master
200	4396629	Archbishop Carney Secondary	1833640
200	4396629	Archbishop Carney Secondary	1833640
200	4396629	Archbishop Carney Secondary	1833640
200	4396629	Archbishop Carney Secondary	1833640

Buttons: Cancel, < Back, Next, Finish

Step 12: Your rows should now be nicely split up into columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	District Nu	School Nu	School Na	Master Tin	Teacher ID	Teacher N	Student N	Student Le	Student Le	Grade	Homeroom	Course Co	Reporting I
2	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
3	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
4	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
5	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
6	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
7	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
8	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
9	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
10	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
11	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
12	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
13	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
14	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
15	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
16	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
17	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
18	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	
19	200	4396629	Archbisho	1833640	140040	Sample, Tr	12345	Student	Sample	12 12E	YREL-12	12-Nov-08	

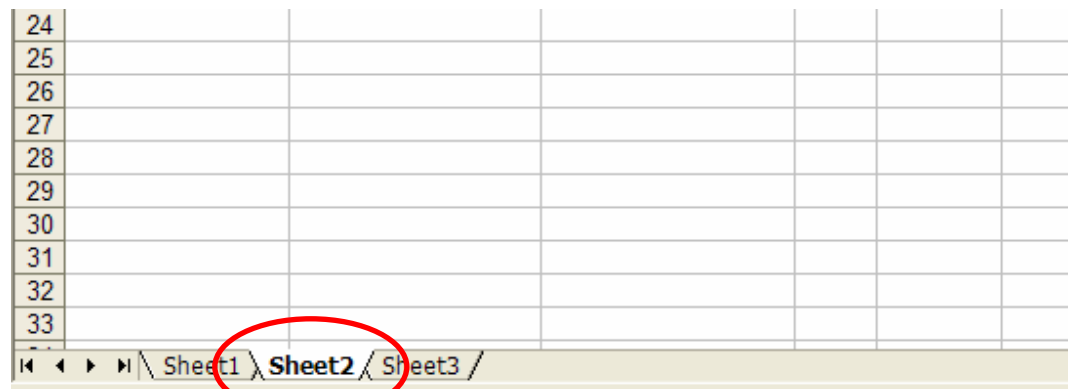
Step 13: Click “File”, then “Save As”, then give it a new filename, and make sure the type is set to Microsoft Office Excel Workbook, then click “Save”.



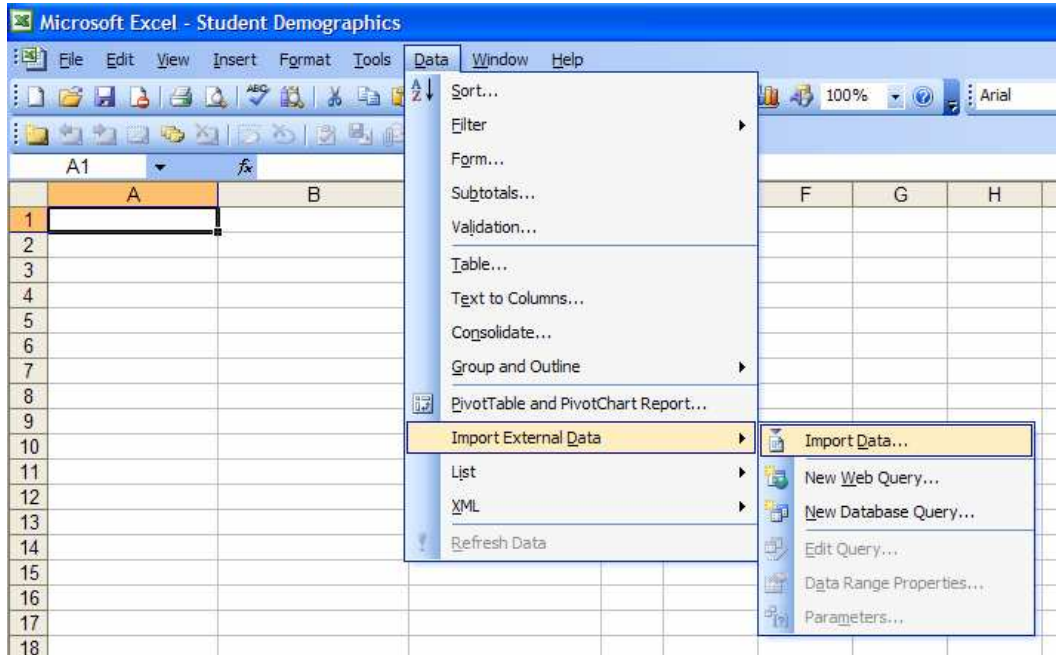
Step 14: Now repeat steps 7 through 13 for the other file you extracted from BCeSIS.

Step 15: Open the excel version of the Student Demographics file that you just saved. (make sure the excel file with the course marks is also open).

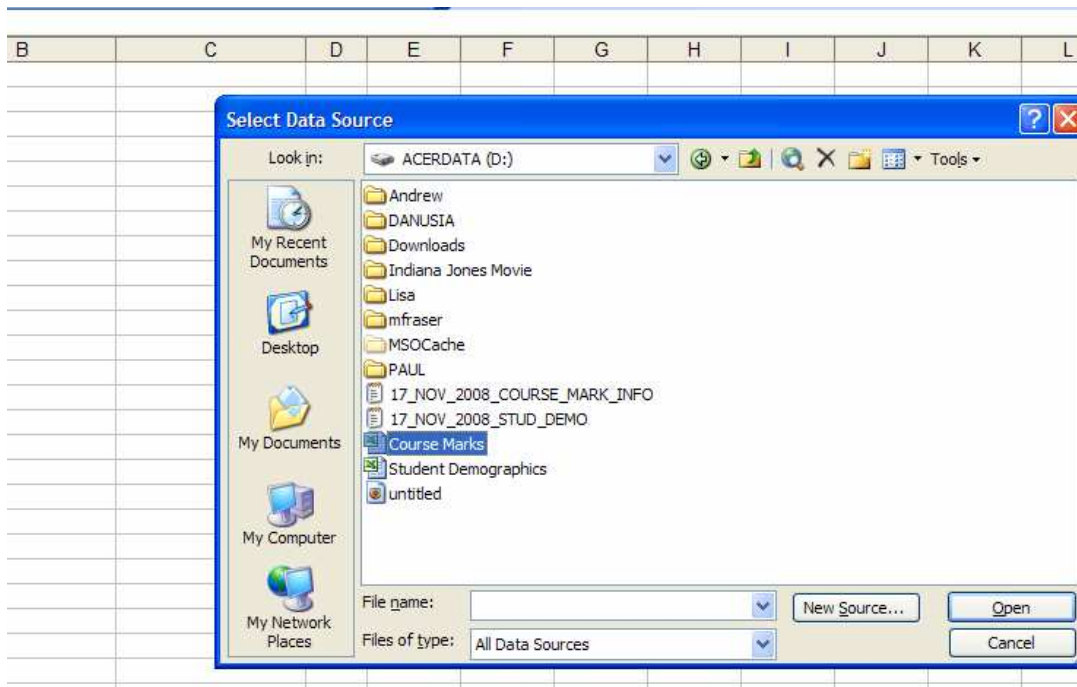
Step 16: Click on “Sheet 2”



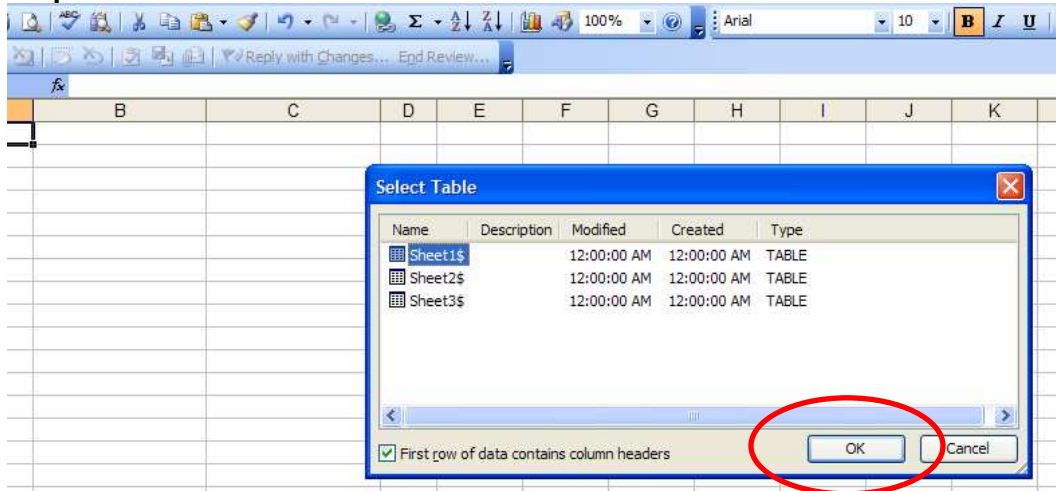
Step 17: Click on “Data”, then “Import External Data” then “Import Data”



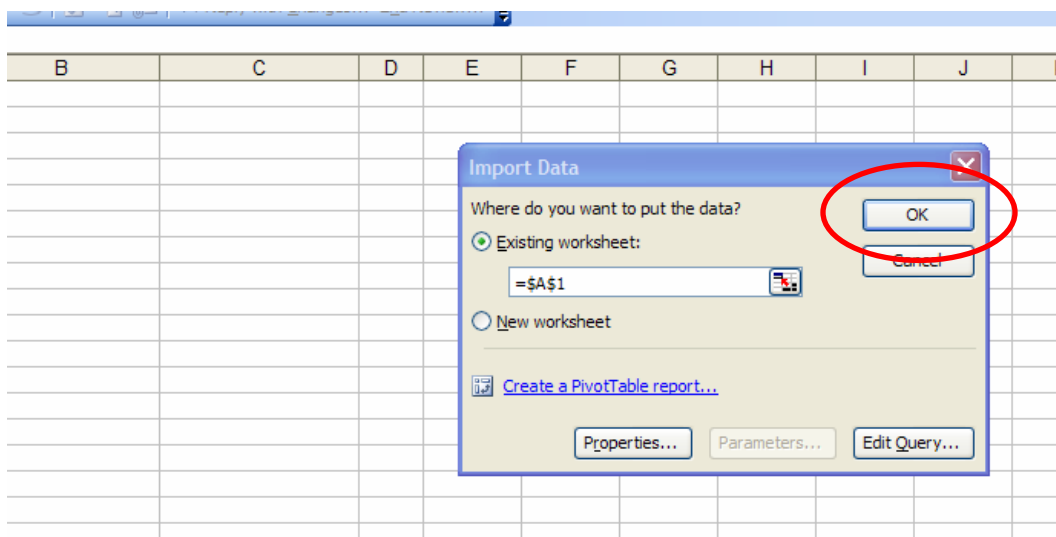
Step 18: Then go and find the Course Mark excel file that you just saved earlier, and click “Open”.



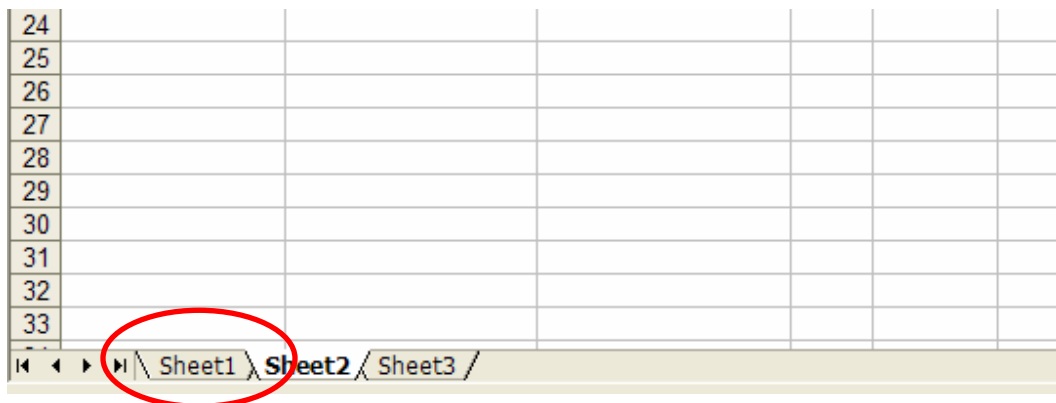
Step 19: Click "OK"



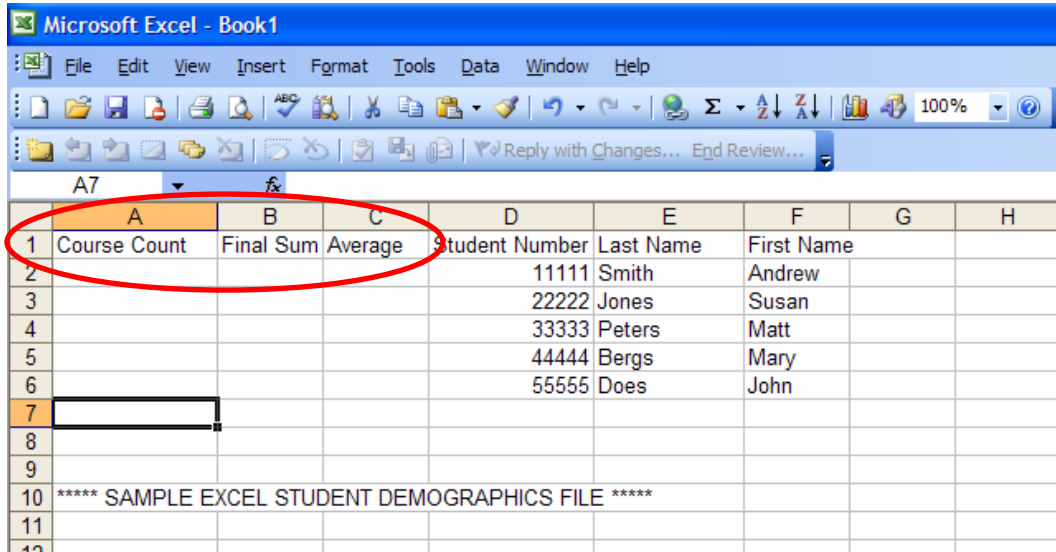
Step 20: Click "OK"



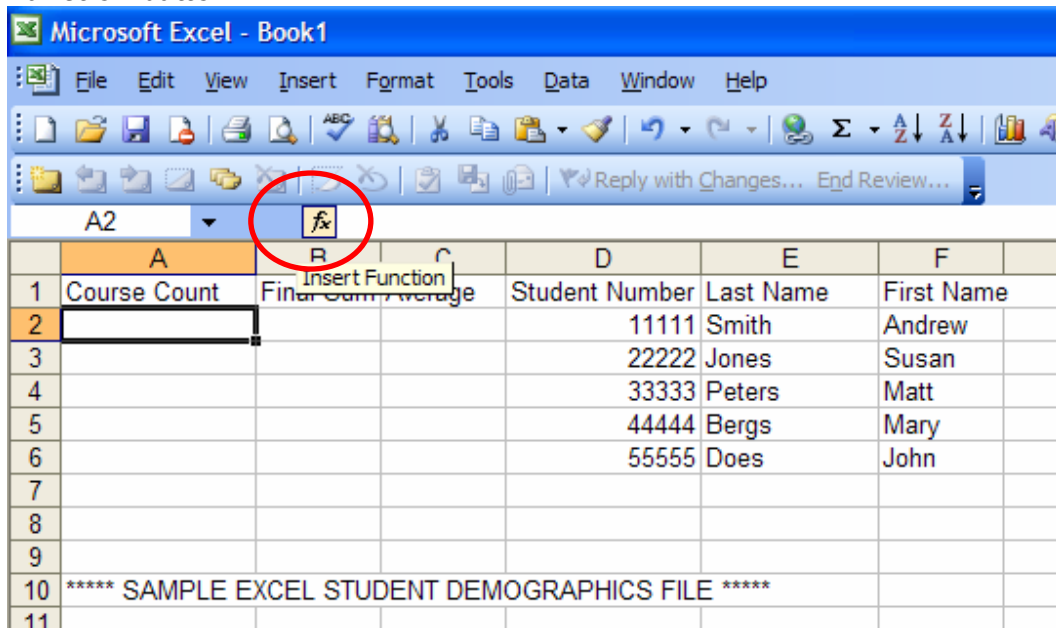
Step 21: Return to "Sheet 1"



Step 22: Add three columns to the Student Demographics (sheet 1) file called Course Count and Final Sum and Average. Please note the screenshots from this point onwards are just samples due to privacy and may be missing other data you may have in the file.



Step 23: Click on the first square of the “Course Count” column and click on the Function button.



Step 24: Find the COUNTIF function and click OK

D	E	F	G	H	I	J	K	L
Student Number	Last Name	First Name						
11111	Smith	Andrew						
22222	Jones	Susan						
33333	Peters							
44444	Bergs							
55555	Does							

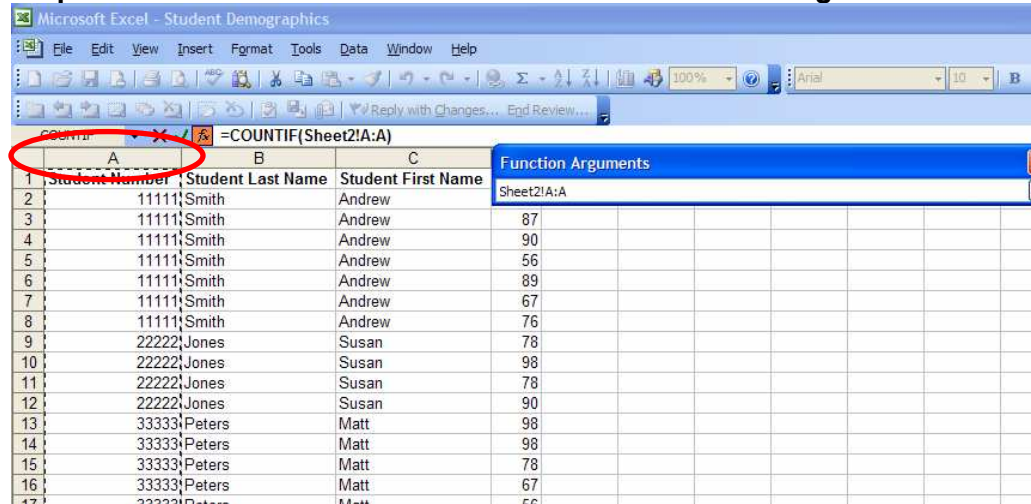
MOGRAPHICS FILE *****

Step 25: Click on the icon next to the Range Field

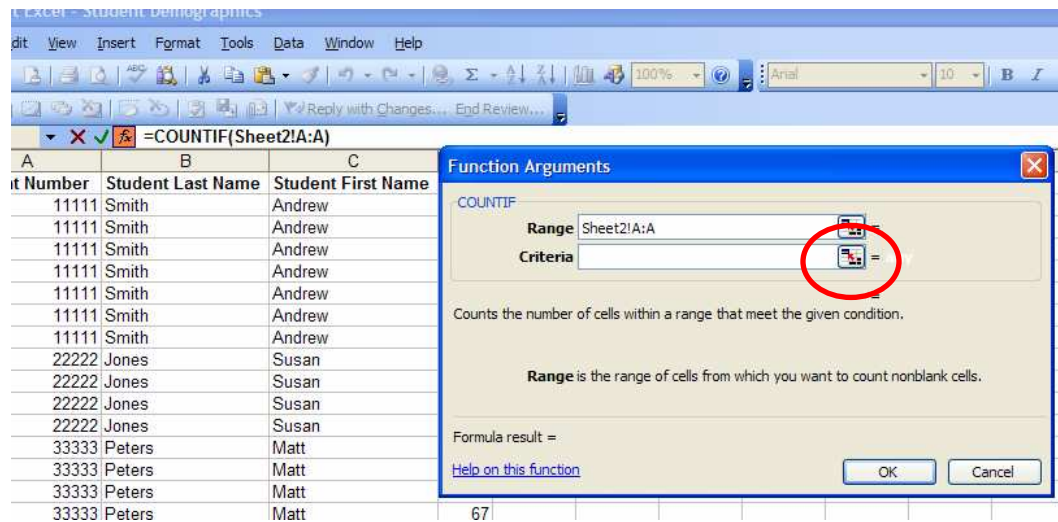
C	D	E	F	G	H	I	J	K	L
Average	Student Number	Last Name	First Name						
	11111	Smith	Andrew						
	22222	Jones	Susan						
	33333	Peters							
	44444	Bergs							
	55555	Does							

MENT DEMOGRAPHICS FILE *****

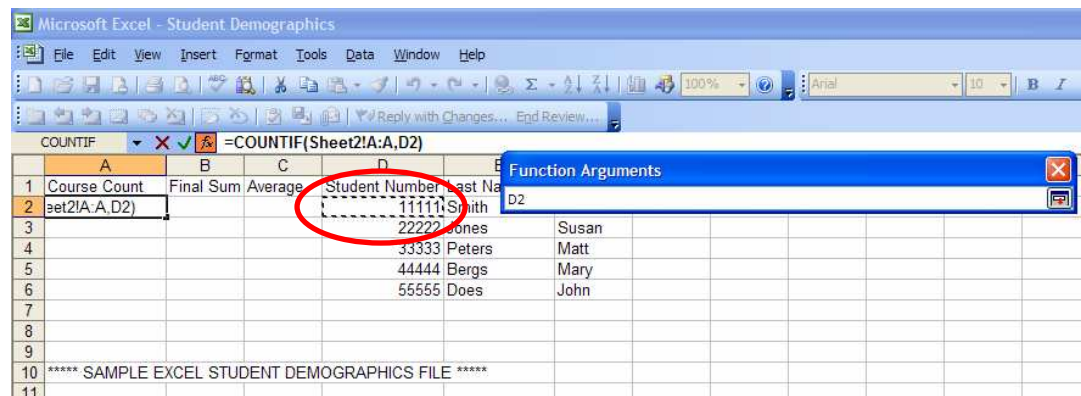
Step 26: Click on Sheet 2 then click on the column heading labeled “Student Number”.



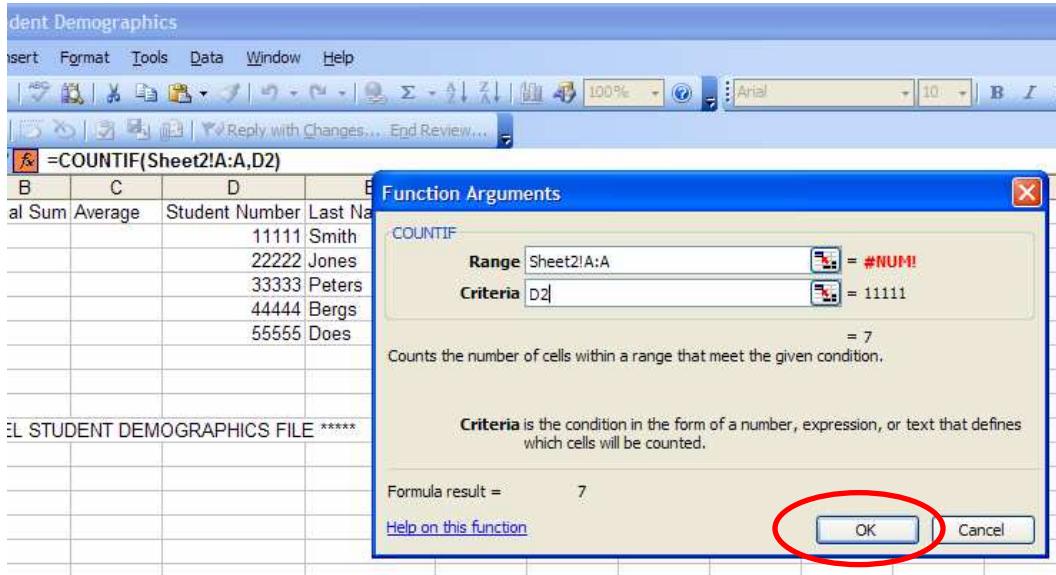
Step 27: Press the ENTER key on the keyboard to return to something that looks like below, then click on the icon next to the Criteria field.



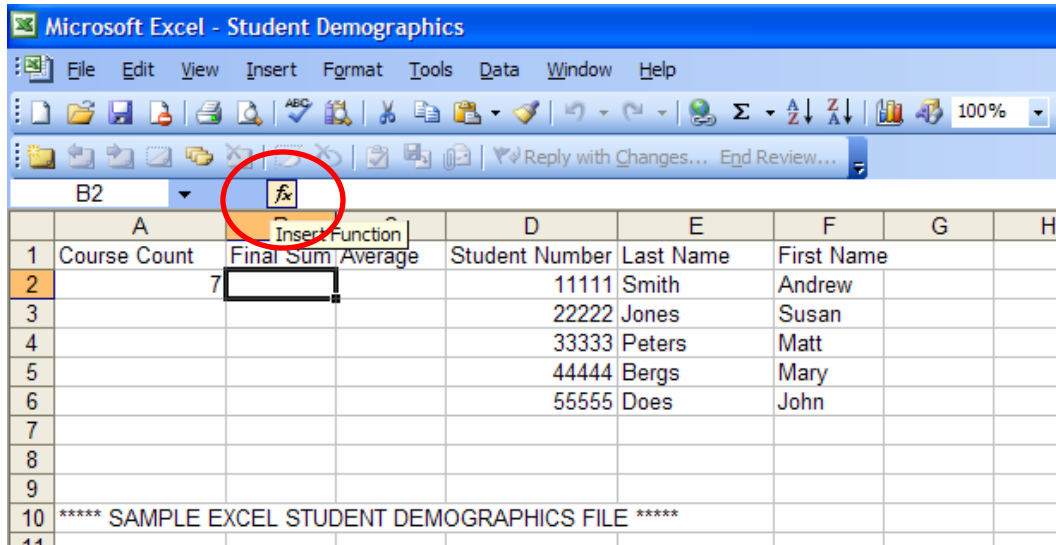
Step 28: Make sure you are now back on Sheet 1 and select the first student number in the list



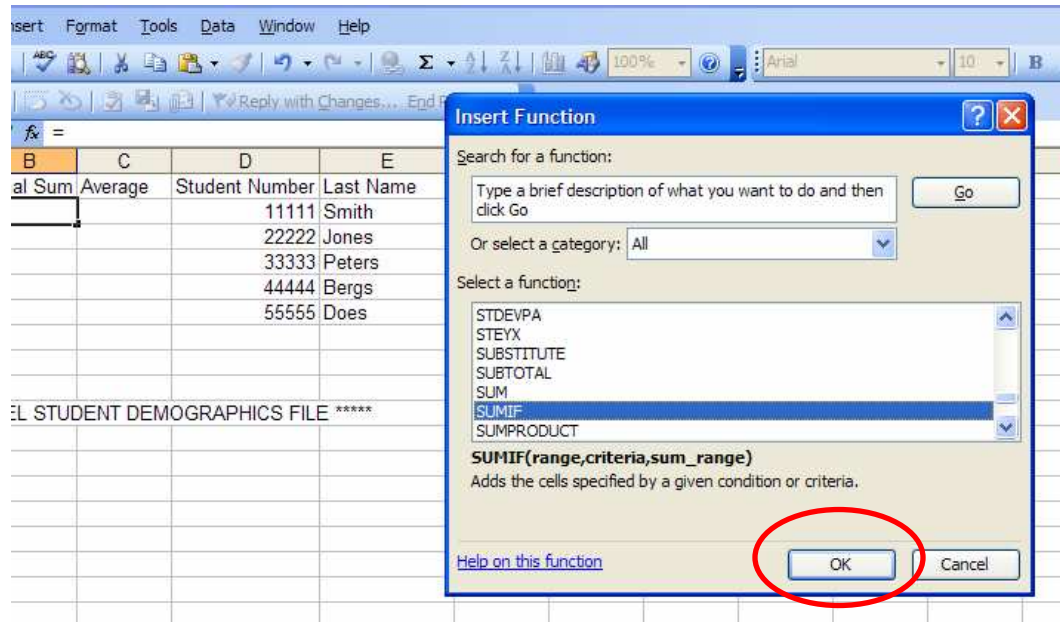
Step 29: Press the ENTER key on the keyboard to return to something that looks like below, then click on OK.



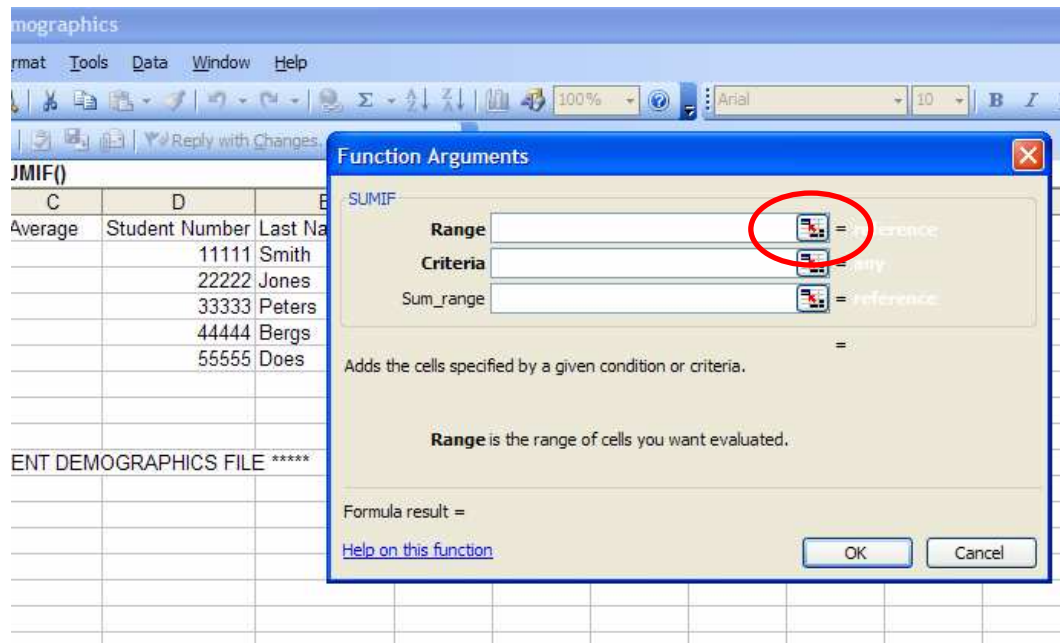
Step 30: Click on the first square of the “Final” column and click on the Function button.



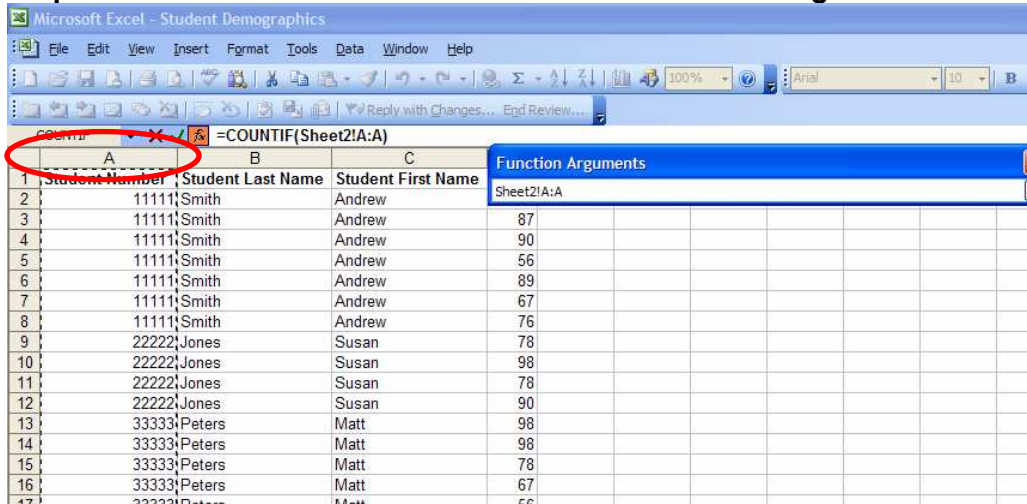
Step 31: Find the SUMIF function and click OK



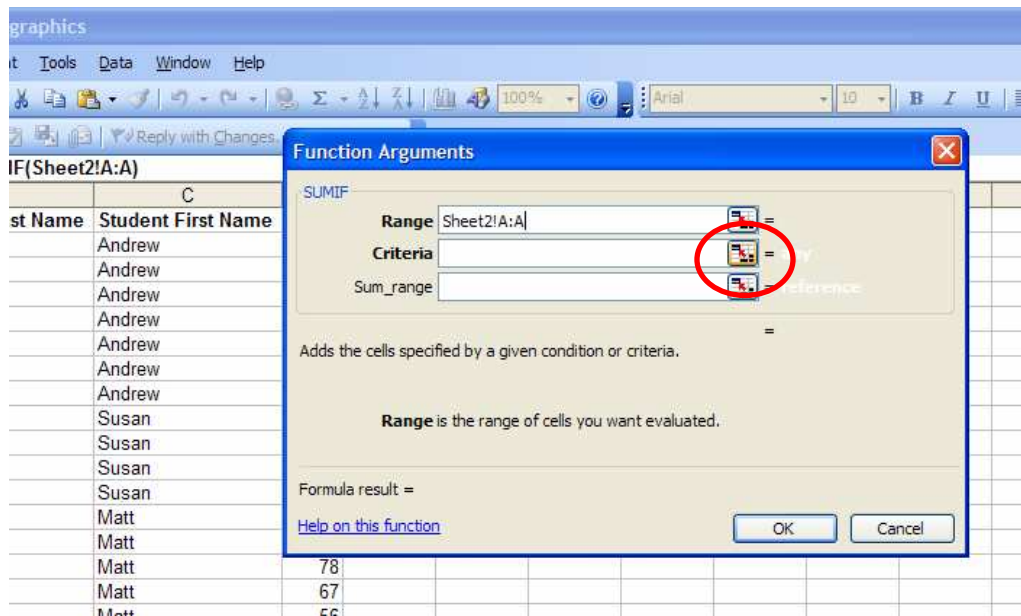
Step 32: Click on the icon next to the range field



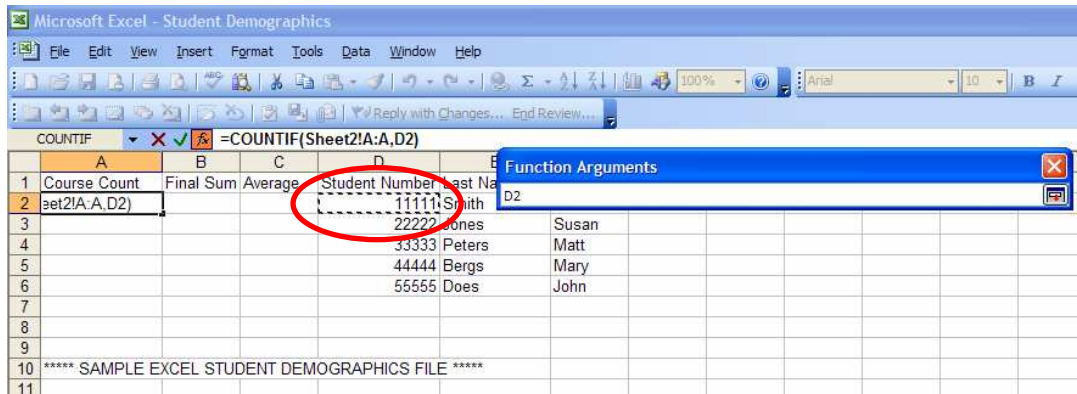
Step 33: Click on Sheet 2 then click on the column heading labeled “Student Number”.



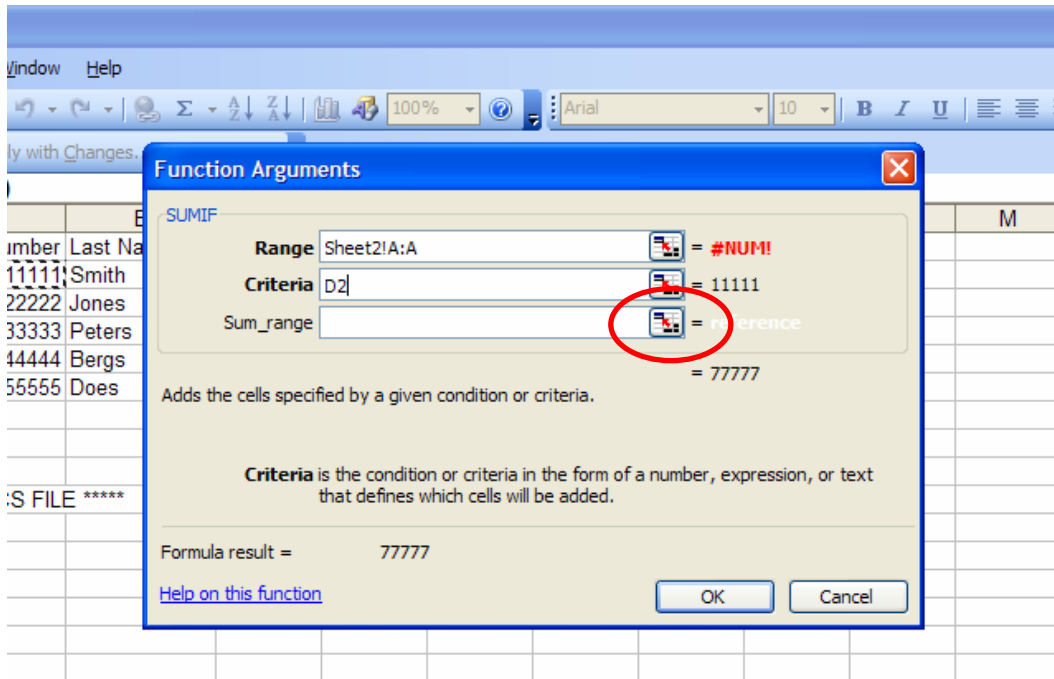
Step 34: Press the ENTER key on the keyboard to return to something that looks like below, then click on the icon next to the Criteria field.



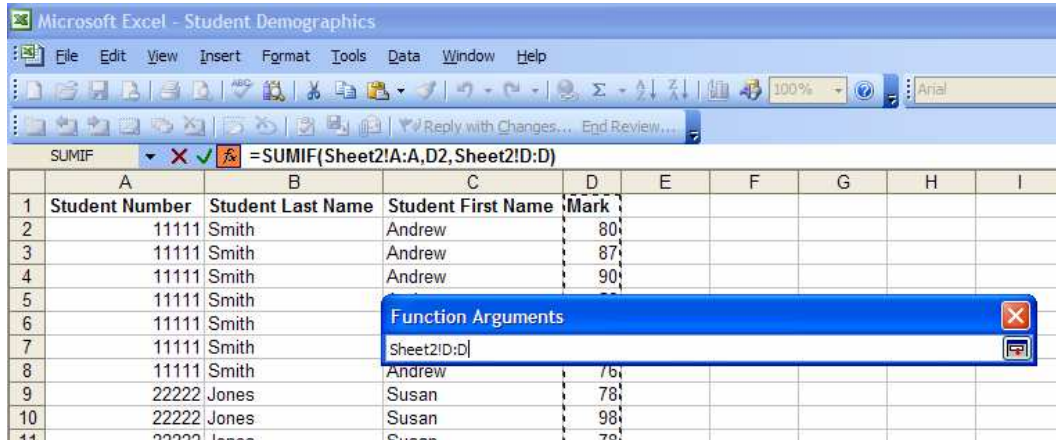
Step 35: Make sure you are now back on Sheet 1 and select the first student number in the list



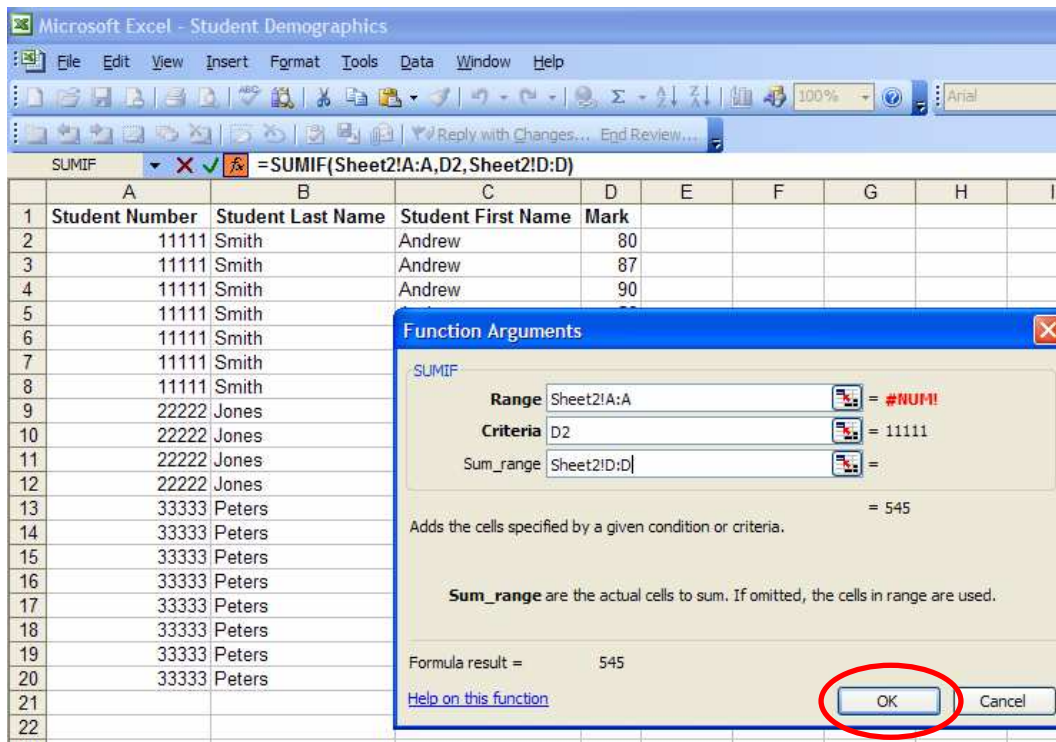
Step 36: Press the ENTER key on the keyboard to return to something that looks like below, then click on the icon next to the Sum_range field.



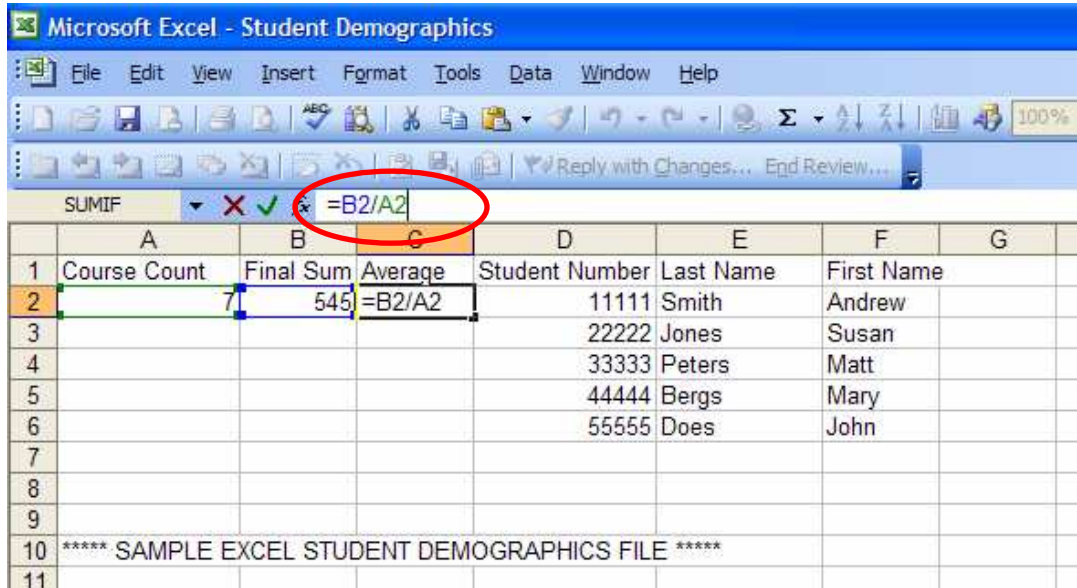
Step 37: Click on Sheet 2 then click on the column heading labeled “Mark”.



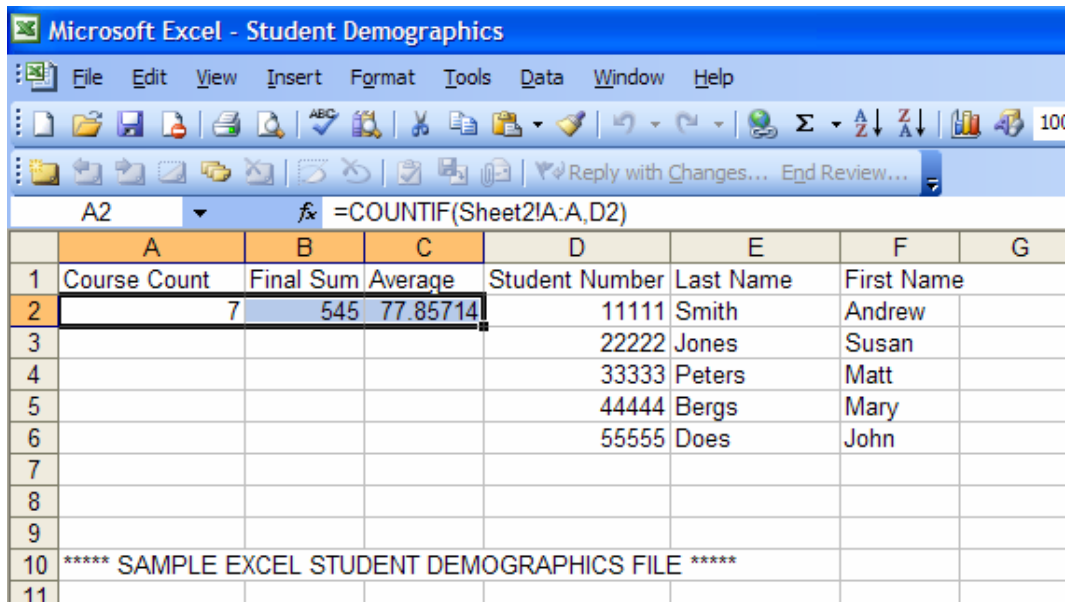
Step 38: Press the ENTER key on the keyboard to return to something that looks like below, then click on OK.



Step 39: Click on the first square of the column labeled “Average”, and enter the following: =B2/A2 in the function line (where A2 is the first square of the course count column, and B2 is the first square of the final sum, basically the two values that we just calculated). Then Press Enter on the keyboard. And the average for that student should now display.



Step 40: Highlight all three squares.



Step 41: Click and hold on the little square on the bottom right of the highlighted squares, then drag down to cover all the squares below.

	A	B	C	D	E	F	G
1	Course Count	Final Sum	Average	Student Number	Last Name	First Name	
2	7	545	77.85714	11111	Smith	Andrew	
3				22222	Jones	Susan	
4				33333	Peters	Matt	
5				44444	Bergs	Mary	
6				55555	Does	John	
7							
8							
9							
10	***** SAMPLE EXCEL STUDENT DEMOGRAPHICS FILE *****						
11							

Step 42: You now have the averages for all your student!

	A	B	C	D	E	F	G
1	Course Count	Final Sum	Average	Student Number	Last Name	First Name	
2	7	545	77.85714	11111	Smith	Andrew	
3	4	344	86	22222	Jones	Susan	
4	8	666	83.25	33333	Peters	Matt	
5				44444	Bergs	Mary	
6				55555	Does	John	
7							
8							
9							
10	***** SAMPLE EXCEL STUDENT DEMOGRAPHICS FILE *****						
11							
12							
13							