



MyEducationBC

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## Scheduling Module 9

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# Load Students and Analysis

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May 2026 v1.5

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## 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
1.5	May 4, 2026	Class Size Compliance (Build View) Report

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## Table of Contents

<b>1.0 INTRODUCTION.....</b>	<b>4</b>
<b>2.0 LOCK INDIVIDUAL STUDENT SCHEDULES .....</b>	<b>4</b>
2.1 Lock a Student's schedule .....	4
2.2 Locking individual course sections .....	5
<b>3.0 LOAD STUDENTS.....</b>	<b>6</b>
3.1 Load Validation .....	6
3.2 Loading Students .....	8
<b>4.0 ANALYSIS.....</b>	<b>9</b>
4.1 Course Summary .....	10
4.2 Understanding Priorities .....	12
<b>5.0 REPORTS.....</b>	<b>17</b>
5.1 Requests Not Scheduled.....	17
5.2 BC Master Schedule .....	18
5.3 Class size Compliance (Build View) .....	19
5.4 Unscheduled Room.....	21
5.5 Unscheduled Teacher .....	22
5.6 BC Scheduled Student.....	22
<b>6.0 ADJUSTING A MASTER SCHEDULE.....</b>	<b>26</b>
6.1 Copy a Scenario .....	26

## 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 'Student' details page for '1535333 - Bonter, Kitt'. The 'Details' section on the left contains various fields for personal information and scheduling options. The 'Lock schedule' checkbox is checked, and a red arrow points to it. The 'Save' button is visible at the bottom of the details section.

Field	Value
Usual first name	Kitt
Usual last name	Bonter
Legal first name *	Taanista
Legal middle name	Huiwon
Legal last name *	Bonter
Suffix	
Gender	MF
Year of graduation	2024
Grade level	10
Include in scheduling	<input checked="" type="checkbox"/>
Exclude from studies	<input type="checkbox"/>
Schedule priority	0
Lock schedule	<input checked="" type="checkbox"/>
Balance code	
Enrollment status	Active
School > Name	John Barsby Community School - SD68
Next School > Name	John Barsby Community School - SD68
Homeroom	30
Next homeroom	
Team	
Static team	<input type="checkbox"/>
House	
Static house	<input type="checkbox"/>
Platoon	
Unavailable schedule	<a href="#">Edit Schedule</a>

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.

The screenshot shows the 'Schedules' view in the MyEducationBC system. The interface includes a navigation bar with tabs for Pages, Scenario, Workspace, Courses, Student, Staff, Rooms, Rules, and Global. The 'Workspace' tab is active. Below the navigation bar, there are options for Master, Matrix View, Conflict Matrix, Assignments, Schedules Details, Feedback, and Analysis. The main area displays a table of scheduled sections for a student named '1.Abbaspoursad... | S1'. The table has columns for Name, Grade, Course, Term, Schedule, and Lock Schedule. Red arrows point to the 'Lock Schedule' column for several rows, indicating that those sections are locked.

Name	Grade	Course	Term	Schedule	Lock Schedule
Abbaspoursadeghbagloo, Johnkerr	10	MNMD-11--S-02	S1	A(D1-D2)	N
Abbaspoursadeghbagloo, Johnkerr	10	MPREC11--S-02	S1	B(D1-D2)	Y
Abbaspoursadeghbagloo, Johnkerr	10	MCH--11--S-01	S1	D(D1-D2)	Y
Abbaspoursadeghbagloo, Johnkerr	10	MFMP-10--S-03	S2	C(D1-D2)	N
Abbaspoursadeghbagloo, Johnkerr	10	MGENO12--S-01	S2	D(D1-D2)	N
Abdurexiti, Youna	08	MEN--09--Y-05	FY	C(D1)	Y
Abdurexiti, Youna	08	MMA--09--Y-05	FY	C(D2)	Y
Abdurexiti, Youna	08	MSC--09--S-02	S1	A(D1-D2)	Y
Abdurexiti, Youna	08	XPHOT09--S-03	S1	B(D1-D2)	N
Abdurexiti, Youna	08	MADT-09--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"/> Level		
<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	Master	Fatal	Field Master > scheduleTermMap cannot be blank (record: MACLV11B-S-01, ).
<input type="checkbox"/> Fix... Load	Master	Fatal	Field Master > scheduleMatrix cannot be blank (record: MACLV11B-S-01, ).
<input type="checkbox"/> Fix... Load	Master	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 shows a form for editing a section. A red callout box with the text "No Schedule" points to the "Edit Schedule" link in the "Schedule" field. The form contains the following fields and options:

- Number:** MACLV11B-S
- Description:** ACTIVE LIVING 11: BASKETBALL
- Master type:** Class
- Section number:** 01
- Staff > Name:** Talaat, Ercy
- School Room > Number:** GYM-B
- Schedule Term > Code:** S1
- Schedule:** Edit Schedule (highlighted with a red callout)
- System rank:** 9
- Team:** (dropdown)
- House:** (dropdown)
- Section type:** (dropdown)
- Platoon:** 10.1\*
- Prescheduled room:**
- Prescheduled term:**
- Prescheduled schedule:**
- User rank adjustment:** 0
- Study criteria:** (text field)
- Team schedule mode:** (dropdown)
- House schedule mode:** (dropdown)
- Section type schedule mode:** (dropdown)
- Platoon schedule mode:** (dropdown)
- Is section scheduled?:**
- Exclude from build:**
- Enrollment maximum:** 30
- Enrollment total:** 12
- Is section closed at max enrollment?:**
- Is inclusion section?:**
- Split resource mode:** (dropdown)
- Schedule Rotation > Identifier:** (text field)
- Track ID:** (text field)
- Room status:** Prescheduled

Buttons at the bottom: Save, Cancel, Delete.

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

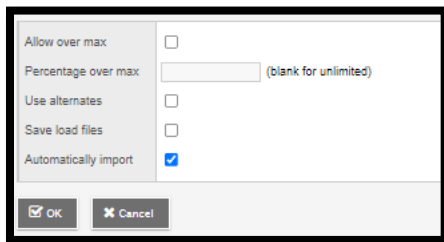
## 3.2 Loading Students

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:

Analysis	
Master	Options ▾ Reports ▾ Help ▾
Matrix View	Printer Friendly Version
Conflict Matrix	Last run type: Load
Assignments	Status of last run: Completed
Schedules	Validation Errors: 0
Feedback	Validation Warnings: 84
Analysis Course Summary	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.

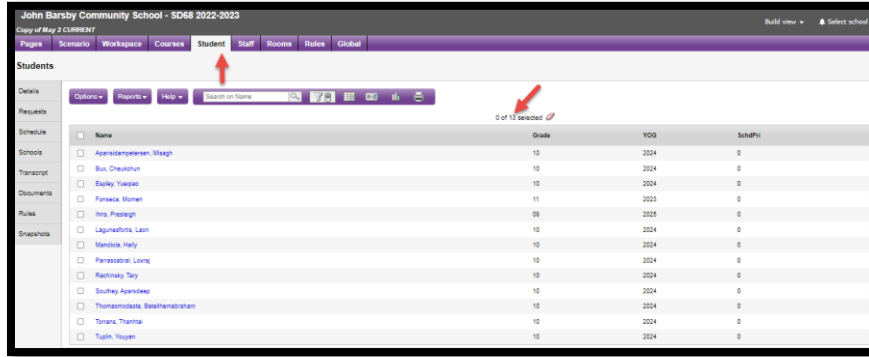
From the **Workspace** top tab > **Analysis** side tab click on the **Course Summary** sub side tab.

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:

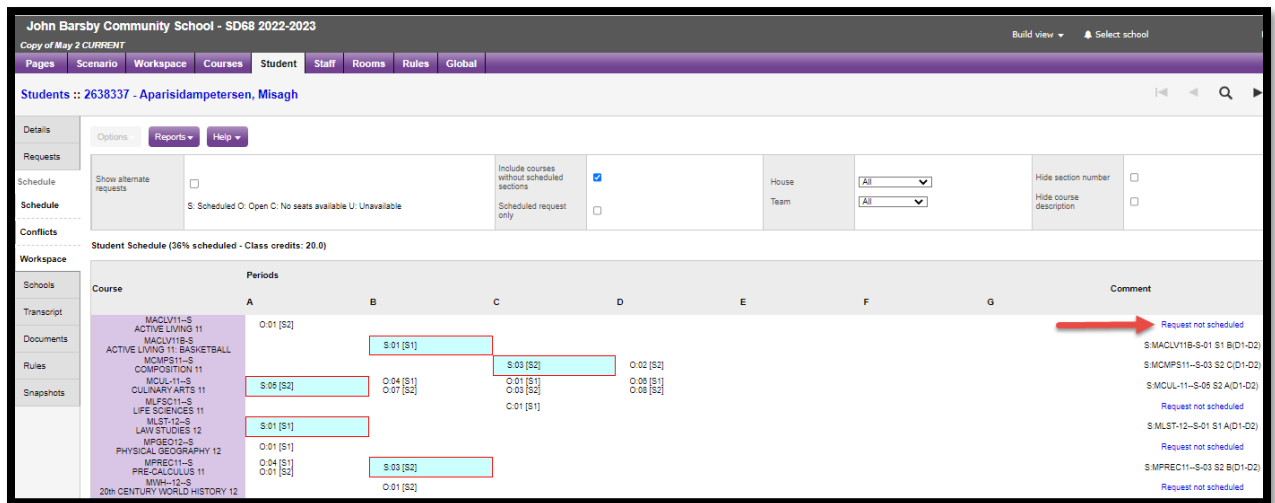
Course	Description	Department	Sections	Requests	Seats	Conflicts
MADFS09-T	ADST - Food Studies	Applied Skills	1	49	24	25
MWH-12-PS	20th CENTURY WORLD HISTORY 12: POP CULTURE	Social Studies	1	50	28	22
MCLC-12-S	CAREER LIFE CONNECTIONS	Career Preparation	5	139	120	19
MLFSC11-S	LIFE SCIENCES 11	Science	1	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:

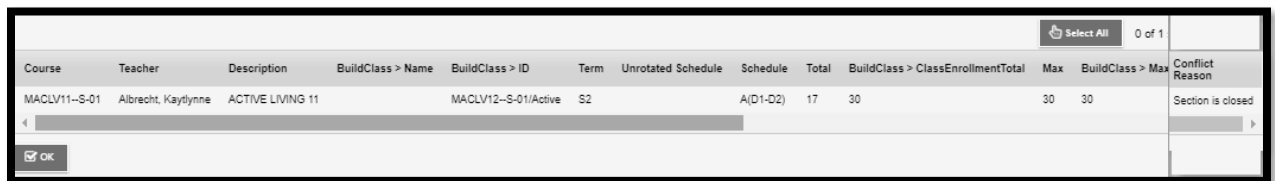


**Note:** The system only updates the Conflict numbers when you run another load. Making manual changes to resolve conflicts, does not change the number of displayed conflicts.

- 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:



- 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:



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.

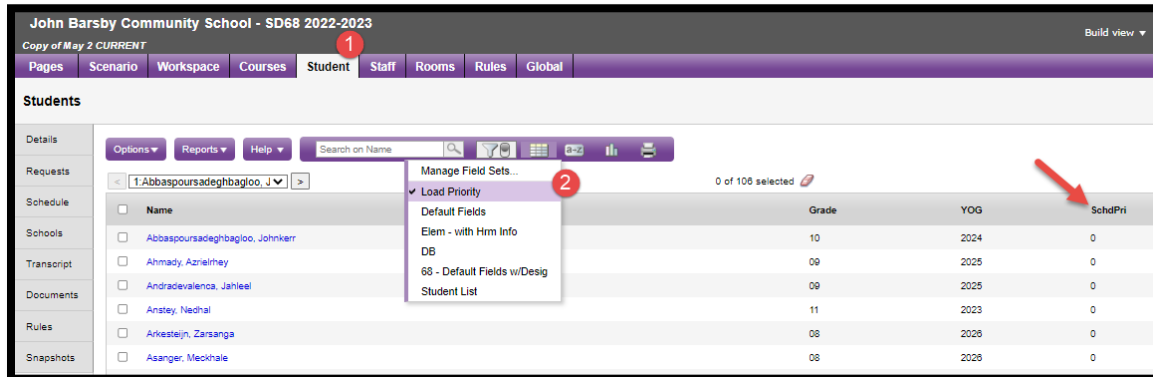
*With all priorities, the highest priority is the smallest number greater than zero.*

#### 4.2.1 Schedule Priority on a Student

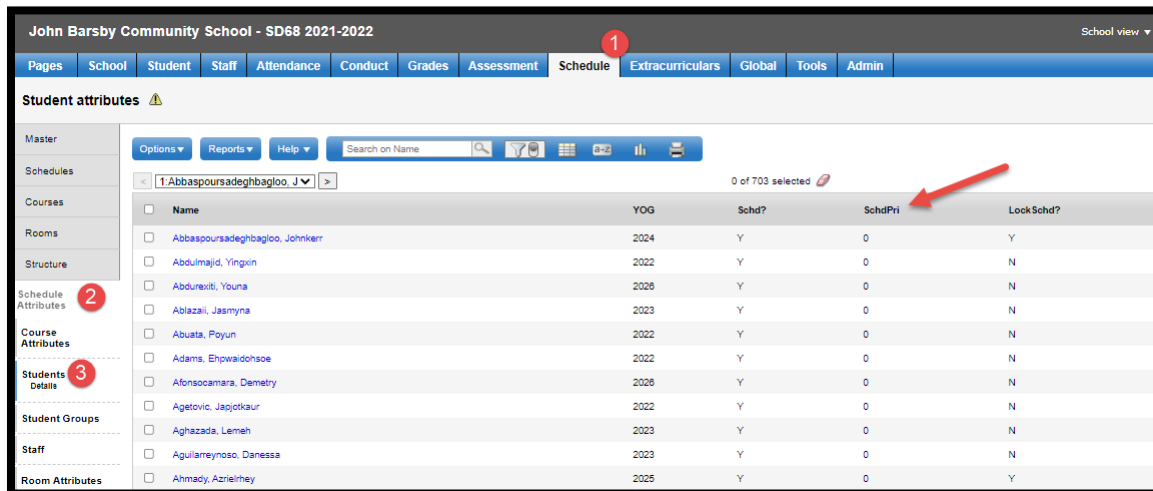
The first priority is **Schedule priority**, which is a Student Schedule Attribute. This Priority is used to determine which students are loaded first.

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:



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.

#### 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.

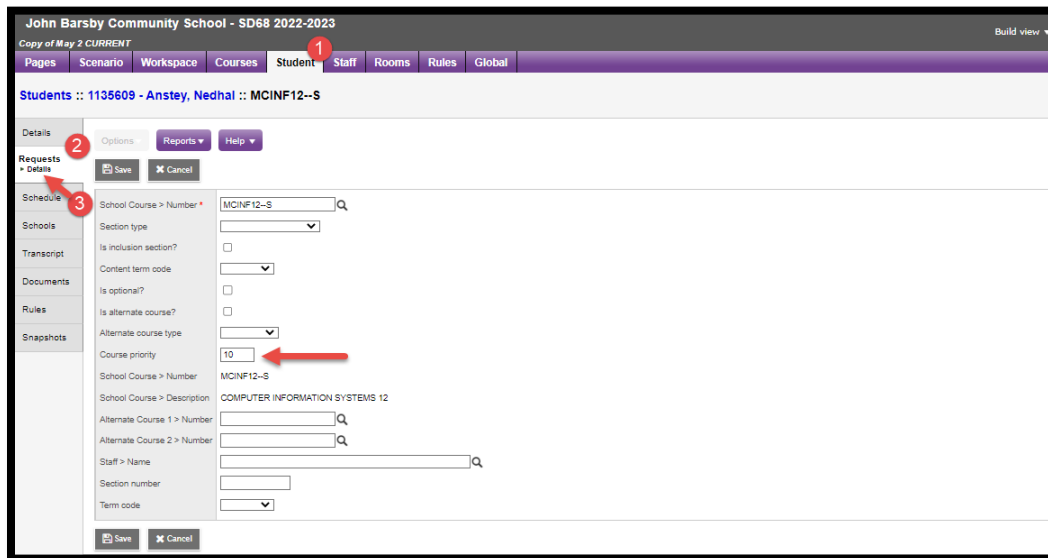
- For Primary Requests, this Priority determines which Primary Requests MyEducation BC will try to load first. This Priority will override the Load Priority set on a Course. Any Primary Request with a Course Priority other than 0 will be

loaded before any Primary Request with a 0, even if the Primary Request with a 0 has a higher Load Priority on the Course.

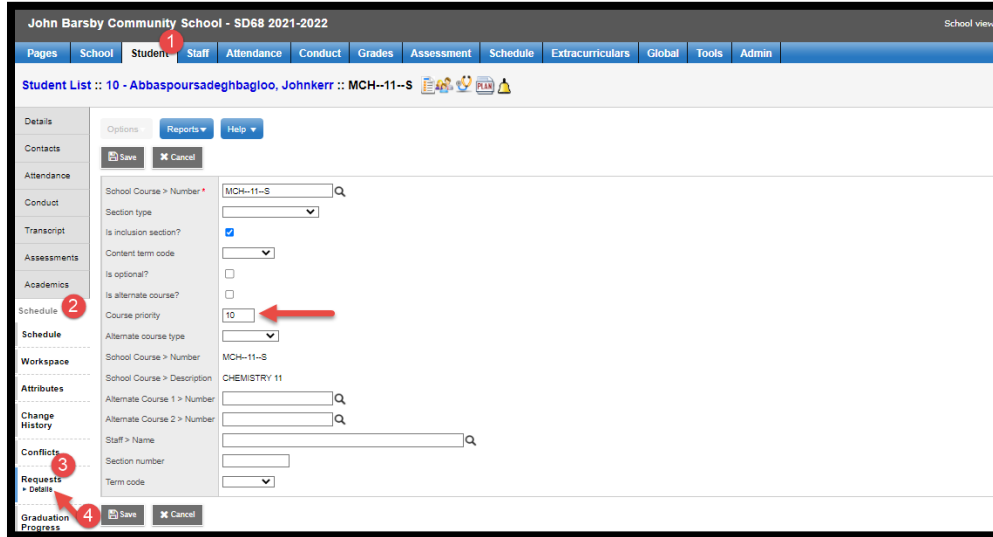
- For General Alternate Requests, this priority can determine which General Alternate Requests MyEducation BC will try to use first. For example, if a Primary Request cannot be satisfied then MyEducation BC will need to use a General Alternate Request to replace it. MyEducation BC will use the Course 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:



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):

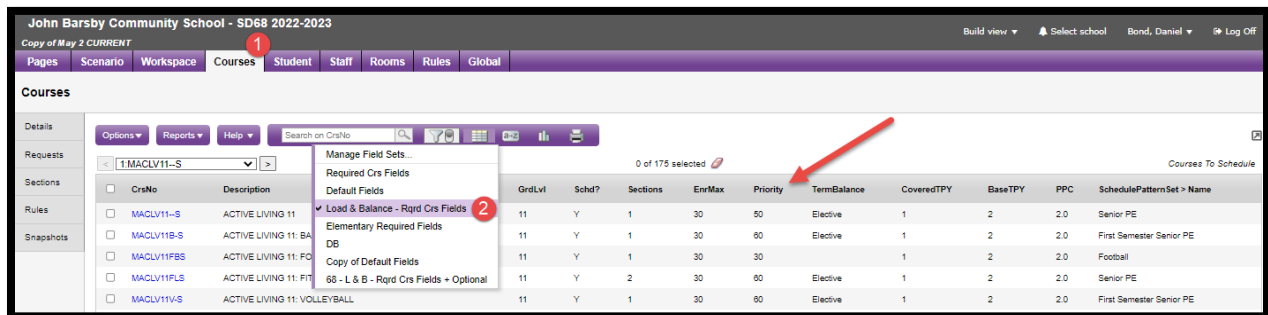


For example, a student has a request for two different courses. MyEducation BC will load the one with the highest priority (smallest number greater than 0) first. For example if a student has a request for English 10 and the Course Priority is 10 and the student has request for Foods 10 and the Course 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:



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 🔍

< 1:MACLV11-S > 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	
<b>Addley, Dom</b>	<b>2018</b>	MEN--10--	ENGLISH 10
		<b>Total: 1</b>	
<b>Alcock, Maureen</b>		MEN--10--	ENGLISH 10
		MPLAN10	PLANNING 10
		<b>Total: 2</b>	
<b>Alex, Emmet</b>	<b>2019</b>	MFDN-09	FOODS AND NUTRITION 09
		MFR--09	FRENCH 9
		MPE--09--	PHYSICAL EDUCATION 9
		<b>Total: 3</b>	

## 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: Kelowna Secondary

Sections to include: All

Search value:

Course Information

Include Description:

Include Department:

Include Teacher:

Include Room:

Student Information

Show Inclusion Counts:

Show IncEd 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		BC Master Schedule						South Kamloops Secondary								
SM9- 2 - Load								April 22, 2015								
Page 1																
CrsCode	Class ID	Course	Flav	Teacher	Room	Trm	Schedule	Assigned			Male		Female			
								Ttl	Max	Open	INC	SPE	ELL	INC	SPE	ELL
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 Class size Compliance (Build View)

The report provides a breakdown of each class taught by a teacher and shows the number of sections being taught in a term and period/day, with the student's designation and ELL programs.

It can be used to assist with the determining the composition of each group of students a teacher has in their class. The report relies on students being scheduled into sections of courses. The logic of this report will basically remain the same but must be built using the Build View tables.

**Build View>Workspace Top Tab>Reports**

#### Class Size Compliance (Build View)

**Note: Ensure Scenario > Terms > Dates are set for all terms.**

Select school(s)	Abbotsford Senior Secondary 🔍
<u>Class Criteria</u>	
Exclude flagged courses	<input type="checkbox"/>
Report Title	Build View Class Size Comp
Course Description type	Ministry course description ▼
Format	Adobe Acrobat (PDF) ▼

▶ Run
✕ Cancel

Course Description

- Ministry course description
- School course description

**Nakusp Secondary 2026-2027**  
 Copy of 2025-2026 Active Schedule

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

**Sections**

Master  
 Sections  
 Details  
 Roster  
 Teachers  
 Rules  
 Classes  
 Class Size Summary  
 Matrix View

Options ▾ Reports ▾ Help ▾ Search on Course 🔍

- Class Size Compliance (Build View)
- Rooms
- Scheduling Reports
- Sections
- Students
- Studies
- Teachers
- Course Schedule Summary
- Requests Not Scheduled

**BC - Staging - Arrow Lakes**  
 Build View Class Size Compliance

Page 1 of 1

School Code: 1010006  
 School Name: Nakusp Secondary  
 Scenario Name: Copy of 2025-2026 Active Schedule

Exclude Flagged Courses : No  
 Generated: 2026-04-22 1:40:21 PM

Subject Area	Division or Course Name	Teacher	# Sections	Term	Period	Day	Primary Designation													ELL	Remedy	Class Total
							A	B	C	D	E	F	G	H	K	P	Q	R				
Applied Skills	ADST – METALWORK 10 (S1-D)	Lekopoy, Muhammadrahim S1945474	1	S1	3	1	0	0	0	0	0	0	3	0	0	0	0	2	1	0	0	13
Sciences	ANATOMY AND PHYSIOLOGY 12 (S1-A)	Dudek, Eunna S1924177	1	S1	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	15
Mathematics	PRE-CALCULUS 11 (S1-B)	Kopke, Duchien S1018421	1	S1	2	1	0	0	0	0	0	0	3	1	0	0	3	0	0	0	0	24

## 5.4 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

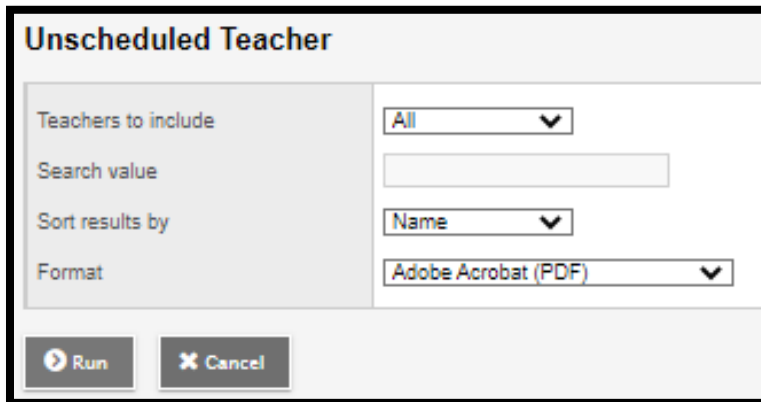
Kamloops/Thompson		South Kamloops Secondary	
Page 1		April 22, 2015	
Period 1	Period 1	Period 1	Period 2
J-Admi 1(1-2)	K-Cafe 1(1-2)	K206 1(1-2)	J-Admi 2(1-2)
J-Coun1(1-2)	K- [Q1 Q2] 1(1-2)	K209 1(1-2)	J-Coun2(1-2)
J-Libr 1(1-2)	Music	K210 1(1-2)	J-Libr 2(1-2)
J101- [Q3] 1(1-2)	K-Offi [Q1 Q2] 1(1-2)	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

## 5.5 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:



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

## 5.6 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	<input type="text"/>
Term	Q
Select Number of Course Sections or Credits	Course Sections ▼
Only show students with...	Greater Than ▼
Number	<input type="text"/>
Sort results by	YOG ▼
Students included in scheduling	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

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	This field is auto populated with current selection by default and contains following values in the dropdown - 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"> <li>- Course Section</li> <li>- Credits</li> </ul>
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"> <li>- Greater Than</li> <li>- Greater Than or Equal To</li> <li>- Less Than</li> <li>- Less Than or Equal To</li> <li>- Equal</li> </ul>
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"> <li>- YOG</li> <li>- Name</li> </ul>
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"> <li>- Adobe Acrobat (PDF)</li> <li>- Webpage (HTML)</li> <li>- Microsoft Excel (XLS)</li> <li>- Coma Separated (CSV)</li> </ul>

Greater Victoria		Mount Douglas Secondary		
<b>BC Scheduled Student</b>				
Page 1 of 1		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)
<b>Total: 4</b>		<b>Total: 16</b>		

**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.