Remedy Program User Documentation

December 2023 v1.3

FUJITSU

Version History

Version	Date	Description
1.0	11 August 2020	Initial document created
1.1	17 August 2021	Section 6
1.2	9 September 2021	Section 7
1.3	13 December 2023	Added Section for Update inclusion procedure

Confidentiality

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1.0 Introduction

The purpose of the program titled Remedy, is to assist schools who may have unique contract language around class size and composition. This document contains details of how this program can be used to assist schools.

The state code of this program is "REM" This program can be attached to the student as we have other programs like "ELL". This program is used to identify which students have remedy program attached to them.

Once the Remedy program is attached to a student, it will be reflected against all the course sections the student is scheduled in on the schedule & workspace section of the application and on the class size reports and exports accordingly.

> **Note:** There is no way to bulk assign the remedy program to multiple students. The Remedy count will be displayed against each course section if the start and end date of the program is within the schedule term dates. For e.g. If a student with a remedy program whose start and end dates are within the start and end dates of the course section in which they are enrolled, the student will be included in the remedy tally for the course section.

2.0   Add Remedy Program to a Student

The Remedy program can be assigned to a student from the *School View > Student Top Tab*

1. Click **Membership** Side Tab then **Programs** sub side tab
2. Click on **Dictionary Menu** 📖 and Select "**General Program**"
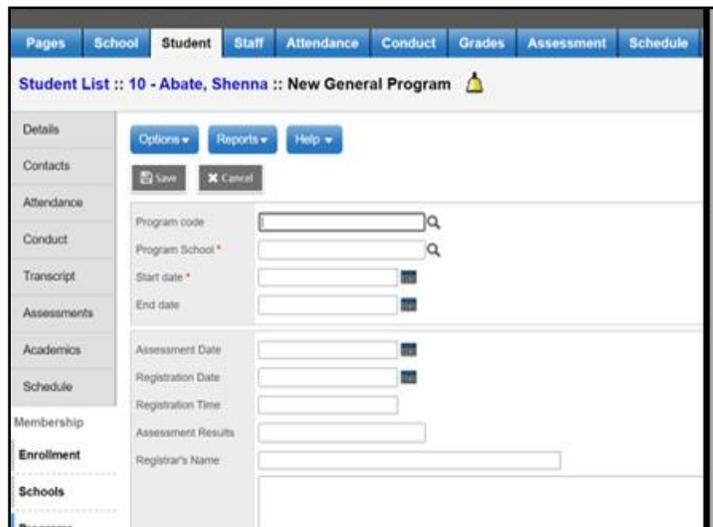
3. Click on **Options** > **Add**
4. In **Program Code** field, find state code "**REM**"
5. Select "**Program School**" and select "**Start Date**" and "**End Date**"
6. Click "**Save**"

Once the Remedy Program is added/removed to/from a student, the school user needs to then run the "Update Designation/ELL Tallies Procedure" to reflect the changes in the application, reports and exports.

School View > Student TT > Membership ST > Programs > Option > Update Designation/ELL Tallies
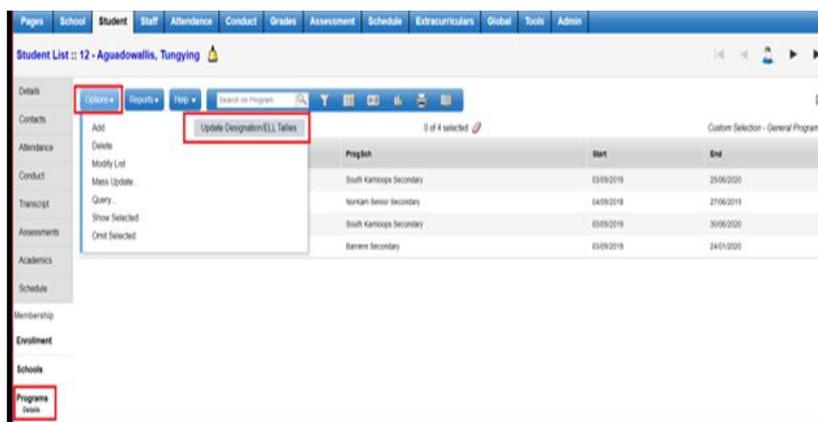
3.0   Display Remedy Program Count in the application

Once the Remedy program is assigned to a student its count will be displayed in the workspace sidetab of a student schedule.

1. **School** View > **Student** Top Tab
2. Select a student who has Remedy program attached.
3. Click "**Schedule"**
4. Click "**Workspace"**
5. Click **"Select"** button
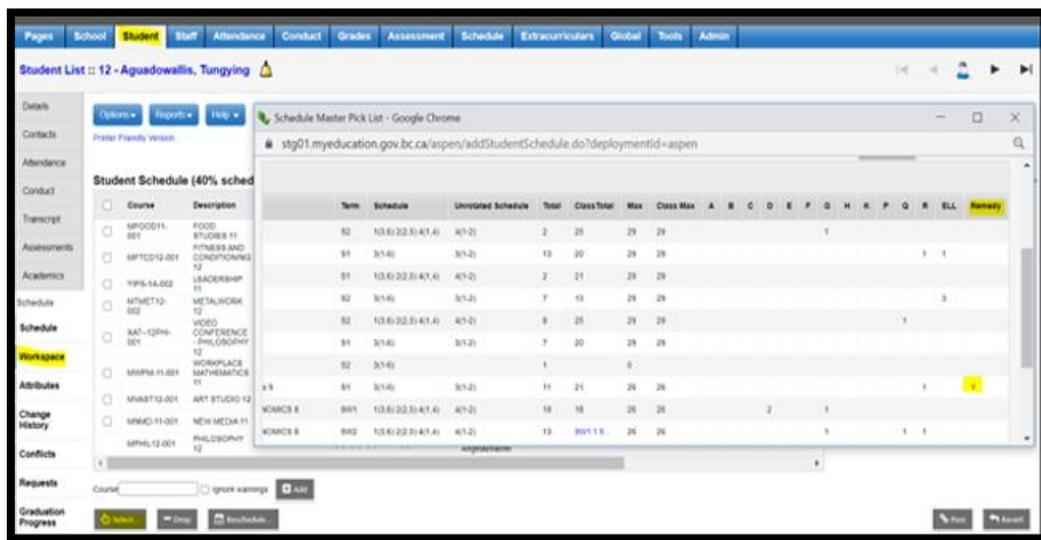
4.0   Display Remedy Program Count on the Reports

Once the Remedy program is assigned to a student its count will be displayed on the following reports against each course selection in which the student is scheduled.

- Class Size Verification Report
- Class Size Compliance Report
- BC Master Schedule Report

4.1   Class Size Verification Report

The Class size verification report reflects the remedy program count against each course section groupings.

1. **School** View > **Student** Top Tab
2. Select **"Reports"**
3. Click "**Ministry Reporting**"
4. Click "**Class Size Verification**" report.
5. Click **"Run"**

The school user can run this report and Remedy count will be displayed in the report as shown below.

BC - Kamloops/Thompson
Class Size Verification

Page 1 of 6

School Code: 7373084
School Name: Barriere Secondary

Subject Area	Division or Course Name	Teacher	Sections	Term	Period	Day	KH	KF	01	02	03	04	05	06	07	08	09	10	11	12	Special Ed	Gifted	ESL/ESD	Remedy	Class Total
Physical Education	ACTIVE LIVING 11 (004), ACTIVE LIVING 12 (003), PHYSICAL AND HEALTH EDUCATION 8 (005), PHYSICAL AND HEALTH EDUCATION 9 (005)	Spearn, Balraj S1063927	4	S2	3	1	0	0	0	0	0	0	0	0	0	10	6	1	7	0	3	0	4	1	24
Physical Education	ACTIVE LIVING 11 (001), ACTIVE LIVING 12 (001), PHYSICAL AND HEALTH EDUCATION 10 (001), PHYSICAL AND HEALTH EDUCATION 9 (002), VIDEO CONFERENCE - PHILOSOPHY 12 (001), WORKPLACE MATHEMATICS 11 (002)	Weigand, Saidah S1004207	6	S2	4	1	0	0	0	0	0	0	0	0	0	12	5	1	11	4	0	1	2	29
Physical Education	ACTIVE LIVING 11 (003), ADST – MEDIA DESIGN 10 (001), MEDIA DESIGN 11 (001), MEDIA DESIGN 12 (001), PHYSICAL AND HEALTH EDUCATION 10 (002), PHYSICAL AND HEALTH EDUCATION 9 (003)	Spearn, Balraj S1063927	6	S1	4	1	0	0	0	0	0	0	0	0	0	13	13	5	6	6	0	0	0	37
Physical Education	ACTIVE LIVING 11 (002), ACTIVE LIVING 12 (002), EXPLORATIONS IN SOCIAL STUDIES 11 (001), PHYSICAL AND HEALTH EDUCATION 10 (005)	Gervalla, Joonhyun 703192	4	S1	3	1	0	0	0	0	0	0	0	0	0	0	12	9	2	0	1	1	21
Applied Skills	ADST - Food Studies 9 (001), ADST – FOOD STUDIES 10 (001), FOOD STUDIES 11 (002)	Shrum, Favour S1082424	3	S1	3	1	0	0	0	0	0	0	0	0	0	11	9	1	0	2	0	0	1	21

4.2 Class Size Compliance Report

The Class size compliance report reflects the remedy program count against each course section groupings.

1. **School** View > **Student** Top Tab
2. Select **"Reports"**
3. Click "**Ministry Reporting**"
4. Click "**Class Size Compliance**" report
5. Click **"Run"**

The school user can run this report and Remedy count will be displayed in the report as shown below.

School Code: 7373084

School Name: Barriere Secondary

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			
Physical Education	ACTIVE LIVING 11 (001), ACTIVE LIVING 12 (001), PHYSICAL AND HEALTH EDUCATION 10 (001), PHYSICAL AND HEALTH EDUCATION 9 (002), VIDEO CONFERENCE - PHILOSOPHY 12 (001), WORKPLACE MATHEMATICS 11 (002)	Weigand, Saidah S1004207	6	S2	4	1	0	0	0	1	0	0	2	0	0	0	1	0	1	2	29
Physical Education	ACTIVE LIVING 11 (002), ACTIVE LIVING 12 (002), EXPLORATIONS IN SOCIAL STUDIES 11 (001), PHYSICAL AND HEALTH EDUCATION 10 (005)	Gervalla, Joonhyun 703192	4	S1	3	1	0	0	0	0	0	0	0	0	0	0	0	2	1	1	21
Physical Education	ACTIVE LIVING 11 (003), ADST – MEDIA DESIGN 10 (001), MEDIA DESIGN 11 (001), MEDIA DESIGN 12 (001), PHYSICAL AND HEALTH EDUCATION 10 (002), PHYSICAL AND HEALTH EDUCATION 9 (003)	Spearn, Balraj S1063927	6	S1	4	1	0	0	0	2	0	0	2	0	0	0	2	0	0	0	37
Physical Education	ACTIVE LIVING 11 (004), ACTIVE LIVING 12 (003), PHYSICAL AND HEALTH EDUCATION 8 (005), PHYSICAL AND HEALTH EDUCATION 9 (005)	Spearn, Balraj S1063927	4	S2	3	1	0	0	0	2	0	0	0	0	0	0	0	1	4	1	24
Full Grade	ADST – FOODS 7 (001), ADST	Backstrom, Jeremie	4	QW4	4	1	0	0	0	1	0	0	4	0	0	0	6	1	2	0	46

4.3 BC Master Schedule Report

The BC Master Schedule report reflects the remedy program count against each course section.

1. School View> Student Top Tab
2. Select **"Reports"**
3. Click "**Scheduling Reports**"
4. Click "**BC Master Schedule**" report.

BC Master Schedule

School	Barriere Secondary
Sections to include	All
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)

Run **Cancel**

5. Click **"Run"**

The school user can run this report and Remedy count will be displayed in the report as shown under the column **"REM"** in each gender section.

Kamloops/Thompson   **Barriere Secondary**

BC Master Schedule

Page 2   August 11, 2020

									Assigned			Male				Female			
CrsCode	**Class ID**	**Course**	**Flav**	**Description**	**Dept**	**Teacher**	**Room**	**Trm**	**Schedule**	T8	Max	Open	INC	SPED	ELL	REM	INC	SPED	ELL	REM
MEN--07		MEN--07-002		ENGLISH LANGUAGE ARTS 7	English	Forte, Kael	Drama	FY	[S2] 1(5) 2(1) 4(3) [S1] 3(1,3,5)	22	29	7		3				1		
MEN--08		MEN--08-001		ENGLISH LANGUAGE ARTS 8	English	Bounsaengxay, Loganre	Rm101	S1	3(1-6)	11	28	17		1				1		
MEN--08		MEN--08-002		ENGLISH LANGUAGE ARTS 8	English	Jaswalpargiter, Akihi	Rm104	S2	3(1-6)	19	28	9	3	4						
MEN--09		MEN--09-002		ENGLISH LANGUAGE ARTS 9	English	Sagaral, Saihajdeep	ART	S1	1(2,5) 2(1,4) 4(3,6)	24	28	4	2	2		1	1	1		1
MENST12		MENST12-001		ENGLISH STUDIES 12	English	Bounsaengxay, Loganre	Rm101	S1	1(3,6) 2(2,5) 4(1,4)	25	28	3		2			1	3		
MEPSS11		MEPSS11-001		EXPLORATIONS IN SOCIAL STUDIES 11	Social Studies	Gervalla, Joonhyun	Library	S1	3(1-6)	1	3	2		2		1		1		
MFOM-11		MFOM-11-001		FOUNDATIONS OF MATHEMATICS 11	Mathematics	Rockdelapena, Ravneet	Rm103	S1	1(2,5) 2(1,4) 4(3,6)	8	29	21								
MFOM-11		MFOM-11-002		FOUNDATIONS OF MATHEMATICS 11	Mathematics	Yesil, Zahararose	COMP 108	S2	1(1,4) 2(3,6) 4(2,5)	1	0	-1								
MFR--07		MFR--07-001		FRENCH 7	Languages	Jaswalpargiter, Akihi	Rm104	FY	[S2] 1(1) 2(3) 4(5) [S1] 1(2) 2(4) 4(6)	22	29	7	2	3				1		
MFR--07		MFR--07-002		FRENCH 7	Languages	Jaswalpargiter, Akihi	Rm104	FY	[S2] 1(4) 2(6) 4(2) [S1] 1(5) 2(1) 4(3)	24	29	5	2	6				2		

5.0 Display Remedy Program Count on the Exports

Once the Remedy program is assigned to a student its count will be displayed on the following exports against each course selection in which the student is scheduled.

- Class Size Verification Export
- Class Size Verification Extract - SPED Detailed

5.1 Class Size Verification Export

The Class size verification report reflects the remedy program count against each course section groupings.

1. **School** View > **Student** Top Tab
2. Select **"Options"**
3. Click "**Exports"**
4. Click "**Class Size Verification "**
5. Click **"Run"**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	District Na	School Co	School Na	Subject Co	Division o	Teacher N	Section	Term	Day	Period	KH	KF	11	12	Special Ed	Gifted	ESL/ESD	Remedy	Total Class
2	Kamloops,	7373084	Barriere S	40	ACTIVE LI\	Spearn, Ba	4	S2	1	3	0	0	7	0	3	0	4	1	24
3	Kamloops,	7373084	Barriere S	40	ACTIVE LI\	Weigand,	6	S2	1	4	0	0	1	11	4	0	1	2	29
4	Kamloops,	7373084	Barriere S	40	ACTIVE LI\	Spearn, Ba	6	S1	1	4	0	0	5	6	6	0	0	0	37
5	Kamloops,	7373084	Barriere S	40	ACTIVE LI\	Gervalla, J	4	S1	1	3	0	0	12	9	2	0	1	1	21
6	Kamloops,	7373084	Barriere S	5	ADST - Fo	Shrum, Fa	3	S1	1	3	0	0	1	0	2	0	0	1	21
7	Kamloops,	7373084	Barriere S	0	ADST - FO	Backstrom	4	9W4	1	4	0	0	0	0	12	0	2	0	46
8	Kamloops,	7373084	Barriere S	5	ADST - Me	Sadeed, Ty	8	S2	1	1	0	0	9	3	9	0	3	2	42
9	Kamloops,	7373084	Barriere S	5	ADST - Me	Sadeed, Ty	8	S2	1	2	0	0	6	7	5	0	3	3	37
10	Kamloops,	7373084	Barriere S	0	ADST - TE	Sadeed, Ty	5	9W4	1	4	0	0	0	0	18	0	3	1	78
11	Kamloops,	7373084	Barriere S	5	ADST - Wc	Sadeed, Ty	4	S1	1	3	0	0	1	1	2	0	0	0	8
12	Kamloops,	7373084	Barriere S	5	ADST -HO	Cruzcastill	4	9W2	1	4	0	0	0	0	7	0	0	0	34
13	Kamloops,	7373084	Barriere S	15	ART 8 (00	Forte, Kae	6	9W4	1	4	0	0	0	0	18	0	3	1	76
14	Kamloops,	7373084	Barriere S	15	ART STUD	Sagaral, Sa	1	S1	1	3	0	0	9	11	5	0	2	2	20
15	Kamloops,	7373084	Barriere S	15	ART STUD	Sagaral, Sa	5	S2	1	2	0	0	9	2	8	0	1	3	39
16	Kamloops,	7373084	Barriere S	35	CALCULUS	Yesil, Zaha	3	S1	1	3	0	0	4	4	3	0	0	0	8
17	Kamloops,	7373084	Barriere S	35	CALCULUS	Yesil, Zaha	1	S2	1	4	0	0	0	2	0	0	0	0	2
18	Kamloops,	7373084	Barriere S	20	CAREER E	Kernahan,	4	9W3	1	4	0	0	0	1	7	0	1	1	34
19	Kamloops,	7373084	Barriere S	65	CAREER LI	Cruzcastill	1	S2	1	3	0	0	3	24	5	0	0	0	27
20	Kamloops,	7373084	Barriere S	65	CAREER LI	Jaswalpar	1	S2	1	2	0	0	1	0	2	0	1	0	18

5.2 Class Size Verification Extract - SPED Detailed

The Class size verification report reflects the remedy program count against each course section groupings.

1. **School** View > **Student** Top Tab
2. Select **"Options"**
3. Click "**Exports"**
4. Click "**Class Size Verification - SPED Detailed "**
5. Click **"Run"**

e Name	Teacher Name	Section	Term	Day	Period	KH	KF	1	2	3	4	5	6	7	8	9	10	11	12	EA Support Provided	A	B	C	D	E	F	G	H	K	P	Q	R	Total SPED	Total SPED w/o P	ESL/ESD	Remedy	Total Class	Rationale
SSESSMENT OF CORE COMPETENCIES (001), TERM COMMENT (018), TERM COMMENT 7 (001)	Eyob, Yiri S1070648	3	FY			0	0	0	0	0	0	0	0	24	00	0	0	0	N	0	0	0	0	0	0	2	1	0	0	1	0	4	4	1	0	24	Yes
T (020)	Nouta, Miguelangelo S1950220	1	FY			0	0	6	7	6	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19	Yes
T (021)	Nour, Marion 729630	1	FY			0	0	7	5	6	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	Yes
T (023)	Mboho, Tos 729569	1	FY			0	0	0	0	0	5	6	8	0	00	0	0	0	N	0	0	0	1	0	0	1	0	0	0	0	2	4	4	1	0	19	Yes
T (024)	Pereiraignaciozuppo, Minghe S1940717	1	FY			0	0	0	0	0	5	12	7	0	00	0	0	0	N	0	0	0	0	0	0	1	0	0	0	3	0	4	4	1	0	24	Yes
T (009)	Molinari, Donhatphong 738752	1	FY			0	0	0	0	19	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	1	0	0	0	0	1	2	2	3	0	19	Yes
T (007)	Ghasemietabasi, Zate 542931	1	FY			0	0	0	19	0	0	0	0	0	00	0	0	0	N	0	0	0	1	0	0	1	1	0	0	0	0	3	3	1	0	19	Yes
T (004)	Doucetwood, Ashmeet 737645	1	FY			0	0	21	0	0	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	21	Yes
T (008)	Forson, Sogand S1071637	1	FY			0	0	0	7	10	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	2	0	0	0	1	0	3	3	0	0	17	Yes
T (011)	Vilus, Easa S1070906	1	FY			0	0	0	0	6	15	0	0	0	00	0	0	0	N	0	0	0	1	0	0	1	0	0	0	0	1	3	3	0	0	21	Yes
T (006)	Watanabewong, Delong 742688	1	FY			0	0	0	18	0	0	0	0	0	00	0	0	0	N	0	0	0	0	1	0	1	0	0	0	0	0	2	2	0	0	18	Yes
T (005)	Limapaiva, Hannahclaire S1056965	1	FY			0	0	11	8	0	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	1	0	0	0	0	0	1	1	0	0	19	Yes
T (010)	Reddekopp, Shah S1944446	1	FY			0	0	0	0	11	9	0	0	0	00	0	0	0	N	0	0	0	2	0	0	0	0	0	0	0	1	3	3	0	0	20	Yes
T (003)	Mankala, Lotes S1065931	1	FY			0	5	12	0	0	0	0	0	0	00	0	0	0	N	1	0	0	0	0	0	1	0	0	0	0	0	2	2	4	0	17	Yes
T (001)	Garnsey, Manmehar 729610	1	FY			0	19	0	0	0	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19	Yes
T (002)	Bogaards, Ika 738636	1	FY			0	18	0	0	0	0	0	0	0	00	0	0	0	N	0	0	0	0	0	0	1	0	0	0	0	0	1	1	0	0	18	Yes

6.0 Display Active Remedy Field on Student Top Tab

A field *Active Remedy* can be seen while viewing a list of students at your school. It can be helpful for District and School Users to identify the students who have an active remedy program attached to them.
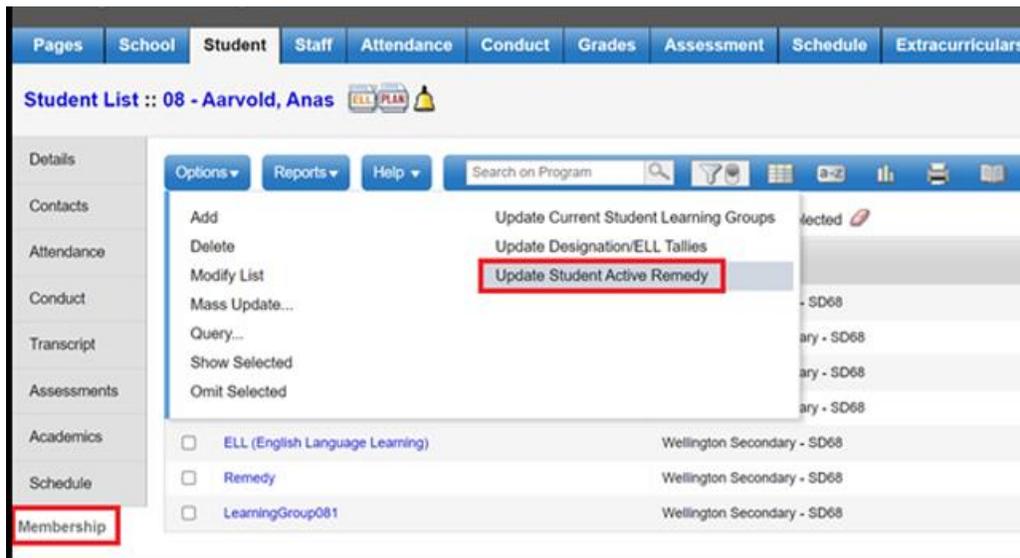
The Active Remedy field is available to be added to a Field Set in any district or school view.

7.0 Remedy Procedure to Update Active Remedy Field

This procedure is designed to update the Active Remedy Field in district and school view against each student who has currently active remedy program attached to them based on the Remedy program start and end date.

1. **District/School** View > **Student** Top Tab
2. Select **"Membership"** side tab
3. Click "**Programs"** sub side tab
4. Click "**Options "**
5. Click **"Update Student Active Remedy"**
6. Click **"Run"**

The *Active Remedy* field is updated successfully.

7.1 Procedure Output

Once the student active Remedy Procedure runs successfully, it will generate the following output with the details.

```
https://dev02.myeducation.gov.bc.ca/aspen/temp/x2_3529055769141230081/proc...    —    □    ×

🔒 dev02.myeducation.gov.bc.ca/aspen/temp/x2_3529055769141230081/proc271.txt

Messages
========

Total students processed: 849
Total students Remedy program updated: 3
```
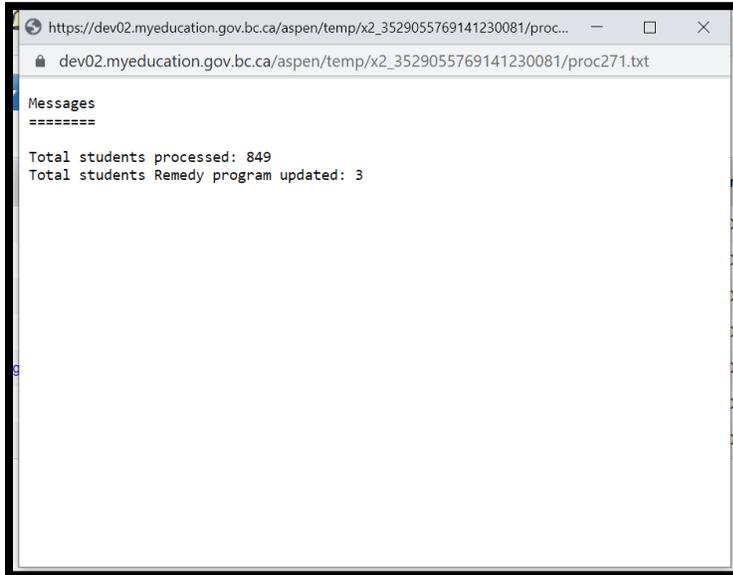
8.0   District and School Remedy Filter

Active Remedy filter has been introduced at District and School View which is checked and search based on "Primary Active Students" by default, which means it will filter Active Remedy value as "Y" on "Primary Active Students" by default.

If the user will deselects the active remedy checkbox the filter will display Active Remedy value as "N" and the user can also change the "search based on" value from the dropdown

1. **District/School** View > **Student** Top Tab
2. Select filter **"Active Remedy = ?"** from the filter list
3. Click **"Submit"**
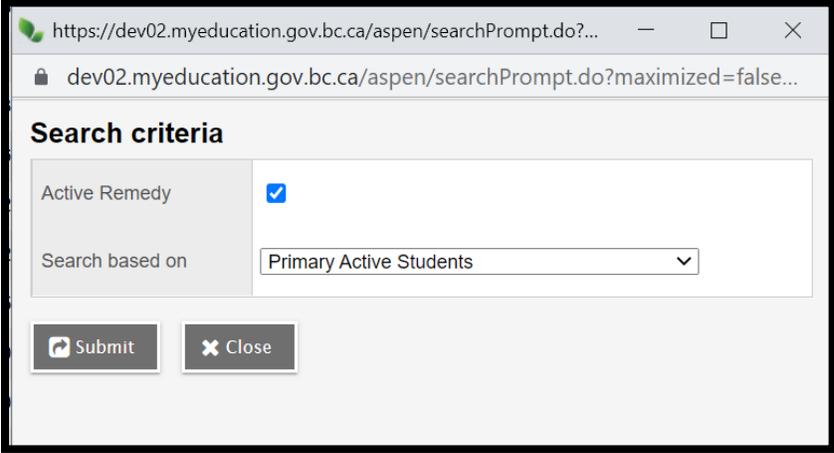
9.0 Update Inclusion for Remedy Students Procedure

The **Update Inclusion for Remedy Students** is a newly built procedure which will help school and build view users to mark *"Is inclusion section"* against each course request for a student.

This procedure is available in school and build view.

The following criteria will be used to mark "*Is Inclusion Section*" checkbox against each course request in school and build view.

- Student Enrollment Status must be Active or Active No Primary
- Remedy Program must be attached to a student and have start and end dates which fall within the corresponding School Year context.
- Student must have course requests for current or build year.
- Course Request (School and Build year) must lie between the start and end date of a remedy program.

NOTES:

1. The procedure will **NOT** uncheck the *Is Inclusion Section* if the Remedy Program is End Dated and the procedure is re-run.
2. The procedure must be run *prior* to scheduling students into course sections.

9.1 Update Inclusion for Remedy Students – School View

The Update inclusion procedure can be ran from the *School View > Schedule Top Tab > **Master** Side Tab*

1. Click **Options**
2. Select **Update Inclusion for Remedy Students**

3. Select the **School Year**
4. Click **"Run"**

Field	Description
School(s)	**School View:** Auto populate with the school name who is running this procedure
School Year	**Current Year:** The user needs to select one of this option. The procedure will run as per the selected school year **Build Year:** The user needs to select one of this option. The procedure will run as per the selected school year

10.0 Update Inclusion for Remedy Students – Output Log

Once the Build/School view user runs the procedure, the output log will display as a .csv file with the details.

1. **School** View > **Schedule** Top Tab > **Master** Side tab
2. Click **Options**
3. Select **Update Inclusion for Remedy Students**
4. Click **Run**

```
Messages
========


Selected School:John Barsby Community School - SD68
Total inclusion records updated to 'Y' for following School Year: 2024-2025:1
```

Note: Output log will display student name, count and course sections where inclusion gets updated after the procedure is run.

10.1 View Update Inclusion for Remedy Students

Once the procedure runs successfully in school view it is reflected in the course request section of the student

1. **School** View > **Student** TT
2. **Request** ST
3. Verify **"Inclusion?"** column is set to **"Y"**
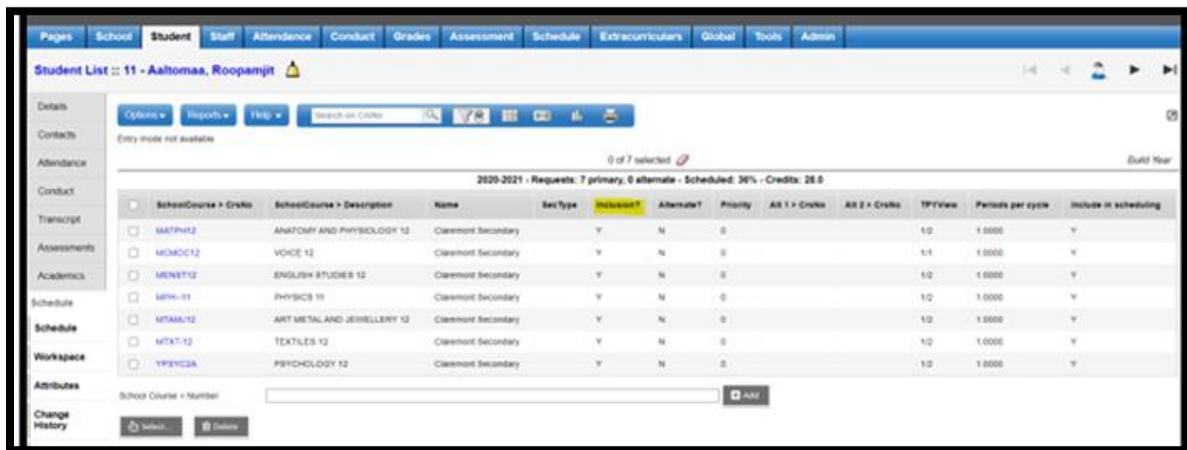
11.0 Update Inclusion for Remedy Students – Build View

The Update inclusion procedure is run from the **Build** *View* > **Global** *Top Tab* > **Requests** Side Tab

1. Click **Options**
2. Select **Update Inclusion for Remedy Students**

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

Requests

Pattern Library

Pattern Sets

Requests

Requests
Details

Batch Entry

Options ▾ | Reports ▾ | Help ▾ | Search on Name

Delete
Modify List
Mass Update...
Query...
Snapshots...
Show Selected
Omit Selected

Accept Request Recommendations...
Collapse Packages
Expand Packages
Filter Requests...
Multi Add...
Update Inclusion for Remedy Students

> Descriptio
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Update Inclusion for Remedy Students

School	John Barsby Community School
School year	2025

❯ Run   ✖ Cancel

3. Select the **School Year**
4. Click **"Run"**

11.1 View Update Inclusion for Remedy Students

Once the procedure runs successfully in build view, it is reflected in multiple course request sections of the application.

1. **Build** View > **Global** TT
2. **Request** ST
3. Verify **"Inclusion?"** column is set to **"Y"**