



MyEducationBC

Scheduling Module 9

Load Students and Analysis

January 2023 v1.4

Version History

Version	Date	Description
1.0	Apr 2015	Initial Draft
1.1	Mar 2016	Added section 3.1 Load Validation
1.2	Apr 2019	Added hyperlinks to Table of Contents
1.3	March 2021	Added BC Student Schedule Report
1.4	Jan. 2023	Added section 4.2 Understanding Priorities

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1.0 Introduction

After you build your master schedule on the Workspace tab, load students into the finished master schedule. Loading students into the schedule maximizes section balances and requests satisfied.

After you load students, you can analyze the load results. The system provides reasons for each conflict a student's schedule has when trying to fulfill requests.

Note: Students are Loaded into each scenario. This allows you to analyze the results, make a copy of the scenario, try new options and then go back to a previous scenario.

2.0 Lock Individual Student Schedules

Students can be hand scheduled before or after a load is run.

2.1 Lock a Student's schedule

After a load has been run a student's schedule can be locked, preventing the student from being rescheduled in subsequent loads

In Build view > Student top tab

1. Select the student
2. Details side tab
3. Check the **Lock Schedule** box:

The screenshot shows the 'John Barsby Community School - SD68 2022-2023' interface. The 'Student' tab is selected, showing details for student 1535333 - Bonter, Kitt. The 'Details' side tab is active. In the 'Details' section, the 'Lock schedule' checkbox is checked, and a red arrow points to it. Other visible fields include 'Usual first name' (Kitt), 'Usual last name' (Bonter), 'Legal first name' (Taanista), 'Legal middle name' (Huiwon), 'Legal last name' (Bonter), 'Suffix' (dropdown), 'Gender' (F), 'Year of graduation' (2024), 'Grade level' (10), 'Enrollment status' (Active), 'School > Name' (John Barsby Community School - SD68), 'Next School > Name' (John Barsby Community School - SD68), 'Homeroom' (30), 'Next homeroom' (dropdown), 'Team' (dropdown), 'Static team' (checkbox), 'House' (dropdown), 'Static house' (checkbox), 'Platoon' (dropdown), and 'Unavailable schedule' (Edit Schedule link). The 'Include in scheduling' checkbox is also checked.

4. Click **Save**

2.2 Locking individual course sections

Individual scheduled sections can also be locked, from Build View > Workspace top tab > Schedules side tab.

In the example below some of these student's scheduled sections are Locked. When a Load is re-ran now, the student will remain in those Locked sections, and will have other sections re-scheduled.

Barsby Community School - SD68 2022-2023 Build view Select school

Copy of May 2 CURRENT

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Schedules

Master Options Reports Help Search on Name

Matrix View 1:Abbasoursad... S1 0 of 5907 selected

Name	Grade	Course	Term	Schedule	Lock Schedule
Abbasoursadeghbagloo, Johnkerr	10	MNMO-11-S-02	S1	A(D1-D2)	N
Abbasoursadeghbagloo, Johnkerr	10	MPREC11-S-02	S1	B(D1-D2)	Y
Abbasoursadeghbagloo, Johnkerr	10	MCH-11-S-01	S1	D(D1-D2)	Y
Abbasoursadeghbagloo, Johnkerr	10	MFMP-10-S-03	S2	C(D1-D2)	N
Abbasoursadeghbagloo, Johnkerr	10	MGENO12-S-01	S2	D(D1-D2)	N
Abdurexiti, Youna	08	MEN-08-Y-05	FY	C(D1)	Y
Abdurexiti, Youna	08	MMA-08-Y-05	FY	C(D2)	Y
Abdurexiti, Youna	08	MSC-08-S-02	S1	A(D1-D2)	Y
Abdurexiti, Youna	08	XPHOTO8-S-03	S1	B(D1-D2)	N
Abdurexiti, Youna	08	MADT-08-T-01	S1	D(D1)	N

3.0 Load Students

3.1 Load Validation

Prior to loading students, all fatal Load Validation errors must be corrected.

To Validate for Load:

1. Log in to the Build view.
2. Click the Workspace top tab > Master side tab..
3. On the Options menu, click Load > Validate
4. Select Validate for Load.

If fatal errors are encountered go to Workspace top tab > Feedback side tab and click on the link to Fatal (Warnings can be ignored).

A list of errors will be presented:

Level	RunType	Feedback Instances
<input type="checkbox"/> Info	Load	3
<input type="checkbox"/> Fatal	Load	3
<input type="checkbox"/> Warning	Load	85
<input type="checkbox"/> All	Load	91

By clicking on the link Fatal, details of each error will be presented:

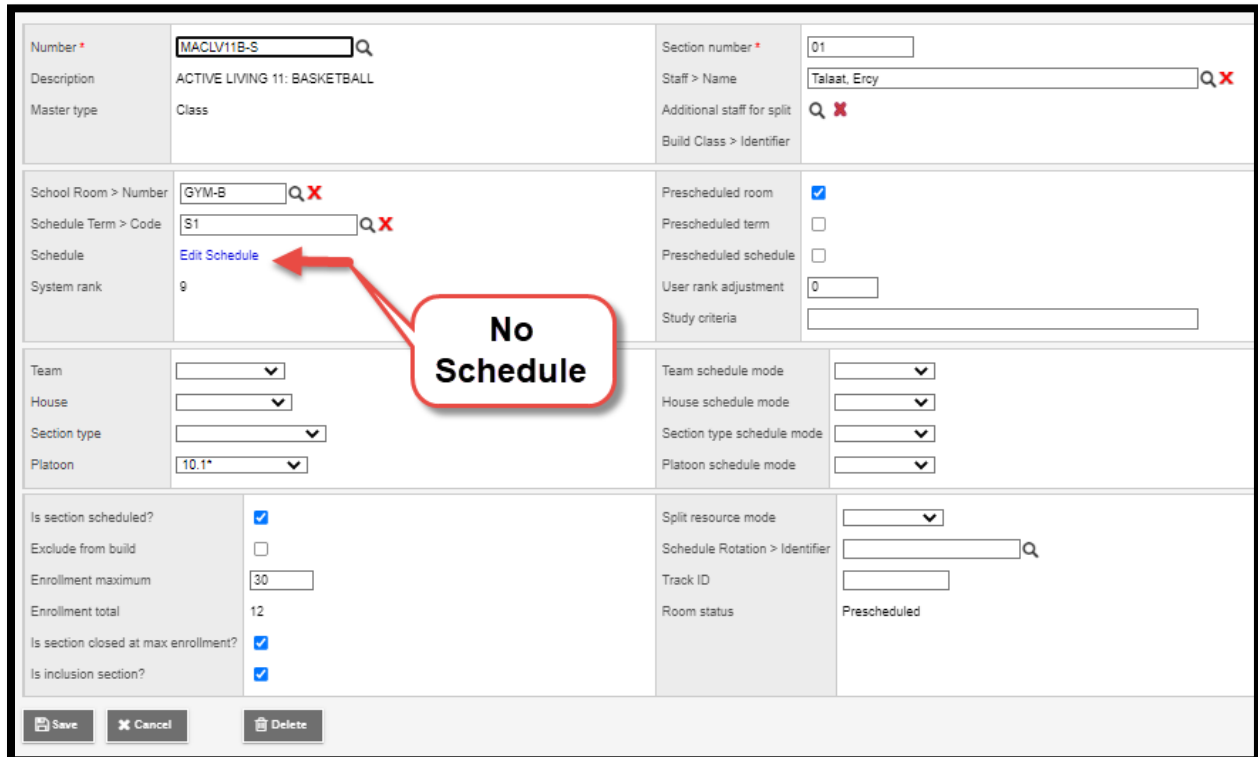
RunType	DataType	Level	Message
<input type="checkbox"/> Fix...	Load	Fatal	Field Master > scheduleTermMap cannot be blank (record: MACLV11B-S-01,).
<input type="checkbox"/> Fix...	Load	Fatal	Field Master > scheduleMatrix cannot be blank (record: MACLV11B-S-01,).
<input type="checkbox"/> Fix...	Load	Fatal	Master (MACLV11B-S-01) was dropped. Reason: The schedule bitmap is empty or invalid.

The following are some examples and how to correct them:

1. **Field Master > scheduleTermMap cannot be blank (record: MACLV11B-S-01,).** The cause of this error is - *There is no schedule expression (i.e. Period/Day) therefore the scheduleTermMap does not exist.*

2. **Field Master > scheduleMatrix cannot be blank (record: MACLV11B-S-01).** The cause of this error is - *There is no schedule expression (i.e. Period/Day) therefore the scheduleMatrix does not exist.*
3. **Master (MACLV11B-S-01) was dropped. Reason: The schedule bitmap is empty or invalid.** The cause of this error is - *There is no schedule expression (i.e. Period/Day) therefore the bitmap does not exist.*

The above three errors are all caused by the same issue, this section is not fully scheduled:



The screenshot displays a web-based form for managing a section. The form is organized into several sections:

- Top Section:** Includes fields for 'Number' (MACLV11B-S), 'Description' (ACTIVE LIVING 11: BASKETBALL), 'Master type' (Class), 'Section number' (01), 'Staff > Name' (Talaat, Ercy), 'Additional staff for split', and 'Build Class > Identifier'.
- Scheduling Section:** Contains 'School Room > Number' (GYM-B), 'Schedule Term > Code' (S1), 'Schedule' (with an 'Edit Schedule' link), 'System rank' (9), 'Prescheduled room' (checked), 'Prescheduled term', 'Prescheduled schedule', 'User rank adjustment' (0), and 'Study criteria'.
- Team and Schedule Mode Section:** Includes 'Team', 'House', 'Section type', 'Platoon' (10.1*), 'Team schedule mode', 'House schedule mode', 'Section type schedule mode', and 'Platoon schedule mode'.
- Enrollment and Status Section:** Includes 'Is section scheduled?' (checked), 'Exclude from build', 'Enrollment maximum' (30), 'Enrollment total' (12), 'Is section closed at max enrollment?' (checked), 'Is inclusion section?' (checked), 'Split resource mode', 'Schedule Rotation > Identifier', 'Track ID', and 'Room status' (Prescheduled).
- Bottom Section:** Contains 'Save', 'Cancel', and 'Delete' buttons.

A red callout bubble with the text "No Schedule" points to the "Edit Schedule" link in the "Schedule" field, indicating that the section is not fully scheduled.

Once all Validations have been corrected the application will allow you to run a Load.

3.2 Loading Students

The Load process analyzes all students' course requests and schedules students into course sections.

3.2.1 Loading All Students

To load students into the master schedule:

1. Log in to the Build view.
2. Click the Workspace top tab > Master side tab.
3. On the Options menu, click Load > Load.
4. The Load Students dialog box appears:

1. Select the **Allow over max** checkbox if you want the system to ignore the maximum enrollment numbers you defined for sections. Then, enter the **Percentage over max** you want.
2. Select the **Use alternates** checkbox if you want the system to attempt to schedule students into their alternate requests if primary requests are not available
3. **Save load files** does not have to be checked, unless directed by support staff.
4. Check **Automatically import**
5. Click **OK**. The progress meter displays the name of the student currently being scheduled, and the number of students remaining to be scheduled.

3.2.2 Loading specific students

In order to Load ONLY specific students, you can use the Lock function described previously in Section 2.1. For example, if you wanted to Load ONLY next year grade 12 students you would Lock all other students. With this setup, only the gr. 12's would be loaded. After a Load is done you can Lock the gr.12's, unlock the gr. 11's and leave the other grades locked. Now when a load is run, only next year gr. 11's will be loaded.

4.0 Analysis

There are several ways to analyze the results and determine the overall build and success of the load. From the Workspace top tab, click on the Analysis side tab. This shows information from the latest load:

John Barsby Community School - SD68 2022-2023
Copy of May 2 CURRENT

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Analysis Scenario tab

Master Options Reports Help

Matrix View Printer Friendly Version

Last run type	Load
Status of last run	Completed
Validation Errors	0
Validation Warnings	84
Build failure reason	
Requests satisfied	6120 (94%)
Total requests	6493
Students satisfied	521 (71%)
Total students	726
Total run time	193 sec.

Last run type – shows either Build or Load.

Status – indicates if it has completed or in progress.

Validation Errors – If there were errors the number would be indicated.

Requests satisfied – shows the overall number of request successfully scheduled.

Total request – the number of requests for all students at the school.

Students satisfied – the total number of students fully scheduled (all requests met).

Total students – number of students included in the load.

Total run time – the time it took to load.

4.1 Course Summary

After a load has been completed you can see which sections had conflicts; students that requested a course but did not get into a section.

From the **Workspace** top tab > **Analysis** side tab click on the **Course Summary** sub side tab.

John Barsby Community School - SD68 2022-2023
Copy of May 2 CURRENT

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Analysis ::

Master Options Reports Help

Matrix View Printer Friendly Version

Conflict Matrix Department filter All Section count Minimum conflicts

Conflicts ☒

Course	Description	Department	Sections	Requests	Seats	Conflicts
MACLV11-S	ACTIVE LIVING 11	Physical Education	1	30	30	13
MACLV11B-S	ACTIVE LIVING 11: BASKETBALL	Physical Education	1	15	30	2
MACLV11FBS	ACTIVE LIVING 11: FOOTBALL	Physical Education	1	13	30	2
MACLV11FLS	ACTIVE LIVING 11: FIT FOR LIFE	Physical Education	2	7	30	3
MACLV11V-S	ACTIVE LIVING 11: VOLLEYBALL	Physical Education	1	11	30	5
MACLV12-S	ACTIVE LIVING 12	Physical Education	1	27	30	14
MACLV12FBS	ACTIVE LIVING 12: FOOTBALL	Physical Education	1	18	30	8
MACLV12FLS	ACTIVE LIVING 12: FIT FOR LIFE	Physical Education	2	9	30	4

1. Select a department at the **Department filter** drop-down to view only courses in a specific department.
2. Select the **Conflicts** checkbox to view only courses with conflicts. The **Conflicts** checkbox is selected by default. Otherwise, the list shows all courses, including those without conflicts with student requests.
3. Enter a value in the **Section Count** field to limit the courses that appear by the number of sections. For example, to view how singletons were loaded, type 1.
4. Enter a value in the **Minimum** conflicts field to limit the courses that appear to courses with the number of conflicts you identify and above. For example, to view courses with three or more students requested and could not be scheduled in, type 3.
5. Click on the **Conflicts** column twice, to sort courses with the most conflicts to the top:

John Barsby Community School - SD68 2022-2023
Copy of May 2 CURRENT

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Analysis ::

Master Options Reports Help

Matrix View Printer Friendly Version

Conflict Matrix Department filter All Section count Minimum conflicts

Conflicts ☒

Course	Description	Department	Sections	Requests	Seats	Conflicts
MADFS09-T	ADST - Food Studies	Applied Skills	1	49	24	25
MWH-12-PS	20th CENTURY WORLD HISTORY 12: POP CULTURE	Social Studies	1	50	28	22
MCLC-12-S	CAREER LIFE CONNECTIONS	Career Preparation	5	139	120	19
MLFSC11-S	LIFE SCIENCES 11	Science	1	45	28	17
YPSYC2A-S	BA PSYCHOLOGY 12A	Other	1	49	30	16
MSC-09-S	SCIENCE 9	Science	8	141	168	15
MEN-09-Y	ENGLISH LANGUAGE ARTS 9	English	8	139	168	15

6. Click the hyperlink (blue number) in the conflicts column to view the list of students who requested the course but could not be scheduled. The list of students appears:

John Barsby Community School - SD68 2022-2023

Copy of May 2 CURRENT

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Students

Details Options Reports Help Search on Name

0 of 13 selected

Name	Grade	YOG	SchdPhi
Aparisampetersen, Misagh	10	2024	0
Bui, Cheukchun	10	2024	0
Estley, Yuxuan	10	2024	0
Fonseca, Noreen	11	2023	0
Ims, Presleigh	09	2023	0
Laguardia, Leon	10	2024	0
Mandole, Holly	10	2024	0
Paraskevas, Louie	10	2024	0
Rathnay, Tary	10	2024	0
Souhey, Apardeep	10	2024	0
Thomasopoulos, Basilhemabraham	10	2024	0
Toronto, Thantia	10	2024	0
Tyler, Yagor	10	2024	0

Note: The system only updates the Conflict numbers when you run another load. Making manual changes to resolve conflicts, does not change the number of displayed conflicts.

- To view why the system could not fulfill a student's request for the course, select the student, and click the **Schedule** side tab > **Conflicts** sub side tab. The **Comment** column displays **Request not scheduled** for any course the student was not scheduled in:

John Barsby Community School - SD68 2022-2023

Copy of May 2 CURRENT

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Students :: 2638337 - Aparisampetersen, Misagh

Details Options Reports Help

Requests Show alternate requests

Schedule S: Scheduled O: Open C: No seats available U: Unavailable

Conflicts

Student Schedule (36% scheduled - Class credits: 20.0)

Course	Periods	Comment
MACLV11-S	O:01 [S2]	
MACLV11B-S	S:01 [S1]	Request not scheduled
ACTIVE LIVING 11 BASKETBALL	S:03 [S2]	S:MACLV11B-S-01 S1 B(D1-D2)
COMPOSITION 11	O:04 [S1]	S:MACPS11-S-03 S2 C(D1-D2)
MACUL11-S	O:07 [S2]	S:MACUL11-S-05 S2 A(D1-D2)
CULINARY ARTS 11	O:03 [S1]	Request not scheduled
MLPSC11-S	O:01 [S1]	S:MLST12-S-01 S1 A(D1-D2)
LIFE SCIENCES 11	O:01 [S1]	Request not scheduled
MLST12-S	O:01 [S1]	Request not scheduled
LAW STUDIES 12	O:04 [S1]	S:MPREC11-S-03 S2 B(D1-D2)
MPREC11-S	O:01 [S2]	Request not scheduled
PHYSICAL GEOGRAPHY 12	O:01 [S2]	
PRE-CALCULUS 11	O:01 [S2]	
MWH-12-S	O:01 [S2]	
20th CENTURY WORLD HISTORY 12	O:01 [S2]	

- Click the blue hyperlink **Request not scheduled** to view the **'Schedule conflict reasons'** dialog box. The **Conflict Reason** column displays the reason the student could not be scheduled for each section:

Select All 0 of 1

Course	Teacher	Description	BuildClass > Name	BuildClass > ID	Term	Unrotated Schedule	Schedule	Total	BuildClass > ClassEnrollmentTotal	Max	BuildClass > Max	Conflict Reason
MACLV11-S-01	Albrecht, Kaytlynne	ACTIVE LIVING 11	MACLV12-S-01/Active	S2		A(D1-D2)	17	30	30	30		Section is closed

OK

One of the following conflict reasons appears next to each section for the course:

- Section is closed
 - Student is unavailable
 - Section conflicts with students preferred sections
 - Invalid course relationship with students preferred sections
 - Invalid section type
 - Invalid team code
 - Invalid house code
 - Invalid platoon code
 - Invalid as not preferred teacher
 - Invalid as not preferred term
 - Invalid as not preferred section
 - Violation of student avoid student rule
 - Violation of student avoid teacher rule
 - Invalid as not matching content term code
 - Invalid not inclusion section for inclusion request
 - Violation of term link rule
 - Conflict with scheduled sections
 - Invalid course relationship with scheduled sections
 - Violation of inclusion ratio
 - Violation of inclusion count allowed
9. Use the value in the Conflict Reason column to make possible changes to the student's schedule to fulfill their requests.

Note: The system only updates these comments when you run another load, or you click **Reschedule** on the student workspace. Making manual changes to resolve conflicts, does not change the comments.

4.2 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.

4.2.1 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 the 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:

John Barsby Community School - SD68 2022-2023

Copy of May 2 CURRENT

Pages Scenario Workspace Courses **Student** Staff Rooms Rules Global

Students

Details Requests Schedule Schools Transcript Documents Rules Snapshots

Options Reports Help Search on Name

Manage Field Sets...

- Load Priority
- Default Fields
- Elem - with Hrm Info
- DB
- 68 - Default Fields w/Design
- Student List

0 of 106 selected

Name	Grade	YOG	SchedPri
Abbasoursadeghbagloo, Johnkerr	10	2024	0
Ahmady, Azrielhey	09	2025	0
Andradevalencia, Jahleel	09	2025	0
Anstey, Nadhal	11	2023	0
Arkesteijn, Zarsanga	08	2026	0
Asanger, Meekhale	08	2026	0

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:

John Barsby Community School - SD68 2021-2022

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

Student attributes

Master Schedules Courses Rooms Structure Schedule Attributes Course Attributes Students Details Student Groups Staff Room Attributes

Options Reports Help Search on Name

0 of 703 selected

Name	YOG	Schd?	SchdPri	LockSchd?
Abbasoursadeghbagloo, Johnkerr	2024	Y	0	Y
Abdulmajid, Yingon	2022	Y	0	N
Abdurexiti, Youna	2026	Y	0	N
Abiazail, Jaamyna	2023	Y	0	N
Abuata, Poyun	2022	Y	0	N
Adams, Ehpwardohsoe	2022	Y	0	N
Afonsoamara, Demetry	2026	Y	0	N
Agetovic, Jasjotkaur	2022	Y	0	N
Aghazada, Lemeh	2023	Y	0	N
Aguilameynoso, Danessa	2023	Y	0	N
Ahmady, Azrielhey	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.

4.2.2 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 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 then 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 > select student > Requests side tab > select course request > Details leaf > Course priority:

The screenshot shows the 'John Barsby Community School - SD68 2022-2023' interface. The 'Student' tab is selected at the top. On the left sidebar, the 'Requests' tab is selected, and the 'Details' sub-tab is active. The 'Course priority' field is set to '10'. A red arrow points to this field. Other fields include 'School Course > Number' (MCINF12-S), 'Section type', 'Is inclusion section?', 'Content term code', 'Is optional?', 'Is alternate course?', 'Alternate course type', 'School Course > Description' (COMPUTER INFORMATION SYSTEMS 12), 'Alternate Course 1 > Number', 'Alternate Course 2 > Number', 'Staff > Name', 'Section number', and 'Term code'. The 'Save' and 'Cancel' buttons are at the bottom.

From School view: Student top tab > select student > Schedule side tab > Requests sub side tab > select course request > Details side tab (or click on course hyperlink):

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.

4.2.3 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 Fields, from here the value can be set individually on Course details, or using Options > Modify list or using Options > Mass Update:

GrdLvl	Schd?	Sections	EnrMax	Priority	TermBalance	CoveredTPY	BaseTPY	PPC	SchedulePatternSet > Name
11	Y	1	30	50	Elective	1	2	2.0	Senior PE
11	Y	1	30	50	Elective	1	2	2.0	First Semester Senior PE
11	Y	1	30	30		1	2	2.0	Football
11	Y	2	30	50	Elective	1	2	2.0	Senior PE
11	Y	1	30	50	Elective	1	2	2.0	First Semester Senior PE

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:

John Barsby Community School - SD68 2021-2022 School view ▼

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

Course attributes ⚠

Master
Schedules
Courses
Rooms
Structure
Schedule Attributes **2**
Course Attributes Details **3**

Options ▾ Reports ▾ Help ▾ Search on CrsNo

 0 of 222 selected

<input type="checkbox"/>	CrsNo	Description	Priority	Sections
<input type="checkbox"/>	MACLV11~S	ACTIVE LIVING 11	50	2
<input type="checkbox"/>	MACLV11B-S	ACTIVE LIVING 11: BASKETBALL	60	1
<input type="checkbox"/>	MACLV11FBS	ACTIVE LIVING 11: FOOTBALL	30	1
<input type="checkbox"/>	MACLV11FLS	ACTIVE LIVING 11: FIT FOR LIFE	60	1
<input type="checkbox"/>	MACLV11V-S	ACTIVE LIVING 11: VOLLEYBALL	60	1
<input type="checkbox"/>	MACLV12~S	ACTIVE LIVING 12	50	1

5.0 Reports

There are a variety of reports available to assist with the analysis of a school's master schedule and the resulting load of students.

5.1 Requests Not Scheduled

Run the Requests Not Scheduled report to view the courses each student requested, but did not get into when you built the master schedule and loaded students.

Use the results to determine if you need to change any section information and rebuild those sections to see if you can satisfy more student requests.

To run the **Requests Not Scheduled** report:

1. Log in to the **Build view**.
2. Click the **Workspace** top tab > Master side tab.
3. On the **Reports** menu, click **Requests Not Scheduled**. The Requests Not Scheduled parameter box appears:

You can view these unsatisfied requests by student name, as in the following example, or by course:

Kamloops/Thompson		South Kamloops Secondary	
Requests Not Scheduled			
Page 1		22/04/2015	
Addley, Dom	2018	MEN--10---	ENGLISH 10
		Total:	1
Alcock, Maureen		MEN--10---	ENGLISH 10
		MPLAN10	PLANNING 10
		Total:	2
Alex, Emmet	2019	MFDN-09	FOODS AND NUTRITION 09
		MFR--09	FRENCH 9
		MPE--09---	PHYSICAL EDUCATION 9
		Total:	3

5.2 BC Master Schedule

This report shows all schedule and load information, including **Classes** enrollment totals.

To run the **BC Master Schedule** report:

1. Log in to the **Build view**.
2. Click the **Workspace** top tab > Master side tab.
3. On the **Reports** menu > Scheduling Reports > **BC Master Schedule**. The BC Master Schedule parameter box appears:

BC Master Schedule

School: John Barsby Community School - SD68

Sections to include: Current selection ▼

Search value:

Course Information

Include Description: ☒

Include Department: ☒

Include Teacher: ☒

Include Room: ☒

Student Information

Show Inclusion Counts: ☒

Show Special Ed Counts: ☒

Show ELL: ☒

Show Remedy: ☒

Sort results by: Class Identifier ▼

Format: Adobe Acrobat (PDF) ▼

The **Class ID** column shows the name and the **Total** enrollment for the grouping:

Kamloops/Thompson										South Kamloops Secondary									
SM9- 2 - Load										BC Master Schedule									
Page 1										April 22, 2015									
CrsCode	Class ID	Course	Flav	Teacher	Room	Trm	Schedule	Assigned	Male	Female	Assigned	Male	Female	Assigned	Male	Female	Assigned	Male	Female
AAR-12		AAR-12-001			J207	S1	4(1-2)	5	30	25									
ABIO-12		ABIO-12-001			J209 Sci	S1	3(1-2)	6	30	24									
ACHE-12		ACHE-12-001		Addey, Rowe				0	30	30									
AELC-12		AELC-12-001			J206	S1	1(1-2)	6	30	24									
MAF-11		MAF-11-003			K-Libr	S2	1(1-2)	29	30	1									
MAF-12		MAF-12-003			K117-Art	S1	3(1-2)	18	30	12									
MCH-12		MCH-12-001			J211 Sci	S1	4(1-2)	25	30	5									
MCH-12		MCH-12-002			J209 Sci	S2	1(1-2)	25	30	5									
MCH-12		MCH-12-003			J215 Sci	S2	4(1-2)	25	30	5									
MCH-12		MCH-12-004			J214 Sci	S2	3(1-2)	25	30	5									
MDNC-09		MDNC-09-001		Addey, Rowe	J115-Dance	S1	4(1-2)	0	30	30									
MAF-11	Art 11/12 001	MAF-11-001		Aven, Tasha	K117-Art	S1	4(1-2)	6											
MAF-12	Art 11/12 001	MAF-12-001		Aven, Tasha	K117-Art	S1	4(1-2)	15											
	Art 11/12 001					S1		21	30	9									
MAF-11	Art 11/12 002	MAF-11-002		Aven, Tasha	K117-Art	S2	3(1-2)	15											
MAF-12	Art 11/12 002	MAF-12-002		Aven, Tasha	K117-Art	S2	3(1-2)	15											
	Art 11/12 002					S2		30	30	0									

5.3 Unscheduled Room

This report shows all Rooms that are free in each period and term.

To run the **Unscheduled Room** report:

1. Log in to the **Build view**.
2. Click the **Workspace** top tab > Master side tab.
3. On the **Reports** menu
4. Click **Rooms > Unscheduled Room**. The Unscheduled Room parameter box appears:

Unscheduled Room

Rooms to include

All

Search value

Sort results by

Name

Format

Adobe Acrobat (PDF)

Run

Cancel

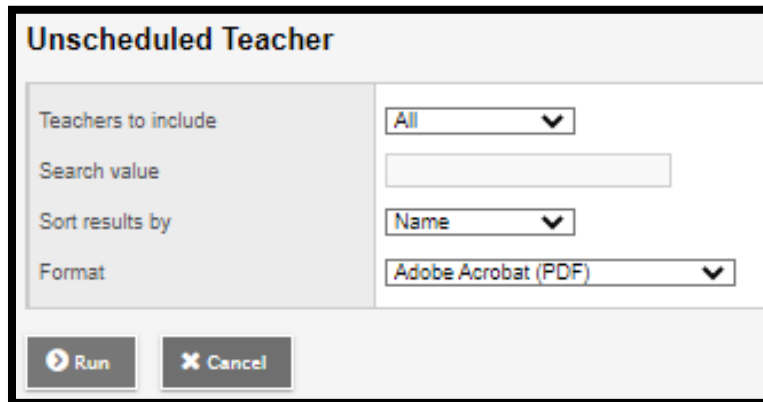
Kamloops/Thompson		South Kamloops Secondary	
Page 1		April 22, 2015	
Period 1	Period 1	Period 1	Period 2
J-Admi 1(1-2)	K-Cafe 1(1-2)	K206 1(1-2)	J-Admi 2(1-2)
J-Coun1(1-2)	K- [Q1 Q2] 1(1-2)	K209 1(1-2)	J-Coun2(1-2)
J-Libr 1(1-2)	Music	K210 1(1-2)	J-Libr 2(1-2)
J101- [Q3] 1(1-2)	K-Offi [Q1 Q2] 1(1-2)	K211 1(1-2)	J101- [Q2] 2(1-2)
Art	K100- 1(1-2)	K212 1(1-2)	Art
J104- 1(1-2)	Music	K213 1(1-2)	J104- 2(1-2)
Cafe	K106 1(1-2)	K214 1(1-2)	Cafe
J105- [Q1] 1(1-2)	K109- 1(1-2)	K215 1(1-2)	J105- [Q4] 2(1-2)
Cafe	Music	K216 1(1-2)	Cafe
J107- [Q2] 1(1-2)	K110- 1(1-2)	K217 1(1-2)	J106- [Q1 Q2] 2(1-2)
Txtil	Music	K218 1(1-2)	Cafe
J110- 1(1-2)	K111 1(1-2)	K220 1(1-2)	J107- [Q1] 2(1-2)
Dance	K112 1(1-2)	K221 1(1-2)	Txtil

5.4 Unscheduled Teacher

This report shows all **Teachers** that are free in each period and term.

To run the **Unscheduled Teacher** report:

1. Log in to the **Build view**.
2. Click the **Workspace** top tab > Master side tab.
3. On the **Reports** menu
4. Click **Teachers > Unscheduled Teacher**. The Unscheduled Teacher parameter box appears:



The image shows a parameter box titled "Unscheduled Teacher". It contains four input fields: "Teachers to include" with a dropdown menu set to "All", "Search value" with an empty text box, "Sort results by" with a dropdown menu set to "Name", and "Format" with a dropdown menu set to "Adobe Acrobat (PDF)". At the bottom are two buttons: "Run" and "Cancel".

Kamloops/Thompson					South Kamloops Secondary		
Unscheduled Teachers							
Page 1					April 22, 2015		
Period 1		Period 2		Period 3		Period 4	
Addey, Rowe	1(1-2)	Addey, Rowe	2(1-2)	Addey, Rowe	3(1-2)	Addey, Rowe	[Q3 Q4] 4(1-2)
Aven, Tasha	1(1-2)	Aven, Tasha	2(1-2)	Aven, Tasha	[Q1 Q2] 3(1-2)	Aven, Tasha	[Q3 Q4] 4(1-2)

5.5 BC Scheduled Student

The BC Scheduled Student Report provides schedulers and counselors with a list of students which have too few courses scheduled or too many courses scheduled. The user has the ability to search based on Term, Day and Period.

Run the BC Scheduled Student report to view the courses each student is scheduled in based on sections and/or course credits

Use the results to determine if you need to change any student course sections scheduled information and update student schedule if/when required

To run the **BC Scheduled Student** report:

1. Log in to the **Build view**.
2. Select Scenario in the Scenario top tab
3. Click the **Student** top tab.
4. On the **Reports** menu,
5. Click Scheduling Reports > **BC Scheduled Student**:

BC Scheduled Student

School
Abbotsford Senior Secondary

Students to include
Current selection ▼

Search value

Term

Select Number of Course Sections or Credits
Course Sections ▼

Only show students with...
Greater Than ▼

Number

Sort results by
YOG ▼

Students included in scheduling
☒

Format
Adobe Acrobat (PDF) ▼

Run

Cancel

In the pop-up parameter screen enter the **students to include** in the report, the **Term, Day and Period** of the records to include, and select the number of either **Course Sections or Credits** you would like to see displayed.

User can also select to sort the results by **YOG** or **Name** and can filter students based on the **Include in Scheduling** flag.

Field	Description
School	The school's name will be displayed in a read-only field.
Student to Include	<p>This field is auto populated with current selection by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - All - Current Selection - Snapshot - Grade
Search Value	This field is disabled by default. When grade or snapshot is select from the dropdown "Students to include" this field gets enabled for the user to enter value.
Term	This is a mandatory field and it's blank by default. The user can select one or multiple terms using this option

Select number of course sections or credits	<p>This field is auto populated with course section by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - Course Section - Credits
Only show students with	<p>This field is auto populated with Greater Than by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - Greater Than - Greater Than or Equal To - Less Than - Less Than or Equal To - Equal
Number	<p>This is a mandatory field and it is blank by default. The user needs to enter a number from to filter the report</p>
Sort Results by	<p>This field is used to sort the report. This will be auto populated with YOG by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - YOG - Name
Students Include in scheduling	<p>This is a checkbox field which is checked by default. This option will filter the data and display the results based on students which are include in scheduling only</p>
Format	<p>This dropdown is auto populated with adobe acrobat value by default but it also contains following options</p> <ul style="list-style-type: none"> - Adobe Acrobat (PDF) - Webpage (HTML) - Microsoft Excel (XLS) - Coma Separated (CSV)

Greater Victoria

Mount Douglas Secondary

BC Scheduled Student

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March 12, 2021

Pupil: 2399835		Student Name: Ab, Ma		YOG: 2022	
Course	Description	Credit	Term	Schedule	
MCLE-10----G	CAREER LIFE EDUCATION 10	4	Q4	A(1-2)	
MEPSS11----H	EXPLORATIONS IN SOCIAL STUDIES 11	4	Q4	C(1-2)	
MDCOM11----E	DIGITAL COMMUNICATIONS 11	4	Q3	B(1-2)	
MNMD-11----F	NEW MEDIA 11	4	Q3	D(1-2)	
Total: 4		Total: 16			

Note: You can run the report by Course Sections or Course Credits

6.0 Adjusting a Master Schedule

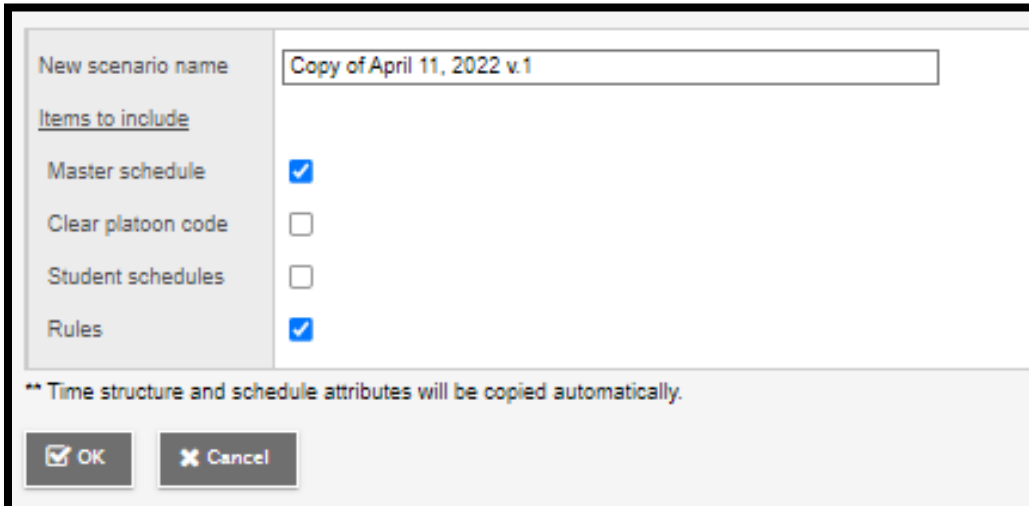
Once analysis is complete, decisions will need to be made about adjustments that are required to improve the schools master schedule. These may take many different forms and are unique to each school and their situation.

The following section reviews the process for making copies of a Scenario; as this is often required to compare situations.

6.1 Copy a Scenario

To copy a scenario in Build view:

1. From the **Scenario** top tab.
2. Click into **Details** of the scenario you wish to copy.
3. Click **Options > Copy Scenario...**
4. The copy scenario dialogue box opens:



Select the pieces of the scenario you want to copy into this new scenario, such as the master schedule, student schedules, rules, and rotations.

Note: Ensure you review the **Scenario** preferences, covered in Scheduling Module 3 – Scenarios and Time Structures.