
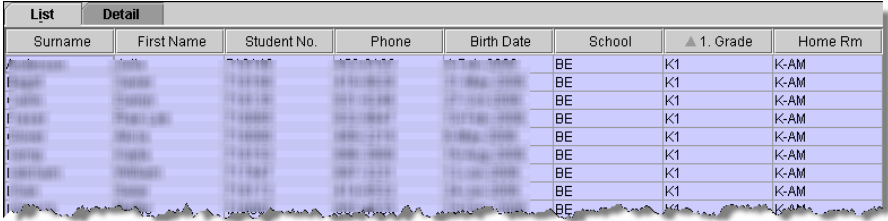

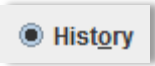
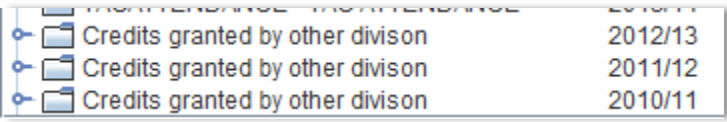
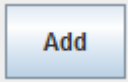
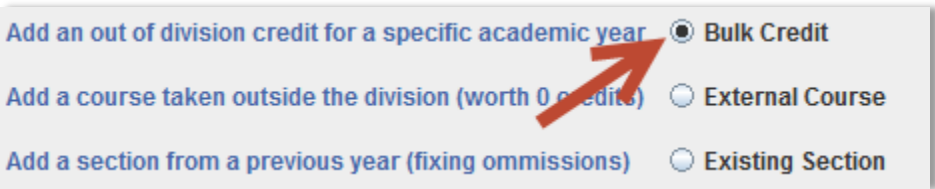
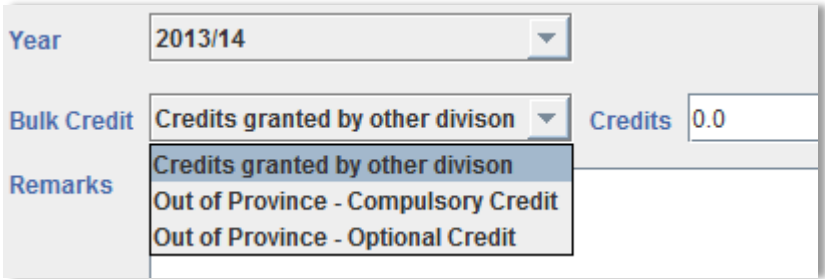
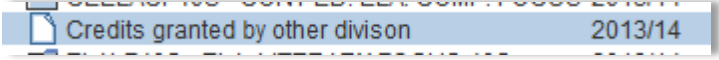

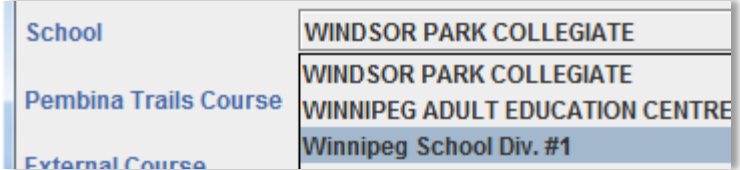
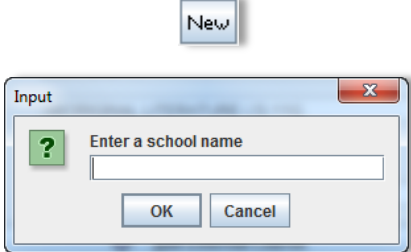


Adding Bulk Credits – Adding Courses from Out of Division

1.	From the Mayet main screen enter Student Records	
2.	Select the student needed <i>(Names blurred on purpose)</i>	
3.	Click the Course tab	
4.	Choose History	
5.	See if the Bulk Credit Holder is in place for that school year NOTE: If it is there jump to step 9, if it is not there continue to step 7	
6.	Click the Add Button	
7.	Choose Bulk Credit	

8.	<p>Enter the: School Year Bulk Credit Type Number of Credits earned externally that school year</p> <p>NOTE: Even if the Bulk Credit shows correctly, open the pull down and select it again</p>	
9.	Click on the Credits granted by other division for that year	
10.	Click the Add Button	
11.	Choose the School where the credits were earned from the list of schools	
11a	<p>If the school does not exist in the list click the New button and enter the new school</p> <p>NOTE: Please do not enter new schools without checking for all possibilities. The list of schools will get very long if duplicates are entered</p>	

12.	<p>Pick the equivalent Pembina Trails Course</p> <p>NOTE: If there is no equivalent course, contact the ITAs to have it entered. Please supply the:</p> <table border="1" data-bbox="178 285 858 844"> <thead> <tr> <th data-bbox="178 285 518 363">Data</th> <th data-bbox="518 285 858 363">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="178 363 518 428">Description</td> <td data-bbox="518 363 858 428">MATHEMATICS 10F</td> </tr> <tr> <td data-bbox="178 428 518 500">Course Code</td> <td data-bbox="518 428 858 500">MATH10F</td> </tr> <tr> <td data-bbox="178 500 518 571">Dept of Ed code</td> <td data-bbox="518 500 858 571">0080</td> </tr> <tr> <td data-bbox="178 571 518 643">Dept of Ed Level</td> <td data-bbox="518 571 858 643">10F</td> </tr> <tr> <td data-bbox="178 643 518 714">Department</td> <td data-bbox="518 643 858 714">Mathematics</td> </tr> <tr> <td data-bbox="178 714 518 786">Subject Area</td> <td data-bbox="518 714 858 786">Mathematics</td> </tr> <tr> <td data-bbox="178 786 518 844">Credits</td> <td data-bbox="518 786 858 844">0.0, 0.5, or 1.0</td> </tr> </tbody> </table> <p>NOTE: See table at end of this document</p>	Data	Example	Description	MATHEMATICS 10F	Course Code	MATH10F	Dept of Ed code	0080	Dept of Ed Level	10F	Department	Mathematics	Subject Area	Mathematics	Credits	0.0, 0.5, or 1.0	<div data-bbox="1129 350 1675 529" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1"> <tr> <td>Pembina Trails Course</td> <td>ABLIT(.5)11G</td> </tr> <tr> <td>External Course</td> <td>9981GIFTED 9990</td> </tr> <tr> <td>Final Mark</td> <td>AA10G</td> </tr> </table> </div> <p>*For spreadsheet list of courses already in Mayet Click Here</p>	Pembina Trails Course	ABLIT(.5)11G	External Course	9981GIFTED 9990	Final Mark	AA10G
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External Course	9981GIFTED 9990																							
Final Mark	AA10G																							
13.	<p>Optional</p> <p>You may change the External Course name if needed</p> <p>NOTE: This field will be filled with the Pembina Trails Course description</p>	<div data-bbox="1050 997 1751 1068" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1"> <tr> <td>External Course</td> <td>ABORIGINAL LITERATURE (.5) 11G</td> </tr> </table> </div>	External Course	ABORIGINAL LITERATURE (.5) 11G																				
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14.	Enter the student's final mark for the course	<div data-bbox="1180 1172 1625 1214" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1"> <tr> <td>Final Mark</td> <td>80</td> </tr> </table> </div>	Final Mark	80																				
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15.	Click the Add External Course button	<div data-bbox="1218 1253 1579 1328" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1"> <tr> <td style="text-align: center;">+</td> <td>Add External Course</td> </tr> </table> </div>	+	Add External Course																				
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16.	Repeat the process from step 11 – 15 for all credits earned in the school year	11 – 15
17.	Once all credits are entered click the OK button	

Errors that can occur

If you enter a bulk credit for a student and it shows on the student’s credit summary report but does not assign a credit to the transcript, contact the ITAs to have the course activated for the year in question.

Table for Requesting New Courses to Be Entered Into Mayet

Description	Course	Dept. Ed.	Level	Grade	Dept.	Credit
ACT. HEALTHY LIFE FIT. MAN 20F (50-50)	PEFM20F	0169	20F	10	Physical ed.	1.0