Managing Courses
at the District & School view

Start time: 1:00 PM

You can use the following numbers to dial in:
Victoria: **1-778-401-6245** | Vancouver: **1-604-449-4460**
Kelowna: **1-236-361-9865** | Whitehorse: **1-867-457-0197**
Conference ID: **792 374 101#**
During the calls, press ***6 to mute** your phone, or ***7 to un-mute**

To preview the slides: use the *navigation arrows* at the top left and use *click to presenter* when done

December 6, 2024

Agenda

- Understanding the course structure in MyEducation BC

- Overview of the functionality of courses between District and School views.

- District view:
  - Work to complete.
  - Identifying and removing Closed courses.

- School view:
  - Work to complete.

- Resources

- Demonstration

Course structure in MyEd

- There is a course catalogue in the District view
  - The name of the table is COURSE.

- There is a course catalogue in the School view
  - The name of the table is SCHOOL_COURSE.

- Courses exist within the context of a School Year.
  - This means you can have courses in one year and not in another.

Functionality of courses District and School views

- Each year courses must be copied from the current year to the next year.
  - This must be done in the District view and in the School view.

- The District catalogue must be copied to the next year before schools can copy their course catalogues.

- District Schedule Preferences control what course attributes Schools can edit.
  - Attributes are the fields of a course, for example Description, Short name, Credits, etc.

- **If a course(s) does not exist in the next year District catalogue, the course(s) will NOT BE copied at the School level.**

District view work to complete

- Copy the course catalogue to the next school year.
  - Schedule top tab > Courses side tab > Options > Copy Course Catalog…
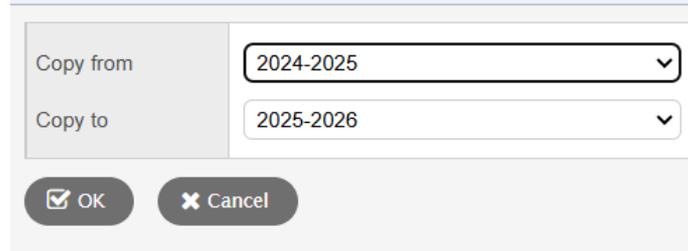
Copy from	2024-2025
Copy to	2025-2026

    ☑ OK   ✖ Cancel

- Review District Course Preferences:
  - District top tab > Setup side tab > Preferences > Category = Schedule

- Add new courses and/or create Flavours of courses:
  - Schedule top tab > Courses side tab > Options > Add…

- Documentation for above steps can be found:
  - MyEducationBC.info > Resources > School Scheduler Resources > Module 2 – Course Catalogues, Student and Staff setup > *Course Catalogues, Student and Staff Setup – reference guide v1.9*

District view & closed courses

The following is a process for identifying and removing Closed courses from your district and schools.

- Print next year course catalogue as a .csv file.

- Print Closed courses from the Ministry of Education and Childcare Course Registry website

    1. https://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php.

    2. Advanced Search feature

    3. Close Date <= CHOOSE A DATE (e.g. 1 July 2024)

    4. Search

    5. View as Spreadsheet

District view & closed courses

- Compare next year course catalogue in MyEducation BC to Ministry website, using conditional formatting in Excel.

- Delete Closed courses from MyEducation BC.

- Define NEXT YEAR Context for all Schools.

School view work to complete

- Check the Build Year Context in School top tab > Details.

- Copy the course catalogue to the next school year. Schedule top tab > Courses side tab > Options > Copy Course Catalog…

- Add new courses and/or create Flavors of courses. Schedule top tab > Courses side tab > Options > Add

Resources

- MyEducationBC.info > Resources > School Scheduler Resources > Module 2 – Course Catalogues, Student and Staff setup:

  Course Catalogues, Student and Staff Setup – reference guide v1.9

- MyEducationBC.info > Resources > School User Resources:

  - *Master Schedule Management v1.7*

Demonstration