

# 1 Course Tallies and Lists with Designations

## 1.1 Quick Reports

The following Quick Reports are available to assist with looking at class composition:

### Course Requests by Course with Designations:

**Build View > Global top tab > Requests side tab > Reports > Quick Reports > Saved Reports > SD36 Course Requests by Course with Desig. > Finish**

### Class Lists with Designations:

**Build View > Workspace top tab > Schedules side tab > Reports > Quick Reports > Saved Reports > SD36 Class Composition > Finish**

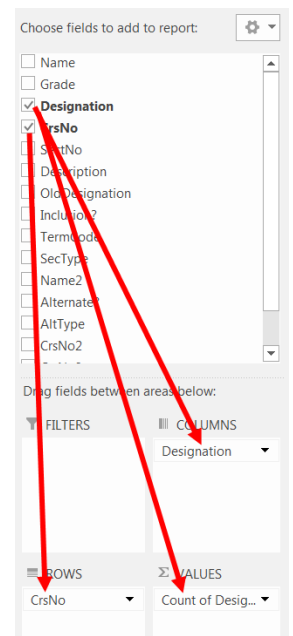
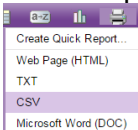
### Combined Classes Enrollment Totals:

**Build View > Workspace top tab > Master side tab > Sections sub side tab > filter: SD36 Sections Combined > Reports > Quick Reports > Saved Reports > SD36 Combined Class Totals > Finish**

## 1.2 Tallies in Excel

Below are steps to find the number of Low Incidence and Intensive Behaviour requests for each course in addition to the total number of requests in Excel:

1. **Build View > Global top tab > Requests side tab**
2. Field set: **SD36 SPED Designations**
3. Click the printer icon and select CSV
4. Open the file in Excel and apply a filter to the top row (Data > Filter)
5. Filter on the *Designation* column -
  - Filter to display low incidence designations of **A to G** and change them all to the word “**Low**”
  - Filter to display high incidence designations of **K to P** and **blanks** and change them all to “**N/A**”
  - Leave the H designations as an “H”
  - Clear the Filter
6. Click back into cell A-1 and select Insert > Pivot table
  - a. In the ‘Create PivotTable’ window leave the settings at the default of:
    - i. Select a table or range (your entire table should be selected automatically)
    - ii. New Worksheet
  - b. Click OK
7. Click and drag *CrsNo* into ROWS, *Designation* into COLUMNS, and *Designation* into VALUES (becomes *Count of Designation*). →



- This will produce the following table which includes counts of H (intensive behavior), Low (low incidence), N/A (high incidence and no designation), and a Grand Total:

	A	B	C	D	E
1					
2					
3	Count of Designation	Column Labels			
4	Row Labels	H	Low	N/A	Grand Total
5	MAC--11--S		22		22
6	MACC-12--S		9		9
7	MADGE08--S-A	2	11	220	233
8	MADGE09--S	1	19		20
9	MAF--11--S	1	19		20

- Highlight the entire table starting at row A-4 and copy.
- Open a new tab and *Paste Values*
- You can now filter, sort, and edit as necessary.

This Excel tally can also be run on *Course Sections* once you have loaded students into sections from the **Build View > Workspace** top tab > **Schedules** side tab > field set: **SD36 SPED Designations**

## 2 Section Enrollment Max

There are two ways that you are able to limit the maximum number of students that can be scheduled into a section:

- Reduce the **Section enrollment max** from the **Courses** top tab
- Use the **Reserve Seats** option. See “Scheduling 4 - Build, Load and Load Analysis” document, Section 6 for information on this option.

## 3 Control Inclusion Students

**Control Inclusion Students** is a Build Scenario Preference that is used to limit the number of student requests flagged as “Inclusion” that can be loaded into a section e.g. if the Inclusion count is set to 2, the system will only load a maximum 2 Inclusion Requests in each section.

**Note:** Unfortunately for combined ‘classes’ groupings, this limit is on each individual section in the grouping, rather than for the grouping as a whole i.e. for a classes grouping of MAF--11 and MAF--12, if the inclusion count is set to 2, the system will allow 2 inclusion requests in MAF--11 and 2 in MAF--12 for a total of 4 inclusion requests in the class.

There are three steps to set this up:

- Set the **Control Inclusion Students** preference in the scenario
- Indicate **Student Course Requests** as **Inclusion**
- Indicate **Course Sections** as **Inclusion sections**

### 3.1 Set the Control Inclusion Students Preference

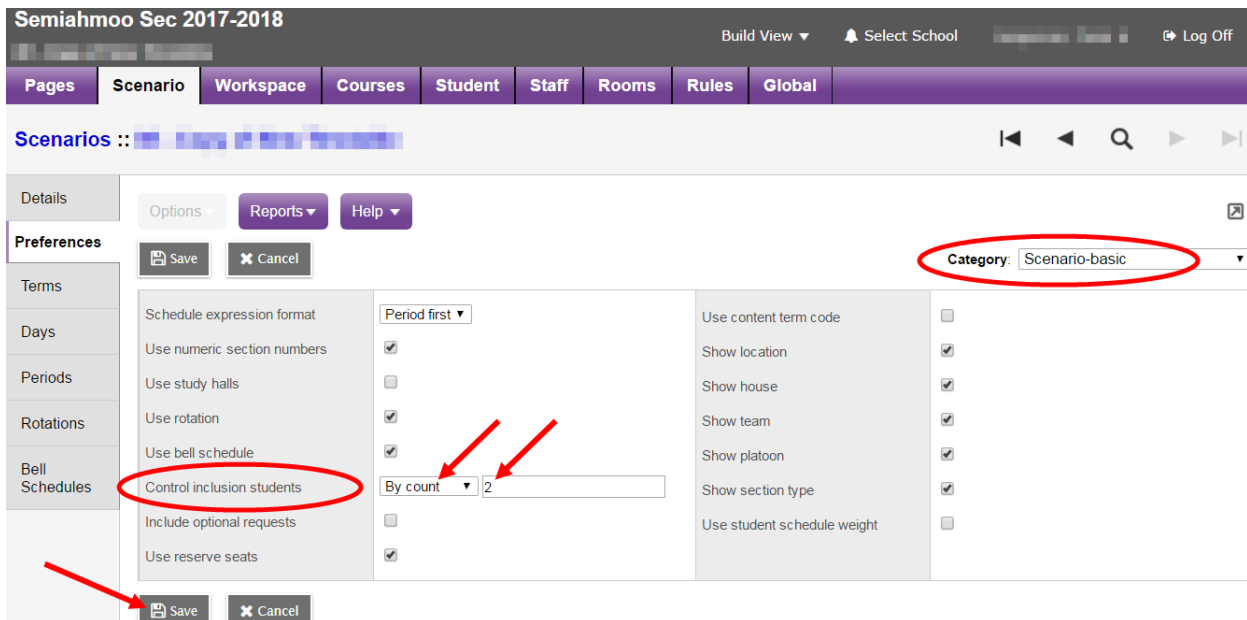
**Build View** > **Scenario** top tab > click into the scenario > **Preferences** side tab > Category: **Scenario-basic**

In the **Control inclusion students** field, use the drop-down arrow to select either:

- **By ratio (%)** to control the ratio of inclusion requests by a specific percentage of the class enrollment total. Type the percentage in the field.
- **By count** to control the number of inclusion requests by specifying the exact number of inclusion requests the system can schedule in each inclusion section. Type the number in the field.

To limit the number of **Inclusion** requests that can be scheduled to 2, you will need to select '**By count**' and enter the number '**2**'.

Click **Save**.



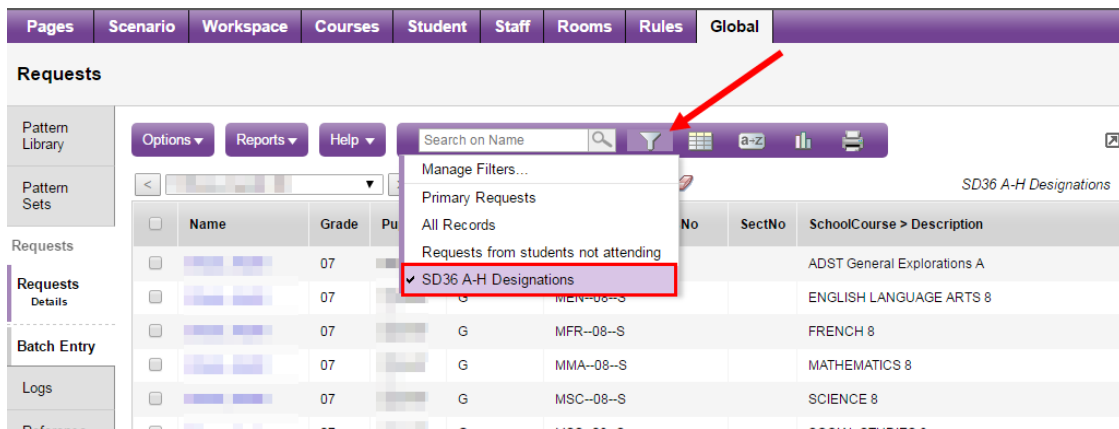
The screenshot shows the 'Semiahmoo Sec 2017-2018' Scheduling Preferences interface. The 'Scenario' tab is selected. The 'Control inclusion students' field is highlighted with a red circle. The dropdown menu is set to 'By count', and the value '2' is entered in the adjacent text box. The 'Category' dropdown is also highlighted with a red circle and set to 'Scenario-basic'. Red arrows point to the 'By count' dropdown and the '2' in the text box. The 'Save' button at the bottom left is also highlighted with a red arrow.

## 3.2 Indicate Student Course Requests as Inclusion

The flag of **inclusion** is on the *Course Request*, not on the student. This means that a student could have some requests flagged as inclusion and others not.

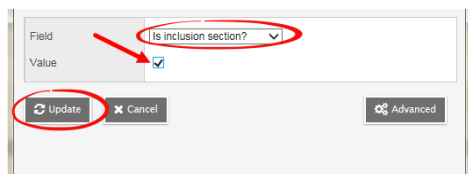
### 3.2.1 Set all Low Incidence and Intensive Behaviour Student Requests

1. **Build View > Global** top tab > **Requests** side tab >
2. Field set: **SD36 SPED Designations**
3. Filter: **SD36 A-H Designations**



This will call up all Requests for students with an A-H Designation so that you are able to use Mass Update to set these requests to **Inclusion**.

4. **Options > Mass Update > Field: Is inclusion section? > check the Value box > click Update**



5. If you have courses where you do not want to limit the number of **Inclusion** requests, it is recommended that you uncheck **Is inclusion section** for those requests using either Modify List, Mass Update, or updating individual student course requests.

**Note:** If you have any courses that should not have the number of **Inclusion Requests** limited, you will need to set the **Course Requests** for those courses back to not inclusion. You can use **Filter Requests** and **Mass Update** as outlined in the next section.

It may be advisable to re-run this process before each load to ensure that your Inclusion Requests are up to date.

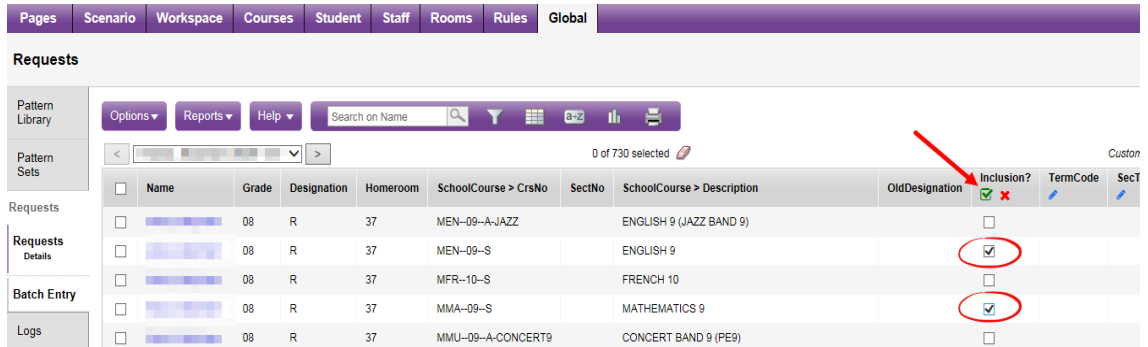
### 3.2.2 Modify List and Mass Update Inclusion Flag

You can use modify list or mass update to update the Inclusion flag on student requests from either:

**Global** top tab > **Requests** side tab or

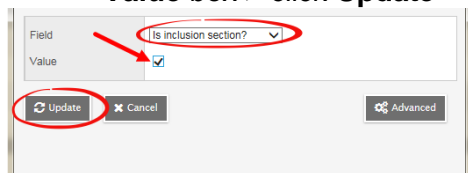
**Courses** top tab > select the course > **Requests** side tab (this option is course by course)

1. **Modify List:** Check or uncheck the box for the applicable students(s) in the **Inclusion?** column and click the green check box to **Save** before navigating to the next page.

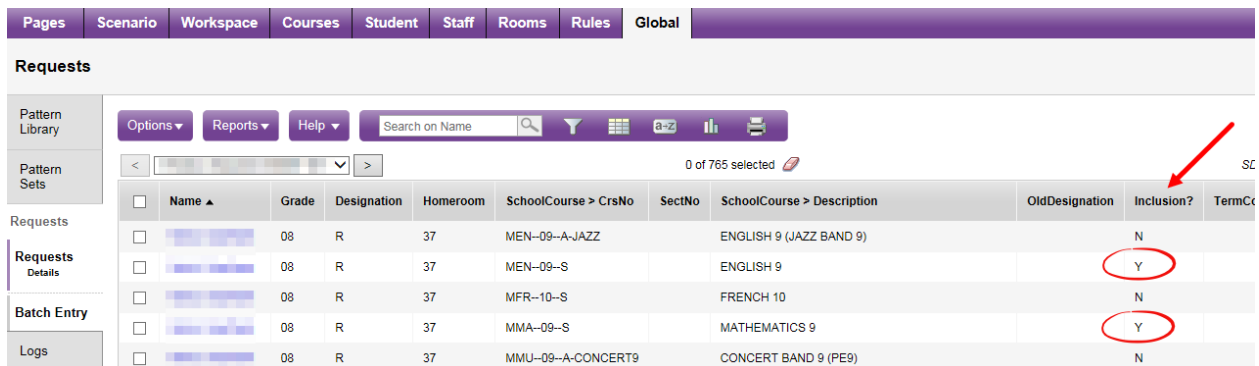


Name	Grade	Designation	Homeroom	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	OldDesignation	Inclusion?	TermCode	Sect
[blurred]	08	R	37	MEN-09-A-JAZZ		ENGLISH 9 (JAZZ BAND 9)		<input type="checkbox"/>		
[blurred]	08	R	37	MEN-09-S		ENGLISH 9		<input checked="" type="checkbox"/>		
[blurred]	08	R	37	MFR-10-S		FRENCH 10		<input type="checkbox"/>		
[blurred]	08	R	37	MMA-09-S		MATHEMATICS 9		<input checked="" type="checkbox"/>		
[blurred]	08	R	37	MMU-09-A-CONCERT9		CONCERT BAND 9 (PE9)		<input type="checkbox"/>		

2. **Mass Update:**
  - a. Select the students(s) you wish to mass update > **Options** > **Show Selected** or Use the > **Options** > **Filter Requests** to query for the requests to update
  - b. **Options** > **Mass Update** > Field: **Is inclusion section?** > check or uncheck the **Value** box > click **Update**



The request(s) set as **Inclusion** will have a “Y” under the *Inclusion?* Column:



Name	Grade	Designation	Homeroom	SchoolCourse > CrsNo	SectNo	SchoolCourse > Description	OldDesignation	Inclusion?	TermCode	Sect
[blurred]	08	R	37	MEN-09-A-JAZZ		ENGLISH 9 (JAZZ BAND 9)		N		
[blurred]	08	R	37	MEN-09-S		ENGLISH 9		Y		
[blurred]	08	R	37	MFR-10-S		FRENCH 10		N		
[blurred]	08	R	37	MMA-09-S		MATHEMATICS 9		Y		
[blurred]	08	R	37	MMU-09-A-CONCERT9		CONCERT BAND 9 (PE9)		N		

### 3.2.3 Individual Students Requests

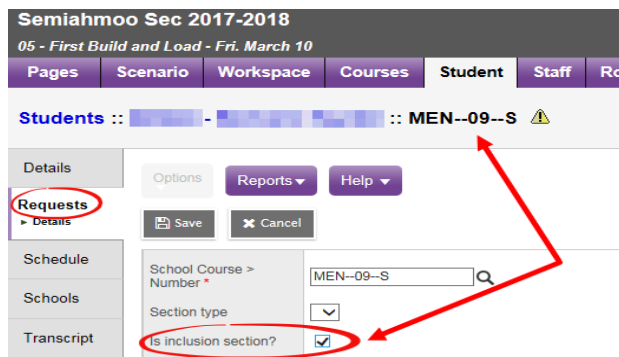
Individual student requests can be flagged as Inclusion from either:

**School View** > **Student** top tab > select the student > **Schedule** side tab > **Requests** sub side tab > click into the **Details** of course request or

**Build View** > select a scenario > **Student** top tab > select the student > **Requests** side tab > click into the **Details** of course request

**Build View** > select a scenario > **Global** top tab > **Requests** side tab > click into the **Details** of the course request

1. Check the **Is inclusion section?** Box



2. Click **Save**

## 4 Course Section - Is Inclusion Section

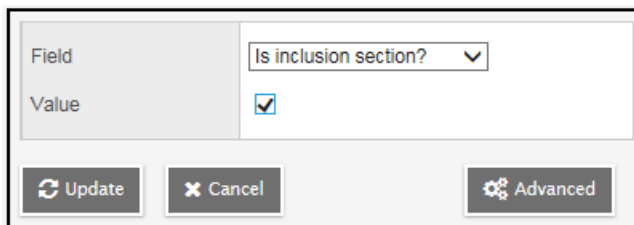
Sections will need to be set as “Is Inclusion Section?” in order for requests flagged as *Inclusion* to be scheduled into the section. If you do not have this set, no requests set as *Inclusion* will be able to be scheduled into the section.

**Note:** This step can only be completed once you have the course sections initialized in the Workspace.

**Build View** > **Workspace** top tab

You are able to Mass Update the course sections:

**Options** > **Mass Update** > Field: select **Is inclusion section?** > Value: **check the box** > Click **Update**



The sections set as Inclusion will have a “Y” in the *Inclusion?* Column:

Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global				
<b>Sections</b>												
Master												
Options Reports Help												
1:MAC--11--S-01 0 of 412 selected												
<input type="checkbox"/>	Course	SecNo	ScheduleTerm > Code	Unrotated Schedule	Team	Schedule	PrimaryStaff > Name	PrimaryRoom > Num	<b>Inclusion?</b>	Total	Max	SecT
<input type="checkbox"/>	MAC--11--S-01	01							Y	0	30	
<input type="checkbox"/>	MACC-12--S-01	01							Y	0	30	
<input type="checkbox"/>	MADGE09--S-01	01							Y	0	30	
<input type="checkbox"/>	MADIT09--S-01	01							Y	0	30	
<input type="checkbox"/>	MADPT09--S-01	01							Y	0	24	
<input type="checkbox"/>	MAE--09--S-01	01							Y	0	30	

## 5 Course Tally Report

Once student course requests are flagged as *Inclusion*, they will display on your Course Tally Report if you select the “**Show inclusion counts**” box prior to running the report:

**Course Tally**

Courses to include:

Search value:

Scheduled students only:

**Show inclusion counts**:

Show calculated section counts:

Sort results by:

Format:

The Course Tally report will indicate the number of requests flagged as inclusion in brackets next to the total count e.g. in the example below MBI--11--S has 120 total requests, 8 of which are flagged as Inclusion:

Number	Description	Department	Lvl	Primary	Alternate	Total	Enrollment Max	Section Count
MAC--11--S	ACCOUNTING 11	Business Education	Regular	23 (0)	6 (0)	29 (0)	30	0.77
MACC-12--S	ACCOUNTING 12	Business Education	Regular	14 (0)	1 (0)	15 (0)	30	0.47
MADGE09--S	ADST 9 - General Explorations (Modules)	Applied Skills		17 (0)	28 (0)	45 (0)	30	0.57
MADIT09--S	ADST - Information and Communications Technologies	Applied Skills		19 (0)	18 (0)	37 (0)	30	0.63
MADPT09--S	ADST - Power Technology	Applied Skills		17 (0)	16 (0)	33 (0)	24	0.71
MAE--09--S	ARTS EDUCATION 9	Fine Arts		68 (0)	57 (0)	125 (0)	30	2.27
MAF--11--S	ART FOUNDATIONS 11	Fine Arts	Regular	28 (0)	5 (0)	33 (0)	30	0.93
MAF--12--S	ART FOUNDATIONS 12	Fine Arts	Regular	30 (0)	6 (0)	36 (0)	30	1.0
MAT--11--S	AUTOMOTIVE LEVEL 1	Technology Education	Regular	16 (0)	9 (0)	25 (0)	24	0.67
MAT--12--S	AUTOMOTIVE LEVEL 2	Technology Education	Regular	16 (0)	2 (0)	18 (0)	24	0.67
MAWM-10--S	APPRENTICESHIP & WORKPLACE MATH 10	Mathematics	Regular	28 (0)	0 (0)	28 (0)	30	0.93
MAWM-11--S	APPRENTICESHIP & WORKPLACE MATH 11	Mathematics	Regular	14 (0)	0 (0)	14 (0)	30	0.47
MBI--11--S	BIOLOGY 11	Science	Regular	116 (8)	4 (0)	120 (8)	30	3.87