



MyEducationBC

Elementary Scheduling

September 2023 v4.9

Version History

Version	Date	Description
1.0	May 2014	Initial document
1.1	Jun 2014	Addition of Individual Student Platoon Scheduling
2.0	Jul 2014	Prepare Grade Input added
3.0	Sep 2014	Addition of pushing homeroom into course roster. Update of course list
3.1	Oct 2014	Addition of XTC term comment reporting course
4.0	Feb 2015	Updated Course Catalogue in Appendix B
4.1	Mar 2015	Updated 6.4 to include Days In Session filter use Updated BC Department codes section to add codes. Removed reference to disabling codes. Corrected Assigning Student Homerooms section Updated Defining course details with Report Card Field Set reference
4.2	Jun 2015	Minor updates to Defining Section Details to include mass update of Schedule Term.
4.3	Aug 2019	Update to Appendix C to run report homeroom distribution. Removed Appendix B – Enterprise Course catalogue. Users should refer to the BC Ministry of Education Course Registry website.
4.4	Aug 2020	Release 6.1, Appendix A updates Updated Section 1.0 Set Default Transcript Definition
4.5	Sep 2021	Updated screen captures, some formatting. Added Section 6.5 and 6.6 Adding Bell Schedule
4.6	Oct 2022	Transcript Visibility in Portal added section 15
4.7	Mar 2023	Updated Section 15 Hide in Portal Field set Updated screen captures, some formatting.
4.8	Sep 2023	Screenshots added to reflect 2023 Reporting Order – transcripts and Rubrics
4.9	Sep 2023	Screenshots with 6.6 upgrades

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1.0 Elementary Scheduling Activities

This document relies on these activities having been completed at the District level:

- District calendar has been initialized, which pushes calendar dates down to the individual schools.
- Elementary courses have been brought into the District course catalogue for use in the School course catalogue.
- District and School Start-up Tasks Checklist has been completed (on MyEducationBC.info site).

All activities below are done in the School View and is relevant specifically to scheduling elementary students.

2.0 Set Default Transcript Definition

This may already have been completed but should be reviewed prior to beginning elementary scheduling activities.

1. Go to the **School** top tab.
2. Click on the **Setup** side tab and choose the **Details** leaf.
3. Set the **Default Transcript Definition > Name** field as appropriate.

Note: This is only a default that will be assigned to courses when you bring them into your school. This choice should represent the majority of the courses in your school.

The screenshot shows the 'School Setup' page for 'Raymer Elementary'. The 'School' tab is selected at the top. On the left, the 'Setup' menu is open, and the 'Details' sub-tab is selected. The 'General' section is active, showing fields for School Identifier (2323014), Name (Raymer Elementary), Type (Standard), School level (Elementary), District Online Learning School (unchecked), Start grade (0), Number of grades (7), Build Year Context > School year (2024), and Default Transcript Definition > Name (B Term K-9 2023 English EMG-DEV-PRF-EXT). The 'Principal' section lists staff members. The 'Class to Daily Attendance Procedure?' checkbox is checked. The 'Save' and 'Cancel' buttons are at the bottom.

3.0 Set School Schedule Preferences

This may already have been completed but should be reviewed prior to beginning elementary scheduling activities.

1. Go to the **School** top tab.
2. Click on the **Setup** side tab and choose the **Preferences** leaf.
3. In the **Category** drop down (upper right), choose **Schedule**.
4. Ensure the **Schedule Mode** field is set to Secondary.

The screenshot shows the 'School Setup :: Raymer Elementary' interface. The 'Pages' bar at the top has 'School' highlighted. The left sidebar shows 'Setup' with 'Details' and 'Preferences' (highlighted with a red box). The 'Guided Tasks' sidebar lists 'Online Registration', 'Schedules', and 'Calendars'. The main content area has tabs for 'Basic' and 'Advanced'. Under 'Basic', the 'General' section shows 'Schedule mode' set to 'Secondary' (highlighted with a red box). The 'Category' dropdown in the top right is set to 'Schedule' (highlighted with a red box). Red arrows point to these two specific settings.

4.0 Create School Schedule and/or Set Active Schedule

The school must define a schedule with the start and end dates of the school year. These dates are the “shell” for the schedule terms and grade terms. The school calendar dates should be equal to or less than these dates.

1. Go to the **School** top tab.
2. Click on the **Schedules** side tab. Set the filter to **All Records**.
3. If you see the schedule year already created, click the blue link and confirm the start and end dates are correct for your school.
4. If you do not see a current year schedule:
 - a. Click **Options**.
 - b. Select **Add**.
 - c. Populate the **Name**, **Start Date** and **End Date**.
 - d. Click **Save**.

The screenshot shows the 'Schedules' section with the 'Details' tab selected. The 'Add' form is displayed with the following fields: 'Name' (2022-2023 Active Schedule), 'Start date' (06/09/2022), 'End date' (29/06/2023), and 'Schedule terms' (1/1). The 'Options' button is visible at the top.

- e. Click **Options** and choose **Set Active Schedule**.
- f. Click **OK** to confirm setting the schedule as the active schedule.

YearID	Name	Start	End	DPC	PPD	TPY	Term
<input type="checkbox"/> 2022-2023	►2022-2023 Active Schedule	14/08/2022	13/08/2023	1	2	1	1/1

5.0 Set/Adjust School Calendar

1. Go to the **School** top tab.
2. Click on the **Calendars** side tab.
3. Select the checkbox beside the calendar year you want.
4. Click the **Dates** leaf.
5. Review the in-session and non-session dates in your calendar
 - a. To modify a date, click on the blue link, select or deselect the **Is school in session** checkbox as appropriate. Click **Save**.


Note: School calendar dates are populated when the district initializes a calendar. If no dates appear for your school, contact your district support to ask if the district calendar has been initialized for the year. If the district calendar has been initialized and the dates do not display in the school calendar, you can use the Initialize Calendar function in the School Setup document to populate the dates for your school.

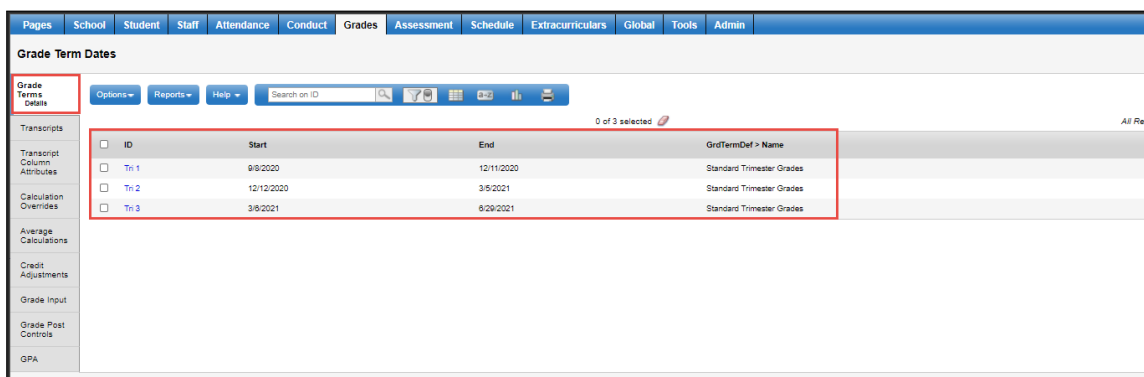
6.0 Prepare Grade Terms

Grade Terms must be entered for all schools in your district. In the **School** view, each school will define the dates for each grade term. A sample is shown below:

Trimester	Start Date	End Date
Tri 1	September 3	December 10
Tri 2	December 11	March 10
Tri 3	March 11	June 27

To create grade terms:

1. Go to the **Grades** top tab.
2. Click on the **Grade Terms** side tab.
3. Click **Options** on the menu bar and select **Add**.
4. In the **Term ID** field, begin typing Tri and select Tri 1, or use the  to select Tri 1 from the picklist.
5. Define the **Start date** and **End date** for the trimester.
6. Click **Save**.
7. Repeat the above steps for Tri 2 and Tri 3. Click the **Grade Terms** side tab. All three trimesters should be represented in the list.



The screenshot shows the 'Grade Term Dates' section in the MyEducationBC application. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Extracurriculars, Global, Tools, and Admin. The 'Grades' tab is selected. On the left, a sidebar menu lists various options: Grade Terms, Transcripts, Transcript Column Attributes, Calculation Overrides, Average Calculations, Credit Adjustments, Grade Input, Grade Post Controls, and GPA. The 'Grade Terms' option is highlighted. The main content area displays a table with the following data:

ID	Start	End	GrdTermDef > Name
Tri 1	9/8/2020	12/11/2020	Standard Trimester Grades
Tri 2	12/12/2020	3/5/2021	Standard Trimester Grades
Tri 3	3/8/2021	6/29/2021	Standard Trimester Grades

At the top of the table, there is a search bar labeled 'Search on ID' and a status indicator showing '0 of 3 selected'.

7.0 Create a Schedule Structure

7.1 Define Full Year Schedule Term

Schedule terms are different from grade terms. Grade terms are dates that represent milestones during the year when you report academic progress. Schedule terms are the date ranges during which courses can begin and end. Elementary schools would typically only have one full year schedule term as their courses run all year.

To create your school's Schedule Term:

1. Go to the **Schedule** top tab.
2. Click on the **Structure** side tab, then click the **Terms** sub-side tab.
3. Click **Options** on the menu bar and select **Add**.
4. In the **Code** field, select FY for a full year schedule term.
5. In the **Name** field, type Full Year.
6. Enter 1 in the **Base terms per year** field and click the **Set** button. A **Term map** box will populate.
7. Check the **Term map** box. Two date fields will appear below **Term Date Ranges**
8. Enter the **Start** date and the **End** date for the full year term. (As this is a full year term, your Start and End date fields will be the first and last day of school).
9. Three check boxes should appear in the **Grade term cover map** area. All three boxes should be checked to tell the system that you will be preparing for three reporting terms. Click **Save**.

The screenshot shows the 'Schedule Terms' form in the MyEducationBC system. The form is titled 'Schedule Terms :: FY'. It has a sidebar with tabs: Master, Schedules, Courses, Rooms, Structure, Terms (selected), Days, Periods, Bell Schedules, Elementary Lunch Configurations, and Schedule Attributes. The 'Terms' tab is active, showing fields for Code (FY), Name (Full Year), Base terms per year (1), Term map (checked), and Term Date Ranges (Start: 9/8/2020, End: 6/29/2021). There are also three checkboxes for Grade term cover map, all of which are checked. Buttons for Save, Cancel, Options, Reports, and Help are visible.

7.2 Set up School Schedule Day

For schools following the recommended approach to record attendance using the ATT-AM and ATT-PM courses, one day and two periods will need to be created in the schedule structure.

1. Click the **Schedule** top tab
2. Click the **Structure** side tab and select the **Days** sub-side tab.
3. If there are no records, click the **Options** menu and select **Add**.

The screenshot shows the 'Schedule Days' interface. The top navigation bar has tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, **Schedule**, Extracurriculars, Global, Tools, and Admin. The left sidebar has a 'Structure' section with sub-tabs: Master, Schedules, Courses, Rooms, Structure, Terms, **Days** (selected), Periods, Bell Schedules, Elementary Lunch Configurations, Schedule Attributes, Rules, and Academic Tracks. The 'Options' menu is open, showing 'Add...', 'Modify List', 'Mass Update...', 'Query...', 'Show Selected', and 'Omit Selected'. A red arrow points to the 'Add...' option. The main table has columns ID, Name, and DPC, with one record: 1, 1, 1.

When the pop-up menu appears, enter 1 into the **Day count** field, and tab out of that area. This will give you your section for filling in the information for this Day.

The screenshot shows the 'Schedule Days' interface with a pop-up form. The 'Day count' field is set to 1. The pop-up form has fields for Number, Identifier, and Name, all set to 1. The 'Save' button is highlighted. The background shows the same 'Schedule Days' interface as the previous screenshot.

4. Put in the value of **1** for **Identifier** and **Name** fields.
5. Click the **Save** button.
6. This will create a single Day for your school.

7.3 Set Up Two Periods for Attendance

For schools following the recommended approach to record attendance using the ATT-AM and ATT-PM courses, one day and two periods will need to be created in the schedule structure.

1. Click the **Schedule** top tab.
2. Click the **Structure** side tab and select the **Periods** sub-side tab.
3. If there are no records, click the **Options** menu and select **Add**.

Number	Identifier	Name
1	AM	AM
2	PM	PM

When the pop-up menu appears, enter **2** into the **Period count** field, and tab out of that area. This will give you two rows for filling in the period information. To make it easy to identify these as attendance periods, you may want to consider using AM and PM as in the screen shot below.

Period count	2	
Number	Identifier	Name
1	AM	AM
2	PM	PM


Save Cancel

7.4 Define Bell Schedules

1. Click the **Schedule** top tab.
2. Click the **Structure** side tab and select the **Bell Schedules** sub side tab.
3. If there are no records, click the **Options** menu and select **Add**.

4. Give bell schedule Identifier a name like: Regular
5. Give bell schedule a name like: Regular Daily
6. Select the Include in Scheduling? Checkbox if you are using Build in your district.
7. For each period (AM & PM), define start time and duration for morning period and the afternoon period. Eg. Bell Period Number = 1, Bell Period Identifier = AM Start time = 8:36 AM Duration (Minutes) = 296
8. Click Save

7.5 Assign Day to Calendar.

1. From the **School** top tab, click the **Calendars** side tab,
2. Click the **Dates** leaf.
3. Use the  icon to filter the list to **Days in Session**.

The screenshot shows the 'School Calendar :: 2020-2021 - Standard' interface. The 'Options' menu is open, showing 'All Records', 'Days in Session', and 'Not in Session'. The 'Days in Session' option is selected. The table below shows dates from 9/8/2020 to 9/20/2020 with corresponding 'DayNum' values (0 or 1).

Date	DayNum
9/8/2020	0
9/9/2020	0
9/10/2020	1
9/11/2020	1
9/12/2020	0
9/13/2020	0
9/14/2020	1
9/15/2020	1
9/16/2020	1
9/17/2020	1
9/18/2020	1
9/19/2020	0
9/20/2020	0

4. In the **Options** menu, select **Mass Update**.
5. Select **Schedule day number** from the drop-down selection list for **Field**.
6. In the **Value** field, enter **1**.
7. Click the **Update** button. All in-session dates should now display a 1 in the *DayNum* field.

7.6 Assign Bell Schedule to Calendar

1. Select **School** top tab > **Calendars** side tab > **Dates** leaf
2. Filter = Days in Session
3. Options > Mass Update > Field = Schedule Bell, use Pick list to pick Value > and then Update
4. Bell > Name field should now be filled with newly created Bell Schedule

The screenshot shows the 'School Calendar :: 2020-2021 - Standard' interface. The 'Mass Update' dialog box is open, showing 'Field' as 'Schedule Bell' and 'Value' as '1'. The table below shows dates from 08/09/2020 to 21/09/2020 with corresponding 'InSession?' values (Y or N) and 'Bell > Name' values (Regular Daily).

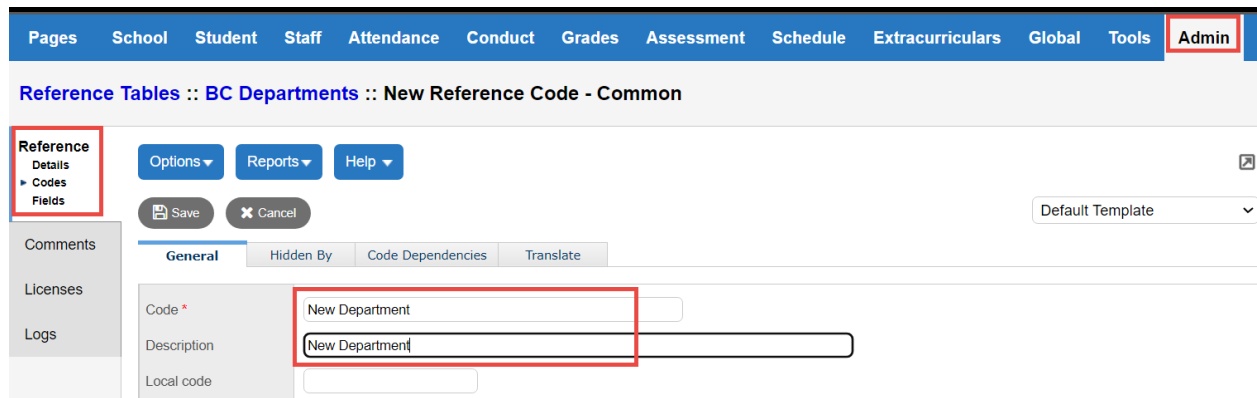
Date	InSession?	Bell > Name
08/09/2020	N	
09/09/2020	N	
10/09/2020	Y	Regular Daily
11/09/2020	Y	Regular Daily
12/09/2020	N	
13/09/2020	N	
14/09/2020	Y	Regular Daily
15/09/2020	Y	Regular Daily
16/09/2020	Y	Regular Daily
17/09/2020	Y	Regular Daily
18/09/2020	Y	Regular Daily
19/09/2020	N	
20/09/2020	N	
21/09/2020	Y	Regular Daily

8.0 Define BC Department Codes (Optional)

Departments are a way of categorizing courses when you bring them into your school. Districts may choose to manage these, or they may set the District > Preferences > Schedule for department codes to be managed at the school level. Check with your district support staff to determine if the schools can manage the department codes and if there are district standards for categorizing courses. Then customize the reference table to suit the district or school standards.

8.1 Add BC Department Codes at the School Level

1. Go to the **Admin** top tab.
2. Click the **Reference** side tab.
3. Find the **BC Departments** table in the list. Check the box beside the **name**.
4. Click the **Codes** leaf.
5. In the **Options** menu, select **Add**.
6. In the **Code** field, type the name of the department being added.
7. In the **Description** field, type the name of the department being added.





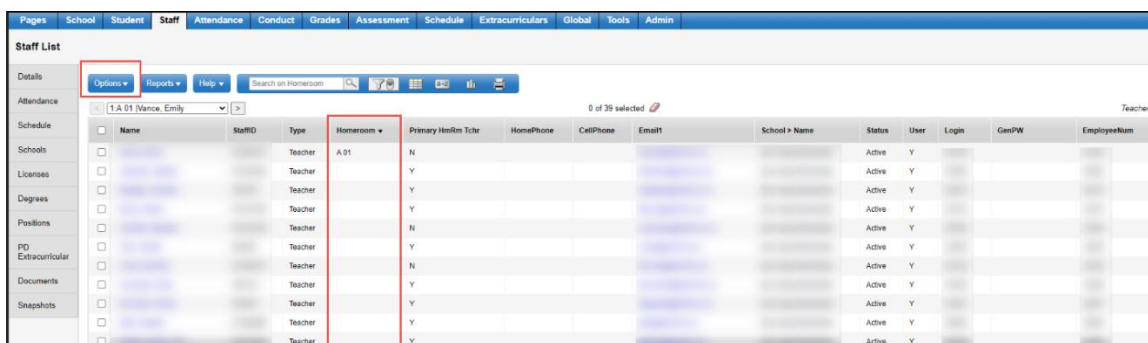
The screenshot shows the 'New Reference Code - Common' form. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Extracurriculars', 'Global', 'Tools', and 'Admin'. The 'Admin' tab is selected. On the left, the 'Reference' side tab is selected, and the 'Codes' leaf is expanded. The 'Options' menu is open, showing 'Add', 'Edit', and 'Delete'. The 'Code' field and 'Description' field are highlighted with red boxes, both containing the text 'New Department'. The 'Local code' field is empty. The 'General' tab is selected, and the 'Hidden By', 'Code Dependencies', and 'Translate' tabs are also visible.

9.0 Assign Homerooms to Staff

In MyEducation BC, homeroom numbers are assigned to teachers through the **School** view > **Staff** top tab. Homerooms can be assigned to an individual teacher by selecting the staff member and entering the homeroom value into their details or en masse by using Modify List. Students can then be assigned to the homeroom number associated to their teacher.

To assign homeroom numbers to staff:

1. Click the **Staff** top tab.
2. Click **Options** in the menu bar.
3. Select **Modify List**.
4. Click the  icon in the **Homeroom** column.
5. Enter the **Homeroom** value for each Teacher in the list.
6. Click the  icon to save your entries.
7. Click **Options** in the menu bar and select **Modify List** or click on the **Staff** top tab to shut the function off.




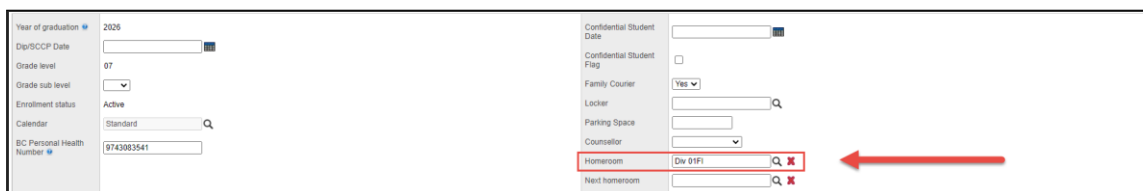
Name	StaffID	Type	Homeroom	Primary Health Tchr	HomePhone	CellPhone	Email	School Name	Status	User	Login	GenPW	EmployeeNum
LA 01 Vance, Emily		Teacher	A 01	N					Active	Y			
		Teacher		Y					Active	Y			
		Teacher		Y					Active	Y			
		Teacher		N					Active	Y			
		Teacher		Y					Active	Y			
		Teacher		N					Active	Y			
		Teacher		Y					Active	Y			
		Teacher		Y					Active	Y			
		Teacher		Y					Active	Y			
		Teacher		Y					Active	Y			

10.0 Assign Student Homerooms

A homeroom can be assigned to an individual student by selecting the student and entering the homeroom value into their **Details**. Homerooms can also be assigned “en masse” by using either **Modify List** or **Mass Update**.

10.1 Assign Homerooms to Individual Students:





1. Click the **Student** top tab.
2. Check the box beside the student name and click the **Details** side tab, or click the blue link of the student name.
3. In the **Homeroom** field on the **Demographics** sub-top tab, bottom of the page, use the  icon to select the homeroom for the student, or begin typing the homeroom name and let the field populate.
4. Click **Save**.




The screenshot shows a student details form. On the left, there are fields for 'Year of graduation' (2026), 'Dip/SCCP Date', 'Grade level' (07), 'Grade sub level' (dropdown), 'Enrollment status' (Active), 'Calendar' (Standard), and 'BC Personal Health Number' (9743003541). On the right, there are fields for 'Confidential Student Date', 'Confidential Student Flag', 'Family Courier' (Yes), 'Locker', 'Parking Space', 'Counsellor', 'Homeroom' (Div 01F), and 'Next homeroom'. The 'Homeroom' field is highlighted with a red box, and a red arrow points to it from the right.


10.2 Mass Assign Homerooms to Students

10.2.1 Option 1: Modify List

1. Click the **Student** top tab. (You may wish to sort the grade column by clicking the  icon to select **Grade level = ?** to narrow the list of students).
2. Click **Options** in the menu bar.
3. Select **Modify List**.
4. Click the  icon in the **Homeroom** field.
5. Use the  icon to select the homeroom for the student, or begin typing the homeroom name and let the field populate.
6. Click the  icon to save the entries.
7. Click **Options** in the menu bar and select **Modify List** to shut the function off.

10.2.2 Option 2: Mass Update

1. Click the **Student** top tab. (You may wish to sort the grade column by clicking the  icon to select **Grade level = ?** to narrow the list of students).

2. Place a check in the box beside each name to be assigned to the same homeroom.
3. Click **Options** in the menu bar and select **Show Selected**. The list of students selected appears for confirmation.
4. Click **Options** in the menu bar and select **Mass Update**.
5. In the **Mass Update** pop-up window, set the **Field** value to **Homeroom** using the drop-down menu.
6. In the **Value** field, type the homeroom to be assigned to all of the students selected.
7. Click **Update**. Accept the confirmations.
8. A Mass-Updated validation window will pop up. Click **OK**.
9. Change the  icon from **Custom Selection** back to **All Active Students**.
10. Repeat the process until all students are assigned to the appropriate homeroom.

11.0 Create School Course Catalogue

The district course catalogue will need to be reviewed and adjusted as necessary for the needs of the district. Elementary courses need to be brought into the district level before they will be available for the school. This document assumes the district course catalogue contains the necessary elementary courses.

Appendix B contains a list of all elementary courses available at the Enterprise level.

11.1 Create the School Course Catalogue

1. Go to the **Schedule** top tab.
2. Select the **Courses** side tab.
3. On the **Options** menu, select **Add**.
 - a. Ensure the **Course Catalogue** field is set to the current year.
 - b. The following tools can be used to select courses:
 - **School Level** may be used to filter courses to the ones appropriate to your school. K-5 courses are assigned a school level of Elementary. Grades 6 to 8 courses are assigned a school level of Middle. Select All K-5 courses, click OK to add them to the catalogue before switching the filter to Middle for selecting grades 6-8 courses that may be needed.
 - **Ctrl F** helps to search for courses and the selections will be retained as you check the boxes beside the ones you want.
4. Check the box beside all the courses required in the school.
5. Click **OK**.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin									
School Courses									
Master	Options Reports Help Search on CrsNo								
Schedules	1:ATT--AM 0 of 64 selected								
Courses									
Courses Details Build Request Sections									
Department Codes									
Rooms									
Structure									
Schedule Attributes									
Rules									
Academic Tracks									
Graduation									
Recommendation Controls									
Preferences									
	<input type="checkbox"/>	CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name		
	<input type="checkbox"/>	ATT-AM	AM Attendance				School Comments		
	<input type="checkbox"/>	ATT-PM	PM Attendance				School Comments		
	<input type="checkbox"/>	MADST06-L	APPLIED DESIGN SKILLS AND TECHNOLOGIES 6	06	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Applied Design, Skills & Technologies 6-8	School Comments		
	<input type="checkbox"/>	MAE--K	ARTS EDUCATION K	KF	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education K	School Comments		
	<input type="checkbox"/>	MAE--01	ARTS EDUCATION 1	01	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 1	School Comments		
	<input type="checkbox"/>	MAE--02	ARTS EDUCATION 2	02	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 2	School Comments		
	<input type="checkbox"/>	MAE--03	ARTS EDUCATION 3	03	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 3	School Comments		
	<input type="checkbox"/>	MAE--04	ARTS EDUCATION 4	04	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 4	School Comments		
	<input type="checkbox"/>	MAE--05	ARTS EDUCATION 5	05	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 5	School Comments		
	<input type="checkbox"/>	MAE--06	ARTS EDUCATION 6	06	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 6	School Comments		
	<input type="checkbox"/>	MCE--06	CAREER EDUCATION 6	06	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Career Education 6-7	School Comments		
	<input type="checkbox"/>	MEN--K-L	ENGLISH LANGUAGE ARTS K	KF	3 Term K-9 2023 English EMG-DEV-PRF-EXT	English Language Arts K	School Comments		
	<input type="checkbox"/>	MEN--K-LR	ENGLISH K (READING, LISTENING, VIEWING)	KF	3 Term K-9 2023 English EMG-DEV-PRF-EXT	English Language Arts K	School Comments		

11.2 Define Course Details

You can view and edit courses one-by-one, but most fields on these screens are mass-updateable and it will save time to use the mass update functions to adjust them, where the same value will be assigned to multiple courses in your course catalogue. It may be helpful to use the *Report Card Field Set* so all applicable fields are visible in the list.


1. On the **Schedule** top tab, click the **Courses** side tab.
2. Click on the blue link to view the details of the course.
 - a. On the **General** sub-top tab, the **Department** and **Bank name** can be populated. However, you may prefer to use Mass Update functions for these fields. Other fields on this screen do not need to be populated for implementation scheduling. Consult your district on department standards.
3. Click **Save**.

The screenshot displays the 'School Courses' interface for the course '2020-2021 - MADST01 - APPLIED DESIGN SKILLS AND TECHNOLOGIES 1'. The 'General' tab is selected, showing various fields for course configuration. The 'Grading' tab is also visible. The interface includes a top navigation bar with tabs like Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Extracurriculars, Global, Tools, and Admin. A left sidebar shows a tree view of the course details.


4. On the **Grading** sub-top tab, review the settings for the following fields:
 - a. **Term grades term map**: all boxes should be checked.
 - b. **Progress grades term map**: all boxes should be checked.
 - c. **Transcript Definition > Name**: should be populated with the appropriate transcript definition for the course. You may prefer to use Mass Update functions for this field if the transcript definition is different from the default school setting. (See instructions below screenshot).
 - d. **Rubric Definition > Name**: should be populated with the appropriate rubric definition for the course. You may prefer to use Mass Update functions for this field. (See instructions below screenshot).
 - e. **Hide from grade input**: should be unchecked if you want to enter student grades for the course.

- f. **Hide on report card:** should be unchecked if you want the course to display on the report card. You may prefer to use Mass Update functions for this field. (See instructions below screenshot).
- g. **Disable text comments:** should be unchecked if you want to enter comments on courses for report cards.
- h. **Disable reference comments:** should be unchecked.
- i. **Disable non-rubric grades:** should be unchecked.
- j. Click **Save**.


To mass update a transcript definition:

1. Go to the **Schedule** top tab.
2. Select the **Courses** side tab and filter to **Report Card Field Set**.
3. Check the box beside all courses that will have the same transcript definition (ex. all kindergarten courses)
4. On the **Options** menu, select **Show Selected**
5. On the **Options** menu, select **Mass Update**.
6. Using the drop-down options, set the **Field** value to *Transcript Definition*.
7. Using the  icon, set the **Value** field to the appropriate transcript definition.
8. Click **Update**. Read and respond to the confirmation messages.


To mass update a rubric definition:

1. Go to the **Schedule** top tab.
2. Select the **Courses** side tab and filter to **Report Card Field Set**.
3. Check the box beside all courses that will have the same rubric definition (ex. all primary courses)
4. On the **Options** menu, select **Show Selected**
5. On the **Options** menu, select **Mass Update**.
6. Using the drop-down options, set the **Field** value to *Rubric Definition*.
7. Using the  icon, set the **Value** field to the appropriate rubric definition.
8. Click **Update**. Read and respond to the confirmation messages.

To mass update Department:

1. Go to the **Schedule** top tab.
2. Select the **Courses** side tab and filter to **Report Card Field Set**.
3. Check the box beside all courses that will have the same department (example: all Language Arts courses).
4. On the **Options** menu, select **Show Selected**.
5. On the **Options** menu, select **Mass Update**.
6. Using the drop-down options, set the **Field** value to *Department*.
7. Using the  icon, set the **Value** field to the appropriate department.
8. Click **Update**. Read and respond to the confirmation messages.

To mass update Bank name:

1. Go to the **Schedule** top tab.
2. Select the **Courses** side tab and filter to **Report Card Field Set**.
3. Check the box beside all courses that will have the same comment bank.
4. On the **Options** menu, select **Show Selected**.
5. On the **Options** menu, select **Mass Update**.
6. Using the drop-down options, set the **Field** value to *Comment Bank Table*.
7. Using the  icon, set the **Value** field to the appropriate comment bank.
8. Click **Update**. Read and respond to the confirmation messages.

To mass update Hide on report card:

1. Go to the **Schedule** top tab.
2. Select the **Courses** side tab and filter to **Report Card Field Set**.
3. Check the box beside all courses.
4. On the **Options** menu, select **Show Selected**.
5. On the **Options** menu, select **Mass Update**.
6. Using the drop-down options, set the **Field** value to *Hide on report card*.
7. Set the **Value** box to unchecked.
8. Click **Update**. Read and respond to the confirmation messages.

12.0 Create Course Sections



Once the school course catalogue has been created and the attributes defined, you will need to determine how many “sections” of each course you will need. For example, if you have two full grade one classes, you will need two sections of each grade 1 course. Another example would be if you have two full grade 4 classes and a blended grade 4/5 class, you will need three sections of each grade 4 course.

12.1 Assign the Number of Sections to Courses

MyEducation BC has a function for creating sections for you, once you have identified how many sections of each course you will need.

To define the number of sections:

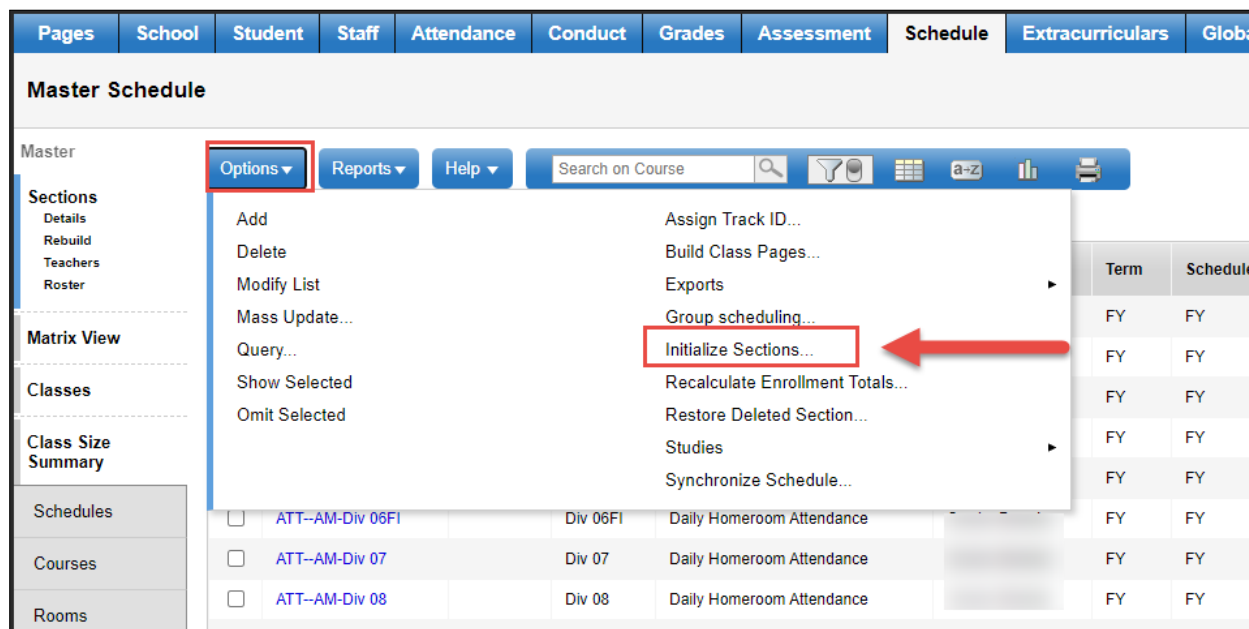
See Appendix C for a sample table for determining the required number of sections for split classes.

1. Go to the **Schedule** top tab and select the **Schedule Attributes** side tab (turns into **Course Attributes** sub-side tab). If no courses are visible, go to Options > Refresh to generate the current course list for attributes.
2. On the **Options** menu, select **Modify List**.
3. Click the  icon in the Sections column to activate the fields.
4. Enter the number of sections you require for each course. The number of sections becomes significant if there are split grade classes (see Appendix C).
5. Click the  icon to save your entries.

Course attributes						
Master	Options	Reports	Help	Search on Course		
Schedules	1 ATT-AM			0 of 87 selected		
Courses						Courses To Schedule
Rooms	<input type="checkbox"/> ATT-AM	Daily Homeroom Attendance	24	0.0	0/0	Y
Structure	<input type="checkbox"/> ATT-PM	PM Attendance	24	0.0	0/0	Y
Schedule Attributes	<input type="checkbox"/> FFRAL06	FRANÇAIS LANGUE SECONDE-IMMERSION 6	2	0.0	0/0	Y
Course Attributes	<input type="checkbox"/> FFRAL07	FRANÇAIS LANGUE SECONDE-IMMERSION 7	2	0.0	0/0	Y
Students	<input type="checkbox"/> MADST-K	APPLIED DESIGN SKILLS AND TECHNOLOGIES K	3	0.0	0/0	Y
Student Groups	<input type="checkbox"/> MADST01	APPLIED DESIGN SKILLS AND TECHNOLOGIES 1	3	0.0	0/0	Y
Staff	<input type="checkbox"/> MADST02	APPLIED DESIGN SKILLS AND TECHNOLOGIES 2	3	0.0	0/0	Y
Room Attributes	<input type="checkbox"/> MADST03	APPLIED DESIGN SKILLS AND TECHNOLOGIES 3	4	0.0	0/0	Y
Rules	<input type="checkbox"/> MADST04	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4	4	0.0	0/0	Y
Academic Tracks	<input type="checkbox"/> MADST05	APPLIED DESIGN SKILLS AND TECHNOLOGIES 5	4	0.0	0/0	Y
Graduation	<input type="checkbox"/> MADST06	APPLIED DESIGN SKILLS AND TECHNOLOGIES 6	5	0.0	0/0	Y
Recommendation Controls	<input type="checkbox"/> MADST07	APPLIED DESIGN SKILLS AND TECHNOLOGIES 7	5	0.0	0/0	Y
Preferences	<input type="checkbox"/> MAE-K	ARTS EDUCATION K	3	0.0	0/0	Y
	<input type="checkbox"/> MAE-KMU	ARTS EDUCATION K MUSIC	3	0.0	0/0	Y
	<input type="checkbox"/> MAE-01	ARTS EDUCATION 1	3	0.0	0/0	Y
	<input type="checkbox"/> MAE-01MU	ARTS EDUCATION 1 MUSIC	3	0.0	0/0	Y
	<input type="checkbox"/> MAE-02	ARTS EDUCATION 2	3	0.0	0/0	Y
	<input type="checkbox"/> MAE-02MU	ARTS EDUCATION 2 MUSIC	3	0.0	0/0	Y
	<input type="checkbox"/> MAE-03	ARTS EDUCATION 3	4	0.0	0/0	Y
	<input type="checkbox"/> MAE-03MU	ARTS EDUCATION 3 MUSIC	4	0.0	0/0	Y

12.2 Initialize Sections

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. On the **Options** menu, select **Initialize Sections**. This creates all the sections indicated as required in Schedule Attributes.







12.3 Define Section Details

Section details need to be defined, such as: Teachers, Schedule Terms, Schedule Expressions and Platoons to sections.

You will need to define section details once the sections have been initialized. If you plan to use Platoons for Group Scheduling this can also be assigned at this time (see *Setting up Platoon Codes for Group Scheduling* below).

To update information on sections:

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. In the field set menu, select the **Primary Teacher** field set.
3. On the **Options** menu, select **Modify List**.
4. Click the  icon in the *Primary Staff > Name* column to activate the fields.
5. Use the  icon to choose the teacher name, or begin typing the name in the field.
6. Click the  icon to save your entries.
7. Repeat the above process to populate the **Platoon** fields only if the school is using platoon codes for group scheduling. Platoons should be the same as the teacher homeroom number for the students to be placed in that section.

8. Repeat the process for the **Max** field – assigning an appropriate class maximum for each section.
9. In the **Options** menu, select **Mass Update**.
10. In the **Field** drop-down, select **Schedule Term**.
11. In the **Value** field, use the  icon to select the **Full Year** schedule term.
12. Click **Update**. This will set the FY schedule term for all courses and sections.

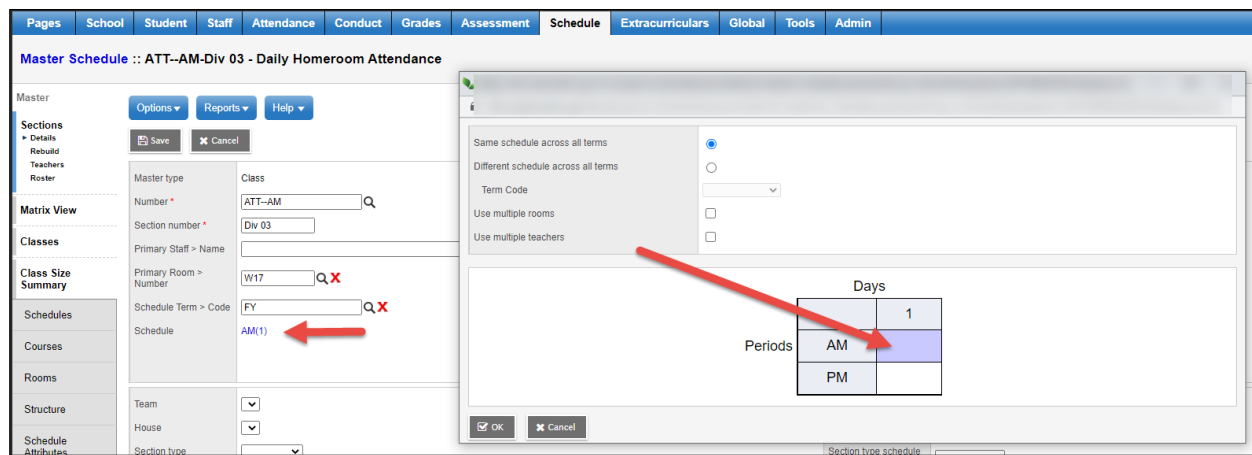
To modify information for an individual section:

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. Click on the blue **Course** link to open each section.
3. Adjust the section details as required.
4. **Save**.

12.4 Assign a Schedule Expression to Attendance Courses

If the school is using the ATT--AM and ATT--PM courses for attendance, these courses will need a day and period assigned to them.

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. Select all sections of the ATT--AM and ATT--PM courses. In the **Options** menu, select **Show Selected**.
3. Click on the blue hyperlink of the first section in the list. This will take you to the sections details.
4. Click the blue **Edit Schedule** hyperlink. A matrix will display.
5. If the section is an AM section, click the box beside AM. The box will change colour. Click **OK**. The **Schedule** field on the course section will now display the AM period and the day behind it in brackets.
6. Repeat this process for each section of the AM and PM courses, selecting the AM or PM box in the matrix as appropriate.





The screenshot shows the 'Master Schedule' interface for 'ATT--AM-Div 03 - Daily Homeroom Attendance'. The 'Edit Schedule' dialog box is open, showing options for 'Same schedule across all terms' and 'Different schedule across all terms'. Below these options is a matrix for assigning days and periods. The matrix has 'Days' (1) and 'Periods' (AM, PM). The 'AM' period box is highlighted in blue, indicating it is selected. A red arrow points to the 'AM' period box.

Periods	Days
AM	1
PM	

12.5 Create Additional Sections

If additional sections of a course are required, they can be created in this screen.

To create additional sections:

1. On the **Options** menu, select **Add**.
2. Use the  icon to choose a **Course Code**.
3. Type in the **Section number** you need.
4. Use the  icon to populate the **Primary Staff > Name, Primary Room > Number, and Schedule Term > Code**.
5. Use the drop-down menu to select the appropriate **Platoon**, if you use platoon codes to group schedule students.
6. Populate the **Enrollment maximum** field with a value appropriate to how many students can be scheduled into the section.
7. Check the **Is section closed at max enrollment?** checkbox if the system is to restrict the section from additional students when it has reached the maximum.

13.0 Group Scheduling

Group scheduling allows you to take a group of students in a homeroom and mass load them into all sections of all courses assigned to a specific teacher. There are two methods of group scheduling for elementary schools:

Option 1: Create a snapshot to “push” students into their courses. It is important to remember that the snapshot is not dynamic and will not automatically add students who have entered the school after the snapshot has been created. Also, for blended homerooms (more than one grade), a separate snapshot must be created for each grade in the homeroom to be used for scheduling purposes.


Option 2: Use the platoon function. This requires a platoon reference table in which the platoon codes **exactly** match the homeroom values assigned to teachers and students. These platoon codes are then assigned to course sections and the group scheduling function is used to find all the students in the matching homeroom/grade and place them in the class.

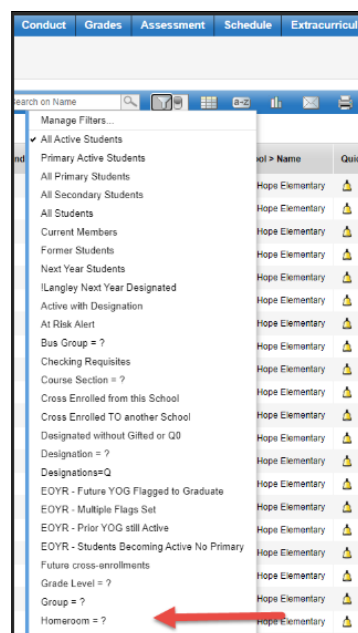
13.1 Use Homeroom Snapshots for Mass Scheduling Students

Student homerooms can be captured in a snapshot and then “pushed” out into the courses or sections of those courses that these students should be assigned. For split classes, users will have to capture each grade grouping within a homeroom for scheduling.

13.2 Create the Homeroom Snapshot

Once students have been assigned a homeroom, they can be filtered based on this. Remember that snapshots are “static” and will not automatically update when new students enter the school or are added to classes.

1. On the **Student** top tab, click the  icon and choose the **Homeroom =?**
2. In the pop-up window, enter the desired homeroom.
3. Click **Submit**. You will be presented with a list of students in the homeroom selected.
4. Ensure that all of the students are in the same grade. If there are students from more than one grade, you will need to select records from one of the grades by checking the box beside their name. Then in the **Options** menu, select **Show Selected**.
5. Once the homeroom group has been filtered, go to the **Options** menu and select **Snapshot**.



In the pop-up window, click the **New** button.

The screenshot shows the MyEducationBC Student List interface. A pop-up window titled "dev03.myeducation.gov.bc.ca/asp/createRecordSet.do?deploymentId=as..." is open. The window has a "Name" field with the value "HRM 01" and an "Owner" dropdown menu set to "100 Mile House Elementary". There are "Save" and "Cancel" buttons at the bottom. In the background, the "Student List" page is visible, showing a table of students and a "New" button highlighted with a red box.

Give your snapshot a name that represents the homeroom. There is an option to save the snapshot as a filter, but you probably do not want these in the filters.

6. Click **Save**.
7. Repeat the process for all homerooms so you have a snapshot for each homeroom.
 - For blended classes, you will have a snapshot for each grade in the homeroom. For example, for a grade 4/5 class, you might have a snapshot called HR 101-Grade 4 and a snapshot called HR 101 – Grade 5. This way, the appropriate snapshot can be used to ensure only grade 4 students are going into grade 4 courses.

13.3 Schedule Students Using a Snapshot

Once snapshots have been created for homerooms and course sections have been created to match homeroom groupings, the students can be assigned to these.

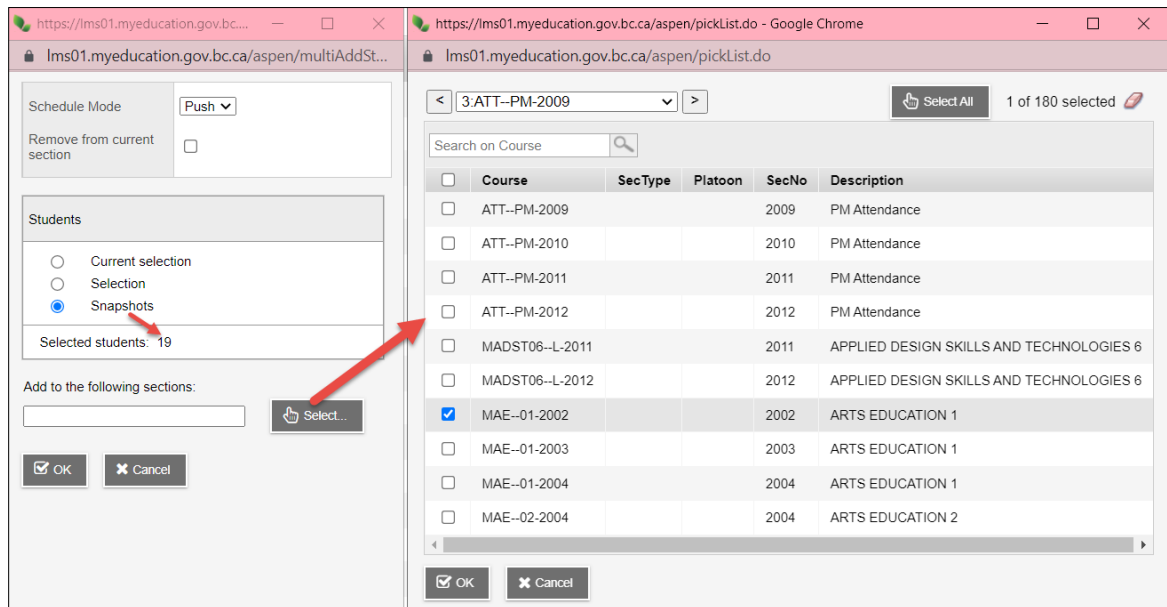
1. In the **Schedule** top tab, select the **Master** side tab.
2. Click the **Roster** leaf. There is no need to select a course, and the course name that appears for the roster does not matter; this is just a means to access the function. As in the screenshot below, the Sciences humaines course has no bearing on the process about to be carried out.

The screenshot shows the 'Master Schedule' interface for 'ATT--AM-2001 - AM Attendance'. The 'Schedule' tab is selected in the top navigation bar. On the left, the 'Sections' menu is expanded, and the 'Roster' option is highlighted with a red box. A red arrow points from the 'Roster' option to the 'Options' button in the top right of the main content area. The main content area displays a table with columns: Name, Pupil #, YOG, Homeroom, and Inclusion?. The first row shows 'Aryadoost, Hwijae' with Pupil # 2651444, YOG 2035, Homeroom 2001, and Inclusion? N. The status '0 of 19 selected' is shown at the top right of the table.

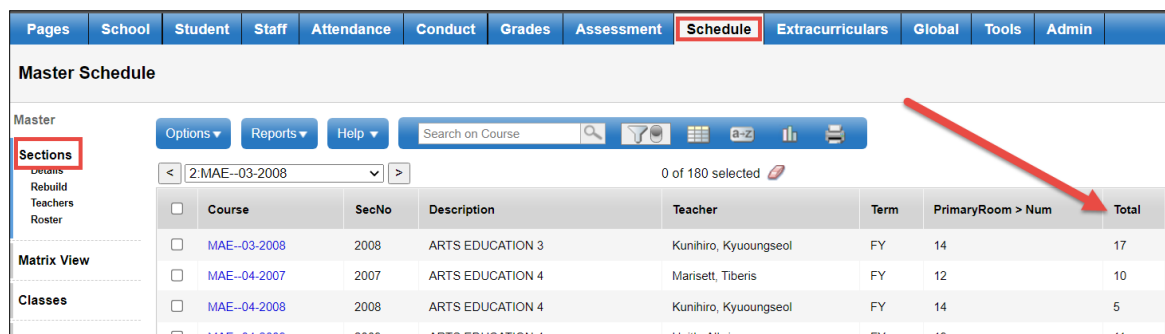
3. In the Options menu, select **Add**.
4. In the pop-up window, set the **Schedule Mode** to **Push**.
5. In the **Students** block, select **Snapshots**. The snapshots pick list popup window will open for the user to choose from.
6. Select the snapshot to use and click **OK**.

The screenshot shows the 'Snapshots pick list' popup window. It has a search bar at the top with the text 'Search on Name'. Below the search bar is a table with columns: Name and OwnerType. The first row shows 'Brown Bag Lunch' with OwnerType 'School'. The second row shows 'HRM2001 KF' with OwnerType 'School'. The status '0 of 12 selected' is shown at the top right of the table. A 'Select All' button is located at the top left of the table.

- The multi-add students window will now display the number of students identified from the snapshot.
- In the *Add to the following sections:* field, click the **Select** button. A list of course sections appears.
- Select the course sections to add the students from the snapshot into. Multiple sections can be selected and you can use the Ctrl + F function to search the list and select records.



- When the selection is complete, click **OK**. The sections will appear in a string in the *Add to the following sections:* field.
- Click **OK** in the multi-add window to “push” the selected students into the course sections selected.
- Click the **Sections** sub-side tab. You will see the *Total* column is populated with the number



13.4 Use Platoons for Group Scheduling

Platoons are a method of flagging courses that can be used with matching homerooms as a means of group scheduling. This is where ***the match of the homeroom value between the teacher, the student and the platoon becomes critical.***

Example:

- Teacher A has been assigned a homeroom value of HR 01 in his/her staff record.
- 24 students have been assigned the homeroom value of HR 01 in their student record.
- A Platoon table has been created with a code of HR 01 to match the staff homeroom.
- A Platoon of HR 01 has been attached to Section 1 of all grade 3 classes assigned to Teacher A. (MENS—03-001, MENR—03-001, MENW—03-001, MMA—03-001, MSC—03-01, MSS—03-01, etc.)

In the above example, the group scheduling feature will assign all 24 students to Section 1 of all the grade 3 classes assigned to Teacher A.

Where the students in HR 01 are in different grades (ie. a blended 2/3 classroom), group scheduling will need to be run twice to place the students into the appropriate grade level of courses within the homeroom.

Before beginning, you do a quick check to ensure your teachers and students have homerooms and that matching platoons exist on your sections.

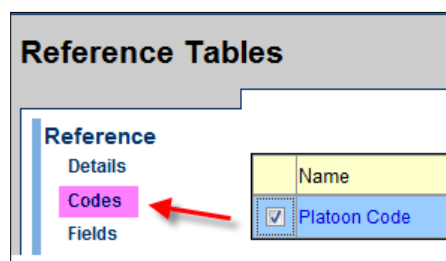
13.5 Set up Platoon Codes for Group Scheduling

Platoons are a way of grouping students by their homeroom value so they can be easily scheduled into courses. The first step in this process is to create the Platoon Code reference table.

To create the Platoon Code reference table:

When using platoon codes for elementary group scheduling, the key to success is to have the homeroom value on the staff record, the homeroom value on the student record and the platoon code reference table match ***exactly***. For example, if the homeroom assigned to the teacher is HR 10, the student record must show a homeroom assignment of HR10 and the Platoon code created must be HR10 – no extra spaces, dashes, capitals, etc.

1. Go to the **Admin** top tab.
2. Click the **Reference** side tab.
3. Find the **Platoon Code** table in the list.
4. Check the box beside **Platoon Code** and click the **Codes** leaf.



5. If you see items in the list already, click on their detail.

- Check the box beside the record.
 - Click the **Options** menu, select **Delete**.
6. On the **Options** menu, select **Add**
 7. Populate the **Code** and **Description** fields to match the homerooms assigned to the school staff (homerooms can be assigned prior to the creation of platoon codes).
The values must be an exact match to the homeroom values on the staff and student records.
 8. Click **Save**.

9. Repeat until you have all the codes you need (match the homeroom numbers you will give to your teachers and students below)

13.6 Confirm Setup

1. **Staff** top tab > *Staff List* – review values in *Homeroom* column.
2. **Student** top tab > *Student List* – filter students based on a given homeroom or sort by clicking the *Homeroom* column header. The homeroom value must match the homeroom attached to the teacher.
3. **Schedule** top tab > **Master** side tab (turns into **Sections** side-sub tab) – ensure Platoon values assigned to sections match the homeroom values assigned to teachers and students.

13.7 Group Scheduling Non-blended Classes

1. Go to the **Schedule** top tab and select the **Master** side tab (turns into **Sections** sub-side tab).

2. Use **Platoon = ?** filter to select the sections that have a platoon and homeroom match.
3. On the **Options** menu, choose **Group scheduling**.
4. In the *Load Students by Group* pop-up window:
 - a. Leave *Student field selection* value at **Homeroom**.
 - b. The *Section* can be left at **Current selection**.
 - c. The *Students* can be left at all.
5. Click **OK**. This will populate the identified course sections for all students as long as their homeroom matches the teacher homeroom and the platoon assigned to the section.

13.8 Group Scheduling Blended Classes

1. Go to the **Schedule** top tab and select the **Master** side tab (turns into **Sections** sub-side tab).
2. Use **Platoon = ?** filter to select the sections that have a platoon and homeroom match. You should see courses with different grade levels in the results.
3. Check the box beside all the courses in the filtered platoon that have the same grade level.
4. On the **Options** menu, choose **Show Selected**.
5. On the **Options** menu, choose **Group scheduling**.
6. In the *Load Students by Group* pop-up window:
 - d. Leave *Student field selection* value at **Homeroom**.
 - e. The *Section* can be left at **Current selection** and should show the number of sections you selected in Step 4.
7. In the *Students* section, click the **Grade level** radio button and select the appropriate grade level from the pop-up picklist. Note that even though the *Selected students*: may show the total number of students in that grade, only the ones with the matching homeroom and platoon codes will be loaded into the selected sections.
8. Click **OK**. This will populate the identified course sections for all students as long as their homeroom matches the teacher homeroom and the platoon assigned to the section.
9. Filter for your platoon again and repeat steps 3 through 8 for the other grade level in the blended class.

Student field selection

Homeroom

Sections

Current selection: 371

All Sections

Students

All students

Selection

Grade level

Snapshots

Selected students: 566

Clear existing student schedules

OK Cancel


14.0 Individual Student Scheduling

14.1 Homeroom Assignment

14.1.1 Assigning Homeroom on Registration

Upon the registration of a new student to the school, Step 2 of the process provides the opportunity to assign the homeroom.

14.1.2 Assigning the Homeroom for the Registered Student

1. Click on the **Student** top tab. Navigate to the new student (you can use Ctrl-F to search for the student).
2. Click on the blue link for the student name to enter the student details screen. Enter the desired homeroom by clicking the  and choosing from the pick list.
3. Click **Save**.

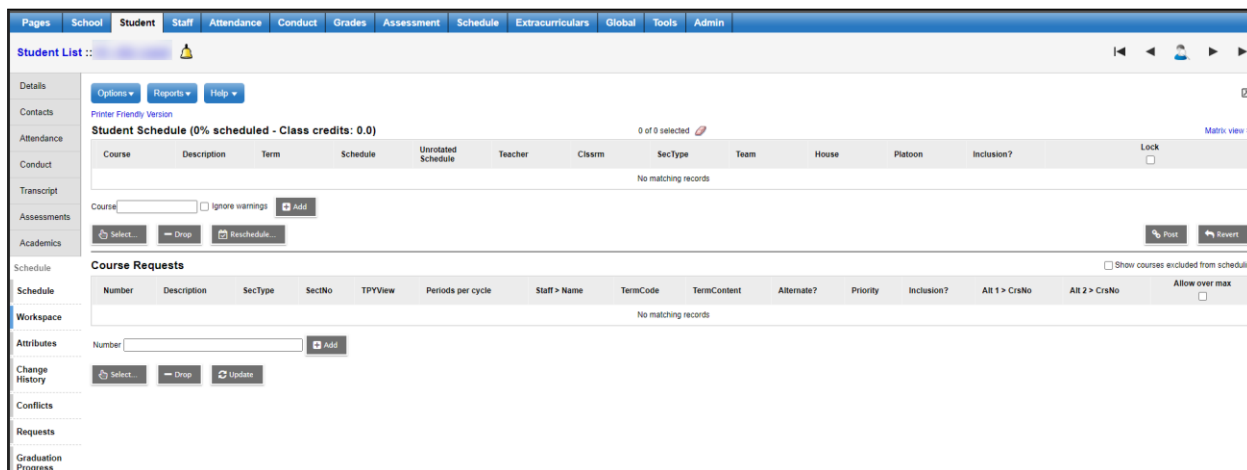
14.2 Schedule the Individual Student

Scheduling individual students can be done in a variety of ways: using the homeroom/roster method, using platoons, or through the **Student** top tab, **Schedules** side tab.

14.2.1 Using Student top tab, Schedule side tab

For the scheduling of an individual student, the user can access the student workspace and assign course sections. To do so:

1. From the **Student** top tab, select the student
2. Go to the **Schedule** side tab > **Workspace** sub-side tab



3. From within the workspace in either list view or matrix view under Student Schedule, click Select.
4. The Schedule Master Pick List window will open. Be sure to uncheck the **Valid Sections Only** check box.
5. Make use of the wildcard feature for Course selection. An asterisk (*) can be used as a wildcard example *01-001 is entered in the Course field as I want all grade one (01), section one (001) courses. OR you can use the Platoon field and choose the appropriate platoon.
6. Select the course sections and appropriate grade level for split homerooms for scheduling and click OK
7. Once back in the Workspace click **Post**. The student will now be scheduled.

Course

*-2002

OK

Team

All

Period

All

House

All

Track ID

All

Platoon

2002

Requested only

☐

Term

All

Section type

All

Valid sections only

☒

Department

All

Order by

Course

Allow conflicts

☐

Grade Level

All

Allow all over max

☐

<

1:ATT--AM-2002

>

Select All

8 of 16 selected

Search on Course

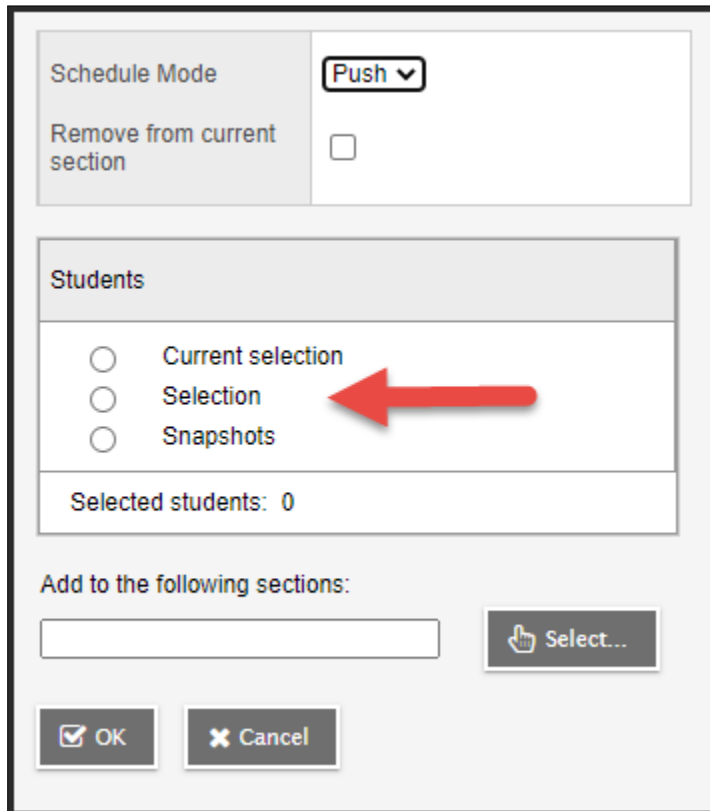
<input type="checkbox"/>	Course	Teacher	Description	Name	ID	Term	Unrotated Schedule	Schedule	Total
<input checked="" type="checkbox"/>	ATT--AM-2002	Cataloctocan, Treya	AM Attendance			FY		AM(1)	19
<input checked="" type="checkbox"/>	ATT--PM-2002	Cataloctocan, Treya	PM Attendance			FY		PM(1)	19
<input type="checkbox"/>	MAE--01-2002	Cataloctocan, Treya	ARTS EDUCATION 1			FY			8
<input checked="" type="checkbox"/>	MAE---K-2002	Cataloctocan, Treya	ARTS EDUCATION K			FY			11
<input type="checkbox"/>	MEN--01--L-2002	Cataloctocan, Treya	ENGLISH LANGUAGE ARTS 1			FY			8
<input checked="" type="checkbox"/>	MEN---K--L-2002	Cataloctocan, Treya	ENGLISH LANGUAGE ARTS K			FY			11
<input type="checkbox"/>	MMA--01-2002	Cataloctocan, Treya	MATHEMATICS 1			FY			8
<input checked="" type="checkbox"/>	MMA---K-2002	Cataloctocan, Treya	MATHEMATICS K			FY			11
<input type="checkbox"/>	MPHE-01-2002	Cataloctocan, Treya	PHYSICAL AND HEALTH EDUCATION 1			FY			8
<input checked="" type="checkbox"/>	MPHE--K-2002	Cataloctocan, Treya	PHYSICAL AND HEALTH EDUCATION K			FY			11
<input type="checkbox"/>	MSC--01-2002	Cataloctocan, Treya	SCIENCE 1			FY			8
<input checked="" type="checkbox"/>	MSC---K-2002	Cataloctocan, Treya	SCIENCE K			FY			11
<input type="checkbox"/>	MSS--01-2002	Cataloctocan, Treya	SOCIAL STUDIES 1			FY			8
<input checked="" type="checkbox"/>	MSS---K-2002	Cataloctocan, Treya	SOCIAL STUDIES K			FY			11
<input type="checkbox"/>	XTC--01-2002	Cataloctocan, Treya	TERM COMMENT 1			FY			8

OK

Cancel

14.2.2 Using the course section roster method to schedule a student

1. Go to the **Schedule** top tab.
2. Select the **Master** side tab
3. Click the **Roster** leaf.
4. In the **Options** menu, select **Add**
5. In the *Multi-Add Students* pop-up window, set the **Schedule Mode** field to **Push**.
6. In the **Students** block select **Selection**. From the *Selection* popup window, select the **student for scheduling**.



Schedule Mode: **Push**

Remove from current section: ☐

Students

☐ Current selection
☒ **Selection** (indicated by a red arrow)
☐ Snapshots

Selected students: 0


Add to the following sections:

Select...

☒ **OK** ☒ **Cancel**

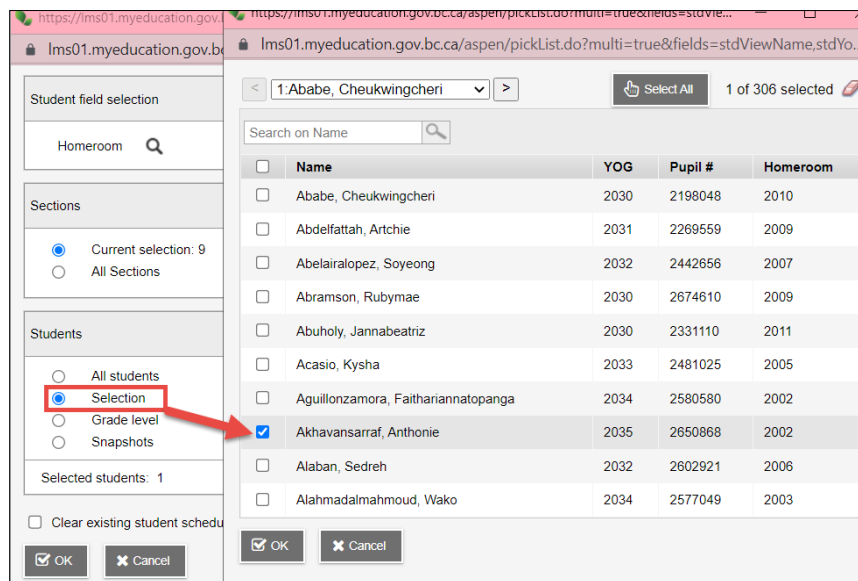
7. In the **Add to the following sections:** field, click the **Select** button. Click on the Platoon or SecNo column header to sort, then select the appropriate course sections for scheduling.
8. Click **OK**.

14.2.3 Using Platoons to schedule Individual students

1. On the Schedule top tab, select the Master side tab.
2. Click on the  icon and select Platoon = ? and select the code matching the new student's homeroom. The remaining list of course sections should be those to assign to the student. For multi-grade classes, it may be necessary to check the box beside the course sections for the appropriate grade and do Options > Show Selected before proceeding.

<input type="checkbox"/>	Course	SecNo ▲	Description	Teacher	Term	PrimaryRoom > Num	Total	ExcludeSize
<input type="checkbox"/>	ATT--AM-2001	2001	AM Attendance	Wegetwhitney, Barsam	FY	06	19	N
<input type="checkbox"/>	ATT--PM-2001	2001	PM Attendance	Wegetwhitney, Barsam	FY	06	19	Y
<input type="checkbox"/>	MAE---K-2001	2001	ARTS EDUCATION K	Wegetwhitney, Barsam	FY	06	19	Y
<input type="checkbox"/>	MEN---K-L-2001	2001	ENGLISH LANGUAGE ARTS K	Wegetwhitney, Barsam	FY	06	19	Y
<input type="checkbox"/>	MMA---K-2001	2001	MATHEMATICS K	Wegetwhitney, Barsam	FY	06	19	Y

3. In the Options menu, select Group Scheduling. This will generate a pop-up window. Leave the Student field selection value set to Homeroom.
4. In the Students field choose Selection.
5. In the Student pick list window, locate the student to be scheduled.
6. Click OK to select the student.
7. Click OK in the field selection window. This will run the procedure to schedule the student into the required course sections with the matching homeroom/platoon code.



The screenshot shows the Ims01.myeducation.gov.bc.ca interface. On the left, the 'Students' section has 'Selection' highlighted with a red box and a red arrow. The 'Student pick list' window on the right shows a list of students with columns for Name, YOG, Pupil #, and Homeroom. The student 'Akhavansarraf, Anthonie' is selected, indicated by a blue checkmark in the selection column.

Name	YOG	Pupil #	Homeroom
Ababe, Cheukwingcheri	2030	2198048	2010
Abdelfattah, Archie	2031	2269559	2009
Abelairalopez, Soyeong	2032	2442656	2007
Abramson, Rubymae	2030	2674610	2009
Abuholy, Jannabeatriz	2030	2331110	2011
Acasio, Kysha	2033	2481025	2005
Aguillonzamora, Faithariannatopanga	2034	2580580	2002
Akhavansarraf, Anthonie	2035	2650868	2002
Alaban, Sedreh	2032	2602921	2006
Alahmadalmahmoud, Wako	2034	2577049	2003

15.0 Prepare Grade Input for All Classes

This process requires that the following steps have been completed:

1. Courses have transcript definitions attached
2. Courses have rubric definitions attached (if applicable)
3. Course sections are created
4. Students are scheduled into course sections

Note: Course sections that do not have students will not appear in the list of course sections for which you can prepare grade input.

To prepare Grade Input:

1. Log in to **School** view.
2. Click on **Grades** top tab.
3. Click the **Grade Input** side tab.
4. In the **Options** menu, select **Prepare Grade Input**. *This launches the Prepare Grade Input wizard.*
5. In **Step 1 – Select Sections** - of the Wizard
 - Select an option to *Prepare for*:
 - **Current Selection:** will show all sections unless you selected sections on the Classes list and went to Options > Show Selected.
 - **Selected Sections:** gives you the opportunity to select specific sections from a pop-up window.
 - **All Sections:** allows you to prepare all sections of all classes with students in them.
 - Click **Next**.
6. In **Step 2 – Select Columns** - of the Wizard:
 - From the **Report Type** dropdown, select **Term**.
 - **Term:** end-of-term mark for report cards.
 - **Progress:** interim report. MyEducation BC allows you to create grade input for one additional interim report per term without needing to create additional grade terms.
 - **Course:** used by DL schools to create columns for recording their Active Date, Start Date, etc.
 - Select the correct term from the **Grade Term** dropdown.
 - **Do not select Replace Existing Columns** checkbox. This is only used on very rare occasions when errors have been made in entering grades for an entire class. This option will wipe out all existing data entered for that term (marks, comments, work habits, etc.)
7. **Step 3 – Set Posting Parameters** - of the Wizard.
 - Enter the **Start Date** and **End Date** for the grading window to be open. The window will be open until midnight of the end date. This controls when teachers can access the term for entering marks.
 - **Allow Posting for “All Students**.
 - Click **Next**.

8. **Step 4 – Confirmation** - of the Wizard
 - This is a confirmation screen.
 - Click **Finish** to complete the **Prepare Grade Input** process.

You can view the post controls that were created:

1. Click on the **Grades** top tab
2. Click on the **Grade Post Controls** side tab.
3. Check the box beside the Grade Term ID you wish to view.
4. Click on the **Details** leaf to edit the window dates.

16.0 Transcript Visibility in Portal

Student grades posted from Staff View or from School View are not automatically visible in the family or student portals.

“Hide in Portal” = Y is the default setting on all current year transcript records to avoid the marks and comments being visible in the family or student portal before the school is ready.

Follow district or school process to update the flag from “Y” to “N” before publishing report cards to the Family and Student Portals.

School View > Schedule top tab > Master Schedule side tab

To update the flag for Hide in Portal, select the “Hide in Portal” FieldSet from the list (the Hide in Portal is list and mass updateable).

The screenshot shows the 'Master Schedule' interface. At the top, there are tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, and Extracurricular. The 'Schedule' tab is selected. Below the tabs, the 'Master Schedule' section is visible. On the left, there is a sidebar with 'Sections' (Details, Rebuild, Teachers, Roster) and 'Matrix View'. The main area shows a table with columns: Course, Description, and Hide in Portal. The first row is selected, showing 'ATT--AM-2000' and 'AM Attendance' with 'Y' in the 'Hide in Portal' column. A red arrow points to the 'Hide in Portal' column header. A dropdown menu is open, showing 'Manage Field Sets...' with 'Hide in Portal' selected. Other options in the dropdown include '2020 Schedule Master Validation', 'Career Programs Audit', 'Default Fields with Platoon', 'Elem Class Size', 'FSA Gr 7 Bundle Forms', and 'Primary teacher'.

Course	Description	Hide in Portal
ATT--AM-2000	AM Attendance	Y
ATT--AM-2001	AM Attendance	Y
ATT--AM-2002	AM Attendance	Y
ATT--AM-2003	AM Attendance	Y

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extrac

Master Schedule

Master

Options Reports Help Search on Course

Sections
Details
Rebuild
Teachers
Roster

Matrix View

Classes

Class Size Summary

Schedules

Add
Delete
Modify List
Mass Update...
Query...
Show Selected
Omit Selected

Assign Track ID...
Build Class Pages...
Exports
Group scheduling...
Initialize Sections...
Recalculate Enrollment Totals...
Restore Deleted Section...
Studies
Synchronize Schedule...
Update Inclusion for Remedy Students

Note: The Hide in Portal flag is visible in the School View > Grades top tab > Transcript side tab but is not updateable in this location. The Hide in Portal flag must be updated from the Schedule top tab > Master Schedule side tab.

Appendix A – Transcript, Report Cards & Rubric Definitions

Transcript Definitions: These define the columns created for grade entry at the school. The process of grade input looks at the transcript definition to determine what columns to create for report card grade entry (example: a column for the performance scale or letter grade, a column for a text comment, etc.)

Rubric Definitions: These define the available curricular competencies for teachers to apply in assignments.

Learning Update: What are your districts reporting policies?


For detailed information on Transcript Definitions, Rubric Definitions and the Learning Update, refer to the spreadsheet: Transcript Definitions Explained on the L1 Info Station under Support Resources > Transcript Definitions and Report Cards.

Appendix B – Determining sections

Teacher (Primary Staff > Name)	Homeroom	KF	01	02	03	04	05	06	Platoon
Austen, Jane	HR 01	18							HR 01
Dickens, Charles	HR 02	19							HR 02
Franklin, Ben	HR 03	6	16						HR 03 - K
Gabaldon, Diana	HR 04		24						HR 04
Leacock, Stephen	HR 05		12	10					HR 05
Montgomery, Lucy	HR 06			15	8				HR 06
Davies, Robertson	HR 07			13	9				HR 07
Mowat, Farley	HR 08			14	7				HR 08
Munro, Alice	HR 09				23				HR 09
Atwood, Margaret	HR 10					26			HR 10
Einstein, Albert	HR 11					12	16		HR 11
Bronte, Charlotte	HR 12						25		HR 12
Dumas, Alexander	HR 13						6	18	HR 13
Shields, Carol	HR 14							26	HR 14
No. of Sections Required for each course:		3	3	4	4	2	3	2	

Central Okanagan Public Schools #23														Enrollment Statistics														Davidson Road Elementary													
Page 1														9/22/2021																											
Davidson Road Elementary																																									
Code			EL	KF	01	02	03	04	05	06	07	08	09	10	11	12																				Totals					
2001				18																															18						
2002				20																															20						
2003				19																															19						
2004					22																														22						
2005					22																														22						
2006					16	6																													22						
2007						21																													21						
2008						21																													21						
2009						8	13																												21						
2010							22																												22						
2011							21																												21						
2012								28																											28						
2013								26																											26						
2014								9	17																										26						
2015									29																										29						
2016									28																										28						
2017										26																									26						
2018										29																									29						
2019										29																									29						
BLANK					3	1		1		2																								7							
PLAT				19																														19							
Totals				76	63	57	56	64	74	86																								476							

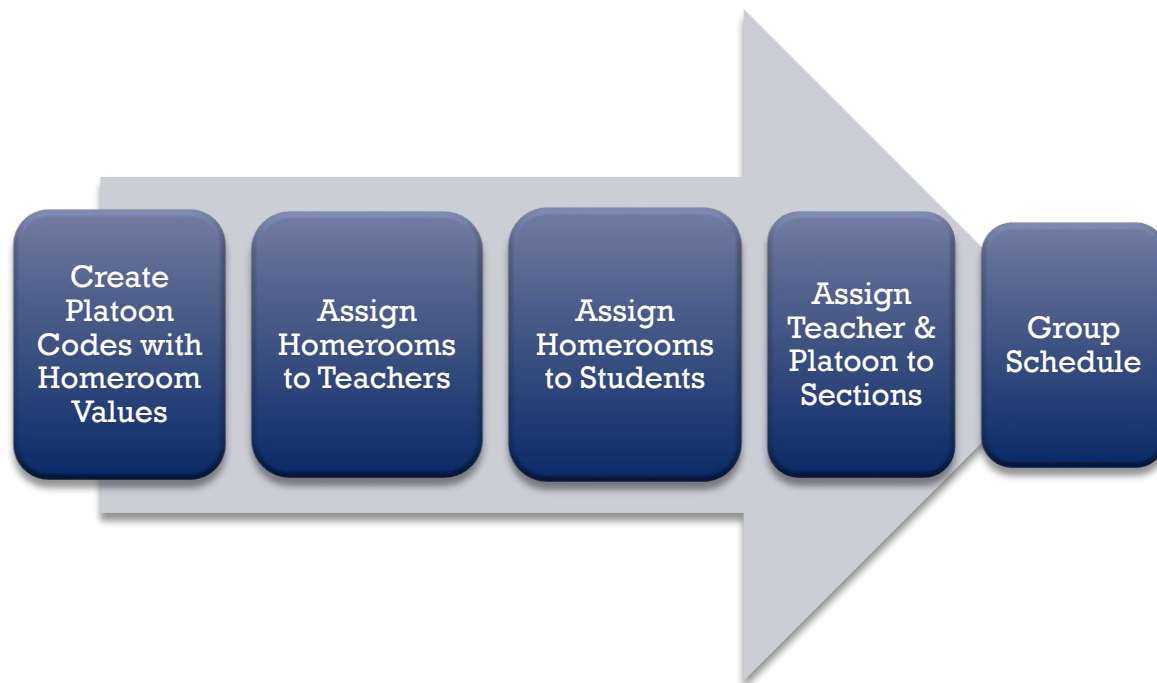
The following report in MyEducation BC may be helpful in this task.

1. In the **School** view, select the **School** top tab.
2. Click on **Reports** in the menu bar.
3. Select **Enrollment Breakdown**
 - a. In the **Date** field, enter or select the appropriate date.
 - b. In the **Calculate Totals by** field, use the  icon to select *Home Room* or *Home Room Teacher*
 - c. Leave all other settings at default.
4. Click **Run**.

Appendix C – Scheduling Blended Classes using Platoons

Recommendations:

- Be familiar with using filters
- Map out your blended homerooms, grades and courses on a whiteboard or spreadsheet before you begin working in MyEducation BC.

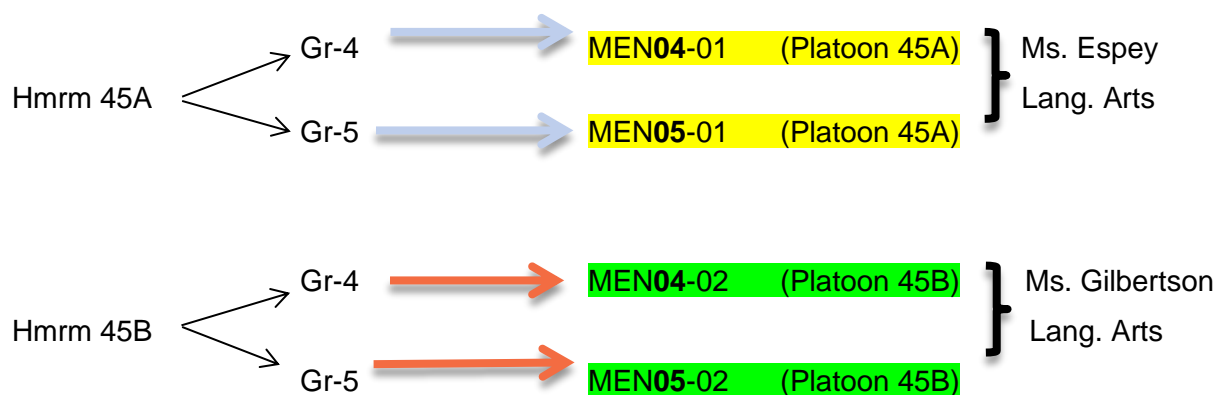


Two scenarios are provided below.

Scenario 1: Students homeroom teacher teaches all courses

Homeroom > 45A, Grades > 4/5, Teacher > Sian Espey

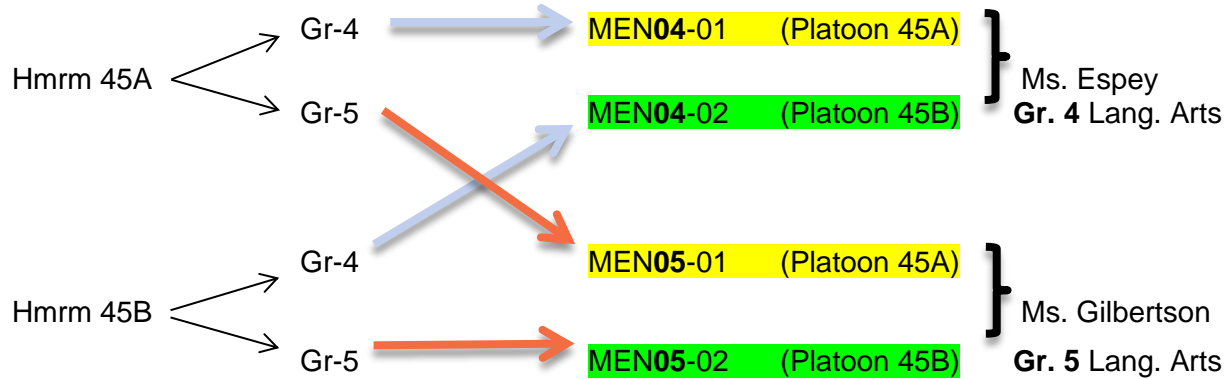
Homeroom > 45B, Grades > 4/5, Teacher > Vivian Gilbertson



Scenario 2: Students homeroom teacher differs from course teachers

Homeroom > 45A, Grades > 4/5, Teacher > Sian Espey

Homeroom > 45B, Grades > 4/5, Teacher > Vivian Gilbertson



Note:

Homeroom 45A must match the corresponding platoon - 45A, section 01

Homeroom 45B must match the corresponding platoon – 45B, section 02

Grades will be assigned to their corresponding grade level/platoon/section