School Setup

December 2025   v8.2

FUJITSU

Version History

Version	Date	Description
5.0	Jul 2015	Added Commit the Master Schedule section. Updated Fees, and Transportation sections. Updates to the School Preferences > Schedule category for future add/drops.
5.1	Sep 2015	Updated information on grade terms and schedule terms with new K-12 functionality. Updated references to conversion schools.
5.2	Aug 2016	Removed section 14 Transportation. Removed references to conversion and minor revisions throughout.
6.0	Aug 2017	Clarified section 2.11 School Preferences: Family/Student Portal Averages and overall cumulative average; and section 7.5 Mass Updating Comment Bank Category Fields: Category 1 can be replaced with ALL; added School Preferences: Active date enabled by setting; reformatting and updates throughout for release 5.6/5.7
6.1	Dec 2017	Updated Section 2.7 School Preferences – Scheduling. • Student Schedule Workspace: Master select fields Added Appendix A – Master select fields - how to control columns displayed on the pop-up window within the student schedule workspace.
6.2	Jun 2018	Updated Section 2.7 School Preferences – Scheduling. • Student Schedules 　o Student schedule sort order 　　How to control the order in which course sections are displayed.
6.3	Dec 2018	Updated Section 2.7 School Preferences – Scheduling. Hide from attendance, updated 8.7.1 Assigning Homerooms to multiple teachers, 8.7.2 Assigning Homerooms to multiple students
6.4	Jan 2019	Release 5.9 updates to section 2.7
6.5	May 2019	Added hyperlinks to Table of Contents
6.6	Jul 2019	Release 5.10 updates to section 2.1 School Preferences – Daily attendance
6.7	Oct 2019	Section 1.1, page 6 Update for Student Portfolios release
6.8	Oct 2019	Updated section 6 – Reference Codes
6.9	May 2020	Updated School Details screenshot and details to include Max days per page setting used in student schedule reports
7.0	Aug 2020	Release 6.1
7.1	Sep2020	Updated Section 1.1 Define School Details.
7.2	Jul 2021	Section 8.1 Staff – Usual Frist and Last Name Fields
7.3	Jul 2021	6.3 Upgrade Added Section 7.7 Text Comment Length Override
7.4	Dec 2021	School Setup Details – Email address field and functionality Added the Appendix for the Miscellaneous fields
7.5	Sep 2022	Added Address Catchment Enforced to School Setup Details Section 7 – Updated Comment Bank Language to Variables (not tokens)
7.6	May 2023	Updated section 1.1 screenshots to reflect DOLS functionality
7.7	Jul 2023	Transcript Definitions – 2023 Reporting Order Display Comment Column
7.8	Aug 2023	6.6 Screenshots
7.9	May 2024	Update screen captures; Add Quick Status / Day Number information; 2023 Reporting Order, Add Co-teacher to multiple course sections -

8.0	Aug 2024	Updated screenshots and new 6.7 Release information
8.1	Oct 2025	Updated Section 9.5.1 Remove Co-teacher(s) from Multiple Course Section(s)"
8.2	Dec 2025	Upgrade to 2025.2 - Updated Section 2.2

Confidentiality

Table of Contents

1.0 School Details

1.1 Define School Details

School view > School top tab > Setup side tab > Details > General

School Name fields should not be prefaced with the school district number as users with access to multiple schools will lose the ability to easily search for a school by name in Change View > Select School.

Also change the category field on top right side to "All Fields" to see additional fields that need to be completed.

MyEducationBC

| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Extracurriculars | Global | Tools | Admin |
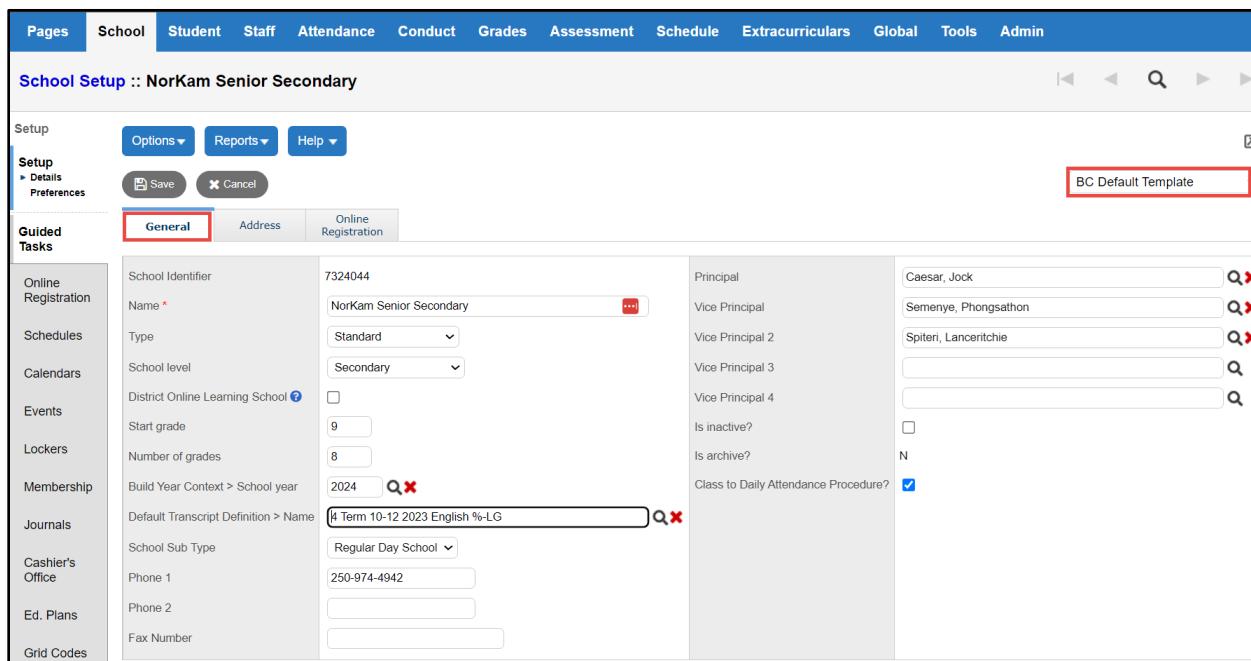
School Setup :: NorKam Senior Secondary

Setup
Setup
▶ Details
Preferences

Guided Tasks

Online Registration

Schedules

Calendars

Events

Lockers

Membership

Journals

Cashier's Office

Ed. Plans

Grid Codes

Groups

Options ▾   Reports ▾   Help ▾

💾 Save   ✖ Cancel   Auto-saved at 9:17 AM

All fields

Field	Value
School Identifier	7324044
Name *	NorKam Senior Secondary
Type	Standard
School level	Secondary
Is inactive?	☐
Follett customer ID	
Is archive?	N
Start grade	9
Number of grades	8
ShortName	NSS
Class to Daily Attendance Procedure?	☑
Conversion Status	PROD
school hide	0
Active directory group name	
State identifier	
Disable waiting list indicator	☐
Transcript Definition ID	
School Zone	
Superintendant	Dr. Rhonda Nixon
Local School Number	2739
School Sub Type	Regular Day School
Principal > Name	Caesar, Jock

Field	Value
Principal > Name	Caesar, Jock
Principal Email	klqrucp@eb15.rm.ci
Vice Principal > Name	Semenye, Phongsathon
Administrator 3 > Name	Spiteri, Lanceritchie
Administrator 4 > Name	
Administrator 5 > Name	
School Email	norkam-secondary-office@sd73.bc.ca
Organization 2 > Name	Kamloops/Thompson
Fax Number	
Principal > Work phone	250-509-8516
Principal > Cell phone	250-831-7873
Phone 1	250-974-4942
Phone 2	
Fax	250-377-2225

💾 Save   ✖ Cancel   Auto-saved at 9:22 AM

On the **General** sub-tab, use the following table to enter information in the fields:

Field	Description
School Identifier	The Ministry code that identifies this school.
Name	Enter the school's name. This name appears at the top of every page in the School view and on every report printed in the School view, when logged on to this school. *School Name fields should not be prefaced with the school district number as users with access to multiple schools will lose the ability to easily search for a school by name in the **Change View > Select School.***
Type	Select the appropriate school type. Most schools will be Standard. School type determines how some Ministry exports and reports are produced.
School level	Select the school level, such as secondary or elementary.
District Online Learning School	Check the box is your school is a District Online Learning School (DOLS). Catchment area boundaries will be enforced for the DOLS if this box is checked
Is inactive?	Select the checkbox to indicate the school is inactive.
Start Grade	Enter a number to indicate the lowest grade level at the school. For example, type 9 for a high school that begins with grade 9. Kindergarten is represented by a 0.
Number of Grades	Enter the number of grade levels taught at the school. For example, type 4 for a high school that teaches grades 9-12.
ShortName	Enter the acronym for the school
Class to Daily Attendance Procedure?	Check the box if your school will be taking attendance by period and wants the period attendance calculated to a daily value to populate Daily attendance. In this scenario, if the office has already recorded a daily record, the procedure will not overwrite the office entry.
Build Year Context > Identifier	From the picklist, select the year you want to build a schedule for when using the Build view.
Default Transcript Definition > Name	This field is required to pull courses into the school. Enter the Transcript Definition that will be auto assigned to all courses. Transcript Definitions can be changed once the course is in the school course catalogue.
School Sub Type	Select the School Sub Type for your school. Most Schools will be Regular Day School.
Phone 1	Enter the school's main telephone number. This information will display in the restrictive query when a match is found for a student belonging to your school.
Phone 2	Enter the school's secondary telephone number.

Field	Description
Fax Number	Enter the school fax number if applicable
School Email	Change the template to "All fields" to see the School Email field. The school email address must be 50 characters or less. Ensure it is a monitored email address. The school email will show in the Registration Wizard, Annual Instructional Plan, BC Student Information Verification Form, Report Cards 10-12 Multi-term, and student schedules.
Principal > Name	Select the name of the principal of the school from the pick list. This field must be populated to Opt-In to Student Portfolios Note: For administrators that are secondary to the school, this must be completed by district personnel who have the appropriate role.
Vice Principal 1, 2, 3, 4 > Name	Select the name(s) of the Vice-Principal(s) of the school from the pick list.
Is archive?	This setting is not relevant to MyEducation BC schools so it is a non-editable field.

School view > School top tab > Setup side tab > Details > Address

Enter the Address of the School and Save

2.0 School Preferences

School view > School top tab > Setup > Preferences >

The Category drop down defines the configuration areas:

2.1 School Preferences: Daily Attendance

School view > School top tab > Setup > Preferences > Daily Attendance > Basic

These preferences default to the district settings and can be changed at the school level.

Those with * are *only* found in School view preferences.

Field	Default Value	Additional Notes
Daily Attendance: Show Daily side tab in Staff view	Checked	**Checked:** Staff view > Attendance will have a Daily side tab. (Recommended if Classroom input type is Homeroom) **Unchecked:** Staff view > Attendance will have a Class side tab only. (Recommended if Classroom input type is Period)
Daily Attendance: Classroom input type	Period	**Homeroom:** choose homeroom if Staff view posting of homeroom attendance creates the student Daily attendance record **Period:** choose period if Staff view posting of class attendance in a specified period creates the student Daily attendance record See the Attendance Management guides for details.
Daily Attendance: Classroom input period		If **Period** is selected above, identify the period attendance posting that will create a daily attendance value for a student.
General Settings: Recent attendance history cut-off (days)	90	The days of attendance history shown in the Recent Attendance filter. **School View > Attendance** top tab > **Daily History** side tab > filter **Recent Attendance.**

Field	Default Value	Additional Notes
General Settings: * Allow daily attendance for past dates	Unchecked	**If Homeroom Daily Attendance is selected in Classroom Input Type:** **Checked**: teachers can enter and post or edit a previous Daily attendance value. **Unchecked:** teachers cannot enter or edit a previous Daily attendance record. Required changes must be done through the office.
General Settings: * Previous day limit	10	If **Allow daily attendance for past dates** is checked, enter the number of days a teacher can go back and post attendance.
General Settings Post from school daily roster	Un-Checked	**Checked: School View> Attendance> Daily Roster> Post Button** (Recommended if the school user want to post the attendance from Daily Roster). This option overrides the district preference of posting attendance from Daily Roster **Un-Checked: School View> Attendance> Daily Roster> Save Button** (Recommended if the school user don't want to post and just want to save the attendance from Daily Roster)
Daily Roster Input Buttons: Number of buttons	3	Enter the number of buttons available in School > Attendance > Daily Roster
Daily Roster Input Buttons: Buttons 1-5 Code		Select the Attendance Code for each button used
Daily Roster Input Buttons: Buttons 1-5 Pop-up Checkbox		**Checked:** pop-up window appears for users to enter details on the entry (reason, portion of time absent, excused, etc.). **Unchecked:** users will only have the button without the popup for additional details
Daily Office Input Buttons: Number of Buttons	3	Enter the number of buttons available in School > Attendance > Daily Office
Daily Office Input Buttons: Button 1-5		Select the Attendance Code for each button used
Daily Office Input Buttons: Button 1-5 Pop-up Checkbox		**Checked:** pop-up window appears for users to enter details on the entry (reason, portion of time absent, excused, etc.). **Unchecked:** users will only have the button without the popup for additional details
Staff View Input Buttons (*Daily*): Number of buttons	2	Enter the number of buttons available in **Staff > Attendance > Daily** side tab (must have **Show daily side tab in Staff view** checked)
Staff View Input Buttons (*Daily*): Button 1-5		Select the Attendance Code for each button used

Field	Default Value	Additional Notes
Staff View Input Buttons (*Daily*): Button 1-5 Pop-up Checkbox		**Checked:** pop-up window appears for Staff view users to enter details on the entry (reason, portion of time absent, excused, etc.). **Unchecked:** users will only have the button without the popup for additional details

School view > School top tab > Setup > Preferences > Daily Attendance > Advanced

Field	Default Value	Comment
Weekend Attendance: Saturday attendance	Unchecked	**Checked:** allows for school setup to take attendance on Saturday
Weekend Attendance: Sunday attendance	Unchecked	**Checked:** allows for school setup to take attendance on Sunday
*Second Daily Attendance: Second daily attendance	Unchecked	**Checked**: allows a second Daily attendance to be recorded. **Unchecked:** does not allow another Daily attendance record to be created.
*Second Daily Attendance: AM portion absent		Enter the value you want the AM attendance record to be calculated at. For example, if being absent in the morning counts as a half-day absent, this value would be .5.
*Second Daily Attendance: Classroom input type		**Homeroom:** choose Homeroom if Staff view posting of homeroom attendance creates a student daily attendance record **Period:** choose Period if Staff view posting of class attendance in a specified period creates a student daily attendance record
*Second Daily Attendance: Classroom input period		If you have selected Period as your Class input type for Second Daily Attendance, select the period that will create the second portion of the student daily attendance record
*Second Daily Attendance: Push AM/PM from Class office	Unchecked	Enable this field to push daily attendance for AM and/or PM to the respective class attendance periods from the Class Attendance Office Input page. When this and the **Second daily attendance** preference are enabled, a new column, **Daily Code (PM),** appears on the Class Attendance Office Input page (School view, **Attendance > Class Office**).
Attendance Activity Tracking	Unchecked	This functionality is not used in BC

Field	Default Value	Comment
Restrict [Edit] link in staff view **Note**: setting applies to both Daily and Class Attendance	Unchecked	If District Preferences allow, Schools will have the ability to edit this field and determine the preference. **Checked:** The [edit] link in Staff view changes to [view], Staff can read the entry and changes are made in the office **Unchecked:** Staff can change the entry through the [edit] link

2.2   School Preferences: Class Attendance

School view > School top tab > Setup > Preferences > Class Attendance > Basic

Field	Default Value	Comment
Post Mode	Post	**Post mode** - determines if and how many times a teacher may post class attendance information to a student record • **No Post** – Attendance will be recorded in the Staff view but will NOT be recorded in a student record • **Post** – Attendance can be posted to a student Class attendance record multiple times, overwriting the last entry. • **Post Once** – Attendance can be posted to a student Class attendance record once, changes made after the initial post will not change the student Class attendance record.
Allow date change in staff view	Unchecked	**Allow Date Change in staff view** – Controls the Date Navigation setting in the Staff view > Attendance C**hecked** – Allows date change and attendance adjustment in Staff view (based on post mode setting) to allow teachers change the date and enter attendance for past dates. **Unchecked** – Changes to Class attendance for previous dates is done only in the office via School view. Class attendance for past dates is entered in the school office view. •
Allow date change for class roster in school view	Unchecked	**Select this checkbox to enable staff members to be able to enter class attendance for dates other than today (School view, Attendance > Class Roster).** **Checked:** Enables staff members to enter class attendance for dates other than today. **Unchecked:** Staff cannot enter class attendance for dates other than today.
Enable Multi Add Button Class Office	Checked	**Select this checkbox to enable the Multi-Add button to appear on the Class Office page, allowing users to enter class attendance for several students (for many periods and dates) at once (School view, Attendance > Class Office).** **Checked:** Allows users to enter class attendance for several students, periods, and dates at once. **Unchecked:** Users cannot enter class attendance for several students, periods, and dates at once.
Track class attendance by period	Unchecked	**Check if the school has double blocked periods *and* would like an attendance record posted for both periods.** **Checked:** attendance is taken for both periods of a double-block class. **Unchecked:** attendance can only be taken once for a double-block class. This setting functions with a schedule that is rotated in the **Build View**.

Field	Default Value	Comment
Display comment column	Unchecked	**Teachers can enter comments directly on Class Attendance input page for their use.** **For the Comment column to appear, the school must first enable the Display comment column preference.** **Checked: Comment column will appear in Staff View.**
Staff View Negative Attendance Input Buttons: number of buttons	2	Enter the number of buttons available in Staff > Attendance > Class
Staff View Negative Attendance Input Buttons (*Staff view Class*): Button 1-5		Select the Attendance Code for each button used
Staff View Negative Attendance Input Buttons (*Staff view Class*): Button 1-5 Pop-up Checkbox		**Checked:** pop-up window appears for Staff view users to enter details on the entry (reason, portion of time absent, excused, etc.). **Unchecked:** users will only have the button without the popup for additional details
School View Negative Attendance Input Buttons – Number of buttons	3	**Number of buttons to appear if the school is using Negative Class Attendance.**
School View Negative Attendance Input Buttons: Button 1-5		Select the Attendance Code for each button used
School View Negative Attendance Input Buttons: Button 1-5 Pop-up Checkbox		**Checked:** pop-up window appears for Staff view users to enter details on the entry (reason, portion of time absent, excused, etc.). **Unchecked:** users will only have the button without the popup for additional details

Field	Default Value	Comment
Positive attendance	Unchecked	**Checked**: ALL course sections use positive attendance; students are assumed absent unless they are recorded as present. (i.e., StrongStart Centres) **Unchecked:** the default for course sections is negative or standard attendance; students are assumed present unless they are recorded as absent. Individual course sections can be set as positive attendance.
<u>Positive Attendance Input Buttons</u>**:** Number of buttons	Blank	Enter the number of buttons available in Staff > Attendance > Class
<u>Positive Attendance Input Buttons:</u> Buttons 1-5	Blank	Select the Attendance Code for each button used • Positive Attendance Course Sections will have A and P buttons in In Staff > Attendance > Class by default • In StrongStart Schools one button must be identified as POS to allow for the coding required for Ministry reporting.
Positive Attendance Input Buttons (*Staff view Class*): Button 1-5 Pop-up Checkbox		**Checked:** pop-up window appears for Staff view users to enter details on the entry (reason, portion of time absent, excused, etc.). **Unchecked:** users will only have the button without the popup for additional details

2.3　School Preferences: Conduct

School view > School top tab > Setup > Preferences > Conduct

Field	Default Value	Comment
Detention Management: Session 1-3 - Name	Blank	These fields appear in the Conduct area of MyEducation BC to track students who have been assigned detentions. **School** view > **Conduct** top tab > **Detentions** side tab

2.4　School Preferences: Staff Attendance

School view > School top tab > Setup > Preferences > Staff Attendance

Field	Default Value	Comment
General Settings: Saturday Attendance	Unchecked	**Checked:** school can assign a TOC for a teacher on Saturday. **Unchecked:** school is not able to assign TOCs on a Saturday.
General Settings: Sunday Attendance	Unchecked	**Checked:** school can assign a TOC for a teacher on Sunday. **Unchecked:** school is not able to assign TOCs on a Sunday.
General Settings: Accrual Cutover date		This is the date that your school went live in MyEducation BC.
Input Buttons: Number of buttons	1	This field should not be changed. It is required for TOC functionality.
Input Buttons: Button 1	TOC	This field should not be changed. It is required for TOC functionality.
Input Buttons: Button 2-5		No other buttons should be defined.

2.5　School Preferences: Lunch Counts

School view > School top tab > Setup > Preferences > Lunch Counts

Field	Default Value	Comment
Take Lunch counts	Unchecked	This optional functionality allows teachers to record the number of lunches ordered by students when the teacher takes attendance.
Lunch count 01-10		Lunch count buttons 01 through 10 allow the school to define the type of lunch item being counted. (milk, juice, soup, salad, etc.)

2.6 School Preferences: Grade

School view > School top tab > Setup > Preferences > Grade

These preferences default to the district settings and can be changed at the school level.

Those with * are only found in School view preferences.

Field	Default Value	Comment
Gradebook: Add/Drop ignore window (days)	0	Enter the number of days after the start of school before student Add/Drop notifications display on the Staff view > Pages screen.
*Gradebook: Add/drop align gradebook scores behavior		Determines what happens to a student's *assignment* scores when the student transfers from one course section to another: **Department**: The assignment scores are copied to the student's new course if the course's previous and new department match. The assignment categories must be the same in both sections. The total points for both assignments must be the same. **Course number**: The assignment scores are copied if the previous and new course numbers match. The assignment categories must be the same in both sections. The total points for both assignments must be the same. **Do not copy**: The assignment scores are not copied.
Gradebook: Allow multiple posts by staff	unchecked	**Checked:** teachers can post grades from the term grade entry screen to report cards multiple times, if the grade post window set by the school is open. **Unchecked:** teachers can post grades from the term grade entry screen to the report card one time only. After posting changes for report card grades must be done at the office.
Gradebook: Allow editing of term weights by staff	Unchecked	**Checked**: allows teachers to adjust the weight of term marks for calculated transcript definitions. **Unchecked:** does not allow teachers to adjust the weight of term marks.
Gradebook: Current classes day offset	1	How many days after the schedule term ends will classes appear in the current classes drop-down in Staff > Gradebook > Scores,
Gradebook: Active date enabled by		DL/CE schools will use this setting to identify how the Active Date is triggered. See the DL and CE Schools Setup and Processes for details
Calculations: Decimals	0	Type the number of decimal places you want the system to calculate for term marks.
Calculations: Credit Update Procedure	BC-GRD-001	THIS SHOULD NOT BE EDITED AT THE DISTRICT OR SCHOOL LEVEL

Field	Default Value	Comment
Calculations: Hide assignment score percentage bar (in Family/Student view)	Unchecked	**Checked:** Hides the percentage bar from **Family/Student** view > **Academics** > **Assignments** > Score column. Recommended for Standards Based Schools. *Checked* is the suggested setting to work with the BC K-9 competency-based curriculum. Unchecked: percentage bar is visible in **Family/Student** view > **Academics** > **Assignments** > Score column.
*Averages to show in gradebook: Category average display mode		**Display category average by term**: Staff > Gradebook will display an average for each category by term **Display category cumulative average:** Staff > Gradebook will display the average for each category regardless of term
*Averages to show in gradebook: Term Average	Checked	**Checked**: term average column displays in Staff > Gradebook > Averages/All **Unchecked**: term average does not display in Staff > Gradebook > Averages/All. Recommended unchecked for schools using **Standards Based Grading**
*Averages to show in gradebook: Semester cumulative average		**Checked**: user gradebook preferences will allow an option for Semester cumulative average column in Staff > Gradebook > Scores **Unchecked**: Semester cumulative average checkbox is not an option in user gradebook preferences For use in schools with an even number of grading terms. Average displayed in this column is the assignment averages (weighted by gradebook preference) by term for the semester.
*Averages to show in gradebook: Overall cumulative average		**Checked:** user gradebook preferences will allow an option for Cumulative average column in Staff > Gradebook > Scores **Unchecked:** Cumulative average checkbox is not an option in user gradebook preferences Average displayed in this column is the assignment averages regardless of term, based on user gradebook preferences (*Total Points*).
Report Cards: *Report card message		The school message that will print on the student report cards.
Report Cards: *Honor roll qualification list		Leave this blank.

Field	Default Value	Comment
*Transcript auto-calculation options: Credit mode	Disable	**Disable:** User will not see any auto-calculation options. **Enable – Checked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes automatically selected on the student's transcript page. The user can de-select the box. **Enable – Unchecked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes not selected on the student's transcript page. **Force**: To force the system to auto-calculate a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript. The update checkbox appears on the student's transcript page, but the user cannot deselect it. This setting is not recommended. **Student** top tab > **Transcript** side tab > click on a record to see the detail. If the school setting is Disable, there will be no check boxes between the Save button and the course detail. If the school setting is an Enable choice, the buttons will appear, with the ability to check or uncheck as defined by the setting the school has chosen. The Force setting is not recommended as it interferes with the ability to add historical transcript records.

Field	Default Value	Comment
*Transcript auto-calculation options: GPA mode	Disable	**Disable:** User will not see any auto-calculation options. **Enable – Checked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes automatically selected on the student's transcript page. The user can de-select the box. **Enable – Unchecked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes not selected on the student's transcript page. **Force**: To force the system to auto-calculate a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript. The update checkbox appears on the student's transcript page, but the user cannot deselect it. Student top tab > Transcript side tab > click on a record to see the detail If the school setting is Disable, there will be no check boxes between the save button and the course detail. If the school setting is an Enable choice, the buttons will appear, with the ability to check or uncheck as defined by the setting the school has chosen. The Force setting is not recommended as it interferes with the ability to add historical transcript records.
*Transcript auto-calculation options: Rank mode	Disable	**Disable:** User will not see any auto-calculation options. **Enable – Checked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes automatically selected on the student's transcript page. The user can de-select the box. **Enable – Unchecked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes not selected on the student's transcript page. **Force**: To force the system to auto-calculate a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript. The update checkbox appears on the student's transcript page, but the user cannot deselect it.

Field	Default Value	Comment
*Transcript auto-calculation options: Grade mode	Disable	Updates the Teacher's Gradebook when this is checked and the update process is run. **Disable:** User will not see any auto-calculation options. **Enable – Checked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes automatically selected on the student's transcript page. The user can de-select the box. **Enable – Unchecked**: To enable auto-calculation of a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript, and to have the update checkboxes not selected on the student's transcript page. **Force**: To force the system to auto-calculate a student's credits, GPA, grades, or rank when you manually change a grade on his or her transcript. The update checkbox appears on the student's transcript page, but the user cannot deselect it. Grades top tab > Transcript side tab > Details > Options > Update Gradebooks The Force setting is not recommended as it interferes with the ability to add historical transcript records.
*Rank Options: Rank type	Grade Point Average	Select Total Points or Grade Point Average depending on how your school calculates rank.
*Rank Options: Rank Calculation mode	Cumulative	Select Cumulative points or Current year points only, depending on whether you are using Cumulative (historic and current), or Current year only. If historical courses are not included in calculations, set to Current Year Only.

2.7   School Preference: Gradebook

*School view > School top tab > Setup > Preferences > Gradebook*

This preference is available at the District and School view. Establishing who can edit a particular setting provides districts and schools the ability to standardize the look and function of the teacher gradebooks.

Each of the settings below can have the owner set to one of the following dropdowns:

- District – The district controls the setting (available at District only)
- School – The school controls the setting (available at District and School)
- User – The teacher controls the setting (available at District and School)

The settings that are editable on this preference were previously Teacher Gradebook preferences only.

Changes made to the preferences will NOT affect users that have already set their preferences. Changes apply to NEW schools and NEW users.
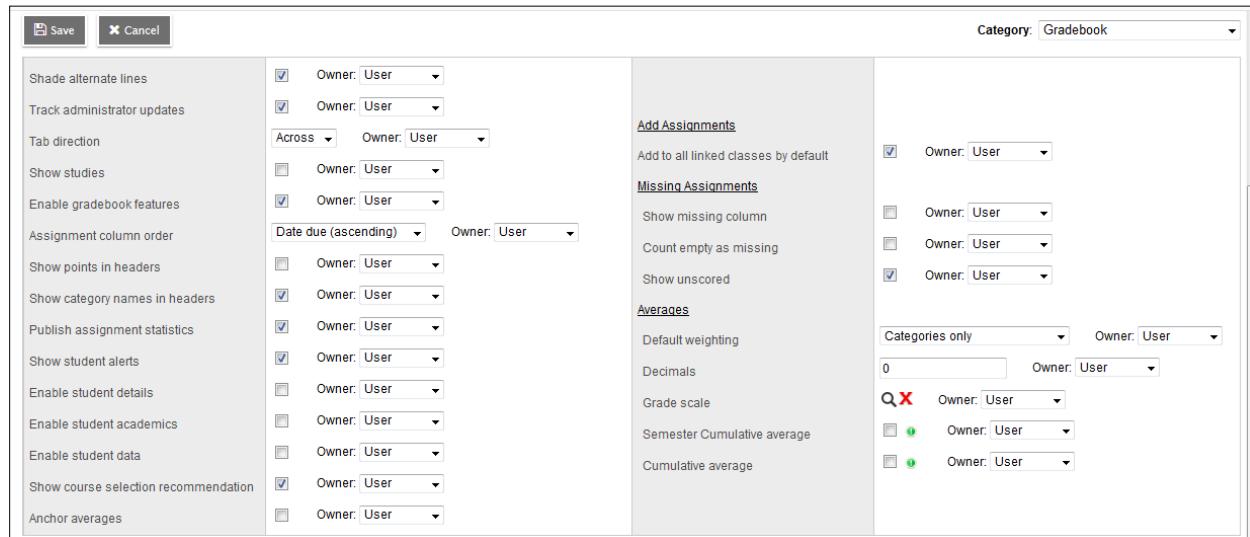
For each field, review what the default setting will be and indicate who owns the field.

Refer to the Traditional Gradebook reference guide for detailed instructions for each setting.

Field	Default Value	Comment
Shade alternate lines	Checked Owner=User	Shades alternate lines in the gradebook for ease of viewing.
Track administrator updates	Checked Owner=User	A blue exclamation mark appears next to any grades or comments changed by an administrator.
Tab direction	Across Owner=User	Down or Across. Which direction should the cursor go when the tab key is pressed during grade entry?

Field	Default Value	Comment
Show studies	Unchecked Owner=User	Includes rosters for advisory or study periods - not used in BC or Yukon at this time.
Enable gradebook features	Checked Owner=User	This MUST be checked or gradebook functions will not work.
Assignment column order	Date Due (ascending) Owner=User	Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.
Show points in headers	Unchecked Owner=User	Displays total points for an assignment in the column header
Show category names in header	Checked Owner=User	Displays abbreviated category code in the assignment column header.
Publish assignment statistics	Checked Owner=User	Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. Often determined at the district level.
Show Student Alerts	Checked Owner=User	Displays alert icons next to student names.
Enable student details	Unchecked Owner=User	An information icon next to the student's name in the scores page provides student contact information.
Enable student academics	Unchecked Owner=User	An information icon next to the student's name in the scores page provides student academic information.
Enable student data	Unchecked Owner=User	An information icon next to the student's name in the scores page provides student demographic information.
Show course selection recommendation	Checked Owner=User	Displays recommendation column. Recommendations pertain to teacher suggestions for course selections in the next year. Recommendations can only be made at times set at the school level. Teachers may want to leave this box unchecked when not in use.
Anchor averages	Unchecked Owner=User	Displays running average for the marking period in the column to the right of student's names.
Add Assignments		
Add to all linked classes by default	Checked Owner=User	When course sections are linked for categories and assignments, the add assignment screen will automatically check the box to add the assignment to all linked classes on any template where the option exists. Course sections can be deselected if the assignment should not be added to that section. Refer to *Traditional Gradebook*, section *Gradebook: Assignments* for details

Field	Default Value	Comment
Missing Assignments		
Show missing column	Unchecked Owner=User	If you create special codes that you enter for missing assignments, select this checkbox to view the Missing column on the Scores page.
		For each student, the Missing column includes assignments entered using special codes (see section 5.0 Optional Tools below for further information on the use of special codes).
		Note: This column is for the teacher only. Students and family members do not see it in the portals, and office and administrative staff members do not see it in the School or Enterprise views.
Count empty as missing	Unchecked Owner=User	If you selected the Show missing column checkbox, select this checkbox to count any assignments that were due before today and that you have not entered scores for, as missing.
		Note: A Teacher might want to select this checkbox at the end of a term once all assignment scores are recorded. Otherwise, the Missing column will include scores for assignments that have not been graded.
Show unscored	Checked Owner=User	Only used with courses that have a rubric definition assigned to it.
Averages		
Default weighting	Categories only Owner: User	This setting is significant as it sets the default mark calculation for the gradebook. This setting can be overridden at the course detail level for individual courses. A short explanation of each of the settings is provided below, detailed explanations can be found in *Traditional Gradebook*: *Appendix A* and from online resources.
		• Categories only (weighted categories) if you want to weight only the categories in your gradebook.
		o Assignments are converted to a percentage then averaged within each category. The category average is multiplied by the assigned weight, and the weighted category averages are added together.
		• Category and assignments (weighted) if you want to weight both categories and weight the assignments within those categories.
		o Assignments are converted to a percentage, multiplied by the assigned weight and a category average is calculated. The category average is then multiplied by the assigned weight, and the weighted category averages are added together.
		• Select Total points if you want the overall value of an assignment to be determined by the maximum points possible for the assignment.

Field	Default Value	Comment
		- Assignments are not converted to a percentage. The total points a student earns is divided by the total number of points possible. - Select Category total points if you want a category weighted and the value of an assignment within a category to be based on the points possible for the assignment. - Assignments are not converted to a percentage. Within each category, total points earned are divided by total points possible to determine the category average. The category average is then multiplied by the assigned weight, and the weighted category averages are added together. Additional Resources: Help > Quick Reference Cards > Gradebook—Beginning-of-the-Year Setup Help > Videos > Teacher Gradebook > Setting up your Aspen Gradebook > QRG > Understanding Averaging Modes.
Decimals	0 Owner=User	Determines how many decimal points to use in calculating grades. Affects averages in Gradebook only. Grades posted to transcripts will conform to the district defined decimal rules.
Grade change tracking days	Unchecked 0 Owner=User	
Grade Scale	No default value. Must be selected by the owner. Owner=User	- Some districts have uniform grade scales. If not established by the district, participants can select a scale from the list viewed by clicking the magnifying glass. - Provincial Mark Scale Final assigns numeric value of 25% for letter grade – F, no numeric value for letter grade –I. - Provincial Mark Scale Interim assigns no numeric value for letter grade - F, numeric value of 25% for letter grade - I. - The IB Grade Scale is for use by authorized IB Schools only. - If the district or school permits, teachers can go to the Tools top tab > Grade scales side tab > Options > Add to create their own grade scales.
Semester Cumulative Average	Unchecked Owner=User	- Select this checkbox to show semester running averages on your Scores page. MyEducation BC calculates semester running averages based on the assignment grades within each of the terms inside of it, not on the average for each term. - Students and family can view this column in the Student and Family views.

Field	Default Value	Comment
		• Note: Your school must enable the School Grade preferences (for Show semester averages in the gradebook) for this user preference to be activated. • MyEducation BC uses the column header Semester # (for example, Semester 1) for semester running average columns.
Cumulative Average	Unchecked Owner=User	Select this checkbox to show an overall course cumulative mark calculation when using Total Points averaging mode. Selecting this option along with a default weighting of **Total Points** or **Category Total Points** produces a total cumulative mark calculation. Note: this option is only available if the **School > Preferences > Grades** has **Semester Cumulative Average** and **Overall Cumulative Average** checked.

2.8 School Preferences: Schedule

School view > School top tab > Setup > Preferences > Schedule > Basic

These preferences are editable by the school but default to the settings from district and/or province. Those with * are only found in School View preferences.

Note: This preference is different than the Schedule preference managed at the district level.

Field	Default Value	Comment
General: Schedule mode	Secondary	MUST BE SET TO SECONDARY IN ALL SCHOOLS. (See the Set Active Schedule section of this document)
General: Elementary schedule grade level cut-off		N/A - all schools in BC should be set to Secondary.
General: Section number pad length		This setting determines how many characters are generated when a new section is created for a course. (MEN—12-005 would be 3 characters; MEN—12-5 would be 1 character) Recommended setting of a minimum of 2 to avoid truncating and assist with sorting by section.
General: Shared build year scenario		These values relate to work done in the Build view. Do not adjust these values.
General: Allow Build year request edits		These values relate to work done in the Build view. Do not adjust these values.
General: Align teacher assignment with certification		These values relate to work done in the Build view. Do not adjust these values.
Allow percentages for additional section types		These values relate to work done in the Build view. Do not adjust these values.
Student subject selection: Disable automatic recommendation acceptance		These values relate to work done in the Build view. Do not adjust these values.
Student subject selection: Subject selection fields		These values relate to work done in the Build view. Do not adjust these values.
Teacher recommendation: Show recommendations in School view		These values relate to work done in the Build view. Do not adjust these values.
Teacher recommendation: Enforce Recommendation code match		These values relate to work done in the Build view. Do not adjust these values.
Teacher recommendation: Teacher recommendation fields		These values relate to work done in the Build view. Do not adjust these values.
Schedule Matrix: Default time filter to date		Checked – Allows user to include a time filter to Schedule Matrix
Homeroom: Require room for homeroom fields on Staff		Unchecked – Allows user to select homeroom from pick list or type homeroom as free form text Checked – Restricts user to only selecting homeroom from pick list.

Field	Default Value	Comment
Student Schedule: Student schedule sort order		The values in these fields are the java names of database fields. The following is a description of each and the corresponding value that is displayed on the student schedule: scheduleDisplay = the period/day termView = schedule term section.scheduleTrackId = track ID section.courseView = Course code & Section # By adjusting the order these are listed, you can control the sort order on the student's schedule. For example, to have the student schedule sorted by Term (e.g. FY, S1, S2) Move **termView** to the beginning of the line – as below: *termView,scheduleDisplay,section.scheduleTrackId,section.courseView*
Student Schedule: Student schedule matrix cell		These values relate to work done in the Build view. Do not adjust these values.
Student schedule workspace: Student schedule fields		These values relate to work done in the Build view. Do not adjust these values.
Student schedule workspace: Master select fields		The names in this field control the columns and order of columns on the pop-up window, in the Student > Schedule > Workspace > button *Select….* Columns can be added, removed and re-ordered within this area. ***See Appendix A-Master select fields*** for a list of Java names that represent the column headers.
Student schedule workspace: Allow future add/drop	Unchecked	**Checked**: allows changes to a student schedule to be set for a selected future date in School > Student > Schedule > Workspace. **Unchecked:** does not allow the option of setting a student schedule change for a future date.
Student schedule workspace: Allow past add/drop	Unchecked	**Checked**: allows changes to a student schedule to be set for a selected past date in School > Student > Schedule > Workspace. **Unchecked:** does not allow the option of setting a student schedule change for a past date.
Student schedule workspace: Pending student schedule change fields.		These values relate to work done in the Build view. Do not adjust these values.
Student schedule workspace: Align Add/Drop window (days)		Number of days after start of the school year that student schedule adds/drops are displayed in the Staff view > Pages > classes widget.

Field	Default Value	Comment
General: Pattern day IDs		These values relate to work done in the Build view. Do not adjust these values.
General: Pattern period IDs		These values relate to work done in the Build view. Do not adjust these values.
Number of sections deleted with warning	0	Zero indicates that all deletions will issue a warning. Any time a section is deleted, you will receive a warning.
Program total minutes override by grade level		Select this preference to override course program total minutes by grade level. The format is grade level, colon, total minutes. Separate grade levels with commas. **Example:** 01:1980, 02:1980, 03:1980 In this example, grade levels 1, 2 and 3 have overrides set to 1,980 minutes.
Commit - Map of user defined fields for master	Blank	Not Required. Fields from (Basic tab) Student Schedule Workspace – could be entered here to move the values in the following fields (Related to Designation Tallies) from the Build view to the school view when Commit Schedule is run, after EOYR. fieldA004,fieldA005,fieldA006,fieldA007,fieldA008,fieldA009,fieldA010,fieldA011,fieldA012,fieldA013,fieldA014,fieldA015,fieldB002. Alternately it could be left blank and after Schedule Commit is run, the Update Designation Tallies (scheduled at the district level) will update values in the School view the next time it is ran.
Initialize Sections - Initialize Sections Procedure	Blank	Not used in BC or Yukon. Functionality was added to have a customized Initialize Sections Procedure.

2.9   School Preferences: Receipt Printing

School view > School top tab > Setup > Preferences > Receipt Printing

Additional information on these preferences can be found in Help > Online help > search for receipt printing > Define District (Root Organization) Receipt Printing Preferences. Districts requiring assistance with this can submit a request through a HEAT ticket.

Field	Default Value	Comment
Enable receipt printing	checked	**Checked:** enables receipt printer based on settings defined. **Unchecked**: disables receipt printer.
Width	300	
Height	400	
Left margin	25	
Top margin	25	
Font	Lucida Console	
Font size	10	
Line height	10	
Daily attendance receipt content		
Class attendance receipt content		
Payment receipt content		

2.10 School Preferences: Secondary School Management

School view > School top tab > Setup > Preferences > Secondary School Management

Field	Default Value	Comment
Secondary Students	Unchecked	**Checked:** to see secondary students in the school (cross-enrolled). Recommended setting for all schools in BC is Checked. **Unchecked:** if the school does not have secondary students.
Secondary School **daily** attendance management		**None**: The secondary school cannot create a Daily Attendance value for secondary students. **Sole**: Only the secondary school create a Daily Attendance value for secondary students. **Shared**: Both primary and secondary schools can create a Daily Attendance value for secondary students. The school that creates the Daily Attendance value for a student is the school that can edit the record. This setting is **not** for Class Attendance, either school can create a Class Attendance value for a student scheduled into a course section at the school.

2.11 School Preferences: Communication

School view > School top tab > Setup > Preferences > Communication

Field	Default Value	Comment
Forum Options: Requires moderation	Unchecked	**Checked:** all forums require a page administrator to approve all posts before they appear to users. **Unchecked:** choose which forums are moderated (all, some or none)
Notifications – Enable push notifications	Unchecked	**NOT USED IN BC or YUKON**
Scheduled Job Notification: Job failure delivery address		Enter email addresses for school users to receive notifications of failed scheduled jobs. Separate individual email addresses with commas.
Scheduled Job Notification: Delivery start time		The time at which the system will begin sending email notification for a failed or skipped job.
Scheduled Job Notification: Delivery end time		The time at which the system will stop sending email notification for a failed or skipped job.
Scheduled Job Notification: Repeat time (in minutes)		Set time to determine how often to send the failed job email notification. Suggested repeat time is 30 minutes or greater.

2.12 School Preferences: Family/Student Portal

School view > School top tab > Setup > Preferences >Family/Student Portal

Field	Default Value	Comment
General: Show Semester Averages		**Checked:** displays the semester average by term for assignments set as public in Family/Student Portal > Academics > Averages Table **Unchecked:** does not display the semester average by term in Family/Student Portal > Academics > Averages Table
General: Show overall cumulative averages		**Checked:** displays the gradebook overall cumulative averages for assignments set as public in the Family/Student Portal > Academics > Averages Table **Unchecked:** does not display the overall cumulative averages for assignments set public in the Family/Student Portal > Academics > Averages Table
General: Grades calculation for standards		**Average:** displays the average of all scores entered for a standard; sum of scores divided by number of scores **Trend:** displays the Power Law Trend equation, referencing each score entered. ***Trend*** is the suggested setting to work with the BC K-9 competency-based curriculum.
General: Show cumulative standard summary		**Checked:** displays a cumulative standard summary on the Academics page. ***Checked*** is the suggested setting to work with the BC K-9 competency-based curriculum. **Unchecked**: term based standard summary on Academics page.
General: Allow curriculum maps in portal		**Checked:** displays a read-only version of the curriculum map for a section in the Portal, if the Show in Portal option is checked in the section of the teacher gradebook. **Unchecked**: no curriculum maps display. ***Unchecked*** is the suggested setting to work with the BC K-9 competency-based curriculum.
General: Display only letter Grades in the portal		**Checked:** displays only letter grades in Family/Student Portal > Academics. Letter grades must be set up in the transcript definition grade scale. **Unchecked**: displays marks as entered.
Academics: Term performance display mode		**Term average:** Averages by term display in Family/Student Portal > Academics > Classes **Cumulative average:** Cumulative averages display in Family/Student Portal > Academics > Classes
Average summary display mode in detail		**Display category average by term:** Family/Student Portal > Academics > Classes > Details > Average Summary Grid displays the Gradebook category average by term **Display category cumulative average:** Family/Student Portal > Academics > Classes > Details > Average Summary Grid displays the overall Gradebook category average

2.13 School Preferences: Remote Services

Field	Default Value	Comment
One Search: Database configuration	N/A	Interfacing MyEd BC to One Search/C&L. This functionality is not currently available for BC.
Destiny Integration: Site number		Interfacing MyEd BC to Destiny.
Destiny Search Site		

2.14 School Preferences: Extracurriculars

Field	Default Value	Comment
Extracurricular Event Status Codes	N/A	Select the status code(s) that students must have for: • Their names to appear on the attendance page for an extracurricular program's event. • An event to appear on their calendar in the Family and Student portals. • Access to an extracurricular program's Page.

3.0 Commit the Master Schedule

Schools must select a scenario in the Build view to use as their master schedule. This can only be done after End-Of-Year Rollover is complete.

Commit Master Schedule sets the Active Schedule in the School view > School top tab > Schedules side tab and:

- Populates the schedule structure in the School view > Schedule top tab > Structure side tab
- Populates the master schedule in the School view > Schedule top tab > Master side tab

To commit a master schedule for the upcoming school year:

This process can take several minutes to complete.

Build view > Scenario

- Check the box beside the appropriate scenario and click the **Details** side-tab. *Ensure the correct scenario name appears under the school name at the top of the screen.*
- Click the **Terms** side tab. Start and End dates for each schedule term must be defined. (An error will display in the Commit Schedule process if this is not done.)
- Click the blue hyperlink to see the detail of each schedule term.
  - o If the date fields are not populated, click the [📅 Set date] button to display the fields.
  - o Populate the **Start** date and **End** date for each schedule term as appropriate.
  - o Select the appropriate Grade term cover map(s) for each schedule term.
  - o Click **Save**.
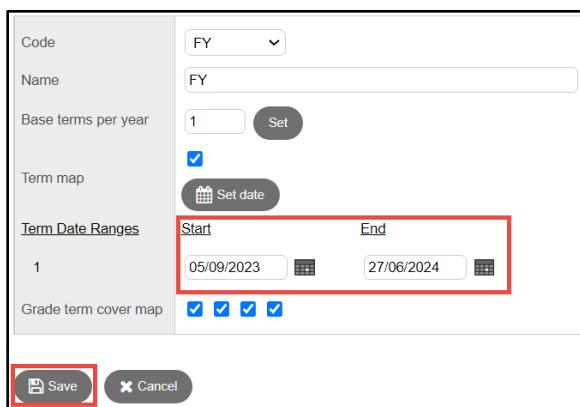
1. In the **Options** menu, click **Commit Schedule**. The *Commit Schedule* pop-up appears, with two options:

   - **Replace the Active Schedule**: This will create the active schedule in the school view.

   - **Update the Active Schedule**: Once a schedule scenario has been committed, changes can still be made in the Build view. If you want to apply these changes to the active schedule, you will select this option.

2. Select **Replace the Active Schedule**. Click **OK**.

Note: Commit Control Windows, which define the date range in which schools can perform the commit master schedule process are set at the Enterprise level.

4.0 Set Active Schedule

Schools require an active schedule to create schedule terms.   If you have committed the schedule from the Build view the Active Schedule will already be set.

Do not re-set an Active schedule! Setting the active schedule more than once can create duplication of courses for student reporting.

To confirm an Active Schedule:

School view > School top tab > Setup > Preferences > Category: Schedule

Ensure the *Schedule Mode* field is set to Secondary. This field is Secondary regardless of the type of school. Do not change it!

School view > School top tab > Schedules > Filter set to Active Schedule

When an Active Schedule is set there will be a row visible showing the triangle indicator on the Name field of the Active Schedule

If no triangle is visible: Filter to All Records if the current year is visible, click into the details of the record and select Options > Set Active Schedule > Ok > Save

If the current year is not visible in All Records: Options > Add, populate the Name, Start and End date > Save. Options > Set Active Schedule > Ok > Save

- **YearID:** shows the current school year context.

- **Name:** Should indicate the current year with a black triangle in front, as in the screenshot below.

- **Start Date:** the start of the school year schedule for this year. Must be on or after the Enterprise Start Date and the District Start Date of the current school year.

- **End Date:** the end of the school year schedule for this year. Must be on or before the Enterprise Start Date and the District Start Date of the current school year.

- **DPC:** Indicates the number of days the school has in its master schedule.

- **PPD:** Indicates the number of periods the school has in its master schedule.

- **TPY:** Indicates the smallest number that all the base terms in the school can be divided into evenly. This is determined from the Schedule top tab > Structure side tab > Terms sub-side tab in the master schedule. (See example in the screenshot on the next page).

- **Terms:** Indicates all the schedule terms (course durations) represented in the Schedule top tab > Structure side tab > Terms sub-side tab in the master schedule. (See example in the screenshot below).

DPC	PPD	TPY	Term
1	17	4	1/4,1/2,1/1

DPC: This school operates with only a Day 1 and rotates the periods using bell schedules.

PPD: This school has a total of 17 periods available to schedule courses into.

TPY: This school offers full-year (base term = 1), semester (base term = 2), and 9.5 week courses (base term = 4). The number 4 in the TPY field represents the smallest number that all these base terms can be divided into evenly. ie. 1, 2 and 4 can all go into 4.

Term: This field represents all of the schedule terms available in this school: 1/4 represents the 9.5 week courses, 1/2 represents the semester courses, 1/1 represents the full-year courses.

5.0 School Calendar

Districts must initialize a calendar to determine the session dates and non-session dates within their district.

A school calendar name of **Standard** will allow all schools with secondary students to take attendance on students from other schools with a calendar name of **Standard.**

School top tab > Calendars side tab > Dates leaf

- If the school does *not* see dates in the **School** top tab > **Calendars** side tab > **Dates** leaf, the school should:

  - Contact the district support desk and ask if the district calendar has been initialized. If not, the school should wait for the district calendar to be initialized as that process could overwrite the manually created school calendar.

Review the school Active Schedule Calendar, re-assign schedule days and modify in-session dates as necessary to reflect school-specific session or non-session dates.

5.1 Modifying Individual Dates

School view > School top tab > Calendars > Select the current school year > Dates

School dates should be populated, if Dates are not populated contact the district service desk to initialize the calendar.

Review the dates, days when attendance is taken in the school show **InSession = Y**. Any non-instructional/non-attendance days that are needed the school level can be entered now or later in the year.

To change or add a non-attendance day:

- Click into the blue hyperlink date
- Uncheck the **Is school in session** checkbox
- Select the **Schedule day type** from the dropdown list
- **Save**

This date is now not an attendance date in the school. In School > Attendance on the non-attendance dates the screens will show *not in session* and a pop-up showing it is not a valid calendar day.

School view > School top tab > Calendars > Select the current school year > Dates > Filter set to Days in Session

Only dates with the Is School in Session checkbox checked appear in the Days in Session filter. Enter the **Day Number** and **Bell Schedule Name** if used in the school.

Adjust records as required using **Options > Mass update or Modify List** or click into the blue hyperlinked date and edit the individual record as required.

- **InSession?:** will = Y for all records in this filter
- **DayNum:** type the **Schedule Day Number**
  - From: School > Schedule > Structure > Days
- **Schedule day type**: will = blank for all records in this filter, day type is used with days not in session
- **Bell > Name:** select the Bell Schedule for the day from the picklist
  - From: School > Schedule > Structure > Bell Schedule
- **Save**

5.2 To Reassign Schedule Days

If your school uses a schedule with schedule days, and a day is defined as not-in-session on the school's calendar, the schedule days can be re-numbered to match the days school is in session.

School view > School top tab > Calendars side tab > Dates > Options > Reassign Schedule Days

Filter = All Records

In the popup enter the following:

- **Start Date**: the date changed to a *Not in Session* date
- **End Date**: the day the reassignment of day numbers should end
    - **Initial Schedule Day**: the day number to begin with on the **Start Date**

Note: If you want your schedule days to match the days school is in session, you need to reassign schedule days for every day you define as not in session on your calendar (except weekends, if your school is not in session on weekends).

5.3   Creating a School Calendar

When the district initializes a calendar, a standard calendar will be created for each school checked with the district calendar was initialized. A school should not normally have to initialize a school calendar unless they are creating more than one calendar in their school.

1. Log on to the **School** view.
2. On the menu bar, click **Options** and select **Add.**
3. In the **Calendar ID** field, enter a unique description for this new calendar.
4. Select the **Static Schedule Days** checkbox if the school does not adjust schedule days for not-in-session dates. For example, if the schedule operates with Days 1-7, and the day before a holiday is Day 4, the schedule day when school resumes is Day 6.
5. The **Required Number of in Session Days** will populate automatically from the district calendar. The field can be modified, if necessary.
6. Number of days in session cannot be populated – this will be determined when the calendar is initialized, and the school can refine the calendar as necessary.
7. Use the 🔍 icon to select the **School Year Context > Year ID**. This should match the year you for which you are creating the calendar.
8. Click **Save.**

5.4   Initializing the School Calendar

1. Log on to the **School** view.
2. Go to the **School** top tab.
3. Click the **Calendars** side tab.
4. Check the box beside the calendar you want to initialize.
5. Click the **Details** leaf under the **Calendars** side tab.
6. In the **Options** menu, select **Initialize Calendar**.
7. In the *Initialize School Calendar* pop-up window, select, or de-select Saturday and Sunday if school is in session on these days.
8. Set the **Initial Schedule Day**, if applicable. (There will only be a value in this drop-down menu if at least one day is defined in the **Schedule** top tab, **Structure** side tab, **Terms** sub-side tab).
9. Click **OK**.

6.0 Reference Codes

Reference tables provide a list of codes for users to select from in various areas of the application. Codes created at Enterprise level cannot be modified by districts and schools. Some reference tables allow districts or schools to add their own codes, in addition to the enterprise codes. Districts and schools have the ability to modify, hide or disable codes created at the district or school level.

Common reference tables reviewed by schools are:

- Attendance Reasons
- BC Departments
- Conduct Action
- Conduct Incident
- Preferred Gender
- Schedule Term Codes
- Report Card Settings – Single Term
- Report Card Settings – 3 Term

6.1 Adding a Reference Code at the School Level

School > Admin > Reference > Select the Reference Table > Codes

- Filter to All Records
- Options > Add
    - Code: Enter the code to appear in drop down menus
    - Description: Enter the description of the code
    - Save

7.0   School Comment Banks

Only one comment bank can be assigned to a school course. If schools want to access comment banks from the school as well as access the district comment banks for a course, the schools must create the comment bank codes within the district comment bank.
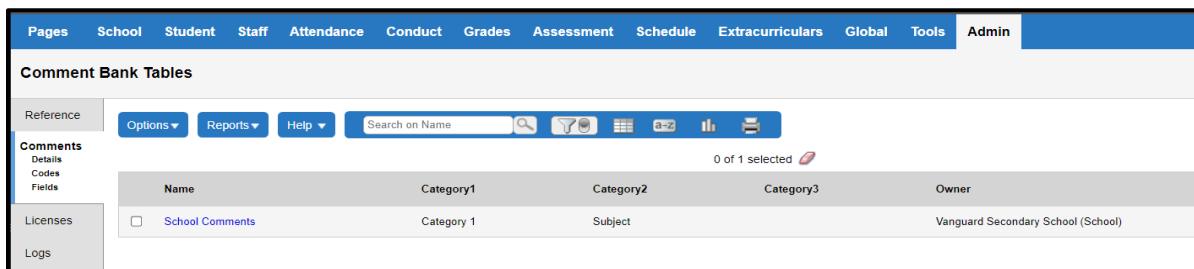
7.1   Setting School Comment Bank Details

School comment banks can be set up with 3 categories to help users filter comments and find the ones they want to use more easily. Categories set in the details of the school comment bank create an upper-level filter. Categories assigned to comment codes will appear within these categories.

Search by Comment Number in the Grade Input and Gradebook Scores screen is simplified when Category 1 is set to ALL. Category 2 and Category 3 can be used to scope the comments as the school chooses. See section 7.5 for details on mass updating the Category fields.

School > Admin > Comments > School Comments

1. Enter or adjust **Bank name** as desired.
2. Populate **Category 1, 2, and 3** as appropriate for the school.
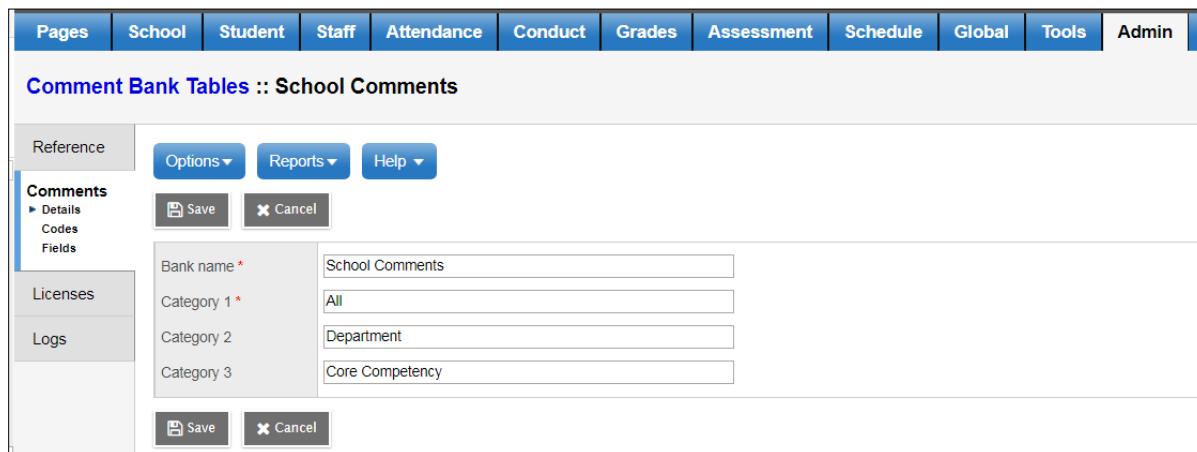
7.2   Adding a Comment

School > Admin > Comments > School Comments > Codes > Options > Add

Enter the comment fields as appropriate:

- **ID:** enter a value relevant to the comment.
- **Comment Preview: enter** text representing the comment.
- **Comment:** enter the complete comment to appear on the report card.
- **Category 1, 2 and 3:** enter categories per school naming conventions
- **Disabled indicator:**
  - **Checked:** Comment remains in the list but is not visible for users to select.
  - **Unchecked:** Comment is visible for users to select.

- **Save**.

7.3   Modifying an Existing Comment

School > Admin > Comments > School Comments > Codes

To modify an existing comment:

- Click into the blue hyperlinked **ID** for the comment to be modified
- Make the necessary changes and click **Save**

7.4   Deleting an Existing Comment

School > Admin > Comments > School Comments > Codes

To delete an existing comment:

- Click into the blue hyperlinked **ID** for the comment to be deleted
- **Options > Delete**

If you have multiple records to delete:

School > Admin > Comments > School Comments > Codes

- Select the comments to delete by checking the box next to the ID
- **Options > Show Selected**
- Confirm the records displayed are to be deleted
- **Options > Delete**

7.5 Mass Updating Comment Bank Category Fields

The example provided will move the Category 1 entry into the Category 2 column and mass update the Category 1 column to ALL. This will allow comment search by number to work without the selection of a category first.

- Log on to the **School view**.
- Click the **Admin** top tab
- Click **Comments** side tab
- Codes sub side tab

Category1 ▲	Category2	Category3
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		
ENGLISH		

Options > Mass Update

In the pop-up window click the **Advanced** button

Field	
Value	

[Update] [Cancel] [**Advanced**]

- o In the **Field** dropdown select **Category 2**
- o In the **Source** dropdown select **Another Field**
- o In the **Value** dropdown select **Category 1**
- o Click **Update**

Field	Category 2
Source	Another field
Value	Category 1
Force save	☐

[Update] [Cancel] [Simple]

This will update the Category 2 field with the Category 1 values.

A confirmation pop-up message will appear:

Update the field "Category 2" with the contents of the Category 1 field for all records in the current selection?

[OK] [Cancel]
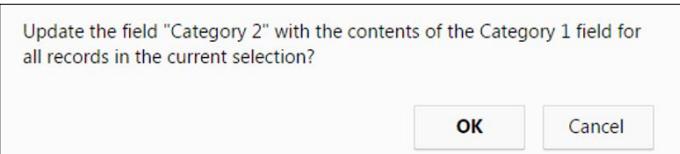
Click **OK**, all comments Category 2 values will be updated with the Category 1 information:

Now Category 1 can be replaced with ALL

Category1 ▲	Category2
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH
ENGLISH	ENGLISH

Options > Mass Update

In the Field dropdown select **Category 1**

In the Value field enter: **ALL**

Click **Update**

Field	Category 1 ⌄
Value	ALL

🔄 Update   ✖ Cancel   ⚙ Advanced
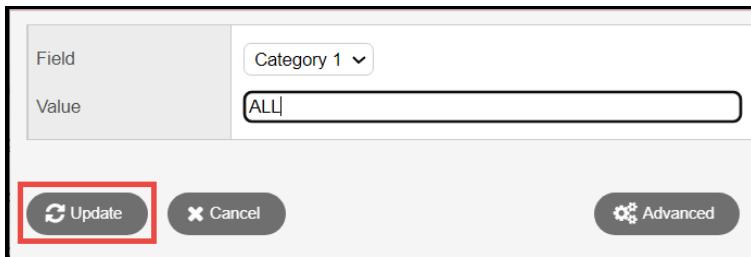
This will update the Category 1 field with ALL. A confirmation pop-up message will display:

Update the field "Category 1" with the value "ALL" for all records in the current selection?

OK   Cancel
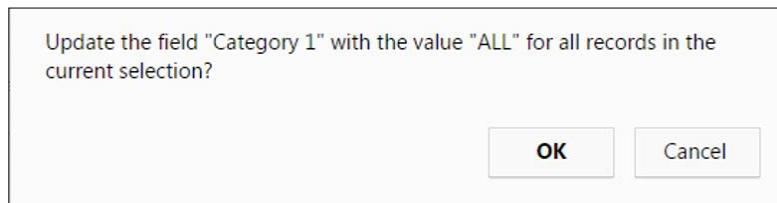
Category1	Category2 ▲
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH
ALL	ENGLISH

Click **OK**, all comments Category 1 values will be updated with ALL

In the Comment Entry window in *School > Grade Input and Staff > Gradebook > Scores* a number can now be entered in the search field to search all comments in the school comment bank. Selecting a subject will further narrow the scope if desired but is not required.

Student	Andje, Chvonne

Category 1 | ALL ▼ | ☐ Show My Codes
Subject | All ▼ |

50

{{person.firstName|lower|capitalize}} has shown an enthusiasm for unit projects.
ALL FRENCH

{{person.firstName|lower|capitalize}} needs to complete and log an average of 150 minutes of physical activity each week. Please see attached log.
ALL GENERAL

💾 Save   ✖ Cancel   abc
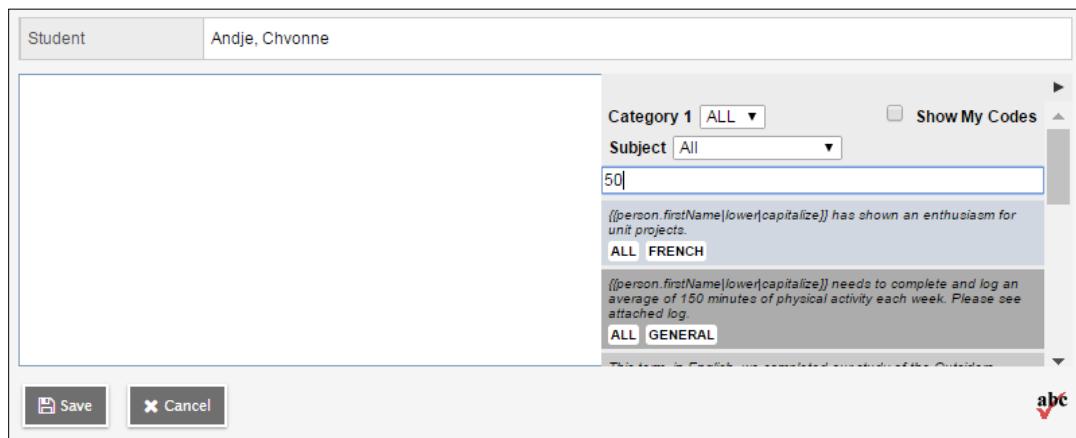
7.6 Using Variables in the School Comment Bank

Variables can be used to "personalize" comments in the school comment bank. The table below identifies the variables that represent various replacement characters.

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents|count}}	2 (the student has 2 conduct incidents on record)
Capitalize	The system capitalizes the first letter.	{{person.firstName|capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers"|titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents|count|ordinal}} incident was the last documented offense.	Timothy's 3rd incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName|upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName|lower}}	jane
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01|trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male"|gender:boy,girl,it}} OR {{person.genderCode|gender: He, She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName|length}}, such as Jane	4 (number of characters in the student's name)

7.7 Text Comment Length Override

When a teacher enters a report card comment on the Gradebook Scores page, a character count and limit appear at the bottom of the Edit Text Comment box. MyEducation BC will not allow the teacher to type more characters than the set comment length. MyEducation BC observes the school's transcript column or course text comment length, if one is set. If not, then MyEducation BC observes the Enterprise comment length setting of 10,000 characters or the District comment length if one is set.

The Comment Length limit on a report card can be adjusted at the school level within the **Transcript Definition (Transcript Column Attribute)** or at the **Course level (Course Text Comment length)**.

It is recommended you do not use both methods.

7.7.1 Transcript Column Attribute Comment Length Changes

School View > Grades TT > Transcript Column Attributes ST

- Select the Transcript Definition using the *Transcript Definition* picklist
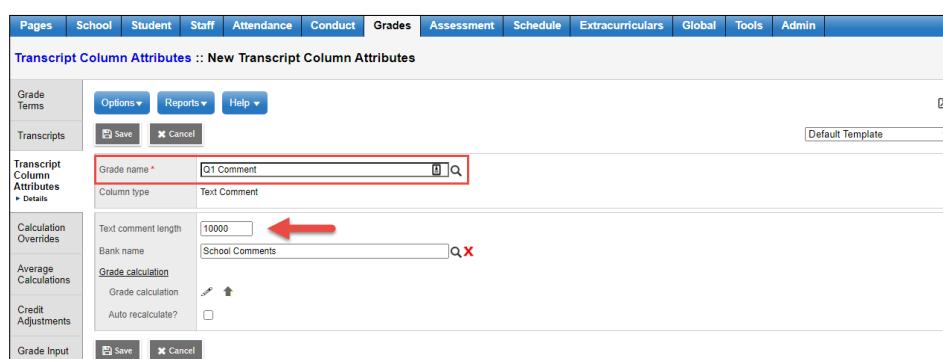
- Options > Add

School View and Staff View show the change of maximum characters.
This change will affect all course comments for courses using the modified transcript definition.

7.7.2 Course Text Comment Length changes

To set a comment length limit at the course level

Schedule TT > Courses ST

Copy any Field Set and add "Text comment length" field to it and click **Save**.
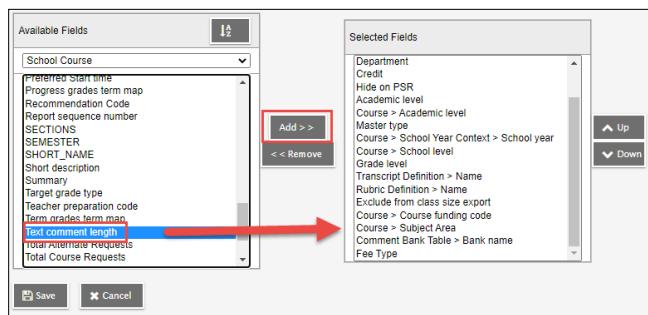
The school can enter the revised character limit in the "Text comment length" field for the applicable courses (*School view > Schedule TT > Courses ST > select the course > Details > Select field set with "Text Comment Length" added to it*). When the field is left blank it will default to the enterprise limit of 10,000
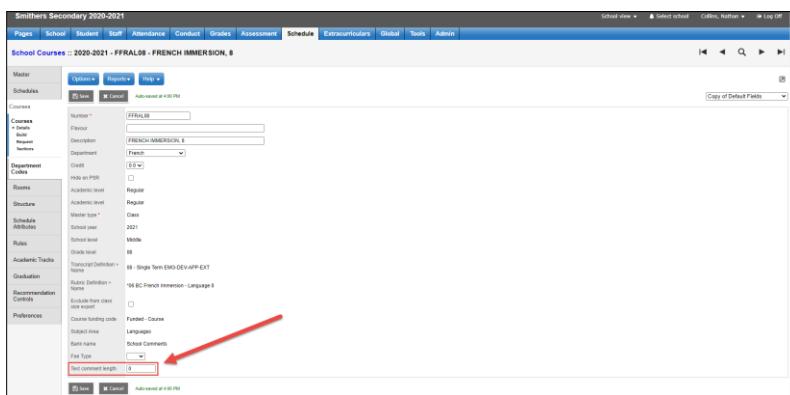
School View does not show the change in character limit in the comment edit box but displays an error message if you exceed the character limit.

Staff View does accurately display the change in character limit.

This method limits the changes to the comment length to the specific course.

8.0 School Setup

8.1 Staff

Detailed information on managing staff accounts is contained in the Security Management document.

Check that the Usual First Name and Usual Last Name fields are filled. Functionality attached to this data for report cards

8.2 Grade Terms

Grade Terms must be entered for all schools in your district. In the **School** view, each school will define the dates for each grade term. For example: If you operate with four grading quarters (Q1, Q2, Q3, Q4), you might define the grade term dates as follows:

Quarter	Start Date	End Date
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 26

<u>**Trimester example:**</u> If you operate with three grading terms per year (Tri 1, Tri 2, Tri 3), you might define the grade term dates as follows:

Trimester	Start Date	End Date
Tri 1	September 2	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 26

Additional grade terms can be defined to reflect the reporting requirements for other grades.

Example: A school operating with Grades K-12 may have both Quarters and Trimesters defined. This would allow them to report on Grade K-7 courses three times per year and Grade 8-12 courses four times per year.

Reporting Period	Start Date	End Date
Q1	September 2	November 23
Q2	November 24	February 2
Q3	February 3	April 12
Q4	April 13	June 26
Tri 1	September 2	December 8
Tri 2	December 9	March 13
Tri 3	March 14	June 26

8.2.1 Defining grade term dates for a school:

School > Grades > Grade Terms > Options > Add

The **New Grade Term Date** page appears.
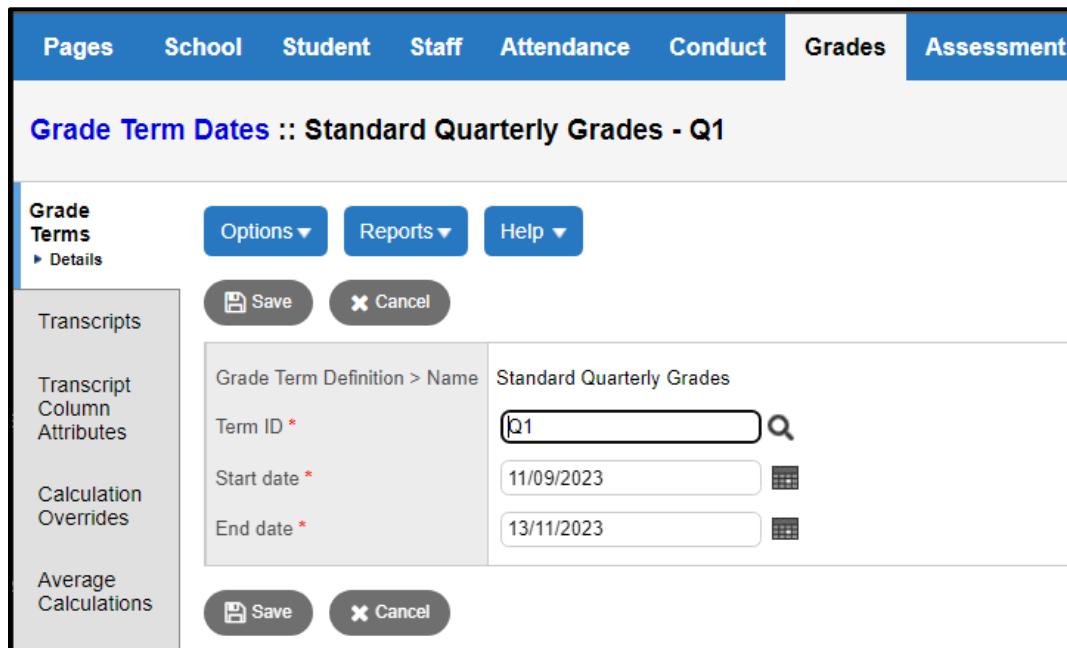
- **Term ID: Select the correct grade term from the picklist**
- **Start Date and End Date**: Use the calendar icon to select the Start and End dates of the Grade Term
- Click **Save**.

Repeat for each grade term required in the school.

8.2.2 Setting the Grade term cover maps

School > Schedule > Structure > Terms > Details

In the grade term cover map section, select the checkboxes that represent the terms that classes with this schedule term will be reported on and save.

After committing a Master Schedule, these checkboxes will be populated. It is recommended to reset and save the grade term cover maps to ensure they are linked correctly as a part of start-up.

The grade term cover map can appear differently for schools that have both quarterly grade terms and trimester grade terms. The following scenario describes an example where a school has trimester grade terms for grades K-7 and quarterly grade terms for grades 8-12.

Grades top tab *> Grade Terms* in this scenario may appear as:

In this setup, schedule terms will display two sets of grade term cover maps. The school will determine which schedule terms are associated to which grade term, depending on whether the course is reported three times a year or four times a year.

8.3 Schedule Terms

Schedule terms define *course section durations.* A schedule term must be created for each portion of the school year in which a single course section can be scheduled.

For example, some school schedules may offer course sections in three trimesters (12-week courses) and a full-year term (full year courses). Another school schedule may offer courses in two semesters (semester length courses) and a full-year term. Review the Schedule Term Codes reference table to ensure all the values required for the school are shown in the table.

8.3.1 Define the Schedule Term Codes reference table

School > Admin > Reference

- Search for the **Schedule Term Codes** reference table in the search bar
- Select the table
- Click the **Codes** leaf
- Set the Filter to *All Records*

Review the records to ensure all Schedule Terms the school uses are listed.

To add additional terms:

Options > Add

- **Code:** Enter the value that appears in drop down menus for selection
- **Description:** Enter a description of the Term
- Click **Save**.

Reference Tables :: Schedule Term Codes

	Code	Description	Disabled	State	Owner
☐	FY	Full year	N		BC (Enterprise)
☐	Q1	Quarter 1	N		North Okanagan-Shuswap (District)
☐	Q1Q3	Q1 and Q3	N		North Okanagan-Shuswap (District)
☐	Q2	Quarter 2	N		North Okanagan-Shuswap (District)
☐	Q2Q4	Q2 and Q4	N		North Okanagan-Shuswap (District)
☐	Q3	Quarter 3	N		North Okanagan-Shuswap (District)
☐	Q4	Quarter 4	N		North Okanagan-Shuswap (District)
☐	S1	Semester 1	N		BC (Enterprise)
☐	S2	Semester 2	N		BC (Enterprise)
☐	SEM1	Semester1	N		North Okanagan-Shuswap (District)
☐	SEM2	Semester2	N		North Okanagan-Shuswap (District)
☐	T1	Term1	N		North Okanagan-Shuswap (District)
☐	T2	Term2	N		North Okanagan-Shuswap (District)
☐	T3	Term3	N		North Okanagan-Shuswap (District)

Reference
Details
▸ Codes
Fields

Comments

Licenses

Logs

Options ▾ Reports ▾ Help ▾ Search on Code

ROOT List View >> Categories Only

0 of 14 selected

8.3.2 Define schedule terms

School > Schedule > Structure

In the screenshot below, the school offers full-year courses (defined by the code FY) and Semester courses (defined by the codes S1 and S2).

Click the blue **Code** link to view the details of the schedule term. The screen shot below shows the first of the school's semester courses.

- Course sections of this duration can happen as many as 4 times per year (**Base terms per year**). Clicking the **Set** button generates the **Term map.**
- This schedule term is defined as the first of the 2 semesters, so the first box of the **Term map** is selected.
- **Term date ranges** define when this schedule term starts and ends.
- **Grade term cover map** defines which of the 4 grade terms the school is going to report on this course section. These boxes may not appear if grade terms have not been defined and can be populated after grade terms are created.

Use the following table to enter information in the fields for all required schedule terms:

Field	Description
Code	Select the code for the schedule term. For example, you might select FY for a full-year term, and S1 for Semester 1.
Name	Type a name for the schedule term (Quarter, Tri1, 12-week, etc.)
Base terms per year	Type the total number of this type of schedule term in your schedule. For example, for a course that meets one-third of the year (a single trimester), there are three base terms. For a course that meets half of the year (a single semester), there are two base terms.
Term map	Select the checkbox that represents which of the base terms this specific schedule term covers. For example, if you are defining Semester 1 and there are two base terms, select the first checkbox to indicate that this term is the first of the two terms. **Note**: The system displays checkboxes that equal the number of base terms you identify at the Base terms per year field. For example, if you identify 3 base terms, three checkboxes appear.
Term Date Ranges	Type the date or click the ▦ icon to select the Start and End dates of this schedule term. The system validates these dates against the school year dates. For example, you cannot enter a start date that is before the first day of the school year.
Grade term cover map	This identifies which grade terms classes using the schedule term will be reported on. For example, if you are defining the Semester 1 schedule term and your school operates with quarter grade terms, you select the first two checkboxes. This indicates to the system that a value will be entered for the first two terms within this schedule term, but not the last two. K-12 schools may have a combination of trimester and quarterly grade terms, in which case, two sets of grade term cover map boxes will appear and schools will need to associate the appropriate grade term to the schedule term, depending on how many times a year courses of that duration are reported on.

8.4   Days/Periods

Days and periods must be set in order to create the school bell schedules which follow. To add schedule days:

8.4.1   Define the number of days

Schedule > Structure > Days

Review the information to ensure the days the school requires are listed.

To add additional days:

Options > Add

From the *Add Day* window, enter the number of days in the Day count field that are required in total and complete the lower section as shown below:
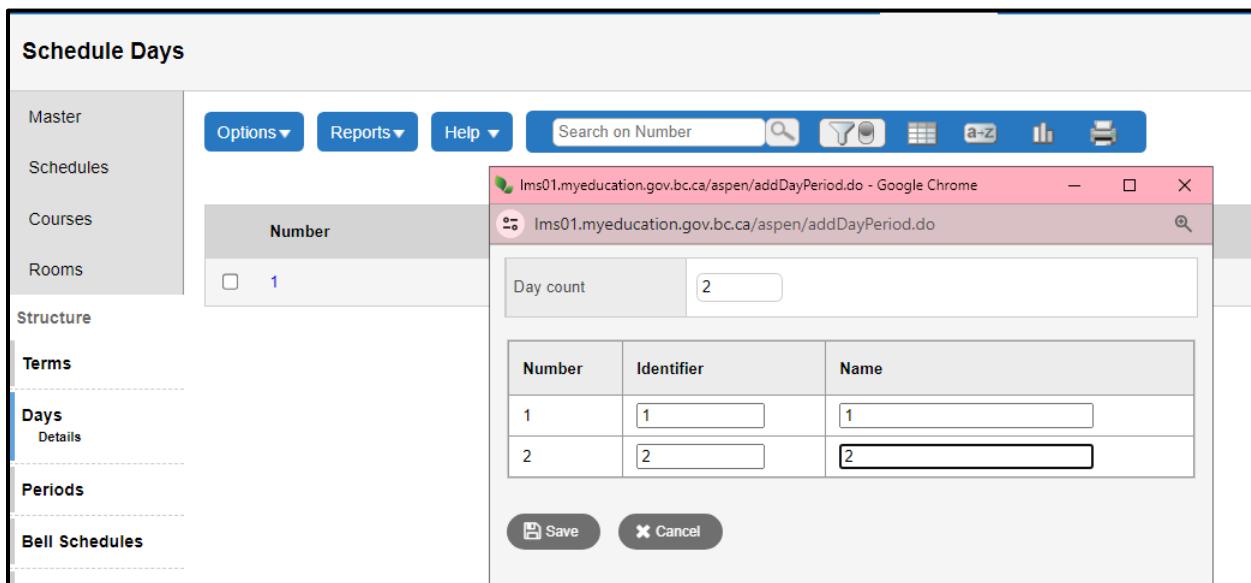
- If too many days are created in error, re-enter the *Add Day* window and type in the number of days required in the **Day count** box. This will adjust the number of days below to the appropriate number and remove any extras.

8.4.2   Define the number of periods

Schedule > Structure > Periods

If necessary, use the **Options> Add** to create additional periods. In the *Add Period* window complete the number of periods to be used in the bell schedule. These will include periods for out of timetable courses for which attendance will be taken.

- If too many periods are created in error, re-enter the *Add Period* window and type in the number of periods required in the **Period count** box. This will adjust the number of periods below to the appropriate number and remove any extras.

8.5 Bell Schedules

Each date in the school Calendar is assigned a Bell Schedule, indicating the periods offered on that date and their length. This enables schools to find students throughout their course rotation using the **quick status** icon. 🔔

MyEducation BC allows schools to use several bell schedules to operate differently on different dates of the year. For example, you may have flex day once a week where the period durations are shorter. This can be accommodated through creating a bell schedule for that rotation and assigning it to the appropriate calendar dates.

8.5.1 Defining bell schedules

School > Schedule > Structure > Bell schedules > Options > Add

The New Schedule Bell page appears:

- Type a unique **Identifier**, **Name**, and **Description** for the bell schedule.
- The '**Include in scheduling?**' checkbox, is functionality that will be used by the build engine. During initial setup there are no implications of setting this box either way.
- For each period, define the *Start time* and *Duration (Minutes)*.
- Continue to follow steps 4-8 to define all of the bell schedules the school uses.

Note: The start time for each period does not have to be sequential like the period number order. You can change the order of periods for a particular day without modifying the actual schedule.

- To add an additional period for an after-school program, or another extra period not in the academic schedule, click **Add.** The Add Bell Period dialog box appears. Define the **Bell period number**, **Period name, Start time**, and **Duration (Minutes)**, and click **OK.**
- Click **Save**.

Note: When a student is enrolled at a primary school that has a bell schedule and a secondary school that does not have a bell schedule, the "Quick Status" alert displays "No Schedule day found."

8.5.2 Using Bell Schedules to Rotate Periods

> **Note**: If a Rotation was created in the Build view, this section is not applicable.

The following pages provide examples of different ways to Rotate Periods using Bell Schedules.

Scenario 1

2-day schedule, 4 regular periods, plus 2 periods outside of the timetable.

This scenario has 4 course rotations – R2, R3, R4 and R5

School > Schedule > Structure > Bell schedule

In this example 4 Bell Schedules have been created, each representing a different rotation.

- Click on the **Name** of a Bell Schedule to view the details.
- Enter **Start times** for each period to reflect the order in which course periods should appear for that rotation. For example, to accommodate the second rotation of 2,1,4,3 the following is the setup.
- Click **Save**. This will re-order the periods to your defined rotation.

In the above example:

Courses scheduled into period 2 will start at 8:30 am.

Courses scheduled into period 1 will start at 9:45 am.

Courses scheduled into period 4 will start at 11:00 am.

Courses scheduled into period 3 will start at 12:15 pm.

Scenario 2

1-day schedule, 8 regular periods, plus 2 periods outside of the timetable.

This scenario has 4 course rotations – R2, R3, R4 and R5

School > Schedule > Structure > Bell schedule

In this example, 4 Bell Schedules have been created, each representing a different rotation.

- Click on the **Name** of a Bell Schedule to view the details.
- Enter **Start times** for each period to reflect the order in which course periods should appear for that rotation. For example, to accommodate the second rotation of 2,1,4,3 the following is the setup.
- Click **Save**. This will re-order the periods to your defined rotation.

Example 1

In the above example:

Courses scheduled into period 1 will start at 8:30 am.

Courses scheduled into period 2 will start at 9:45 am.

Courses scheduled into period 3 will start at 11:00 am.

Courses scheduled into period 4 will start at 12:15 pm.

Example 2

In the above example:

Courses scheduled into period 6 will start at 8:30 am.

Courses scheduled into period 5 will start at 9:45 am.

Courses scheduled into period 8 will start at 11:00 am.

Courses scheduled into period 7 will start at 12:15 pm.

8.5.3 Assigning Bell Schedules to Calendar Dates

School > School > Calendars > Dates > Filter to Days in Session

Use Options > Modify List (for different values) or Options > Mass Update (for a single value) to update the Days in Session with a Bell Schedule.

8.6   Assigning Calendars to Students

Every student in the school must have a Calendar assigned. Calendars can be assigned individually in:

School > Student > Details > Calendar

Or for a group of students:

School > Student > Select the students > Options > Show selected

- Confirm the correct students are listed
- Use a field set with the student Calendar field
- Options > Mass Update

8.7 Assigning Homerooms to Teachers and Students

Homerooms are assigned to teachers individually through:

School > Staff > Details

Homerooms are assigned to students individually through:

School > Student > Details

Homerooms can also be assigned all at once by using either the features of **Modify List** or **Mass Update**.

8.7.1 Assigning Homerooms to Multiple Teachers:

School > Staff > Options > Modify List

Enter the homeroom and save using the green checkbox

If the **School Schedule** preference *Homeroom – Require room for homeroom fields on Staff* is selected, homeroom can only be selected using the magnifying glass pick list. With this preference turned on the Next homeroom field cannot be used.

If the **School Schedule** preference *Homeroom – Require room for homeroom fields on Staff* is not selected, homeroom can be selected using the magnifying glass pick list or homeroom can be typed as free text. With this preference turned off the user can enter a free text value into the next homeroom field.

8.7.2 Assigning Homerooms to Multiple Students

8.7.2.1 Option 1: Modify List

School > Student > Field Set including the Homeroom field > Options > Modify List

Select the homeroom for each student and click the green checkbox to save

If the **School Schedule** preference *Homeroom – Require room for homeroom fields on Staff* is selected, homeroom can only be selected using the magnifying glass pick list. With this preference turned on the Next homeroom field cannot be used.

If the **School Schedule** preference *Homeroom – Require room for homeroom fields on Staff* is not selected, homeroom can be selected using the magnifying glass pick list or homeroom can be typed as free text. With this preference turned off the user can enter a free text value into the next homeroom field.

8.7.2.2 Option 2: Mass Update

School > Student > Field Set including the Homeroom field

- Select the students for a single homeroom

- Options > Show selected

- Confirm the correct students are listed

- Options > Mass Update

Repeat as required for all homerooms, setting the filter to All Students to select the next group.

If the **School Schedule** preference *Homeroom – Require room for homeroom fields on Staff* is selected, homeroom can only be selected using the magnifying glass pick list. With this preference turned on the Next homeroom field cannot be used.

If the **School Schedule** preference *Homeroom – Require room for homeroom fields on Staff* is not selected, homeroom can be selected using the magnifying glass pick list or homeroom can be typed as free text. With this preference turned off the user can enter a free text value into the next homeroom field.

9.0   School Course Catalogue

Review the school course catalogue and adjust as necessary for the needs of the school.

MyEducation BC introduces the concept of course flavors, which allows a district and/or school to have the same course code more than once. This is governed by your district preference settings.

9.1   Creating the School Course Catalogue

School > Schedule > Courses > Confirm Filter is set to Current Year > Options > Add

The *Course Pick List* pop-up window appears, displaying the district course catalogue.

Ensure the **School Level** field is set to **All** to view the entire course catalogue.

Schools will only be able to update the values that have been "shared" to the school level in the District Preferences.

For Example: Departments reference code table

- Check the box beside the course(s) required and click **OK**
- Go to the **Courses** side-tab and perform a search for the course you selected.
- Check the box beside the course and click the **Details** leaf.
- Populate the fields as appropriate for the school.
- Click **Save**.
- Click on the **Grading** sub-top tab
- Use the 🔍 icon to select the appropriate **Transcript Definition > Name** and Rubric if appropriate for this course.
- Repeat until all courses required by the school are displayed in the **Courses** list.

Note: Transcript and Rubric Definitions can be mass updated on courses. It is not necessary to do them individually. Using the Show Selected and Mass Update functions may be appropriate here.

9.2 Transcript Definitions

Transcript Definitions are attached to courses at the School View > Schedule Top Tab > Courses Side Tab. They can be set up for the Current year or the Build year using the appropriate filter. Use caution assigning for build year in this screen to avoid accidently changing current year settings.

The **Transcript Definition** defines the Grade Scale for the marks/scores that are entered into the **report card term columns**.

The **Rubric Definition** defines the Grade Scale for the marks/scores that are entered into the **assignments**.

Use the Report Card Field Set to see Transcript Definition Name and Rubric Definition Name
School View > Schedule Top Tab > Courses Side Tab

All courses require a transcript definition for reporting and transcript creation.

- Assigned to all courses requiring student transcript records and/or Learning Updates
- Defines columns presented/calculations in Grade Input columns
- Displays on the Learning Update the school is using. Historical Report Card or Learning Update
- Displays the correct terms (e.g., Single, Trimester, Quarterly)
- Provides the options the school requires (e.g., Calculations, Curricular Competencies, School Final on report card etc.)
- The Transcript Definition defines the Grade Scale for the marks/scores that are entered into the report card term columns.
- All courses in MyEducation BC must have a transcript definition if grades, comments or work habits are to be entered against them.

Refer to the Transcript Definitions Explained document on the L1 Information Station within MyEducation BC.

	CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	Name
☐	ATT--AM	AM Attendance				School Comme
☐	ATT--PM	PM Attendance				School Comme
☐	MADST06--L	APPLIED DESIGN SKILLS AND TECHNOLOGIES 6	06	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Applied Design, Skills & Technologies 6-8	School Comme
☐	MAE---K	ARTS EDUCATION K	KF	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education K	School Comme
☐	MAE--01	ARTS EDUCATION 1	01	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 1	School Comme
☐	MAE--02	ARTS EDUCATION 2	02	3 Term K-9 2023 English EMG-DEV-PRF-EXT	Arts Education 2	School Comme

9.3   Creating Course Flavours

The ability to create more than one version of a course requires that specific settings are in place at the district level. See the District Setup documentation for details on district settings for this function.

For schools to create flavours, the district must have created a flavour first. Schools can see this flavour, bring it into their own school and create additional flavours. Consultation with district support personnel may be required if schools need additional courses created at the district level.

9.3.1 Creating Flavours at the School Level

School > Schedule > Courses > Details > Options > Copy

- Populate the **Number** field with the course code you are copying, adding the appropriate number of characters required by the district preference setting.
- Populate the **Flavor** field with a description of the copied course – this may be a course code or description.

> The Flavour field is just a description. The actual course version is the unique course code.

- Click **Save**.
- Return to the **Courses** side tab.
- Populate the details on the **General** and Grading tabs for the flavour.

9.4   Adding Transcript Definitions to Historical Course Catalogues

This task is necessary to allow the school to add historical course records to students registering in their school from other jurisdictions.

School > Schedule > Courses > Filter for Year =? > Enter the Historical Year missing Transcript Definitions
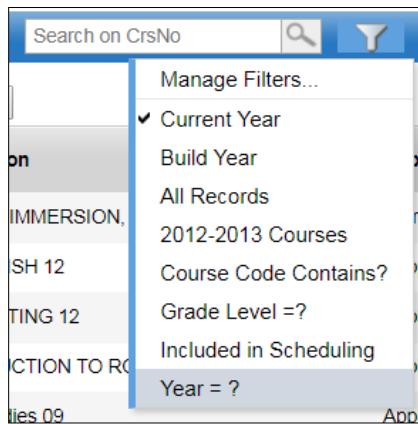
- Confirm the correct records are selected
- Options > Mass Update > Transcript Definition
- Select the Transcript Definition
- Click Update

## 9.5   Creating Course Sections

If a master timetable has been committed as an **Active Schedule** from the **Build view**, sections will already be populated for the courses. Additional sections can be created individually or several sections can be created at once.

9.5.1 Creating an Individual Course Section

School > Schedule > Master > Options > Add

- **Number**: select the Course from the picklist

- **Section Number**: will auto populate, change if needed for school name/numbering conventions

- **Primary Staff** > Name: select the main/primary teacher for the course section

    o   For information on adding and/or removing co-teachers or multiple co-teachers to or from a course section or multiple course sections, refer to documentation: Master Schedule Management, "Add Co-teacher(s) to Multiple Course Section(s), or Remove Co-teacher(s) from Multiple Course Section(s)**"**

- **Schedule Term** > Code: select the schedule term from the pick list

- **Enrolment maximum**: enter the maximum number of students allowed for this course section

- Enter remaining optional fields per school/district policy

- Click Save

9.5.2 Creating Multiple Sections for a Course

Step 1: Define the number of sections

School > Schedule > Schedule Attributes > Options > Modify List

Enter the number of sections you require for each course and click the green checkbox to save

Step 2: Initialize the sections

School > Schedule > Master > Select the courses that require additional sections

- Options > Show Selected
- Confirm the course sections selected
- Options > Initialize Sections

Refer to Master Schedule Management documentation, "Add Co-teacher(s) to Multiple Course Section(s)."

10.0 Lockers

School view > School > Lockers > Options > Add

- Populate the Number field with the locker number.
- Populate the Combination code field with the locker combination.
- The Comment field can be used to record additional information, as required.
- Click Save.

Click into the details of the lockers to modify or delete using *Options > Delete*

Lockers can be assigned to students through the **Student** top tab.
- *Student > Details*: select the locker from the picklist for one student
- Modify List: The locker field can be added to a field set for populating multiple students.

Appendix A – Master Select Fields

The *Master select field* in the school preference of scheduling, controls the columns and order of columns on the pop-up window, in the Student > Schedule > Workspace > button Select…

Columns can be added, removed, and re-ordered within this preference setting (*School view > School top tab > Setup side tab > Preferences leaf > Category = Schedule*).

By placing the Java name in the *Master select field*, the column name will display.

The default fields are:

courseView,staffView,description,sectionClass.name,sectionClass.id,termView,unrotatedSched

uleDisplay,scheduleDisplay,enrollmentTotal,sectionClass.enrollmentTotal,enrollmentMax,sectio

nClass.maxEnrollment,fieldA004,fieldA005,fieldA006,fieldA007,fieldA008,fieldA009,fieldA010,fie

ldA011,fieldA012,fieldA013,fieldA014,fieldA015,fieldB002,enrollmentMaxCloseIndicator,section

Type,teamCode,platoonCode,inclusionIndicator

NOTE: Ensure each Java name is separated by a comma.

Java name	Column Name (what is displayed)	Description
courseView	Course	Shows the course code and section #
description	Description	Course Description (per district preference)
staffView	Teacher	Teacher
termView	Term	Schedule Term
unrotatedScheduleDisplay	Unrotated Schedule	Unrotated Schedule value - only populated if schedule has been rotated.
scheduleDisplay	Schedule	Day and Period
enrollmentTotal	Total	Total students in the section
enrollmentMax	Max	Maximum number of students that can be in this section
enrollmentMaxCloseIndicator	Closed at Max?	Is the section closed when maximum enrollment is met?
sectionType	SecType	The name of the section type
teamCode	Team	Team name
platoonCode	Platoon	Platoon name
inclusionIndicator	Inclusion?	Is this section flagged as an Inclusion section?

The following fields were added to the default values in the *Master select field* in December 2017, as part of the 5.8 release of MyEducation BC.

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Java name	Column Name
fieldA004	A
fieldA005	B
fieldA006	C
fieldA007	D
fieldA008	E
fieldA009	F
fieldA010	G
fieldA011	H
fieldA012	K
fieldA013	P
fieldA014	Q
fieldA015	R
fieldB002	ELL
sectionClass.name	Name
sectionClass.id	ID
sectionClass.enrollmentTotal	ClassTotal
sectionClass.maxEnrollment	Class Max

Appendix B: Miscellaneous Reference code

Miscellaneous code to be displayed under the student demographics template can be entered under District and/or School View

School View > Student Top Tab > Details Side Tab > Miscellaneous Sub Top Tab

Admin TT > Data Dictionary ST > Reference > Miscellaneous 1 Fields > Codes > Options > Add

Enter Code and description

Reference code cannot exceed 25 characters

There are eight miscellaneous field reference tables.

Codes added to these reference tables can be used on the student demographics template on the miscellaneous tab.