

# Scheduling Module 6B

# Scheduling Attributes

November 2022- v1.6







## **Version History**

Version	Date	Description
1.0	10 Feb 2015	Initial draft
1.1	17 Jan 2016	Renamed to SM6b
1.2	10 Feb 2017	Updated images to 5.6
1.3	13 Mar 2017	Added Section 2.4 Course Request Totals regarding the procedure to display # of course requests on the Courses top tab in the list view.
1.4	29 Apr 2019	Added hyperlinks to Table of Contents
1.5	9 May 2019	Updated section 2.4 Course Request Totals
1.6	16 Sept. 2022	Added section 1.2 Understanding Priorities. Add a recommendation on Alternate Groups – Should be used see section 2.3.8

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## **1.0 Scheduling Attributes**

## 1.1 Overview

Scheduling Attributes are pieces of information that dictate how either the Build engine (scheduling of sections) or the Load engine (placing students into sections) is going to work. Some of these attributes are required and others are optional. For the optional attributes, schedulers may choose to use them or not.

For items that are optional, schedulers should take into consideration the more attributes that are used the more complex the analysis of the build/load will be. Many of the attributes work in conjunction with each other, across areas. For example: Teacher Prep codes are a Course attribute, but also require setup within the Staff attributes.

All scheduling attributes can be unique to the scenario or shared between scenarios, depending on the preferences set for each. It is important to understand these settings.

Each piece of information, within the following 4 sections, is identified as relating to the Build (B) or Load (L) engine, Required (R) or Optional (O).

Some schools may choose to build their timetable outside of the application and then enter it into the Build view. If this is how your school creates a master timetable most of these attributes will not apply.





## **1.2 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 the majority of 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.

#### **1.2.1 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:

Copy of May 2	by Community School - SD68 2022-2023 CURRENT Cenario Workspace Courses Student Sta	ff Rooms Rules Global			Build view 🔻
Students					
Details	Options   Reports  Help  Search on Name	e 🥄 🏹 🗮 🖭 Ih	-		
Requests	< 1:Abbaspoursadeghbagloo, J V >	Manage Field Sets	0 of 106 selected 🥖		
Schedule	□ Name	Default Fields	Grade	YOG	SchdPri
Schools	Abbaspoursadeghbagloo, Johnkerr	Elem - with Hrm Info	10	2024	0
Transcript	Ahmady, Azrielrhey	DB 68 - Default Fields w/Desig	09	2025	0
Documents	Andradevalenca, Jahleel	Student List	09	2025	0
	Anstey, Nedhal		11	2023	0
Rules	Arkesteijn, Zarsanga		08	2026	0
Snapshots	Asanger, Meckhale		08	2026	0

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



John Barsby Community School - SD68 2021-2022												School view 🔹
Pages S	chool Stu	ident Staf	f Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools Admin		
Student att	ributes 🔺											
Master	Optic	ons 🔻 Repo	rts▼ Help ▼	Search on N	lame	9	a-z	16 B				
Schedules	<	I:Abbaspoursa	leghbagloo, J 🗸 🗦	•					0 of 703 selec	ted 🥖		
Courses		Name						YOG	Schd?	SchdPri	LockSchd?	
Rooms		Abbaspoursad	eghbagloo, Johnkerr					2024	Y	0	Y	
Structure		Abdulmajid, Yi	ngxin					2022	Y	0	Ν	
Schedule 💋		Abdurexiti, Yo	una					2028	Y	0	N	
Attributes		Ablazaii, Jasm	yna					2023	Y	0	N	
Course Attributes		Abuata, Poyur						2022	Y	0	N	
•		Adams, Ehpw	aidohsoe					2022	Y	0	N	
Students 3		Afonsocamara	, Demetry					2028	Y	0	N	
Student Group		Agetovic, Japj	otkaur					2022	Y	0	Ν	
student Group	····· 0	Aghazada, Le	meh					2023	Y	0	N	
Staff		Aguilarreynos	o, Danessa					2023	Y	0	N	
Room Attribute	s 🛛	Ahmady, Azrie	Irhey					2025	Y	0	Y	

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.

#### 1.2.2 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 MyEd 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 so MyEducation BC will need to use a General Alternate Request to replace it. MyEducaton 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:





John Bar	rsby Community Scho	ol - SD68 2022-2023	uild view 🔻
Copy of May 2	2 CURRENT		
Pages	Scenario Workspace	Courses Student Staff Rooms Rules Global	
Students :	: 1135609 - Anstey, Ned	ihal :: MCINF12S	
Details	Options Reports V	Help •	
Requests > Detalla	Save X Cancel	—	
Schedule	School Course > Number *	MCINF12-S Q	
Schools	Section type		
Transcript	Is inclusion section?		
	Content term code		
Documents	Is optional?		
Rules	is alternate course?	0	
Snapshots	Alternate course type		
	Course priority	10	
	School Course > Number	MCINF12-S	
	School Course > Description	COMPUTER INFORMATION SYSTEMS 12	
	Alternate Course 1 > Number	Q	
	Alternate Course 2 > Number	Q.	
	Staff > Name	Q	
	Section number		
	Term code	<b>v</b>	
	Save X Cancel		

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

John Barsb	John Barsby Community School - SD68 2021-2022 School											
Pages Sch	ool Student Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin		
Student List	: 10 - Abbaspoursade	ghbagloo, Jo	ohnkerr ::	MCH11	s 👔 🥵 🔮	PLAN 📥						
Details	Options - Reports -	Help 🔻										
Contacts	Save X Cancel											
Attendance												
Conduct	School Course > Number * Section type	MCH11-S	Q									
Transcript	Is inclusion section?											
Assessments	Content term code	~										
Academics	Is optional?											
Schedule 2	Is alternate course? Course priority	10										
Schedule	Alternate course type	<b>~</b>										
Workspace	School Course > Number	MCH11S										
Attributes	School Course > Description	CHEMISTRY 11										
Change	Alternate Course 1 > Number Alternate Course 2 > Number		Q Q									
History	Staff > Name				a	L						
Conflicts	Section number											
Requests • Details	Term code	~										
Graduation 4 Progress	Save X Cancel											

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.

## 1.2.3 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:





Copy of May 2	sby Community Sch <i>CURRENT</i> icenario Workspace	ool - SD68 2022-2		1						E	Build view 🔻	A Select s	chool Bond, Daniel 🔻 🏟 Log Off	
Details	Options 🔻 Reports 🔻	Help 🔻 Search	on CrsNo	822 Ili	=								Z	
Requests														
Sections	CrsNo	Description	Default Fields	GrdLvl	Schd?	Sections	EnrMax	Priority	TermBalance	CoveredTPY	BaseTPY	PPC	SchedulePattern Set > Name	
Rules	MACLV11-S	ACTIVE LIVING 11	<ul> <li>Load &amp; Balance - Rqrd Crs Fields</li> </ul>	11	Y	1	30	50	Elective	1	2	2.0	Senior PE	
Snapshots	MACLV11B-S	ACTIVE LIVING 11: BA	Elementary Required Fields DB	11	Y	1	30	60	Elective	1	2	2.0	First Semester Senior PE	
	MACLV11FBS	ACTIVE LIVING 11: FO		11	Y	1	30	30		1	2	2.0	Football	
	MACLV11FLS	ACTIVE LIVING 11: FIT	68 - L & B - Rqrd Crs Fields + Optional	11	Y	2	30	60	Elective	1	2	2.0	Senior PE	
	MACLV11V-S	ACTIVE LIVING 11: VC	LLEYBALL	11	Y	1	30	60	Elective	1	2	2.0	First Semester Senior PE	

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

John Barsby Community School - SD68 2021-2022 sch													ool viev			
Pages	School	l Stu	Ident	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin			
Course a	attribute	es 🛝														
Master		Optio	ins 🔻 🛛 F	Reports <del>v</del>	Help 🔻	Search on C	irsNo	9 70	a-z	16 B					_	
Schedules																
Courses			CrsNo			Descriptio	n							Priority	Sections	
Rooms			MACLV1	1S		ACTIVE LI	VING 11							50	2	
Structure			MACLV1	1B-S		ACTIVE LI	VING 11: BAS	KETBALL						60	1	
Schedule	2		MACLV1	1FBS		ACTIVE LI	VING 11: FOO	TBALL						30	1	
Attributes			MACLV1	1FLS		ACTIVE LI	VING 11: FIT	FOR LIFE						60	1	
Course Attributes	3		MACLV1	1V-S		ACTIVE LI	VING 11: VOL	LEYBALL						60	1	
Detalle	0		MACLV1	2S		ACTIVE LI	VING 12					50	1			
																_





## 2.0 Course Attributes

Course attributes are set within the details of each course, Build view > Courses top tab > Details side tab.

Note: All attributes are specific to the Scenario you are working in, if you see this symbol

**Note:** There are 3 exceptions to this that must be setup in the School view > Schedule top tab > Courses side tab > Filter = Build Year:

- Teacher preparation code
- Alternate group
- Department

As illustrated below, the Course Details screen is divided into 3 areas. The functionality of each area is then described in sections 2.1 to 2.3.

Hugh Boyd 1.3 5.6 DB	Secondary 2017	-2018			Build View 🔻	Select School	Coltura, Sbneighbourhood 🕶	I⇒ Log Off
Pages Sc	enario Workspac	e Courses Student Staff	Rooms Rules Globa	н				
Courses :: N	MAC11CS - CS: /	ACCOUNTING 11 A					i⊴ ⊲ Q	► ►I
Details	Options Reports	• Help •						Ø
Requests	Save X Cancel						Default Template	~
Sections							Creater ( resultant	
Rules	Master type *	Class MAC-11CS ×		Academic level	Regul	ar		0
Snapshots	Department	Applied Skills						^
	Description	CS: ACCOUNTING 11		Course package				
	Short description	MAC-11						~
	Credit Weight	10						
	moya							
	Include in scheduling	2		Covered terms pe year	r 1			
	Sections scheduled Section enrollment	1		Base terms per ye	or* 2			
	max	30		Periods per cycle				
				Schedule Pattern Name	Set > Regul	ar Year Long Courses	d X	
	Course Bind Next > Number	Q	Load priority 0			Section balance type	~	
	Balance by term		Are subs allowed?	]		Term balance type	<b></b>	
	Teacher preparation code		Atternate group			Repeat type	None V	
	Preferred room exempt ?							
	Max requests	0						
	Save X Cancel	1						





## 2.1 Default Items

These values should be set in the School view and brought into the scenario, through Options > Refresh.

The Refresh will bring in any new courses added to the build year school course catalogue, and any changes made to information about the course (Department, Description, etc.) The Refresh can be run as often as desired.

## 2.2 Required Items

A field set titled 'Required Crs Fields' is setup to view the following items in a list view. All are mass updateable and list editable.

#### 2.2.1 Include in Scheduling (B)

This needs to be checked in order for the course to be included in the build.

#### 2.2.2 Sections scheduled (B)

This indicates the number of sections that will be created in the workspace. The value can be manually entered or calculated based on course requests. To have the number calculated based on requests, click on Options > Calculate sections required > Based on course requests.

**Important Note:** Each time this option is run it will overwrite any manual modifications made to ALL courses. Therefore, it would be advisable to run this only once when course requests have been accurately reviewed. After this process is used, the number of sections will manually need to be changed. The course request tally report will show the required information to adjust the number of sections.

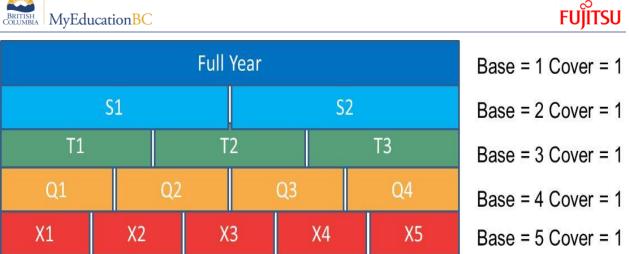
#### 2.2.3 Section enrollment max (B & L)

This determines the number of individual sections that will be created in the workspace, if the Calculate sections required > Based on course requests is used. It also indicates the maximum number of students that can be loaded into each section. Adjustments to this number can be made on individual sections.

#### 2.2.4 Cover and Base terms (B)

This information defines the duration of sections over the year and in which term of the year, sections will be offered. Think of this as a fraction: Cover over Base.

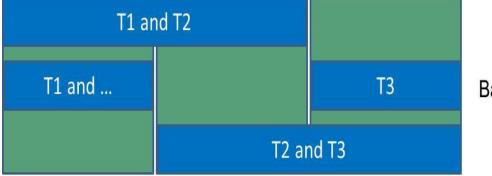




**Cover terms per year** – in most situations the cover value will be 1.

**Base Terms per year** - how many times could course sections be offered; how many times do you want to divide the school year into? How many times could sections of this course start?

It is possible to have non-contiguous terms. For example; you could have the following:



Base = 3 Cover = 2

The above options show all the different ways the Build engine may schedule sections, given Base=3 and Cover=2.

## 2.2.5 Periods per Cycle (B)

How many periods in the cycle do sections of this course meet? Most full year courses will meet once and semester courses will meet twice.

#### 2.2.6 Schedule Pattern Set > Name (B)

Assign a pattern set, which contains the possible periods the build engine could schedule sections into.



## 2.3 Optional Items

#### 2.3.1 Course Bind Next (B)

This forces sections of two courses to be offered in the same period across terms (Semesters, Trimesters, Quarters, etc.) that share the same teacher, room and students and require an equal number of sections for the courses.

Note: This should only be used if the Balance by term option is not used.

**Example:** You want to ensure all sections of MPREC12 are in the *same period* in the *first semester*, as the sections of MCALC12 in the *second semester*, where the same teacher will teach the same students in the same room

#### 2.3.2 Balance by term (B)

This will place an equal number of course sections in each term. Using this will avoid the extremes of all sections in one semester and zero in the other, regardless of the build engine's algorithm.

**Example:** You have 4 sections of MCH--12 and want 2 in both semester 1 and 2.

**Note:** If there are an unequal number of sections, perhaps 5; 3 may be scheduled in semester 1 and 2 in semester 2.



#### 2.3.3 Teacher preparation code (B)

Teacher preparation codes, set on courses, control the maximum number of classes a teacher teaches. This is used in conjunction with Teacher Max preps, defined in the Staff details of the Build view.

**Example:** A full time teacher, Mr. Smith teaches 7 periods (blocks). But in two of those periods he teaches multiple courses. He actually teaches 11 unique courses:

Course	Term	Schedule (P/D)	FTE
MBJA-11-01	S1	1(1)	
MJA09-01	S1	1(1)	1
YED1A-02	S1	1(1)	
MJA10-01	S1	2(1)	
MJA11-01	S1	2(1)	2
MJA12-01	S1	2(1)	
PREP	S1	3(1)	
MSS08-03	S1	4(1)	3
MHI12-01	S2	1(1)	4
MSS09-05	S2	2(1)	5
MSS08-05	S2	3(1)	6
MSS08-06	S2	4(1)	7

To ensure he is scheduled into 7 periods, the courses taught together (a Classes grouping, controlled by a Rule), can be given the same Teacher preparation codes. The # of Unique Courses in the chart below is defined by the teacher preparation codes assigned: In this example, Mr. Smith would require his Max Preps be set to 5.

Course	Term	Schedule (P/D)	FTE	Teacher preparation code (examples)	# of Unique Courses
MBJA-11-01	()		1	IntroJapan	1
MJA09-01	S1	1(1)	I	IntroJapan	I
MJA10-01	S1	2(1)		AdvJapan	
MJA11-01			2	AdvJapan	2
MJA12-01	S1	2(1)		AdvJapan	
PREP	S1	3(1)			
MSS08-03	S1	4(1)	3	SS08	3
MHI12-01	S2	1(1)	4	HI12	4
MSS09-05	S2	2(1)	5	SS09	5
MSS08-05	S2	3(1)	6	SS08	
MSS08-06	S2	4(1)	7	SS08	



**Note:** Teacher preparation codes need to be assigned in the School view. They are not associated with a Reference table; therefore diligence is required when entering them.

From the School view > Schedule >Courses > Filter=Build year > Details > Teacher preparation code, enter a unique name/code to identify this course for the preparation code groupings. Once courses are set up, the information needs to be Refreshed in the Build view. Build view > Courses > Options > Refresh.

The max preps works to set the limit of classes taught by a teacher as defined by the preparation codes used on the courses he/she teaches.

#### 2.3.4 Preferred room exempt (B)

By checking this box, this course will be considered exempt from the Staff attribute of *Use Preferred room only*.

**Example:** On the Staff attributes a teacher is assigned a *Classroom > number* of 101 and *Use Preferred room only=checked*. This means all course sections this teacher has been assigned to must be scheduled into room 101. In order to prevent this course from being in room 101, this box could be checked.

#### 2.3.5 Max requests

This is located in the bottom left of the options area. It is used to control the number of requests allowed for a course. If this value is set, once that number of students has been assigned the course or that many students have picked it through online course requests, then no more requests can be accepted. If this option is going to be utilized it should be set in the School view, prior to course requests commencing.

nario											_ 0		_	
	Workspace C	Courses	Student	Staff	Roo	< →	http://te	2 muedi	ucation of	w.bc.ca/aspen/addStudentRequest.do				
3793	- Alertbaydenta	alclinic,	Yanmian	⚠		File Ed	lit View Fa			Help		Ū	< Q	. 🕨 🎽
Option	s ▼ Reports ▼	Help 🔻	Search o	on Alternat	te? C					·				
ntry mo	de not available								X	Course MAF11 has reached it's requests max. No more	1 of 4 selected 🥖			
							CrsNo	D	•••	requests are allowed.	Department			All Recon
					2017-2		MAC11CS	s c		🖌 ок	Applied Skills			
	SchoolCourse > CrsN	lo Scho	olCourse > De	escription		✓	MAF11	AR	T FOUNE	ATIONS 11	Fine Arts	/cle	Include	in scheduling
	MAWM-10IB	APPR	ENTICESHIP	AND WOF	RKPLACE		MPE11	PH	YSICAL E	EDUCATION 11	Physical Education		Y	
	MEN10IB	LANG	UAGE AND LI	ITERATUR	RE 10		MPE11RS	B PH	YSICAL E	DUCATION 11 RACQUET SPORTS	Physical Education		Υ	
	MPE-10IB	PHYS	ICAL AND HE	ALTH EDU	UCATION	⊡ oi	K 🗙 Car	ncel					Υ	
	MSC10IB	SCIE	NCE 10										Υ	
	MSS10IB	INDIV	IDUALS AND	SOCIETIE	S 10								Ν	
School C	course > Number													
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In the Build view, it will influence the % Satisfied when looking at the details of a Scenario.





## 2.3.6 Load priority (L)

Controls the order in which students will be loaded into sections. The highest priority is zero. If this is used, it is advisable to group courses into blocks of 10 or more.

**Example:** You may set all core academic courses to 20, then electives to 50. This means students would load into academic course sections before electives.

Subsequent changes could then be made, to determine if the load of students could be improved.

#### 2.3.7 Are subs allowed (L)

**Note:** This is often selected for elective courses. For general alternates, be sure to select a value at the Alternate group field.

Select this checkbox if the system can schedule a student who has requested this course as an alternate.

#### 2.3.8 Alternate group (L)

The Alternate group functionality provides the ability to restrict which courses can replace each other.

**Example:** You only want Applied Skills courses to be alternates for other Applied Skills courses. Then assign all Applied Skills courses with the same code.

Note: Alternate groups must be setup in the School view.

Additional Note: This field works with the Are Subs Allowed checkbox.

Schools can create their own Reference table of groups, from School > Admin > Reference > Alternate Course Group. Once created from the School view > Schedule >Courses > Filter=Build year, courses can be assigned to the appropriate group. After these have been assigned the changes need to be refreshed in the Build view > Courses > Options > Refresh.

Note: It is recommended that ALL Courses be placed in at least ONE Alternate group

#### 2.3.9 Section Balance type (L)

This will enforce an equal distribution of students across all sections. There are 3 different types:

a) Grade – used if you would like to balance the number of students at a grade level across all sections of the course.



**Example:** 90 Gr.12 and 30 Gr.11 students requested MCH--12, therefore there will be 4 sections. By selecting Grade the Load engine will place: ~22 Gr. 12 and ~7 Gr.11, students in each section

- b) Other this field is connected to the Balance code on Student attributes. There is no Reference table associated with this attribute. Use of this code is covered further in the Student Attributes, section of this document.
- c) Gender used if you would like the number of males/females balanced across sections. This works the same way as Grades. It will distribute the males equally across sections and distribute the females equally across sections. It does not balance the number of males and females per section.

#### 2.3.10 Term balance type (L)

This can be used to ensure a student's timetable is balanced between types of courses. The values come from a Reference table called Load Type. There are 2 default values, Academic and Elective.

This feature is most often used in a semester block schedule, where students take a full-year course in one semester. In this type of schedule, a student might take eight courses: four in each semester. The school does not want the student to take English, Calculus, Chemistry, and History (all academic courses) in the first semester and Gym, Band, Keyboarding, and Cooking (all elective courses) in the second semester.

Or, you might try to balance based on your defined subject matter. For example, assume a student requests two semester English courses and you want the system to schedule the student in one English course in the first semester and another in second semester. You would create the reference code English in the Load Type reference table and select it here for your semester-based English courses.

Although the system references the value you enter, other schedule building factors might affect the balances of the sections

#### 2.3.11 Allow partial content, Valid content terms (L)

This functionality allows students to be scheduled into part of course. This would allow students to be schedule, for example, into semester 2 of a full year course should they have failed this portion of the course at an earlier time. If selecting Allow partial content, users must also set the valid content terms of the course that a student can take.

**Note**: It is not expected that this option will be used for requests, as these situations would most likely be handled between a student and counsellor; where applicable arrangements would be made to accommodate the student.

#### 2.3.12 Repeat type (L)

This is used to allow students to have 2 requests for the same course. This controls how the two requests should be handled. This only impacts student requests for the next year courses, it does not consider courses the student has already finished.

- a. None the default, not enabling this option
- b. Any the load engine will place the section in the best place





- c. Different term only non full year courses
- d. Same term only

**Note**: Students requesting the same course twice are more likely to be handled through the counselling department than as a request option.





## 2.4 Course Request Totals

A procedure can be run to display the *Total Course Requests*, *Primary Requests* and *Alternate Requests* for each course in the list view.

From the Course top tab click Options > Update Course Request Totals

	econdary 2019-2020 8-2019 Active Schedule							Build view 🔻	A Select school Na	deem, Hassam 👻 🕒 Log Off
Pages	Scenario Workspace	e Courses Student Staff Ro	ooms Rules Gi	obal						
Courses	▲									
Details	Options  Reports	✓ Help ▼ Search on CrsNo	a y 💷	a-z	16 🖨					(
Requests	Add	Calculate Section Counts			0 of 365 selec	cted 🥔				Courses To Schedule
Sections	Modify List Mass Update	Multi Add Requests Refresh		Schd?	Sections	PPC	TPY	Total Course Requests	Primary Requests	Alternate Requests
Rules	Query	Update Course Request Totals		Y	1	2.0	1/2	4	4	0
Snapshots	Snapshots			Y	2	2.0	1/2	1	1	0
	Show Selected			Y	1	2.0	1/2	4	3	1
	Omit Selected			Y	4	2.0	1/2	0	0	0
	APSY-12	HS-AP PSYCHOLOGY 12		Y	2	1.0	1/1	0	0	0
	FCCNF12	LF-CIVILISATIONS COMPARÉES 12		Y	2	2.0	1/2	0	0	0
	FFRAL09	LF-FRANCAIS LANGUE 09		Y	3	2.0	1/2	0	0	0
	FFRAL10	LF-FRANÇAIS LANGUE 10		Y	2	2.0	1/2	0	0	0
	FFRAL11	LF-FRANÇAIS LANGUE 11		Y	2	2.0	1/2	1	1	0
	EERAL 12	LE ERANCAIS LANGUE 12		v	2	2.0	1/2	0	0	0

Update Course Request Totals parameter screen, shown below, is displayed:

NyEducation BC: Update Course Re	quest Totals - Google Chrome	_		$\times$									
https://con.myeducation.gov.	.bc.ca/aspen/runTool.do?oid=PRC000	005a3AOM	&toolC	las									
Update Course Request Totals													
School	Sardis Secondary												
Students included in scheduling													
● Run Kancel													

#### School: School name is displayed by default.

#### Students included in scheduling:



- **Checked:** the course request totals will be calculated for Students that have *Including in scheduling* checked, on their Details screen
- **Un-Checked:** the course request totals will be calculated for all Students in the current scenario.

When procedure has completed, using the Default field set, the three columns will be populated with the course request values:

Optio	ns 🔻 🛛 Reports 👻	Help  Search on CrsNo	a-z II	₩.					
< 1	:ABIO-12	<b>v</b> >		0 of 36	selected 🥔				Courses To S
	CrsNo	Description	Schd	? Section	PPC	ТРҮ	Total Course Requests	Primary Requests	Alternate Requests
	ABIO-12	SC-AP BIOLOGY 12	Y	1	2.0	1/2	4	4	0
	ACAL-12	MA-AP CALCULUS 12 AB	Y	2	2.0	1/2	1	1	0
	ACHE-12	SC-AP CHEMISTRY 12	Y	1	2.0	1/2	4	3	1
	ACSC-2A	CS-AP PROGRAMMING - JAVA	Y	4	2.0	1/2	0	0	0
	APSY-12	HS-AP PSYCHOLOGY 12	Y	2	1.0	1/1	0	0	0
	FCCNF12	LF-CIVILISATIONS COMPARÉES 12	Y	2	2.0	1/2	0	0	0
	FFRAL09	LF-FRANCAIS LANGUE 09	Y	3	2.0	1/2	0	0	0
	FFRAL10	LF-FRANÇAIS LANGUE 10	Y	2	2.0	1/2	0	0	0
	FFRAL11	LF-FRANÇAIS LANGUE 11	Y	2	2.0	1/2	1	1	0
	FFRAL12	LF-FRANÇAIS LANGUE 12	Y	2	2.0	1/2	0	0	0
	FSCF-09	LF-SCIENCES 09	Y	3	2.0	1/2	0	0	0



## 3.0 Student Attributes

Student attributes are set within the details of each student, Student top tab > Details side tab.

Note: All attributes are specific to the Scenario you are working in, if you see this symbol  $\Delta$ 

There are two areas to student attributes, Default and Optional:

Hugh Boy 1.3 5.6 DB	d Secondary 2017	-2018						Build	l View 🔻	🌲 Select School	Coltura, Sbneighbourhood 👻	🕞 Log Off
Pages	Scenario Workspace	e Courses	Student	Staff	Rooms	Rules	Global		_			
Students :	:: 650438 - Abazi, Ca	atinas \Lambda									<b>⊲</b> Q	• •
Details Requests	Options Reports -	Help 🔻										
Schedule	🖺 Save 🗶 Cancel										Default Template	~
Schools	Usual first name	Catinas			×			Enrollment status	Active			
Transcript	Usual last name	Abazi Catinas						School > Name Next School > Name		rd Secondary rd Secondary		
Documents	Legal middle name	Hansjorgbrigitta						Homeroom	22			
Rules	Legal last name *	Abazi						Next homeroom		Q		
Snapshots		F V										
	Year of graduation 🧕	2018										
	Grade level	11										
_												
	Include in scheduling	V						Team		~		
	Exclude from studies							Static team				
	Schedule priority	40						House	~			
	Lock schedule							Static house				
	Balance code							Platoon	$\sim$			
								Unavailable schedule	Edit Sch	edule		
	🖺 Save 🗶 Cancel	1										

## 3.1 Default Items

It is not recommended that default attributes for a student be changed in the Build view. These should be done in the School view and then brought in using the Options > Refresh.

**Note:** Each set of attributes; Course, Student and Staff have the functionality of Refresh. This brings any new data, entered in the School view, into the **Scenario**.

## 3.2 **Optional Items**

Some of the Student attributes are controlled by the Scenario > Preferences and will therefore determine whether the field is displayed on the Details template.





## 3.2.1 Include in Scheduling (L)

Do you want the load engine to include this student? Checked=Y

#### 3.2.2 Exclude from Studies

Not functional due to structure of BC's study blocks.

#### 3.2.3 Schedule Priority (L)

This defines the order students will be loaded into the sections; the lower the number the higher the priority. It is recommend to use increments of 10 so if you decide to add another group, you will not have to renumber all priorities.

**Example:** You may choose to set each grade level with a priority to control the order they are loaded. After the first mass load and through analysis, you may see that you would like sub groups of students loaded.

Original groupings	Priority (SchdPri)		New groups	New Priority (SchdPri)
Gr. 11	10		IB students	5
Gr. 10	20	First load	Gr.11	10
Gr. 09	30	analysis	Band Students	15
Gr. 08	40		Gr. 10	20
Gr. 07	50		Gr. 09	30
			Gr. 08	40
			Gr. 07	50

#### 3.2.4 Schedule weight (L)

This attribute is controlled by the Scenario > Preference > Category > Scenario-basic > Use student schedule weight. This functionality allows for the ability to count a student as taking up more than one spot in enrollment max of a section.

**Example:** A special needs student is wheelchair bound and requires a full time aide, thereby taking up the physical space of two students in a classroom. In this case, the schedule weight would be set to 2.

#### 3.2.5 Lock schedule (L)

This provides the ability to lock the student's schedule so that no changes will be made in subsequent Loads of students.

**Example:** After the first mass Load, you decide to make some manual changes to this student's schedule and you do not want subsequent re-loads to touch what has been manually done.

Note: Individual scheduled sections on a student's timetable can also be locked.



#### 3.2.6 Balance code (L)

This can be used to distribute students across sections of courses. It is used in conjunction with Course > Detail > Section balance type = Other. This is a free form field which is not connected to a Reference table.

**Example**: You want to ensure students from your feeder schools are distributed across all sections of their grade 8 courses.

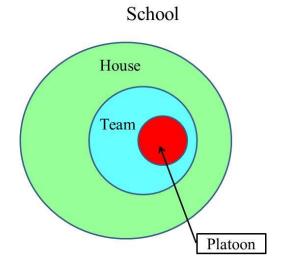
Feeder School	Course > Section Balance type=Other	All Students from each school are given a Balance code=
Aberdeen Elem.		Aberd
Lloyd George Elem.	All Gr.08 courses are set this way	Lloyd
South Sa-Hali Elem.		S.SaH

With the above setup, the students from each elementary school will be split up across all of the Gr.08 courses.

Note: Students can only be given 1 Balance code.

#### 3.2.7 Team & House - Grouping Students (L)

There are three ways to group students; they all work in conjunction with individual students and course sections. The visibility of these attributes on the Student Details screen, is controlled by the Scenario > Preference > Category > Scenario-basic > Show team/Show house/Show Platoon. There are Reference tables for each (Global > Reference > House Codes or Team Codes or Platoon Codes) that need to be created and setup.





There are is no hierarchical grouping to House or Team. Platoons can be thought of as ways to have the same roster or cohort of students between multiple sections.

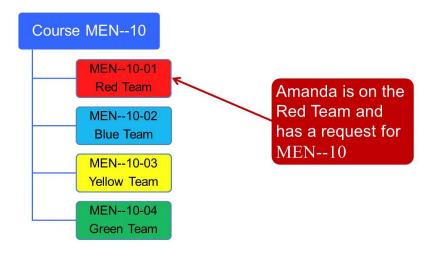
**Note:** For elective wheels (rotations), students *do not* need to be placed on a team, house or platoon. Elective wheels are setup as part of a Rule and the application, if desired, will create its own system generated Platoon reference codes during the Build and Load processes. This will ensure students are grouped together as they take all courses defined in the wheel.

When working with Teams or Houses, there are two ways students can be assigned, either by Static or Dynamic grouping:

#### Static grouping

If you indicate the student is on a specific Team or House and the section has been assigned to a Team or House, the Static box will be checked on save.

**Example**: Amanda has been assigned to the Red Team. Section 01 of MEN--10, has been associated to the Red Team. This means that Amanda will only be loaded into sections of courses that are part of the Red Team:







#### **Dynamic grouping**

You can assign sections to a Team or House *but not* the student. In this scenario you are letting the Load engine figure out the members of the Team or House.

**Example**: Michael has no Team or House assignment. Section 02 of MEN--10, has been associated to the Blue Team. When Michael is loaded, the first section of a course with a Team association will be the Team that Michael is then part of:

Michael has NOT been placed on a Team



## 3.2.8 Platoons - Grouping Students (L)

Platoons are an additional way to group students. For elective wheels (rotations), students **do not** need to be placed on a platoon. Elective wheels are setup as part of a Rule and the application, if desired, will create its Platoon reference codes during the Load processes. This will ensure students are grouped together as they take all courses defined in the wheel. By having the application create Platoon codes, it allows the students to be on multiple Platoons.

**Note:** Module 7 – Rules covers the topic of elective wheels or in BCeSIS terminology **Host & Explodes.** 

#### 3.2.9 Unavailable schedule (L)

You can indicate when a student is unavailable. You could use this to make students unavailable in S2, to ensure they get all sections in S1. Another example would be students on a work experience who may only attend for blocks A and B and be unavailable for C and D.



## 4.0 Staff Attributes

Staff attributes are set within the details of each staff member, Staff top tab > Details side tab.

The Build engine will not pick up staff and place them against sections unless Optional attributes have been set.

Note: All attributes are specific to the Scenario you are working in, if you see this symbol  $^{ ilde{M}}$ 

## 4.1 Default Items

It is not recommend that attributes for a staff member be changed in the Build view. These should be done in the school view and then brought in using the Options > Refresh.

**Note:** Each set of attributes; Course, Student and Staff have the functionality of Refresh. This brings any new data, entered in the School view, into this *Scenario*.

## 4.2 **Optional Items**

#### 4.2.1 Department

The Department value is in the Default area. Assigning a department to staff links them to the courses and rooms similarly designated. The impact of this will reduce the flexibility of the application in providing a "best fit."

#### 4.2.2 Include in scheduling (B)

Do you want the build engine to include this staff member in scheduling? Checked=Y

#### 4.2.3 Max-in-a-row (B) (R)

This setting controls the number of sections a teacher can have back-to-back. The default is zero which **must** be changed to a number such that it will cover the blocks a teacher teaches.

If in the Scenario > Preferences > Scenario-basic > Use rotation=checked, the build engine will look at both the Flat structure and the Rotated schedule, when meeting this criteria.



#### 4.2.4 Is always free? (B)

Checking this box indicates to the build engine, this teacher can be scheduled into many sections at the same time. Very few teachers would have this checked, exceptions may be a Learning support teacher.

**Note:** This is not to be checked for teachers that teach a Classes grouping; BCESIS terminology Parent/Child, combined classes. The setup of Classes is covered in Module 7 – Rules.

#### 4.2.5 Max preps (B)

This is used in conjunction with Teacher preparation codes, defined in the School view > Schedule > Course attributes. Enter the maximum number of unique prep codes a teacher can have.

**Example:** Following the from Course attributes, if Mr. Smith was assigned a Max preps value of 5 he could end up with the following schedule:

Course	Term	Schedule (P/D)	FTE	Teacher preparation code (examples)	# of Unique Courses
MBJA-11-01	S1	1(1)	1	IntroJapan	1
MJA09-01	S1	1(1)		IntroJapan	I
MJA10-01	S1	2(1)		AdvJapan	
MJA11-01	S1	2(1)	2	AdvJapan	2
MJA12-01	S1	2(1)		AdvJapan	
PREP	S1	3(1)			
MSS08-03	S1	4(1)	3	SS08	3
MHI12-01	S2	1(1)	4	HI12	4
MSS09-05	S2	2(1)	5	SS09	5
MSS08-05	S2	3(1)	6	SS08	
MSS08-06	S2	4(1)	7	SS08	

His 5 unique prep codes are: IntroJapan, AdvJapan, SS08, HI12 and SS09

**Note:** Teacher preparation codes need to be assigned to courses in the School view. They are not associated with a Reference table; therefore care is required when entering them.





#### 4.2.6 Balance by term (B)

If this is checked, the build engine will try and balance a teacher's schedule equally across terms, so they do not end up with 2 sections in semester 1 and 5 in semester 2.

**Note:** The balancing of sections should also be handled by the structural definition of the school (Terms, Days, Periods), the patterns set up and assigned to a course.

#### 4.2.7 Classroom > Number (B)

This is the teacher's preferred room, where they would like to teach sections they are scheduled against. The system first attempts to schedule the teacher's classes into this room. If you do not enter a room here, the system attempts to schedule this staff member in rooms within his or her department. If a room within his or her department is not available for a class, the system schedules the teacher in any room that can hold the class. This works in conjunction with Course and Room attributes and Rules.

#### 4.2.8 Classroom > Type

This displays the room type set on the room details.

#### 4.2.9 Use preferred room only? (B)

If this is checked it indicates this teacher can only teach in this room. Settings on a course can override this.

#### 4.2.10 Max rooms (B)

This can be used to indicate the maximum number of rooms a teacher can teach in.

#### 4.2.11 Location code (B)

This functionality allows for teachers (and rooms) to be grouped into specific locations, to ensure the travel distance is minimized. This would most often be used by schools that operate out of two physically separate buildings. If you use location codes they must be placed on rooms too. Use either preferred room or preferred location but not both.

**Example:** The school operates under 1 school name and number, but two buildings which are a ten minute walk apart.

#### 4.2.12 Use preferred location only? (B)

If this is checked it indicates this teacher can only teach in this location. Not to be used with preferred room.



## 4.2.13 Max locations (B)

If a school has more than 2 locations defined, this field could be used to restrict the teacher to a set number of locations.

**Note:** Consideration should be used when defining these Optional room attributes for a teacher, as it is will impact the build engines ability to schedule and further complicate analysis.

#### 4.2.14 Assignments (B)

Staff can be assigned to teach a Minimum and Maximum number of sections of a course. From the Assignments side tab > Options > Add:

- 1. Pick the Course;
- 2. Enter the Minimum number of sections;
- 3. Enter the Maximum number of sections.

There are several other ways to assign staff to sections including:

- Using Rules, prior to building the Workspace
- Using the Assignments functionality on the Workspace, prior to running a build;
- Manually schedule a teacher against a section, prior to running a build;
- Manually schedule a teacher against a section, after the build is complete.



## 5.0 Room Attributes

Room attributes are set within the details of each room, Room top tab > Details side tab. From the default field set for the Rooms list, each field can use modify list or mass update to manage.

Hugh Bo	oyd Secon	dary 2017-20	)18	Build View 🔻	A Select School	Coltura, !	Sbneigh	bourhoo	od 🔻	🕞 Log	Off					
Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global								
Rooms :	: 114											◀	•	۹	►	
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	Туре	C	lassroom	~												
	Building															
	Location	code	~													
	Max cap	acity 3	3													
	Include i	n scheduling														
	Schedul	e use type		$\sim$												
	🖺 Save	X Cancel														

Room field set shown below.

Hugh Boyd Secondary 2017-2018 1.3 5.6 DB Build View 🔻 🌲 Select School Coltura, Sbneighbourhood 👻 🚱 Log Off															
Pages	Sce	nario	Workspace	Courses	Student	Staff	Rooms	Rules	Global						
Rooms															
Details	Options 🔻 Reports 👻 Help 👻 Search on Num 🔍 Y 🏥 🖼 III 🚔														
Sections	ns (1:101) > 0 of 50 selected @ Custom Select														Custom Selection
Rules			Num	Туре					Dept	Max	Location	ı	Schd?	SchdType	
Snapshots			101	Shop						33			Y		
			102	Shop						33			Υ		
			104	Computer Lab						33			Υ		
			105	Shop						33			Y		
			107	Learning Reso	ource Room					33			Y		
			108	Home Ec Lab						33			Υ		
			109	Home Ec Lab						27			Y		
			110	Home Ec Lab						30			Y		
			113	Classroom						33			Y		
			114	Classroom						33			Y		

## 5.1.1 Number (B)

A unique room number is required.



## 5.1.2 Department (B)

A department can be set on a room so that only courses in that department can be scheduled into that room and only teachers assigned to that department. This sets a constraint on the room, linking it to staff and courses similarly assigned. This is used in conjunction with Schedule Use Type below.

### 5.1.3 Type (O)

Selecting the room type is optional and used for filtering purposes.

#### 5.1.4 Location Code (B)

If location codes are to be used for rooms, they must also be set on staff as well. Refer to Staff Attributes for use and examples.

## 5.1.5 Max Capacity (R) (L)

The maximum capacity of a room must be set to greater than zero if it is to be used in scheduling. This number is considered when loading students. The room maximum will restrict the number of students loaded into a section for the assigned room.

**Example**: If a science lab has a room capacity of 24 and the course section enrollment has a maximum of 30, only 24 students will be scheduled.

#### 5.1.6 Include in Scheduling (L)

Most rooms will be included for scheduling purposes but there are others that will not.

#### 5.1.7 Schedule Use Type (B)

There are three options for the schedule use type on a room.

- Blank: Set to blank any course can be scheduled into the room. Rules can be set to manage room use.
- Department Only: Allows the room to only be used for the department assigned.
- Always Free: Caution! This setting allows the room to be multi-scheduled, indicating it is always available.

**Note**: If you define preferences and/or rules for rooms, the system uses the following hierarchy to assign rooms to courses:

1. Pre-scheduled room on the Workspace





- 2. Preferred room only for a staff member
- 3. A rule
- 4. Staff preferred room

If you do not define preferences and/or rules for rooms, the system uses the following hierarchy to assign rooms to courses:

- 1. Pre-scheduled room on the Workspace
- 2. Teacher department
- 3. Course department
- 4. Room size (minimum capacity to accommodate a section)
- 5. Staff preferred room



## 6.0 Appendix A – Full Year and Semester Option

This section outlines the setup steps required to have the Build engine determine if sections of a course should be Full Year or Semesters. It is not required if you are going to manually do this.

#### 6.1.1 Structure

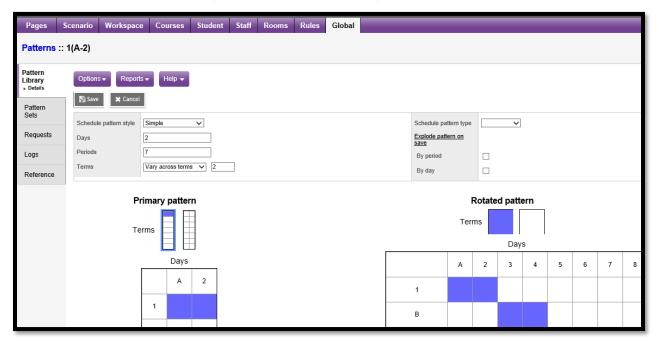
The structure of a scenario must contain both Full Year terms and Semester terms:

Hugh Boy 1.3 5.6 DB	yd Secol	ndary 2017-20	018				Build Viev	v <del>-</del> . A	Select School	Coltura, St	oneighl	bourhoo	id <del>v</del>	🕞 Log	Off			
Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global										
Scenarios	s :: 1.3 5.	6 DB													•	Q	►	•
Details	Optio	ns 🗸 🛛 Reports 🕇	Help 🔻	Search	on Code	0	Y I	a-z	16 🖶									D
Preferences								0 0	3 selected 🥖							C	ustom Se	ec
Terms Details		Code	Name			BaseTPY		Co	veredTPY		BaseMa	p	Universa	iMap				
Days		FY	Full Year			1		1			1		111111					
		S1	Semester 1			2		1			10		111000					
Periods		S2	Semester 2	2		2		1			01		000111					
Rotations																		
Bell Schedules																		

#### 6.1.2 Patterns

Patterns need to be created and added to the Pattern Library that represent the periods Full Year or Semester sections could possible meet.

From the Global > Patterns > Options > Add, create this pattern:



Repeat for all possible periods in the first semester as in the screen capture below.



Note the asterisk in point number 2. This indicates the pattern is varying across terms.

Point number three indicates in which of the 2 semesters, these periods are represented (10 indicates 1<sup>st</sup> semester).

Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global				
Patterns												
Pattern Library Details	Option	s 🗸 🛛 Reports 🗸	Help 🗸	Search o	n Pattern	٩	¥ I	a-z	-th - 🖨 -			
Pattern Sets						Criter		_	a = All; Periods = All; PPC = All; Patter	rn Style = All; Pattern Type = All;		
Requests						TC	hange Filter.					
Logs		Detterr		Days			Desiede		0 of 26 selected 🥔	TPY	0-447	All Records
Reference		Pattern 1(A-2) *		2			Periods		2	1/2 (10)	PatternType	
		1(A-2) *		2			7		2	1/2 (01)		

Next create another set of patterns that represent the second semester:

This time select the small table representing the second semester, as has been done in number 3 below.

Pages S	Scenario Workspac	e Courses	Student	Staff Roo	oms Rules	Global														
Patterns ::	1(A-2)														I		•	Q	►	
Pattern Library ▶ Details	Options - Report	s 🕶 🛛 Help 👻																		
Pattern	🖺 Save 🗙 Cancel															Defa	ault Terr	nplate		~
Sets Requests	Schedule pattern style	Simple	~				Schedule pa			~										
Logs	Days Periods	2					Explode patt save	ern on												
Reference	Terms	Vary across term	15 ¥ 2			By period By day														
	-																			
		rimary patte		Terr		d patte														
		Days						A	2	3	4	5	6	7	8					
		A 1 B	2				1 B													

Repeat for all possible periods in the second semester as in the screen capture below.





Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global					
Patterns													
Pattern Library Details	Option	s 🗸 🛛 Reports 🗸	Help 👻	Search or	n Pattern	٩	Y I	a-z II	ē				٦
Pattern Sets		Critleria Days = All; Periods = All; PPC = All; Pattern Style = All; Pattern Type = All;											
Requests													
Logs	0 of 26 selected 🥖										All Records		
		Pattern		Days			Periods		PPC	ТРҮ		PatternType	
Reference		1(A-2) *		2			7		2	1/2 (10)			
		1(A-2) *		2			7		2	1/2 (01)			

Note that there are now 2 records for each period, the difference between the two can be seen in the TPY column.

The semester 2 patterns are represented by 01.

Next ensure you have patterns that represent just sections that could be offered Full Year. Pattern Set

Once created, the patterns need to be grouped into a set with an appropriate name to indicate this set should be used for Full Year and Semester sections.

Global > Pattern Set > Options > Add > Enter the Name > Save

Next click the side leaf Patterns > Options > Add > from the popup window, select all patterns that should be included





#### 6.1.3 Course setup

In the Course > Detail > Required area > set the course up to represent a Full Year course and choose the special pattern set created in the previous step: The course setup should look like the following image:

Hugh Bo 1.3 5.6 DB	oyd Second	lary 2017-20	018						Bu	uild View 🔻	🌲 Select School	Coltura, Sbneighbourhood	▼ 🕞 Log Off
Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global					
Courses	:: MAC110	CS - CS: AC	COUNTING	G 11 🛝									2 🕨 🍽
Details	Options	Reports <del>v</del>	Help 🔻										
Requests Sections	Save	X Cancel										Default Temp	_
Rules	Master typ		lass IAC11CS						Academic level	Regular			B
Snapshots	Departme	ent Ap	oplied Skills										
	Descriptio	on Cs	S: ACCOUNTIN	G 11					Course package				
	Short des	cription M	AC11										
	Credit	4.0	0										
	Weight	1.0	0										
		scheduling							Covered terms per year	1	<b>—</b> 0		
	Sections	L							Base terms per year	• 1	<b>—</b> 2		
	Section er max	nrollment 30	0						Periods per cycle	1.0	3		
									Schedule Pattern Set Name	t> Everyday	& Alt days Reg	Q.	<4

## 6.1.4 Build

When the Build is run (covered in Scheduling Module 8) it will choose, based on all parameters entered, which sections will be scheduled as FY and which in S1 or S2:

Hugh Boyd Secondary 2017-2018 1.3 5.6 DB											
Pages	Scenario	Workspace	Courses	Student	Staff						
Sections											
Master	Master Options  Reports Help  Sear h on Cours										
Sections Details Boster	< 1	MAC11CS-01	•								
Teachers Rules		Course	SecNo	ScheduleTerm	> Code						
Classes		MAC11CS-01	01	FY							
Classes	•	MAC11CS-02	02	S1							