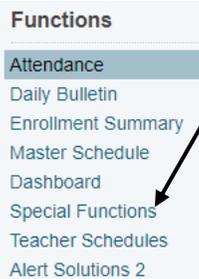


Diploma Exam Registrations (DER file - BULK) PowerSchool to PASIprep

1. Go to Special Functions



2. Under Heading Alberta PASI DER Functions > Click Mass Diploma Exam Registrations

A screenshot of a menu titled "Alberta PASI DER Functions". The menu items are: Manage Diploma Exam Sitings, Manage Diploma Exam Registration, Mass Diploma Exam Registration, View Available Diploma Exams, Diploma Exam Registration Status, and Diploma Exam Marks/Sittings Core Alerts. The "Mass Diploma Exam Registration" item is highlighted in blue, and a black arrow points from the text "Click Mass Diploma Exam Registrations" above to this item.

Alberta PASI DER Functions	
Manage Diploma Exam Sitings	Provides the ability to manage Diploma Exam Sitings.
Manage Diploma Exam Registration	Provides the ability to manage Diploma Exam Registration.
Mass Diploma Exam Registration	Provides the ability to Mass Diploma Exam Registration.
View Available Diploma Exams	Provides the ability to View Available Diploma Exams.
Diploma Exam Registration Status	Provides the ability to view Diploma Exam Registration Status.
Diploma Exam Marks/Sittings Core Alerts	Manage PASI Core Alerts for Diploma Exam Marks and Diploma Exam Sitings

3. Choose the correct TERM (so in our case for bulk upload it will be S1, S2 or Y1 note if you have students in a Year long DIPLOMA course that are going to write the exam in June you will have to do both an S2 and Y1 upload) – Click Submit

Mass Diploma Exam Registration

A screenshot of a web form titled "Mass Diploma Exam Registration". The form has two main sections: "Students to Include" and "Term".

Students to Include: There are two radio buttons. The first is "The selected 0 students only" and is unselected. The second is "All students" and is selected. Below the radio buttons, it says "Only students enrolled in selected school will be processed".

Term: There is a dropdown menu currently showing "18-19". The dropdown list includes: S1, S2, T1, T2, T3, Q1, Q2, Q3, and Q4.

At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

Note You can also choose to upload just a specific COURSE and/or Section as well. If you want to do All courses for the term leave the Diploma Exam Course BLANK and just click the Submit

Mass Diploma Exam Registration

Students to include

The selected 0 students only

All students

Only students enrolled in selected school will be processed

Term

18-19

S1

S2

T1

T2

T3

Q1

Q2

Q3

Q4

Diploma Exam Course

Submit Cancel

If you choose a course from the drop down it will then show the choices for any of section

Students to include

The selected 0 students only

All students

Only students enrolled in selected s

Term

18-19

S1

S2

T1

T2

T3

Q1

Q2

Q3

Q4

Diploma Exam Course

(SCN3230) Biology 30

Section

SCN3230.1 - Biology 30 (S1)

- Once you choose your file Click Submit A new page opens and either you will need to click the Refresh button manually or you will have to change the timer on the Refresh

Mass Diploma Exam Registration Results

Refresh

Status: Completed on null

Registration Result :

ASN	Student Name	Course Code	Component Code	Status

Back

To 30 seconds

Refresh

:30 1:00 5:00 10:00

Refresh 28

- Once this process in complete you will get the following information on the bottom of the screen. It will show how many registrations were processed and how many FAILED

Registration Result :

⚠ 11 registration records failed to process for 11 students

ASN	Student Name	Course Code	Component Code	Status
Student ASN	Name	SCN3230		Not Processed: Matching Sitting not Found
		SCN3230		Not Processed: Matching Sitting not Found

- To see the ones that failed and WHY click the Header word Status
You will now see all the failed ones on the top

You will need to fix any errors (in this case create a sitting for both the Machine scored and written component) and then you can re-upload your file and any registrations that are already up at PASI you will get a message saying Duplicate, which means it did NOT create another registration. Reminder if a student is doing a rewrite of a diploma exam they will need to do their own registration via MyPass. (make sure a sitting is available for them)

For records that processed it will show the word Processed in Status

Status: Completed on 09/18/2018 20:24:52

Registration Result :

✓ 1 registration records have been processed

ASN	Student Name	Course Code	Component Code	Status
Student ASN	Name	SCN3797	MS	Processed

- Note if you go away from this Results page you can go back and see the results again by going back to the Special Functions> Manage Mass Diploma Exam Registrations> click the Results button



If you want to see your failed results again you will have to sort again by clicking the Status word.