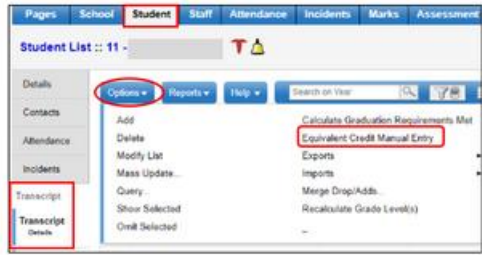
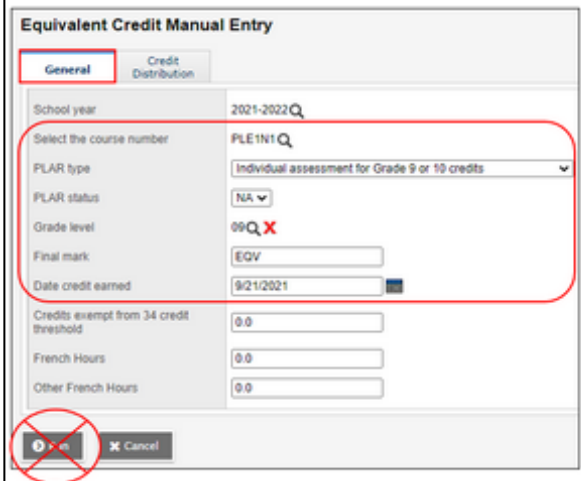


EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

This document is intended for Bulk Entry of Equivalent Credits on an OST from another board or from Laserfiche. All credits entered have another BSID listed or are outside of the ONSIS submission for LKDSB.

<ol style="list-style-type: none"> From the Student Top Tab Select student, Transcript Side Tab Click on Options > Equivalent Credit Manual Entry 																																																							
<p>General Tab</p> <ol style="list-style-type: none"> School Year: current year for newly granted credits, previous year(s) to enter from previous school transcript). Select the Course Number: See the course code based above chart for selection 																																																							
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<ol style="list-style-type: none"> Not required if granted at another board or from Laserfiche. These are used for the ONSIS submission for equivalent credits granted by your school. <ol style="list-style-type: none"> PLAR TYPE PLAR status for PLE codes only Grade Level: do not enter – system calculated Final Mark: EQV Date Credit Earned: Re-Entering an OST from Other Board or Laserfiche – Match the date to the Month and Year on the OST. Can be dated outside of the current ONSIS submission. Example: Student enrolled February 2022, has an OST from another board in Ontario with 4 credits granted 09/2019 (MM/YYYY). The date credit earned = September 1, 2019. Click Run. 																																																							

EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

DO NOT SELECT RUN UNTIL YOU HAVE ENTERED THE CREDIT DISTRIBUTION

10. Click the Credit Distribution Tab

Credit Distribution Tab

11. Enter the number of credits earned for each requirement as 0.5, 1.0 or 2.0
12. Click **Run** (only after all the credits have been entered in this area).

Equivalent Credit Manual Entry

General | **Credit Distribution**

Common Requirement Areas

English 09 (OSSD'99)	1.0
English 10 (OSSD'99)	1.0
English 11 (OSSD'99)	0.0
English 12 (OSSD'99)	0.0
French	1.0
Mathematics	2.0
Mathematics-Sr (OSSD'99)	0.0
Science	2.0
Canadian Geography	1.0
Canadian History	1.0
Arts	0.0
Physical Education	1.0
Civics	0.5
Career Studies	0.5
Group 1	1.0
Group 2	0.0
Group 3	0.0
Elective credits	0.0

Additional Requirement Areas

Arts/Technology (OSSC'99)	0.0
Business/Technical (OSSD'89)	0.0
Cdn Studies (OSSC'99,COE'89)	0.0
Eng (OSSC'99,OSSD/COE'89)	0.0
English-Sr (OSSD'89)	0.0
Social Science (OSSD'89)	0.0

Run | Cancel

Carefully choose the correct grade that matches the PLE course and PLAR type

Additional Requirements Area is for students with an OSSD (1989) Diploma

EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

Credit Distribution Name	Diploma Requirement Course	Description	Req.	OSSD (1999) Credit	OSSD (1989) Credit	OSSC (1999) Credit
English 09 (OSSD'99)	DIPL-REQ-ENG1	Diploma requirement English 1	ENG1	1.00		
English 10 (OSSD'99)	DIPL-REQ-ENG2	Diploma requirement English 2	ENG2	1.00		
English 11 (OSSD'99)	DIPL-REQ-ENG3	Diploma requirement English 3	ENG3	1.00		
English 12 (OSSD'99)	DIPL-REQ-ENG4	Diploma requirement English 4	ENG4	1.00		
French	DIPL-REQ-FSF	Diploma requirement French	FSF	1.00	1.00	
Mathematics	DIPL-REQ-MAT	Diploma requirement Math	MAT	2.00	2.00	1.00
Mathematics-Sr (OSSD'99)	DIPL-REQ-MATS	Diploma requirement Senior Math	MATS	1.00		
Science	DIPL-REQ-SNC	Diploma requirement Science	SNC	2.00	2.00	1.00
Canadian Geography	DIPL-REQ-CGC	Diploma requirement Canadian Geography	CGC	1.00	1.00	
Canadian History	DIPL-REQ-CHC	Diploma requirement Canadian History	CHC	1.00	1.00	
Arts	DIPL-REQ-ADA	Diploma requirement Arts	ADA	1.00	1.00	
Physical Education	DIPL-REQ-PPL	Diploma requirement Physical Education	PPL	1.00	1.00	1.00
Civics	DIPL-REQ-CHV	Diploma requirement Civics	CHV	0.50		
Career Studies	DIPL-REQ-GLC	Diploma requirement Career Studies	GLC	0.50		
Group 1	DIPL-REQ-GRP1	Diploma requirement Group 1	GP1	1.00		
Group 2	DIPL-REQ-GRP2	Diploma requirement Group 2	GP2	1.00		
Group 3	DIPL-REQ-GRP3	Diploma requirement Group 3	GP3	1.00		
Additional Requirements						
Arts/Technology (OSSC'99)	DIPL-REQ-ARTT	Diploma requirement Art/Technology	ADA			1.00
Business/Technical (OSSD'89)	DIPL-REQ-BTEC	Diploma requirement Business/Technical	BUS		1.00	
Cdn Studies (OSSC'99/COE'89)	DIPL-REQ-CAN	Diploma requirement Canadian Studies	CST			1.00
Eng (OSSC'99, OSSD/COE'89)	DIPL-REQ-ENG	Diploma requirement English	ENG		3.00	2.00
English-Sr (OSSD'89)	DIPL-REQ-ENGS	Diploma requirement Senior English			2.00	
Social Science (OSSD'89)	DIPL-REQ-SSS	Diploma requirement Canadian Sr Social Science			1.00	
Compulsory Credits Total				18.00	16.00	7.00
Elective Credits	DIPL-REQ-ELE	Diploma requirement Elective	ELE	12.00	14.00	7.00

EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

UPDATE BSID

Correct the BSID: Edit the PLE or Q course code that was created and add the BSID of the school granting credits. I

- BSID where credit earned** - Click into the PLE/Q course code and update the BSID where credit earned. If it was not your school please input the school on the transcript record.
- Click **Save**

Achievement

Substitutions

Year ID * 🔍

Grade level Override

Course * 🔍

Description

BSID where credit earned 🔍

REVIEW

The diploma requirement course and the equivalent credit course are added into the Student Transcript screen as individual transcript records.

Diploma Requirement course code – are required to apply the earned credit towards the diploma requirement and must have **Hide on Transcript checked** so that they **do not print** on the **Ontario Student Transcript**.

PLE/Q credit - include the sum of the equivalent credit granted, are not applied to the diploma requirements and must have **Hide on Transcript NOT checked** so that it **prints** on the **Ontario Student Transcript**.

Options ▾

Reports ▾

Help ▾

0 of 12 selected 🔍

<input type="checkbox"/>	Year	TransDef > Name	Grade	Term	CrsNo	SecNo	Teacher	S111Mk	S112Mk	S211Mk	S212Mk	FM	EarnedCredit	TranscriptCode
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-COC							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-CHC							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-CHV							EQV	0.5	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-ENG1							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-ENG2							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-PSF							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-OLC							EQV	0.5	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-GRP1							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-MAT							EQV	2.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-PPL							EQV	1.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	DPL-REQ-SNC							EQV	2.0	Y
<input type="checkbox"/>	2022	Secondary School Transcript	09	F	PLE1N1							EQV	12.0	N

EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

Calculate Graduation Requirements

NOTE: There is a nightly procedure that will auto calculate the newly added PLAR credits to be applied to the Graduation Requirements, however, if you wish to **immediately see the courses added to the Graduation Summary**, you may manually recalculate the graduation requirements. This can be done by running “Calculation Graduation Requirements”, Graduation Summary or the Ontario Student Transcript.

1. Click the **Transcript Side Tab**
2. Click **Reports > Graduation Summary**
3. **Recalculate** – click the **check box**
4. Click **Run**
5. Review the Graduation Summary report for accuracy.

Report Description

Individual student report to display current standing towards graduation requirements. Contains required and earned credits with status indicator for Compulsory, Optional, Community Involvement, and Literacy Requirements. Also contains a list of past and current course credit information along with course requests. For SHSM students, a second page contains credit information for courses and certificates.


[Hide report description II](#)

Graduation Program (optional) Q X

Sort results by Name View ▾

Grade level ▾

Graduation Requirements Status

Recalculate (individual student only) 

Multiple students – recalculated nightly. To recalculate before the nightly update, go to the Marks top tab > Transcripts side-tab. Options > Calculate Graduation Requirements Met

Format Adobe Acrobat (PDF) ▾

EQUIVALENT CREDIT BULK ENTRY – Another board / Laserfiche

Reviewing the PLAR Package

After adding equivalent PLE credits you may wish to review the PLAR package. The Equivalent course and diploma requirements may not always connect the requirements together if dates do not match or from Trillium. They can still be viewed on the screen in a list.

1. **Student Top Tab** > select the student
2. **Transcript Side Tab** > search for and **select** the appropriate course (**PLE1N** or **PLE3N**)
3. Change the template to **OBC Default Template - PLAR**

4. Click the Components Tab to review the diploma requirements.

Achievement **Components**

You must **SAVE** your work before moving off this tab.
If you update any earned credits remember to update the credit fields on the parent course.

	Description	EarnedCredit	Remarks	TranscriptHide	PLE Course
<input type="checkbox"/>	Diploma requirement English 1	1.0		Y	PLE1N
<input type="checkbox"/>	Diploma requirement English 2	1.0		Y	PLE1N
<input type="checkbox"/>	Diploma requirement English 3	1.0		Y	PLE1N
<input type="checkbox"/>	Diploma requirement English 4	1.0		Y	PLE1N
<input type="checkbox"/>	Diploma requirement French	1.0		Y	PLE1N