



MyEducationBC

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# Master Schedule Management

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May 2024 v1.7

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## 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
1.7	Feb 2024	Add Co-teacher to multiple course sections with Add-On Role Requirement

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## 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.

Code	Name	TPY	CoveredTPY	BaseTPY	BaseMap	UniversalMap	GradeTermMap
FY	FY	2	1	1	1	11	1,1111
S1	S1	2	1	2	10	10	1,1100
S2	S2	2	1	2	01	01	1,0011

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

Schedule Terms :: S1

Code: S1

Name: S1

Base terms per year: 2

Term map: ☒ ☐


Term Date Ranges: Start: 04/09/2018, End: 01/02/2019

Grade term cover map: Standard Single Term ☒ Standard Quarterly Grades ☒ ☐ ☐

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
<b>Code</b>	<p>Select the code for the schedule term. For example, you might select <i>FY</i> for a full-year term, and <i>S1</i> for Semester 1.</p> <p><b>Note:</b> Schedule term codes are created in the Schedule Term Reference Table. School view &gt; <b>Global</b> top tab &gt; <b>All</b> side tab &gt; <b>Schedule Terms</b> table &gt; <b>Codes</b> &gt; <b>Options</b> &gt; <b>Add</b></p>
<b>Name</b>	Type a name for the schedule term.
<b>Base terms per year</b>	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.
<b>Term map</b>	<p>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.</p> <p><b>Note:</b> The system displays checkboxes that equal the number of base terms you identify at the <b>Base terms per year</b> field. For example, if you identify 3 base terms, three checkboxes appear.</p>
<b>Term Date Ranges</b>	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.
<b>Grade term cover map</b>	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:

Number	Identifier	Name
1	A	DayA
2	B	DayB

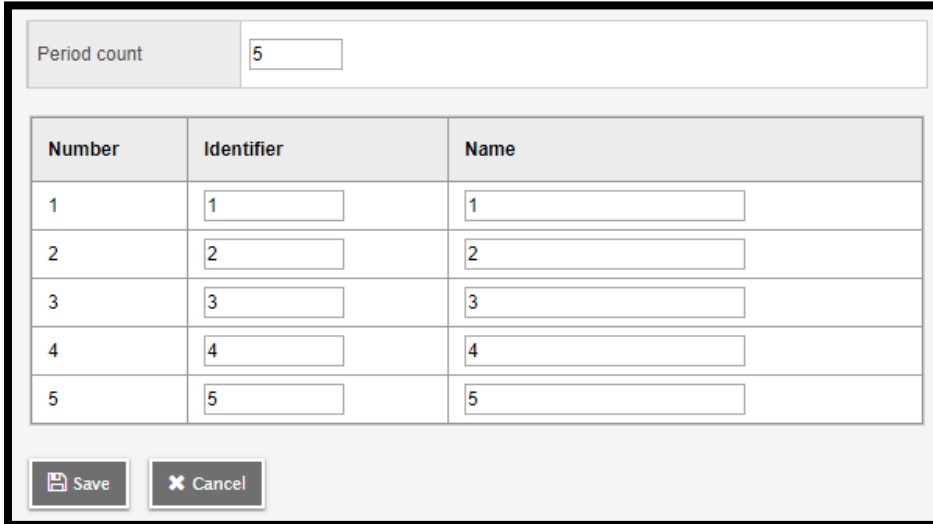
3. At the **Day count** field, type the number of days in the schedule scenario. For example, if you are adding another day to a list of existing days, increase the number by one. The dialog box displays the appropriate number of rows, with each row representing one day.
4. For each day, type an identifier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



The dialog box titled "Add Period" contains a "Period count" field at the top with the value "5". Below this is a table with three columns: "Number", "Identifier", and "Name". The table has five rows, each corresponding to a period number from 1 to 5. Each row contains input fields for the identifier and name. At the bottom of the dialog box are "Save" and "Cancel" buttons.

Number	Identifier	Name
1	<input type="text" value="1"/>	<input type="text" value="1"/>
2	<input type="text" value="2"/>	<input type="text" value="2"/>
3	<input type="text" value="3"/>	<input type="text" value="3"/>
4	<input type="text" value="4"/>	<input type="text" value="4"/>
5	<input type="text" value="5"/>	<input type="text" value="5"/>

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

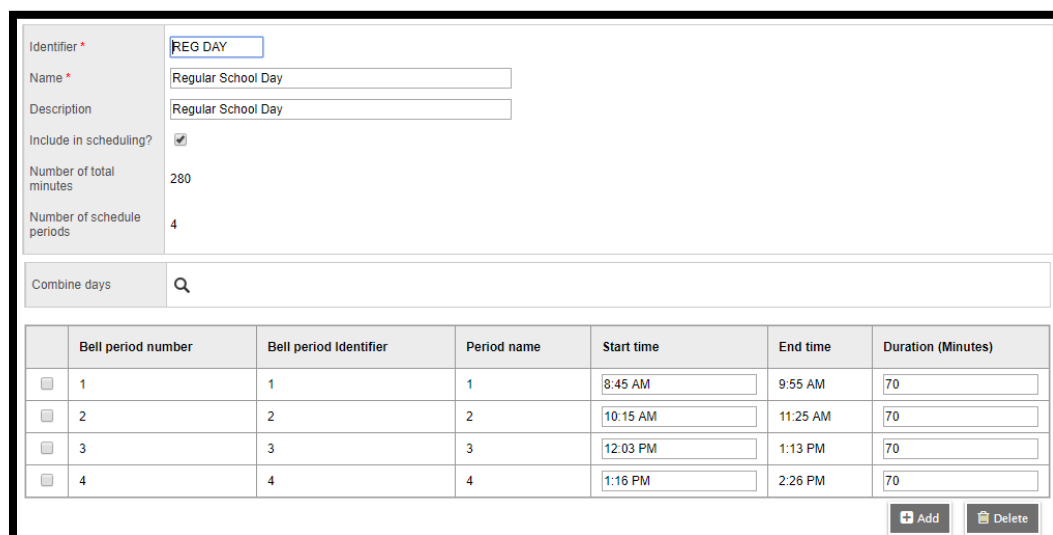
Each date in your school calendar is assigned a *Bell Schedule*, indicating the periods offered on that date and their start times and length.

**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:



The screenshot shows the 'New Schedule Bell' form. It includes fields for Identifier (REG DAY), Name (Regular School Day), Description (Regular School Day), Include in scheduling? (checked), Number of total minutes (280), and Number of schedule periods (4). Below these is a 'Combine days' search bar. A table lists four periods with their respective start times and durations.

	Bell period number	Bell period Identifier	Period name	Start time	End time	Duration (Minutes)
<input type="checkbox"/>	1	1	1	8:45 AM	9:55 AM	70
<input type="checkbox"/>	2	2	2	10:15 AM	11:25 AM	70
<input type="checkbox"/>	3	3	3	12:03 PM	1:13 PM	70
<input type="checkbox"/>	4	4	4	1:16 PM	2:26 PM	70

Buttons: + 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.

The screenshot shows the 'Bell Schedules' list in the software. The left sidebar has 'Bell Schedules' selected under the 'Structure' tab. The main area shows a table with 4 rows, each representing a rotation. The table has columns for 'Name' and 'Description'.

Name	Description
Rotation 2	Rotation 1,2,3,4
Rotation 3	Rotation 2,1,4,3
Rotation 4	Rotation 3,4,1,2
Rotation 5	Rotation 4,3,2,1

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.

The screenshot shows the 'Bell Schedules' details form for 'Rotation 3 - Rotation 2,1,4,3'. The form has fields for 'Identifier', 'Name', 'Description', 'Include in scheduling?', and 'Number of schedule periods'. Below these is a 'Combine days' section. At the bottom is a table for 'Schedule Attributes' with columns for 'Bell period number', 'Bell period identifier', 'Period name', 'Start time', and 'Duration (Minutes)'.

Bell period number	Bell period identifier	Period name	Start time	Duration (Minutes)
1	2	2	8:30 AM	75
2	1	1	9:45 AM	75
3	4	4	11:00 AM	75
4	3	3	12:15 PM	75
5	5	5	3:00 PM	0
6	6	6	3:00 PM	0

### 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.

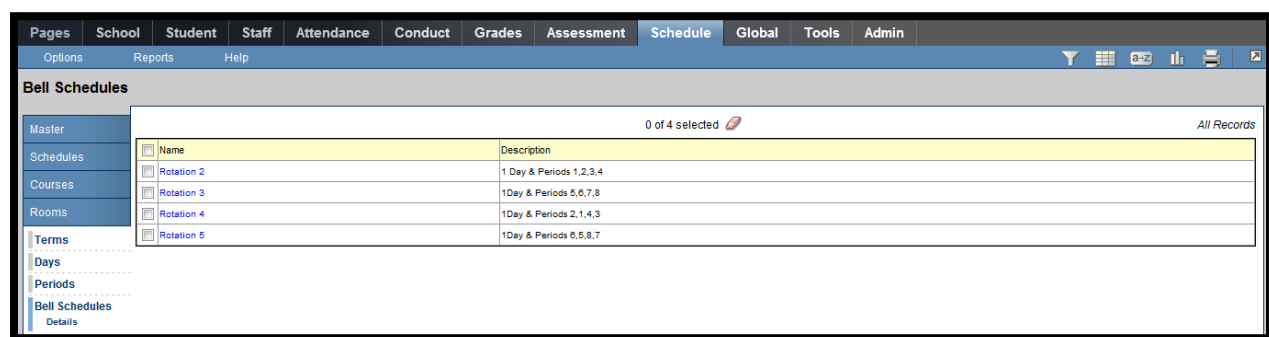
Courses scheduled into period 3 will start at 12:15 pm.

## 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

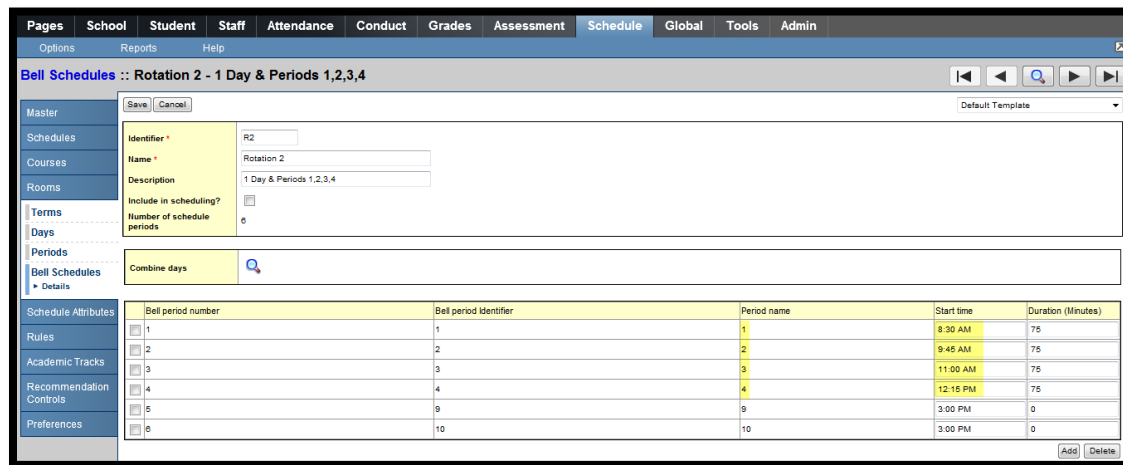
1. Login and select the **School** view
2. Select the **Schedule** top tab and the **Structure** side tab
3. Select **Bell Schedules** – in this example, 4 Bell Schedules have been created, each representing a different rotation.



Name	Description
Rotation 2	1 Day & Periods 1,2,3,4
Rotation 3	1Day & Periods 5,6,7,8
Rotation 4	1Day & Periods 2,1,4,3
Rotation 5	1Day & Periods 6,5,8,7

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



**Bell Schedules :: Rotation 2 - 1 Day & Periods 1,2,3,4**

Save Cancel Default Template

Identifier: R2  
 Name: Rotation 2  
 Description: 1 Day & Periods 1,2,3,4  
 Include in scheduling? ☐  
 Number of schedule periods: 6  
 Combine days

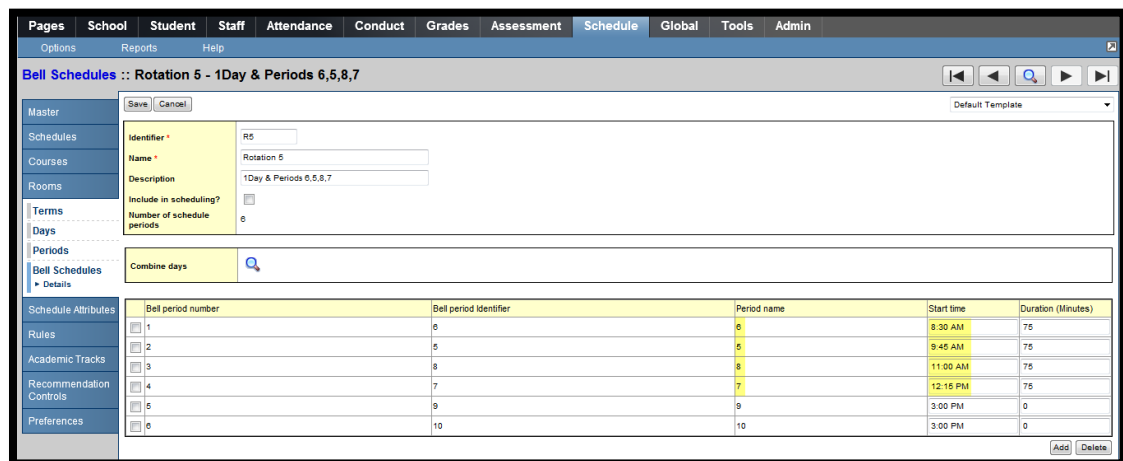
Bel period number	Bel period identifier	Period name	Start time	Duration (Minutes)
1	1	1	8:30 AM	75
2	2	2	9:45 AM	75
3	3	3	11:00 AM	75
4	4	4	12:15 PM	75
5	9		3:00 PM	0
6	10		3:00 PM	0

Add Delete

### 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



**Bell Schedules :: Rotation 5 - 1Day & Periods 6,5,8,7**

Save Cancel Default Template

Identifier: R5  
 Name: Rotation 5  
 Description: 1Day & Periods 6,5,8,7  
 Include in scheduling? ☐  
 Number of schedule periods: 6  
 Combine days

Bel period number	Bel period identifier	Period name	Start time	Duration (Minutes)
1	6	6	8:30 AM	75
2	5	5	9:45 AM	75
3	8	8	11:00 AM	75
4	7	7	12:15 PM	75
5	9		3:00 PM	0
6	10		3:00 PM	0

Add Delete

### 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.

## 2.0 Master Side Tab

### 2.1 Filters

The screenshot shows the 'Master Schedule' application interface. At the top, there are tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule (active), Extracurriculars, and Global. Below the tabs, the 'Master Schedule' title is displayed. On the left, there is a sidebar with sections: Sections (Details, Rebuild, Teachers, Roster), Matrix View, Classes, Class Size Summary, Schedules, Courses, and Rooms. The main area shows a table with columns: CrsCode, Course, SecNo, and ScheduleTerm. A dropdown menu is open, showing a list of filters: Manage Filters..., Current Year (checked), Previous Year, Schedule expression out of sync with matrix, Course contains = ?, Course Grade Level = ?, Enrollment Total > Max, Platoon = ?, Schedule Validation, and Teacher Last Name = ?. The table below the dropdown shows data for ATT-AM-001 through ATT-PM-002, with columns for CrsCode, Course, SecNo, and ScheduleTerm.

Filter	Description
Schedule expression out of 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

## 2.2 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.

### 2.2.1 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:

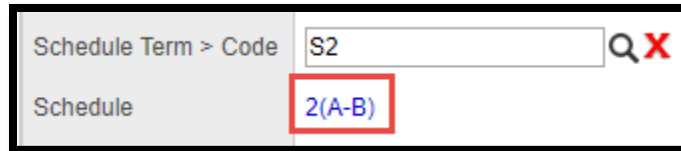
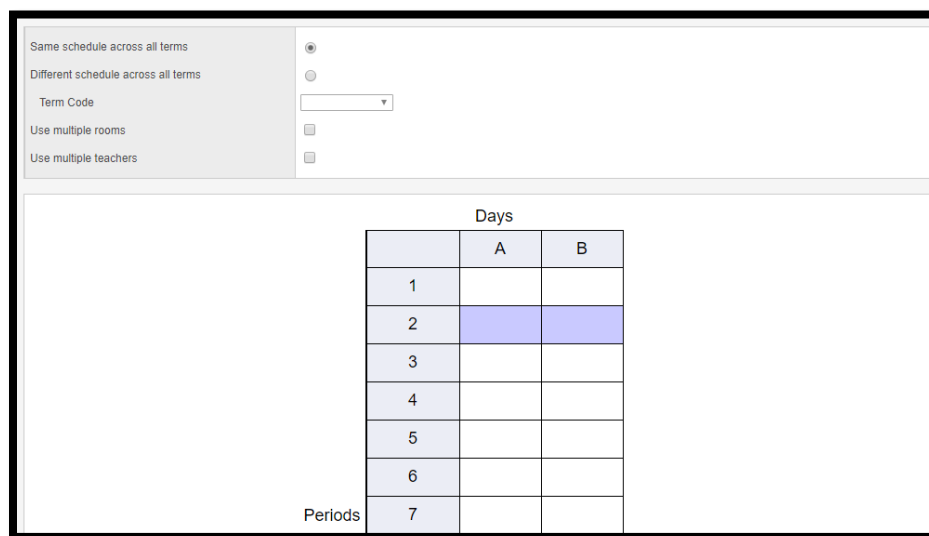
The screenshot displays the 'Master Schedule' interface for 'MEN-12-01 - ENGLISH 12'. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule (selected), Extracurriculars, Global, Tools, and Admin. The left sidebar shows a tree view with 'Sections' expanded, including sub-items like Details, Rebuild, Teachers, and Roster. The main content area is divided into two columns. The left column contains fields for 'Master type', 'Number' (MEN-12), 'Section number' (01), 'Primary Staff > Name' (Wort, Jaeland), 'Primary Room > Number' (509), 'Schedule Term > Code' (S2), and 'Schedule' (2(A-B)). The right column contains fields for 'Identifier', 'Enrollment maximum' (27), 'Enrollment total' (19), 'Is section closed at max enrollment?' (checked), 'Study criteria', 'Schedule Rotation > Identifier', 'Is inclusion section?' (checked), and 'Track ID'. At the bottom, there are dropdown menus for 'Team', 'House', 'Section type', and 'Platoon', along with 'Save' and 'Cancel' buttons.

5. 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: <ul style="list-style-type: none"> <li>Class – this is for all courses that receive a mark</li> <li>Package – these are special courses used during the scheduling process as a way of assigning multiple course <i>requests</i> to a student.</li> </ul>
Number	The course code displays.
Section Number	The section number displays
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 <b><i>Schedule Dialogue box</i></b> )
Identifier	Displays if this section is part of a <i>Classes</i> 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 <b>Build</b> 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 <b>Build</b> 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):

		Days	
		A	B
Periods	1		
	2		
	3		
	4		
	5		
	6		
	7		

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.



## 2.3 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.

The screenshot shows the 'Master Schedule' window with the 'Schedule' tab selected. The left sidebar has 'Sections' selected. The main area displays a table of sections with columns: Course, Description, GrdLvl, SecNo, Unrotated Schedule, Schedule, ScheduleTerm > Code, Primary Staff > Name, and Teacher. The table shows several sections for courses like DRAMA 10, ENGLISH 12 FIRST PEOPLES, and ROBOTICS AND ELECTRONICS 11 and 12.

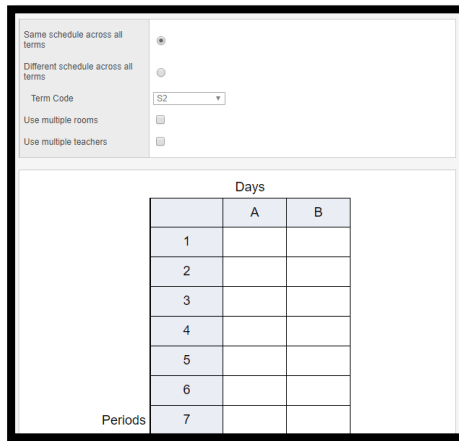
Course	Description	GrdLvl	SecNo	Unrotated Schedule	Schedule	ScheduleTerm > Code	Primary Staff > Name	Teacher
MDRM-10-01	DRAMA 10	10	01	5(A) 6(B)	3(A-B)	S1	Derndinger, Fionahcarollean	Derndinger, Fionahcarollean
MDRTC10-01	DRAMA: THEATRE COMPANY 10	10	01		8(A-B)	FY	Derndinger, Fionahcarollean	Derndinger, Fionahcarollean
MEFP-12-01	ENGLISH 12 FIRST PEOPLES	12	01			S2	Atwal, Damanvir	Atwal, Damanvir
MEL-11-01	ROBOTICS AND ELECTRONICS 11	11	01	5(A) 6(B)	3(A-B)	S1	Wautier, Almarose	Wautier, Almarose
MEL-11-02	ROBOTICS AND ELECTRONICS 11	11	02		3(B)	FY	Wautier, Almarose	Wautier, Almarose
MEL-11-03	ROBOTICS AND ELECTRONICS 11	11	03		3(A-B)	S2	Wautier, Almarose	Wautier, Almarose
MELR-12-01	ROBOTICS AND ELECTRONICS 12:	12	01	5(A) 6(B)	3(A-B)	S1	Wautier, Almarose	Wautier, Almarose

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

The screenshot shows the 'New Schedule Master' form. It has a left sidebar with 'Sections' selected. The main area contains fields for: Master type, Number, Section number, Primary Staff > Name, Primary Room > Number, Schedule Term > Code, Schedule, Identifier, Enrollment maximum, Enrollment total, Is section closed at max enrollment?, Study criteria, Schedule Rotation > Identifier, Is inclusion section?, Track ID, Team, House, Section type, Platoon, Team schedule mode, House schedule mode, Section type schedule mode, and Platoon schedule mode. There are 'Save' and 'Cancel' buttons at the top and bottom.

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:



Days		
	A	B
1		
2		
3		
4		
5		
6		
Periods	7	

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

## 2.4 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*:

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

Master

Options Reports Help

**Sections**

- Details
- Rebuild
- Teachers
- Roster

**Matrix View**

**Classes**

**Class Size Summary**

**Schedules**

**Courses**

**Rooms**

Current section MEN--12-01 ENGLISH 12

Schedule S2 2(A-B)

Teacher Wort, Jaeland

Classrm 509

Enrollment maximum 27

Enrollment total 19

Schedule mode

☒ Delete and rebalance ☐ Fill and rebalance ☐ Rebuild and rebalance

Allow over max ☐

Preview Post

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

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

Classrm
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	<a href="#">Detail...</a>
Caluyo, Moniqueaudrey	409233	12	<a href="#">Detail...</a>

Name	Pupil #	Grade level	# Schedules changed	Schedule comparison
Akkuzu, Tsuihua	443066	12	5	<a href="#">Detail...</a>
Alphonsetom, Neka	438949	12	5	<a href="#">Detail...</a>
Antognoli, Sheia	399974	12	4	<a href="#">Detail...</a>
Baileycarlson, Reianne	400700	12	3	<a href="#">Detail...</a>
Ballinger, Hanui	496053	12	6	<a href="#">Detail...</a>

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.

Master Schedule v1.7

Page 20

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

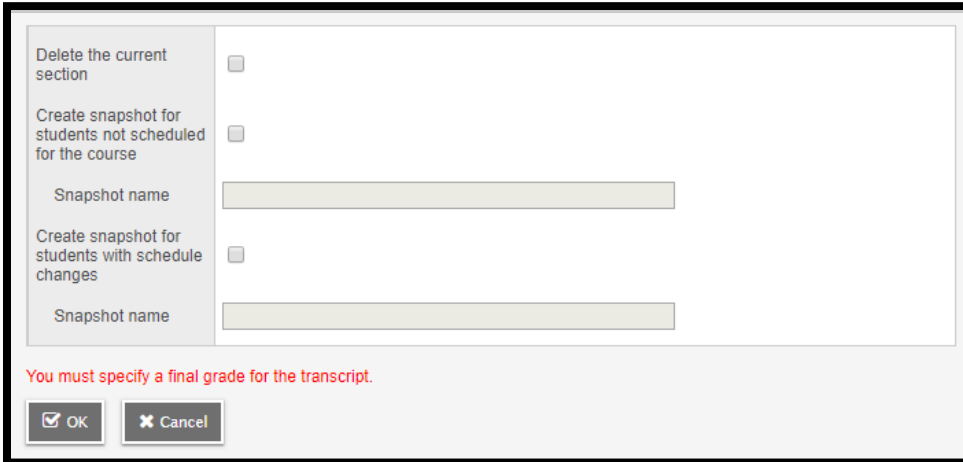
Course	Description	Term	Schedule
MAF--12-03	ART FOUNDATIONS 12	S1	1(A-B)
MEN--12-02	ENGLISH 12	S1	2(A-B)
MFDN-12-02	Culinary Arts, 12	S2	2(A-B)
MGT-----01	GRADUATION TRANSITIONS	FY	10(A-B)
MPREC11-03	PRE-CALCULUS 11	S2	4(A-B)
XAT--12-HR-33	HOMEROOM	FY	9(A-B)
XSPBK2E-09	SUPERVISED STUDY	S1	4(A-B)
YVPA-1C-02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



Delete the current section ☐  
 Create snapshot for students not scheduled for the course ☐  
 Snapshot name   
 Create snapshot for students with schedule changes ☐  
 Snapshot name

You must specify a final grade for the transcript.

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.

## 2.5 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:

Master Schedule :: MDRM-10-01 - DRAMA 10

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

Sections Details Rebuild Teachers Roster 0 of 1 selected All Records

Name	ScheduleTerm > Code	PrimTch?	Role	Schedule	GrdbkAcs?
<input type="checkbox"/> Derndinger, Fiona Carollean	S1	Y	3(A-B)	Y	

Matrix View

To add a Teacher to this section:

1. Click **Options > Add**
2. The *New Schedule Master Teacher* dialogue box displays:

Master Options ▾ Reports ▾ Help ▾

Sections Details Rebuild Teachers Roster Matrix View Classes Class Size Summary Schedules

Save Cancel Default Template

Name \* 🔍

Schedule Term > Code 🔍

Is primary teacher? ☐

Role ▾

Gradebook access? ☐

Save Cancel

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

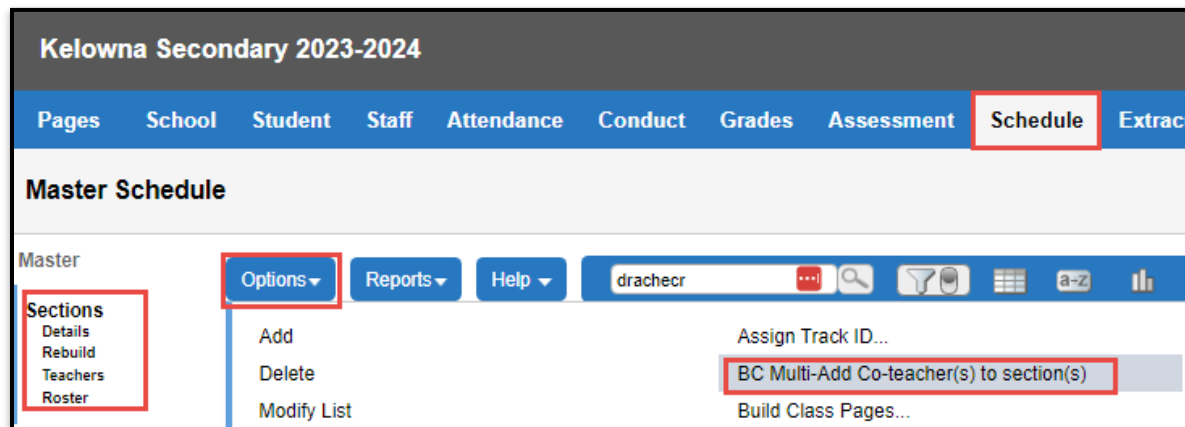
Field	Description
Name	Click 🔍 to select a different teacher.
Schedule Term Code	The schedule term the teacher is assigned to the section displays. Click 🔍 to select a different schedule term.
Is primary teacher	Select this checkbox if this teacher is the primary teacher of the section.
Gradebook access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

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

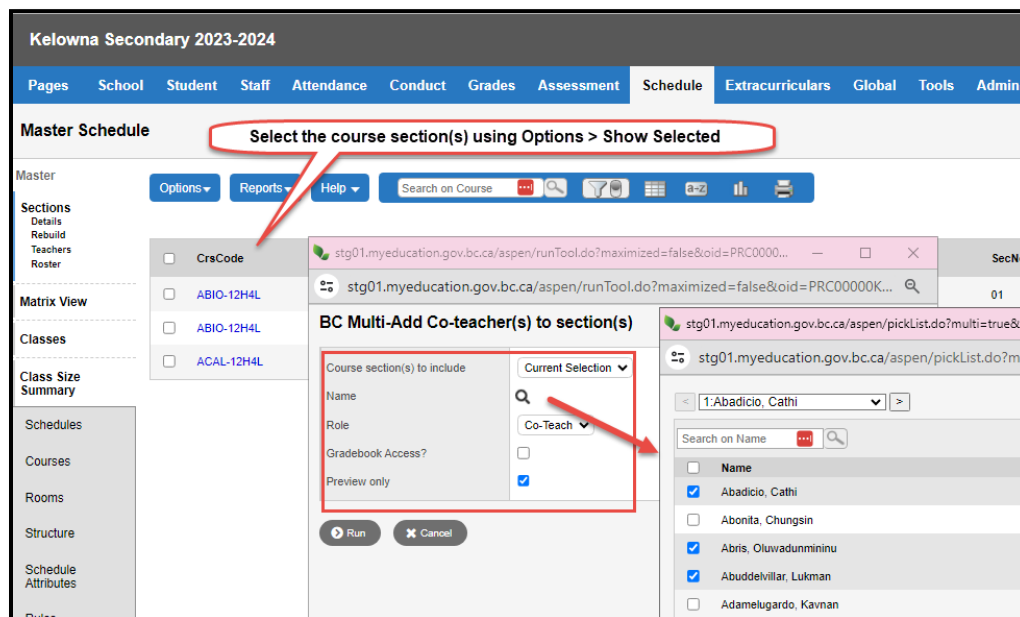
## 2.6 Add Co-Teacher(s) to Multiple Course Section(s)

In order to use this procedure a user must be assigned the Add Co-Teacher to Multiple Course Sections role. Users can add one or more teachers to one or more course sections for the current year using the BC Multi-Add Co-teacher(s) to section(s) procedure.

**Note:** Co teachers can be added and users should also check to make sure they have a primary teacher attached to the course section, the Prepare Grade Input will not run without a primary teacher added.




1. **School view > Schedule top tab > Master side tab > Filter = Current year**
2. Select all the sections you would like to add the Co-Teacher to then go to **Options > Show Selected**.
3. Then **Options > BC Multi-Add Co-teacher(s) to section(s)**





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

Field	Description
Course section(s) to include	Current Selection
Name	Click  to select Teacher(s) to assign to selection sections.
Role	Co-Teach
Gradebook access	Select this checkbox if the teacher(s) should have access to this section(s) in the gradebook.
Preview Only	Uncheck if you would like the procedure to run. If checked it will list the sections it would add the co-teacher(s)' too if it were to run.

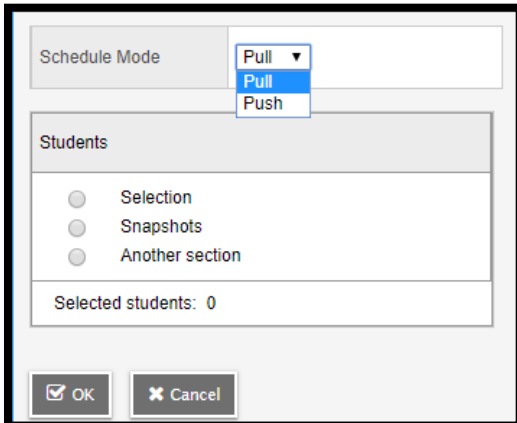
5. Click Run

## 2.7 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.

## 2.8 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.

Matrix

Master

Options

Reports

Help

Sections

Printer Friendly Version

Matrix View

View master by

Course

Hide teacher

☐

Section count

0

Filter master by

Department

☐

Team

☐

Selection

☐

Snapshots

☐

All

☒

Hide room

☐

Hide enrollment total

☐

Refresh

☐

Balance

Course	Periods														Status	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
FFRAL08 FRENCH IMMERSION, 8			FFRAL08-01 Shui, Z 511 (20) [ B ]								FFRAL08-02 Shui, Z (1)					Sections : 2 Teachers : 1 Capacity : 29 Scheduled : 21 Balance : Excellent
FFRAL10 FRANCAIS LANGUE SECONDE																Sections : 0 Teachers : 0 Capacity : 0

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

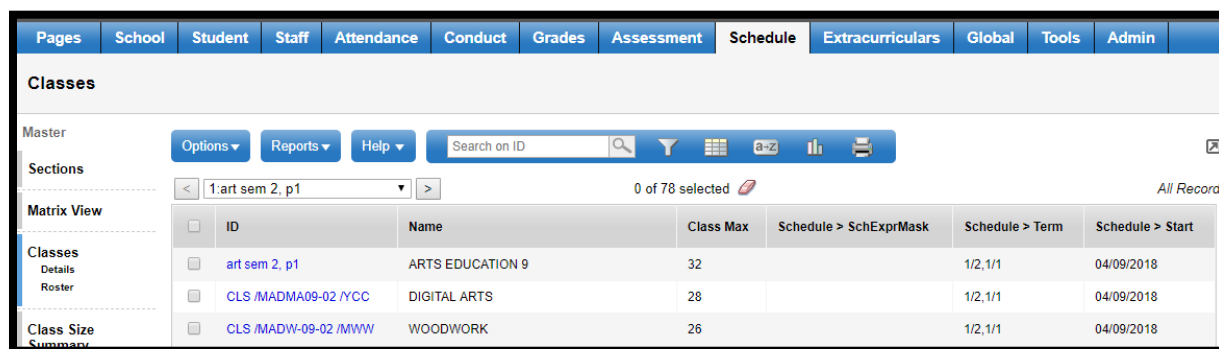
Field	Description
View master by	From the drop down menu, select: <ul style="list-style-type: none"> <li><b>Course</b> to have the courses listed down the left side;</li> <li><b>Teacher</b> to have the teachers listed down the left side;</li> <li><b>Room</b> to have the listed down the left side;</li> </ul>
Filter Master by	Options for this are: <ul style="list-style-type: none"> <li>Department</li> <li>Team</li> <li>Selection</li> <li>Snapshots</li> <li>All</li> </ul>
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.

## 2.9 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.



ID	Name	Class Max	Schedule > SchExprMask	Schedule > Term	Schedule > Start
art sem 2, p1	ARTS EDUCATION 9	32		1/2, 1/1	04/09/2018
CLS /MADMA09-02 /YCC	DIGITAL ARTS	28		1/2, 1/1	04/09/2018
CLS /MADW-09-02 /MWW	WOODWORK	26		1/2, 1/1	04/09/2018

To create a class:

1. Click the **Classes** side tab.
2. On the **Options** menu, click **Add**. The *New Schedule Class* page displays:

Pages School Student Staff Attendance Conduct Grades Assessment **Schedule** Extracurriculars Global Tools Admin

Classes: MAF-11-S-01/Art Fo

Master Sections Options Reports Help

Matrix View

Class Size Summary

Sections

Course	Description	Teacher	Classroom	Schedule term	Schedule	Enrollment maximum	Enrollment total
MAF-11-S-01	ART FOUNDATIONS 11	Silvurt, Napata	B104	S1	B(01-02)	30	9
MAF-12-S-01	ART FOUNDATIONS 12	Silvurt, Napata	B104	S1	B(01-02)	30	12
MAF-09-S-03	ART 9	Silvurt, Napata	B104	S1	B(01-02)	1	1
X3BEP0AURS-01	MODIFIED ART 10A	Silvurt, Napata	B104	S1	B(01-02)	3	0
X3BEP0AURS-01	MODIFIED ART 12A	Silvurt, Napata	B104	S1	B(01-02)	3	1

Combine Gradebooks

Add Delete

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.

Classes: MAF-11-S-01/Art Fo

Master Sections Options Reports Help

Matrix View

Class Size Summary

Sections

Course	Description	Teacher	Classroom	Schedule term	Schedule	Enrollment maximum	Enrollment total	Primary Section
MAF-11-S-01	ART FOUNDATIONS 11	Silvurt, Napata	B104	S1	B(01-02)	30	9	
MAF-12-S-01	ART FOUNDATIONS 12	Silvurt, Napata	B104	S1	B(01-02)	30	12	
MAF-09-S-03	ART 9	Silvurt, Napata	B104	S1	B(01-02)	1	1	
X3BEP0AURS-01	MODIFIED ART 10A	Silvurt, Napata	B104	S1	B(01-02)	3	0	
X3BEP0AURS-01	MODIFIED ART 12A	Silvurt, Napata	B104	S1	B(01-02)	3	1	

Combine Gradebooks

Add Delete

7. Select the **Add** button on the lower right of the screen to add sections to this grouping. The **Add section** dialogue box displays:

1 FFRAL08-01 0 of 557 selected

Search on Course

Course	Teacher	Classrm	Term	Schedule	Max
<input type="checkbox"/> FFRAL08-01	Shul, Zimian	511	FY	3(B)	29
<input type="checkbox"/> FFRAL08-02	Shul, Zimian		FY	10(A-B)	0
<input type="checkbox"/> MADD-09-01	Gravesscheersmidt, Kimmhung	301	S2	1(A-B)	26
<input type="checkbox"/> MADER09-01	Wautier, Almarose	301	S2	3(A-B)	26
<input type="checkbox"/> MADFS09-01	Ladipo, Alexis	502	S1	2(A-B)	26
<input type="checkbox"/> MADFS09-02	Ladipo, Alexis	502	S2	1(A-B)	26
<input type="checkbox"/> MADGE08-01	Remunda, Jaell	101	FY		26
<input type="checkbox"/> MADGE08-02	Amarateixeira, Esau	P6	FY		26
<input type="checkbox"/> MADGE08-03	Byrnesbuffon, Braydin	304	FY		26
<input type="checkbox"/> MADGE08-04	Gravesscheersmidt, Kimmhung	305	FY		26

OK Cancel

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:

Choose from the following options on how to combine the gradebooks for the sections in this class

Action to take: Select one of the options

☐ OK ☐ Cancel

Select one of the options  
Move assignments and scores to primary section  
Delete assignments and scores from non-primary section(s)

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.

Class List :: 2018-2019 - MAF--12--S-02 - ART FOUNDATIONS 12

Details

Roster

Seating Chart

Groups

Options Reports Help

The gradebook setup for this class is combined with another class.  
[Click here](#) to be redirected to that class.

The class section selected as the primary displays a combined Scores screen in **Staff > Gradebook > Scores**.

### 3.0 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:

Smithers Secondary 2018-2019 School view Select school Kerr, Nora Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Student Schedules

Master Options Reports Help Search on Name 0 of 5300 selected Primary Students

Name	Course	Term	Schedule
Abdelaliem, Khista	MCLE-10-05	S1	2(A-B)
Abdelaliem, Khista	MCMPS10-02	S2	1(A)
Abdelaliem, Khista	MFMP-10-02	S1	1(A-B)
Abdelaliem, Khista	MEB-10-01	S1	1(A-B)

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

## 4.0 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.

Course Catalog: 2018-2019  
Department: All

1:A3DP-12 IAP 3-D DESIG... 0 of 3100 selected

Search on CrsCode

<input type="checkbox"/>	CrsCode	Description	Department
<input type="checkbox"/>	A3DP-12	AP 3-D DESIGN PORTFOLIO 12	Fine Arts
<input type="checkbox"/>	AAR-12	AP HISTORY OF ART 12	Fine Arts
<input type="checkbox"/>	ABI-12	AP GENERAL BIOLOGY 12	Science
<input type="checkbox"/>	ABIO-12	AP BIOLOGY 12	Science
<input type="checkbox"/>	ACAL-12	AP CALCULUS AB 12	Mathematics
<input type="checkbox"/>	ACAL-2A	AP CALCULUS BC 12A	Mathematics
<input type="checkbox"/>	ACAL-2B	AP CALCULUS BC 12B	Mathematics
<input type="checkbox"/>	ACGP-12	AP COMPARATIVE GOVERNMENT & POLITICS 12	Social Studies
<input type="checkbox"/>	ACHE-12	AP CHEMISTRY 12	Science
<input type="checkbox"/>	ACLC-12	AP CHINESE LANGUAGE AND CULTURE 12	Languages

OK Cancel

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.



## 4.1 Creating Copies (Flavours) of District Courses

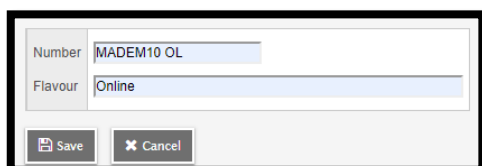
Course “Flavours”, or copies, allow a district and/or school to make copies of courses distinguished by additional characters added to the ministry course code. This is governed by the district preference settings.

### 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: **aaaaaaaaaabb**  
 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:


Courses									
<div> <div>Courses</div> <div>Options▼ Reports▼ Help▼</div> <div>madem</div> <div>0 of 7 selected</div> <div>Custom Selection</div> </div>									
<div> <div>Courses</div> <div>Details</div> <div>School Courses</div> </div>									
<div> <div>Programs</div> <div>Graduation History</div> </div>									
<input type="checkbox"/>	Year	CrsCode	Flavour	VisibilityType	Organization2 > Name	Type	Description	Short Description	Depart
<input type="checkbox"/>	2019	MADEM08		Exclude	Bulkley Valley	Class	ADST - Entrepreneurship and Marketing 08		Applied
<input type="checkbox"/>	2019	MADEM09		Exclude	Bulkley Valley	Class	ADST - Entrepreneurship and Marketing 09		Applied
<input type="checkbox"/>	2019	MADEM10		Exclude	Bulkley Valley	Class	ADST – ENTREPRENEURSHIP AND MARKETING 10	MADEM10	Applied
<input type="checkbox"/>	2019	MADEM10 OL	Online	Exclude	Bulkley Valley	Class	ADST – ENTREPRENEURSHIP AND MARKETING 10	MADEM10	Applied

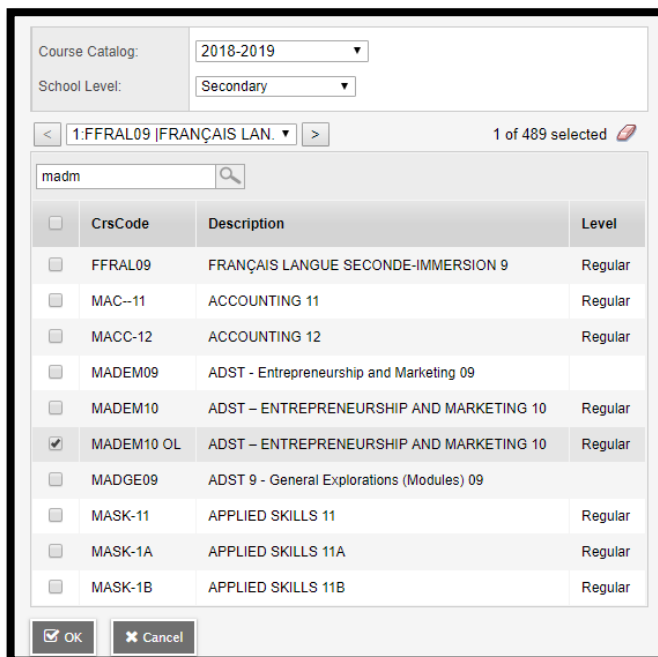
**Note:** Schools cannot use a flavour unless the District has created a flavour of the Enterprise course first. The District creates a flavour of the Enterprise course code, while the School creates a flavour of the District flavour.

## 5.0 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.




Course Catalog: 2018-2019  
School Level: Secondary

< 1:FFRAL09 | FRANÇAIS LAN. > 1 of 489 selected

madm

<input type="checkbox"/>	CrsCode	Description	Level
<input type="checkbox"/>	FFRAL09	FRANÇAIS LANGUE SECONDE-IMMERSION 9	Regular
<input type="checkbox"/>	MAC-11	ACCOUNTING 11	Regular
<input type="checkbox"/>	MACC-12	ACCOUNTING 12	Regular
<input type="checkbox"/>	MADEM09	ADST - Entrepreneurship and Marketing 09	
<input type="checkbox"/>	MADEM10	ADST - ENTREPRENEURSHIP AND MARKETING 10	Regular
<input checked="" type="checkbox"/>	MADEM10 OL	ADST - ENTREPRENEURSHIP AND MARKETING 10	Regular
<input type="checkbox"/>	MADGE09	ADST 9 - General Explorations (Modules) 09	
<input type="checkbox"/>	MASK-11	APPLIED SKILLS 11	Regular
<input type="checkbox"/>	MASK-1A	APPLIED SKILLS 11A	Regular
<input type="checkbox"/>	MASK-1B	APPLIED SKILLS 11B	Regular

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 and/or Rubric Definition** for this course.
14. Repeat until all courses required by the school are displayed in the **Courses** list.

## 5.1 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:

## 5.2 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.

## 5.3 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.