



MyEducationBC

Elementary Scheduling

Using the Build View for Next Year Scheduling

March 2023 v1.9

Version History

Version	Date	Description
1.0	June 2015	Initial document created
1.1	June 2015	Update to Section 5 – Loading Students into Sections
1.2	April 2016	Removed sections on District and School courses; Removed section 3.5 Rooms in Build view
1.3	May 2017	Revised for 5.6 (new screenshots)
1.4	April 2019	Added hyperlinks to Table of Contents
1.5	May 2019	Added a note to section 3.4.1 re changing a student's current homeroom.
1.6	June 2020	Updates throughout document
1.7	May 2020	Updated screenshots, added reports
1.8	May 2022	2.5.2, Staff Secondary School Associations, Commit schedule
1.9	Mar 2023	New Screenshots

Confidentiality

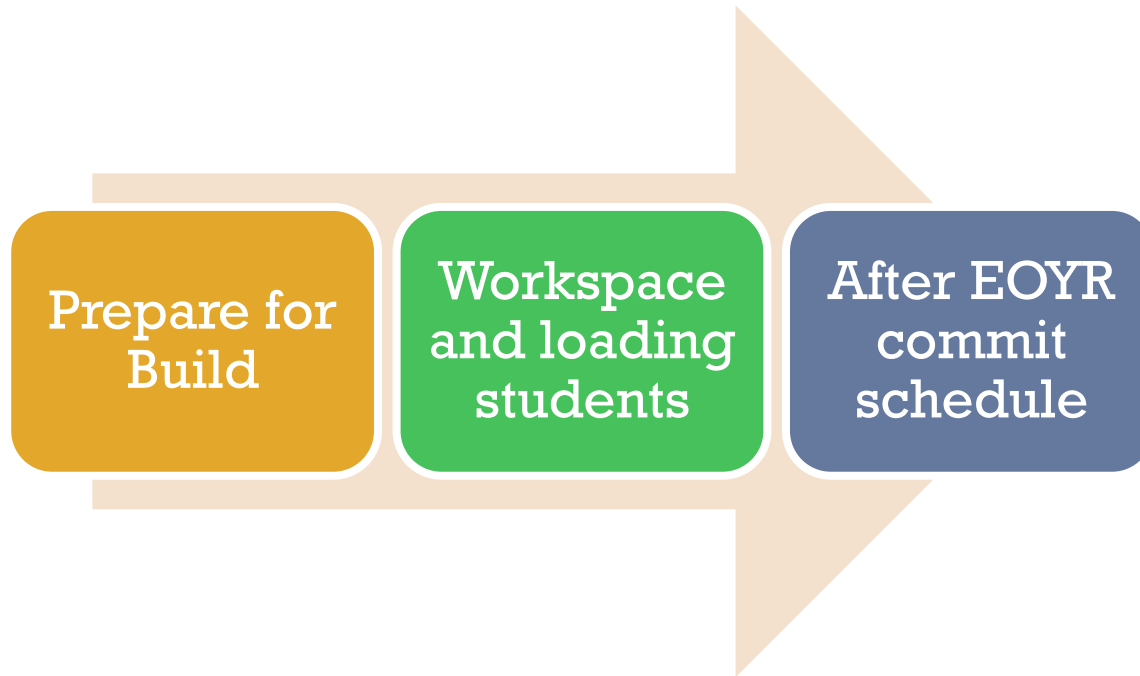
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Table of Contents

1.0	PURPOSE.....	4
2.0	PREPARING FOR BUILD.....	4
2.1	Security.....	4
2.2	School Details.....	4
2.3	Student Next School Assignments	6
2.4	Staff in the School View	8
2.5	Staff Secondary School Associations	8
2.6	Courses	10
2.7	Rooms	11
3.0	THE BUILD VIEW.....	12
3.1	Creating a Scenario	12
3.2	Courses	16
3.3	Staff in the Build View	17
3.4	Students.....	19
4.0	USING THE WORKSPACE	20
5.0	LOADING STUDENTS INTO SECTIONS	22
5.1	To load students in the Build View	23
6.0	GENERATING CLASS LISTS	24
7.0	K-12 CONSIDERATIONS	24
8.0	REPORTS.....	25
8.1	BC Master Schedule	25
8.2	Class Lists	26
9.0	COMMIT SCHEDULE	27
9.1	Commit Schedule.....	27

1.0 Purpose

The purpose of this document is to provide information and instruction for setting up a next year master schedule for elementary schools.



2.0 Preparing for Build

Next year setup for students, teachers and courses will be done in the Build view. There are some tasks that will need to be completed so the necessary information is available in the Build view.

2.1 Security

School users that will be accessing the Build view will require the following security role:


- Schedule Builder

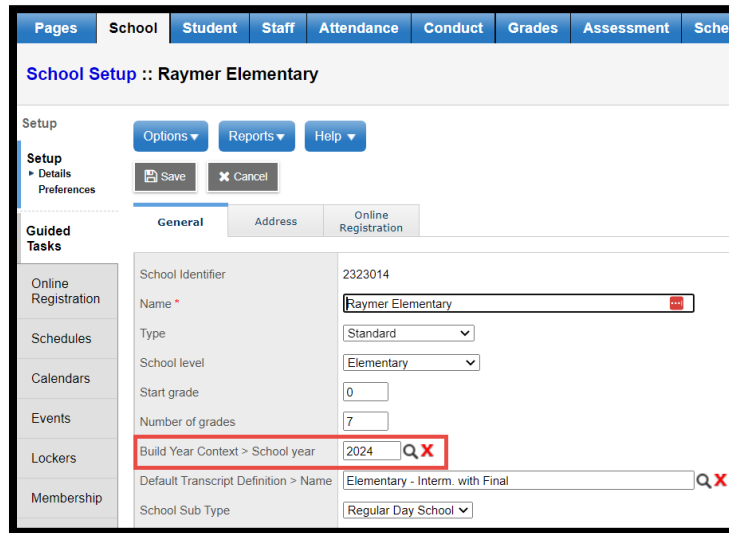
2.2 School Details

To use the Build view, the Build Year Context must be set to the appropriate year in the school's details.

2.2.1 To set the Build Year Context:

1. In the **School** view, select the School top tab.
2. Click the **Setup** side tab.
3. Select the **Details** leaf.

4. In the **Build Year Context > School year** field, click the  and select the school year representing *next* year.
5. Click **Save**.



The screenshot shows the 'School Setup' page for 'Raymer Elementary'. The 'General' tab is active. The 'Build Year Context > School year' field is highlighted with a red box, showing '2024' and a magnifying glass icon. The 'Save' button is also visible.



Field	Value
School Identifier	2323014
Name *	Raymer Elementary
Type	Standard
School level	Elementary
Start grade	0
Number of grades	7
Build Year Context > School year	2024
Default Transcript Definition > Name	Elementary - Interm. with Final
School Sub Type	Regular Day School

2.3 Student Next School Assignments




Placing students into sections will be optional for elementary schools. However, to see students in the Build view, they will require a next year school assignment. It will also be necessary to assign next school values to students who have been pre-registered for the next school year.

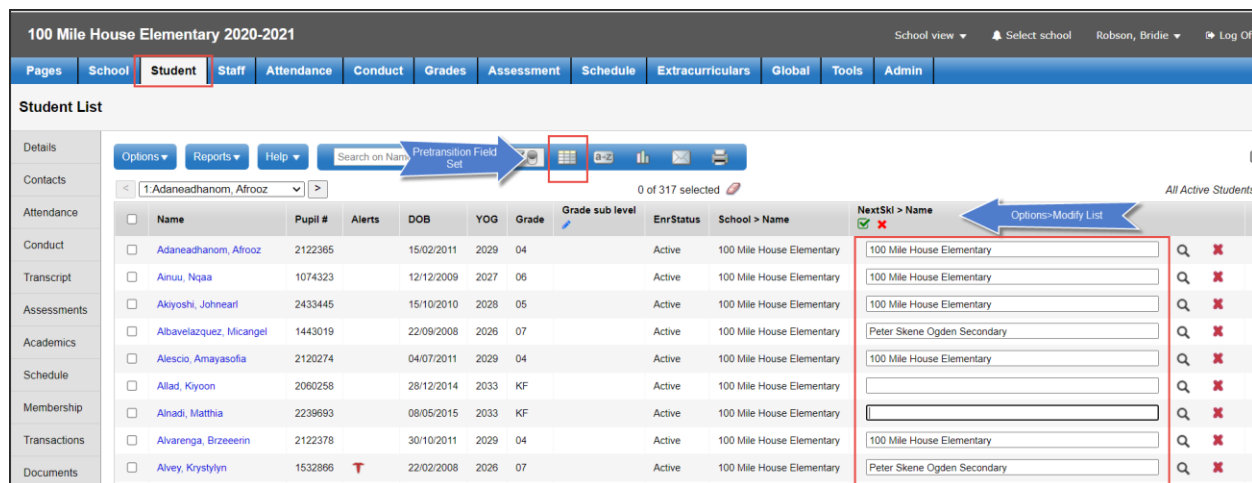
Typically, the grade 6 or 7 students will be directed to a middle or high school, while grades K through 5 or 6 will be directed back to this year's primary school. Strongstart students, when they are old enough, will be directed to a Kindergarten.

2.3.1 To assign a next school to students:

1. In the **School** view, select the **Student** top tab.
2. Use the  icon to select **Primary Active Students**.
3. Use the  icon to select the **Pre-Transition** field set. The NextSkI > Name field appears.
4. Populate the *NextSkI > Name* field using one of the following methods:

Option 1:


- a. In the **Options** menu, select **Modify List**.
- b. Click the  icon to activate the *NextSkI > Name* fields beside each student.
- c. Use the  to select the next school value for the student, or begin typing the school name in the field.
- d. When all values have been assigned, click the  icon to save the records.

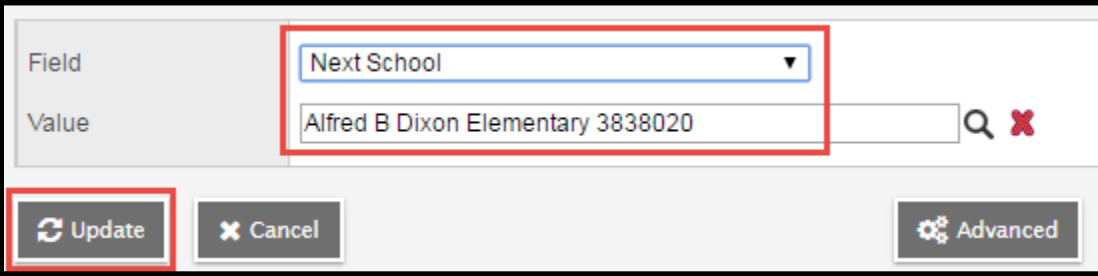


	Name	Pupil #	Alerts	DOB	YOG	Grade	Grade sub level	EnrStatus	School > Name	NextSkI > Name
Conduct	Adaneadhamom, Afrooz	2122365		15/02/2011	2029	04		Active	100 Mile House Elementary	100 Mile House Elementary
Transcript	Amuu, Nqaa	1074323		12/12/2009	2027	06		Active	100 Mile House Elementary	100 Mile House Elementary
Assessments	Akiyoshi, Johnearl	2433445		15/10/2010	2028	05		Active	100 Mile House Elementary	100 Mile House Elementary
Academics	Albavelazquez, Micangel	1443019		22/09/2008	2026	07		Active	100 Mile House Elementary	Peter Skene Ogden Secondary
Schedule	Alescio, Amayasofia	2120274		04/07/2011	2029	04		Active	100 Mile House Elementary	100 Mile House Elementary
Membership	Allad, Kiyoan	2060258		28/12/2014	2033	KF		Active	100 Mile House Elementary	
	Alnadi, Matthia	2239693		08/05/2015	2033	KF		Active	100 Mile House Elementary	
Transactions	Alvarenga, Brzeerein	2122378		30/10/2011	2029	04		Active	100 Mile House Elementary	100 Mile House Elementary
Documents	Alvey, Krystilyn	1532866	T	22/02/2008	2026	07		Active	100 Mile House Elementary	Peter Skene Ogden Secondary

Option 2:

Select the student records that will have the same next school value.

- In the **Options** menu, select **Mass Update**.
- Use the drop down menu to select the **Field** value of **Next School**.
- Use the  to select the next school value for these records.
- Click the **Update** button to update the records.





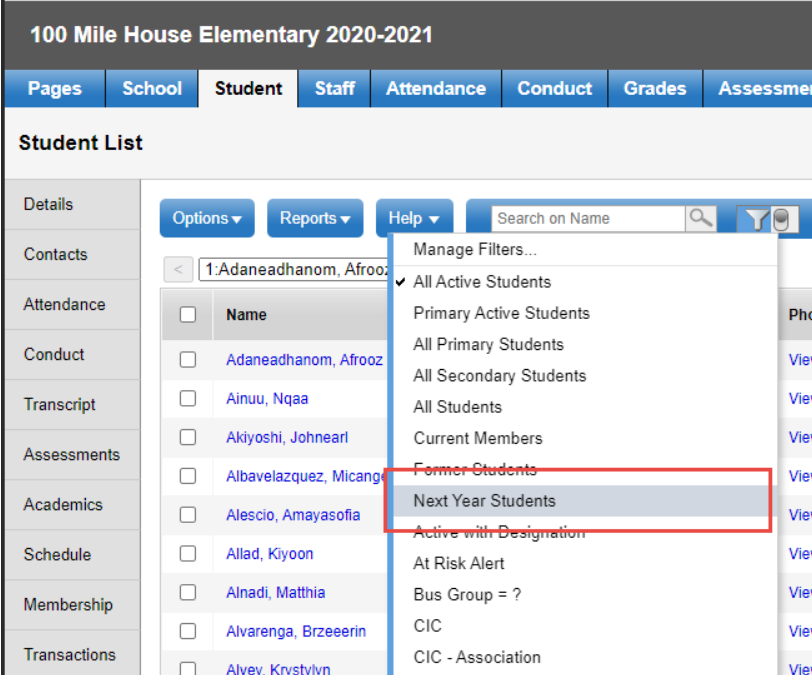
Field: Next School

Value: Alfred B Dixon Elementary 3838020

Update Cancel Advanced

2.3.2 To View Next Year Students

- In the **School** view, select the **Student** top tab.
- Use the  icon to select **Next Year Students**.
- Use the  icon to select the Pre-Transition field set. The NextSkl > Name field appears.



100 Mile House Elementary 2020-2021

Pages School Student Staff Attendance Conduct Grades Assessment

Student List

Details

Options Reports Help Search on Name

1: Adaneadhanom, Afrooz

Options menu:

- Manage Filters...
- ✓ All Active Students
- Primary Active Students
- All Primary Students
- All Secondary Students
- All Students
- Current Members
- Former Students
- Next Year Students**
- Active with Designation
- At Risk Alert
- Bus Group = ?
- CIC
- CIC - Association


Student List Table:

Name	View
Adaneadhanom, Afrooz	View
Ainu, Nqaa	View
Akiyoshi, Johnearl	View
Albavelazquez, Micang	View
Alescio, Amayasofia	View
Allad, Kiyoon	View
Alnadi, Matthia	View
Alvarenga, Brzeerin	View
Alvey, Krystilyn	View

2.4 Staff in the School View

The Build view will look at the existing staff records in the **School** view > **Staff** top tab. If additional staff are required for next year course sections, they can be added to the staff list in the school view. Users may need to refer to their district policy for managing staff records in MyEducation BC (whether this is a school task or a district task).

2.4.1 To View School Staff Only

1. In the School view, select the Staff top tab.
2. Use the  icon to select Primary Active Staff.
3. This will show you only the staff active in your school.

2.5 Staff Secondary School Associations

School view roles do not have permissions to add Staff Secondary School Associations.

There are two scenarios where a school may want to review the secondary school associations attached to staff.

1. Staff who teach at more than one school and this school is the secondary school. If these staff members need to be attached to classes for next year in the Build view, they will require a secondary school association for the next school year.
2. Staff who teach at a different school in the current year but are required in this school to assign classes for in next year. Once the new school year has begun, the school can set the appropriate primary school on the staff details and remove or end the secondary school association.

Ensuring that appropriate staff secondary school associations are in place will make these staff members visible in the Build view to assign to classes.

- These staff members can be given a secondary school association to the new school by personnel with the appropriate security roles.

2.5.1 Rollover Secondary School Association Process

Only a District User or L1 can do the Rollover secondary school Association for the staff with the existing secondary school association from the School View.

School View>Staff TT> Options >Rollover staff School

This functionality will create the next school year association only for the staff who are primary to school from where this procedure is run.

To assign next year secondary school associations for all existing secondary staff:

1. In the **School** view, select the **Staff** top tab.
2. In the **Options** menu, select **Rollover Staff Schools**.
3. Click **OK**.

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

Staff List

Details
Attendance
Schedule
Schools
Licenses
Degrees
Positions
PD
Extracurricular

Options
Reports
Help
Search on Name

Add
Modify List
Mass Update...
Send Email...
Query...
Snapshots...
Show Selected
Omit Selected
Create User Accounts...
Import Photos...
Manage School Associations...
Populate Homerooms...
Rollover Staff Schools...
Validate Records...

				Homeroom	
<input type="checkbox"/>	Brosseuk, Tevonjit	628913	Teacher	R0K1	Y

2.6 Courses

2.6.1 District Course Catalogue

The district course catalogue must be created for the next school year so schools can copy or create their course catalogues for the next year. Ensure the required elementary-level courses are in the district catalogue, including the ATT—AM and ATT—PM courses for elementary attendance, if using the period attendance method for elementary schools. The XAT—EL course should also be available for districts with StrongStart Centres.

Please refer to Scheduling Module 2 Course Catalogues, Student and Staff setup, on the www.myeducationbc.info website under Resources > School Scheduler Resources.

2.6.2 School Course Catalogue

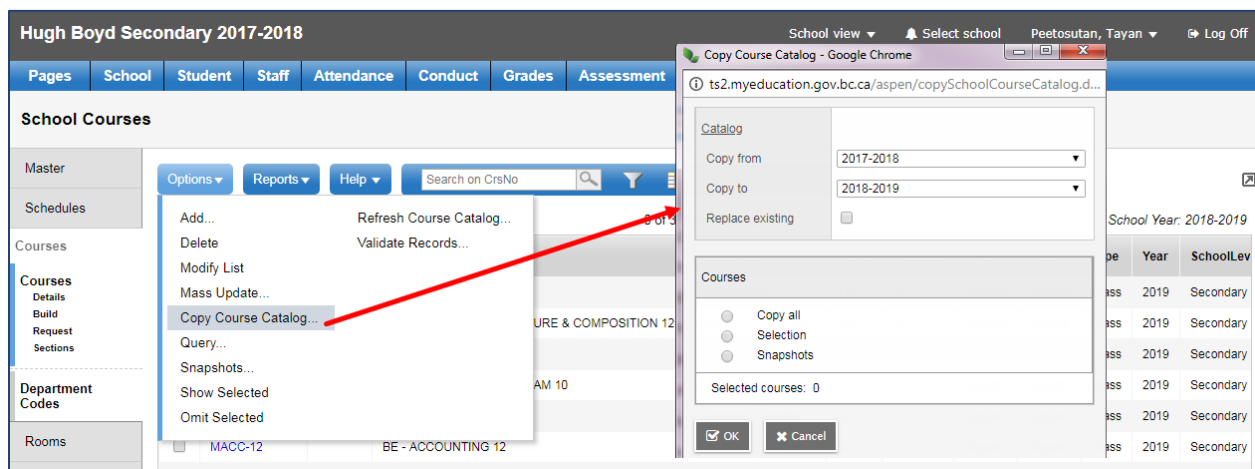
School course catalogues need to be copied to the next year.

Please refer to Scheduling Module 2 Course Catalogues, Student and Staff setup, on the www.myeducationbc.info website under Resources > School Scheduler Resources.

2.6.3 Copying the School Course Catalogue

School course catalogues can be copied forward from one year to the next. In order to do so, the course must first exist in the district course catalogue.

1. Log on to the School View
2. Click the Schedule top tab
3. Click the Courses Side tab
4. Go to Options and select, Copy Course Catalog
5. From the popup window:
 - a. Select the year to copy from and the year to copy to
 - b. Note the option to “Replace existing”
6. Select to Copy all, copy a Selection, or copy from a Snapshot.



2.7 Rooms

Rooms that are currently in the school will appear in the Build view when a scenario is created.

To review room information:

1. In the **School** view, select the **Schedule** top tab.
2. Click on the Rooms side tab. Review the rooms available.
3. In the **Options** menu, select **Add** to create additional rooms, if necessary.
 - a. **Number:** Enter the room identifier.
 - b. **Include in scheduling:** Check this box if the room needs to be available for selection when creating or modifying the information on a course section.
 - c. All other fields are optional.

The screenshot displays the 'Rooms' management interface. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, and Schedule. The 'Schedule' tab is active. On the left, a sidebar menu lists various options: Master, Schedules, Courses, Rooms (highlighted with a red box), Details, Sections, Structure, Schedule Attributes, Rules, and Academic Tracks. The main content area features a toolbar with 'Options', 'Reports', and 'Help' buttons, a search bar 'Search on Num', and icons for filtering, sorting, and data manipulation. Below the toolbar is a table with the following data:

<input type="checkbox"/>	Num	Dept
<input type="checkbox"/>	1	
<input type="checkbox"/>	10	
<input type="checkbox"/>	10 p.m	
<input type="checkbox"/>	11	
<input type="checkbox"/>	12	
<input type="checkbox"/>	13	
<input type="checkbox"/>	14	
<input type="checkbox"/>	15	

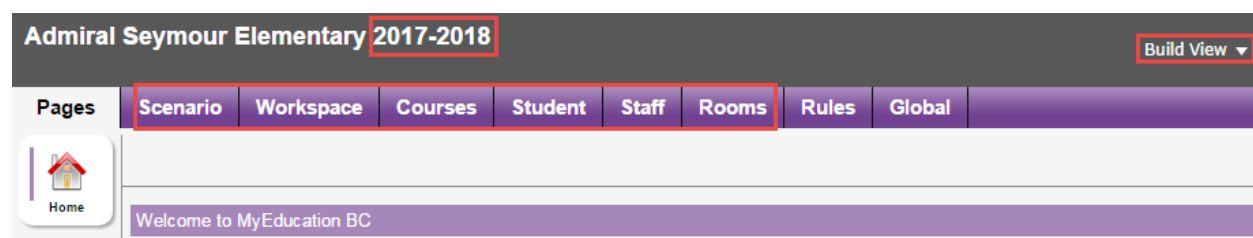
3.0 The Build View

The Build view is the area in MyEducation BC where schools can prepare their schedule structure and setup for their next school year. This view contains information on students, staff, courses and rooms.

In the context of an Elementary school, or any school (Secondary, Middle, DL, CE, etc,) the Build View can be used to create the next year course sections. This can be done by copying the current year structure and schedule into the Build view, or by creating a new structure.

To access the **Build** view:

1. In the **School** view, select **Change View** on the *Settings Bar*.
2. Select **Build**.



- Ensure the school name at the top shows the next school year.
- Notice the application background colour has changed to purple and the Build view is indicated in the upper right corner below the *Settings* bar.
- Note that top tab selections are different from the School view.

3.1 Creating a Scenario

Build view > **Scenario** top tab

Scenarios define the structure of the master schedule.

To create a scenario as a copy of the current schedule:

1. In the **Build** view, select the **Scenario** top tab.
2. In the **Options** menu, select **Copy Active Schedule**.
3. Populate the fields as follows:
 - a. **New scenario name:** give the scenario a name that makes sense to the user.
 - b. **Items to include: Master Schedule:** check this box to copy the master schedule and all sections from the current year.

New scenario name
Items to include
Master schedule
Clear platoon code
Student schedules
Rules

Copy of 2016-2017 Active Schedule
☒
☐
☐
☐

** Time structure and schedule attributes will be copied automatically.

- Click **OK**. The scenario will now appear in the list.

Captain James Cook Elementary 2017-2018 Build View Select School Coltura, Sbneighbourhood Log Off

Copy of 2016-2017 Active Schedule

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Scenarios

Details Options Reports Help Search on Name 0 of 1 selected Current Build Context

Name	Start	End	Term	DPC	PPD
Copy of 2016-2017 Active Schedule	09/08/2017	08/08/2018	1/1	1	2

- Click into the Scenario Details.
- Click **SAVE**.

3.1.1 Terms

Build View>Scenario top tab > Select scenario > **Terms** side tab

Confirm that there is one full year schedule term in this screen.

Code	Name	BaseTPY	CoveredTPY	BaseMap
FY	FY	1	1	1

3.1.2 Days

Build View>Scenario top tab > Select scenario > **Days** side tab

Elementary schools that are using the period-based attendance model with the ATT—AM and ATT—PM courses will require days in the school.

- If the school is currently using period-based attendance in the current year and has created the scenario by copying the current active schedule, then the **Day** value will have been copied over. Confirm that it is in place.
- If the school is not currently using period-based attendance in the current year, but intends to use it next year, then add 1 day to this screen. Using the **Options** menu, select **Add** and enter the required value.

Number	ID	Name
1	1	1

3.1.3 Periods

Build View>Scenario top tab > Select scenario > **Periods** side tab

Elementary schools that are using the period-based attendance model with the ATT—AM and ATT—PM courses will require 2 periods in the school.

- If the school is currently using period-based attendance in the current year and has created the scenario by copying the current active schedule, then the **Period** value(s) will have been copied over. Confirm that they are correct.
- If the school is not currently using period-based attendance in the current year, but intends to use it next year, then add the required periods to this screen. Using the **Options** menu, select **Add** and enter the required values.

Captain James Cook Elementary 2017-2018 Build View ▾ Select

Copy of 2016-2017 Active Schedule

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Scenarios :: Copy of 2016-2017 Active Schedule

Details Options ▾ Reports ▾ Help ▾ Search on Number 🔍

Preferences 0 of 2 selected 📄

Terms

Days

Periods Details

<input type="checkbox"/>	Number	ID	Name	Scheduled?
<input type="checkbox"/>	1	AM	AM	Y
<input type="checkbox"/>	2	PM	PM	Y

3.2 Courses

Build view > Courses Top tab

Courses that have been added to the school course catalogue through the Build Year in the school view will appear in this list. The following sub-sections include information on adding and removing courses for the Build view and their attributes.

3.2.1 Adding and Removing Courses from the Build View

The course list should be reviewed to ensure all courses are in the list for use. Common scenarios are listed in the table below if a user identifies courses that are not showing in the list.

Problem	Resolution	Path
Course is in the School view list under Build Year, but does not show in the Build View > Courses list	<ol style="list-style-type: none"> 1. Check if the course is marked to "Include in scheduling" 2. Refresh the course list in the Build view 	<ol style="list-style-type: none"> 1. Build view > Courses top tab <ul style="list-style-type: none"> • Set filter to All Records • Set field set to Required Crs Fields • Check the Schd? Field. If set to N, click into the detail of the course and check the box for "Include in Scheduling" 2. Build view > Courses top tab <ul style="list-style-type: none"> • Options > Refresh
Course was added to the Build view > Courses in error and cannot be deleted.	Courses can be added to the Build view, but must be deleted through the School view.	School view > Schedule top tab <ul style="list-style-type: none"> • Courses side tab > set filter to Build Year • Check the box beside the course to be deleted. • Options > Delete

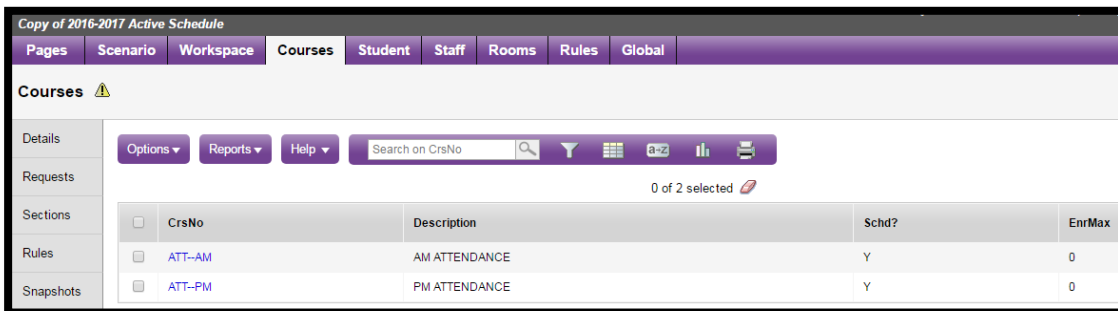
3.2.2 Course Attributes in the Build View

Build view > Courses side tab > Elementary Required Fields field set

The only fields that are necessary for elementary schedule building are:

- **Include in scheduling:** This should be checked by default when the current active schedule was copied in the scenario. Double-check this field if the course is required for scheduling but is not appearing in the list.
- **Section enrollment max:** This is optional and will not be observed when using group scheduling functions. However, when enrolling additional students throughout the school year, setting this maximum would warn the user that the section is already full.

These fields can be updated from the course list screen using either Mass Update or Modify List options.



3.3 Staff in the Build View

Build view > Staff top tab

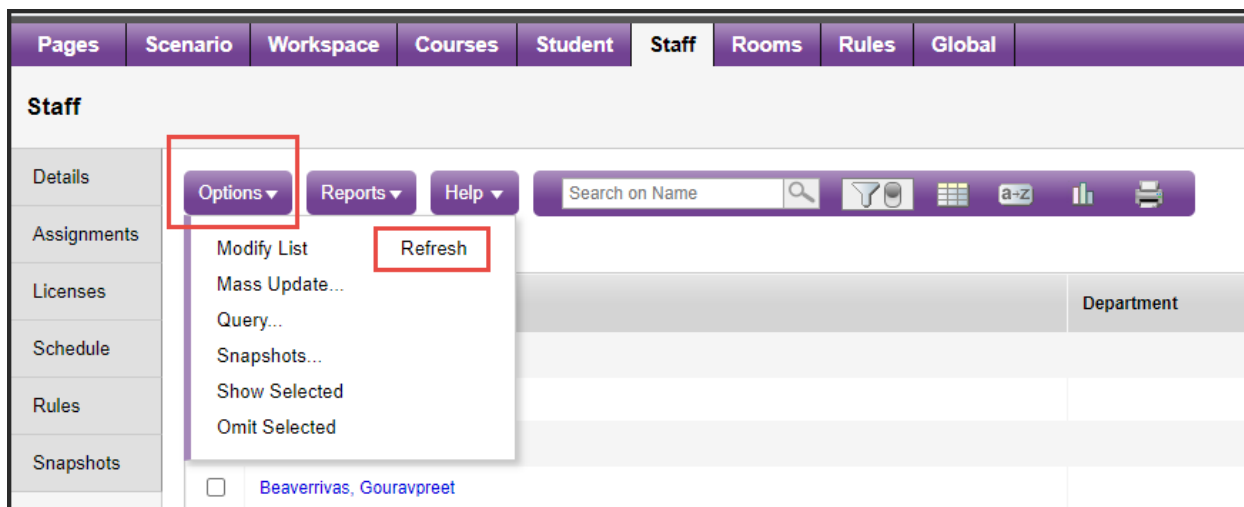
Staff members cannot be added or deleted in the Build view.

The Staff top tab will display staff members who were in the School, when the scenario was created.

If staff do not appear, refresh the list.

To refresh list:

1. **Build view > Staff top tab.**
2. Set the filter to **All Records**.
 - a. Check if the staff member now appears, but has their **Schd?** Field set to "N". Click into the detail of the staff record and check the box for **Include in scheduling**.
 - b. If the staff member still does not appear, proceed to Step 3 below.
3. In the **Options** menu, select **Refresh**.










3.3.1 Staff Attributes in the Build View

The only fields that are necessary for elementary schedule building are:

- **Include in scheduling:** check this box if this staff member needs to be in the list to assign to a course section.
- **Classroom > Number:** this field is optional, but if a classroom is assigned to a specific teacher, it can be assigned here.

These fields can be updated from the staff list screen using either Mass Update or Modify List options.

Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global
Staff 								
Details	Options ▾ Reports ▾ Help ▾ Search on Name    A-Z  							
Assignments	0 of 2 selected 							
Licenses	<input type="checkbox"/>	Name	Name	Department	Schd?	Classroom > Num		
Schedule	<input type="checkbox"/>	Aldoos, Michaelivespartime	Captain James Cook Elementary		Y	100		
Rules	<input type="checkbox"/>	Alghalbi, Ruelandjosie	Captain James Cook Elementary		Y	101		

4.0 Using the Workspace

The **Workspace** top tab displays the sections and section information that was copied over when the scenario was created, from the current year active schedule.

This is where the school can add or remove sections and modify the information on sections.

The following filters and field sets have been created to assist with viewing and updating records in the workspace.

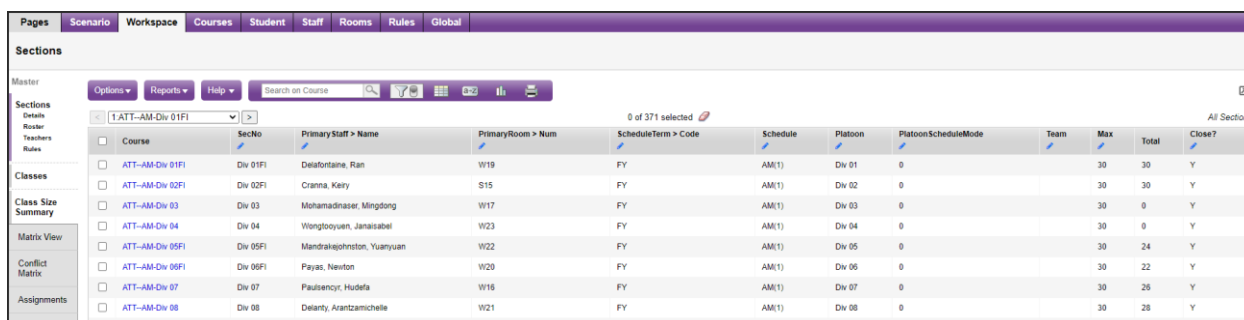
- Elem – Section Detail – Field Set
- Elem – Section # = ? - Filter

4.1.1 Modifying information on sections

Modify List or Mass Update functions can be used on these fields to make necessary adjustments:

- **SecNo:** The section number can be adjusted, if necessary.
- **PrimaryStaff > Name:** Staff member assigned to the section can be adjusted as necessary.
- **PrimaryRoom > Num:** A room can be assigned as appropriate. This is optional.
- **ScheduleTerm > Code:** all sections should have a term code of FY for elementary schools.
- **Schedule:** A schedule expression is only necessary for courses in which attendance is being recorded (ATT—AM and/or ATT—PM).
- **Platoon:** If platoons are being used for group scheduling, the values can be updated here. This is not necessary if the school is not using platoon codes for Group Scheduling.
- **Team:** If teams are being used for group scheduling, the values can be updated here.

NOTE: For more information on setting up Teams, Platoons and House see Elementary Scheduling.







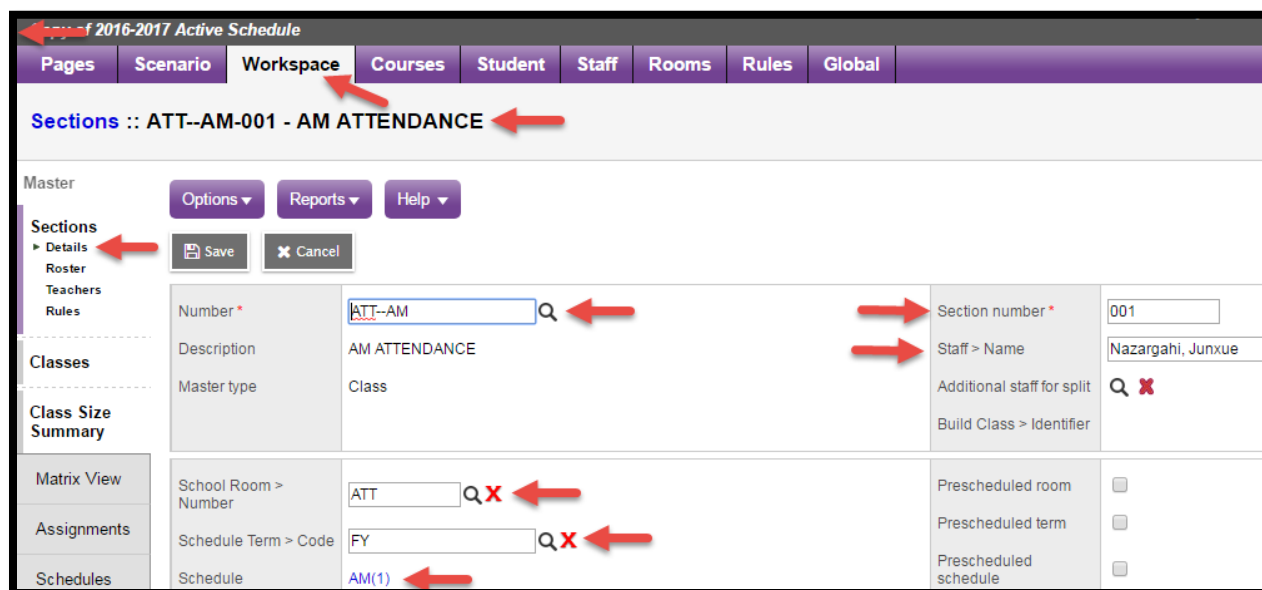
Course	SecNo	PrimaryStaff > Name	PrimaryRoom > Num	ScheduleTerm > Code	Schedule	Platoon	PlatoonScheduleMode	Team	Max	Total	Close?
ATT-AM-Div 01FI	Div 01FI	Delafontaine, Ran	W19	FY	AM(1)	Div 01	0		30	30	Y
ATT-AM-Div 02FI	Div 02FI	Cranna, Kery	S15	FY	AM(1)	Div 02	0		30	30	Y
ATT-AM-Div 03	Div 03	Mohamadnaser, Mingdong	W17	FY	AM(1)	Div 03	0		30	0	Y
ATT-AM-Div 04	Div 04	Wongbooyan, Janaisabel	W23	FY	AM(1)	Div 04	0		30	0	Y
ATT-AM-Div 05FI	Div 05FI	Mandrakejohnston, Yuanjuan	W22	FY	AM(1)	Div 05	0		30	24	Y
ATT-AM-Div 06FI	Div 06FI	Payas, Newton	W20	FY	AM(1)	Div 06	0		30	22	Y
ATT-AM-Div 07	Div 07	Paulseny, Hudefa	W18	FY	AM(1)	Div 07	0		30	26	Y
ATT-AM-Div 08	Div 08	Delanty, Arantzsichelle	W21	FY	AM(1)	Div 08	0		30	26	Y

4.1.2 Adding a section

Build view > Workspace top tab > Sections side tab

If additional sections are required for a course, they can be added here:

1. In the **Options** menu, select **Add**.
2. In the **Number** field, use the  to select the course code that requires the new section.
3. Populate the **Section number** field with the desired value.
4. Use the  in the **Staff > Name** field to select the staff member for the section.
5. Use the  in the **SchoolRoom > Number** field to select the room for the section.
6. Use the  in the **Schedule Term > Code** field to select the FY term code for the section.
7. Click the **Edit Schedule** hyperlink on the **Schedule** field *only if attendance will be taken on this course*.
8. The **Platoon** field is optional and could be selected, if the school is using the Group Scheduling function.
9. Click **Save**.



4.1.3 Deleting a section

Build view > Workspace top tab > Sections side tab

If sections have been created that are not required for the next school year, they can be deleted here:

1. Check the box beside the section(s) to be deleted.
2. In the **Options** menu, select **Delete**.
3. Read the pop-up window and click **Continue** to confirm the deletion or **Cancel** to stop the deletion.

5.0 Loading Students into Sections

There are different options for loading students into sections of their courses for the next school year. Since elementary students stay in the same classroom with the same teacher for the full year, it is not necessary to load them into all the sections of all of their courses before the year rolls over. Group Scheduling or Homeroom Snapshot options can be used in the School View to load students as a school start-up task.

If the school really wants to load students into a section in the Build view, ***it is suggested that only one class is loaded*** (perhaps an ATT—AM section or an XAT homeroom section). If there is a change to the student roster, only one class would then need to be maintained. When the school year is rolled over, students could then be loaded into the rest of their courses using Group Scheduling or homeroom snapshot options defined in the Elementary Scheduling Guide.

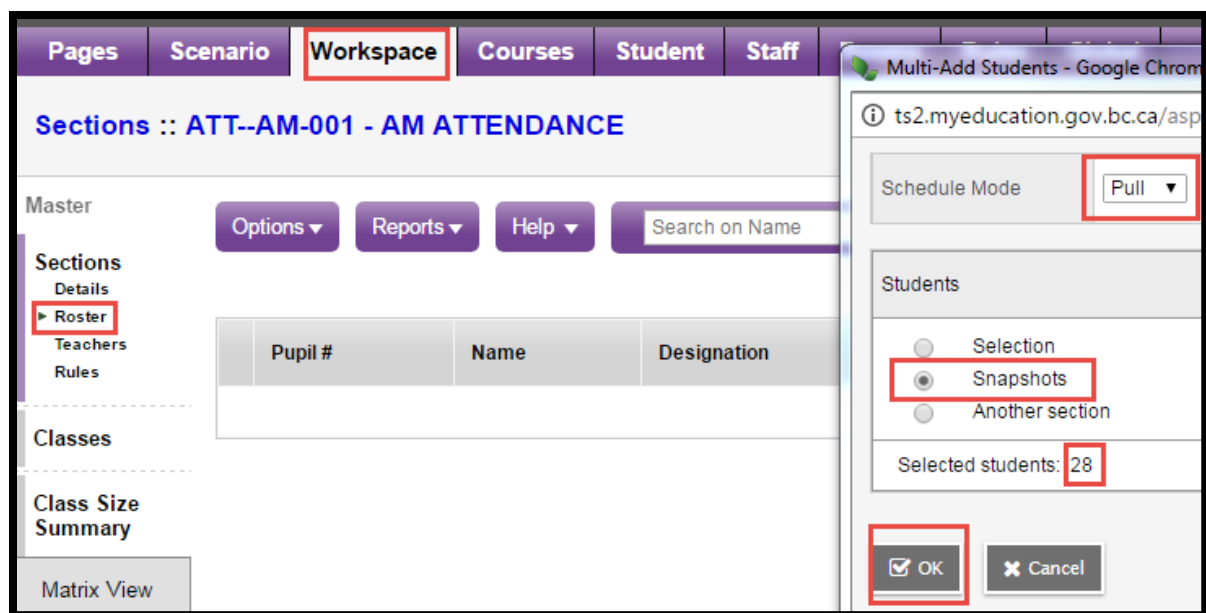
Consider the following:

- How stable is the school population and how much adjustment would be made to students between different classes?
 - If the school population is highly transitional, the school may want to wait until the year rolls over and then assign new homerooms to students in the new school year.
 - If the population is quite stable and little movement of students between classes is expected, the school could use the Next Homeroom field to group students for next year classes.
- Create Next Homeroom snapshots in the student top tab. This would enable you to load students into all their courses by snapshot when the year has rolled over and the student population is more settled. Keep in mind that snapshots are static lists, so new students would need the appropriate snapshot added to their record and students withdrawing would need the appropriate snapshot deleted from their record.
- Create Platoon snapshots
- Loading students in the Build view would provide a way to generate class lists prior to the school year rollover.

5.1 To load students in the Build View

Build view > **Workspace** top tab > **Sections** side tab

1. Select the section to add students to by checking the box beside the section.
2. Click the **Roster** leaf.
3. In the **Options** menu, select **Add**.
4. Set the **Schedule Mode** drop-down menu to **Pull**.
5. In the **Students** area, select the method to use to select the students for this section:
 - a. **Selection**: allows the user to select multiple students, one by one.
 - b. **Snapshots**: can be used if a snapshot has been created to group students for loading into classes.
6. Click **OK**. The students will now appear in the roster list for the selected section.



6.0 Generating Class Lists

Build view > **Workspace** top tab > **Sections** side tab

If students have been loaded into a section of a course in the Build view, class lists can be generated for each teacher. **Note:** Class lists will only be generated for classes that have students in them. Empty sections will not generate a blank list.

1. In the **Reports** menu, select **Students** and click on **Class Lists**.
2. Use the **Sections to include** drop-down menu to select which sections class lists are being generated for. If anything other than **Current Selection** is chosen, the user will be required to enter the **Search Value** *exactly* as the selected detail on the class is entered.
3. Use **Sort results by** to choose what order the report will be generated in.
4. Click **Run**.

7.0 K-12 Considerations

K-12 schools that are scheduling the secondary grade levels, using the full functionality of the Build and Load, should submit a ticket, requesting one-on-one district support session to determine their individual requirements.

8.0 Reports

8.1 BC Master Schedule

Build View>Workspace Top Tab>Reports>Scheduling Reports>BC Master Schedule

Langley
2020/2021 #1

Alex Hope Elementary

BC Master Schedule

Page 1

May 26, 2021

CrsCode	Class ID	Course	Flav	Description	Dept	Teacher	Room	Trm	Schedule	Assigned			Male			Female			
										TU	Max	Open	INC	SPE	ELL	REM	INC	SPE	ELL
ATT-AM		ATT-AM-Div 01FI		Daily Homeroom Attendance		Delafontaine, Ran	W19	FY	AM(1)	30	30	0		2		1			
ATT-AM		ATT-AM-Div 02FI		Daily Homeroom Attendance		Cranna, Keiry	S15	FY	AM(1)	30	30	0		2			1		1
ATT-AM		ATT-AM-Div 03		Daily Homeroom Attendance		Mohamadinasar, Mingdo	W17	FY	AM(1)	0	30	30							
ATT-AM		ATT-AM-Div 04		Daily Homeroom Attendance		Wonglooyuen, Janaisab	W23	FY	AM(1)	0	30	30							
ATT-AM		ATT-AM-Div 05FI		Daily Homeroom Attendance		Mandrakejohnston, Yua	W22	FY	AM(1)	24	30	6		1		1			
ATT-AM		ATT-AM-Div 06FI		Daily Homeroom Attendance		Payas, Newton	W20	FY	AM(1)	22	30	8		1					
ATT-AM		ATT-AM-Div 07		Daily Homeroom Attendance		Paulsencyr, Hudefa	W16	FY	AM(1)	26	30	4		4	1	2		1	1
ATT-AM		ATT-AM-Div 08		Daily Homeroom Attendance		Delanty, Arantzamiche	W21	FY	AM(1)	28	30	2		3	1	2			4
ATT-AM		ATT-AM-Div 09		Daily Homeroom Attendance		Knezevichsen, Anjeu	W24	FY	AM(1)	30	30	0		1	3	1		2	
ATT-AM		ATT-AM-Div 10		Daily Homeroom Attendance		Liyanaraachighe, Rau	S13	FY	AM(1)	28	30	2		4	1	2			3
ATT-AM		ATT-AM-Div 11		Daily Homeroom Attendance		Plummerbesic, Myaros	W18	FY	AM(1)	29	30	1		1	5	1		3	2
ATT-AM		ATT-AM-Div 12		Daily Homeroom Attendance		Stoyanova, Arnav	S09	FY	AM(1)	29	30	1						3	4
ATT-AM		ATT-AM-Div 13		Daily Homeroom Attendance		Osgui, Thanhthuy	S09	FY	AM(1)	23	24	1		1	1	1			
ATT-AM		ATT-AM-Div 14		Daily Homeroom Attendance		Shahmohammad, Seefud	S12	FY	AM(1)	22	22	0		2	2	2			
ATT-AM		ATT-AM-Div 15		Daily Homeroom Attendance		Saadat, Savinia	S14	FY	AM(1)	20	22	2		1	2	1		1	2
ATT-AM		ATT-AM-Div 16		Daily Homeroom Attendance		Kambow, Dhanya	E02	FY	AM(1)	20	22	2		2	2	2			1
ATT-AM		ATT-AM-Div 17		Daily Homeroom Attendance		Fano, Alai	E04	FY	AM(1)	20	22	2							1
ATT-AM		ATT-AM-Div 18		Daily Homeroom Attendance		Gumus, Punerpreet	E01	FY	AM(1)	21	22	1		1	2	1			2
ATT-AM		ATT-AM-Div 19		Daily Homeroom Attendance		Voorhorst, Ponyo	E03	FY	AM(1)	22	22	0						1	1
ATT-AM		ATT-AM-Div 20		Daily Homeroom Attendance		Battilana, Annexinyi	E06	FY	AM(1)	22	22	0			4				2
ATT-AM		ATT-AM-Div 21		Daily Homeroom Attendance		Safnuk, Jadalyn	E07	FY	AM(1)	7	20	13		1	2	1			1
ATT-AM		ATT-AM-Div 22		Daily Homeroom Attendance		Silta, Justone	E05	FY	AM(1)	0	20	20							
ATT-AM		ATT-AM-Div 23		Daily Homeroom Attendance		Antillontorres, Elish	E02	FY	AM(1)	0	20	20							
ATT-PM		ATT-PM-Div 01FI		PM Attendance	Other	Delafontaine, Ran	W19	FY	PM(1)	0	30	30							
ATT-PM		ATT-PM-Div 02FI		PM Attendance	Other	Sutherlandcorrigan, F	S15	FY	PM(1)	0	30	30							

8.2 Class Lists

Build View>Workspace Top Tab>Reports>Class Lists

Langley
Alex Hope Elementary

Class List

Page 1
May 26, 2021

ATT--AM-Div 01FI: Daily Homeroom Attendance

Teacher Delafontaine, Ran
Room W19
Schedule AM(1)
Term FY

Student Name	YOG
Arandapons, Harpinder	2026
Ashmand, Rosalie	2026
Bastani, Sancia	2026
Bazazzadeh, Ashdhir	2026
Berryfitzgerald, Luizgustavo	2026
Bratberg, Ujala	2026
Ceaser, Edan	2026
Dere, Prabpal	2026
Deviveiros, Datton	2026
Fimrite, Preciousdiane	2026
Gallegos, Joerg	2026
Grout, Kyannah	2026
Gyenizse, Lakshveer	2026
Hoppenrath, Anju	2026
Iaffaldano, Davidalexander	2026
Jise, Kennybrayan	2026
Lips, Baylee	2026
Macadangdang, Jurri	2026
Mancillavaladez, Nazrin	2026
Nakhleh, Vritti	2026
Nephin, Jennalin	2026
Norahenriguitton, Jannatasmaa	2026
Olarte, Daine	2026
Prehncarroll, Shelbi	2026
Rosasbugueno, Thitutrang	2026
Songose, Bramble	2026
Tanah, Nopasorn	2026
Tangkijthavorn, Schristiansaigo	2026
Tchassiwambo, Timothy russell	2026
Wittericklaskin, Ruifan	2026

Total Students: 30

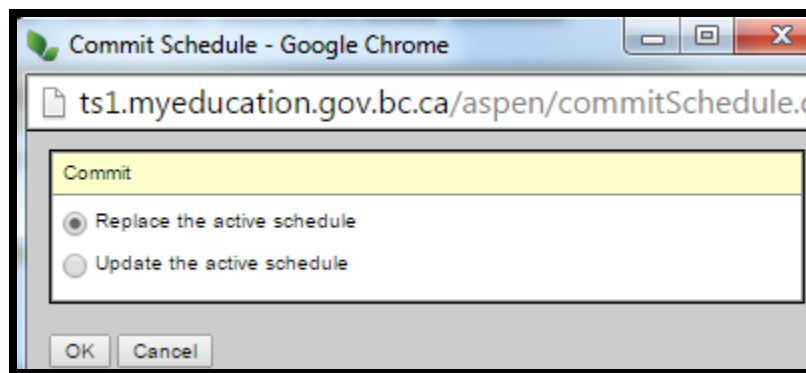
9.0 Commit Schedule

After the **End of Year Rollover (EOYR)** process is complete, one **Scenario** from the Build view must be **Committed** – this will then become the **Active Schedule**.

9.1 Commit Schedule

In the Build view:

1. Click the **Scenario** tab.
2. Select the **Scenario** that you would like to commit, to go into the **Details**.
3. Click **Options > Commit Schedule...** ... The Commit Schedule dialog box appears:



4. Select the appropriate option, **Replace the active schedule** or **Update the active schedule** (if you have already committed the schedule, made changes and want to only re-commit the changes).

Note: This topic will be covered further, as part of **End of Year Rollover (EOYR)** and **School Start-up** Learning Events.