Master Schedule Management

December 2021 v1.6

Version History

Version	Date	Description
1.0	17 Jun 2014	Initial document created
1.1	4 Nov 2014	Updates to District and Course Catalogue sections regarding course flavours
1.2	16 Jun 2015	Minor edits to all sections
1.3	26 Apr 2019	Added hyperlinks to Table of Contents
1.4	03 May 2019	Updated Screenshots throughout document
1.5	22-Jul-2019	Release 5.10 update to section 1.5 Master Classes, Combined Gradebook
1.6	2-Dec-2021	Master Side Tab - Filters

Confidentiality

Table of Contents

1.0   Managing Your School's Schedule

1.1   Schedule

Use the **Schedule** top tab in the **School** view to manage your school's current master schedule. You can do the following:

- View, edit, add, and rebuild sections.
- View and edit your school's course catalog.
- View teacher and student schedules.
- View and edit your school's room information.
- View and manage the schedule's structure, including terms, days, periods and bell schedules.
- Manage schedule attributes for the courses, students, and staff members.
- View and manage scheduling rules.
- Define and manage academic tracks.

1.2   View the scenario preferences defined for your current schedule

The **Structure** side tab defines the *Terms*, *Days*, *Periods* and *Bell Schedules*. Terms, Days and Periods are information that will be converted, while Bell Schedules will need to be created for each school.

1.2.1   Terms

Schedule terms are different than grade terms: Schedule terms are the date ranges during which a course can begin and end; grade terms are dates that represent milestones during the year when you report academic progress.

Defining the schedule terms for your master schedule will consist of creating a schedule term for each portion of the school year in which a single course section can be scheduled.

For example: some school schedules will offer courses in three trimesters and a full-year term. Another school schedule will offer courses in two semesters and a full-year term.

To define schedule terms:

1. Log on to the **School** view.
2. Click the **Schedule** top tab.
3. Click the **Structure** side tab.

4. Click the blue, hyperlinked **Code** to view the details of the schedule term:

To add schedule terms:

1. Log on to the School view.
2. Click the **Schedule** top tab.
3. Click the **Structure** side tab.
4. Click **Options** > **Add**

Use the following table to enter information in the fields:

Field	Description
Code	Select the code for the schedule term. For example, you might select *FY* for a full-year term, and *S1* for Semester 1. **Note**: Schedule term codes are created in the Schedule Term Reference Table. School view > **Global** top tab > **All** side tab > **Schedule Terms** table > **Codes** > **Options** > **Add**
Name	Type a name for the schedule term.
Base terms per year	Type the total number that this type of schedule term that could appear in your schedule. For example: for a course that meets one-third of the year (a single trimester), there are three base terms. For a course that meets half of the year (a single semester), there are two base terms.
Term map	Select the checkbox that represents which of the base terms this specific schedule term covers. For example, if you are defining Semester 1 and there are two base terms, select the first checkbox to indicate that this term is the first of the two terms. **Note**: The system displays checkboxes that equal the number of base terms you identify at the **Base terms per year** field. For example, if you identify 3 base terms, three checkboxes appear.
Term Date Ranges	Type the date or click the icon to select the start and end dates of this schedule term. The system validates these dates against the school year dates. For example, you cannot enter a start date that is before the first day of the school year.
Grade term cover map	This information is not populated until Grade Terms have been created for your school. Check boxes appearing here when there are no Grade Terms created are in error.

5. Click **Save.**

Note: Schedule Terms will be converted from your previous SIS application. Schools must verify the information displayed.

1.2.2 Days

Your schedule might consist of several days per schedule cycle. This way, students can attend different classes on different days in a schedule. Some schools might have two days per cycle, such as Day 1 and Day 2. Other schools might operate with a 1 Day schedule.

To define schedule days:

1. Click the **Days** side tab.
2. On the **Options** menu, click **Add.** The Add and the Add Day dialog box displays:

Day count	2	

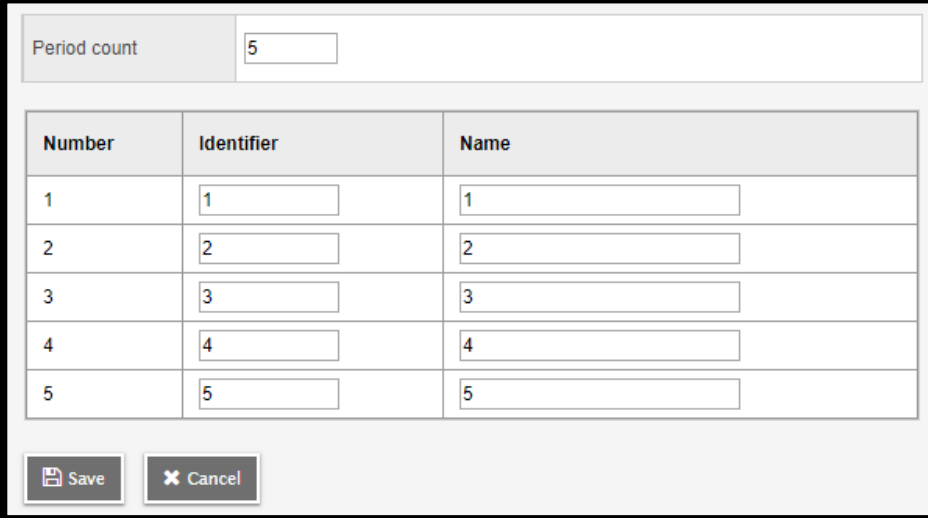| Number	Identifier	Name
1	A	DayA
2	B	DayB

💾 Save   ✖ Cancel

3. At the **Day count** field, type the number of days in the schedule scenario. For example, if you are adding another day to a list of existing days, increase the number by one. The dialog box displays the appropriate number of rows, with each row representing one day.
4. For each day, type an identifier in the Identifier column.
5. Type a name for each day in the **Name** column.
6. Click **Save.**

1.2.3 Periods

Define the number of periods in your schedule.

To define your periods:

1. Click the **Periods** side tab.
2. On the **Options** menu, click **Add.** The *Add Period* dialog box displays:

Period count	5	

Number	Identifier	Name
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5

💾 Save   ✖ Cancel

3. In the **Period count** field, type the number of periods in this schedule scenario. The dialog box displays the appropriate number of rows, with each row representing a period.
4. For each period, type an identifier in the *Identifier* column.
5. For each period, type a name in the *Name* column.
6. Click **Save.**

1.2.4 Bell Schedules

Each date in your school calendar is assigned a *Bell Schedule*, indicating the periods offered on that date and their start times and length.

Note: Most schools will use bell schedules to rotate their converted schedules. .

MyEducation BC allows schools to use several bell schedules to operate differently on different dates of the year. For example you may have shorter period on Fridays.

Defining bell schedules:

1. Click the **Structure** side tab
2. Click the **Bell Schedules** sub-side tab**.**
3. On the **Options** menu, click **Add**. The New Schedule Bell page displays:

Identifier *	REG DAY					
Name *	Regular School Day					
Description	Regular School Day					
Include in scheduling?	☑					
Number of total minutes	280					
Number of schedule periods	4					

Combine days	🔍

	Bell period number	Bell period Identifier	Period name	Start time	End time	Duration (Minutes)
☐	1	1	1	8:45 AM	9:55 AM	70
☐	2	2	2	10:15 AM	11:25 AM	70
☐	3	3	3	12:03 PM	1:13 PM	70
☐	4	4	4	1:16 PM	2:26 PM	70

➕ Add 🗑 Delete

4. Type a unique **Identifier**, **Name**, and **Description** for the bell schedule.
5. The '**Include in scheduling?**' checkbox, is functionality that will be used by the build engine. During initial setup there are no implications of setting this box either way.
6. For each period, define the *Start time* and *Duration (Minutes)*.
7. Continue to follow steps 4-8 to define all of the bell schedules the school uses.

Note: The start time for each period does not have to be sequential like the period number order. This way, you can change the order of periods on the fly for a particular day without modifying the actual schedule. This will be shown in the next section, as a way to Rotate the order of periods, on a given date.

8. To add an additional period for an after-school program, or another extra period not in the academic schedule, click **Add**. The *Add Bell Period* dialog box displays. Define the **Bell period number**, **Period name, Start time**, and **Duration (Minutes)**, and click **OK.**
9. Click **Save**.

Using Bell Schedules to Rotate Periods:

The following pages provide examples, of different ways to Rotate Periods using Bell Schedules.

Scenario 1

2-day schedule, 4 regular periods, plus 2 periods outside of the timetable.

This scenario has 4 course rotations – R2, R3, R4 & R5

1. Login and select the **School** view
2. Select the **Schedule** top tab and the **Structure** side tab
3. Select **Bell Schedules** – in this example 4 Bell Schedules have been created, each representing a different rotation.

4. Click on the **Name** of a Bell Schedule to view the details.
5. Enter **Start times** for each period to reflect the order in which course periods should appear for that rotation. For example, to accommodate the second rotation of 2,1,4,3 the following is the setup.
6. Click **Save**. This will re-order the periods to your defined rotation.

In the above example:

Courses scheduled into period 2 will start at 8:30 am.

Courses scheduled into period 1 will start at 9:45 am.
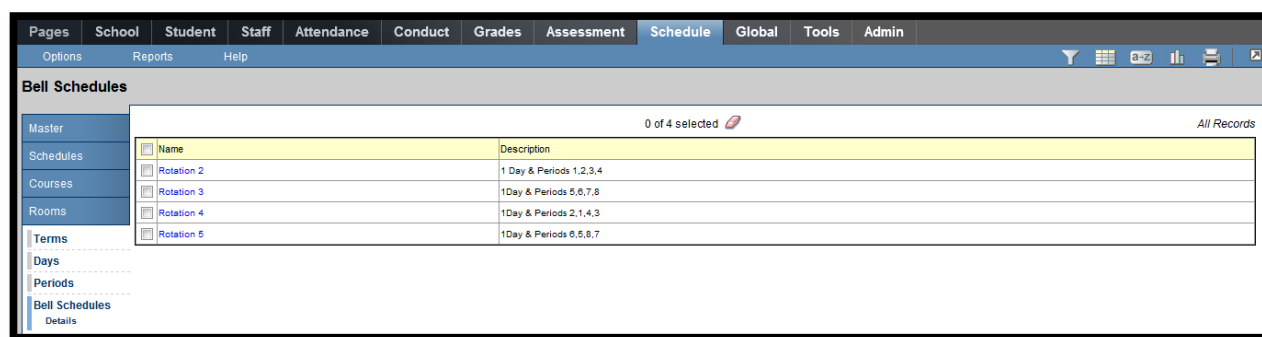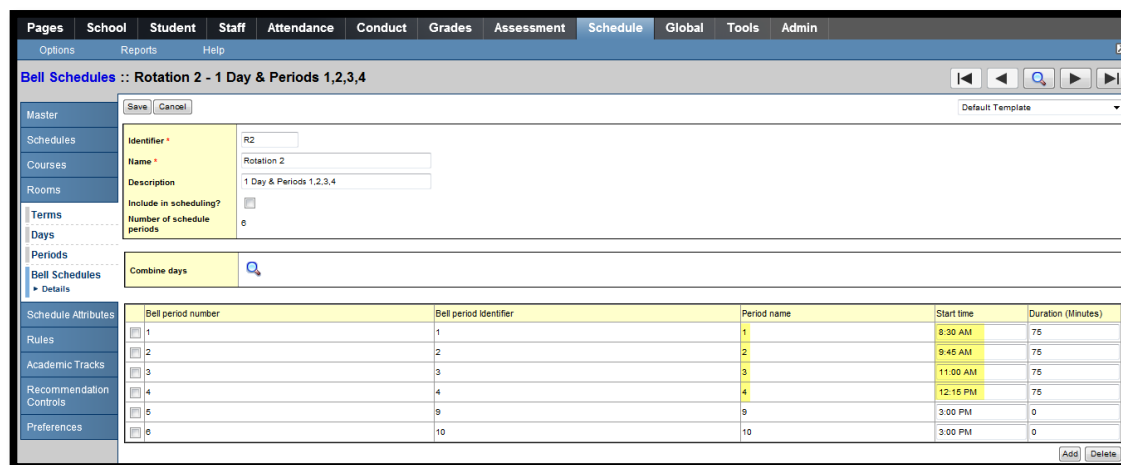
Courses scheduled into period 4 will start at 11:00 am.

Courses scheduled into period 3 will start at 12:15 pm.

Scenario 2

1-day schedule, 8 regular periods, plus 2 periods outside of the timetable.

This scenario has 4 course rotations – R2, R3, R4 & R5

1. Login and select the **School** view
2. Select the **Schedule** top tab and the **Structure** side tab
3. Select **Bell Schedules** – in this example, 4 Bell Schedules have been created, each representing a different rotation.

4. Click on the **Name** of a Bell Schedule to view the details.
5. Enter **Start times** for each period to reflect the order in which course periods should appear for that rotation. For example, to accommodate the second rotation of 2,1,4,3 the following is the setup.
6. Click **Save**. This will re-order the periods to your defined rotation.
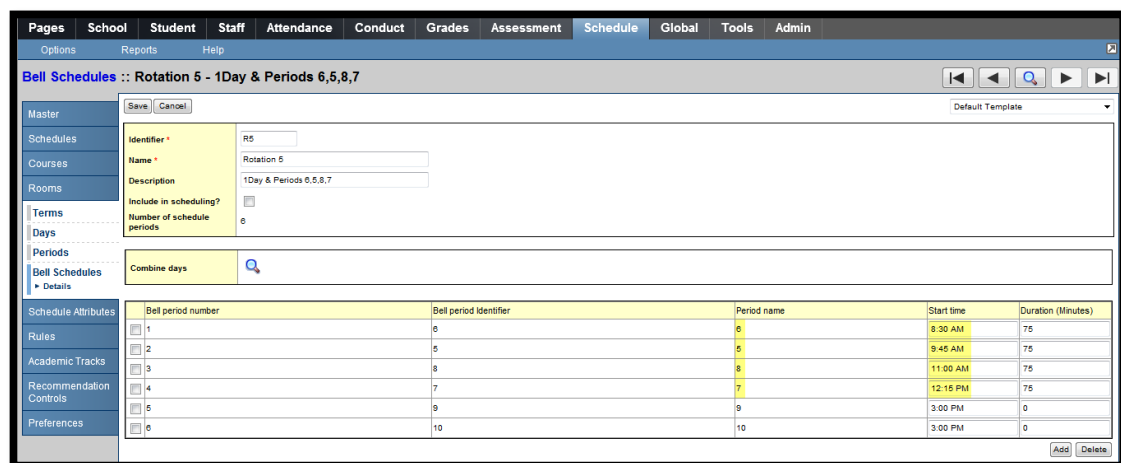
Example 1

In the above example:

Courses scheduled into period 1 will start at 8:30 am.

Courses scheduled into period 2 will start at 9:45 am.

Courses scheduled into period 3 will start at 11:00 am.

Courses scheduled into period 4 will start at 12:15 pm.

Example 2

In the above example:

Courses scheduled into period 6 will start at 8:30 am.

Courses scheduled into period 5 will start at 9:45 am.

Courses scheduled into period 8 will start at 11:00 am.

Courses scheduled into period 7 will start at 12:15 pm.

1.3 Master Side Tab

1.3.1 Filters

Filter	Description
Schedule expression out sync with matrix	Shows schedule records that out of synchronization with defined days or periods
Enrollment Total>Max	Shows the course sections where the following is TRUE Table: Schedule Master >Enrollment total IS GREATER THAN Schedule Master > Enrollment maximum
Schedule Validation	Created for conversion validation

1.4 Master - Sections

The **Sections** sub-side tab of the **Master** side tab allows a user to view and edit section information for the current master schedule

In the **School** view, you can add, delete, view and edit information for sections in your current master schedule. You can do the following, from the **Master** side tab:

- Add, delete, view or edit the details of a section.
- Rebuild sections.
- View and edit teacher information for each section.
- View the rosters of each section.

1.4.1 Edit Section Details in the School View

You can edit the details of sections in your current master schedule, such as the maximum enrollment of a section.

To edit the details of a section in your current master schedule:

1. Log on to the **School** view.

2. Click the **Schedule** top tab.

3. Click **Sections** side tab

4. Search for and select the section that you want to view or edit information for. The details appear:

4. Use the following table to view and enter information in the fields:

Field	Description
Master Type	The type of course section displays. Master types are set at the Enterprise level. Two types have been defined: • Class – this is for all courses that receive a mark • Package – these are special courses used during the scheduling process as a way of assigning multiple course *requests* to a student.
Number	The course code displays.
Section Number	The section number displays

Field	Description
Primary Staff Name	The teacher currently assigned to the section displays.
Primary Room Number	The room the section is scheduled in displays
Schedule Term Code	Click 🔍 to select the schedule term code for this section.
Schedule	The schedule expression for the section displays. Click the schedule expression, to see the period and day information and further options (detailed in the next table *Schedule Dialogue box*)
Identifier	Displays if this section is part of a *Classes* grouping. Classes are a way to group several sections together, with one teacher, in one room, at the same time – for the purpose of taking attendance.
Enrollment maximum	Type the maximum number of students that can enroll in this section.
Enrollment total	The total number of students enrolled in this section displays.
Is section closed at max enrollment?	Select this checkbox if the system cannot schedule any more students in the section when the enrollment maximum is reached (can be overridden on a student-by-student basis)
Schedule Rotation Identifier	Displays the rotation ID for this course. Information will only be displayed for schools that had their schedules rotated (i.e. those schools using Bell Schedules to rotate, will not see any information in this field).
Is inclusion section?	This is functionality related to course requests, that is used in the **Build** view
Track ID	If you rotate your master schedule, type the value you use to identify the schedule track when the rotated schedule is too complicated. This information is created in the **Build** view and is part of next year scheduling.

Schedule Dialogue box

This shows the Schedule represented as a grid, based on the school structure. In the example below, this school has defined 2 Days (A,B) and 7 Periods each day and Section 01 of MEN--12 is scheduled in Period 2 Day A and B – 2(A-B):
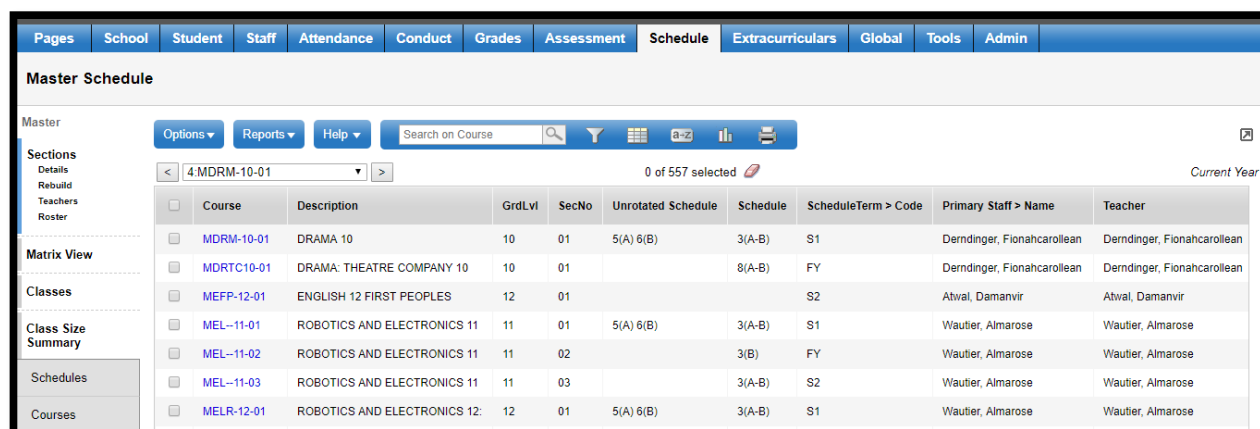
Use the following table to fill in the fields:

Field	Description
Same schedule across all terms	This indicates the section meets in the same Period on the same day across the full length of the term.
Different schedule across all terms	This allows the section to meet in different Period(s) and/or Days during the length of the term.
Term Code	Select the different terms and indicate, for each, the Period(s) and/or Days when the section should meet.
Use multiple rooms	Select this check box to indicate the section meets in different rooms, during different Period(s) and/or Days.
Use multiple teachers	Select this check box to indicate the section meets with different teachers, during different Period(s) and/or Days.

1.4.2 Add Sections to a Course

You can add sections to courses from the Sections side tab.
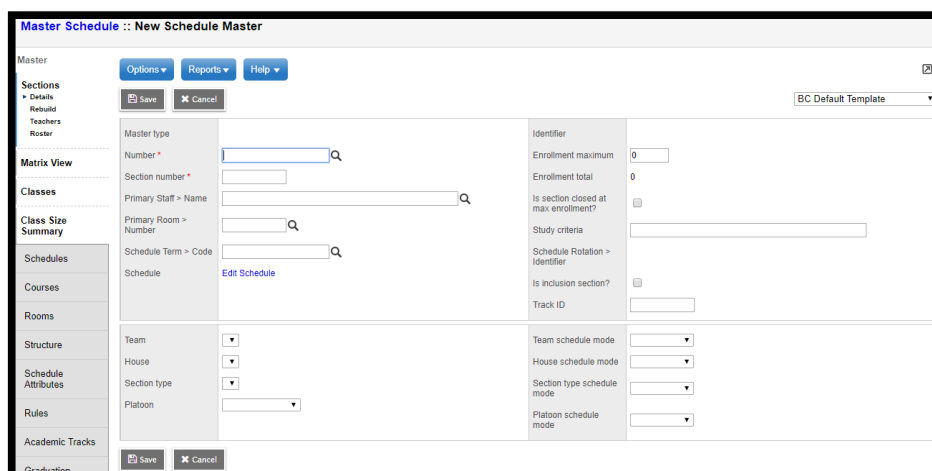
To add a section:

1. Log on to the **School** view.

2. Click the **Schedule** top tab.

3. Master side tab. A list of all sections is displayed.

4. From the **Options** menu, select **Add**. The **New Schedule Master** window opens:

5. Click on the 🔍 icon next to each field to select the required information:

    a. Number (Course Number);

    b. Section number (will auto populate with the next value);

    c. Primary Staff > Name;

    d. Primary Room > Number;

    e. Schedule Term > Code;

    f. Schedule (click on the blue **Edit Schedule** hyperlink). The **Schedule Dialogue** box will appear. Select the appropriate **Day** and **Period** for this new section, by clicking in the box:

g. Click **OK.**

6. From the **New Schedule Master** window, enter the remaining information.

7. Click **Save.**

> **NOTE:** There is no validation; the application does not check for conflicts with teachers or rooms

1.4.3 Rebuild Sections in the School View

During the school year, you might need to add new sections because of increasing enrollment, or delete existing sections because of decreased enrollment. Under both circumstances, you need to reschedule and balance any students who are scheduled into these courses across all sections.

If you are a schedule builder in your school, you can reschedule groups of students in the current schedule in the **School** view. The system reloads and rebalances students across all sections of a course when you delete, add, or move a section to a different time slot.

To rebuild a section in the current schedule in the School view:

1. Log on to the **School** view.

2. Click the **Schedule** tab.

3. Click the **Sections** side tab.

> **Note**: If you need to add a section, be sure to create the new section first. Then, select that section, and click Rebuild.

4. Select the section.

5. On the **Sections** side tab, click *Rebuild*:

The top of the page displays the current information about the section.

6. Select one of the two following schedule modes:

    a) Delete and rebalance: Deletes the current section and rebalances the students among the remaining sections

    b) Fill and rebalance: Loads the newly created section and rebalances the students among all sections of the same course

The third option of Rebuild and rebalance:

Moves the section to a different time slot and rebalances students among all sections of the same course. This option requires information related to the Build view and therefore cannot be used by first year converted schools. The functionality required will be covered when schools begin to build schedules in MyEducation BC.

7. Click Preview to preview the section without making the actual changes:

Master Schedule :: MEN--12-01 - ENGLISH 12

Master	
Sections	
Details	
► Rebuild	
Teachers	
Roster	

Matrix View

Classes

Class Size Summary

Schedules
Courses
Rooms
Structure
Schedule Attributes
Rules
Academic Tracks
Graduation
Recommendation

Options | Reports ▼ | Help ▼

Current section	MEN--12-01 ENGLISH 12
Schedule	S2 2(A-B)
Teacher	Wort, Jaeland
Clssrm	509
Enrollment maximum	27
Enrollment total	19

Schedule mode ● Delete and rebalance ○ Fill and rebalance ○ Rebuild and rebalance
Allow over max ☐

Preview | Post

Preview changes

Students | Sections

Overview: **99** students included, **19** are not scheduled for the course, **79** have schedule changes and **1** keep the same schedule

Students unable to be rescheduled for this course (19)

Name	Pupil #	Grade level	Schedule comparison
Barajasgonzalez, Katiyahna	1517347	12	Detail...
Caluyo, Moniqueaudrey	409233	12	Detail...

Students with schedule changes (Total changes 410)

Name	Pupil #	Grade level	# Schedules changed	Schedule comparison
Akkuzu, Tsuihua	443066	12	5	Detail...
Alphonsetom, Neka	438949	12	5	Detail...
Antognoli, Sheia	399974	12	4	Detail...
Baileycarlson, Reianne	400700	12	3	Detail...
Ballinger, Hanui	496953	12	6	Detail...

Students without changes (1)

Name	Pupil #	Grade level
Radix, Jovi	739110	12

The page lists students who cannot be rescheduled for the course, students with schedule changes because of the proposed change, and students without schedule changes.

8. For each student, click **Detail** in the **Schedule comparison** column to view the student's current schedule and their new schedule if you post the change to the section:

Current schedule

Course	Description	Term	Schedule
MAF--12-01	ART FOUNDATIONS 12	S2	3(A-B)
MEN--12-02	ENGLISH 12	S1	2(A-B)
MFDN-12-02	Culinary Arts, 12	S2	2(A-B)
MGT-----01	GRADUATION TRANSITIONS	FY	10(A-B)
XAT--12-HR-17	HOMEROOM	FY	9(A-B)
XSPBK2E-06	SUPERVISED STUDY	S2	4(A-B)
XSPBK2E-07	SUPERVISED STUDY	S1	1(A-B)
XSPBK2E-08	SUPERVISED STUDY	S1	4(A-B)
YVPA-1C-02	PHOTOGRAPHY 11	S1	3(A-B)
YVPA-2C-01	PHOTOGRAPHY 12	S2	1(A-B)

New schedule
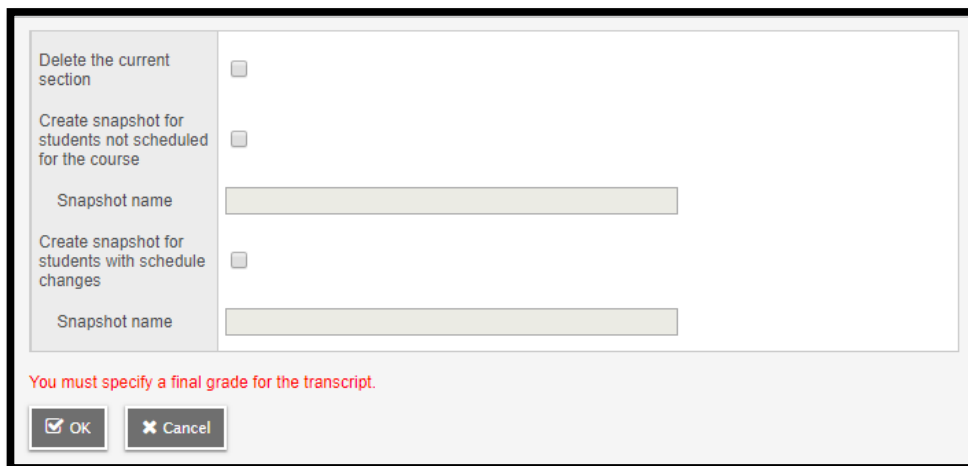
Course	Description	Term	Schedule
MAF--12-03	ART FOUNDATIONS 12	S1	1(A-B)
MEN--12-02	ENGLISH 12	S1	2(A-B)
MFDN-12-02	Culinary Arts, 12	S2	2(A-B)
MGT-----01	GRADUATION TRANSITIONS	FY	10(A-B)
MPREC11-03	PRE-CALCULUS 11	S2	4(A-B)
XAT--12-HR-33	HOMEROOM	FY	9(A-B)
XSPBK2E-09	SUPERVISED STUDY	S1	4(A-B)
YVPA-1C-02	PHOTOGRAPHY 11	S1	3(A-B)
YVPA-2C-03	PHOTOGRAPHY 12	S2	3(A-B)

✖ Cancel

9. Click the **Sections** sub-tab to view the new overall section balances for the course:

Preview changes

Students | **Sections**

Course	Description	Schedule	Teacher	Classroom	Enrollment maximum	Is section closed at max enrollment?	Current enrollment total	New enrollment total
MEN--12-01	ENGLISH 12	S2 2(A-B)	Wort, Jaeland	509	27	Y	19	0
MEN--12-02	ENGLISH 12	S1 2(A-B)	Ceperley, Hellyn	402	27	Y	26	27
MEN--12-03	ENGLISH 12	S2 4(A-B)	Wort, Jaeland	509	27	Y	15	27
MEN--12-04	ENGLISH 12	S1 4(A-B)	Wort, Jaeland	509	27	Y	23	26

10. If the changes you preview are acceptable, click the **Post** button to make the schedule change permanent. The *'Post Results for Rebuild'* dialog box displays:

11. Use the following table to fill in the fields:

Field	Description
Delete the current section	If you are deleting a section and rebalancing the students from that section among the remaining sections of the course, select this checkbox to delete the current section from the master schedule
Create snapshot for students not scheduled for the course	Select this checkbox, and type a name to create a snapshot of any students who cannot be scheduled in the course due to the rebuild of the section.
Create snapshot for students with schedule changes	Select this checkbox to create a snapshot off any student whose schedule is affected by the rebuild of the section. Then type a name for this snapshot.

12. Click **OK.** The system rebuilds the section and makes the changes to the affected students' schedules.

1.4.4 View and Edit Teacher Information for a Section

Add, view and edit information about a second teacher for this section. The image below shows the one teacher assigned to this section:

To add a Teacher to this section:

1. Click **Options** > **Add**

2. The *New Schedule Master Teacher* dialogue box displays:

3. Use the following table to fill in the fields:

Field	Description
Name	Click 🔍 to select a different teacher.
Schedule Term Code	The schedule term the teacher is assigned to the section displays. Click 🔍 to select a different schedule term.
Is primary teacher	Select this checkbox if this teacher is the primary teacher of the section.
Gradebook access	Select this checkbox if the teacher should have access to this section in the gradebook.

4. Click **Save** to save any changes

1.4.5 Adjust a Class Roster Using Another Section Roster

Students can be added and deleted from a section's roster list directly; you can pull students into the current section, or push students from the current section to another section.

To pull students into the current section:

1. Select a course section, and click **Roster** on the **Sections** side tab.

2. On the **Options** menu, click **Add.** The *Multi-Add Students* dialog box displays:

3. Click the **Schedule Mode** drop-down to select **Pull**

4. Select one of the following:

    a. **Selection:** Selects any student from the Student List

    b. **Snapshots:** Selects a snapshot of students

    c. **Another section:** Selects all of the students already on the roster of another section and pull them onto the roster for the section you are currently working with

5. Click **OK.** The students you select appear on the roster.

To push students from the current section into another:

1. Select a course section, and click **Roster** on the **Sections** side tab.

> **Note:** If you want to push specific students from this section to another section, select students within the section. On the **Options** menu, click **Show Selected.**

2. On the **Options** menu, click **Add.** The Multi-Add Students dialog box displays:

Click the **Schedule Mode** drop-down to select **Push.**

3. Select the **Delete schedules from current section** checkbox if you want to remove the students from the section you are currently working with. Otherwise, leave this checkbox blank.

4. Select one of the following:

   a. **Current selection:** Selects any student from the Student List

   b. **Selection:** Selects a snapshot of students

   c. **Snapshots:** Selects all of the students already on the roster of another section and pull them onto the roster for the section you are currently working with

5. At the **'Add to the following sections:'** field, either type the course section number(s) or click **Select** to select the sections from a list.

6. Click **OK.** The students now appear on the roster for the sections you specified.

1.5   Master - Matrix View

From the **Matrix View** side tab you can view the current master schedule in a grid view.

> **Note:** This view is NOT for re-scheduling sections of courses.

Use the following table to filter the view by different settings:

Field	Description
View master by	From the drop down menu, select: • **Course** to have the courses listed down the left side; • **Teacher** to have the teachers listed down the left side; • **Room** to have the listed down the left side;
Filter Master by	Options for this are: • Department • Team • Selection • Snapshots • All
Hide teacher	Will remove the teachers name from the sections displayed
Hide room	Will remove the room number from the sections displayed

Field	Description
Hide enrollment total	Will remove the enrollment numbers from the sections displayed
Refresh	Will update this view with any changes that have been made to the sections (Terms, Schedules, Teachers, Rooms, Enrollment)
Section count	Allows the ability to filter the list of course sections from a specified number down (e.g. if a 2 is entered in this field only courses with 2 or less sections will appear)
Balance	This enables the list to be filtered by success of loading students, and is therefore related to Build view and work done to schedule the school.

1.6   Master - Classes

Manually create classes to group multiple sections that meet in the same room at the same time. This is done so that teachers can enter attendance for all students in the class at one time, simplify enrollment management, and work with combined rosters.

You can view these classes in the **School** view: Click the **Schedule** tab. On the **Sections** side tab, click **Classes**. A list of multi-section classes for the current school year displays. Click a class to view the details.

To create a class:

1. Click the **Classes** side tab.

2. On the **Options** menu, click **Add**. The *New Schedule Class* page displays:


3. Type an **Identifier** and **Name** for the class.

4. Type a number for the Maximum enrollment. When the system builds this class, it uses the maximum you set for each section, and finally this number.

5. Select the **Class closed at max** checkbox if the system cannot schedule students in the class when it reaches the maximum enrollment.

6. Select the **Combine Gradebooks** checkbox if the courses listed share the same Transcript Definition and the teacher would like the *Gradebook > Scores* screen to display the combined classes

   a. When **Combine Gradebook** is selected a Primary Section column displays

   b. Select the **Primary** course section. The **Primary Section** determines the Gradebook Attributes (categories, assignments, weighting for the entire class

grouping

Note: Combined Gradebooks is best selected prior to assignment creation; see below for instructions on Combining Gradebooks after assignment creation.
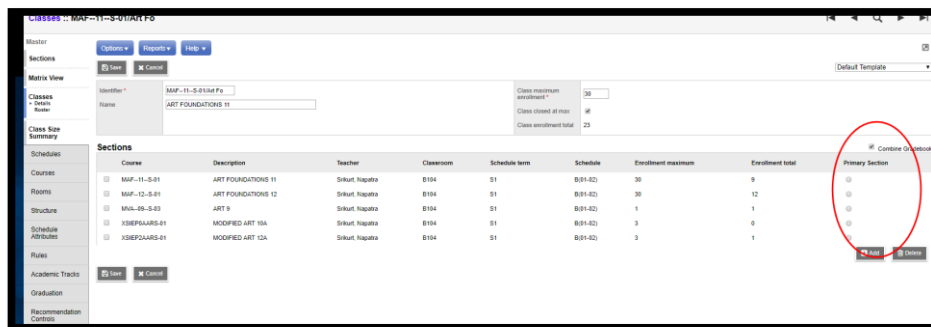
7. Select the **Add** button on the lower right of the screen to add sections to this grouping. The **Add section** dialogue box displays:
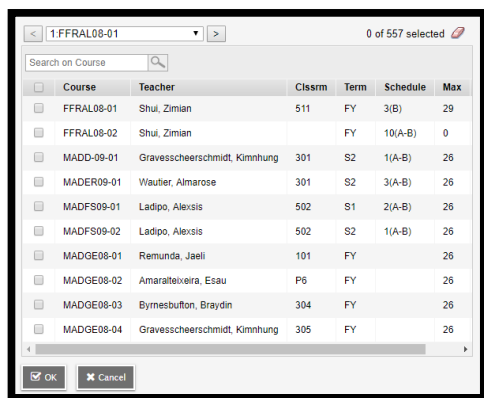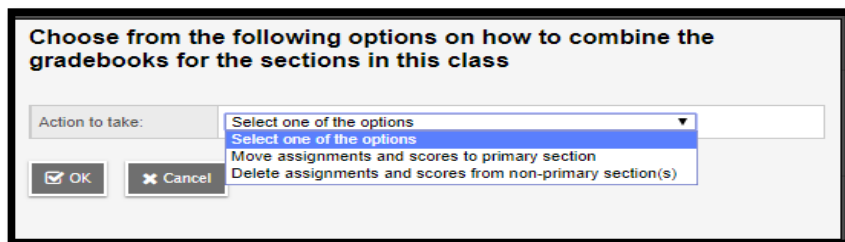

8. Select the sections to add

9. Click **OK**

10. Click **Save**

Combining Gradebooks after assignments have been created will present a pop up with the following two options:


1. **Move assignments and scores to primary section** - Assignment Columns from the non-primary sections are copied into the Primary and are not deleted from the non-primary sections Scores page.

2. **Delete assignments and scores from non-primary section(s)** to copy assignment columns from the non-primary sections into the primary section, and then delete them from the non-primary sections.

Staff view, Gradebook TT > Classes > select one of the non-primary classes

The following message displays for the non-primary class section.
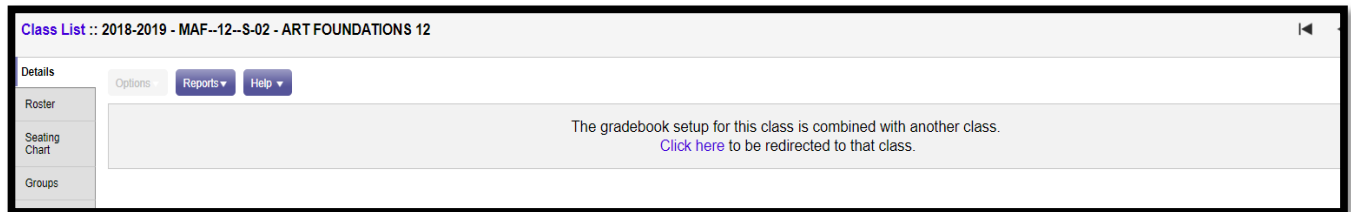
The class section selected as the primary displays a combined Scores screen in ***Staff > Gradebook > Scores.***

1.7   Schedules – Student Schedules and Teacher

In the **School** view, on the **Schedule** tab, you can view student and teacher schedules. By default, MyEducation BC displays the schedules in order by the student or teacher's last name. Each of the student or teacher's classes are listed separately:

Click a student or teacher's name to view the name, course name, description, schedule term, schedule and room number for the class.

1.8   District Course Catalogue

The district course catalogue will need to be reviewed and adjusted as necessary for the needs of the district..

Creating the District Course Catalogue:

1. Log on to the **District** view
2. Click the **Schedule** top tab
3. Click the **Courses** side tab
4. Click **Options** on the menu and select **Add**. The *Course Pick List* pop-up window displays.

5. Check the box beside the course(s) required.
6. Click **OK.** This adds the selected course(s) to your **Courses** side tab.
7. Go to the **Courses** side tab and perform a search for the course you selected.
8. Check the box beside the course and click the **Details** leaf.
9. Populate the fields as appropriate for the district.
10. Click **Save**.
11. Repeat until all courses required by the district are displayed in the **Courses** list.

1.8.1 Creating Copies (Flavours) of District Courses

Course "Flavours", or copies, allow a district and/or school to make copies of courses distinguished by additional characters added to the ministry course code. This is governed by the district preference settings.
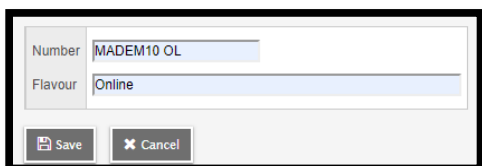
District Preferences:

1. From the District view
2. Click the District top tab
3. Click the Preferences side tab
4. On the right hand side under **Category** select: **Schedule**
5. In the Course number mask enter: 10 a's and 3 b's: **aaaaaaaaaabbb**
    In this example, this means the district can make a copy and will have to add 3 characters to the end of the Enterprise code (the Enterprise sets the Course Number mask at 10 characters, 3 of which can be set by the district). The school will then be able to make their own copy of this course by choosing it and adding one to three characters to the end, as specified by the b's above.
    In order for the schools to be able to create their own copies, the Number field in the Schedule preferences must be set to school. Where the district will create all copies of courses this field will be set to the district.

To make a copy of a District course:

1. From the **Schedule** top click **Courses** side tab.
2. Select a course from the list that you would like to make a copy of:
3. From the **Options** menu select **Copy**. The copy course dialogue box displays:

    *   Enter the **Number**: In this example MADEM10 ONL was entered (indicating this is a District flavour of the Enterprise course of MADEM10).
    *   Enter the **Flavour**: This field can be a description of what this flavour represents.
    *   Click **Save.**

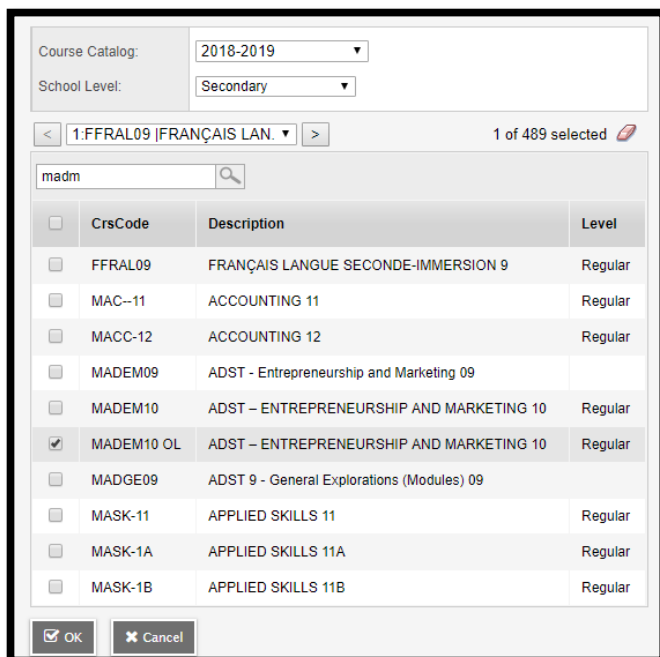The District Course catalogue now contains the new Course:

Note: Schools cannot use a flavour unless the District has created a flavour of the Enterprise course first. The District creates a flavour of the Enterprise course code, while the School creates a flavour of the District flavour.

1.9 School Course Catalogue

The school course catalogue will need to be reviewed and adjusted as necessary for the needs of the school.

Creating the School Course Catalogue:

1. Log on to the **School** view.
2. Click the **Schedule** top tab.
3. Click the **Courses** side tab.
4. Click the 🔽 icon and ensure **Current Year** is selected.
5. Click **Options** on the menu and select **Add**. The *Course Pick List* pop-up window displays, displaying the district course catalogue. Ensure the **School Level** field is set to all to view the entire course catalogue.

	CrsCode	Description	Level
☐	FFRAL09	FRANÇAIS LANGUE SECONDE-IMMERSION 9	Regular
☐	MAC--11	ACCOUNTING 11	Regular
☐	MACC-12	ACCOUNTING 12	Regular
☐	MADEM09	ADST - Entrepreneurship and Marketing 09	
☐	MADEM10	ADST – ENTREPRENEURSHIP AND MARKETING 10	Regular
☑	MADEM10 OL	ADST – ENTREPRENEURSHIP AND MARKETING 10	Regular
☐	MADGE09	ADST 9 - General Explorations (Modules) 09	
☐	MASK-11	APPLIED SKILLS 11	Regular
☐	MASK-1A	APPLIED SKILLS 11A	Regular
☐	MASK-1B	APPLIED SKILLS 11B	Regular

Course Catalog: 2018-2019
School Level: Secondary
< 1:FFRAL09 |FRANÇAIS LAN. ▼ > 1 of 489 selected
madm 🔍
☑ OK ✖ Cancel

6. Check the box beside the course(s) required.
7. Click **OK.** This adds the selected course(s) to your **Courses** side tab.
8. Go to the **Courses** side tab and perform a search for the course you selected.
9. Check the box beside the course and click the **Details** leaf.
10. Populate the fields as appropriate for the school.
11. Click **Save**.
12. Click on the **Grading** sub-top tab
13. Use the 🔍 icon to select the appropriate **Transcript Definition > Name** for this course.
14. Repeat until all courses required by the school are displayed in the **Courses** list.

1.9.1 Creating Copies (Flavours) of School Courses

Course "Flavours", or copies, allow a school to make copies of courses distinguished by additional characters added to the ministry course code. This is governed by the district preference settings. The process is the same as used for the District copies.

To make a copy of a School course:

1. From the **Schedule** top click **Courses** side tab.
2. Select a course from the list that you would like to make a copy of:
3. From the **Options** menu select **Copy.** The copy course dialogue box displays:
   - Enter the Number:
   - Enter the Flavour:
   - Click **Save.**
4. The School Course catalogue now contains the new Course:

1.10 Rooms

View a list of your school's rooms, and the sections scheduled in them for your current school year.

To view this year's room information:

1. Log on to the **School** view.
2. Click the **Schedule** tab.
3. Click the **Rooms** side tab. The list of your rooms displays.
4. Select a room, and do one of the following:

   - Click **Details** on the **Rooms** side tab to view or edit the room's details (such as department
   - and maximum capacity).
   - Click **Sections** on the **Rooms** side tab to view the list of sections scheduled in the room.

> **Note:** To change the room for a section, click the **Master** side tab on the **Schedule** tab. Select the section, and click **Details**. Change the room in the **Primary Room Number** field.

1.11 Schedule Attributes, Rules, Academic Tracks and Recommendation Controls

These side tabs relate primarily to steps that a school performs during the Prepare to Build and **Build** view work. These will be covered in the Scheduling modules guides and training.