BRITISH COLUMBIA | MyEducationBC

Scheduling Module 4

Student Course Requests

November 2022 v1.8

FUJITSU

Version History

Version	Date	Description
1.0	28 Jan 2015	Initial document
1.1	13 Jan 2016	Reviewed and update sections with more information
1.2	25 Jan 2016	Cut-off text in Appendix A table fixed
1.3	9 Jan 2017	Updates to reflect new version 5.6
1.4	20 Feb 2018	General updates throughout document
1.5	26 Apr 2018	Updates to section 4.1 Course Request Verification report, section 4.2 Request Count Verification report, and 4.3 Course Request Tally report.
1.6	29 Aug 2018	Updated section 4.2 Request Count Verification report to include the required students' have a Next School for this report to run.
1.7	29 Apr 2019	Added hyperlinks to Table of Contents
1.8	16 Sep 2022	Added section 1.1 Understanding Priorities

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Table of Contents

1.0 ENTERING AND VIEWING STUDENT REQUESTS 4
1.1 Understanding Priorities 4
2.0 INDIVIDUAL ENTRY OF STUDENT COURSE REQUESTS 8
2.1 Primary Requests 9
2.2 Alternate Requests 11
3.0 MASS ENTRY OF STUDENT COURSE REQUESTS 13
3.1 Multi Add 13
3.2 Course Packages 14
3.3 Batch Entry 18
3.4 Filter Requests and Filter Students 19
4.0 REPORTS 21
4.1 Course Request Verification report 21
4.2 Request Count Verification report 21
4.3 Course Request Tally report 22
4.4 Course Request List report 23
4.5 Student Request 24
5.0 APPENDIX A: VIEWING STUDENT COURSE REQUESTS 25

1.0 Entering and Viewing Student Requests

One of the most important and time-consuming tasks in preparing to build your master schedule is collecting, entering and validating student course requests.

Requests are 'fuel' for the scheduling engine. The engine attempts to build the schedule that is best for students, based on their requests.

There is a variety of methods to enter and manage requests. Use one or a combination of the following methods to enter student requests:

- Enter requests for one student at a time from either the School view or the Build view.
- Mass entry of requests using Multi Add in the Build view.
- Batch Entry of student requests by typing student IDs and course numbers into a grid, in the Build view
- Course packages.
- Student online selection (not covered in this document).

There are several ways to view and manage requests once they have been entered. Use the table found in Appendix A to determine how you want to view student requests.

1.1 Understanding Priorities

Student Course Request and Course Load Priorities

There are three different Priority fields that determine which students and requests are loaded first *when the Load Engine encounters conflicts*. If there are no conflicts, sections are scheduled when the Load process identifies the best fit to fulfil most requests. This would mean that a course that has only one section would likely be loaded first.

Knowing how these Priorities interact with each other will be helpful in figuring out why students were loaded into specific classes.

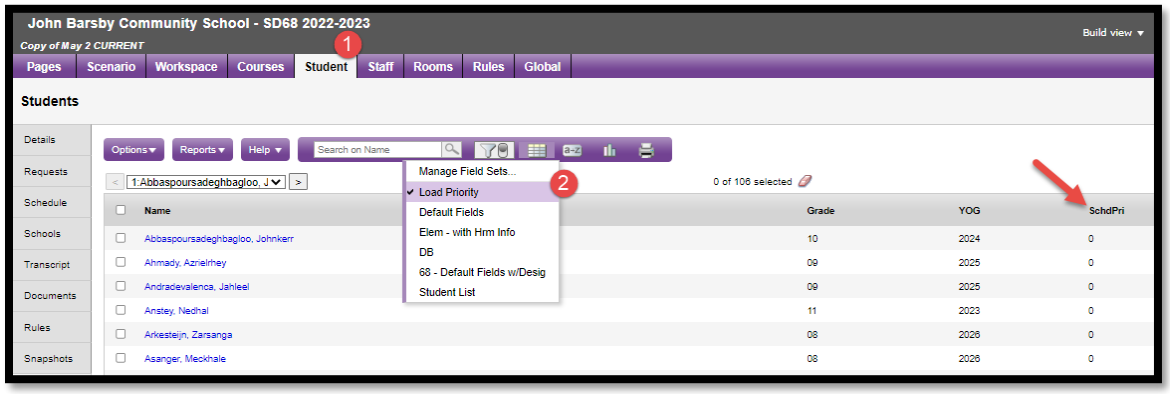
With all priorities, the highest priority is the smallest number greater than zero.

1.1.1 Schedule Priority on a Student

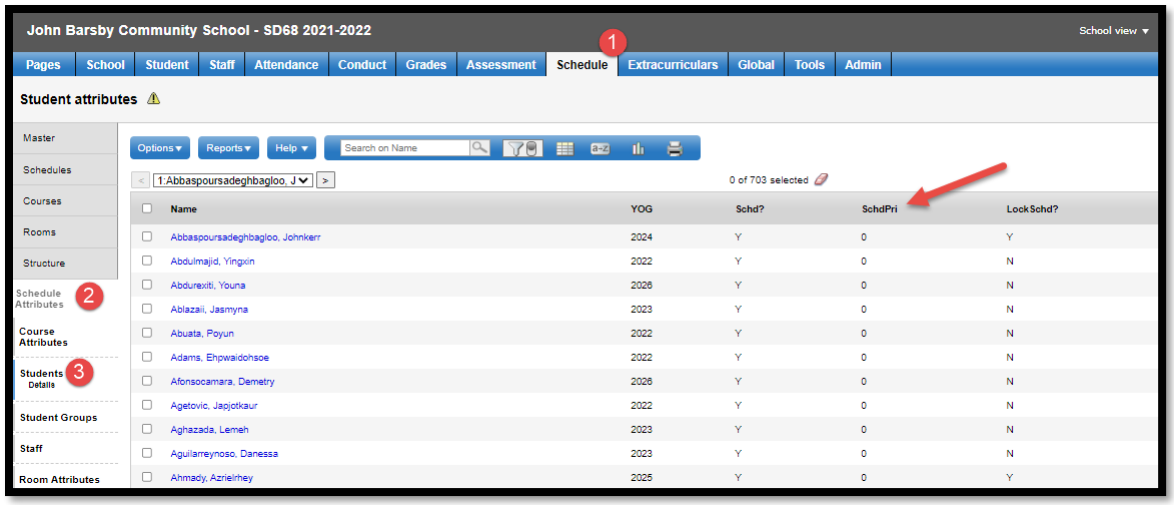
The first priority is ***Schedule priority***, which is a Student Schedule Attribute. This Priority is used to determine which students are loaded first.

There are two places in the application to set ***Schedule priority*** on a Student. Build view and School view. However, it is most commonly set in Build view as part of scheduling activities.

From the Build view Student top tab > Field set = Load Priority, from here the value can be set individually on Student details, or using Options > Modify list or using Options > Mass Update:



From the School view: Schedule top tab > Schedule Attributes side tab > Students sub side tab, from here the value can be set individually on Student details, or using Options > Modify list or using Options > Mass Update:



For example, two students have a request for the final seat of a course. The student with the highest priority (smallest number greater than 0) will be loaded into that course. Another example is if you set your Next Year grade 12 students to a Load Priority of 10 and your Next Year grade 11 students to a Load Priority of 20, the Next Year grade 12 students will be loaded FIRST.

1.1.2 Course Request Priority

The second priority is **Course priority**, which is a Request Schedule Attribute. This priority is used to determine which request for a student is loaded first. This can be used with Primary Requests or General Alternate Requests.

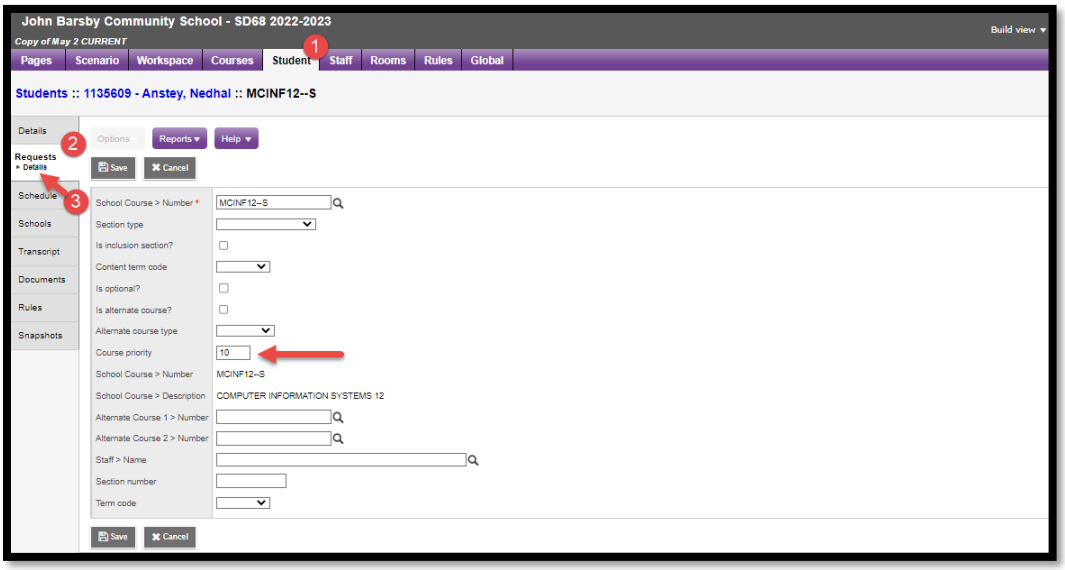
For Primary Requests, this Priority determines which Primary Requests MyEducation BC will try to load first. This Priority will override the Load Priority set on a Course. Any Primary Request with a Course Priority other than 0 will be loaded before any Primary Request with a 0, even if the Primary Request with a 0 has a higher Load Priority on the Course.

For General Alternate Requests, this priority can determine which General Alternate Requests MyEducation BC will try to use first. For example, if a Primary Request cannot

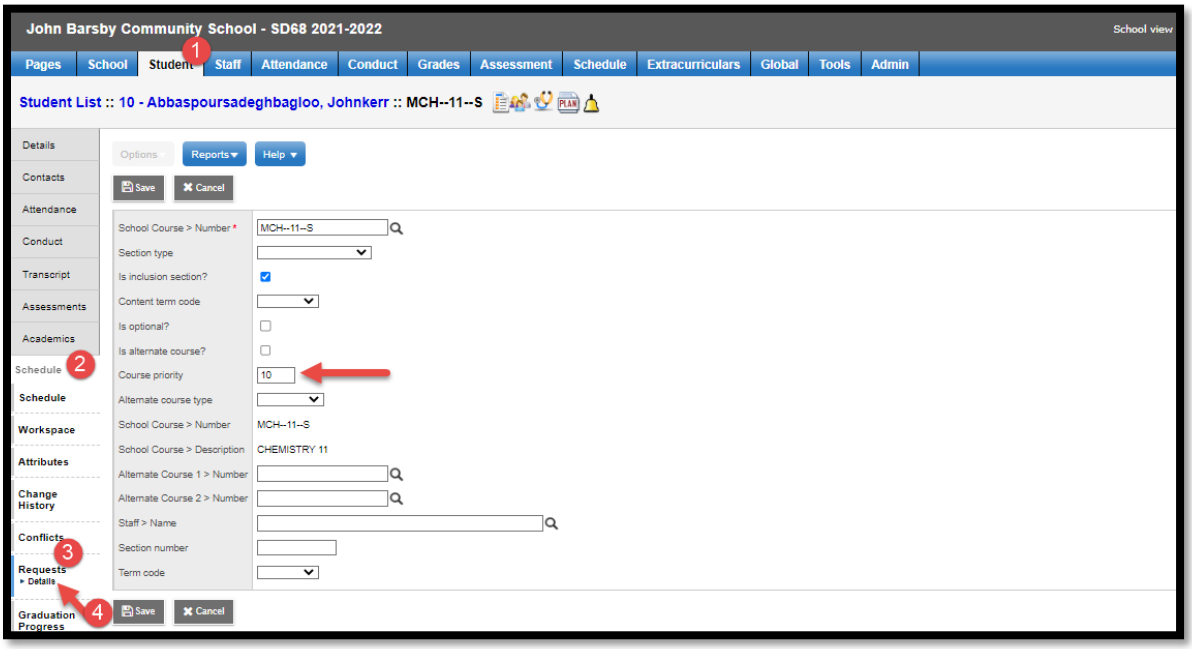
be satisfied, MyEducation BC will need to use a General Alternate Request to replace it. MyEducation BC will use the Course priority field to determine which Alternate is loaded first

There are two places in the application to set ***Course priority*** on a Course request. Build view and School view. However, it is most commonly set in Build view as part of scheduling activities.

From the Build view: Student top tab > Requests side tab > Details > Course priority:



From School view: Student top tab > Schedule side tab > Requests sub side tab > Details:



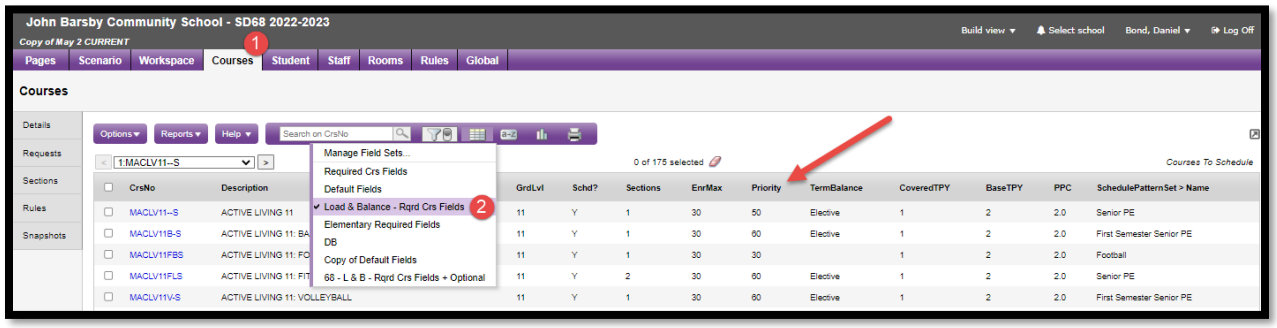
For example, a student has a request for two different courses. MyEducation BC will load the one with the highest priority (smallest number greater than 0) first. For example, if a student

has a request for English 10 and the Course Priority is 10 and the student has request for Foods 10 and the Course Priority is 20, the Load engine will schedule the English 10 course first.

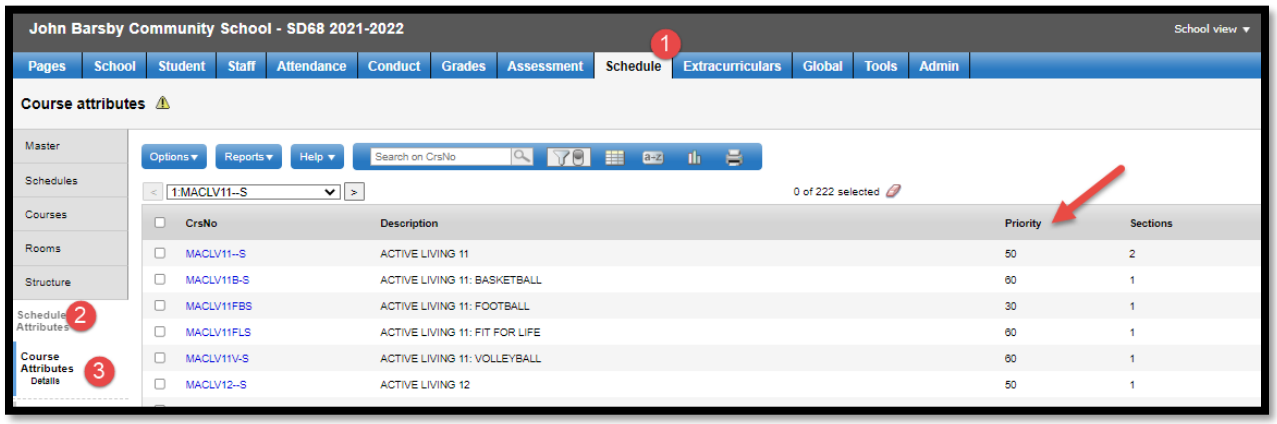
1.1.3 Load Priority

The third priority is **Load priority**, which is a Course Schedule Attribute. There are two places in the application to set ***Load priority*** on a Course. Build view and School view. However, it is most commonly set in Build view as part of scheduling activities.

From the Build view: Courses top tab > Field set = Load & Balance – Rqrd Crs Field, from here the value can be set individually on Course details, or using Options > Modify list or using Options > Mass Update:



From the School view: Schedule top tab > Schedule Attributes side tab > Course Attributes sub side tab, from here the value can be set individually on Course details, or using Options > Modify list or using Options > Mass Update:

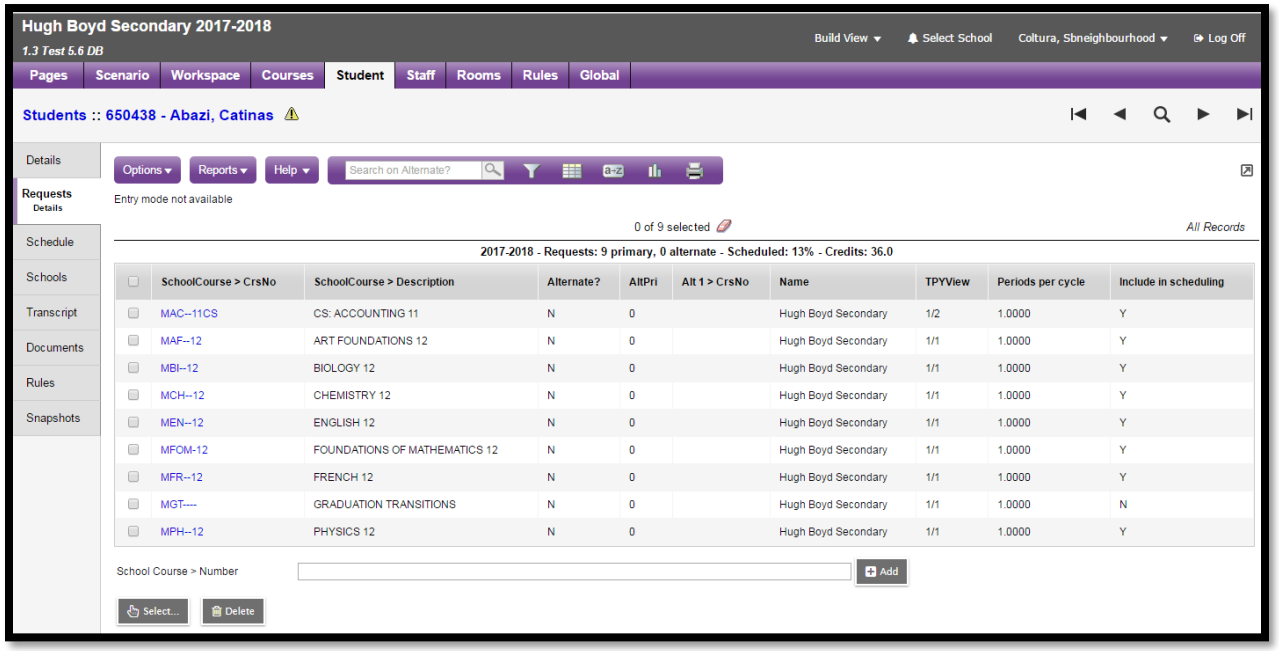


2.0 Individual Entry of Student Course Requests

Student course requests can be entered for one student at a time from either the:

School View > Student top tab > Schedule side tab > Requests sub side tab or;

Build View > Student top tab > Requests side tab.



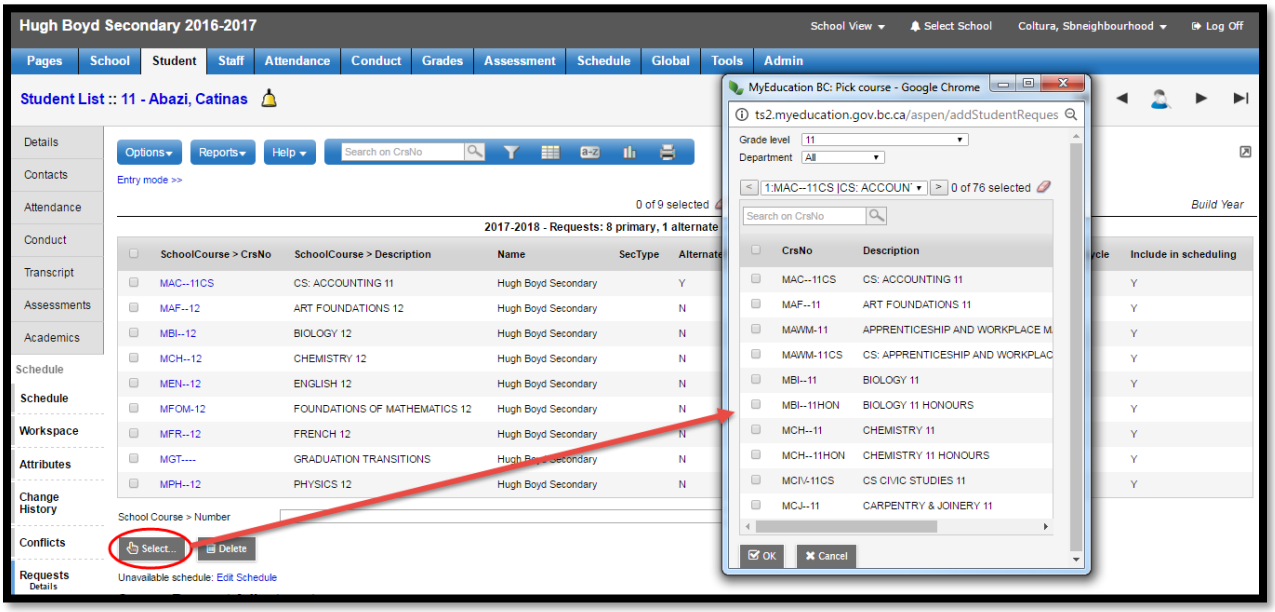
2.1 Primary Requests

2.1.1 Entering Primary Requests

From the student requests screen (School view > Student > Schedule > Requests), primary requests can be entered in the upper block of this screen.

This can be done by entering the course codes, separated by a comma into the School Course > Number box, then clicking the *Add* button.

Requests can also be added using the *Select* button, using this method multiple courses can be chosen. When using the *Select* feature, the grade level in the pick list represents the grade level of the courses the student will be selecting from for the next school year.



2.1.2 Attributes of Primary Requests

Upon entry, student requests are all primary requests with no restrictions or constraints. Attributes can then be assigned to requests helping direct the build and load engines.

Click on the details of a course request to set attributes.

- Section Type:
    - Allows for defining specific sections as unique, e.g. a course MEN--12 could have a section type of Hnr (representing an Honors sections). If a section is flagged as Hnr and a student's request is flagged as Hrn, the load engine would place them into the matching section. Section Type Codes can be added to the reference table and these are then used to apply to the section and requests. To access the codes: Build View > Global top tab> Reference side tab > Filter "All Records > select Section Type Codes > Codes leaf > Options > Add.

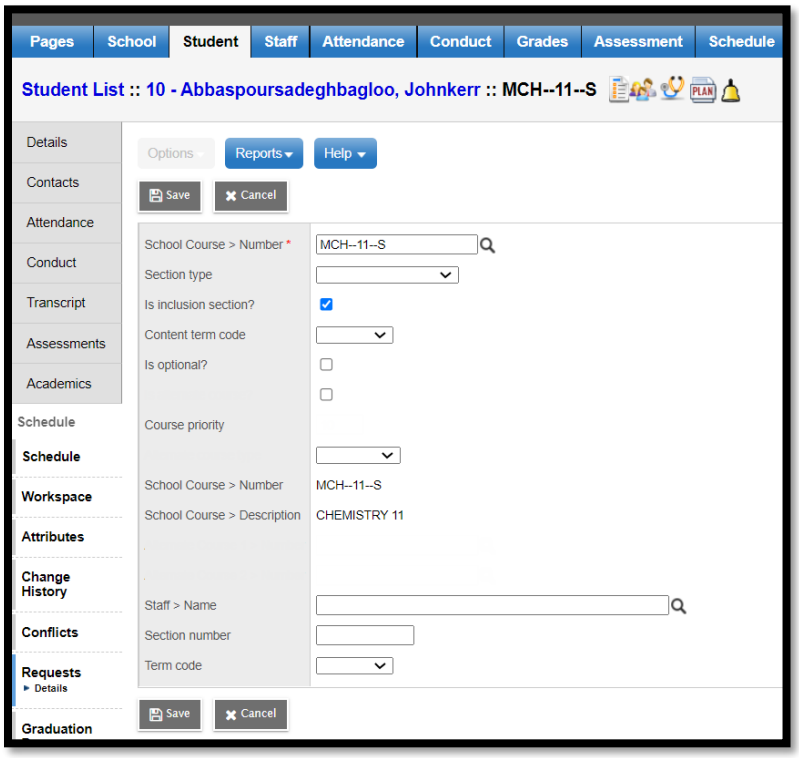
- Is Inclusion Section:
    - This functionality allows for controlling the number of *Inclusion Requests* per section. It can be used as a means of identifying students with a designation and assisting with the composition of a class (section). Student requests are flagged as *Is Inclusion Section*. The number of these types of requests that can be loaded into a section is controlled through a *Scenario Preference* setting. **There is no direct link between a student having a primary designation and the student's request being flagged as *Is Inclusion Section*.**
    - Check to indicate if this an inclusion request.

- Content Term Code:
    - If the school is offering students the option of completing portions or terms of a course that perhaps they failed in an earlier attempt, this provides the means to select the term to repeat.

- Is Optional:
    - Where a course may be offered, but has not yet been confirmed, this choice can be selected. Choosing *Is Optional* sets the request as a Primary request should the course be offered, but the request will be ignored without the need to delete it if the course is dropped. Scenario preferences will need *Include Optional Requests* checked if this is to be used.
- Course Priority:
    - See section 1.1.2 Course Request Priority above for detailed information on how priorities work and interact with others.

- Staff Name, Section Number, Term Code:

Each of these fields is available to set constraints on a request. This limits the builder's ability to find a "best fit" for the schedule.



2.2 Alternate Requests

When running a load, users can choose to use alternates or not.

There are two main types of alternates provided in MyEducation BC.

General alternates refer to those course requests that would be over and above the primary requests. For example, if a student does not get a primary request then an alternate would be substituted.

The other type is a direct alternate, which is specific to a particular primary request. For example, if a student does not get into the requested Woodwork course, substitute with Metal Fabrication instead.

How to use:

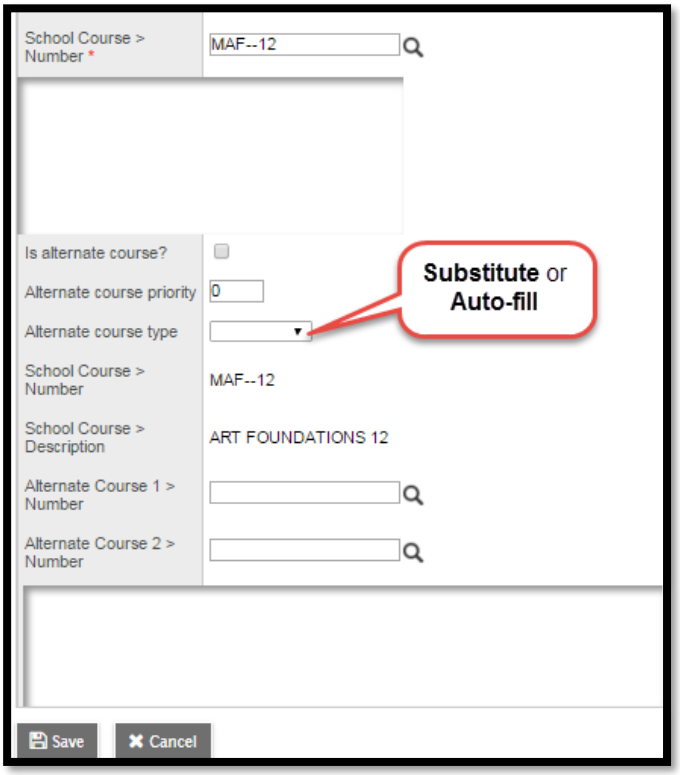
- Is Alternate Course:
  - Checking this box sets this request as a general alternate selection.

- Alternate Course Priority:
  - This option allows a priority to be set on the alternate request. If a priority is not set, all alternates are treated equally by the load engine.

- Alternate Course Type:
  - Two alternate types are available

  - Substitute: This is the default, and this alternate request will substitute for a primary request not granted.
  - Auto-fill: This option will use the alternate requested to fill any openings in a student's schedule; this includes periods outside of the standard timetable.

- Alternate Course Number 1 and 2:
  - This sets a direct alternate request for the primary request indicated at the School Course > Number field. If the primary request cannot be met, Alternate Course 1 will attempt to be scheduled. If this cannot be scheduled, then Alternate Course 2 will be attempted.



3.0 Mass Entry of Student Course Requests

The various methods of mass entering, updating and managing course requests in bulk, is done in the Build view.

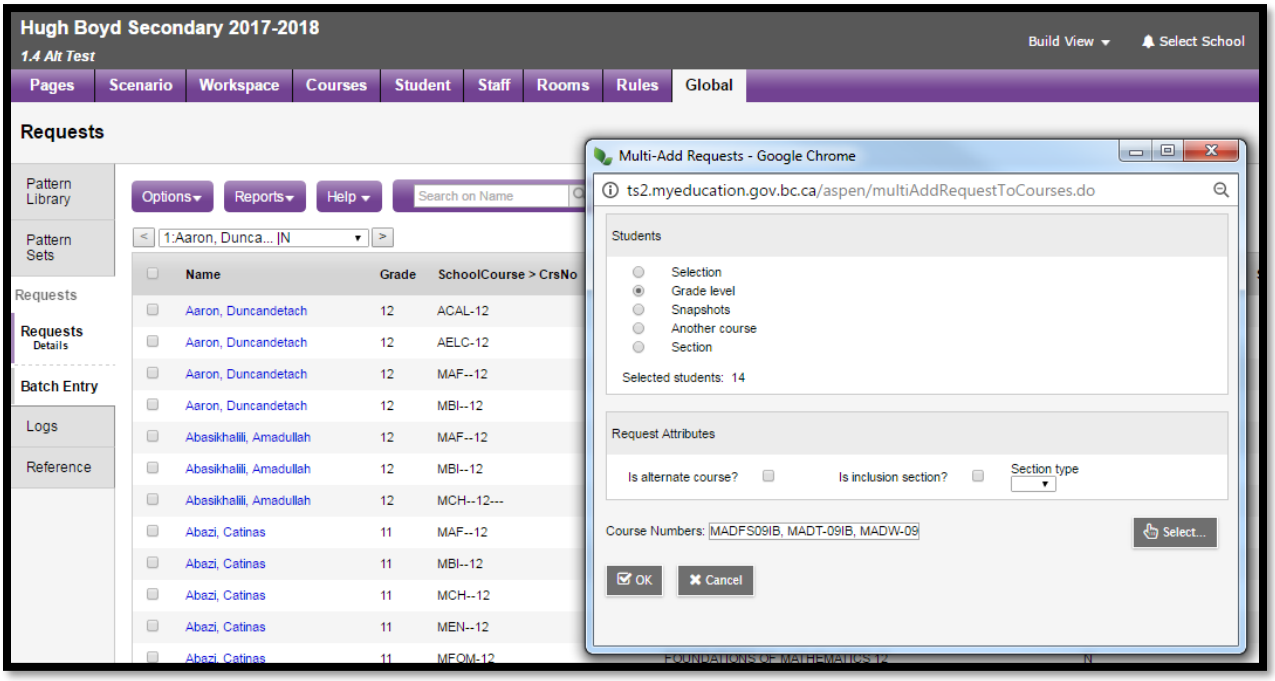
3.1 Multi Add

Using the Multi Add function, requests can easily be added by course number for a group of students or an entire grade level or by snapshot.

Important Note: Keep in mind that any information on the Global tab - including requests - is shared across all scenarios. It is possible to delete all course requests for students, therefore, use caution when deleting!

To add student requests for a selection of students or a snapshot:

1. In the Build view.
2. Click the:
    a. Global top tab > Requests side tab > Options > Multi Add…or
    b. Student top tab > Options > Multi Add Requests…or
    c. Courses top tab > Options > Multi Add Requests…
3. The Multi-Add Request dialog box displays:



Note: This can also be accessed by the Student top tab or the Courses top tab. Select the appropriate students or courses then Options > Show Selected then Options > Multi-Add. Choose Current Selection to enter requests for the selected students or courses. Grade level reflects the student's CURRENT grade.

3.2 Course Packages

Create a course package to enter requests quickly for a group of courses several students must take. The course package is only a holding course used during the scheduling process. These special courses have been defined at the enterprise level with a master type of 'Package'. The following packages have been created; districts and/or schools can make copies of these (just like other courses) as required.

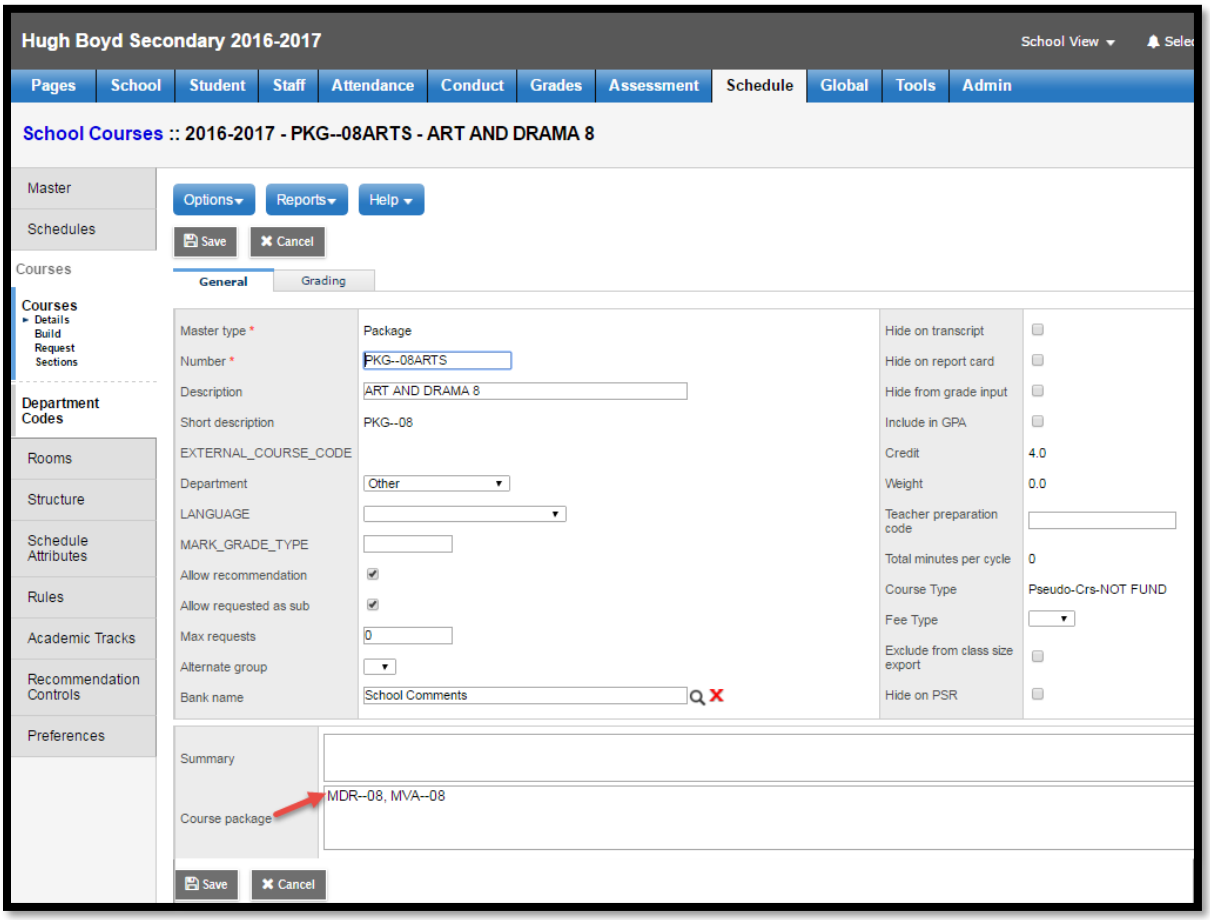
Year	CrsCode	Flavour	Organization2 > Name	Type	Description	Short Description	Department	Level
2017	PKG---K			Package	COURSE PACKAGE K	PKG---K	Other	Regular
2017	PKG--01			Package	COURSE PACKAGE 01	PKG--01	Other	Regular
2017	PKG--02			Package	COURSE PACKAGE 02	PKG--02	Other	Regular
2017	PKG--03			Package	COURSE PACKAGE 03	PKG--03	Other	Regular
2017	PKG--04			Package	COURSE PACKAGE 04	PKG--04	Other	Regular
2017	PKG--05			Package	COURSE PACKAGE 05	PKG--05	Other	Regular
2017	PKG--06			Package	COURSE PACKAGE 06	PKG--06	Other	Regular
2017	PKG--07			Package	COURSE PACKAGE 07	PKG--07	Other	Regular
2017	PKG--08			Package	COURSE PACKAGE 08	PKG--08	Other	Regular
2017	PKG--09			Package	COURSE PACKAGE 09	PKG--09	Other	Regular
2017	PKG--10			Package	COURSE PACKAGE 10	PKG--10	Other	Regular
2017	PKG--11			Package	COURSE PACKAGE 11	PKG--11	Other	Regular
2017	PKG--12			Package	COURSE PACKAGE 12	PKG--12	Other	Regular

For example, assume next year's Grade 8 students all take the same set of courses at a school. Create one course package and include all courses within it. This way, when requests for the course package are entered then expanded in the Build view, the system automatically enters a request for all courses.

Note: In MyEducation BC, students that are going to be in an elective rotation (wheel) need to have requests for those courses.

3.2.1 **How to build a course package** (this can also be done in Build view)**:**

1. Log on to the School view.
2. Click the **Schedule** tab.
3. Click the **Courses** side-tab.
4. Find the course package and click **Details**.
5. At the bottom of the page, in the Course package area, type in all the **Course Numbers** separated by commas that will be part of this package:



6. Click **Save**.

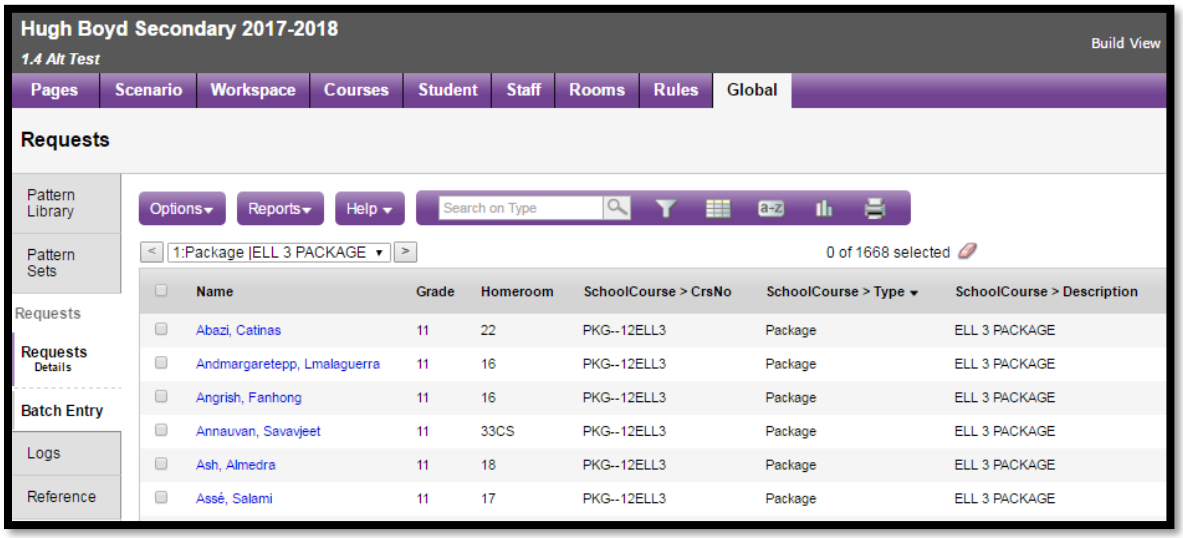
Notes: If any of the course numbers are incorrect, the application will not **Save** until they are corrected.

The next step is to give students the **Request** for this course package. This can be done using the **Multi Add** function covered in the previous section.

3.2.2 Expanding Packages

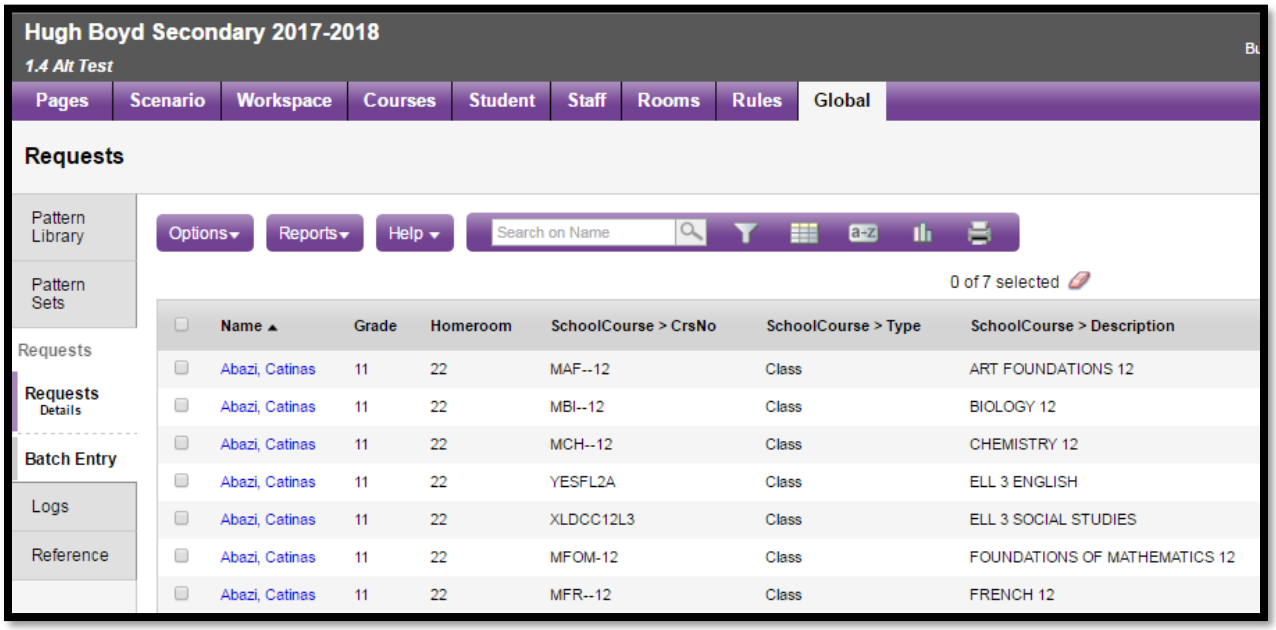
Once students have been given the request for the package, it needs to be **Expanded.**

1. From the Build view > Global top tab > Requests side tab:



2. Options > Expand Packages (this will expand **ALL** course packages)
3. Once expanded, the students will now have a request for each course contained within the package:

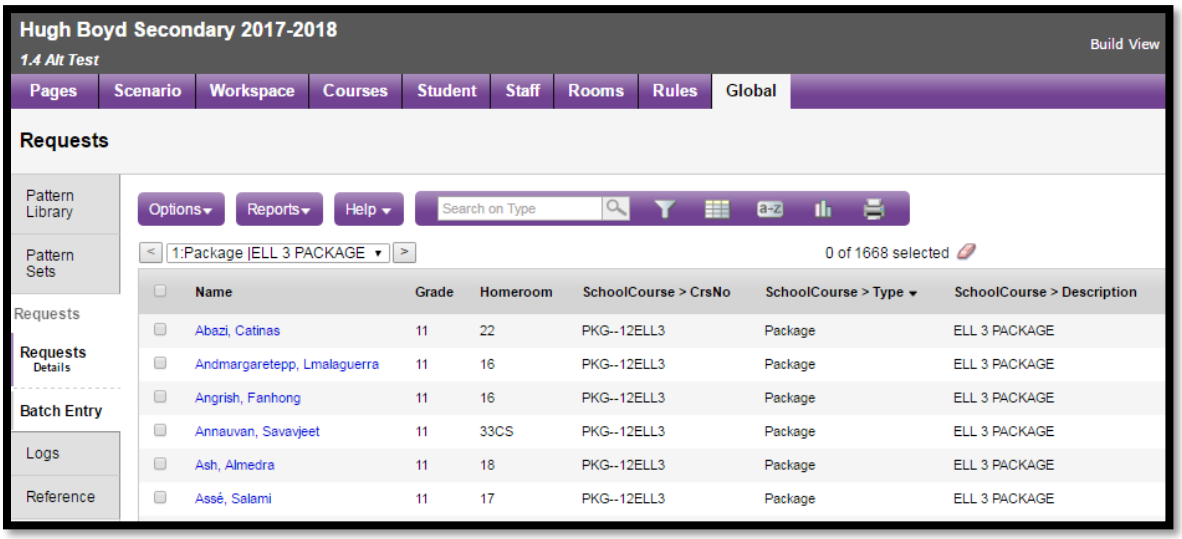
Note: The package course remains should you need to collapse the package.



3.2.3 Collapsing Packages

If for some reason students need to be reverted to just having a request for the package, it can be collapsed back (this will be done for all packages).

1. From the Build view > Global top tab > Requests side tab
2. Options > Collapse Packages
3. All students again have only a request for the package:



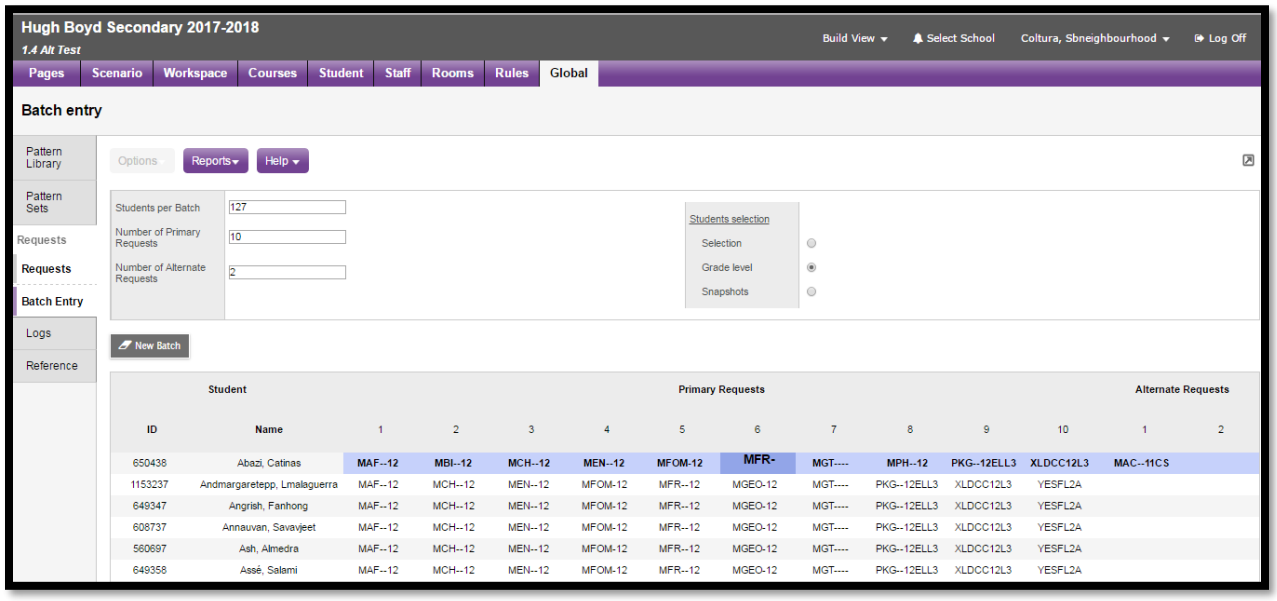
3.3 Batch Entry

Batch entry of student course requests works very well when students are provided a course selection sheet to submit for entry. This option also provides the ability to have a good visual inspection of students who may be short of course requests.

Batch entry of requests is accessed from Build View > Global top tab > Requests side tab > Batch Entry side tab.

- Parameters are available for setting the matrix, which includes the number of students per batch, the number of primary requests and the number of alternate requests.
- Groups of students can then either be selected individually, selected by grade(s), or by a snapshot. Students can also be pulled by entering their pupil number into the ID field at the far left.
- Course requests are then entered by clicking in a cell and typing in the course code. Only valid course codes for courses existing in the build year will be accepted by the system. An error message will pop up if the code does not match a build year course code.

Note: The cell presented for manually entering pupil numbers and course codes does not give the ability to see the entire entry; this is especially true using Internet Explorer. Copy and pasting course codes ensures accuracy.



3.4 Filter Requests and Filter Students

MyEducation BC provides a tool to filter student requests and a tool to filter students. Both allow the user to scope down to a specific subset of students.

3.4.1 Filter Requests

Filter requests provides a means for the user to find students who have requested a particular set of courses and then show if they have another set of courses requested.

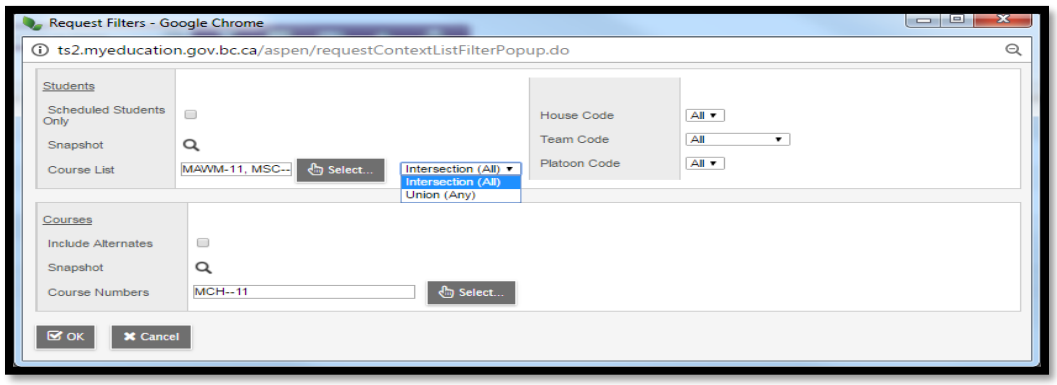
For example: Show all students who have requested English 10 who have also requested English 9.

This feature is useful to identify students with particular combinations of courses. If a course was accidentally assigned to a group of students, this is a quick method for isolating those students and the incorrect course and then removing it from their requests.

Filter requests is accessed from the Build view > Global top tab > Requests side tab > Options > Filter Requests.

- The upper block is used to identify the students with **All** (Intersection) or **Any** (Union) of a chosen group of courses.
- The lower block determines which course request or requests will be displayed for the students identified using the upper block filter.

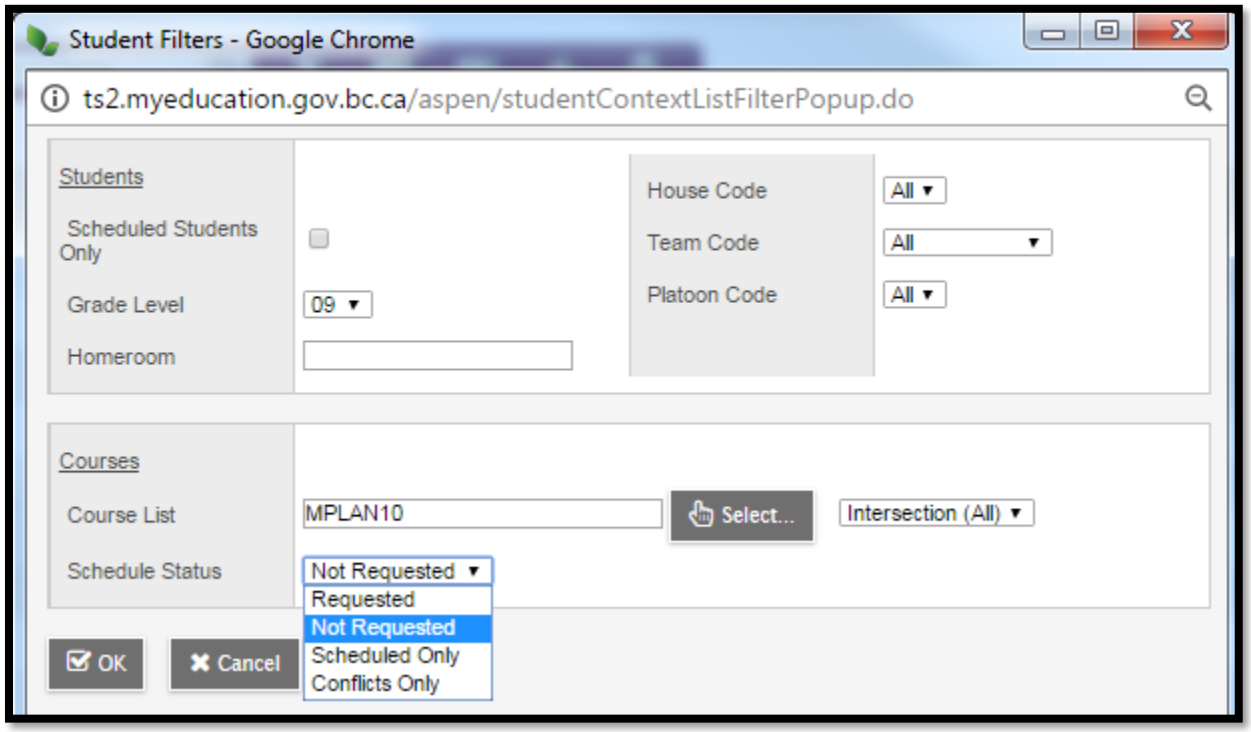
In the example shown below, requests are filtered to show all students with requests for both MAWM-11 and MSC--11; but only show MCH--11 for this selection of students.



3.4.2 Filter Students

Build view > Student > Options > Filter Students…

Filter students allows the user to find students by grade, homeroom, or house/team/platoon code that have a course or courses with a given schedule status. This can be used to locate students that may be missing a required course as in the example below students missing a request for Planning 10.

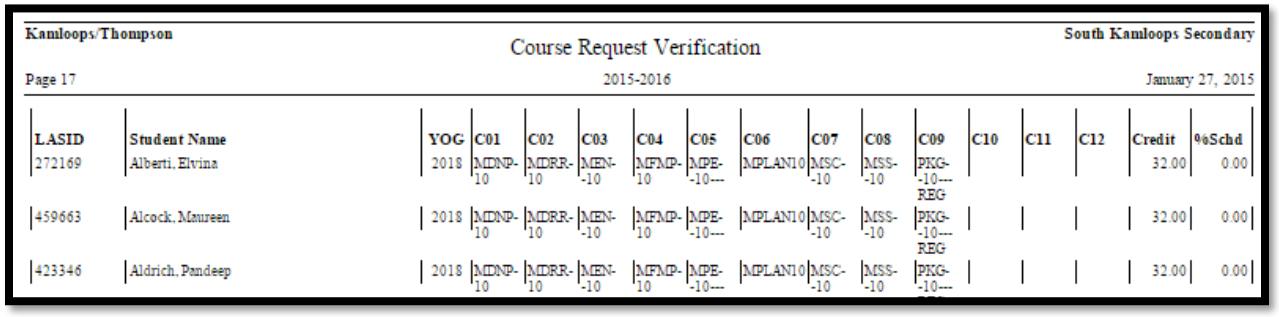

Student Filters - Google Chrome
ts2.myeducation.gov.bc.ca/aspen/studentContextListFilterPopup.do
Students
Scheduled Students Only
Grade Level
09
Homeroom
House Code
All
Team Code
All
Platoon Code
All
Courses
Course List
MPLAN10
Select...
Intersection (All)
Schedule Status
Not Requested
Requested
Not Requested
Scheduled Only
Conflicts Only
OK
Cancel

4.0 Reports

There are several reports that can be used to analyze and assist with the management of course requests.

4.1 Course Request Verification report

This report is run from the Global > Requests > Reports, lists all students and the individual requests each has.



Kamloops/Thompson — Course Request Verification — South Kamloops Secondary

Page 17 — 2015-2016 — January 27, 2015

LASID	Student Name	YOG	C01	C02	C03	C04	C05	C06	C07	C08	C09	C10	C11	C12	Credit	%Schd
272169	Alberti, Elvina	2018	MDNP-10	MDRR-10	MEN--10	MFMP-10	MPE--10---	MPLAN10	MSC--10	MSS--10	PKG--10---REG				32.00	0.00
459663	Alcock, Maureen	2018	MDNP-10	MDRR-10	MEN--10	MFMP-10	MPE--10---	MPLAN10	MSC--10	MSS--10	PKG--10---REG				32.00	0.00
423346	Aldrich, Pandeep	2018	MDNP-10	MDRR-10	MEN--10	MFMP-10	MPE--10---	MPLAN10	MSC--10	MSS--10	PKG--10---				32.00	0.00

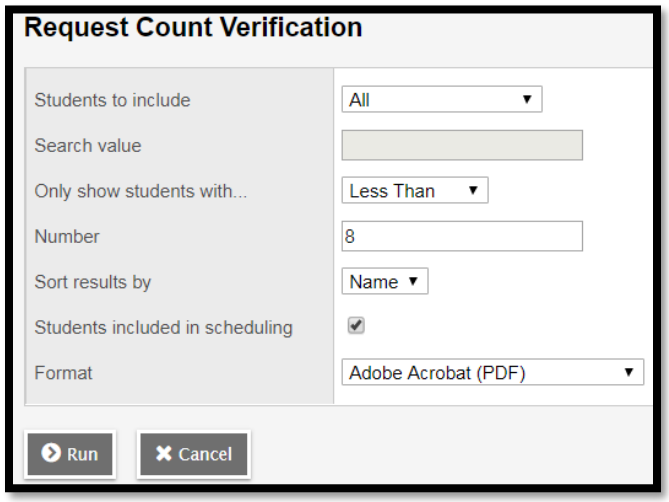
4.2 Request Count Verification report

This report can be run from the Global > Requests > Reports or Student > Reports.

Parameter options provide the ability to analyze the number of requests, by varying groups of students. Including the ability to determine which students have *More than, Less than or Equal to X number of requests.*

This report will run for students that have a Next School matching the school running the report.

NOTE: This report will not run for student's that have a Secondary Association for the school running the report (even if those students have a request).



Richmond — Request Count Verification — Hugh Boyd Secondary

Page 1 — Build Year: 2018-2019 — April 25, 2018

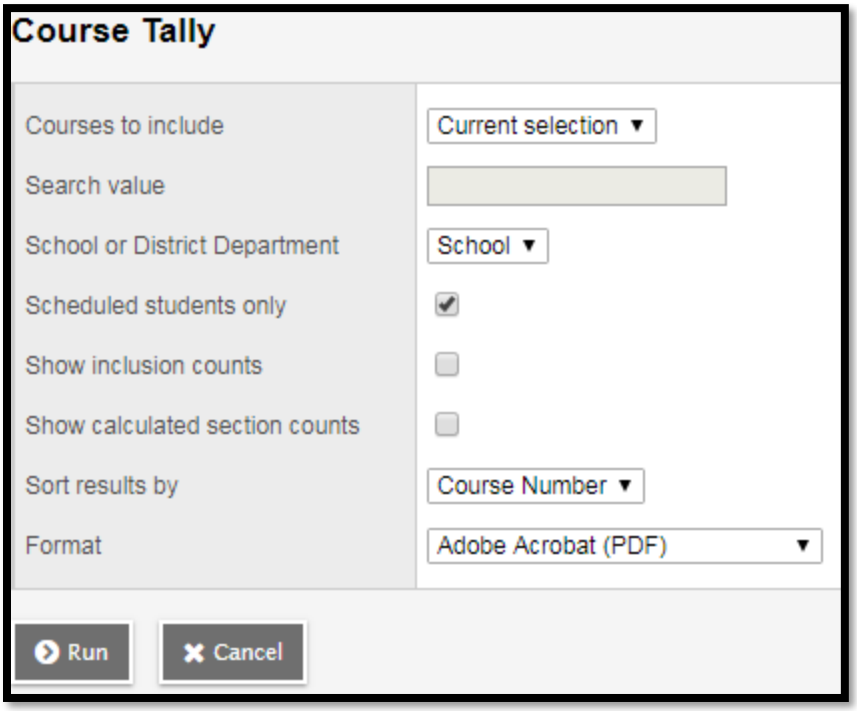
Pupil	Student Name	YOG	1	2	3	4	5	6	7	8	9	10	11	12	Credit	%Schd
2021149	Aalizadeh, Arley	2018	MBI--12	MCH--12											8.00	16.67
832359	Aaronsen, Adam	2023													0.00	0.00
1260357	Abeler, Trem	2020	MAC--11	MACC-12											8.00	0.00
585025	Acker, Billy	2018													0.00	0.00
2125372	Rachmat, Jesabel	2018													0.00	0.00

4.3 Course Request Tally report

This report, can be run from the Global > Requests > Reports or Course > Reports

The report can be run based on the School or District Department for the course.

If this is run with the parameter of **Show calculated section counts**, the Section Count column will show decimals.



If show inclusion counts is selected, the number of inclusion request displays in ( ) following the number of requests.

Kamloops/Thompson — Course Tally — South Kamloops Secondary

Page 2 — 2015-2016 — January 27, 2015

Number	Description	Department	Lvl	Primary	Alternate	Total	Enrollment Max	Section Count
MEN--09	ENGLISH LANGUAGE ARTS 9	English	Regular	182 (0)	0 (0)	182 (0)	30	6.07
MEN--10	ENGLISH 10	English	Regular	214 (0)	0 (0)	214 (0)	30	7.13
MDNC-09	DANCE 9	Fine Arts	Regular	182 (0)	0 (0)	182 (0)	30	6.07
MDNP-10	DANCE 10: PERFORMANCE	Fine Arts	Regular	60 (0)	0 (0)	60 (0)	30	2.0
MDR--09	DRAMA 9	Fine Arts	Regular	182 (0)	0 (0)	182 (0)	30	6.07

4.4 Course Request List report

This report is run from the Courses top tab. It shows a list of all students who have requested a course.

Kamloops/Thompson — South Kamloops Secondary

Course Requests

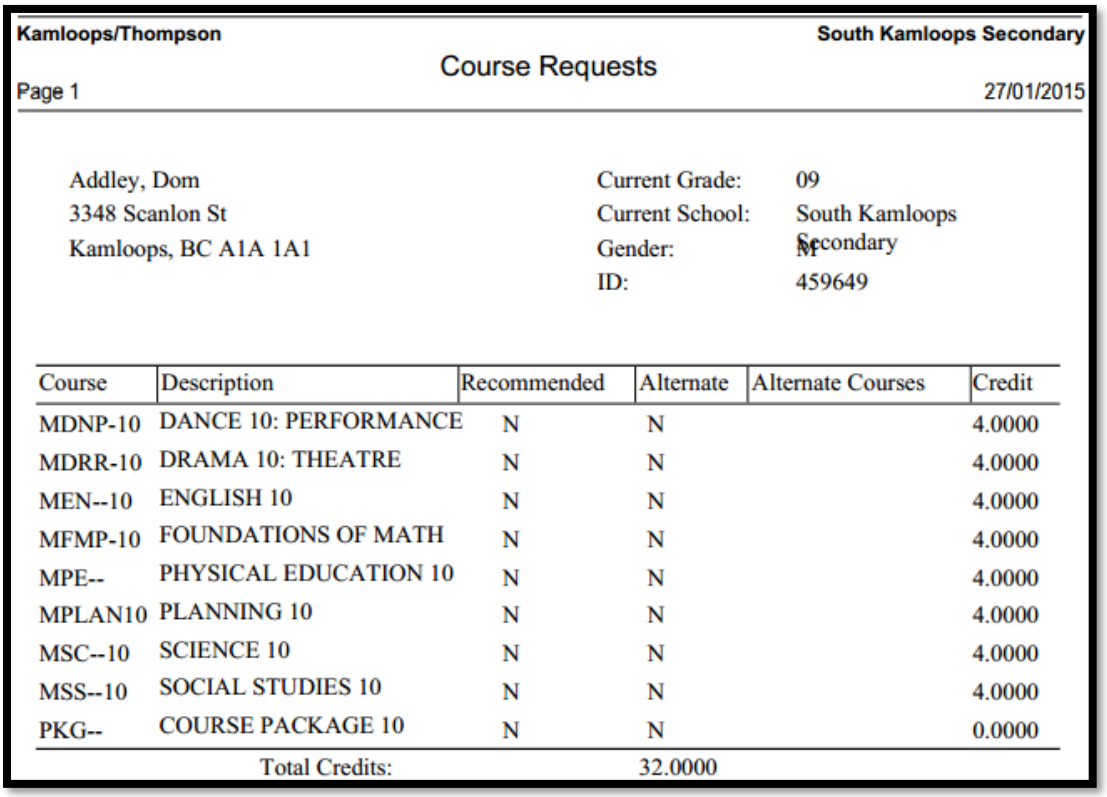
Page 1 — 27/01/2015

MDNC-09 DANCE 9 Fine Arts

Local Id	Name	YOG	Gender
423082	Alex, Emmet	2019	M
401967	Alex, Karin	2019	F
459692	Alkema, Darcey	2019	M
1328205	Bacon, Jasmin	2019	F
424613	Bailey, Cosmas	2019	M

4.5 Student Request

This report is run from the Global > Requests > Reports and shows each students requests on one page.



Kamloops/Thompson **South Kamloops Secondary**

Course Requests

Page 1 27/01/2015

Addley, Dom
3348 Scanlon St
Kamloops, BC A1A 1A1

Current Grade: 09
Current School: South Kamloops Secondary
Gender: M
ID: 459649

Course	Description	Recommended	Alternate	Alternate Courses	Credit
MDNP-10	DANCE 10: PERFORMANCE	N	N		4.0000
MDRR-10	DRAMA 10: THEATRE	N	N		4.0000
MEN--10	ENGLISH 10	N	N		4.0000
MFMP-10	FOUNDATIONS OF MATH	N	N		4.0000
MPE--	PHYSICAL EDUCATION 10	N	N		4.0000
MPLAN10	PLANNING 10	N	N		4.0000
MSC--10	SCIENCE 10	N	N		4.0000
MSS--10	SOCIAL STUDIES 10	N	N		4.0000
PKG--	COURSE PACKAGE 10	N	N		0.0000
	Total Credits:		32.0000		

5.0 Appendix A: Viewing Student Course Requests

To view requests by:	Do the following:
Course	1. Log on to the Build view or the School view. 2. In the Build view, click the **Courses** tab. In the School view, click the **Schedule** tab, then the **Courses** side-tab. 3. Select a course, and click the Requests side-tab. All student requests for that course appear. **Note**: Use the **Filter** drop-down to select **Build year** or **Current year** to view the specific course requests.
Student	1. Log on to the Build view or the School view. 2. Click the **Student** tab, and search for and select the student. 3. Click the **Requests** side-tab. **Note**: The request page displays the school year context, total number of primary and secondary requests, scheduled percentage and total credits.
All requests	1. Log on to the Build view. 2. Click the **Global** tab, and the **Requests** side-tab. All requests entered for the build year for the current scenario appear. **Note**: On the Options menu, click Filter Requests to view a specific group of requests. The Requests Filter dialog box appears. Search for students requesting the same courses, or some of the same courses, or search for students in the same house, team, or platoon.