

LearnNowBC



Daily Physical Activity Educator User Guide

Purpose of Document

The purpose of this User Manual is to provide educators with a sufficient level of the detail regarding the use of the Daily Physical Activity Module.

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1.0 Introduction

1.1 Background

Effective September 2008, the Ministry of Education requires that all students from K to 12 will participate in daily physical activity. Daily Physical Activity (DPA) is defined as endurance, strength and/or flexibility activities done on a daily basis which may be instructional or non-instructional based:

- **Kindergarten** - Schools will offer 15 minutes of Daily Physical Activity as part of students' educational program.
- **Grade 1 to Grade 9** - Schools will offer 30 minutes of Daily Physical Activity as part of students' education program.
- **Grades 10-12** - Students must document and report a minimum of 150 minutes per week of physical activity, at a moderate to vigorous intensity, as part of their Graduation Transitions Program.

DPA is a requirement for all students in BC, including those who are educated via Distributed Learning (DL). For DL at the K to 9 levels, the DPA requirements will become part of the Student Learning Plan, which outlines required areas of study, including anticipated timeline for completion. A special consideration for K-9 Distributed Learning students is that physical activity done in the home or community is considered part of the student's school-based time and would satisfy the provincial DPA requirements. Students and/or parents record the activity and report it according to the Distributed Learning School's directions.

For DL at grades 10 through 12, the DPA activity will be integrated with the student's Graduation Transitions requirement. Starting in the 2007/2008 school year, Graduation Transitions replaced the Graduation Portfolio Assessment found in the original 2004 graduation program, and is worth four credits towards graduation. All BC secondary school students who are enrolled in Grade 10, 11 or 12 as of September 1, 2007, and beyond must demonstrate they have met the following requirements for:

- **Personal Health** - maintain a personal health plan and participate in at least 150 minutes per week of moderate to vigorous physical activity.
- **Community Connections** - participate in at least 30 hours of work experience and/or community service and describe what was learned.
- **Career and Life** - complete a transition plan and present significant accomplishments.

Grade 10-12 students who are cross-enrolled in a Distributed Learning school, and where the Distributed Learning School is not their School of Record, must meet the DPA requirements through their School of Record.

Please note that all screen images in this document have been created using fictitious data.

1.2 What's New?

Educators can select the number of Student DPA logs to display on the Student List screen. As well, educators with a large number of Student DPA logs will find greatly improved performance when making changes and approving Student DPA logs.

2.0 General Information

2.1 What is LearnNowBC?

The LearnNowBC (LNBC) portal is an interactive, one-stop website with a list of over 50 public DL schools. The portal contains information on course details, student services, and other offerings such as online tutoring. Many of these schools can offer complete K-12 education, while others focus on specific grades.

2.2 Support and Contact Information

LNBC Support Desk	For general questions or comments about LearnNowBC and its services, email: support@learnnowbc.ca or call 1-888-412-5622, ext 1 (8:30am to 4:30pm PT Monday through Friday)
Ministry of Education Contacts	Contacts for the Ministry of Education are located on the BC Government Directory at http://www.dir.gov.bc.ca/gtds.cgi?Index=ByUnitHier&OrgCode=EDUC
School and District Contacts	http://www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do provides information for key positions in each school district and school
Distributed Learning Contacts	Questions and comments about distributed learning courses, schools or programs should be directed to the schools themselves, at http://www.learnnowbc.ca/schools/default.aspx or to the districts that operate those schools. For general questions or comments about distributed learning in the BC public K-12 school system, email: support@learnnowbc.ca or call 1-888-412-5622, ext 1 (8:30am to 4:30pm PT Monday through Friday).

2.3 System Requirements

A modern Web browser is required to use the DPA Tracker. Specifically, Internet Explorer 6 is not supported.

3.0 First Time Users of DPA

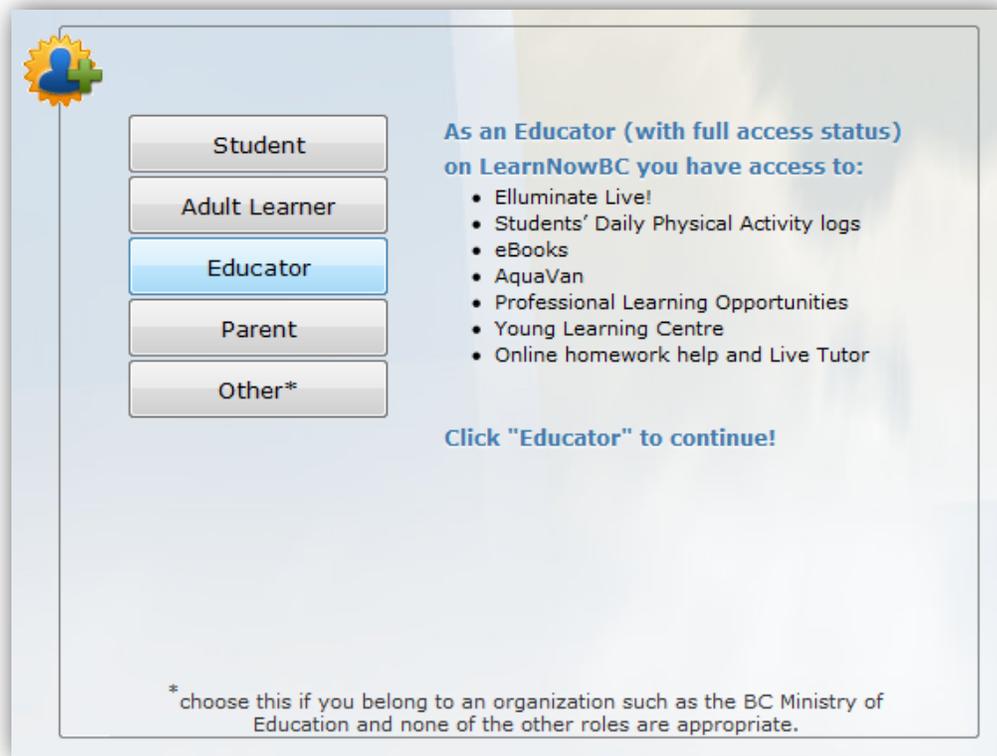
3.1 Step 1 – Sign-Up with LearnNowBC

First-time LNBC users will be required to Sign-Up before they can access the Daily Physical Activity (DPA) Module. **If you already have an Educator account with LNBC, please continue to section 3.2.**

Signing up is easy. Simply visit www.learnnowbc.ca and follow the directions below.

On the LNBC home page, click the *Sign-Up* link.







Student

Adult Learner

Educator

Parent

Other*

As an Educator (with full access status) on LearnNowBC you have access to:

- Elluminate Live!
- Students' Daily Physical Activity logs
- eBooks
- AquaVan
- Professional Learning Opportunities
- Young Learning Centre
- Online homework help and Live Tutor

Click "Educator" to continue!

* choose this if you belong to an organization such as the BC Ministry of Education and none of the other roles are appropriate.

Select **Educator** in order to Sign-Up on LearnNowBC.

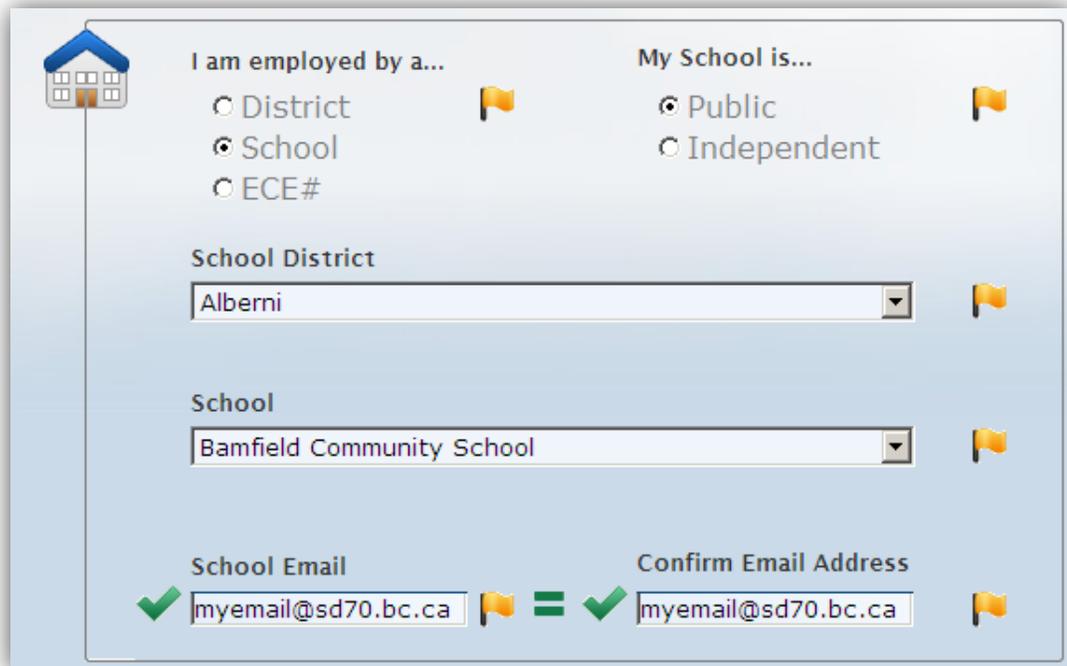
Note: The Parent and Other roles do not have access to the DPA functionality. Only Students and Educators will be able to use the DPA Module on LNBC.

Enter a unique User Name, password and your First, Middle and Last Names.

The image shows a user registration form with two main sections. The top section is for account credentials, and the bottom section is for personal information. Each field has a green checkmark on the left and a yellow flag on the right, indicating successful input or validation. The User Name field contains 'myusername123' and has a green message below it: 'The User Name myusername123 is available!'. The Password and Confirm Password fields both contain masked characters (dots) and are separated by an equals sign, indicating they match. The First Name field contains 'Christopher'. The Middle Name field is empty, with a checked checkbox labeled 'No middle name' to its right. The Last Name field contains 'Educator'.

	User Name ✓ myusername123 The User Name myusername123 is available!
	Password ✓
	Confirm Password ✓
	First Name ✓ Christopher
	Middle Name <input checked="" type="checkbox"/> No middle name
	Last Name ✓ Educator

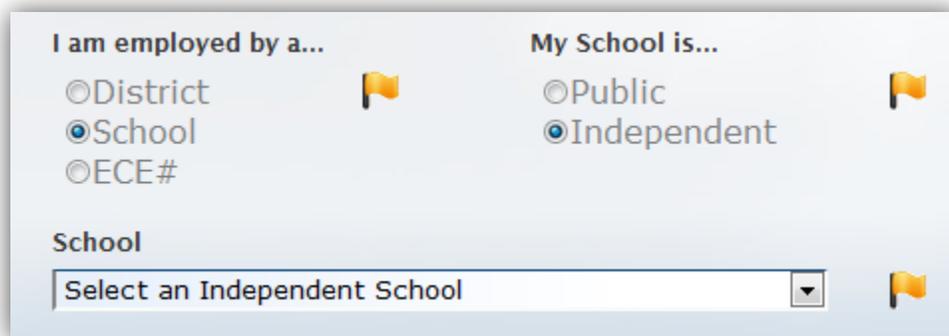
To access DPA logs you will need to select a school. To do this select the School radio button. Select the District and then the School from the drop-down menu. The screen will display as follows:



The screenshot shows a form with a home icon in the top left. It is divided into two main sections: "I am employed by a..." and "My School is...".

- I am employed by a...:** Contains three radio buttons: "District", "School" (which is selected), and "ECE#".
- My School is...:** Contains two radio buttons: "Public" (which is selected) and "Independent".
- School District:** A dropdown menu with "Alberni" selected.
- School:** A dropdown menu with "Bamfield Community School" selected.
- School Email:** A text input field containing "myemail@sd70.bc.ca" with a green checkmark to its left.
- Confirm Email Address:** A text input field containing "myemail@sd70.bc.ca" with a green checkmark to its left.

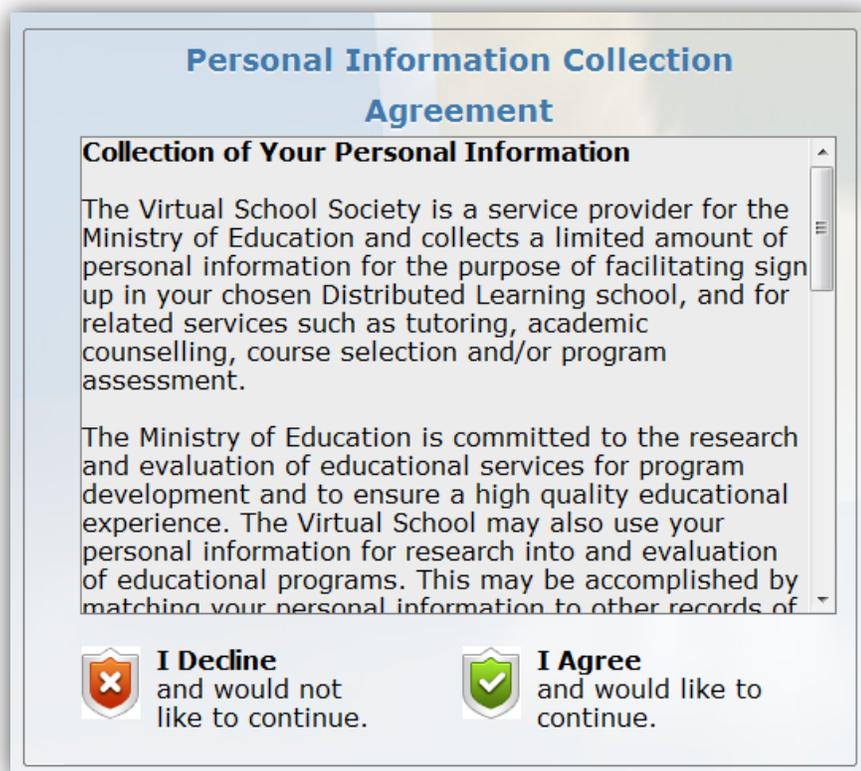
Alternatively if you are employed by an Independent school, select the Independent school radio button.



This screenshot shows the same form as above, but with different selections:

- I am employed by a...:** The "School" radio button is selected.
- My School is...:** The "Independent" radio button is selected.
- School:** The dropdown menu shows "Select an Independent School".

At the bottom of the screen enter the code that is displayed and click the Sign-Up button:



Personal Information Collection Agreement

Collection of Your Personal Information

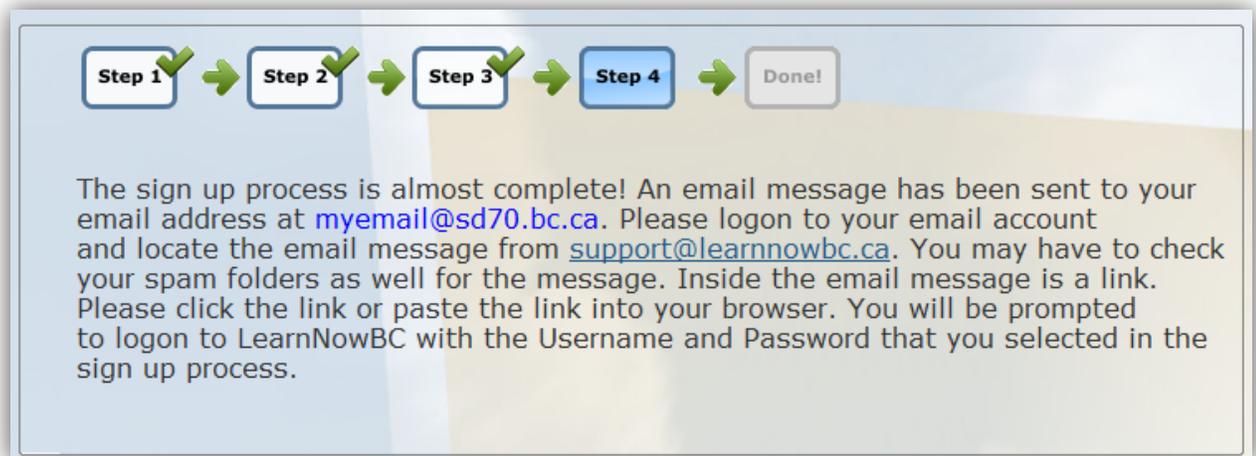
The Virtual School Society is a service provider for the Ministry of Education and collects a limited amount of personal information for the purpose of facilitating sign up in your chosen Distributed Learning school, and for related services such as tutoring, academic counselling, course selection and/or program assessment.

The Ministry of Education is committed to the research and evaluation of educational services for program development and to ensure a high quality educational experience. The Virtual School may also use your personal information for research into and evaluation of educational programs. This may be accomplished by matching your personal information to other records of

 **I Decline**
and would not like to continue.

 **I Agree**
and would like to continue.

If your school's Email Address is on file with LNBC you will see the message below:



This indicates that a confirmation email has been sent to your school email address. You will need to access your email account and click the link within the message from LearnNowBC in order to complete the Sign-Up process.

If your school's Email Address is not on file with LNBC, you will be prompted to provide your Email Address again. Once you have typed in the email address twice, click Sign up:

Note: You must confirm your email address in order to complete the Sign-Up process. Check your email account for a message from support@learnnowbc.ca. You may have to check your SPAM folders for the message. Click the link within the email to confirm your email address. The contents of the email will look similar to the one below:

Welcome to LearnNowBC. Your sign-up process for an Educator account is almost complete. LearnNowBC has verified your account information! Click [here](#) to access the secure link to the LearnNowBC site so you may complete the sign-up process and log-in for the first time.

If the link above does not work for you, please copy the following text into the address field of your browser and follow the prompts: <http://qa.learnnowbc.ca/Login.aspx?UserID=13619&Key=f49bf223d95ec7cf976a4cd405a87b76> If you have any problems, please contact the LearnNowBC Service Desk at support@learnnowbc.ca.

Once you have confirmed your email address, you will be prompted to login to LNBC:

3.2 Step 2 – Request DPA Access

In order to access student DPA logs for that school, you will need to confirm the school that employs you and request DPA access.

Access the LearnNowBC URL at <http://www.learnnowbc.ca>.



Click the 'Educators' entrance to LearnNowBC. The default Educator Services page will display:

Educator Services

 <p>Daily Physical Activity BC Educators can access their students' DPA Tracker Logs online.</p>	 <p>Book an Elluminate Meeting A virtual environment optimized for learning, collaboration, education and teaching.</p>
 <p>Early Learning Centre <i>BC Early Learning Framework</i> and <i>Connecting with Families</i> professional development for educators</p>	 <p>Safety Centre Online safety, health, fitness, nutrition, mental health, drug awareness...</p>
 <p>Learning Resources Thousands of online videos, books, games, courses, tutorials, exams...</p>	 <p>Young Learning Centre Reading, Math, Science and Social Studies for young learners in BC.</p>
 <p>BC's Education Plan Read BC's Education Plan, then lend your voice to the discussion.</p>	 <p>Ask a Question <input type="text"/> ask Enter your question about Distributed Learning and our robot will try to find the answer.</p>

Click the Daily Physical Activity Educator module link from the menu. The Daily Physical Activity page for Educators will display. If you have already signed up, requested DPA Access and are logged in, just click the "DPA Admin" button to get started.

Click the Step 2 link "Request DPA Access" if you haven't confirmed your school or requested DPA access.

Daily Physical Activity Educator Module

My DPA Log

 <p>Already Set up? <i>Click to Go!</i></p> <p style="text-align: center;"> DPA Admin</p>	 <p>New to DPA? <i>Getting started is easy!</i></p> <ol style="list-style-type: none"> 1. Sign up 2. Request DPA access 3. Go!
---	--

Note: If you have forgotten your Username or Password, use the *Forgot Username* or *Forgot Password* links, <https://www.learnnowbc.ca/Login.aspx>. For assistance please contact the LNBC Support Desk at 1-888-412-5622, ext 1; support@learnnowbc.ca

A screen similar to the one below will be displayed in order for you to confirm the school for which you need to review DPA Logs:

Confirm School Information

Educator Identification

Please note: Before you can access your students' DPA logs you will need to confirm the school that employs you. If you are employed by multiple schools you will need to create an Educator account for each school that you wish to review DPA Logs.

LearnNowBC through the Daily Physical Activity Tracker is committed to protecting the privacy of people whose personal information is held by government through responsible information management practices. Any personal information provided to LearnNowBC is collected, used and disclosed in accordance with the [Freedom of Information and Protection of Privacy Act](#) or other applicable legislation. If you have any questions about the collection of/ or the use of the Daily Physical Activity Tracker personal information please contact support@learnnowbc.ca and you will be assisted.

User Name: myusername123
Name: Christopher Educator

School

Please note: Our records show that you declared a District when you originally signed-up with LNBC. In order to review DPA Logs you will need to select a school. Please select a School from the list below.

Public
 Independent

Select District

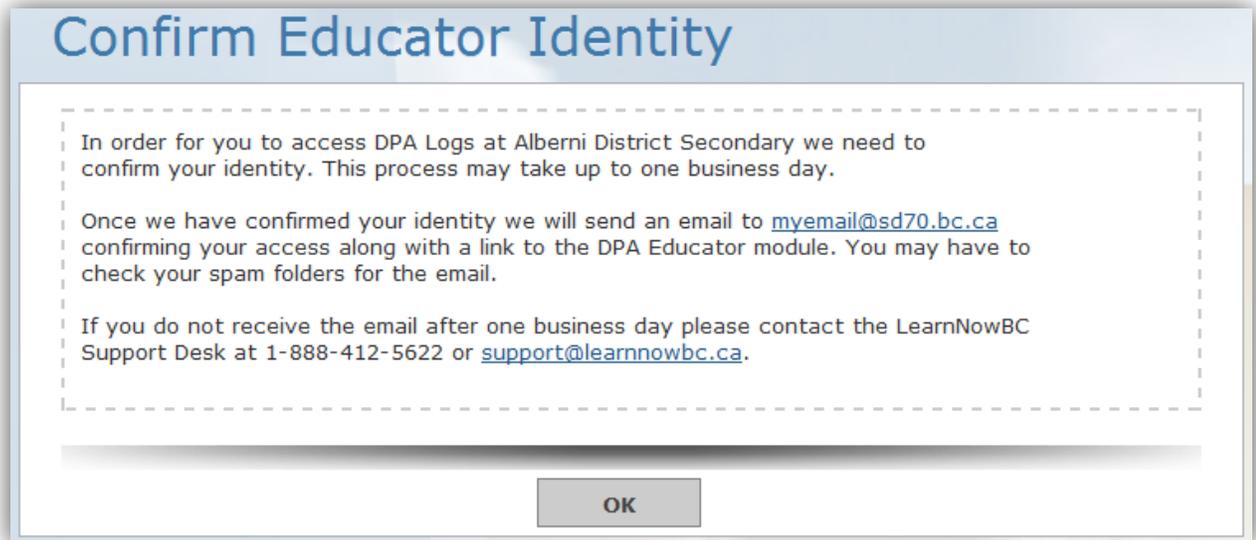
Alberni ▼

Alberni District Secondary ▼

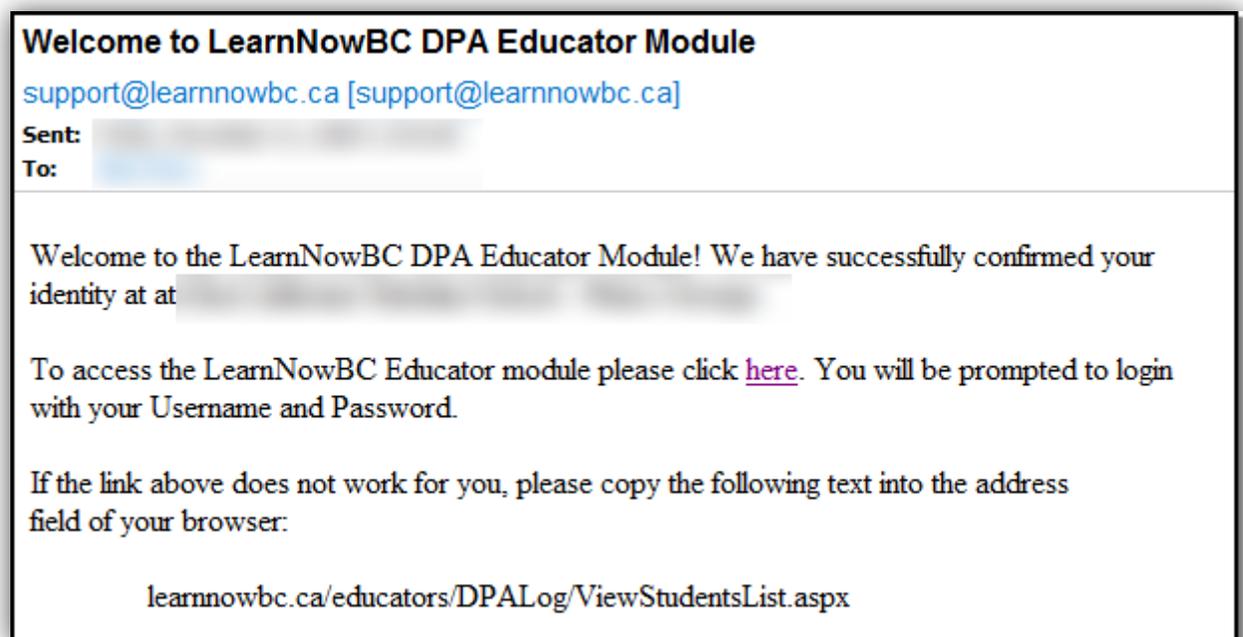
Note: You may only provide one school for the purposes of DPA. If you need to review DPA Logs for multiple schools you will need to set up one Educator account per school on LNBC.

Select your school and click the Next button.

The following screen will be displayed:

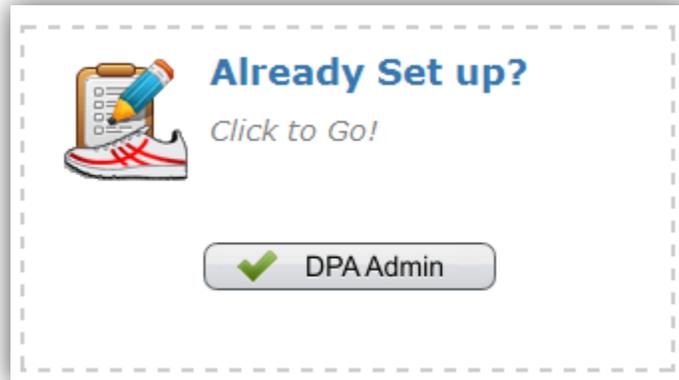


LNBC Support will confirm your identity as an Educator at the School. This may take up to one business day to complete. Once this has been done you will receive a welcome message similar to the one below with a special link in it:



Please click the link or paste the link into your browser. You will be prompted to logon with your Username and Password. You may want to bookmark this page for easy access in the future. You'll still be prompted to login with your Username and Password.

Alternatively you may access your Students' DPA Logs by logging in at www.learnnowbc.ca. Click on the Daily Physical Activity icon and then click **on the DPA Admin button.** :

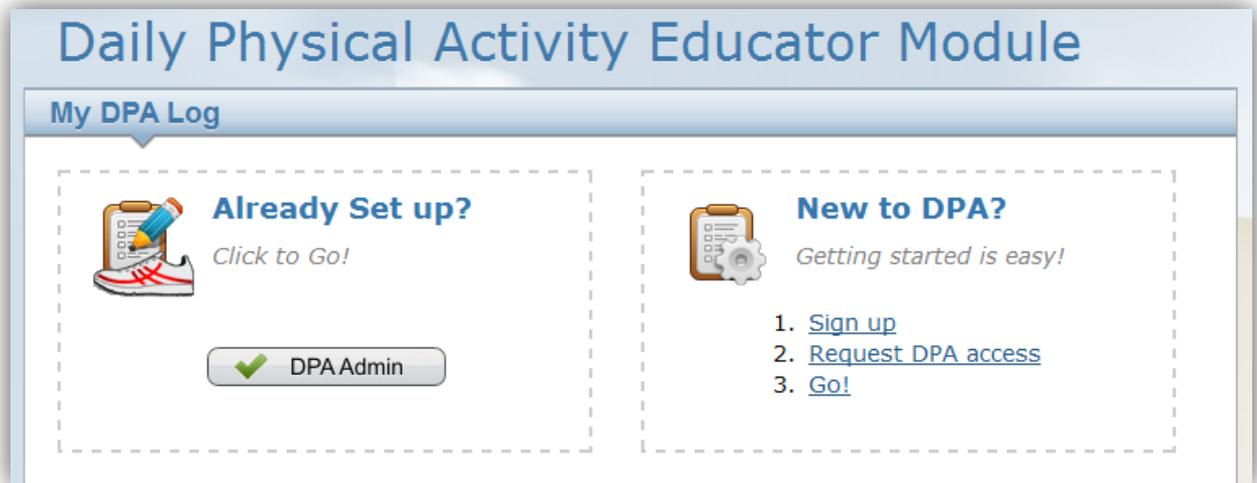


4.0 Using the DPA Module

Once you have been granted access to the DPA Module, you may quickly access your list of Students by adding this page to your browser favourites:

<http://www.learnnowbc.ca/educators/DPALog/default.aspx>

When you access the above link the page below will display:



Click the **DPA Admin button** and you will be prompted to login. Once you have logged on you will see your list of students. See section 4.1 for more details.

4.1 The View Students List Screen

The View Students List Screen is the main screen for Educators and is the main access point for all of the DPA functions.

Note: If you are receiving an Insufficient Permissions message, you have not completed the Sign-Up or Request DPA Access process successfully. Return to Section 3 in this manual or contact the LNBC Support Desk at support@learnnowbc.ca.

Some DPA Administrators manage hundreds of student DPA logs. To make this job a little easier, DPA Administrators can filter the list of student DPT logs. In addition, DPA Administrators can choose the number of DPA logs to display and navigate through the pages using the navigation buttons show below:

Search Results											
		< first		<< prev		1-50 of 423		next >>		last >	
		Display		50		100		150		All Results	
<input checked="" type="checkbox"/> All	Grade	Homeroom	Student Name	PEN Status	Log Date	Log Name	Average Minutes/Week	Exem.	Status		
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	23/11/2011		0.0	No	Not Appr.		
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	21/11/2011		0.0	No	Not Appr.		
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		308.6	No	Not Appr.		
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.		
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.		
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.		
<input type="checkbox"/>	Grade 12			Invalid PEN supplied - Multiple matches on demographics	16/11/2011		243.8	No	Not Appr.		
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	24/10/2011		0.0	No	Not Appr.		
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	16/11/2011		275.6	No	Not Appr.		

4.1.2 Filtering the Search Results

You can narrow the search results by filtering on various fields:

The screenshot shows the 'View Student List' interface with the following elements:

- School/Grade Filter:** School (text input), Edit School (button), Grade (dropdown menu set to 10), Homeroom (dropdown menu set to (All)).
- Student Search:** Student Name (text input), First Letter of Last Name (dropdown menu set to (All)).
- Current Log Status:**
 - Approved
 - Not Approved
- PEN Status:**
 - Valid PEN
 - Invalid PEN
- Exemptions:**
 - With Exemptions
 - Without Exemptions
- Buttons:** Search, Clear

Search Field	Search Result
Grade	Allows the Search Results to be filtered by Grade – only the Grades that are applicable to your school are listed – can be combined with the Homeroom and first letter of Last Name
Homeroom	Allows the Search Results to be filtered by Homeroom – only the Homerooms that are applicable to your school are listed – can be combined with the Grade and first letter of Last Name
First Letter of Last Name	Allows the Search Results for be filtered by first letter of the Student's Last Name – can be combined with the Grade and Homeroom
Student Name	Only display students with that match on First Name, Last Name or Email Address– can be combined with the Grade and Homeroom
Approved	Only display Approved DPA Logs
Not Approved	Only display Not Approved DPA Logs
With Exemptions	Only display DPA Logs with Exemptions
Without Exemptions	Only display DPA Logs Without Exemptions
Valid PEN	Only display students with valid Personal Education Numbers
Invalid PEN	Only display students with invalid Personal Education Numbers

Tips:

- To search by students, enter the student's name and press the Enter key on your keyboard or click the Search button.
- The Search Results refresh automatically after selecting Grade, Homeroom, First Letter of Last Name or the Current Status check boxes.
- Reset the Search Results and buttons to the default by pressing the Clear button.
- Grades and / or Homerooms that were entered incorrectly by the students can be corrected by the educator – see section 4.1.3 below.

4.1.3 Correcting the Grade and / or Homeroom

The Educator may correct the Grade and / or Homeroom on DPA Logs, where the information is missing or incorrect. Select the particular DPA Log and click the Edit Grade / Homeroom button at the bottom:

Search Results < first << prev 1-50 of 423 next >> last > Display 50 100 150 All Results

All <input type="checkbox"/>	Grade	Homeroom	Student Name	PEN Status	Log Date	Log Name	Average Minutes/Week	Exem.	Status
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	23/11/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	21/11/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		308.6	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.
<input type="checkbox"/>	Grade 12			Invalid PEN supplied - Multiple matches on demographics	16/11/2011		243.8	No	Not Appr.
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	24/10/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	16/11/2011		275.6	No	Not Appr.

For selected log(s):

A screen will display allowing the Educator to correct the Grade and optionally the Homeroom:

View DPA Log

School of Record

Legal Name: [Redacted]
School of Record: [Redacted]
School Start Date: 04/09/2007

DPA Log Info

Log Name: [Redacted]
Log Start Date: 25/02/2010

Grade (required): Grade 11 [v]
Homeroom (optional): [Empty text box]

Save
Cancel

Click the Save button to update the Grade and / or Homeroom on the DPA Log.

4.1.4 Validating a Student's PEN

In order to report DPA to the Ministry the student's Personal Education Number (PEN) must be validated. This is indicated by the PEN Status field in the search results:

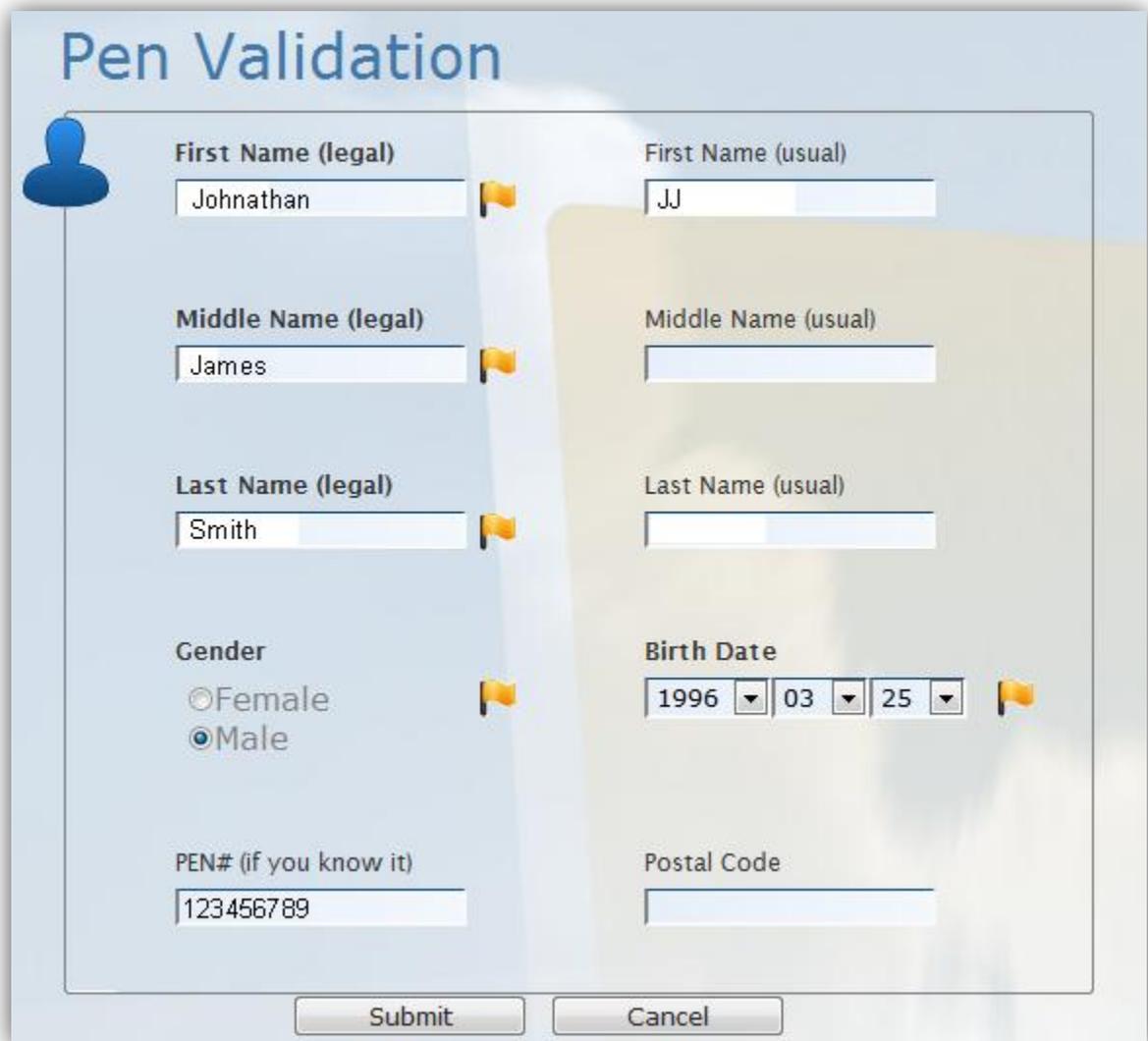
Search Results													
		< first	<< prev	1-50 of 423	next >>	last >	Display		50	100	150	All	Results
<input checked="" type="checkbox"/> All	Grade	Homeroom	Student Name	PEN Status	Log Date	Log Name	Average Minutes/Week	Exem.	Status				
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	23/11/2011		0.0	No	Not Appr.				
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	21/11/2011		0.0	No	Not Appr.				
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		308.6	No	Not Appr.				
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.				
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.				
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.				
<input type="checkbox"/>	Grade 12			Invalid PEN supplied - Multiple matches on demographics	16/11/2011		243.8	No	Not Appr.				
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	24/10/2011		0.0	No	Not Appr.				
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	16/11/2011		275.6	No	Not Appr.				

Invalid PENs are indicated by a red background colour and a hyperlinked PEN status (see above).

In order to validate a student's PEN, you must know at minimum the following demographic information about the student:

1. Legal First Name
2. Legal Middle Name
3. Legal Last Name
4. Birth Date
5. Gender
6. Personal Education Number (if you have it)

To validate the student's PEN click the hyperlinked PEN status for the student. This will display the PEN Validation page for the selected student:



The image shows a 'Pen Validation' form with a light blue header and a white background. On the left, there is a blue person icon. The form is divided into two columns. The left column contains fields for 'First Name (legal)', 'Middle Name (legal)', 'Last Name (legal)', 'Gender', and 'PEN# (if you know it)'. The right column contains fields for 'First Name (usual)', 'Middle Name (usual)', 'Last Name (usual)', 'Birth Date', and 'Postal Code'. Each field has a yellow flag icon to its right, indicating a required field. The 'Birth Date' field is a date picker with dropdown menus for year, month, and day. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

First Name (legal) Johnathan	First Name (usual) JJ
Middle Name (legal) James	Middle Name (usual)
Last Name (legal) Smith	Last Name (usual)
Gender <input type="radio"/> Female <input checked="" type="radio"/> Male	Birth Date 1996 03 25
PEN# (if you know it) 123456789	Postal Code

Submit Cancel

Enter the student's demographic information and click Submit to validate their PEN.

4.2 Monitoring Your Students' Progress

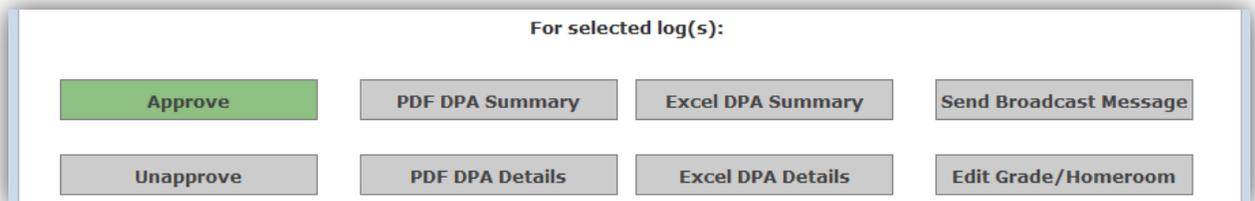
There are four reports that Educators can review to help assess their students' DPA progress:

1. PDF DPA Details Report
2. Excel DPA Details Report
3. PDF DPA Summary Report
4. Excel DPA Summary Report

The reports can be viewed online or saved to your computer.

4.2.1 View DPA Details Report

On the View Student List screen select one or more students by clicking the check boxes to the left of the students' Last Name and clicking the **PDF DPA Details** button at the bottom of the screen:



Note: All DPA Logs in the Search Results can be selected automatically by clicking the Select All button at the top left of the Search Results area.

The DPA Detail report for the selected students will pop up in a new window. Educators should pay particular attention to the activities the student has logged, in particular any exemptions, to ensure that they have been approved by the school's Principal.

Student Information

Legal Name: Hannah Jane Wilcox
 As of Date: 23/09/2011

* The LearnNowBC application was unable to validate this student's Personal Education Number (PEN). If this document is being used to report to the Ministry of Education, the PEN will need to be validated.

School of Record

School: SDVSFD001
 Start Date: 01/09/2011
 End Date:
 School Name: Virtual School Fake Public School

Student Log

Log Name: My DPA Log
 Start Date: 01/09/2011
 End Date:
 Daily Total : 30 Minutes
 Daily Total : 0 Steps

Activity Date	Activity Description	# of Minutes	Activity Type	Pedometer Start	Pedometer End	Exemption Type	Reason
19/12/2011	Badminton	30	<input checked="" type="checkbox"/> Vigorous <input checked="" type="checkbox"/> Endurance <input checked="" type="checkbox"/> Flexibility	0	0		
16/12/2011	Badminton	30	<input checked="" type="checkbox"/> Vigorous <input checked="" type="checkbox"/> Endurance <input checked="" type="checkbox"/> Flexibility	0	0		

Notes:

- You must have pop-up windows enabled in your browser in order to view the report. Consult the help for your browser for directions to change this setting.
- Invalid Personal Education Numbers (PEN) will not appear on the report.

4.3 Sending a Broadcast Message

Follow these steps to send a Broadcast Message to selected students. The students will see your message when they access their DPA Log. On the View Student List screen select one or more students by clicking the check boxes to the left of the students' Last Name and click the **Send Broadcast Message** button at the bottom right of the screen:

All <input type="checkbox"/>	Grade	Homeroom	Student Name	PEN Status	Log Date	Log Name	Average Minutes/Week	Exem.	Status
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	23/11/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 8			Supplied PEN confirmed	21/11/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		308.6	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.
<input type="checkbox"/>	Grade 10			Supplied PEN confirmed	24/10/2011		313.8	No	Not Appr.
<input type="checkbox"/>	Grade 12			Invalid PEN supplied - Multiple matches on demographics	16/11/2011		243.8	No	Not Appr.
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	24/10/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 12			Supplied PEN confirmed	16/11/2011		275.6	No	Not Appr.

For selected log(s):

Approve

PDF DPA Summary

Excel DPA Summary

Send Broadcast Message

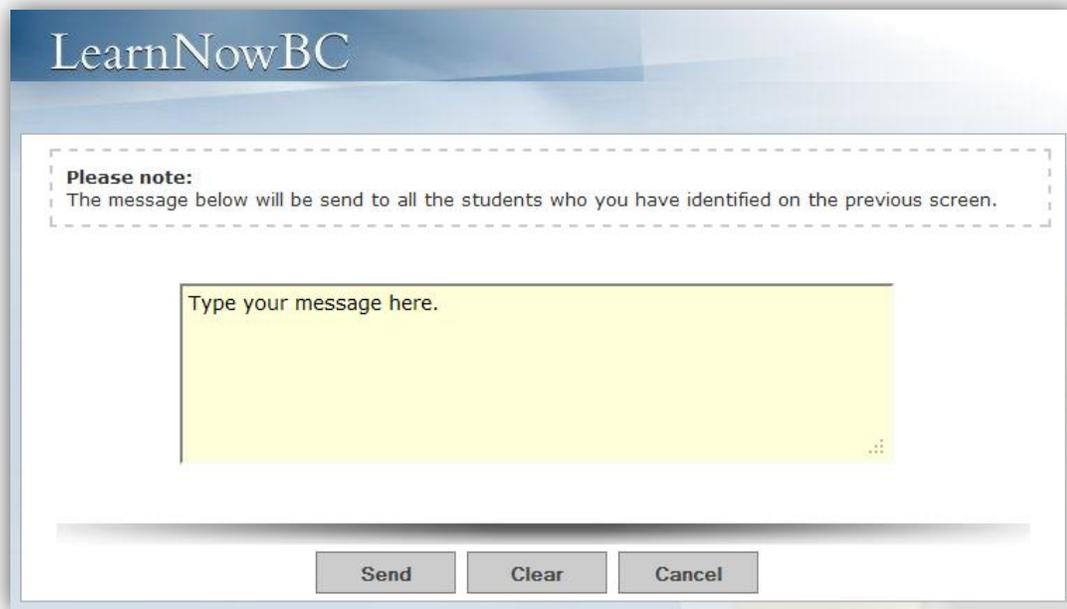
Unapprove

PDF DPA Details

Excel DPA Details

Edit Grade/Homeroom

A window will pop-up prompting you to enter your message:



Type your message and click the Send Message button to send your message to the selected students.

Note: Your message can be a maximum of 256 characters and you must have pop-ups enable in your browser to access the Broadcast Message window.

4.3 Approving Your Student's DPA Log

Once you have reviewed your student's DPA progress (see Section 4.2) and are ready to attach the DPA Summary to their report card, you should approve your student's DPA Log.

To approve student DPA logs:

1. Click the **checkbox** beside each log you wish to approve, or click the **All** checkbox at the top to select all visible logs.
2. Click the green **Approve** button at the bottom.

Notes:

- Only student DPA Logs with a valid PEN will be approved.
- Approving a DPA Log ensures that the student can no longer change it. The student will need to create a new Log to continue logging their Daily Physical Activity
- You can "unapprove" a DPA Log by selecting one or more DPA Logs in the Approved Log Status and pressing the Unapprove button. *However, once a student has created a subsequent DPA Log, any previous DPA Logs **cannot** be unapproved.*

<input type="checkbox"/> All	Grade	Homeroom	Student Name	PEN Status	Log Date	Log Name	Average Minutes/Week	Exem.	Status
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	15/09/2011		58.5	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			No PEN supplied - One match on demographics	06/09/2011		1262.5	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	06/09/2011		0.0	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	18/08/2011		96.8	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	16/08/2011		0.0	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	06/09/2011		413.5	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			No PEN supplied - One match on demographics	13/09/2011		1499.0	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	13/09/2011		730.0	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	12/09/2011		100.0	No	Not Appr.
<input checked="" type="checkbox"/>	Grade 10			Supplied PEN confirmed	04/07/2011		1398.6	No	Not Appr.
<input type="checkbox"/>	Grade 10			No PEN supplied - One match on demographics	12/09/2011		0.0	No	Not Appr.
<input type="checkbox"/>	Grade 10			No PEN supplied - One match on demographics	11/09/2011		0.0	No	Not Appr.

For selected log(s):

Unapprove

PDF DPA Summary

Excel DPA Summary

Send Broadcast Message

PDF DPA Details

Excel DPA Details

Edit Grade/Homeroom

Appendix A – Glossary of Terms

LearnNowBC	<p>LearnNowBC is a single point of entry to information about Distributed Learning (DL) in British Columbia.</p> <p>The LearnNowBC portal is an interactive, one-stop website with a list of nearly 50 public DL schools. The portal contains information on course details, student services, and other offerings such as 24 hour a day tutoring. Many of these schools can offer complete K-12 education, while others focus on specific grades.</p>
Daily Physical Activity	<p>Effective September 2008, the Ministry of Education requires that all students from K to 12 will participate in daily physical activity. Daily Physical Activity (DPA) is defined as endurance, strength and/or flexibility activities done on a daily basis which may be instructional or non-instructional based. DPA is a requirement for all students in BC, including those who are educated via Distributed Learning (DL). For DL at the K to 9 levels, the DPA requirements will become part of the Student Learning Plan, which outlines required areas of study, including anticipated timeline for completion. For DL at grades 10 through 12, the DPA activity will be integrated with the student's Graduation Transitions requirement.</p>
School of Record	<p>The School of Record is the school that will be reporting the Student's academic achievement to the Ministry of Education. Grade 10-12 students who are cross-enrolled in a Distributed Learning school, and where the Distributed Learning school is not their School of Record, must meet the DPA requirements through their School of Record. Students should contact a representative from their school if they are not sure which their School of Record is.</p>
Distributed Learning	<p>Takes place when a student is primarily at a distance from the teacher, whether the student is at home or connecting from another learning facility.</p>
Distance Learning	<p>Learning that takes place when a student does not attend a classroom in a school. This term has been replaced by distributed learning.</p>
Personal Education Number (PEN)	<p>This is a nine digit number assigned to each student as they enter the BC education system. This number follows you through your K-12 and post secondary education.</p>
Virtual School	<p>The Virtual School does not have a building or location. It is an alliance of public distributed learning (DL) schools.</p>
Virtual School Society (VSS)	<p>An independent, non-profit entity founded in 2006. Its purpose is to enhance the use of distributed learning in British Columbia</p>

Appendix B - Acronyms and Abbreviations

LNBC	LearnNowBC
DPA	Daily Physical Activity
DL	Distributed Learning, Distance Learning

Appendix C – How is Average Minutes per Week Calculated?

If the student's DPA log is active (e.g. the DPA Log End Date is blank) the Number of Weeks is calculated as the Number of Weeks between the DPA Log Start Date and Today's Date. The Total Number of Minutes is divided by this figure and rounded to the nearest decimal.

If the student's DPA Log is no longer active (e.g. the DPA Log End Date has a date in it), or it has been approved, the Number of Weeks is calculated as the Number of Weeks between the DPA Log Start Date and the DPA Log End Date or the Approval Date, whichever is earlier. The Total Number of Minutes is divided by this figure and rounded to the nearest decimal.

If the Number of Weeks is less than 1 the Number of Weeks is set to 1 in the calculation to avoid divide-by-zero errors.

Appendix D – Known Errors

Error Description	Resolution
Users of Adobe Reader 9 on Microsoft Windows Vista may encounter an issue with the file extension when either PDF report is saved to their computer. The file extension is saved as .aspx instead of .pdf and as a result the file cannot be opened in Adobe Reader after it is saved.	<p>There are two work-arounds available for end users that encounter this problem:</p> <ol style="list-style-type: none"> 1. Right-click the Internet Explorer icon on the desktop and 'Run as Administrator'. Then navigate to www.learnnowbc.ca using this browser instance to create the PDF report in DPA. 2. Locate the saved PDF file (e.g. ViewStudentList.aspx) in Windows Explorer. Right-click the file and rename it to ViewStudentList.pdf. Double-click the file and it should open properly in Adobe Reader 9.