

# Scheduling Module Outline

## Module 1 – Terms and Concepts

This module introduces the scheduling terms and concepts in MyEducation BC, and how each relates to common activities involved when scheduling a school.

Information on the current training strategy and the other modules in the series is also presented. The target audience is the district L1 support team, which should include at least 1 individual with strong scheduling knowledge.

## Module 2 – Course Catalogues, Student and Staff Setup

In this session, L1s and district scheduling support teams learn the basics of preparing district and schools course catalogues. Specific topics include:

- Create course catalog in the District view
- Define the build year context
- Create course catalog for the build in the School view
- Define next school for students
- Rollover secondary school assignments for staff
- Define new secondary school assignments for staff

## Module 3 – Scenarios, Preferences and Time Structure

This is an introduction to the Build View, which covers the necessary setup and steps to begin working on a school's master schedule. Specific topics include:

- Create the build scenario and define scenario preferences
- Define terms, days, and periods

## Module 4 – Student Course Requests

Topics covered in this session:

- Enter requests for one student at a time using course numbers
- Enter requests for a student using the Options menu
- Enter requests for an entire selection or snapshot of students
- Enter a batch of student requests by typing student IDs and course numbers into a grid
- Using course packages
- Course Request Verification report
- Course Request List report

## Module 5 – Online Student Course Requests

Specific topics include the following:

- Create the academic tracks

- Create track selections
- Copy academic tracks between schools in your district
- Assign academic track to students
- Student course selection within the Student Portal

## Module 6a – Rotations, Pattern Library and Pattern Sets

Introduction to the concept of a rotated schedule, how to determine a school's rotation, considerations and how to build a rotation. Pattern Library and Pattern Sets (the method of determining which periods the Build engine can schedule sections into) are also covered. Specific topics include:

- Creating a rotation.
- Creating a Pattern Library
- Creating a Pattern set

## Module 6b – Scheduling Attributes

Scheduling attributes are the parameters you define which will be used by the Build and/or Load engines to create a master schedule and student schedules. Specific topics include:

- Determine the number of sections to be offered for each course
- Define course scheduling attributes
- Define student scheduling attributes
- Define staff scheduling attributes
- Define room scheduling attributes

## Module 7 – Rules

Rules dictate special considerations you would like the Build and/or Load engines to follow when creating the master schedule or loading students into the schedule. Specific topics include:

- Understanding and creating scheduling rules
- Course Blocking – Simultaneous, multiple sections in the same Term, Day, Period with the same teacher
- Course Blocking – Wheel, to keep cohort groups of students together, as they take multiple course sections
- Course Blocking – Days, ensure one course section is offered on one day and another is offered on the second day
- Course Blocking – Terms, ensure one course section is offered in one term and another is offered in the opposite
- Course Blocking – Consecutive, one section must meet in a period immediately after.
- Room Reservations – ensure only specific course sections can be scheduled into specific rooms

## Module 8 – Workspace and Build Validation

Specific topics include:

- Initialize the workspace (create sections).

- Assign teachers to sections.
- Pre-schedule rooms, terms, periods and days.
- Validate for Build
- Building the master schedule
- Resolving errors.

## Module 9 – Load Students and Analysis

This module steps through the functionality of loading students and introduces the tools associated with analysis in MyEdBC. It covers how the rules function, and provides examples of how they could be used to accomplish a variety of situations encountered by schools when they build their schedules.

## Module 10 – Rotating and Committing a Schedule

This final session in the series covers the process for creating a rotation within the Build view, applying the rotation and validating that it is correct. Additional topics include assigning track IDs (a way to express an un-rotated schedule on a student timetable), re-calculating enrollment totals of sections (to ensure they are accurate) between different screens and synchronizing the schedule (to ensure it is represented the same) between different screens. The final topic covers the process of Committing a Schedule for the coming school year.