



MyEducationBC

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## Scheduling Module 2

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# Course Catalogues, Student and Staff Setup

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October 2019 v1.7

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## Version History

Version	Date	Description
1.0	Jan. 12, 2015	Initial document
1.1	Feb. 27, 2015	Correction to course catalogue page 8
1.2	Nov. 17, 2015	Updates based on review from last year
1.3	Jan.7, 2016	Updated section 1.1.3 Course Package creation and section 4.0 Next Year students
1.4	Feb. 13, 2018	Updated section 1.2 District Preferences to reflect current layout.
1.5	Jan 7, 2019	Updated section 1.2 District Preference
1.6	Apr. 29, 2019	Added hyperlinks to Table of Contents
1.7	Oct. 21, 2019	Section 2.0 Updates to School Setup BC Default Template to support Student Portfolios

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# 1.0 Create Course Catalogue for the Build in the District View

## 1.1 District Course Catalogue

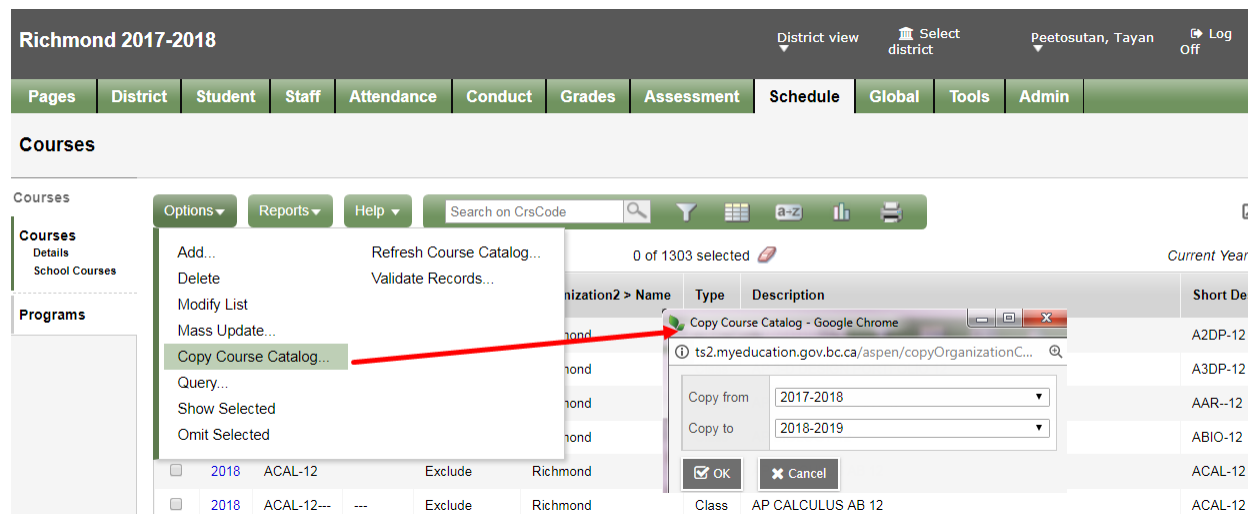
The district course catalogue should be reviewed and adjusted each year, as necessary. Course flavours in MyEducation BC allow a district and/or school to make copies of courses.

**Note:** Course flavours must be created at the district level before the school can create a flavour. See the section 1.3 Creating Copies of Courses (Flavours) at the District Level.

### 1.1.1 Copy District Course Catalogue

The first step for preparing courses for the coming year is to copy the District course catalogue forward to the next year. This process will only copy courses, from your District, that exist in the Enterprise Level Catalogue for the same year.

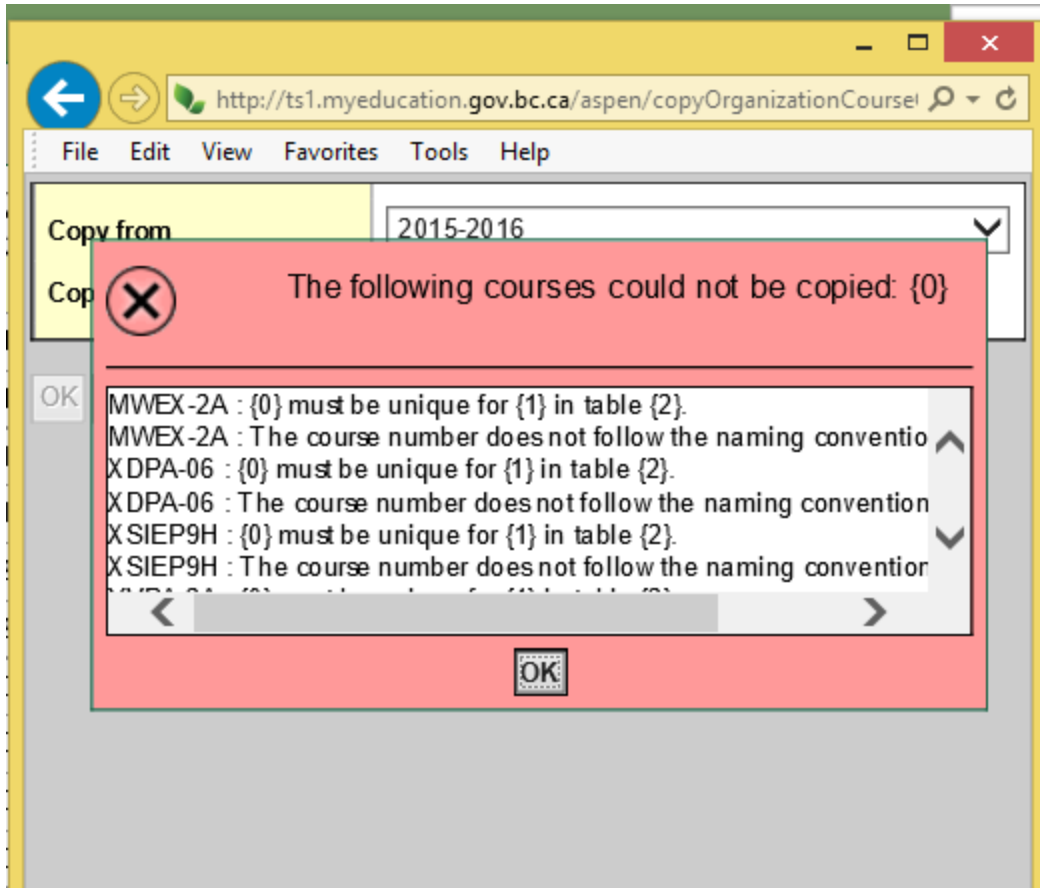
- Log on to the District view
- Click the Schedule top tab
- Click the Courses side tab
- Click Options and select Copy Course Catalogue
- The following window will open:



The screenshot shows the MyEducation BC interface for Richmond 2017-2018. The 'Schedule' tab is selected. The 'Courses' side menu is open, and the 'Options' menu is displayed, with 'Copy Course Catalogue...' highlighted. A dialog box is open with 'Copy from' set to 2017-2018 and 'Copy to' set to 2018-2019. A red arrow points from the 'Copy Course Catalogue...' option in the menu to the dialog box.

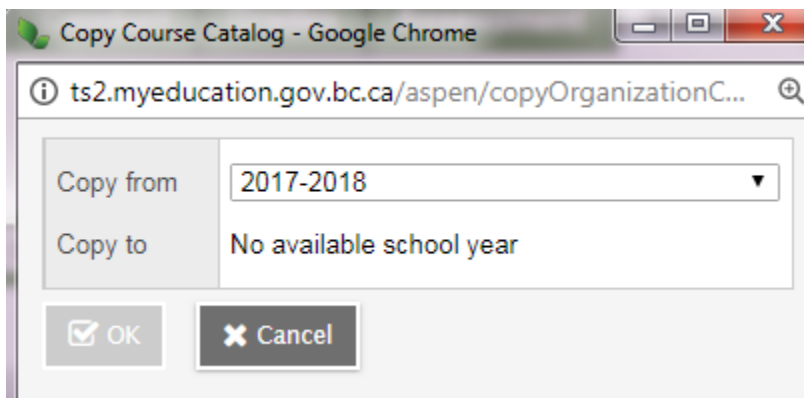
- Select the Year to **Copy from** and the **Copy to** year.

There may be courses that do not copy and you will be presented with a similar message to this:



Courses listed in this window are ones that existed in the District catalogue and do not have a match in the Enterprise course catalogue.

Courses at the District level can only be copied once. If a single course exists in the next year, the application prevents copying forward. The user will be presented with the following dialogue box:

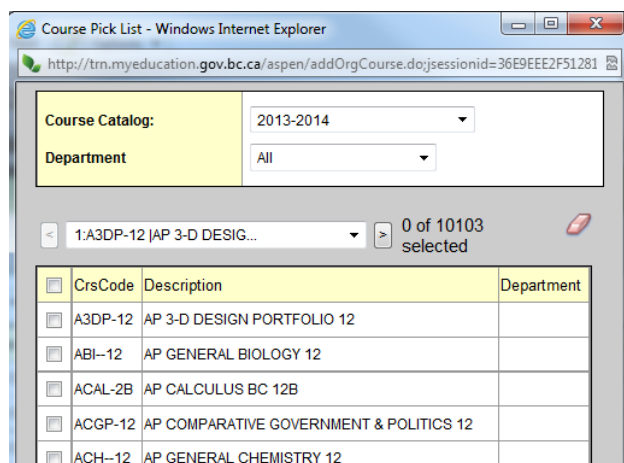


## 1.1.2 Adding Courses to the District Course Catalogue

If you need additional courses, which were not in the current year they can be added for use next year.

- Log on to the District view
- Click the Schedule top tab
- Click the Courses side tab
- Click Options and select Add.
- The Course Pick List pop-up window appears.
- In the *Course Catalogue* date field select the dates for the next school year.
- In the *Department* field, select *All*. This will ensure you see all courses at the Enterprise level.

Note: Only courses that are not already in the year's catalogue will appear.



<input type="checkbox"/>	CrsCode	Description	Department
<input type="checkbox"/>	A3DP-12	AP 3-D DESIGN PORTFOLIO 12	
<input type="checkbox"/>	ABI--12	AP GENERAL BIOLOGY 12	
<input type="checkbox"/>	ACAL-2B	AP CALCULUS BC 12B	
<input type="checkbox"/>	ACGP-12	AP COMPARATIVE GOVERNMENT & POLITICS 12	
<input type="checkbox"/>	ACH--12	AP GENERAL CHEMISTRY 12	

- Check the box beside the course(s) you would like to add.
- Click OK.
- Go to the Courses side-tab and perform a search for the course you selected.
- Check the box beside the course and click the Details leaf.
- Populate the fields as appropriate for the district.
- Click Save.

Repeat until all courses required by the district are displayed in the Course list.

## 1.1.3 Course Packages

Course packages are a special type of course used during the scheduling process. Course packages are used as a way to assign multiple *course requests* to a student or groups of students. A course package of Grade 8 Core courses, for example, can be created and then assigned to all incoming grade 8 students. Other examples may be for courses that make up an elective rotation, like Applied Skills and/or Fine Arts. Flavors of course packages can be created, just like other courses.

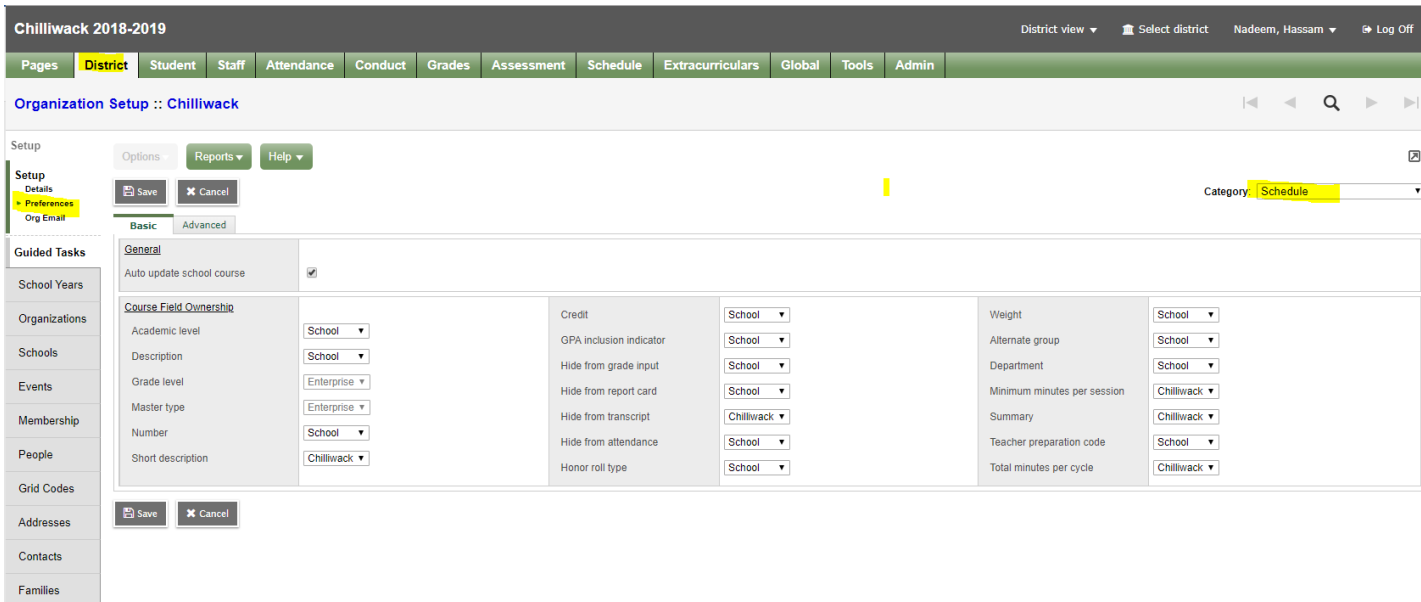
The following course packages have been created at the Enterprise level.

PKG--K	COURSE PACKAGE K	PKG--K		N		0.0	KF	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-01	COURSE PACKAGE 01	PKG-01		N		0.0	01	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-02	COURSE PACKAGE 02	PKG-02		N		0.0	02	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-03	COURSE PACKAGE 03	PKG-03		N		0.0	03	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-04	COURSE PACKAGE 04	PKG-04		N		0.0	04	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-05	COURSE PACKAGE 05	PKG-05		N		0.0	05	Elementary	Other	Pseudo-Crs-NOT FUND
PKG-06	COURSE PACKAGE 06	PKG-06		N		0.0	06	Middle	Other	Pseudo-Crs-NOT FUND
PKG-07	COURSE PACKAGE 07	PKG-07		N		0.0	07	Middle	Other	Pseudo-Crs-NOT FUND
PKG-08	COURSE PACKAGE 08	PKG-08		N		0.0	08	Middle	Other	Pseudo-Crs-NOT FUND
PKG-09	COURSE PACKAGE 09	PKG-09		N		0.0	09	Secondary	Other	Pseudo-Crs-NOT FUND
PKG-10	COURSE PACKAGE 10	PKG-10		N		0.0	10	Secondary	Other	Pseudo-Crs-NOT FUND
PKG-11	COURSE PACKAGE 11	PKG-11		N		0.0	11	Secondary	Other	Pseudo-Crs-NOT FUND
PKG-12	COURSE PACKAGE 12	PKG-12		N		0.0	12	Secondary	Other	Pseudo-Crs-NOT FUND

Individual courses included in the package can be setup in the School or Build view (details of steps are included in the section on school course catalogue).

## 1.2 District Preferences > Schedule

In District Setup > Preferences > under the Category of Schedule, settings determine how the schools can use courses.



The screenshot shows the 'Chilliwack 2018-2019' District Setup interface. The 'Schedule' category is selected in the 'Organization Setup :: Chilliwack' section. The 'Basic' tab is active, displaying various settings for course scheduling. The 'Auto update school course' checkbox is checked. The 'Course Field Ownership' section contains several dropdown menus for configuring course fields. The 'Category' dropdown is set to 'Schedule'.

Field	Value
Academic level	School
Description	School
Grade level	Enterprise
Master type	Enterprise
Number	School
Short description	Chilliwack
Credit	School
GPA inclusion indicator	School
Hide from grade input	School
Hide from report card	School
Hide from transcript	Chilliwack
Hide from attendance	School
Honor roll type	School
Weight	School
Alternate group	School
Department	School
Minimum minutes per session	Chilliwack
Summary	Chilliwack
Teacher preparation code	School
Total minutes per cycle	Chilliwack

Field	Default Value	Comment
Auto Update school course	checked	<b>Checked:</b> Any changes to a district course will be automatically pushed down to the school courses <i>if the related scheduling field is <b>district-owned</b>.</i> <b>Unchecked:</b> Any changes to a district course will NOT be automatically pushed down to the school courses <i>if the scheduling field is district-owned.</i>
Course Field Ownership: Academic level	District	Academic Level is used for GPA. This field is open for districts to make available to schools or not via District TT > Setup > Preferences > Schedule.
Course Field Ownership: Description	School	<b>District Name:</b> set to district name if schools should not be able to adjust the description of a course. <b>School:</b> set to school if schools will be permitted to edit the description of a course in School >Schedule >.Courses > Details
Course Field Ownership: Grade level	Enterprise	Setting is Enterprise only.
Course Field Ownership: Master type	Enterprise	Setting is Enterprise only.
Course Field Ownership: Number	School	<b>District Name:</b> set to district name if schools will not be creating course flavours (multiple versions of a course). <b>School:</b> set to school if schools will be creating course flavours per the course number mask.
Course Field Ownership: Short description	District	<b>District Name:</b> set to district name if schools should not be able to adjust the short description of a course. <b>School:</b> set to school if schools will be permitted to edit the short description of a course School > Schedule >.Courses > Details.
Course Field Ownership: Credit	District	Credit values default from the Enterprise level, but are editable by Districts or schools to allow for BAA course credit definitions. <b>District Name:</b> set to district name if schools should not be able to adjust the credit value of a course. <b>School:</b> set to school if schools will be permitted to edit the credit value of a course in School > Schedule >.Courses > Details.
Course Field Ownership: GPA Inclusion indicator	District	<b>District name:</b> prevents schools from choosing whether a course will be included in GPA calculations. <b>School:</b> The default value from the district course attribute can be adjusted by the school. <b>School is the suggested setting for BC school districts.</b>
Course Field Ownership: Hide from grade input	District	<b>District name:</b> Prevents schools from choosing whether a course set with this value at the district level will be visible for reporting on. Gradebooks will not be created for courses with this setting. <b>School:</b> The default value from the district course attribute can be adjusted by the school. <b>School is the suggested setting for BC school districts.</b>



Field	Default Value	Comment
<u>Course Field Ownership:</u> Hide from report card	District	<b>District name:</b> Prevents schools from choosing whether a course set with this value at the district level will appear on report cards. <b>School:</b> The default value from the district course attribute can be adjusted by the school. <i>School is the suggested setting for BC school districts.</i>
<u>Course Field Ownership:</u> Hide from transcript	District	<b>District name:</b> Prevents schools from choosing whether a course set with this value at the district level will appear on transcripts. <b>School:</b> The default value from the district course attribute can be adjusted by the school. <i>School is the suggested setting for BC school districts.</i>
<u>Honor roll type</u>		<b>District name:</b> Prevents schools from choosing whether a course set with this value at the district level will appear on transcripts. <b>School:</b> The default value from the district course attribute can be adjusted by the school. <i>School is the suggested setting for BC school districts.</i>
<u>Course Field Ownership:</u> Weight	District	Used in scheduling.
<u>Course Field Ownership:</u> Alternate group	District	Alternate group is a means of categorizing Alternate course selections into groups
<u>Course Field Ownership:</u> Department	District	Define if District or School can edit the department value on a course.
<u>Course Field Ownership:</u> Minimum minutes per session	District	Setting used with in the application for Elementary timetable builder, that is not used in BC
<u>Course Field Ownership:</u> Summary	District	<b>District name:</b> Prevents schools from entering a narrative for a course. <b>School:</b> The default text from the district course attribute can be adjusted by the school or the school can create their own in School > Schedule > Courses > Details.
<u>Course Field Ownership:</u> Teacher preparation code	District	Used for grouping sections together when scheduling teachers.
<u>Course Field Ownership:</u> Total minutes per cycle	District	Setting used with in the application for Elementary timetable builder, that is not used in BC

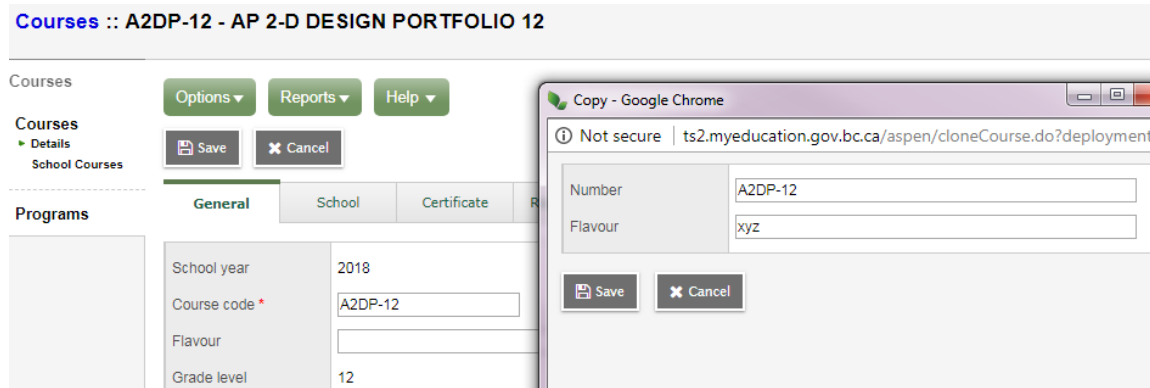
Field	Default Value	Comment
<u>Advanced&gt;Miscellaneous</u> <u>Course number mask</u>  Note: In order for schools to create flavours, the district must create the flavour first. The schools then create a flavour of the district flavour.	blank	<b>Blank:</b> district can create course flavours. Only one version of each provincial course code can be brought into the district course catalogue. District will be required to put 3 characters on the end of the course code. <b>aaaaaaaaab:</b> District must create a flavour and add <b>three</b> characters to the enterprise course code. School can create flavours of the district flavour and can add up to <b>one</b> character to the district course code. <b>aaaaaaaaabb:</b> District must create a flavour and add <b>three</b> characters to the enterprise course code. School can create flavours of the district flavour and can add up to <b>two</b> characters to the district course code. <b>aaaaaaaaabbb:</b> District must create a flavour and add <b>three</b> characters to the enterprise course code. School can create flavours of the district flavour and can add up to <b>three</b> characters to the district course code.
<u>Course Field Ownership:</u> <u>Hide from Attendance</u>	District	Hide from attendance feature hides/un-hide a course from taking attendance. This drop down is use to cascade hide from attendance functionality to school level.

### 1.3 Creating Copies of Courses (Flavours) at the District Level

Flavours present a concept in MyEd that relates to copies of courses, in this case referring to district copies of Enterprise courses. A flavour is added to the copy of a course in a field of its own. This is a requirement of the application when creating different versions of a course, but the flavour does not have any relevance to schedule building or student scheduling. The course number mask requires districts to add 3 characters to the ministry codes. Districts can set the maximum number of additional characters schools might choose to add to school level copies of these codes for their scheduling needs. Schools can then make as many copies with distinct codes and flavours as they require.

- Log on to the District view.
- Click the Schedule top tab.
- Click the Courses side tab.
- Check the box beside the course that requires a flavour.
- Click the Details leaf.
- Click Options on the menu and select Copy.
- Populate the Number field with the course code you are copying, adding three characters to the end.
- Populate the Flavor field with a description of the copied course – this may be a course code or description.

**Note:** The Flavour field is just a description of the course.



- Click Save.
- Return to the Courses side tab. The course flavour will now appear in the district course catalogue. Schools can see this flavour, bring it into their own school and create additional flavours. Instructions for creating flavours at the school level are in the School Setup document.

## 2.0 Define the Build Year Context

**You MUST correctly set this value to the next school year to prevent overwrite of the current year's schedule.**

This value tells the application what the next year is going to be.

This can be set for all school in the district:

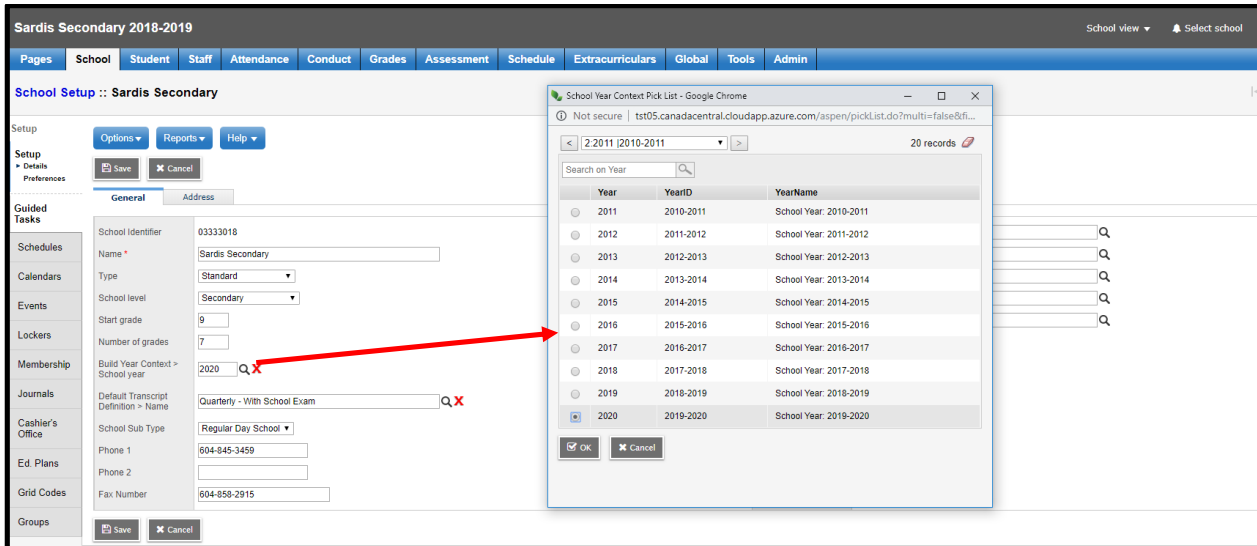
District > Schools > Options > Mass Update > Field = Build Year Context > Value = date for the next school year

OR individual at each school

School > Setup > Details > Build Year Context field

### School level Steps:

1. Click the red X and delete the existing value
2. Save the record
3. Click the magnifying glass
4. In the pop up window select the next school year
5. Click OK
6. Click Save on the School Details screen.



The screenshot shows the 'School Setup' page for 'Sardis Secondary' in the 'Build Year Context' section. The 'Build Year Context' field is currently set to '2020'. A popup window titled 'School Year Context Pick List' is open, displaying a table of available years. A red arrow points from the '2020' field in the main setup to the '2020' row in the popup list.

Year	YearID	YearName
2011	2010-2011	School Year: 2010-2011
2012	2011-2012	School Year: 2011-2012
2013	2012-2013	School Year: 2012-2013
2014	2013-2014	School Year: 2013-2014
2015	2014-2015	School Year: 2014-2015
2016	2015-2016	School Year: 2015-2016
2017	2016-2017	School Year: 2016-2017
2018	2017-2018	School Year: 2017-2018
2019	2018-2019	School Year: 2018-2019
2020	2019-2020	School Year: 2019-2020

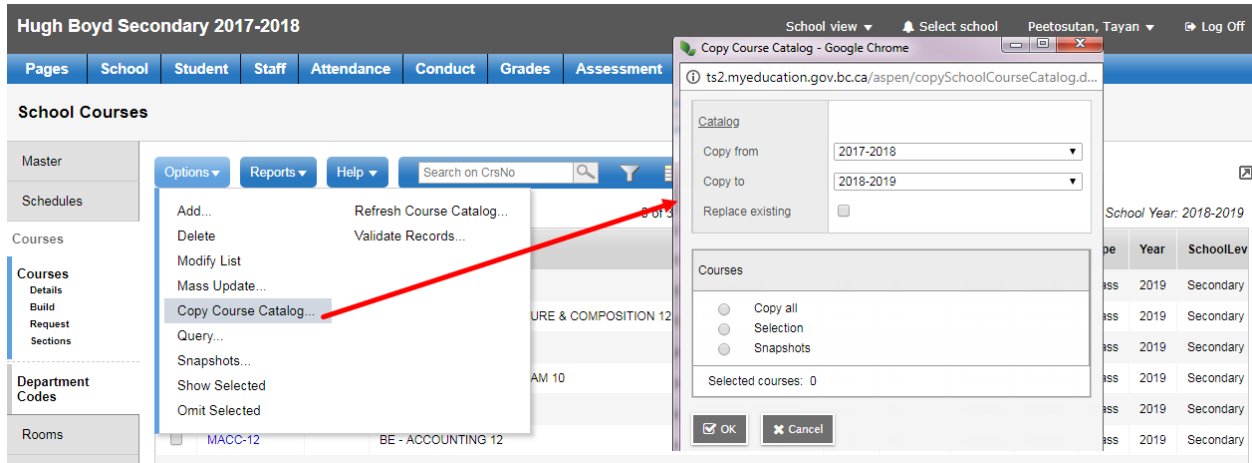
## 3.0 Create Course Catalogue for the Build Year

Schools have the means of copying their current year course catalogue to the build year. They can also pull courses from the district to create or add to their course catalogues.

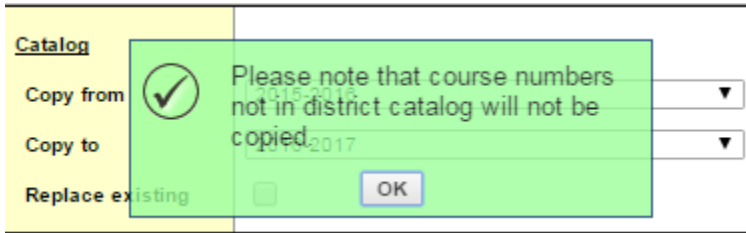
### 3.1 Copying the School Course Catalogue

School course catalogues can be copied forward from one year to the next. In order to do so, the course must first exist in the district course catalogue. This process is similar to that for the district course catalogue as described in Section 1.1 above.

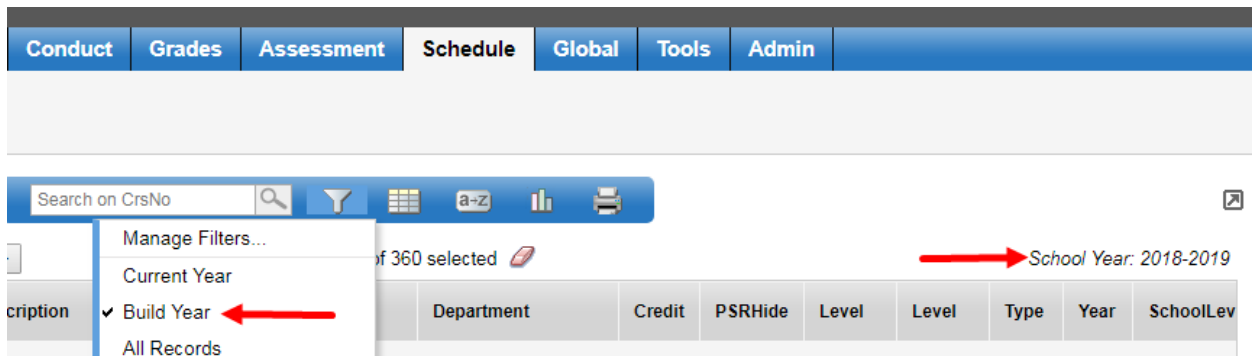
- Log on to the School View
- Click the Schedule top tab
- Click the Courses Side tab
- Go to Options and select, Copy Course Catalog
- From the popup window:
  - Select the year to copy from and the year to copy to
  - Note the option to “Replace existing”
  - Select to Copy all, copy a Selection, or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



- The message shown below displays as a reminder courses must exist in the district course catalogue. Unlike at the district level, there will be no follow up message indicating which courses were not copied as a result of missing from the district catalogue.



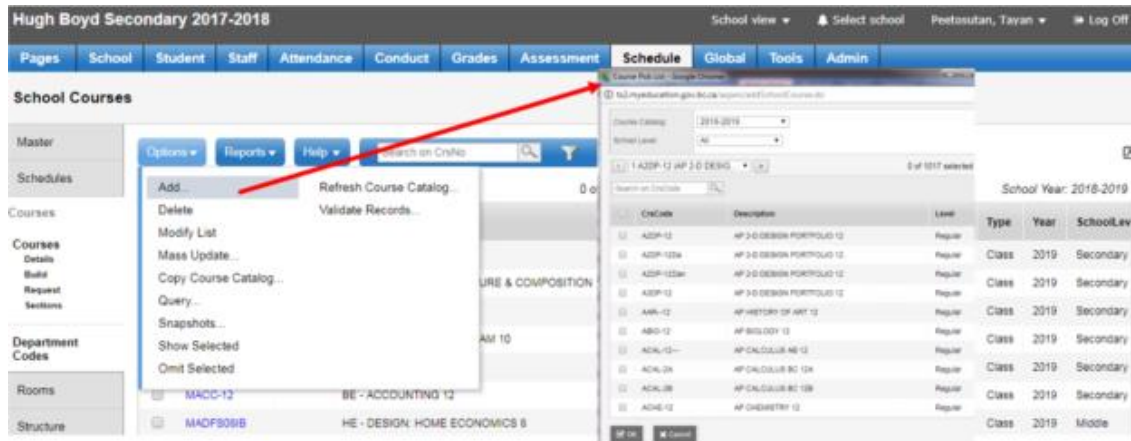
- Once complete, change the filter to the build year and check the number of courses



### 3.2 Pulling Courses from the District to the School Course Catalogue

- Log on to the School view.
- Click the Schedule top tab.

- Click the Courses side tab.
- Click the icon and ensure Build Year is selected.
- Click Options on the menu and select Add. The Course Pick List pop-up window appears, displaying the district course catalogue. Ensure the Course Catalogue reflects the build year and that School Level field is set to All to view the entire course catalogue.



- Check the box beside the course(s) required.
- Click OK. This adds the selected course(s) to your Courses side tab.
- Go to the Courses side-tab and perform a search for the course you selected.
- Check the box beside the course and click the Details leaf.
- Populate the fields as appropriate for the school.
- Click Save.
- Click on the Grading sub-top tab

### Creating Copies of Courses (Flavours) at the School

The ability to create more than one version of a course (course flavours) requires that specific settings are in place at the district level.

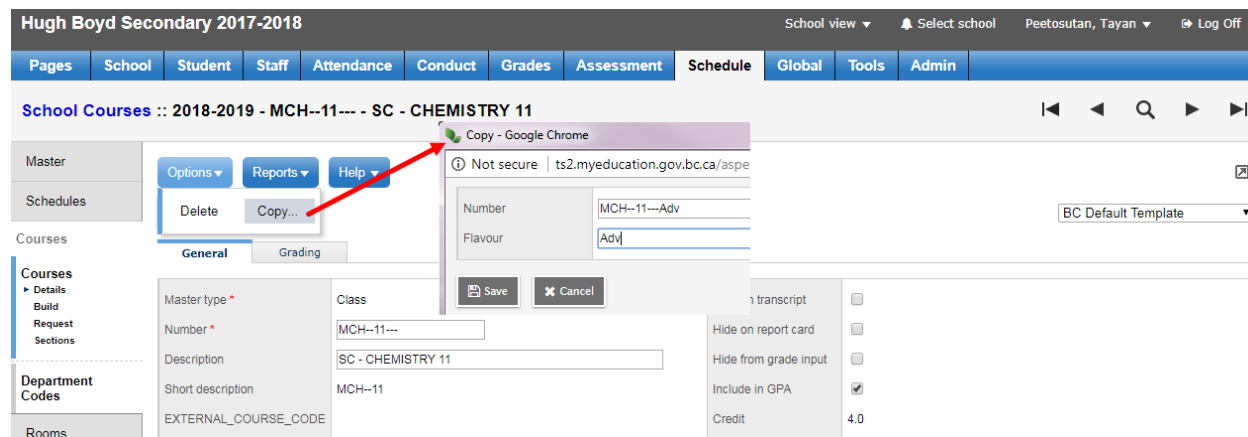
For schools to create copies of courses, the district must have created a copy first. Schools can see this copy (not the flavour), bring it into their own school and create additional copies. A flavour is required but has limited value. Consultation with district support personnel may be required if schools need additional courses created at the district level.

#### 3.2.1 Creating Flavours at the School Level

- Log on to the School view.
- Click the Schedule top tab.
- Click the Courses side tab.
- Check the box beside the course that requires a flavour.
- Click the Details leaf.

- Click Options on the menu and select Copy.
- Populate the Number field with the course code you are copying, adding the appropriate number of characters required by the district preference setting.
- Populate the Flavor field with a description of the copied course – this may be a course code or description.

Note: The Flavour field is just a description. The actual flavour is the unique course code.



- Click Save.
- Return to the Courses side tab. The course copy will now appear in the school course catalogue.
- Populate the details on the General and Grading tabs for the copy.

### 3.2.2 Setting up Course Packages

Course packages are used to enter requests quickly for a group of courses several students must take. From the Build View > Student > Requests, course packages can be expanded out to those courses contained within.

Begin by making a flavour of the chosen, PKG-- course for the selected grade level. Depending on the District > Setup > Preferences > Category > Schedule, the school may be able to edit the course number (code), description and/or short description. In the lower block, course package field, enter the course codes to be contained within the package.

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

**School Courses :: 2018-2019 - PKG--11 - COURSE PACKAGE 11**

Master

Schedules

Options ▾ Reports ▾ Help ▾

Save Cancel

Courses

Courses

- Details
- Build
- Request
- Sections

Department Codes

- Rooms
- Structure
- Schedule Attributes
- Rules
- Academic Tracks
- Graduation History
- Recommendation Controls
- Preferences

**General** Grading

Master type \* Package

Number \* PKG--11

Description COURSE PACKAGE 11

Short description PKG--11

EXTERNAL\_COURSE\_CODE

Department Other ▾

LANGUAGE ▾

MARK\_GRADE\_TYPE

Allow recommendation

Allow requested as sub

Max requests 0

Alternate group ▾

Bank name

Summary

Course package MBI--11, MCH--11, MEN--11, MPE--11, MPH--11, MPREC11, MSCT-11, MSS--11

## 4.0 Define Next School for Students

Students need to have a Next School value set, in order to assign them course requests. This value can only be set, for Primary Active students at your school.

From the Student top tab in the School view, select the Primary Active Students filter, then the Pre-Transition field set. This field set contains the next school (NextSKL>Name) field. Setting this field determines the student's primary school following End of Year Rollover.






The next school field is mass-updateable. It can also be set using Modify List or from within a student's details screen.




**Hugh Boyd Secondary 2017-2018** School view ▾ Select school Peetosuta



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

**Student List**

Details: Options ▾ Reports ▾ Help ▾ Search on Name   a-z   

Contacts: < 1:Abeler, Trem > 0 of 675 selected 


Attendance: 

<input type="checkbox"/>	Name	Pupil #	Alerts	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSk1 > Name
<input type="checkbox"/>	Abeler, Trem	1260357		28/09/2002	2020	10		Active	Hugh Boyd Secondary	Hugh Boyd Secondary
<input type="checkbox"/>	Acevedolopez, Love	2114423		20/01/2004	2022	08		Active	Hugh Boyd Secondary	North Island Secondary
<input type="checkbox"/>	Ademzeinul, Jiyar	644241		11/07/2003	2021	09		Active	Hugh Boyd Secondary	Hugh Boyd Secondary
<input type="checkbox"/>	Adikaram, Amylia	538363		05/06/2001	2019	11		Active	Hugh Boyd Secondary	Hugh Boyd Secondary

Conduct:

Transcript:

Assessments:



Graduating students do not need a Next School; the next school value for grade 12 students is left blank.

## 5.0 Rollover Secondary School Assignments for Staff

Primary teachers at your school do not need to be rolled over to the build year. If a teacher exists in the active year, they will be available for scheduling in the Build year.

If you know staff positions we be required next year, but do not know the staff's name fake staff can be created, e.g. Eng1 2016, Eng2 2016

When you are preparing to build your school's schedule for next year, and your teachers have secondary school associations, you can roll over those associations to build the schedule for next year.

To roll over secondary school assignments for staff members:

- Log on to the School view.
- Click the Staff tab.
- On the Options menu, click Rollover Staff Schools. The system asks if you want to roll over the current secondary school staff associations to the build year.
- Click OK.

## 6.0 Define New Secondary School Assignments for Staff

Defining new secondary school assignments for staff is best managed at the district level by an administrator or L1 Support that has access to all staff. From the Staff top tab in either the School View or District View, click on the Schools side tab > Options > Add. Complete the form as needed.

Student List

<ul style="list-style-type: none"> <li>Details</li> <li>Contacts</li> <li>Attendance</li> <li>Conduct</li> <li>Transcript</li> <li>Assessments</li> </ul>	<p>Options Reports Help Search on Name [icon] [icon] [icon] [icon] [icon] [icon]</p> <p>&lt; 1:Abeler, Trem &gt; 0 of 675 selected [icon]</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Pupil #</th> <th>Alerts</th> <th>DOB</th> <th>YOG</th> <th>Grade</th> <th>GrSubLvl</th> <th>EnrStatus</th> <th>School &gt; Name</th> <th>NextSkl &gt; Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Abeler, Trem</td> <td>1260357</td> <td>[icon]</td> <td>28/09/2002</td> <td>2020</td> <td>10</td> <td></td> <td>Active</td> <td>Hugh Boyd Secondary</td> <td>Hugh Boyd Secondary</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Acevedolopez, Love</td> <td>2114423</td> <td></td> <td>20/01/2004</td> <td>2022</td> <td>08</td> <td></td> <td>Active</td> <td>Hugh Boyd Secondary</td> <td>North Island Secondary</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Ademzeinul, Jiyar</td> <td>644241</td> <td></td> <td>11/07/2003</td> <td>2021</td> <td>09</td> <td></td> <td>Active</td> <td>Hugh Boyd Secondary</td> <td>Hugh Boyd Secondary</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Adikaram, Amylia</td> <td>538363</td> <td>[icon]</td> <td>05/06/2001</td> <td>2019</td> <td>11</td> <td></td> <td>Active</td> <td>Hugh Boyd Secondary</td> <td>Hugh Boyd Secondary</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	Pupil #	Alerts	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	<input type="checkbox"/>	Abeler, Trem	1260357	[icon]	28/09/2002	2020	10		Active	Hugh Boyd Secondary	Hugh Boyd Secondary	<input type="checkbox"/>	Acevedolopez, Love	2114423		20/01/2004	2022	08		Active	Hugh Boyd Secondary	North Island Secondary	<input type="checkbox"/>	Ademzeinul, Jiyar	644241		11/07/2003	2021	09		Active	Hugh Boyd Secondary	Hugh Boyd Secondary	<input type="checkbox"/>	Adikaram, Amylia	538363	[icon]	05/06/2001	2019	11		Active	Hugh Boyd Secondary	Hugh Boyd Secondary
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