



MyEducationBC

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# Distributed Learning & Continuing Education Schools

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## Setup and Processes

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June 2023 v3.4

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## Version History

Version	Date	Description
1.0	Sep 2014	Initial document created.
1.1	Sep 2014	Updated scenarios and updated BCeSIS student locator.
2.0	Oct 2015	Updated document for current processes.
2.1	Aug 2016	Removed outdated section on Resources, and section on Schedule Transcript Copy Procedure which is now separately documented.
3.0	Mar 2017	Screenshots updated to release 5.6, Active Date preference setting added, clarification of posting grades and dates.
3.1	Jun 2017	Active Date school preferences detail and screen shot added.
3.2	Apr 2019	Added hyperlinks to Table of Contents
3.3	May 2023	Section 1.0 expanded Added Section 2.0 District Online Schools (DOLS)
3.4	Jun 2023	Updates to Section 2.0 DOLS validation error messaging for postal code validation on catchment area boundaries Updates to Section 2.3 – reference to OLR documentation for students outside of catchment boundaries

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## 1.0 School Setup Tips for DL and CE schools

In a distributed learning or continuing education school, the school setup tasks outlined in the School Setup document should be completed. Some additional information is provided below in the context of DL and CE schools.

### 1.1 School Type

Determines the format of the extract and the options available on the parameter pop-up window.

- School type determines how some Ministry exports and reports are produced.
- Regular and DL for all schools except Summer Schools
- Summer School for Summer Schools only

### 1.2 School visibility when Selecting Schools

Select School(s): Select the school the extract is being run for.

- School users will only have the option to select schools they are connected to.
- District users will have the option to select multiple schools.

Grades: Use the drop-down menu to select the grades to be included in the extract.

### 1.3 Distributed Learning – Active Course Date

If the school type is a distributed learning or continuing education school, populate the appropriate Active Course Date for this 1701 reporting period (the first calendar day after the last funding snapshot date).

- **Active Date Preference Setting: School TT> Setup > Preferences > Grade** category. This setting will define how the recording of the Active Date is managed at the school.



Active Date is enabled by:

- **Disable** – no automatic population of the Active date. Active date may be manually entered.
- **By Multiple Assignments** – enables a flag on the Assignment detail default template allowing a teacher to indicate one or multiple assignments as being the trigger for the Active date to automatically populate. If the Active date flag is set for multiple assignments then ALL assignments with the flag set must have a mark entered for the Active date to automatically populate.
- **By First Assignment Mark only** – the Active date is automatically populated when the first assignment mark is entered.

## 1.4 Calendars

**Calendars:** School top tab > **Calendars** side tab (School Setup guide)

- Ensure the school calendar has a name of Standard.
- Calendars should still be assigned to the primary students in the school, even if attendance is not being taken.
- Secondary students (cross-enrolled students) will have a calendar value assigned by their primary school. This cannot be changed by the secondary school.

## 1.5 Grade Terms, Schedule, Courses and Sections

- **Grade Terms: Grades** top tab > **Grade Terms** side tab (School Setup or Grade Management guide)
  - Grade terms are required set up. If the DL or CE school issues report cards three times a year for elementary grades and four times a year for secondary level grades, then the K-12 grade term model may be appropriate.
  - For DL and CE schools that are not using MyEducation BC for regularly issued report cards, grade input may be prepared for only the final grade term (Q4 or Tri 3) so the final mark column appears for entry and posting to the transcript. This assumes all courses are running in a Full-Year schedule term model.
- **Schedule Structure: Schedule** top tab > **Structure** side tab
  - DL and CE schools commonly have a master schedule that has one full-year schedule term, one day and one period with all sections scheduled into the same period. Additional periods can be defined, if desired.
- **Courses: Schedule** top tab > **Courses** side tab (School Setup guide or Elementary Scheduling guide)
  - Courses need to be set up with the appropriate transcript definitions
  - Single Term transcript definition must be used if the Continuing Courses Processes will be used in the school (Continuing Courses guide)
- **Sections: Schedule** top tab > **Schedule Attributes** side tab > **Course Attributes** sub-side tab (Elementary Scheduling guide)
  - Most DL and CE schools will have one section of each course to assign to students; however, master schedules can be built for whatever model the school operates in.
- **Course Sections: Schedule** top tab > **Master** side tab > **Sections** sub-side tab (Elementary Scheduling guide)
  1. Assign teachers, schedule terms, schedule expression (period/day) and max enrollments.
  2. For DL and CE schools, all the sections need to be scheduled, but can be scheduled into the same day and period.

## 2.0 District Online School (DOLS) and Provincial Online School (POLS)

There are two types of online learning schools identified by the Ministry:

### 1. District Online Learning School (DOLS)

- Catchment area boundaries are enforced
- If a student's postal code is outside the catchment area determined by the Ministry, the DL school will not be able to:
  - a. Enroll the student to the school
  - b. Cross-enroll the student from a primary school
  - c. Schedule a student into courses in the DL school

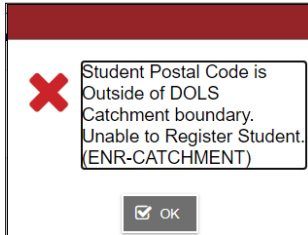
### 2. Provincial Online Learning School (POLS)

- Catchment area boundaries are not enforced
- The POLS school will be able to:
  - a. Enroll any student in BC to the school
  - b. Cross-enroll any student in BC from a primary school
  - c. Schedule any student in BC into courses in the POLS

## 2.1 DOLS Catchment Area Boundary Enforcement

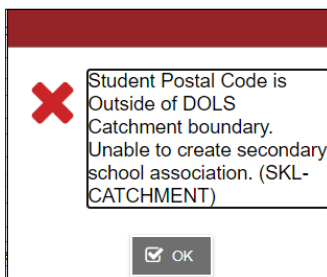
### 2.1.1 Enrolling a student

If a DOLS attempts to register a student who has a postal code outside of the catchment area boundaries for the school the following message will display:



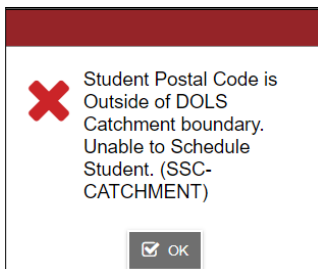
### 2.1.2 Cross-enrolling a student (creating a secondary school association)

If a DOLS attempts to cross-enroll a student who has a postal code outside of the catchment area boundaries for the school the following message will display:



### 2.1.3 Scheduling a student

If a DOLS attempts to schedule a student into courses in a DL who has a postal code outside of the catchment area boundaries for the school the following message will display:



## 2.2 Setting a School to DOLS

**District View > District top tab > Schools side tab > Select the School Details or District View > District top tab > Schools side tab > Options > Modify List**

**Central Okanagan Public Schools #23 2022-2023**

Pages **District** Student Staff Attendance Conduct Grades Assessment Sc

**Schools**

Setup **Options** Reports Help Search on Name

School Years < 1:A S Matheson Elementary >

ID	Name	ShortName	Type	DOLS
2323031	A S Matheson Elementary	ASM	Standard	N
2325033	A S Matheson StrongStart Ctr	MSS	Early Learning	N
2323000	Adult Education SD 23	C23	Continuing Ed	N
2323070	Anne McClymont Elementary	AME	Standard	N
2323034	Bankhead Elementary	BAN	Standard	N

Schools Details Schedules

**School View > School top tab > Setup > Details. Set the flag to Y.**

**eSchool23 2022-2023**

Pages **School** Student Staff Attendance Conduct Grades Assessment

**School Setup :: eSchool23**

Setup **Options** Reports Help

Setup Details Preferences Save Cancel

Guided Tasks General Address Online Registration

Online Registration

School Identifier 2399159

Name \* eSchool23

Type DL

School level Kindergarten - Gr 12

District Online Learning School

Start grade

Number of grades

**District Online Learning School**  
If checked, District catchment areas will be enforced.



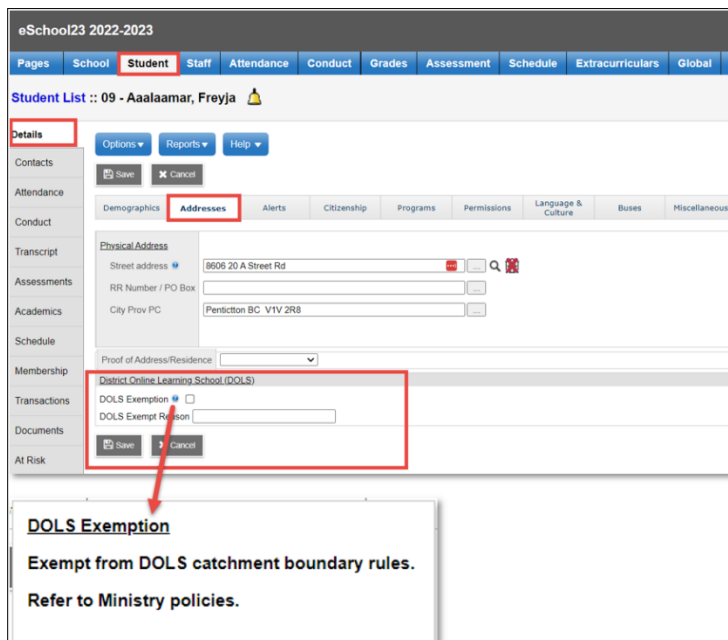
## 2.3 Students Exempt from Catchment Area Boundary Rules

If a student lives outside the catchment area for a District Online School, and the school chooses to accept the student to the school, there is a flag that must be set to complete the student registration.

Notes:

1. Refer to Ministry guidelines regarding funding for registered students living outside the catchment boundary for a school.
2. Online Registration – accepting students outside catchment area boundaries: Refer to section 4.5.4.1 DOLS District Online Schools: Students Outside of Catchment Area Boundaries) in the **Online Registration** document for instructions on accepting a student registration when the student’s postal code is outside the catchment area boundary for a DOLS.

**School View > Student top tab > Details side tab > Address sub top tab > DOLS Exemption**



The screenshot shows the 'eSchool23 2022-2023' interface. The 'Student' tab is active, and the 'Details' side tab is selected. Under 'Details', the 'Addresses' sub-tab is active. The 'Physical Address' section contains fields for 'Street address' (8606 20 A Street Rd), 'RR Number / PO Box', and 'City Prov PC' (Penticton BC V1V 2R8). Below this, the 'Proof of Address/Residence' dropdown is set to 'District Online Learning School (DOLS)'. A red box highlights the 'DOLS Exemption' checkbox (which is checked) and the 'DOLS Exempt Reason' text field. A red arrow points from this box to a pop-up window titled 'DOLS Exemption' which contains the text: 'Exempt from DOLS catchment boundary rules. Refer to Ministry policies.'

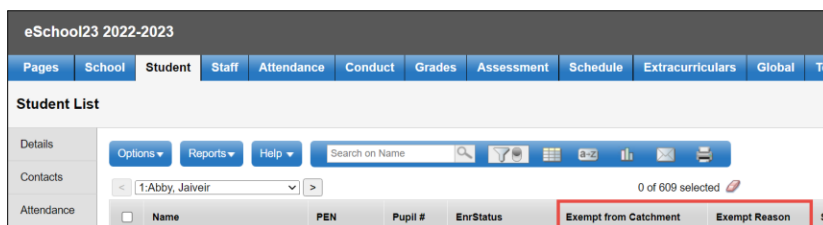
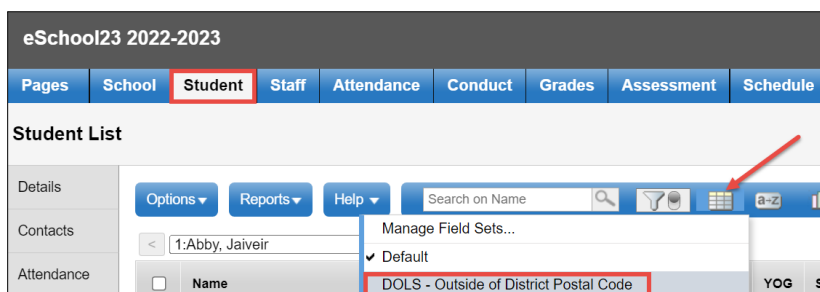
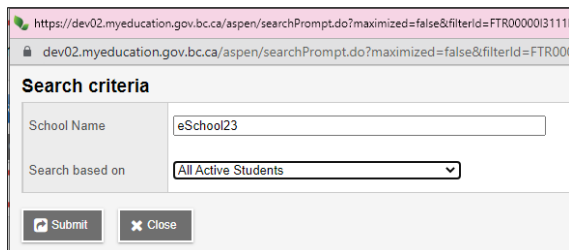
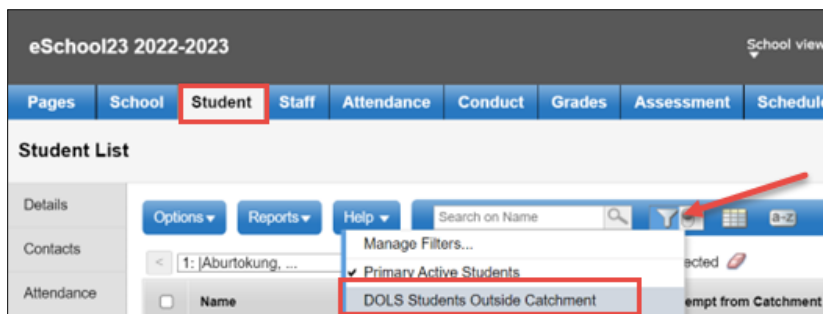
An **Exempt from Catchment Reason** should be entered if the student is exempt from the catchment boundary rules. There is a limit of 25 characters in the field.

## 2.4 Identifying Students Outside of Catchment Area Boundaries

**School View > Student List > Filter = DOLS Students Outside Catchment > Field Set = DOLS -Outside of District Postal Code**

The filter will display students in the current school who have the Exempt from Catchment flag set on the student record.

- The filter can be run for:
  - All Active Students
  - Next Year Students
- The default school = current school. (Note: Do not change the name of the school in the filter parameters)



## 2.5 Students Outside DOLS Catchment Area Report

The report identifies students in a DOLS who have been flagged as **Exempt from Catchment** and the **Exempt from Catchment** reason. It is run at both the District and School view.

**District View > Student top tab > Reports > Students Outside DOLS Catchment Area**

**School View > Student top tab > Reports > Students Outside DOLS Catchment Area**

The screenshot shows the 'Student List' interface. The 'Reports' dropdown menu is open, displaying a list of reports. The report 'Students Outside DOLS Catchment Area' is highlighted. Other reports in the list include 'Annual Instructional Plan', 'BC Homeroom List w. Grid', 'BC Student Course Change History', 'BC Student Information Verification Form', 'BC Student Information with Photo', 'BC Student Permission Audit', 'BC Student Withdraw Form', 'Report Cards - Multi Term-CN', 'Report Cards image check', 'Student Request Entry Status', 'Student Unscheduled Periods', 'BC Class Lists', and 'Grad Reports'.

The screenshot shows the configuration window for the 'Students Outside DOLS Catchment Area' report. The window has a title bar with the URL 'https://dev02.myeducation.gov.bc.ca/asper/runTool.do?maximized=false&oid=R...'. The main content area has a title 'Students Outside DOLS Catchment Area'. Below the title, there is a search field labeled 'Select school(s)' with the text 'SIDES-South Island Dist Ed' and a magnifying glass icon. Below the search field, there is a 'Format' dropdown menu set to 'Adobe Acrobat (PDF)'. At the bottom of the window, there are two buttons: 'Run' and 'Cancel'.

Only schools with the DOLS flag will display in the magnifying glass in the District View.

In School View, the current school will display only if it has the DOLS flag set. If the report is run for a school where the DOLS flag has not been set, the results will be empty.

**Kamloops/Thompson**

@KOOL

**Students Outside DOLS Catchment Area**

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March 9, 2023

PEN	Pupil Number	Legal Name	Address	Postal Code	Exempt	Reason
<b>Primary School : @KOOL</b>						
100650829	2567475	Gomm, Oluwakamiye	6243 Elwell Dr KEREMEOS, BC V5Z 7L2	V5Z 7L2		
101060358	2591057	Gobbi, Dinhan	290 North Island Hwy Dr Acton, BC V3Z 5L5	V3Z 5L5		
101195907	2692486	Emo, Chonghao	8802 - 59th Ave, East Rd Port Coquitlam, BC V4Z 4L2	V4Z 4L2		
101209989	2669427	Duizer, Yichuan	7543 Colonial Dr. Rd Lanlgey, BC V7Z 4L2	V7Z 4L2		
101235869	2694082	Osterhold, Thimythien	8482 3081 Glen Dr Greenville, BC V3Z 4L3	V3Z 4L3		
101269322	2215085	Nematsaberi, Renish	165 799-9A Ave Lumby, BC V7Z 5L4	V7Z 5L4		
101282960	2536936	Hankey, Ionessa	8897 - 1209 Howie Rd Victoria, BC V6Z 1L5	V6Z 1L5		
101302412	1412396	Leftwich, Goncalo	8131 Burne Ave. Place Whitevale, BC V3Z 4L2	V3Z 4L2		
101333888	2342104	Jokinen, Kaiwei	9704 28th Crescent Dr Kincolith, BC V3Z 6L3	V3Z 6L3		
101343333	2604030	Jhawer, Mohamedali	4126 4638 Gladstone Hwy Mile 108 Ranch, BC V8Z 4L5	V8Z 4L5		
101354389	2655503	Reimerhacking, Jayakiran	3485 39920 Government Terr Avola, BC V5Z 3L7	V5Z 3L7		
101383321	2330488	Dubowski, Morrisonmathiasmarion	330 Columbia Station Hwy Logan lake, BC V4Z 1L7	V4Z 1L7		
101413011	2696148	Chypurko, Mayen	5933 Moresby Rd Victooria, BC V5Z 6L8	V5Z 6L8		
101470276	449126	Heffel, Xiyuanwesley	5882 10 Ave SW Rd Pitt Meadods, BC V8Z 6L3	V8Z 6L3		
101481539	2689677	Antaya, Wangyu	1128 Swordy Rd Rd Tacoma, BC V8Z 2L2	V8Z 2L2		
101502219	2568700	Vagozarireykandeh, Egide	1432 Sandy Beach Road Rue Kitamaat, BC V6Z 5L7	V6Z 5L7		
101512176	2674149	Rabideau, Jinjin	7954 Jenner Road Terr New Aiyansh BC, BC V5Z 8L7	V5Z 8L7		
101611598	1331011	Mallet, Ranica	216 Walcot Rd Manvi, BC V5Z 3L3	V5Z 3L3		
102026846	2397350	Aranyakanont, Muirin	3170 Altavista Drive Dr Belle Ewart, BC V6Z 5L3	V6Z 5L3		
102132446	2527920	Coreasescobar, Shivi	5766 Bradshaw Place Rd Quathlaski Cove, BC V6Z 2L7	V6Z 2L7		
102389475	2590662	Afsarianmohassel, Nazrawitekhlehaimanot	153 55a St Vancouerr, BC V5Z 6L8	V5Z 6L8		
102630829	2660269	Basildan, Zhenpeng	3080 2nd Ave S St yuansallycanada@yahoo.ca, BC V8Z 6L3	V8Z 6L3		
102749181	1379232	Pokatylo, Devonte	6220 Botanio Rd Ponoka, BC V7Z 2L4	V7Z 2L4		
102872322	2697909	Orrange, Hongyi	4550 Sulqson Road Pl 1 Surrey, BC V4Z 4L3	V4Z 4L3		
103442190	2213322	Vaughansmith, Vsevolod	7916 Brown RD St Granby, BC V8Z 2L2	V8Z 2L2		
103480190	2194925	Brouillette, Yaorong	8396 Jackpine St Dr New Westminster, BC V8Z 8L1	V8Z 8L1		
103896130	2328771	Bunoan, Lateisha	3018 Stirling Street Ave Mapleridge, BC V5Z 2L5	V5Z 2L5		
104306014	2702012	Ashiedu, Kayshia	5305 - 6951 Embridge Rd Prince jGeorge, BC V4Z 3L8	V4Z 3L8		
104636493	802724	Calzada, Riggs	4162 Surjit Place Ave Bull River, BC V7Z 7L2	V7Z 7L2		
104646302	2514496	Velezgarcia, Andie	5813 Lakeview Arrow Creek Rd St Delaey, BC V3Z 7L6	V3Z 7L6		

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Students Outside DOLS Catchment Area

March 9, 2023

PEN	Pupil Number	Legal Name	Address	Postal Code	Exempt	Reason
<b>Primary School : Chase Secondary (continued)</b>						
132066929	1118313	Taradaciuc, Isra	306 Handsworth Rd Rd Beloeil, BC V8Z 3L1	V8Z 3L1		
132066960	1118286	Iversonstevens, Jayanna	1600 - 3494 Sonoma Pines Ave Shore Acres, BC V2Z 1L6	V2Z 1L6		
132076985	1118938	Tousi, Setareh	8512 Harbinger Rd Pouce Box, BC V8Z 6L2	V8Z 6L2		
132077611	1118956	Kisby, Emiliecleo	8512 Harbinger Rd Pouce Box, BC V8Z 6L2	V8Z 6L2		
133598557	1226592	Kikkawa, Jiannashannon	9156 144A Street Rd Carmacks, BC V6Z 6L2	V6Z 6L2		
133603001	1227346	Nabil, Nolene	3585 Noons Creek Cres Dr KALEDEN, BC V4Z 5L7	V4Z 5L7		
133617233	1228266	Dayneswood, Pearlpuiyin	8097 Majuba Lane 33maricel_esmalde, BC V3Z 1L4	V3Z 1L4		
134226562	1264022	Mcdowellmitchell, Patrizia	9023 1950 Pacifit Rd Vancouver, BC V2Z 4L7	V2Z 4L7		
135314821	2494835	Justencadena, Oghenekaro	4425 Waterford Rd Fraser Lake,, BC V3Z 3L5	V3Z 3L5		
135954733	1355543	Aslanlara, Ceyena	7799 - 2500 Dowler Rd Elgin, BC V5Z 3L3	V5Z 3L3		

<b>Primary School : Clearwater Secondary</b>						
127632065	562790	Rhynolddobie, Majennyfer	6948 Woodpecker Place Pl Station Main Chilliwack, BC V5Z 5L7	V5Z 5L7		
127972982	599020	Guballa, Appllemaire	7453 Felix Court Rd Rosslannd, BC V5Z 2L6	V5Z 2L6		
127973063	599012	Dawoodmuzffar, Dara	8121 Reynolds Rd Box 2259 Rd North Vancouver, BC V8Z 8L7	V8Z 8L7		
129325155	699393	Reinholdgastelum, Baiya	8218 Boulder Rd Kelowma, BC V3Z 1L1	V3Z 1L1		
129333670	700373	Arliot, Poonm	3566 Lower Falls Creek Rd Dryden, BC V3Z 1L7	V3Z 1L7		
129491478	747533	Lefurgy, Shalyca	3916 Walter Hardwick Ave Rd Haisla Village, BC V5Z 2L6	V5Z 2L6		
129796579	787171	Rojascastillejos, Jasdev	3794 Sydney St St Laxkwaams, BC V4Z 8L6	V4Z 8L6		
129861423	802651	Gaylie, Svetlin	5367 Oakglen Rd 2283417, BC V8Z 1L1	V8Z 1L1		
131101909	911279	Oswald, Paulanatalia	7031 280 Dr Terrace, BC V4Z 2L3	V4Z 2L3		
132116427	1123473	Hosenbocus, Jordannathaniel	5701 Ta'an Village Rd Duncah, BC V1Z 7L7	V1Z 7L7		
132116435	1123486	Tonis, Evanroberts	468 Dampier Dr Pl hedley, BC V3Z 3L4	V3Z 3L4		
133571802	1224969	Ahmadianmzraeyazdi, Liyla	468 Dampier Dr Pl hedley, BC V3Z 3L4	V3Z 3L4		
133862409	1243654	Vespasiani, Castille	9748 Pelee Rd Bear Lk, BC V7Z 4L5	V7Z 4L5		
136867835	1399432	Cabandie, Tryggvi	468 Dampier Dr Pl hedley, BC V3Z 3L4	V3Z 3L4		
139161392	1516834	Barzkar, Yenthi	9564 Little Bear Creek St Lake Couintry, BC V6Z 7L5	V6Z 7L5		
140293747	1564829	Sierraramos, Auvro	8352 MacIntosh Street Rd Tswassen, BC V7Z 5L7	V7Z 5L7		
145997391	2282144	Babijmehes, Lacey	8419 39TH Rd Gitlaxt'aamkis, BC V3Z 8L7	V3Z 8L7		
151024510	2585063	Yavuz, Estherrose	79 Mathela Rd St Ives, BC V4Z 2L1	V4Z 2L1		

## 3.0 Scheduling Students into Courses

Students can be scheduled into courses in two areas of the application:

- **Schedule** top tab > **Master** side tab > select section > **Roster** leaf
- **Student** top tab > **Schedule** side tab > **Workspace** sub-side tab

### 3.1 Scheduling Multiple Students into the Same Course Section

1. In the **School** view, select the **Schedule** top tab.
2. Click on the **Master** side tab. This will open to the **Sections** sub-side tab.
3. Click the **Roster** leaf.
4. In the **Options** menu, select **Add**. The *Multi-Add Students* pop-up window will appear.
5. **Schedule Mode** field can be left at **Pull**.
6. In the *Students* section, click the **Selection** radio button. This will present a pop-up list of students to select. Use the search field to find the students and check the box beside their name as they appear. Multiple students can be selected at the same time.
7. Click **OK**.
8. In the *Multi-Add Students* pop-up window, ensure the *Selected students* count represents the correct number of students.
9. Click **OK**. The roster will now display the names of the students added to the section. The student schedule will also display the classes as scheduled.

### 3.2 Scheduling an Individual Student into One or More Course Sections

When scheduling students in DL and CE schools, users will likely find the List view best. The reason for this is that the common scheduling setup for these schools is to have all courses scheduled into the same day and period. A Matrix view is based on students' classes being scheduled into multiple periods and/or days and therefore its functionality may be confusing to users. Step 3 below explains how to change to the list view if the screen is in matrix view when entered.

1. In the **School** view, select the **Student** top tab.
2. Check the box beside the student requiring a schedule. Click the **Schedule** side tab.
3. Select the **Workspace** sub-side tab. For DL schools, List view is the best view for scheduling students. If, upon entering the screen, there is a grid with days and periods displayed on the right hand side, look in the upper right corner of the schedule screen for the blue hyperlink that says << *List view*. Click it to display the workspace in the list view, as below:

**Student Schedule (0% scheduled - Class credits: 0.0)** 0 of 0 selected [Matrix view >](#)

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Clstrm	SecType	Team	House	Platoon	Inclusion?	Effective Date	Lock
No matching records													

Course:   Ignore warnings

---

**Pending Student Schedule Changes**

Type	Effective Date	Course	Description	Term	Schedule	Teacher	Clstrm
No matching records							

---

**Course Requests**  Show courses excluded from scheduling

Number	Description	SecType	SecNo	TPYView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max
No matching records														

Number:

Note that this screen may have a *Pending Schedule Changes* section in between the two sections displayed below if the school has the preference set to **Allow Future Adds/Drops** enabled in **School** top tab > **Setup** side tab > **Preferences** > Category = **Schedule**. This section can be ignored when scheduling a student into sections.

- To add a specific course section to a student, click the **Select** button in the **Student Schedule** area.

**Student Schedule (0% scheduled - Class credits: 0.0)**

Course	Description	Term	Schedule	Unrotated Schedule
No matching records				

Course:   Ignore warnings

This will present the *Schedule Master Pick List* pop-up window.

- If the course pick list is empty, this can be due to courses not having schedule expressions, or courses having reached their maximum enrollment. A user may uncheck the **Valid sections only** box to the upper right of the picklist so all sections are displayed.
- DL and CE schools with all sections scheduled into the same day/period will want to check the **Allow conflicts** checkbox to the upper right of the picklist to allow multiple sections with the same schedule expression to be selected.

Course	<input type="text"/> <input type="button" value="Lock"/>	Team	All ▼	Requested only	<input type="checkbox"/>
Period	All ▼	House	All ▼	Valid sections only	<input checked="" type="checkbox"/>
Track ID	All ▼	Platoon	All ▼	Allow conflicts	<input checked="" type="checkbox"/>
Term	All ▼	Order by	Course ▼	Allow all over max	<input type="checkbox"/>
Department	All ▼				
Grade Level	All ▼				

5. Use the search window to find the course sections required for the student schedule. Check the box beside the desired section. Multiple sections can be selected in the same window.
  - If the selected course has reached its maximum, but approval has been given to exceed the maximum, the user can check the **Allow all over max** box above the picklist to the right. This will let the student into the selected sections.

1:MAF--11-001 | 1 3 of 54 selected

MAWM--11

<input type="checkbox"/>	Course ▲	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	Hous
<input checked="" type="checkbox"/>	MAF--11-001	ART FOUNDATIONS 11		FY			1	30	Y			
<input type="checkbox"/>	MASK-1A-001	APPLIED SKILLS 11A		FY			0	30	Y			
<input type="checkbox"/>	MAT--11-001	AUTOMOTIVE TECHNOLOGY 11		FY			0	30	Y			
<input checked="" type="checkbox"/>	MAWM-11-001	APPRENTICESHIP AND WORKPLACE MATH 11		FY			0	30	Y			
<input type="checkbox"/>	MAWM-11CF-001	APPRENTICESHIP AND WORKPLACE MATH 11		FY			0	30	Y			
<input type="checkbox"/>	MBCA-11-001	BUSINESS COMPUTER APPLICATIONS 11		FY			0	30	Y			
<input checked="" type="checkbox"/>	MBI--11-001	BIOLOGY 11		FY			0	30	Y			

6. Click **OK**. This will return you to the main student schedule window, with the sections displayed.
7. Click **Post** to make the schedule changes permanent.
8. Go to the **Course Requests** section and click the **Update** button. If course sections are accidentally dropped from the student schedule, this section will preserve the courses that were selected. Note that this is a *course* request screen and will not show the section the student was scheduled into, only the courses.

Note: The **Change History** sub-side tab within the **Schedule** side tab will display any changes made to the student schedule within the current year, as well as the date the change was made and the user who made the change.



### 3.3 Scheduling Course Sections for Students for Future Dates

This function is available both on the class roster for multiple students, or in the student workspace for an individual student. It requires that the school preference has been set to Allow future add/drop.

**To use this function to schedule multiple students into a roster for a future date:**

1. In the **School** view, select the **Schedule** top tab.
2. Click on the **Master** side tab. This will open to the **Sections** sub-side tab.
3. Click the **Roster** leaf. A field will appear at the top called **Effective Date =**.
4. Populate the date field with the date that the students to be selected should be added to the roster.
5. Follow the steps above to schedule multiple students into the same course section.
6. The student will display on the roster and the student schedule screen will indicate a pending change.

**To use this function to schedule an individual student into a roster for a future date:**

1. In the **School** view, select the **Student** top tab.
2. Check the box beside the student requiring a schedule. Click the **Schedule** side tab.
3. Select the **Workspace** sub-side tab. A field will appear at the top called **View and make changes as of**.
4. Populate the date field with the date that the subsequently selected sections should be added to the student schedule.
5. Follow the steps above to schedule an individual student into one or more course sections.
6. When the student schedule is posted, the future change will appear in the student schedule in bold type and the **Pending Student Schedule Changes** section will display the section that will become permanent on the student section on the specified date.
7. In the **Pending Student Schedule Changes** section, the user can click the  button to have the schedule reflect the section as immediately active on the student schedule. Alternatively, checking the box beside the **Add** in this section and clicking  will remove the change from the student schedule.

## 4.0 Grade Management

DL and CE schools will prepare grade input for terms and dates using the same process as regular schools. This will present the columns for entering term grades and dates as necessary. Instructions for both of these processes are provided in the Grade Management guide and Grade Management checklist.

Grade entry and posting, as well as course date entry and posting can be done by office admin staff or through the teacher gradebook functions outlined in the Grade Management guide.

### **Note: Active Dates and Completion Dates**

Depending on the School Preference settings, the entry of a selected assignment(s) mark by a teacher will trigger an Active Date to be populated for that student for that particular course or the date can be manually populated into the Grade Input or Gradebook > Scores screen. When course dates are posted, this will populate the student transcript record and appear in the 1701 and SADE extracts. Similarly, the entry of a final mark for a course by either a teacher or office admin staff will automatically populate a completion date. When dates are posted the completion date will populate the student transcript record and appear in the 1701 and SADE extracts, DVR and School Transcript reports. Completion Dates are also required for some funding situations with adult students.