LearnNowBC

Daily Physical Activity
Student User Guide

https://mobile.learnnowbc.ca

Purpose of Document

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1.0 Introduction

The purpose of this User Guide is to provide users (e.g., Students) with enough information to allow them to use the LearnNowBC Daily Physical Activity Tracker (DPA).

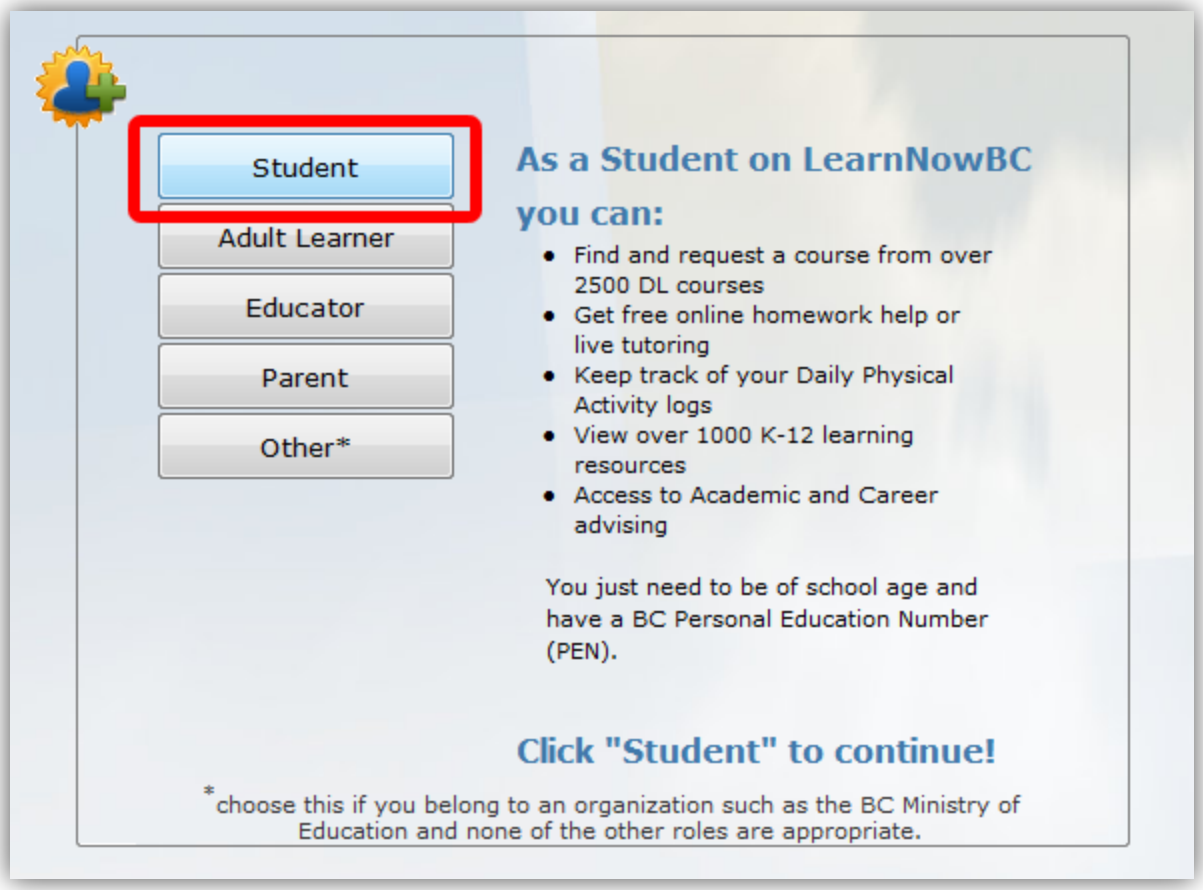
We hope that you find this User Guide helpful and not too boring.

What You'll Need:

Before we get into it, we need to cover one thing first:

1. You will need a LearnNowBC Student account if you want to use DPA.

   Getting one is easy. Go here (https://www.learnnowbc.ca/SignUp.aspx), select "Student" and follow the instructions. In no time you'll have a LearnNowBC Student account and can begin using DPA.



2.0 Using DPA

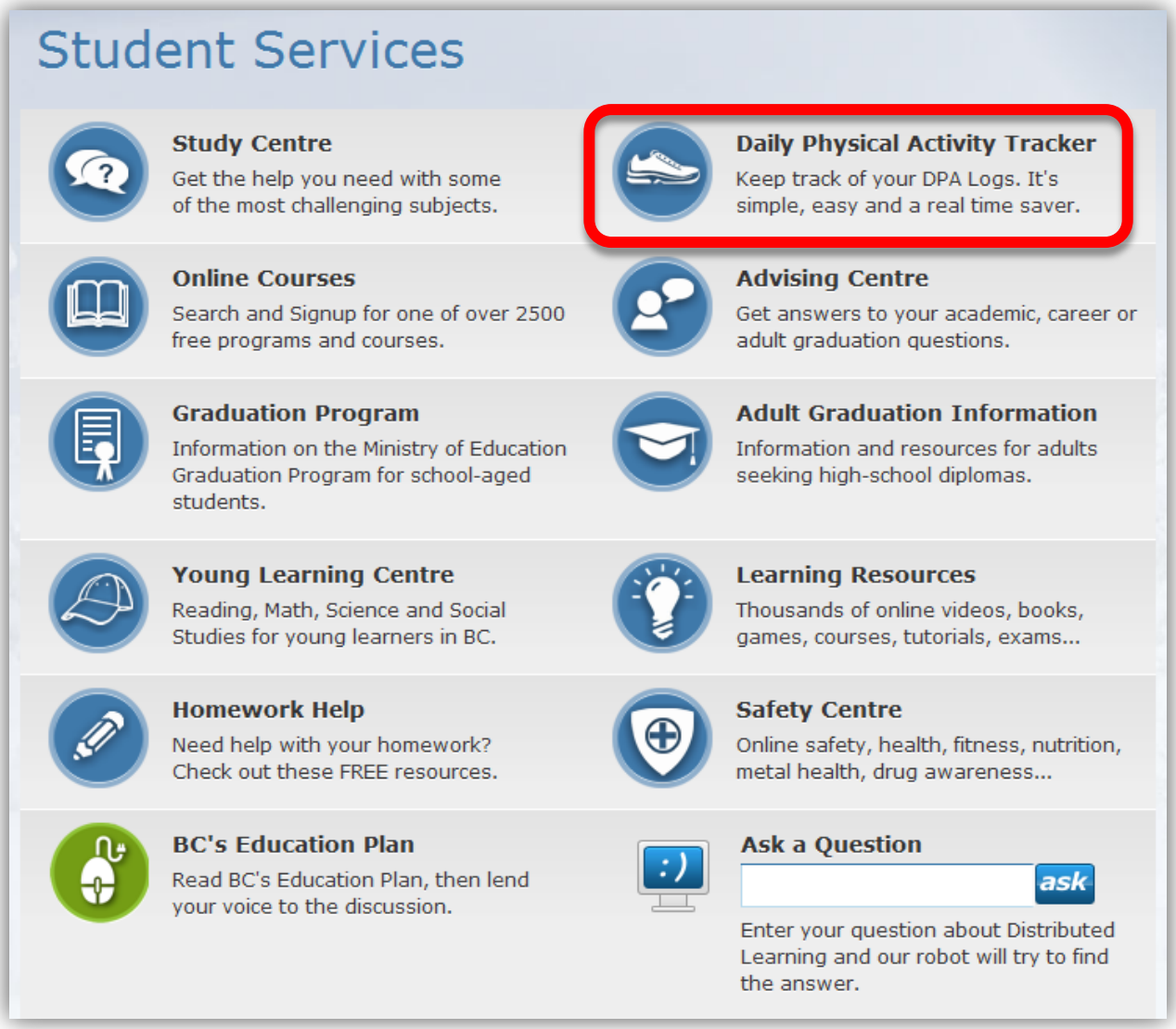
Now that you have a LearnNowBC Student account, we can really start.

Are you ready? Here goes!

2.1 Creating Your DPA Log for the First Time

2.1.1 The Student Services Page

The Student Services page is the starting point for students once they have logged in to LearnNowBC.

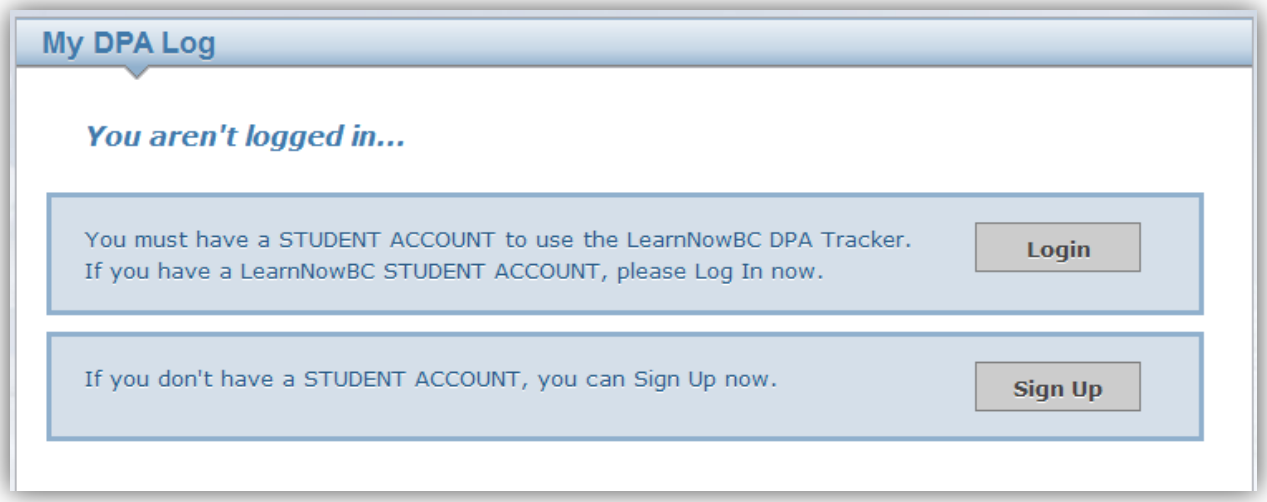


DPA is accessible via the menu text on the left side of the screen, or via the **Daily Physical Activity Tracker** icon on the right side of the screen.

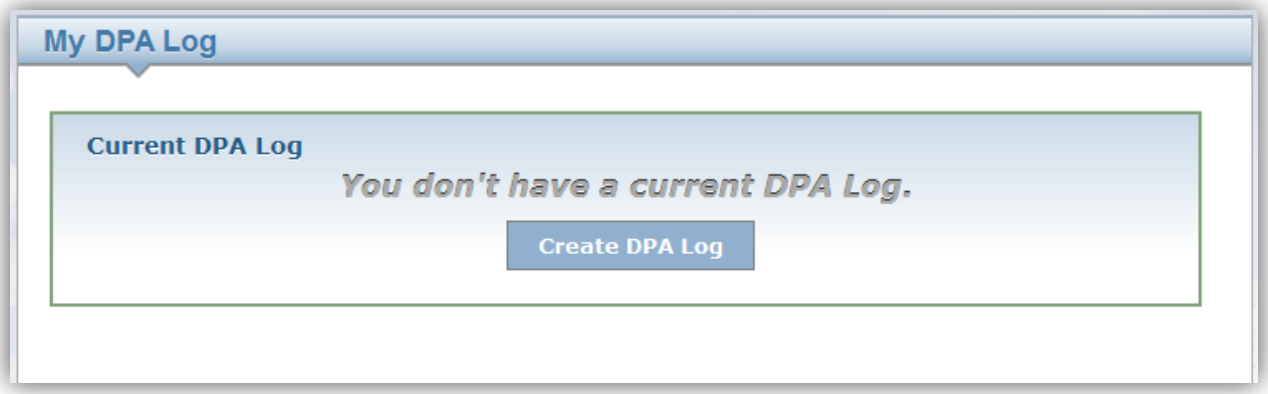
Clicking on Daily Physical Activity from the menu or the icon will bring you to the main DPA Log page.

If you have not used the DPA Tracker before, you may see one or more of the following screens…

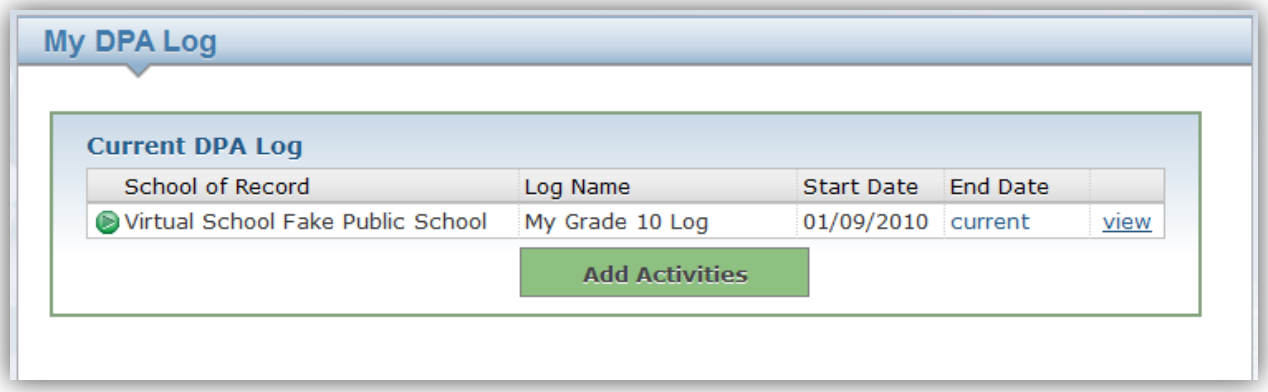
You'll see the screen below if you aren't logged in.



If you are logged in and new to DPA, you will see the screen below.
Click the "Create DPA Log" button to get started.

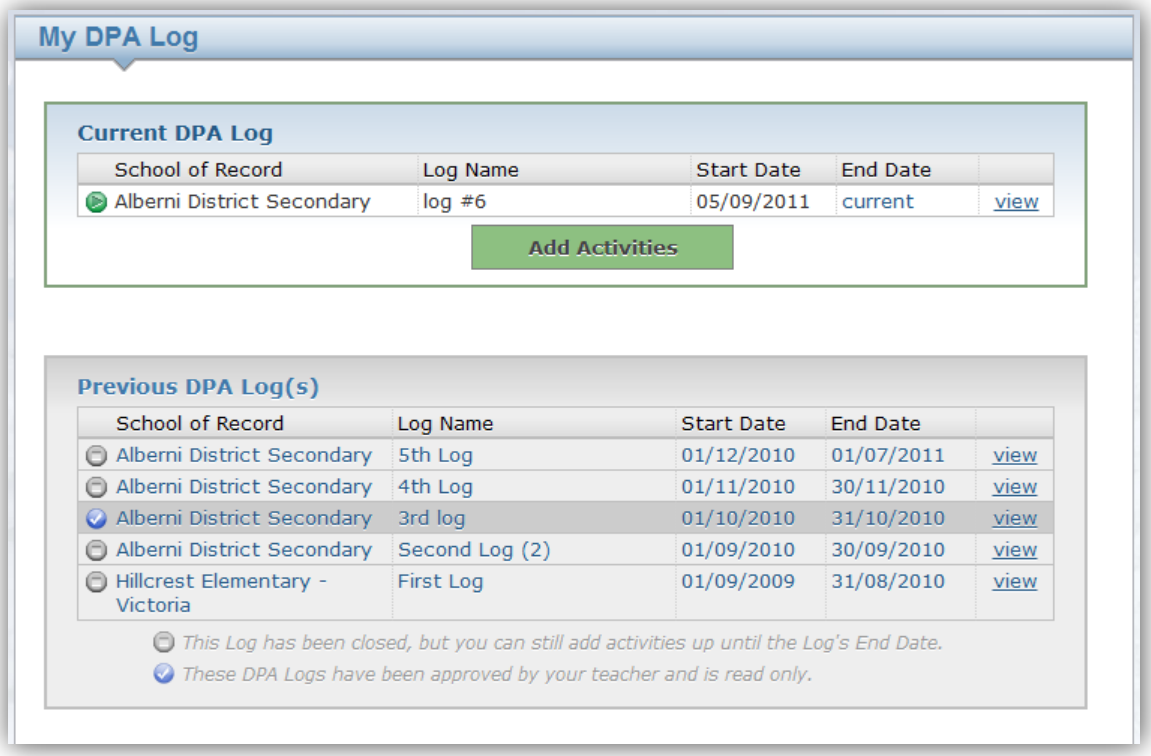


If you have a current DPA Log, you'll see the screen below.



The below screen shows a current DPA Log at the top, and a list of previous DPA Logs below.
You can still add activities to a closed DPA log up until the point your teacher approves it.

Once a DPA Log is approved, it is read only.

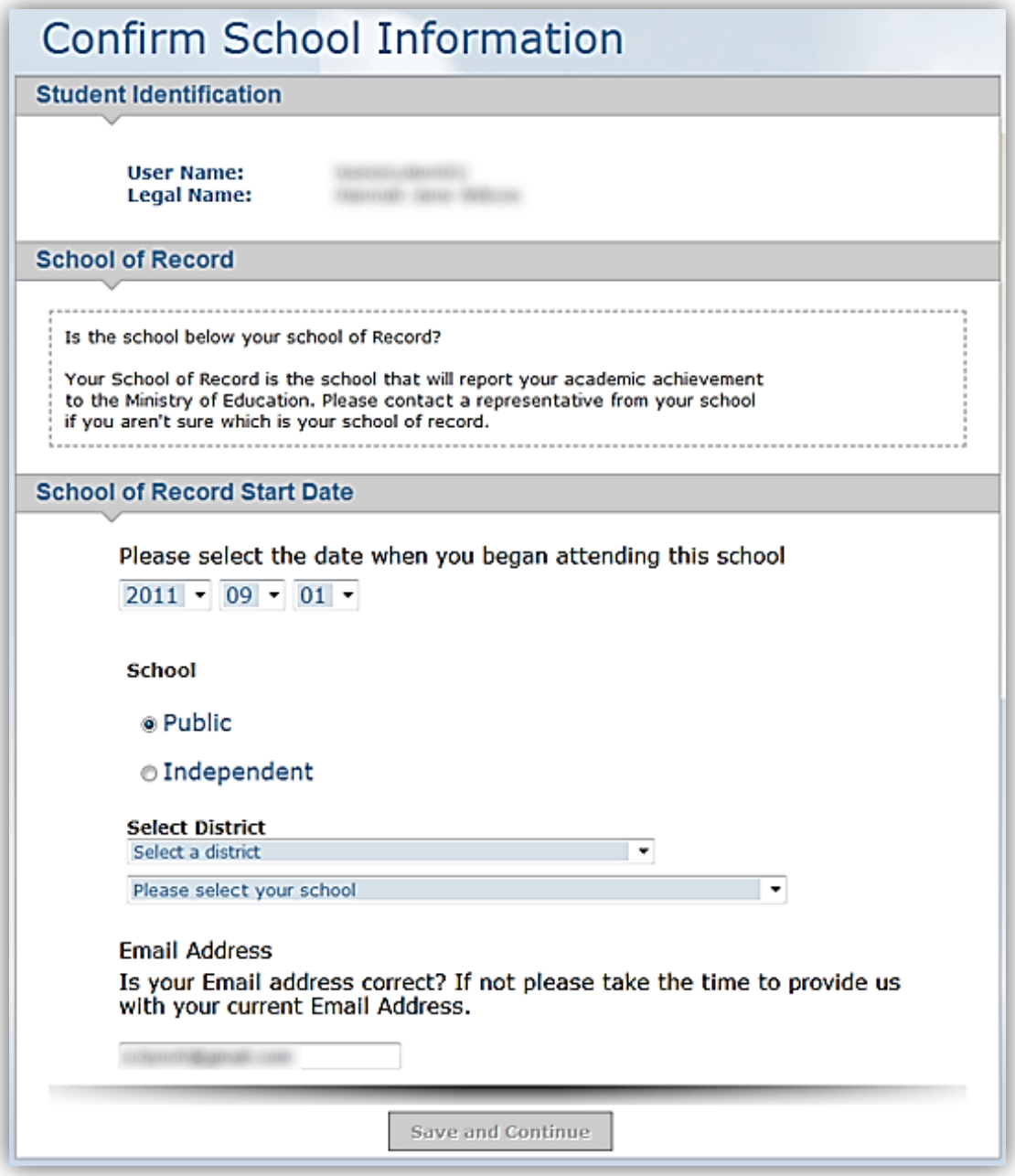


2.1.2 Create DPA Log – Step 1

Creating your DPA Log for the first time is a two-step process.

Step 1 is for you to identify your current “School of Record” and the approximate date you started attending.

We need to know your School of Record (which is a fancy way of saying “the school you go to right now”) so your teacher can see that you’re logging your activities and you can get the credit you deserve.



If you happen to be attending more than one school (it happens) and you aren't sure which school is your School of Record, please contact your school administrator or your teacher to assist you.

Once you have selected your School of Record and the Start Date, press the "Save and Continue" button, and we're off to Step 2!

2.1.3 Create DPA Log – Step 2

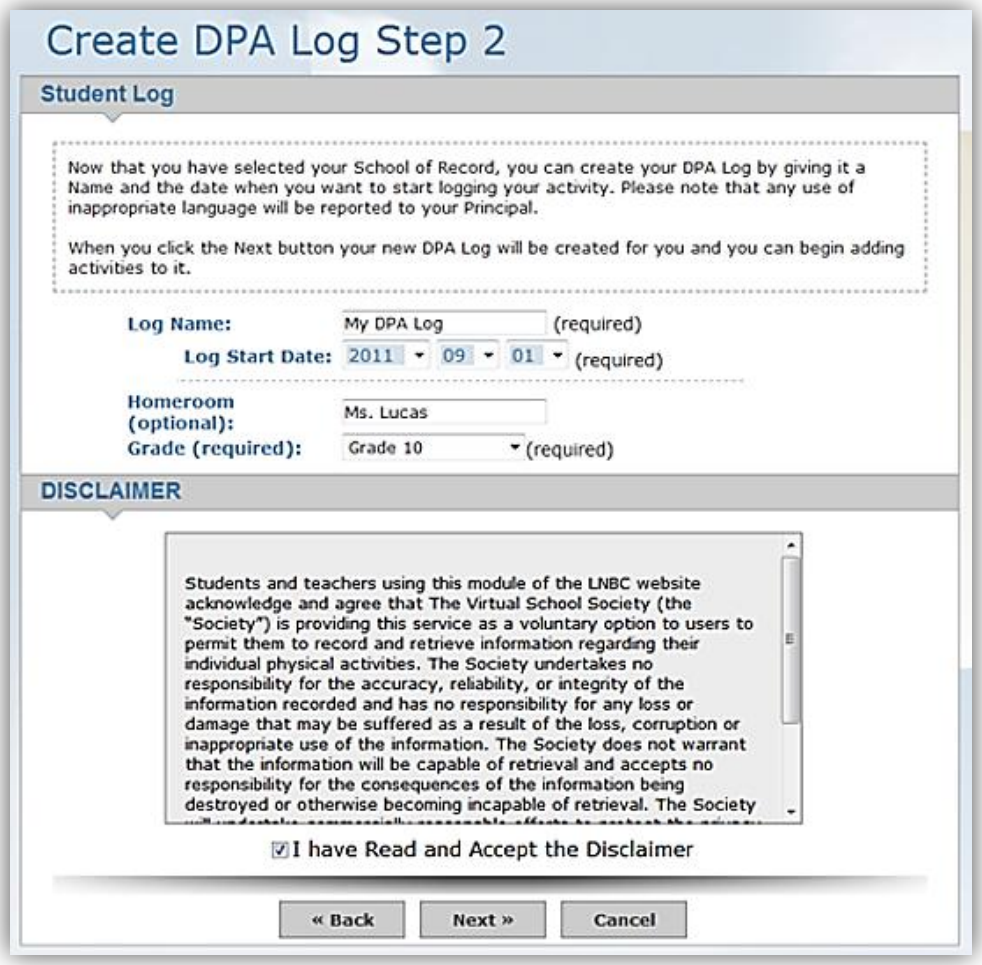
In Step 2 you get to enter a clever and meaningful name for your DPA Log. Don't get too adventurous because your teacher will see this.

You also can set a Log Start Date. This is usually the first day of your school year.

Entering your Homeroom helps your teacher when they are sorting through all of the DPA Logs in the school, so it's nice to enter that information too.

Don't forget to enter the grade you're in. You can't continue if you don't, and be sure to pick the right one.

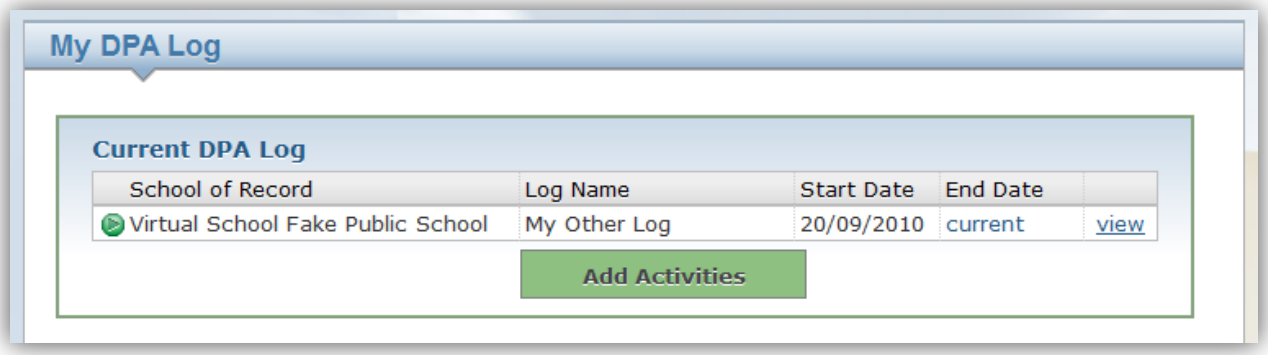
Finally, carefully read the "Disclaimer" and check the box that confirms that you have carefully read the Disclaimer. This also means that you're cool with what you have just carefully read.



2.2 Update Your DPA Log

2.2.1 Quick Access to Your DPA Log

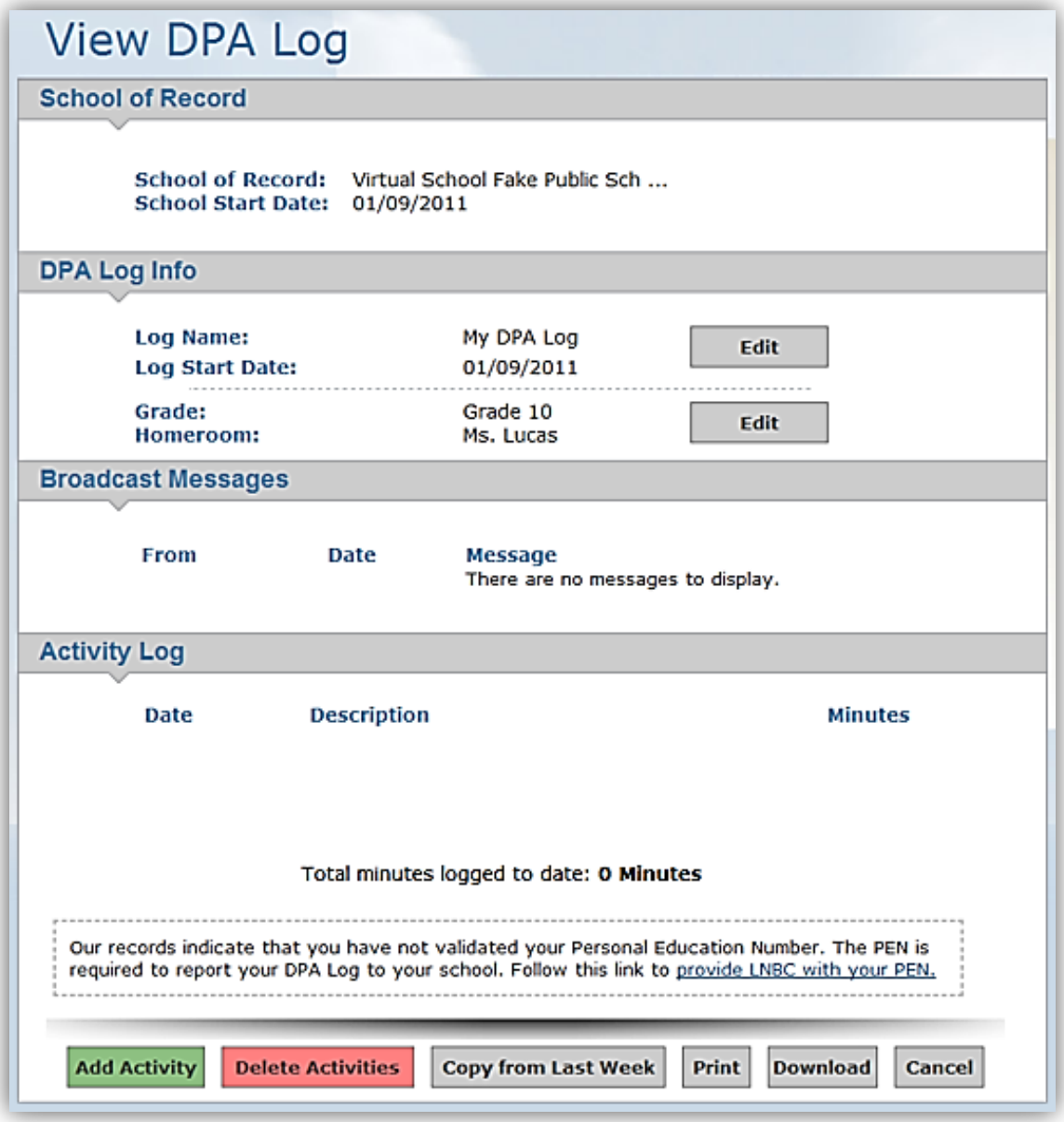
Once you have set up your DPA Log, click the “Add Activities” button to get started.



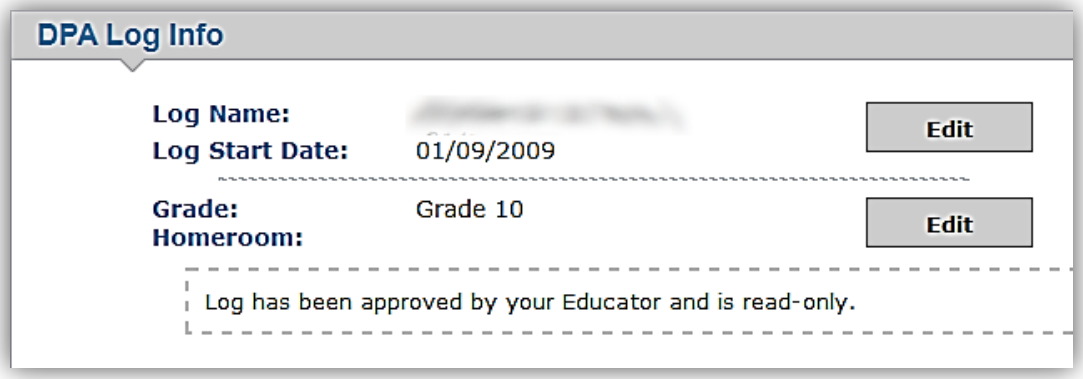
You can add this page to your browser favourites. You only need to do this once and in future you can go directly to this page by selecting it from your browser favourites.

2.2.2 View DPA Log Page

The View DPA Log page is where you will add, view and edit your daily physical activities. You will also be able to print and download your DPA Log from this page.



Note: If your teacher or school has approved a DPA Log, then a message like this will be displayed (see below). This means that your Log is now read-only and to continue logging activities, you'll need to create a NEW DPA Log.



Students will be able to perform the following functions from the View DPA Log page:

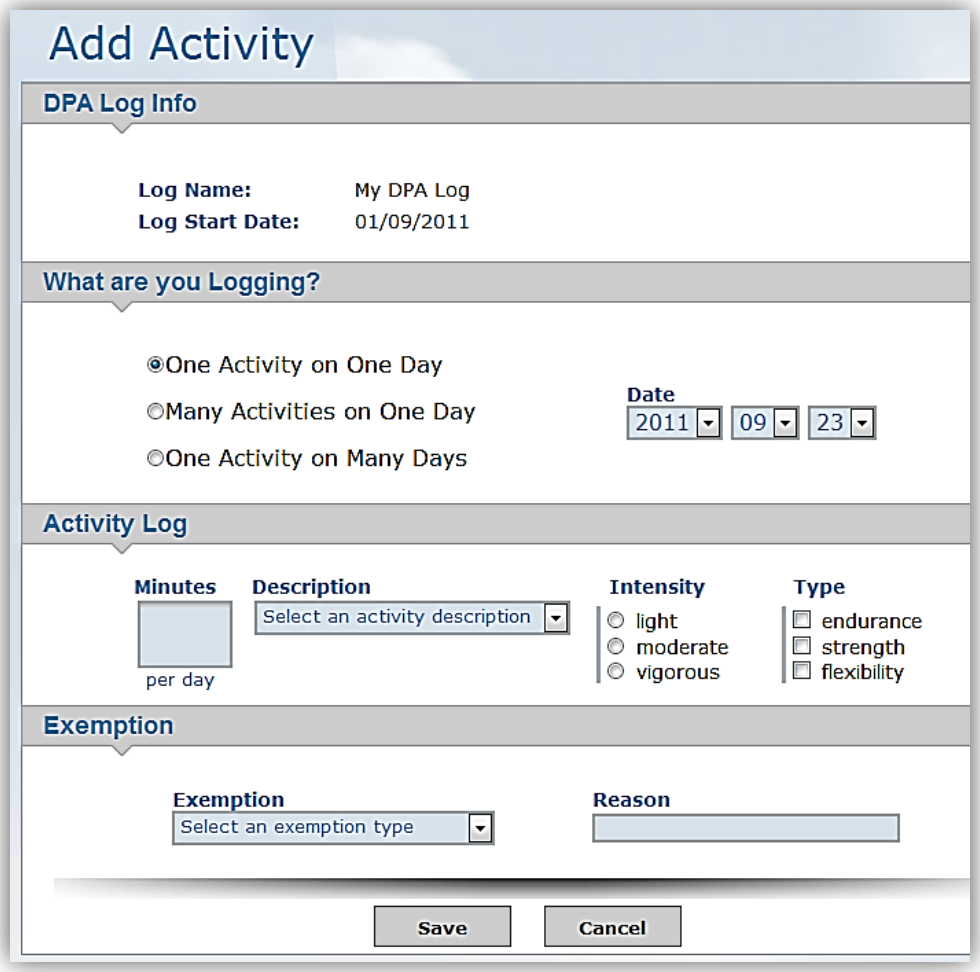
Button	Description
Broadcast Message Ok Button	Broadcast Messages from your Educator will appear in the box – once you have reviewed the messages click the Ok button to acknowledge the messages and remove them from the screen.
Edit Log Name / Log Start Date	Allows a student to change the Log Name and Log Start Date.
Edit Grade / Homeroom	If your Grade is blank you will be prompted to enter it by clicking the Edit Grade / Homeroom button – this information will help your school report your DPA to the Ministry of Education.
Add Activity	Allows a student to manually add one or more activities to their DPA Log – this button is disabled if your school has approved your log – access your profile to create a new DPA Log to continue tracking your Daily Physical Activity.
Copy Activities from Last Week	This button will automatically copy all activities from last week to this week – you can then add, change or delete the activities as needed to match your schedule for this week.
View Activity	Allows a student to view the details of an activity in their DPA Log (and then edit or delete the activity if desired).
Print DPA Log	Allows a student to print a DPA Log report.
Download DPA Log	Allows a student to download their DPA Log in an Excel File.

2.2.3 Add Activity

To add activities, navigate to the View DPA Log page and click on the *Add Activity* button. The Add Activity page will be displayed.

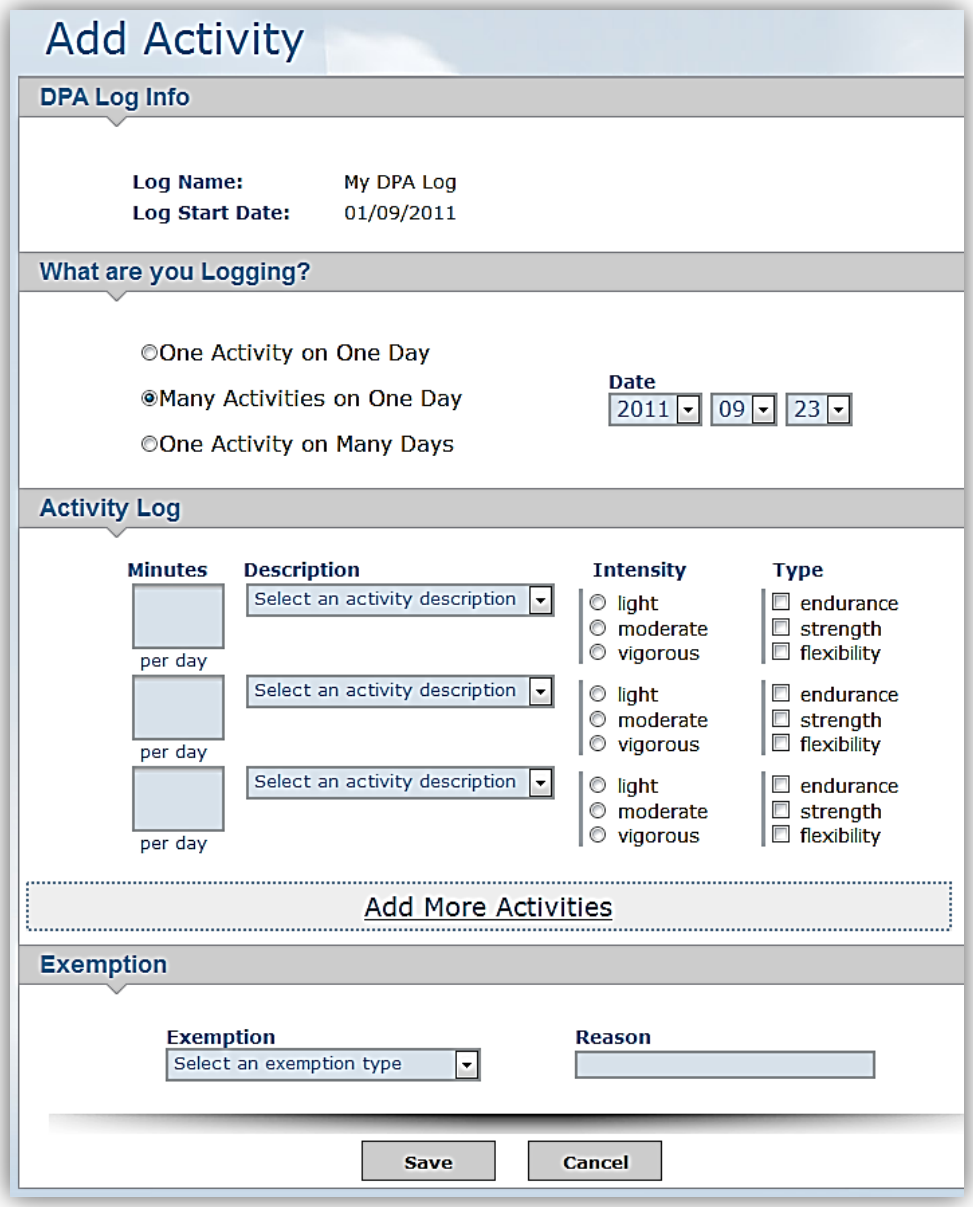
2.2.3.1 One Activity on One Day

This is the default view for the Add Activity page.



2.2.3.2 Many Activities on One Day

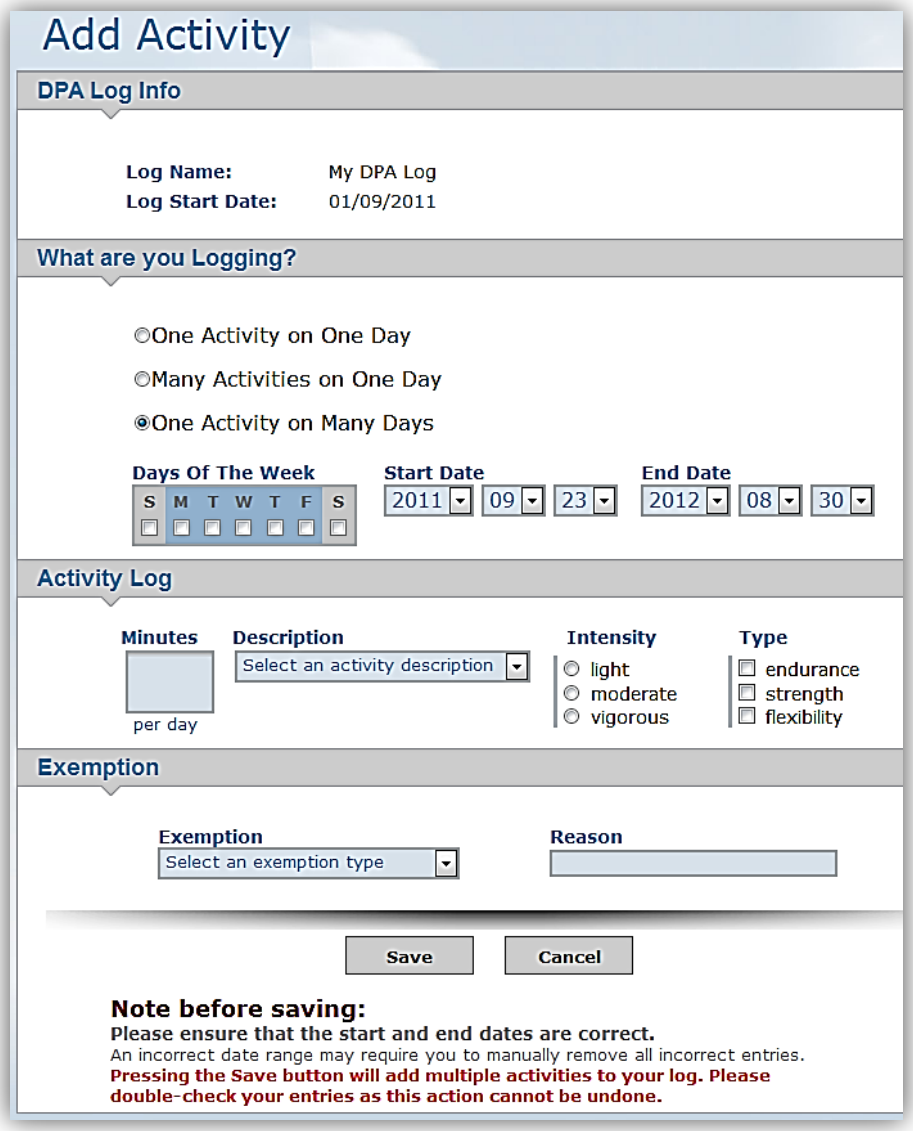
If you have multiple activities for one day, click the *Many Activities on One Day* radio button to do log these activities. If you have more than three activities to log, click the huge “Add More Activities” button and more log slots will appear.



2.2.3.3 One Activity on Many Days

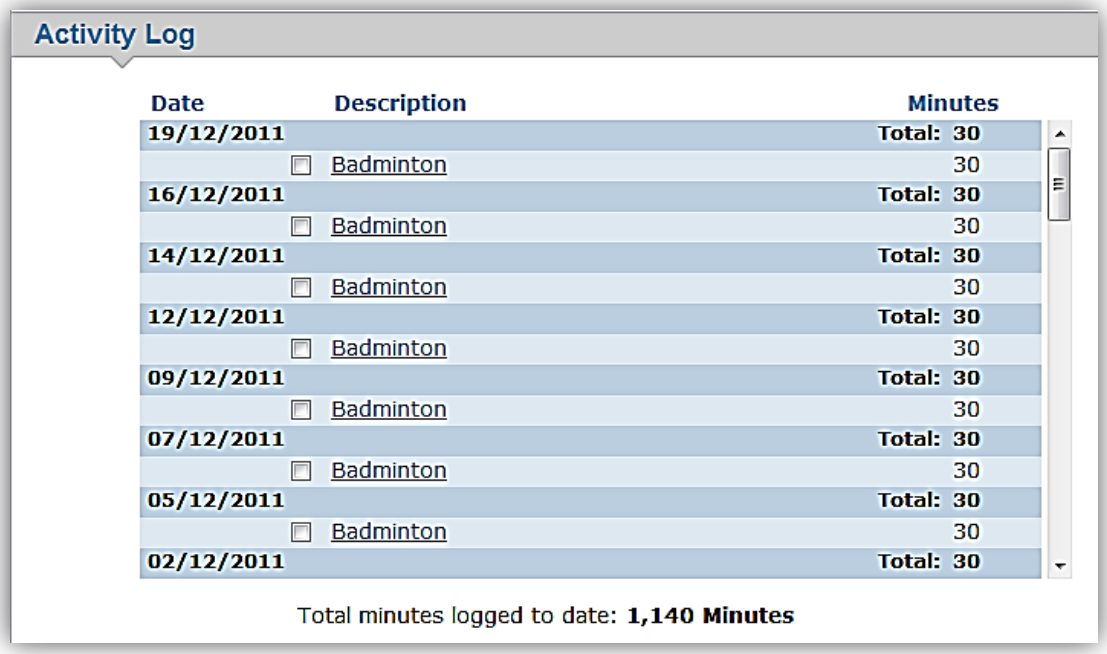
If you participate in the same activity on multiple days (like regularly scheduled hockey practice), the One Activity on Many Days view can be used. Click the *One Activity on Many Days* radio button (see below).

Note: Be careful with this one. You can accidentally add a LOT of activities, and you'll have to go back and delete them. There's no "undo" button.



Don't forget to hit the "Save" button when you're done.

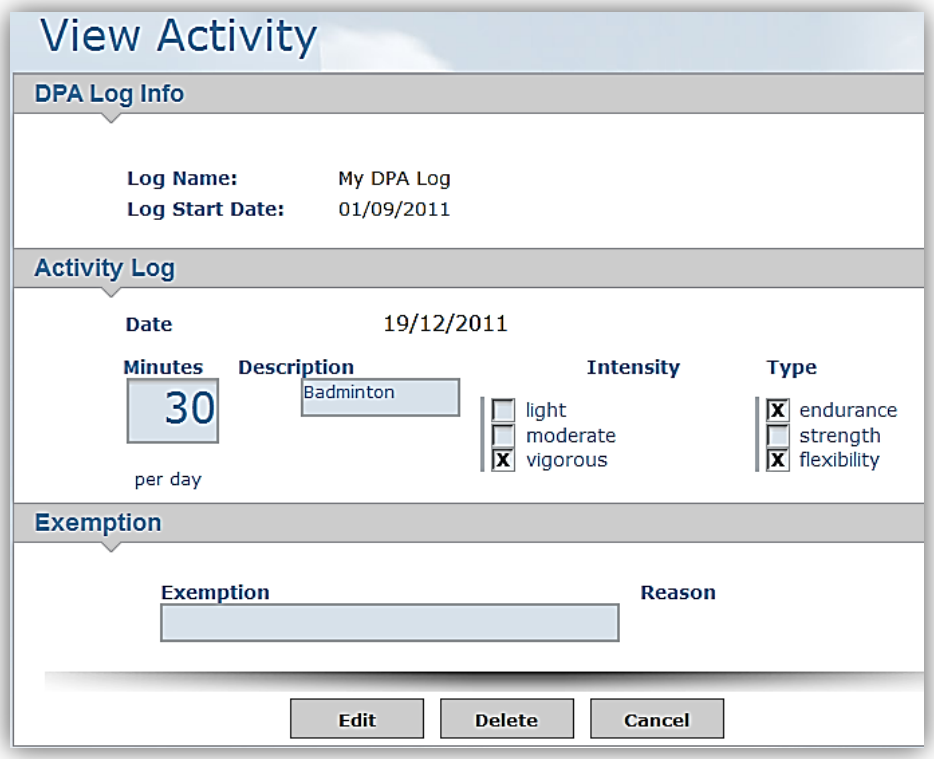
Once saved, the activity or activities entered will be displayed in your DPA Log. Notice that they are displayed in alphabetical order by date. A Daily Total is available for each date, while a Log total is displayed at the bottom of the page.

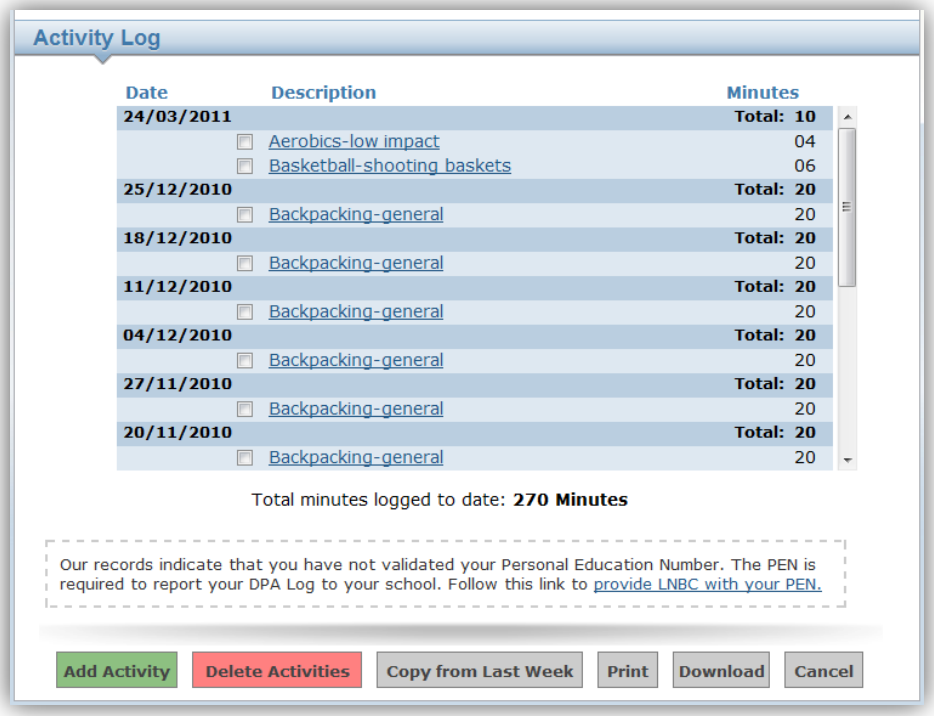


2.2.5 View, Edit or Delete Activity

You can view an existing activity by clicking the Name of the activity. When you're viewing an activity, you can change it by pressing the "Edit" button, make your changes, then press "Save".

You can also remove the activity by pressing "Delete".





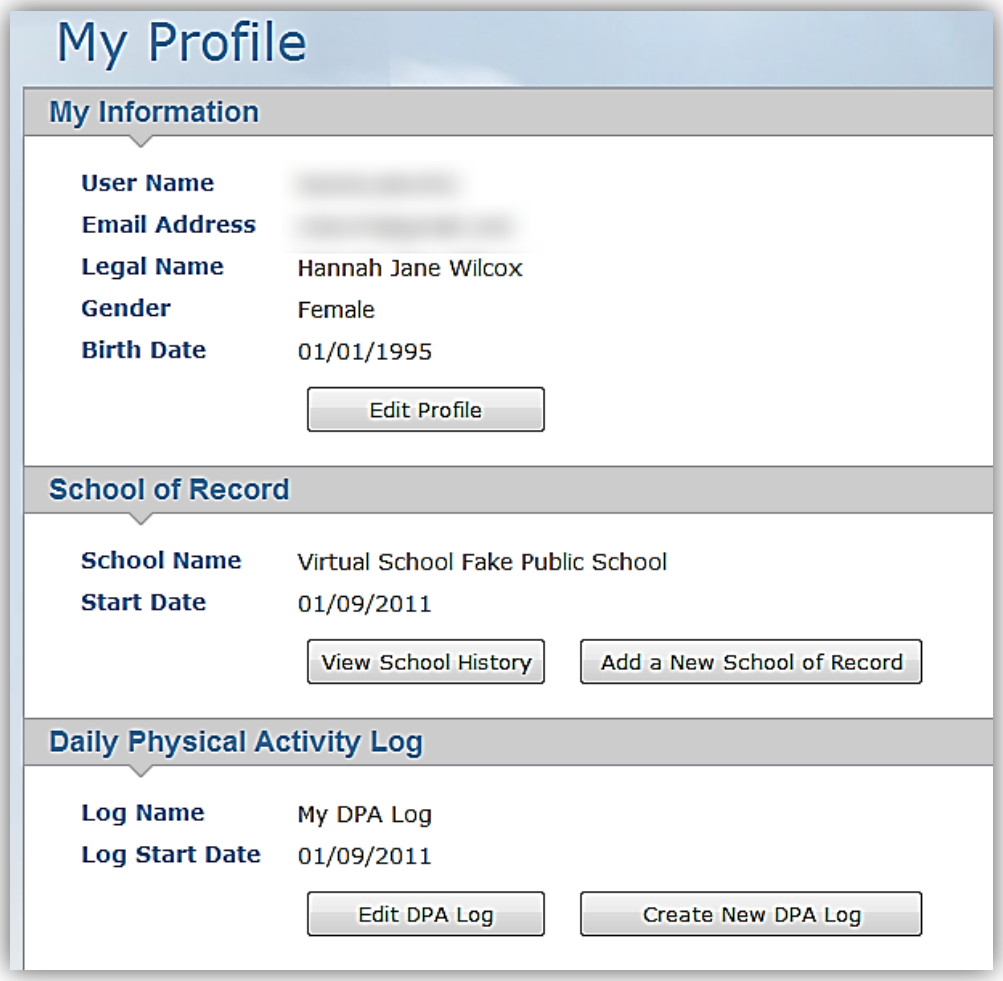
You can remove many activities at once by selecting the checkboxes beside the activities you wish to remove, then press the “Delete” button.

Note: Once these activities are gone, they’re gone for good, so use caution.

2.2.6 Adding a New DPA Log or School of Record to Your Profile

To add a New DPA Log or School of Record to your Profile, logon to LNBC and click the My Profile link at the top of the page.

The Student Profile screen will display as follows:



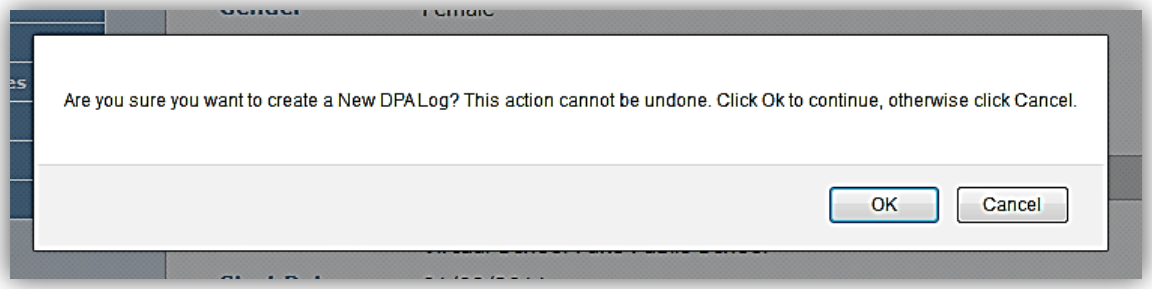
To add a new DPA Log, click the Create New DPA Log button.

To add a new School of Record, click the Add School button.

2.2.7 Create New DPA Log

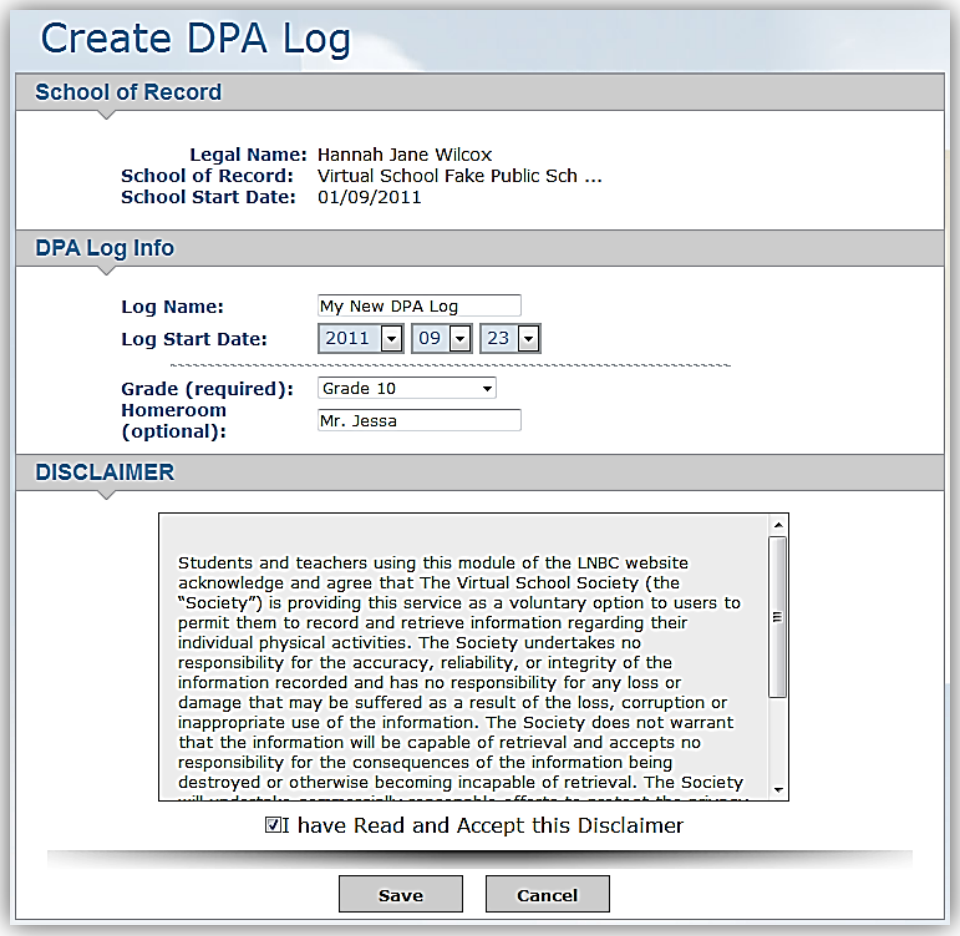
You may wish to create a new DPA Log each semester, when you transfer to a new school, or when your school has approved your existing log, etc. There is no limit to the number of new DPA Logs that can be created, but **only one log can be active at any given time**. Creating a new DPA Log closes any existing DPA Log you may have. The log will still be available to view, print and download.

To create a new DPA Log, navigate to the My Profile page and click on the *Create New DPA Log* button. A dialog box will appear informing you that you are about to create a new DPA Log.



Click the *OK* button to proceed, or *Cancel* to cancel. Clicking *OK* will bring you to the Add DPA Log page.

Note: Creating a new DPA Log will close any existing DPA Log. You will not be able to edit closed DPA Logs.



Enter a new Log Name, Start Date, Grade and Homeroom if you have one, and click the disclaimer checkbox and press the *Save* button to continue.

Note: Your new DPA Log start date must be:

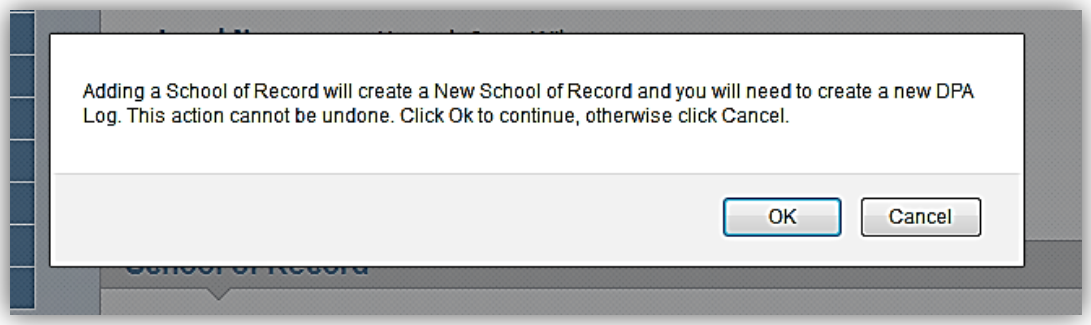
- greater or equal to your School of Record Start Date
- greater than the end date of your most recent DPA Log

2.2.8 Add School of Record

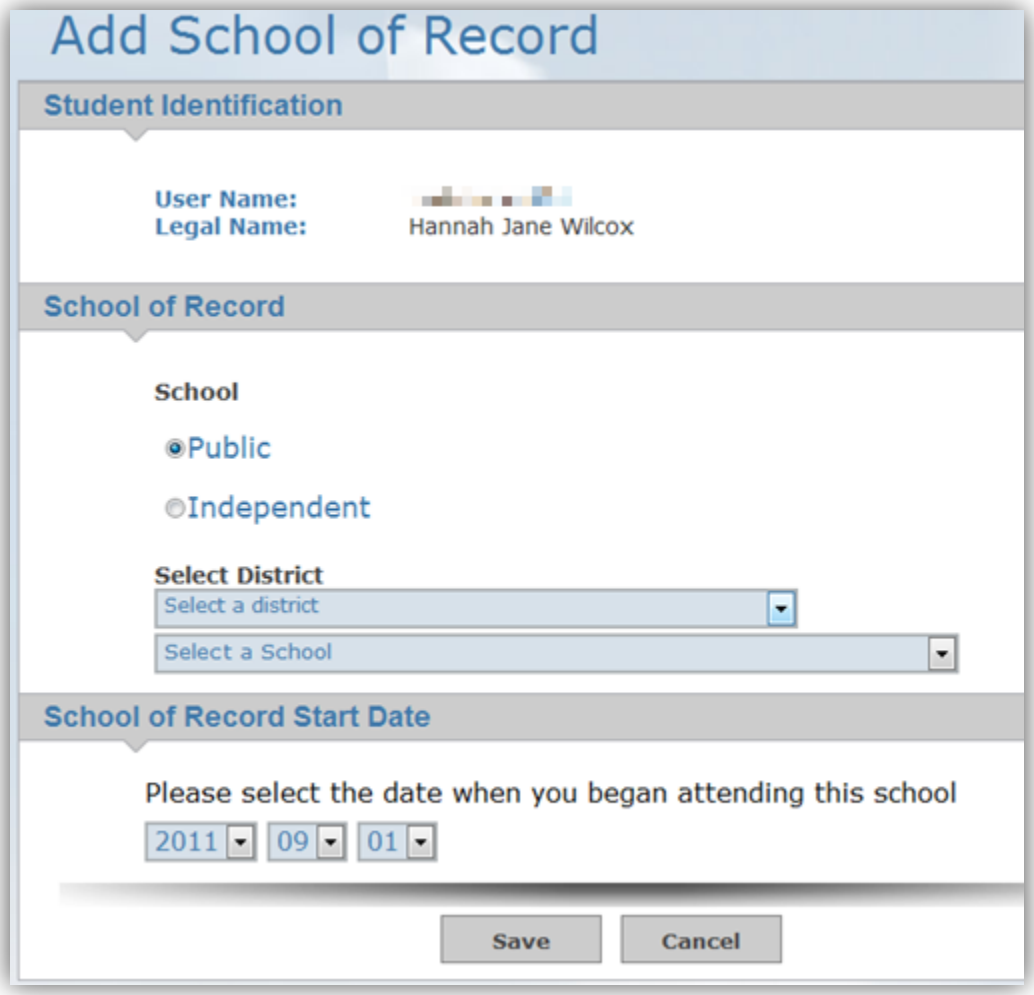
You may need to add a new School of Record to your DPA Log (for example, if changing schools during the school year). This can be accomplished from the My Profile page by selecting the *New School* button.

Note: Adding a new School of Record requires you to create a new DPA Log as well.

The following message will be displayed when you click the *New School* button:



If OK is selected, the Add School of Record page will be displayed:



Creating a new School of Record will close off your previous School of Record and DPA Log. Both are still available from the History screens.

2.2.9 View School History

You can view the history of the schools you have attended and the DPA Logs created for each school. To see the View School of Record History page, click on the *View School History* button on the Student Profile page.

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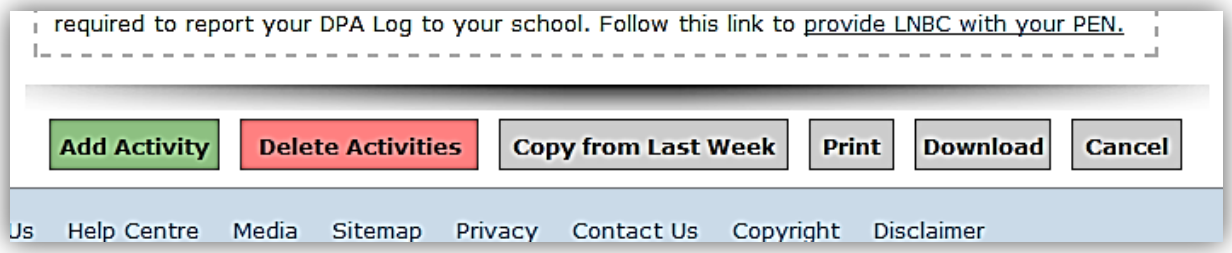
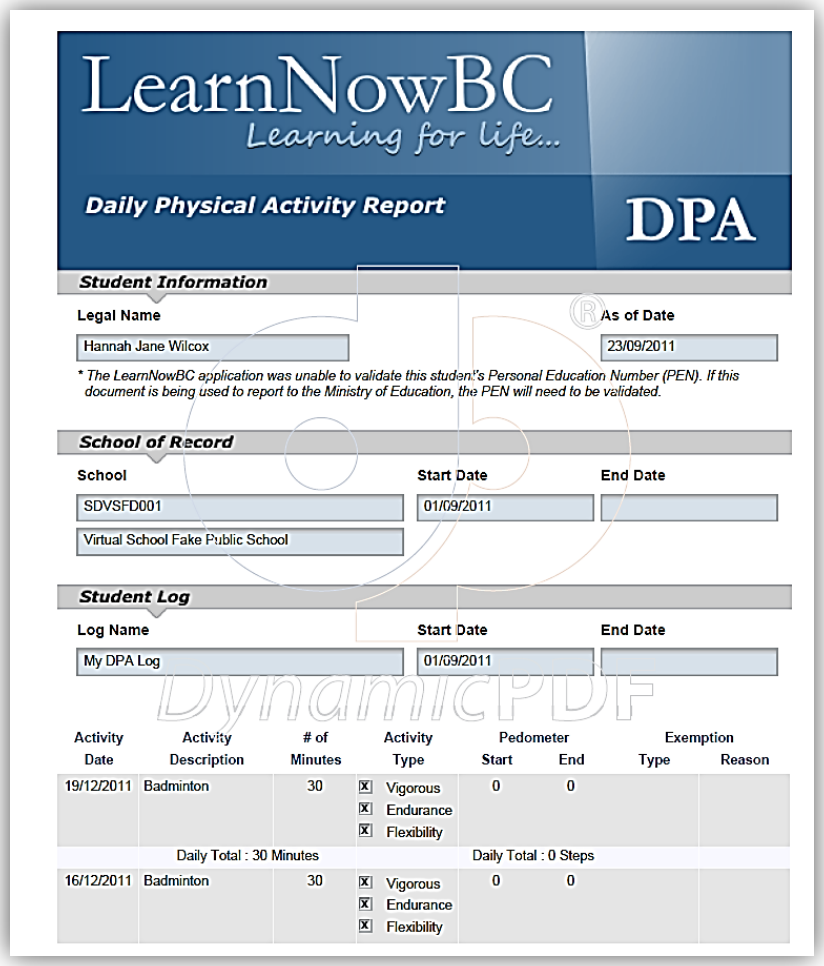
2.3 Reports

2.3.1 Print DPA Log

You can print a copy of your DPA Log using the *Print* button on the View DPA Log page.



The DPA Log Report will open or download in .PDF format.


LearnNowBC
Learning for life...

Daily Physical Activity Report **DPA**

Student Information

Legal Name	As of Date
Hannah Jane Wilcox	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	Start Date	End Date
SDVSFD001 Virtual School Fake Public School	01/09/2011	

Student Log

Log Name	Start Date	End Date
My DPA Log	01/09/2011	

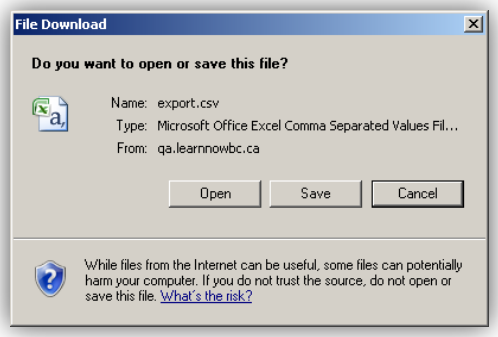
Activity Date	Activity Description	# of Minutes	Activity Type	Pedometer Start	Pedometer End	Exemption Type	Exemption Reason
19/12/2011	Badminton	30	☒ Vigorous ☒ Endurance ☒ Flexibility	0	0		
	Daily Total : 30 Minutes			Daily Total : 0 Steps			
16/12/2011	Badminton	30	☒ Vigorous ☒ Endurance ☒ Flexibility	0	0		

Note: A PDF viewer, such as Adobe® Acrobat Reader, will be required to view the DPA Log Report. The Acrobat reader can be downloaded at http://www.adobe.com/. Once opened, you can print or save the report.

2.3.2 Download DPA Log

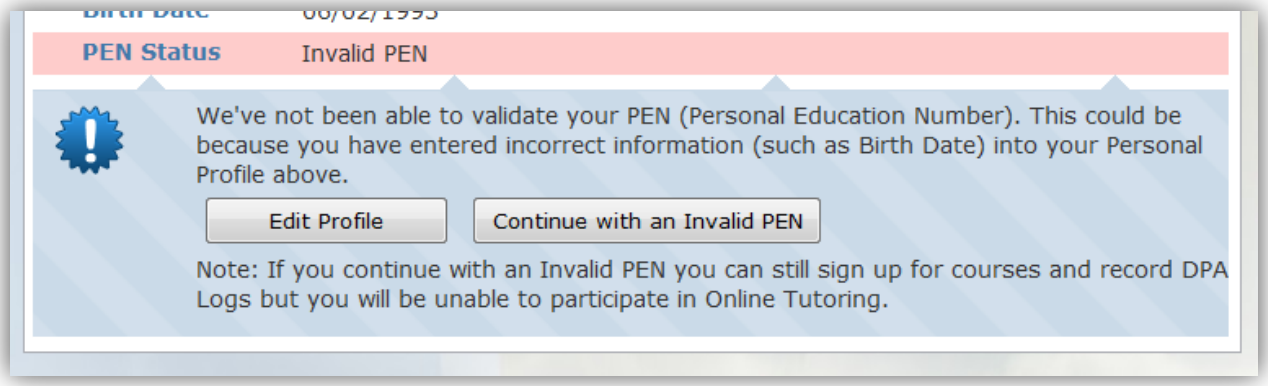
You can also download your DPA Log to a spreadsheet file using the *Download DPA Log* button on the View DPA Log page.

The file will be downloaded in Comma Separated Value (.csv) format, which can be viewed using available spreadsheet applications, such as MS Excel.



2.4 Adding PEN information

If you did not provide your PEN, or if the PEN you supplied while signing up for your LNBC account was invalid, a message will appear when you log into LNBC:



Click on the *Edit Profile* button and follow the directions to provide your valid PEN information to LNBC.

Note: Having a valid PEN not only helps you, but really helps your teacher, as they are unable to approve your DPA Log at the end of the year. *If they are unable to approve your DPA log, then you are unable to receive credit for all of your activities you've logged.*

If you would rather update your PEN later, then click the "Continue with an Invalid PEN" button and carry on.

3.0 myDPA – Web Application for Mobile Devices

If you're on the move and still want to log your DPA, then we have an app for that. Just navigate to the following address to use the mobile version of DPA:

https://mobile.learnnowbc.ca/

It is a streamlined app, designed to let you log your activities when you're away from a computer.

You can log a Single Activity on One Day, or log a Single Activity on Many Days. You can also add an exemption or view your log to edit or delete activities.

3.1 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. Lunch, recess and after school activities are acceptable to obtain the minimum 30 minutes per day for Grades 1 through 9.
- **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 instructions.

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.

3.2 What's New?

A new screen allows students to log the same activity for multiple days within a month with a single click.

Students may review Broadcast Messages from their Educator on the View DPA Log screen.

DPA Logs at Bricks and Mortar schools will be automatically closed for the end of the school year on June 30th. Students may create a new DPA Log after June 30th to continue logging their activities during the summer, or at the start of the new school year in September, at the direction of their school.

4.0 General Information

4.1 What is LearnNowBC?

LearnNowBC (LNBC) is a single point of entry to information about Distributed Learning (DL) in British Columbia.

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.

4.2 Support and Contact Information

4.2.1 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)**.

4.2.2 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

4.2.3 School District Contacts

http://www.bced.gov.bc.ca/schools/ provides information for key positions in each school district and school.

4.2.4 Distributed Learning Contacts

Questions and comments about distributed learning courses, schools or programs should be directed to the schools themselves, listed 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)**.

4.2.5 Parent Contacts

There are special volunteers committed to ensuring that parents and students in their school districts have a voice in decisions that affect them. Details are on their Web site (http://www.bccpac.bc.ca/) and you can reach volunteer advocates through the toll free line, **1-888-351-9834,** or via email at info@bccpac.bc.ca**.**

4.3 System Requirements

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

Appendix A – Glossary of Terms

LearnNowBC	LearnNowBC is a single point of entry to information about Distributed Learning (DL) in British Columbia. 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.
Daily Physical Activity	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.
School of Record	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 is their School of Record.
Distributed Learning	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.
Distance Learning	Learning that takes place when a student does not attend a classroom in a school. This term has been replaced by distributed learning.
Personal Education Number (PEN)	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.
Virtual School	The Virtual School does not have a building or location. It is an alliance of public distributed learning (DL) schools.
Virtual School Society (VSS)	An independent, non-profit entity founded in 2006. Its purpose is to enhance the use of distributed learning in British Columbia
Pedometer	A pedometer is a small device that can be used to count each step taken during Daily Physical Activity. It is optional and not required to use the DPA Tracker tool on LNBC.

Appendix B - Acronyms and Abbreviations

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