

# LearnNowBC



## **Daily Physical Activity Educator User Manual**

## 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 are now able to send a Broadcast Message to selected students. Students will see the message when they access their DPA Log.

## 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: <a href="mailto:support@learnnowbc.ca">support@learnnowbc.ca</a> or call 1-800-946-8332
Ministry of Education Contacts	Contacts for the Ministry of Education are located on the BC Government Directory at <a href="http://www.dir.gov.bc.ca/gtds.cgi?Index=ByUnitHier&amp;OrgCode=EDUC">http://www.dir.gov.bc.ca/gtds.cgi?Index=ByUnitHier&amp;OrgCode=EDUC</a>
School District Contacts	<a href="http://www.bced.gov.bc.ca/schools/">http://www.bced.gov.bc.ca/schools/</a> 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 <a href="http://learnnowbc.ca/course_finder/default.aspx">http://learnnowbc.ca/course_finder/default.aspx</a> , 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 1-800-946-8332.
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 on their advocacy project <a href="http://www.bccpac.bc.ca/advocacyproject.aspx">http://www.bccpac.bc.ca/advocacyproject.aspx</a> are available on the website, and you can reach volunteer advocates through the toll free line, 1-888-351-9834, or via email at <a href="mailto:info@bccpac.bc.ca">info@bccpac.bc.ca</a>

### 2.3 System Requirements

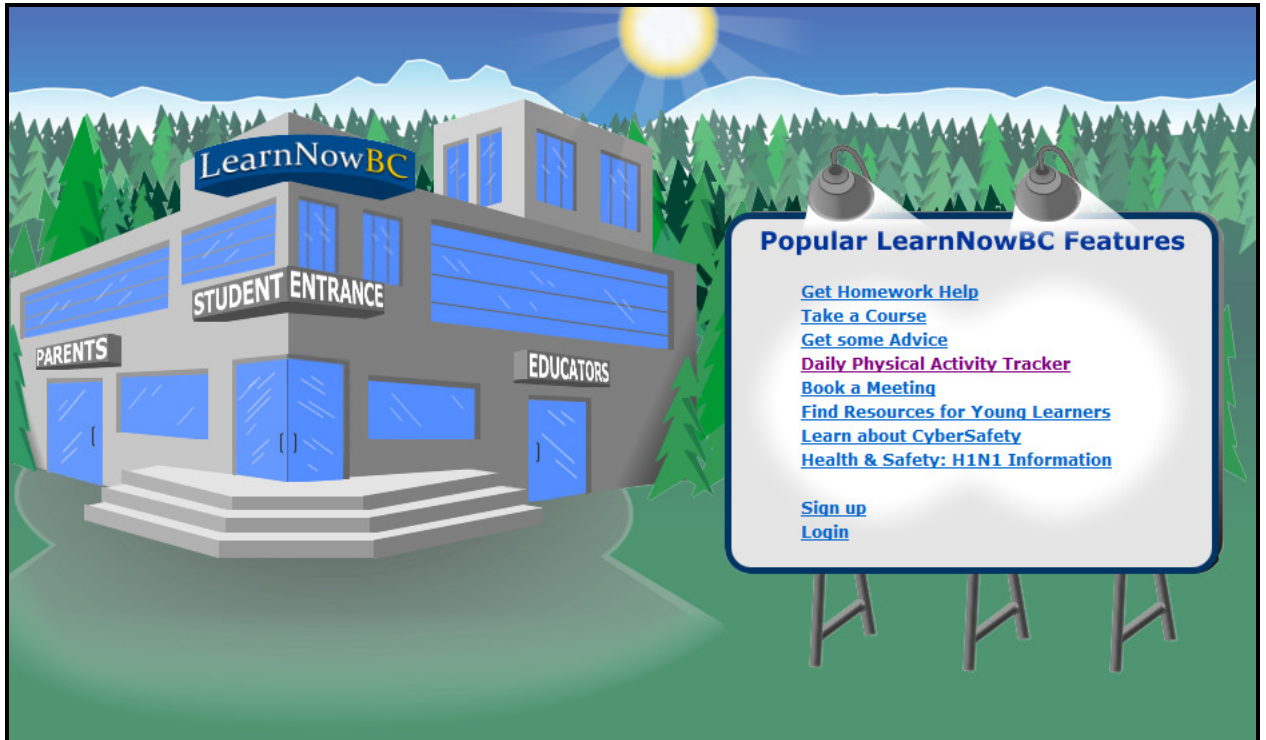
Windows:	Internet Explorer 6	Mac:	Safari 3
	Internet Explorer 7		FireFox 3 or higher
	FireFox 3 or higher		Adobe Acrobat Reader 8 or higher
	Adobe Acrobat Reader 8 or higher		Recent Version of the Flash Player
	Recent Version of the Flash Player		Excel 2000 or later to download DPA Logs (optional)
	Excel 2000 or later to download DPA Logs (optional)		

### 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](http://www.learnnowbc.ca) and follow the directions below.



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

## Sign-up

---

### Step 1 - Who Are You?

Your personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information please contact the [Distributed Learning Unit](#).

To sign up for an account, please select one of the roles listed below to help us identify the types of information you may be interested in.

- Click here if you are a **STUDENT** in BC
- Click here if you are an **ADULT LEARNER** in BC
- Click here if you are a **TEACHER** in BC
- Click here if you are a **PARENT** in BC
- Click here if none of the above describes you or if you belong to an organization such as the BC Ministry of Education

Select Teacher in order to Sign-Up on LearnNowBC.

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

Once selected, you will be prompted to select your district or school:

## Sign-up

---

### Step 2 - Complete User Information

Your personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information please contact the [Distributed Learning Unit](#).

Select the type of organization that employs you

- School  District

Select District (required)

Select a district ▼

To access DPA logs you will need to select a school. To do this select the school radio button. The screen will redisplay as follows:

**Sign-up**

---

**Step 2 - Complete User Information**

Your personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information please contact the [Distributed Learning Unit](#).

Select the type of organization that employs you

School  District

Select the type of school that employs you

Public  Independent

Select District (required)

Select a district ▼

Select School

Select a School ▼

If you are employed by a public school, you can narrow your search by selecting the district first:

Select District (required)

Greater Victoria ▼

Select School

Select a School ▼

Alternatively if you are employed by an independent school select the independent school radio button:

Select the type of organization that employs you

School  District

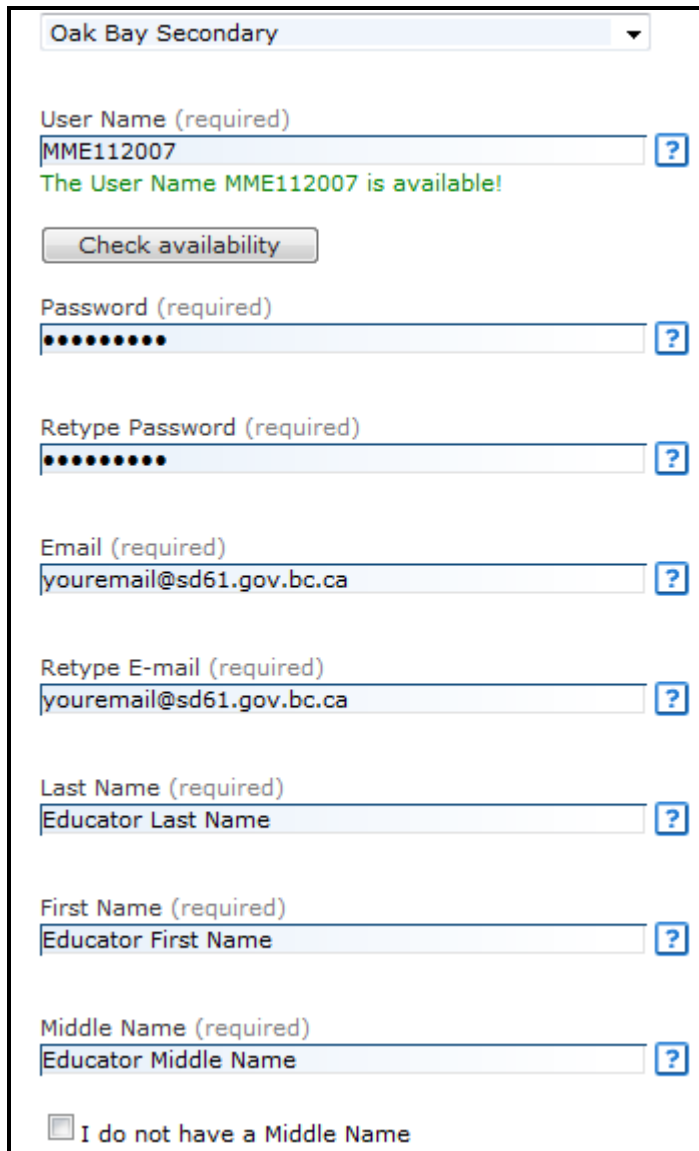
Select the type of school that employs you

Public  Independent

Select School

Select an Independent School ▼

Once you have selected your school, provide the required information on the screen:



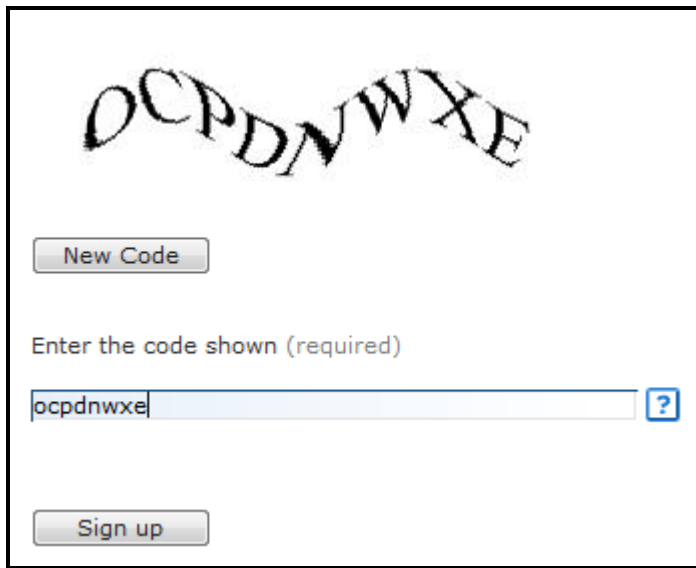
The screenshot shows a registration form for an educator. At the top, a dropdown menu is set to "Oak Bay Secondary". Below this are several text input fields, each with a blue question mark icon to its right. The "User Name (required)" field contains "MME112007" and has a green message below it: "The User Name MME112007 is available!". Below the User Name field is a "Check availability" button. The "Password (required)" and "Retype Password (required)" fields are filled with ten black dots. The "Email (required)" field contains "youremail@sd61.gov.bc.ca". The "Retype E-mail (required)" field also contains "youremail@sd61.gov.bc.ca". The "Last Name (required)" field contains "Educator Last Name". The "First Name (required)" field contains "Educator First Name". The "Middle Name (required)" field contains "Educator Middle Name". At the bottom of the form, there is a checkbox labeled "I do not have a Middle Name" which is currently unchecked.

**Tool Tip** Pick a Username and Password that are easy for you to remember, but hard for others to guess. You will need to enter your Username and Password whenever you need to review your students' DPA Logs.

**Tool Tip 2** If you have a Middle Name please provide it, otherwise click the 'I do not have a Middle Name' checkbox.

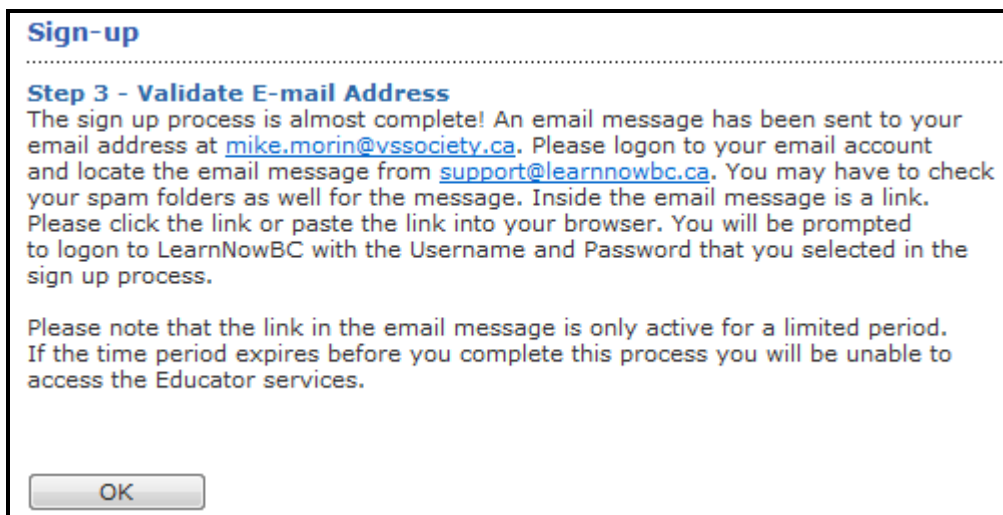


At the bottom of the screen enter the code that is displayed and click the Sign-Up button:



The screenshot shows a web form for signing up. At the top, a code 'OCPDNWXE' is displayed in a stylized, slightly curved font. Below the code is a button labeled 'New Code'. Underneath is a text input field with the placeholder text 'Enter the code shown (required)'. The code 'ocpdnwxe' is entered into the field, and a small blue question mark icon is visible to the right of the input. At the bottom of the form is a button labeled 'Sign up'.

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



The screenshot shows an email confirmation message. The subject line is 'Sign-up'. The main text reads: 'Step 3 - Validate E-mail Address. The sign up process is almost complete! An email message has been sent to your email address at [mike.morin@vssociety.ca](mailto:mike.morin@vssociety.ca). Please logon to your email account and locate the email message from [support@learnnowbc.ca](mailto:support@learnnowbc.ca). You may have to check your spam folders as well for the message. Inside the email message is a link. Please click the link or paste the link into your browser. You will be prompted to logon to LearnNowBC with the Username and Password that you selected in the sign up process.' Below this text is a note: 'Please note that the link in the email message is only active for a limited period. If the time period expires before you complete this process you will be unable to access the Educator services.' At the bottom of the message is an 'OK' button.

This indicates that a confirmation email has been sent to your 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:

**Sign-up**

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**Step 3 - Provide Additional Information**

Your personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information please contact the [Distributed Learning Unit](#).

**Your LearnNowBC account request was not successful. For security reasons, LearnNowBC requires that you use your official Board of Education email address to sign-up for your account. Please try again using this email address.**

Email (required)

Retype E-mail (required)

In this case, you will need your district or school's Access Key to verify your identity. This can be obtained from your superintendent or by contacting [support@learnnowbc.ca](mailto:support@learnnowbc.ca).

Enter your Access Key and click Sign-Up:

**Sign-up**

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**Step 3 - Provide Additional Information**

Your personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information please contact the [Distributed Learning Unit](#).

**Your LearnNowBC account request was not successful because your e-mail address was not recognized as belonging to a pre-approved board of education or independent school authority. You may continue with this request if you know your school district's access key. If so, please enter it below to complete your registration. You may obtain your school district's access key from your superintendent or authority, or you may contact the LearnNowBC Service Desk at [support@learnnowbc.ca](mailto:support@learnnowbc.ca).**

Access Key

Sign me up anyway

Once you have successfully entered an Email Address or Access Key that is on file for your school, a confirmation email will be sent to the email address you entered when you registered.

**Tool Tip** 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](mailto:support@learnnowbc.ca).

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

### Login

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Log In

User Name:

Password:

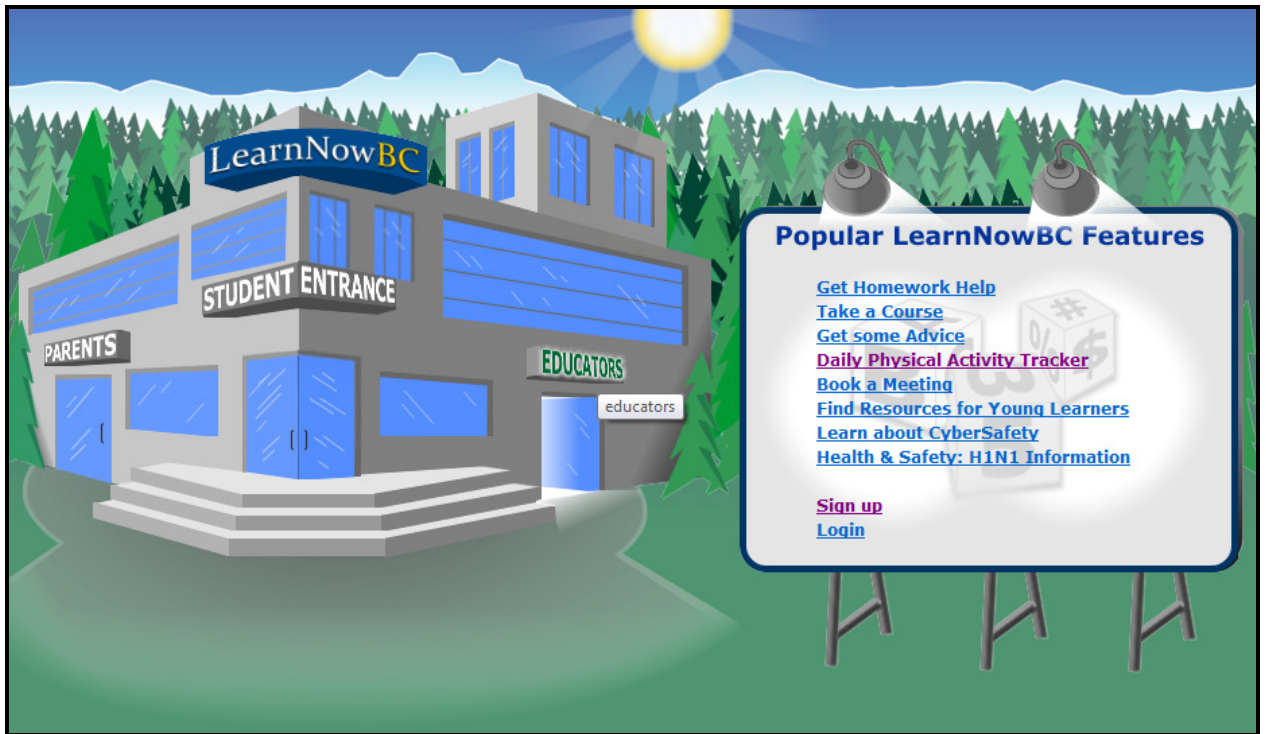
Don't have a username? Sign-up as a [Student](#)

[Forgot Username](#) [Forgot Password](#)

### 3.2 Step 2 - Confirm the School that Employs You

If you already have an account with LNBC you will need to confirm the school that employs you in order to access student DPA logs for that school.

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



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



Click the Daily Physical Activity Educator module link from the menu or from the blackboard image. The Daily Physical Activity page for Educators will display:


### Daily Physical Activity Educator Module

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All BC school students from Grade 10 to Grade 12 must keep track of their own daily physical activity. Students from Kindergarten to Grade 9 may choose to keep track of their own daily physical activity as well.

These students may record their physical activity online using LearnNowBC's DPA Tracker; BC Educators can also access their students' DPA Tracker Logs online at LearnNowBC. With the [DPA Tracker Educator Module](#), you will be able to login to LearnNowBC and view and download the information by school, student and date to ensure compliance with BC Ministry of Education requirements.

**BC Educators** - to access your students' activity logs:



1. [Sign-Up with LearnNowBC](#)  
(use your school district email address)
2. [Confirm your school of record](#)
3. [View your students' logs](#)

- [Daily Physical Activity Educator User Manual](#) NEW  
(2MB PDF)
- [Glossary definition of Daily Physical Activity](#)

Click the Step 2 link Confirm your school of record. If you are not already logged on to LNBC you will be prompted to logon:

### Login

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The Educator's Resource Center has newly developed course modules for Science 10, Principles of Math 10 and Essentials of Math 10 that are downloadable learning resources for teachers.

Log In

User Name:

Password:

Don't have a username? Sign-up as an [Educator](#)

[Forgot Username](#) [Forgot Password](#)

**Tool Tip** If you have forgotten your Username or Password, use the *Forgot Username* or *Forgot Password* links for assistance, or call the LNBC Support Desk.

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:

### Daily Physical Activity

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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](mailto:support@learnnowbc.ca) and you will be assisted.

?

**EDUCATOR IDENTIFICATION**

User Name	Name
<input style="width: 90%;" type="text" value="MME112102"/> <span style="float: right; border: 1px solid #000; border-radius: 50%; padding: 2px 5px;">?</span>	<input style="width: 90%;" type="text" value="Marlene Dietrich"/> <span style="float: right; border: 1px solid #000; border-radius: 50%; padding: 2px 5px;">?</span>

**SCHOOL**

Our records show that you are employed by the school below. Are you still employed by this school? If you are no longer employed by this school please select No and pick your School from the list.

Yes
  No

?

Next »
Cancel

**Tool Tip** 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 on LNBC per school.

Select your school and click the Next button.

The following screen will be displayed:

### Daily Physical Activity

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#### Confirm Educator Identity

In order for you to access DPA Logs at Woodlands Secondary we need to confirm your identity. This process may take up to one business day.

Once we have confirmed your identity we will send an email to [mike.morin@vssociety.ca](mailto:mike.morin@vssociety.ca) confirming your access along with a link to the DPA Educator module. You may have to check your spam folders for the email.

If you do not receive the email after one business day please contact the LearnNowBC Support Desk at 1-800-946-8332 or [support@learnnowbc.ca](mailto:support@learnnowbc.ca).

OK

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:

### Welcome to LearnNowBC DPA Educator Module

[support@learnnowbc.ca](mailto:support@learnnowbc.ca) [[support@learnnowbc.ca](mailto:support@learnnowbc.ca)]

**Sent:** Friday, November 21, 2008 11:40 AM  
**To:** Mike Morin

---

Welcome to the LearnNowBC DPA Educator Module! We have successfully confirmed your identity at at Zion Lutheran Christian School - Prince George.

To access the LearnNowBC Educator module please click [here](#). You will be prompted to login with your Username and Password.

If the link above does not work for you, please copy the following text into the address field of your browser:

<https://qa.learnnowbc.ca/educators/DPALog/ViewStudentsList.aspx>

If you have any problems please contact the LearnNowBC Support Desk at 1-800-946-8332 or [support@learnnowbc.ca](mailto:support@learnnowbc.ca).

Please click the link or paste the link into your browser. You will be prompted to logon with your Username and Password. **Please continue to section 4 in this manual.**

Alternatively you may click **Step 3 on the DPA page for Educators** to access your Student's DPA Logs:


### Daily Physical Activity Educator Module

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All BC school students from Grade 10 to Grade 12 must keep track of their own daily physical activity. Students from Kindergarten to Grade 9 may choose to keep track of their own daily physical activity as well.

These students may record their physical activity online using LearnNowBC's DPA Tracker; BC Educators can also access their students' DPA Tracker Logs online at LearnNowBC. With the [DPA Tracker Educator Module](#), you will be able to login to LearnNowBC and view and download the information by school, student and date to ensure compliance with BC Ministry of Education requirements.

**BC Educators** - to access your students' activity logs:



1. [Sign-Up with LearnNowBC](#)  
(use your school district email address)
2. [Confirm your school of record](#)
3. [View your students' logs](#)

- [Daily Physical Activity Educator User Manual](#) **NEW**  
(2MB PDF)
- [Glossary definition of Daily Physical Activity](#)

You will be prompted to logon with your Username and Password. **Please continue to section 4 in this manual.**



## 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/services/DPALog/>

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

### Daily Physical Activity


---

Welcome to the Daily Physical Activity Tracker on LearnNowBC!

**Already Set Up?**

[Edit or View your existing DPA Log](#)

**To Create your DPA Log for the first time:**



1. [Sign-Up with LearnNowBC](#)  
(you will need to know your PEN)
2. [Create your personal DPA Tracker Log](#)  
online and enter your daily activities

**Educators Note:**  
Only students with a valid Personal Education Number (PEN) can create a DPA Tracker Log. LearnNowBC has created a [DPA Educator Module](#) that allows educators to login to LearnNowBC and view and download student DPA information by school, student and date to ensure compliance with BC Ministry of Education requirements.

**Educators:** If you have already confirmed your school of record you may [review your school's DPA Logs](#).

Click the **review your school's DPA Logs link** at the bottom of the page and you will be prompted to logon. 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.

**Tool Tip** You must be logged onto LNBC as an Educator and have confirmed your school in order to access this screen. If you are receiving an Insufficient Permissions message, you have not completed the Sign-Up or confirm school process successfully. Return to Section 3 in this manual or contact the LNBC Support Desk at [support@learnnowbc.ca](mailto:support@learnnowbc.ca).

The View Students List screen is made up of four main elements, as follows:

1. The school that is linked to your profile. If the school is incorrect it can be changed by pressing the Change School button. LNBC Support will contact you or your school to confirm your identity.

2. The list of DPA Logs can be filtered by various fields to narrow the search results.

3. Search results are displayed in alphabetical order by Grade, Homeroom, Student Last Name, First Name and Log Date. By default approved logs are not displayed.

4. Command buttons operate on the Search Results. **Educators can now send a Broadcast Message to selected Students and download a DPA Summary to Microsoft Excel.**

View Students List ?

---

**Filter Results By**

School: Virtual School Fake Independent School ? Change School

Grade: (All) ?

Homeroom: (All) ?

First Letter of Last Name: (All) ?

Student Name: \_\_\_\_\_ ?

Current Status:  Approved  Not Approved  With Exemptions  Without Exemptions  Valid PEN  Invalid PEN

---

**Search Results** ?

Select  All

Grade	Homeroom	Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input type="checkbox"/> Grade 10	Homeroom	Last Name, First Name	No PEN supplied - New PEN assigned	01/09/2008	Test Log	0.0	No	Not Approve

Last revised: 2009-05-11  
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### 4.1.1 Changing Your School

If the school listed is not correct it can be changed by clicking the Change School button:

The screenshot shows the 'View Students' List interface. At the top, it says 'View Students' List'. Below that, there's a 'View Students List' link with a question mark icon. The 'Filter Results By' section includes a 'School' dropdown menu currently set to 'Victoria High School', a 'Student Name' search box, and a 'Current Status' section with several checkboxes: 'Approved' (unchecked), 'Not Approved' (checked), 'With Exemptions' (checked), 'Without Exemptions' (checked), 'Valid PEN' (checked), and 'Invalid PEN' (checked). There are three question mark icons to the right of the filter section. A 'Change School' button is located to the right of the 'School' dropdown. At the bottom, there are 'Search' and 'Clear' buttons.

You will be prompted to select a new school:

The screenshot shows the 'Daily Physical Activity' confirmation screen. It starts with the title 'Daily Physical Activity'. Below the title, there's a message: '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.' Below this message is a 'Confirm School' link with a question mark icon. The 'EDUCATOR IDENTIFICATION' section contains two input fields: 'User Name' with the value 'MME110303' and 'Name' with the value 'Mike Morin'. The 'SCHOOL' section contains a message: 'Our records show that you are employed by the school below. Are you still employed by this school? If you are no longer employed by this school please select No and pick your School from the list.' Below this message are two radio buttons: 'Yes' (selected) and 'No'. At the bottom, there is a dropdown menu for 'School' currently set to 'Victoria High School'. At the very bottom, there are 'Next »' and 'Cancel' buttons.

Follow the directions in section 3.2 of this manual to complete the change of your school.

## 4.1.2 Filtering the Search Results

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

**View Students List** [?](#)

---

**Filter Results By**

**School** Victoria High School [?](#)

**Grade** Grade 10 [?](#)

**Homeroom** Mr. Smith [?](#)

**First Letter of Last Name** J [?](#)

**Student Name**  [?](#)

**Current Status**

Approved  Not Approved [?](#)

With Exemptions  Without Exemptions

Valid PEN  Invalid PEN

---

**Search Results** [?](#)

Select

All

	Grade	Homeroom	Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input type="checkbox"/>	Grade 10	Mr. Smith	James, Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	6.3	No	Not Approve <a href="#">?</a>

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

Search Field	Search Result
Invalid PEN	Only display students with invalid Personal Education Numbers

**Tool Tip 1** Activate the search by Student Name by pressing enter after the student's name or by clicking the Search button.

**Tool Tip 2** The Search Results refresh automatically after selecting Grade, Homeroom, First Letter of Last Name or the Current Status check boxes.

**Tool Tip 3** Reset the Search Results and buttons to the default by pressing the Clear button.

**Tool Tip 4** 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:

**Search Results** [?](#)

---

Select  
 All

	Grade	Homeroom	Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input checked="" type="checkbox"/>	Grade 10	Mr. Smith	James, Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	6.3	No	Not Approve ▾
<input type="checkbox"/>	Grade 11	Mrs. Jones	Lee, Simone	<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	Simone#1	1.3	No	Not Approve ▾

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

### Student Identification

---

**LEGAL NAME**

**Legal Name**

 ?

**SCHOOL OF RECORD**

**School of Record** **School of Record Start Date**

 ?  ?

**LOG**

**Log Name** **Log Start Date**

 ?  ?

**Grade (required)** **Homeroom (optional)**

 ?  ?

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:

PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
Supplied PEN confirmed	30/10/2008	Second Log	0.0	Yes	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	My very Second Log	7.5	No	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My Very First Log	0.0	Yes	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	Another Log	7.5	No	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	Another Log	7.5	No	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	Mikes First DPA Log	0.0	No	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First DPA Log	15.0	No	Not Approved ▼
<a href="#">No PEN supplied - New PEN assigned</a>	01/08/2008	Another Log	0.0	No	Not Approved ▼
<a href="#">No PEN supplied</a>	04/09/2007	Another DPA	0.0	No	Not Approved ▼

1. Valid PENs are indicated by a PEN Status that is not hyperlinked.

2. Invalid PENs that you need to action are indicated by the hyperlink in the PEN Status field.

In order to validate a student's PEN at minimum 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

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 screenshot shows the 'Pen Validation' page on the LearnNowBC website. The page features a navigation menu at the top with links for STUDENTS, PARENTS, EDUCATORS, and COURSE FINDER. A sidebar on the left contains various links such as 'Courses', 'Course Finder', 'Using Course Finder', 'How Do I Enrol?', 'Tool Tips', 'Obtaining Your PEN', 'Glossary', 'Schools', 'Learning Centre', 'Tools & Resources', 'For Students', 'For Parents', 'For Educators', 'Information', 'Contact Us', 'System', and 'Recent News'. The main content area is titled 'Pen Validation' and contains the following fields:

- Postal Code:
- Legal Last Name (required):
- Legal First Name (required):
- Legal Middle Name(s) (required):
- Usual Last Name (if different):
- Usual First Name (if different):
- Usual Middle Name(s) (if different):
- Birth Date (required):
- Gender (required):
- PEN# (required):

At the bottom of the form are 'Submit' and 'Cancel' buttons. The page is presented by the Virtual School Society.

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. DPA Details PDF Report
2. Download DPA Details to Excel
3. DPA Summary PDF Report
4. Download DPA Summary to Excel

The reports can be viewed online, saved to your computer or printed if you are connected to a printer. The reports are described in more detail in the following sections.

### 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 View DPA Details button at the bottom of the screen:

**Search Results** [?](#)

---

Select  
 All

	Last Name	First Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input checked="" type="checkbox"/>	James	Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	18.8	No	Not Approved ▾
<input type="checkbox"/>	Lee	Simone	<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	Simone#1	3.8	No	Not Approved ▾

**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.

DAILY PHYSICAL ACTIVITY REPORT							
<b>STUDENT IDENTIFICATION</b>							
Legal Name		Personal Education Number		As of Date			
Heath H Leger		PEN NOT VALIDATED *		03/11/2008			
* 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.							
<b>SCHOOL OF RECORD</b>							
School		Start Date		End Date			
02797025		01/09/2008					
Yunesit'in ?Esgul							
<b>STUDENT LOG</b>							
Log Name		Start Date		End Date			
My Very First Log		01/09/2008		01/09/2008			
Total Number of Minutes		Number of Weeks		Average Minutes / Week			
00		01		0.0			
Total Number of Steps		Status		Approved By			
00		Not Approved					
Activity Date	Activity Description	# of Minutes	Activity Type	Pedometer Start End		Exemption Type Reason	
01/09/2008		0		0	0	Holiday	Labour Day Monday
Daily Total : 0 Minutes			Daily Total : 0 Steps				

**Note 1** 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.

**Note 2** Invalid Personal Education Numbers (PEN) will not appear on the report. See section 4.1.2 for directions to validate your student's PEN.

**Note 3** Once you have approved your student's log the Status will change to Approved and your name will appear in the Approved By field. See section 4.3 for directions to approve your student's log.

**Note 4** Please see Appendix D for a known error with Adobe Reader 9 on Microsoft Windows Vista.

## 4.2.2 Download DPA Details to Excel

If you would like to review your students' DPA Logs in detail, including any exemptions that have been logged, the logs can be downloaded to your computer.

**Note** In order to download the DPA details you must have a recent version of Microsoft Excel installed on your computer.

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 Download DPA Details button at the bottom right of the screen:

**Search Results** [?](#)

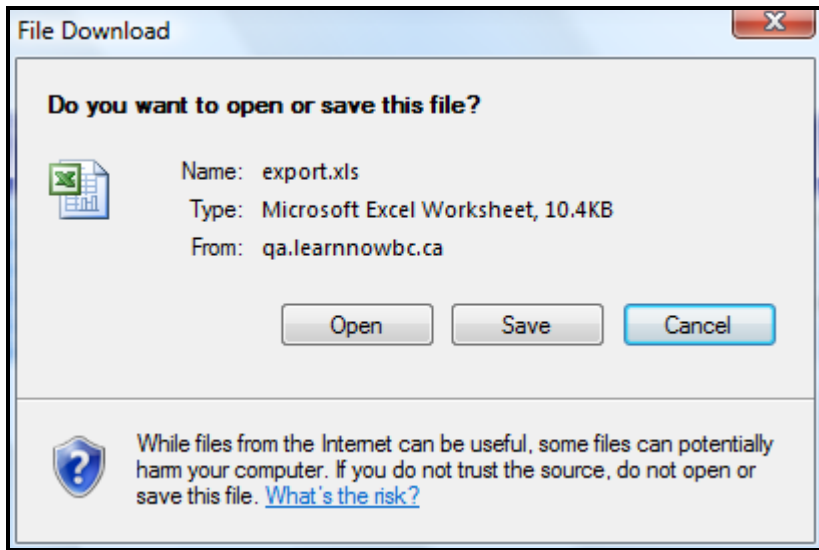
---

Select  
 All

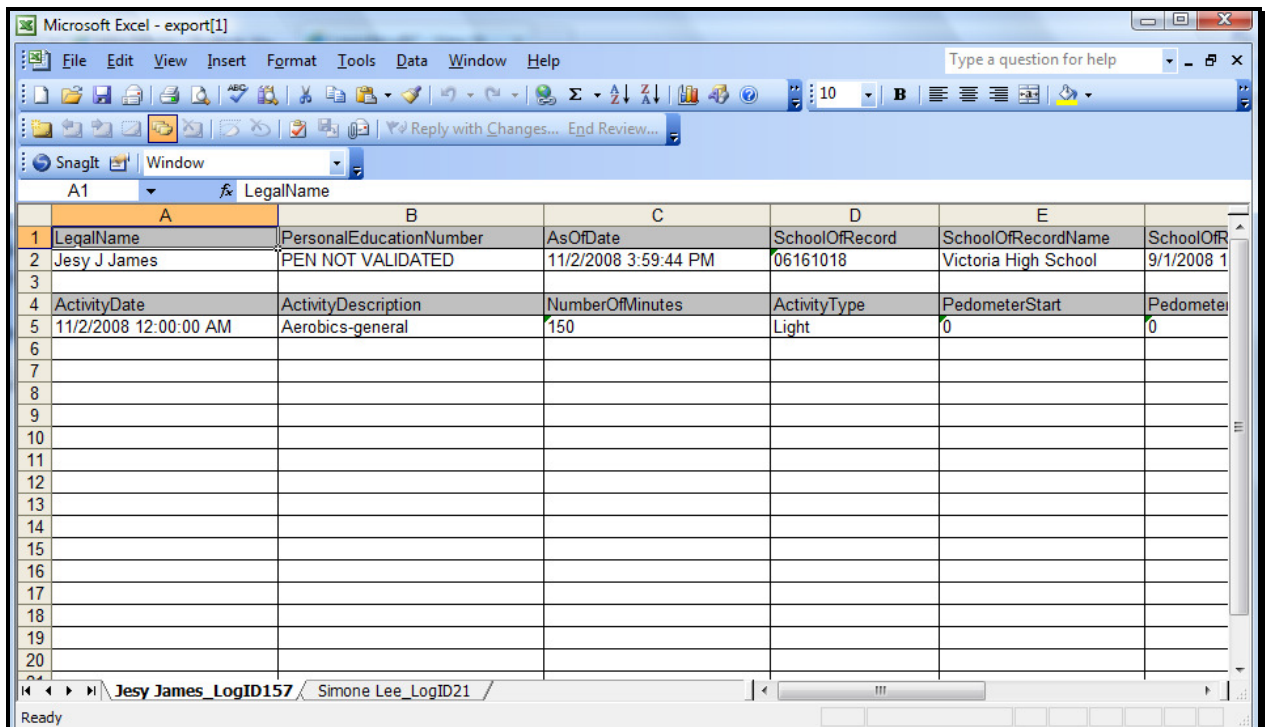
	Last Name	First Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input checked="" type="checkbox"/>	James	Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	18.8	No	Not Approved ▾
<input type="checkbox"/>	Lee	Simone	<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	Simone#1	3.8	No	Not Approved ▾

**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.

You will be prompted to Open or Save the file:

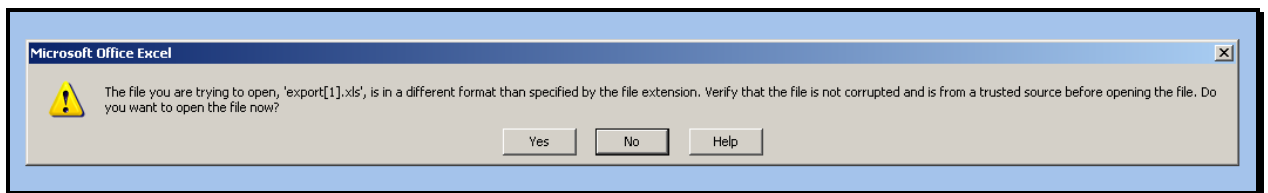


Click Open and the file will display in Microsoft Excel. There will be one worksheet tab per Log:



**Note**  
as below:

Users of Microsoft Excel 2007 may also receive an additional message



Simply click Yes and the file will open in Microsoft Excel.

### 4.2.3 View DPA Summary Report

The DPA Summary Report provides a one-page summary of your Student's DPA progress to date. 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 View DPA Summary button at the bottom of the screen:

**Search Results** ?

---

Select  
 All

	Last Name	First Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input checked="" type="checkbox"/>	James	Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	18.8	No	Not Approved ▾
<input type="checkbox"/>	Lee	Simone	<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	Simone#1	3.8	No	Not Approved ▾

**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 Summary report for the selected students will pop up in a new window. The report lists one DPA Log per page which can be easily attached to the student's report card.

**LearnNowBC**

**DAILY PHYSICAL ACTIVITY REPORT**

**STUDENT IDENTIFICATION**

Legal Name	Personal Education Number	As of Date
Jesy J James	PEN NOT VALIDATED *	02/11/2008

\* 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
06161018	01/09/2008	
Victoria High School		

**STUDENT LOG**

Log Name	Start Date	End Date
My First Term Log	01/09/2008	
Total Number of Minutes	Number of Weeks	Average Minutes / Week
150	08	18.8
Total Number of Steps	Status	Approved By
00	Not Approved	

**Note 1** 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.

**Note 2** Invalid Personal Education Numbers (PEN) will not appear on the report. See section 4.1.2 for directions to validate your student's PEN.

**Note 3** Once you have approved your student's log the Status will change to Approved and your name will appear in the Approved By field. See section 4.3 for directions to approve your student's log.

**Note 4** Please see Appendix D for a known error with Adobe Reader 9 on Microsoft Windows Vista.

#### 4.2.4 Download DPA Summary to Excel

Follow these steps to download a quick summary of your students' DPA Logs to Excel:

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 Download DPA Summary button at the bottom of the screen:

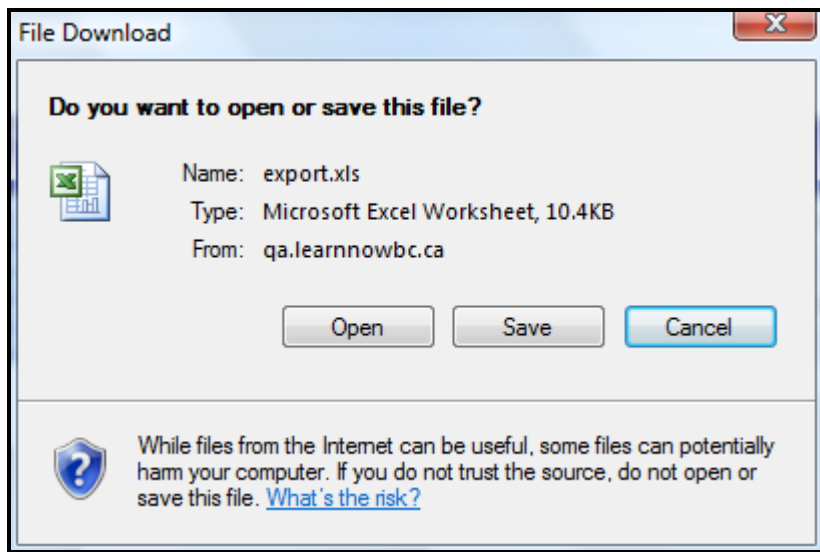
**Search Results** [?](#)

Select  
 All

	Grade	Homeroom	Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input checked="" type="checkbox"/>	Grade 10	Homeroom	Last Name, First Name	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	Test Log	0.0	No	<a href="#">Approved</a> ▼

**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.

You will be prompted to Open or Save the file:



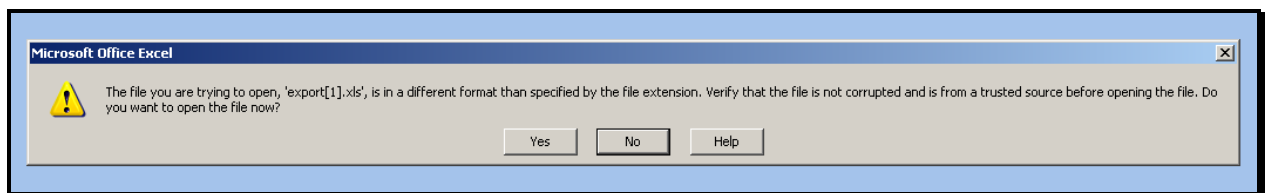
Click Open and the file will display in Microsoft Excel. There will be one row per DPA Log, in one worksheet:

	A	B	C	D	E	F	G
1	Legal Last Name	Legal First Name	LogName	Grade	Homerroom	Average Minutes per Week	Email
2	Last Name	First Name	Test Log	Grade 10	Homerroom	0	someone@vssociety.ca
3							
4							
5							

### Note

as below:

Users of Microsoft Excel 2007 may also receive an additional message



Simply click Yes and the file will open in Microsoft Excel.



## 4.2.5 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:

**Search Results** ?

Select  
 All

	Grade	Homeroom	Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input checked="" type="checkbox"/>	Grade 10	Homeroom	Last Name, First Name	No PEN supplied - New PEN assigned	01/09/2008	Test Log	0.0	No	Approved <span style="font-size: small;">▼</span>

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

**Send Broadcast Message**

This screen allows you to send a broadcast message to all of the Students that are selected on the View Student List screen.

Students will see your message when they access their DPA Log.  
 Type your message here. ?

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.

**Note** 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.

The Status field toggles the approval status for DPA Logs:

**Search Results** [?](#)

---

Select  
 All

	Last Name	First Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input type="checkbox"/>	James	Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	18.8	No	Not Approved ▾
<input type="checkbox"/>	Lee	Simone	<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	Simone#1	3.8	No	Not Approved ▾

When the Status drop down is changed the Submit button is activated:

**Search Results** [?](#)

Select  
 All

	Last Name	First Name	PEN Status	Log Date	Log Name	Avg Minutes / Week	Exemptions?	Status
<input type="checkbox"/>	James	Jesy	<a href="#">No PEN supplied - New PEN assigned</a>	01/09/2008	My First Term Log	18.8	No	Approved <input type="text"/>
<input type="checkbox"/>	Lee	Simone	<a href="#">No PEN supplied - New PEN assigned</a>	02/09/2008	Simone#1	3.8	No	Not Approved <input type="text"/>

Click the Submit button to approve the student's DPA Log.

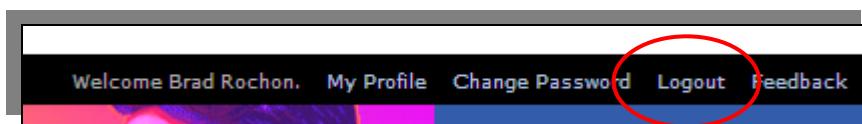
**Note 1** You can approve multiple logs at the same time by changing the Status of multiple Logs before clicking the Submit button.

**Note 2** You cannot approve Logs for students with invalid Personal Education Number (PEN) information. See section 4.1.3 for directions to validate your student's PEN.

**Note 3** If your student needs to make changes to their log after you have approved it, the same process can be followed to change the status back to Not Approved. This will allow the student to continue editing their DPA Log. You will not be able to remove your approval if your student has created a new DPA Log.

#### 4.4 Exiting DPA

Educators can exit the DPA Module by clicking on the *Logout* link at the top of any page.



## Appendix A – Glossary of Terms

<b>LearnNowBC</b>	<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>
<b>Daily Physical Activity</b>	<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>
<b>School of Record</b>	<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>
<b>Distributed Learning</b>	<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>
<b>Distance Learning</b>	<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>
<b>Personal Education Number (PEN)</b>	<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>
<b>Virtual School</b>	<p>The Virtual School does not have a building or location. It is an alliance of public distributed learning (DL) schools.</p>
<b>Virtual School Society (VSS)</b>	<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

<b>LNBC</b>	LearnNowBC
<b>DPA</b>	Daily Physical Activity
<b>DL</b>	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"> <li>1. Right-click the Internet Explorer icon on the desktop and 'Run as Administrator'. Then navigate to <a href="http://www.learnnowbc.ca">www.learnnowbc.ca</a> using this browser instance to create the PDF report in DPA.</li> <li>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.</li> </ol>