



MyEducationBC

Student Scheduling

November 2025 v3.5

Version History

Version	Date	Description
1.0	20 Mar 2015	Initial document
2.0	01 Apr 2015	Document name changed (formerly Daily Scheduling) and related document terms updated
2.1	20Jul 2015	New functionality for future add/drop dates for student schedules Ability to colour code departments to differentiate classes
2.2	26 Aug 2015	Minor edits and updating Addition of managing student schedules in the Build View post EOYR and prior to Commit Schedule
2.3	10 Aug 2016	Minor edits and updates relating to the removal of references to conversion.
2.4	02 Sep 2016	Added Appendix B – Grouping sections by course grade level
2.5	09 Jan 2017	Updates related to the MyEducation BC Release 5.6 throughout
2.6	01 Jun 2017	Added Update Gradebook option to section 3.4
2.7	18 Dec 2017	Update to section 2.2 Printing a Student Schedule to include new option parameters 'Term and Days' Added section 3.5 Viewing Designation, ELL and Classes Totals
2.8	06 Dec 2018	Update to section 2.1 Viewing a Student Schedule ability to look at specific dates.
2.9	01 May 2019	Added hyperlinks to Table of Contents
3.0	23 Mar 2020	Student Schedule Matrix Report
3.1	26 Mar 2020	Student Schedule Change History Report
3.2	30 Sept 2020	Release 6.1, BC Student Schedule Report
3.3	16-July 2021	Student Schedule Matrix and Sheet Reports Filter: Enrollment Above Max Enrollment
3.3	1- Apr- 2022	Updated Screenshots and table in section 2.2.1, updated screenshot in 2.3
3.4	26-Aug-2022	Updated Screenshots 2.1.2 and 2.3
3.5	Feb 2024	Feature 32275 Appendix for DVR Feature 45266 Cultural/Traditional Names Printed on Student Schedules (Matrix) by Term & Student Schedules (Sheet) by Term Feature 54287 Updated Section 5.3 with details on the BC Course Change History - for Auditors

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1.0 Introduction to Student Scheduling

Student scheduling or student timetabling is managed in the School View from the Student top tab, by selecting a student and clicking on the Schedule side tab. Student schedules can be built manually or from course requests. Individual student timetables are viewed, printed, or published from the Schedule side tab > Reports. Schedules are changed in the Workspace sub-side tab.

2.0 Security Roles

Student>Student Course Request>Default is checked allowing security roles to make changes to course maximum when adding student to a class.

- Column = Other, checkbox = Allow course maximum override
- Check the setting on security role assigned to staff, Admin Top>Security Side Schedule Builder security role does have this.
- Teacher security role does not have this.

3.0 Student Schedule

3.1 Viewing a Student Schedule

From the Student List, click in the box to the left of the student's name to select the student, then click on the Schedule side tab. Users are presented with the option of either a List View or a Matrix View.

3.1.1 Matrix view

Matrix View provides a chart display of the student's schedule with days across the top and periods down the left side. The top block provides the means of selecting a school (if the student is taking courses at secondary schools). A time frame drop-down list allows for the selection of schedule terms offered at the school (e.g., Full year, Semester 1, Semester 2, or the option of Today).

School		Smithers Secondary	
Time		FY	
	A - DayA	B - DayB	
1-1	[S1] MFDN-12-03 FOODS AND NUTRITION 12 Ddooyrvnbx, Qpwbew 502	[S1] MFDN-12-03 FOODS AND NUTRITION 12 Ddooyrvnbx, Qpwbew 502	
	[S2] YVPA-2CPH-02 PHOTOGRAPHY 12 Qhucgb, Knur 405	[S2] YVPA-2CPH-02 PHOTOGRAPHY 12 Qhucgb, Knur 405	
2-2	[S1] MESC-11-01 EARTH SCIENCE 11 Xnvtfrcf, Seuui P6	[S1] MESC-11-01 EARTH SCIENCE 11 Xnvtfrcf, Seuui P6	
	[S2] MEN-12-02 ENGLISH 12 Shi, Mehta 412	[S2] MEN-12-02 ENGLISH 12 Shi, Mehta 412	
3-3	[S1] MEN-11-01 ENGLISH 11 Dwkrcq, Jnpjoi 507	[S1] MEN-11-01 ENGLISH 11 Dwkrcq, Jnpjoi 507	
	[S2] MPLAN10-07 PLANNING 10 Jpds, Xprcw 104	[S2] MPLAN10-07 PLANNING 10 Jpds, Xprcw 104	
4-4	[S1] MTPA-12-01 DRAMA, THEATRE PERFORM. 12 - ACTING Ofm, Qjvwme 411	[S1] MTPA-12-01 DRAMA, THEATRE PERFORM. 12 - ACTING Ofm, Qjvwme 411	
	[S2] YPHR-2APHL-01 PHILOSOPHY 12 Qhucgb, Knur 402	[S2] YPHR-2APHL-01 PHILOSOPHY 12 Qhucgb, Knur 402	

If the School Preference (School > Preferences > Category=Schedule > *Default time filter to date*=CHECKED), then the option to view the schedule on a specific date is available:

Pages School Student Staff Attendance Conduct Grades As

Student List :: 12 - Aadmi, Roxxdavid

Details Options Reports Help

Contacts << List view

Attendance Time Select date S1 S2 FY

Conduct

Transcript Day 1 - Day 1

Assessments

Academics 1.1 EN

Hugh Boyd Secondary 2019-2020 School view Select school Band, Daniel Log Off

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

Student List :: 12 - Abdulzubair, Gurnika

Details Options Reports Help

Contacts << List view

Attendance Time Select date 07/01/2019

Conduct

Transcript

Assessments

Academics

1-2 10:00 AM - 12:00 PM MFND-12-03 FOODS AND NUTRITION 12 S1 502 Ddooynmbrx, Qpnbew

2-1 9:40 AM - 11:20 AM YVPA-2CPH-02 PHOTOGRAPHY 12 S2 405 Qhucgb, Knur

3-4 11:20 AM - 12:40 PM MESC-11-01 EARTH SCIENCE 11 S1 P6 Xnvdhft, Seuu

4 MESC-12-01 ENGLISH 12 S2 412 Shi, Mehta

5 MESC-11-01 ENGLISH 11 S1 507 Dkrcq, Jngloi

6 MESC-12-01 ENGLISH 12 S2 412 Shi, Mehta

7 MESC-12-01 ENGLISH 12 S2 412 Shi, Mehta

3.1.2 List View

The List view can be helpful where a school has multiple days, periods, and terms which can result in the matrix looking overly complicated.

0 of 10 selected												Current Year
<input type="checkbox"/>	Course	Description	GrdLvl	Term	Classrm	Teacher	Term	Schedule	Unrotated Schedule	Description	Name	How Taken
<input type="checkbox"/>	MFND-12-03	FOODS AND NUTRITION 12	12	S1	502	Ddooynmbrx, Qpnbew	S1	1(A-B)	1(A-B)	FOODS AND NUTRITION 12	Smithers Secondary	
<input type="checkbox"/>	YVPA-2CPH-02	PHOTOGRAPHY 12	12	S2	405	Qhucgb, Knur	S2	1(A-B)	1(A-B)	BA VISUAL AND PERFORMING ARTS 12C	Smithers Secondary	
<input type="checkbox"/>	MESC-11-01	EARTH SCIENCE 11	11	S1	P6	Xnvdhft, Seuu	S1	2(A-B)	3(1) 4(2)	EARTH SCIENCE 11	Smithers Secondary	
<input type="checkbox"/>	MEN-12-02	ENGLISH 12	12	S2	412	Shi, Mehta	S2	2(A-B)	2(A-B)	ENGLISH 12	Smithers Secondary	
<input type="checkbox"/>	MEN-11-01	ENGLISH 11	11	S1	507	Dkrcq, Jngloi	S1	3(A-B)	3(A-B)	ENGLISH 11	Smithers Secondary	
<input type="checkbox"/>	MPLAN10-07	PLANNING 10	10	S2	104	Jpds, Xprcw	S2	3(A-B)	3(A-B)	PLANNING 10	Smithers Secondary	
<input type="checkbox"/>	MTPA-12-01	DRAMA, THEATRE PERFORM. 12 - ACTING	12	S1	411	Otm, Qlvwrne	S1	4(A-B)	4(A-B)	THEATRE PERFORMANCE 12: ACTING	Smithers Secondary	
<input type="checkbox"/>	YPHR-2APHL-01	PHILOSOPHY 12	12	S2	402	Qhucgb, Knur	S2	4(A-B)	4(A-B)	BA PHILOSOPHY AND RELIGION 12A	Smithers Secondary	
<input type="checkbox"/>	MEN-10-DIGITAL	ENGLISH 10	10	FY	DistanceEd		FY	P1(D1)		ENGLISH 10	Northern BC Distance Education	
<input type="checkbox"/>	XTC-12-Comment	TERM COMMENT	12	FY	DistanceEd		FY	P1(D1)		TERM COMMENT 12	Northern BC Distance Education	

3.2 Printing a Student Schedule

Individual student schedules can be printed or published as either a **Student Schedules Matrix BY TERM** report or a **Student Schedules Sheet BY TERM** report.

Student TT > Schedule ST > Reports > Scheduling Reports > Student Schedules

The screenshot shows the 'Student List' for '02 - Abdollahmirani, Maelin'. The 'Reports' dropdown menu is open, showing 'Scheduling Reports' as the selected option. A secondary dropdown menu is visible, listing the following options:

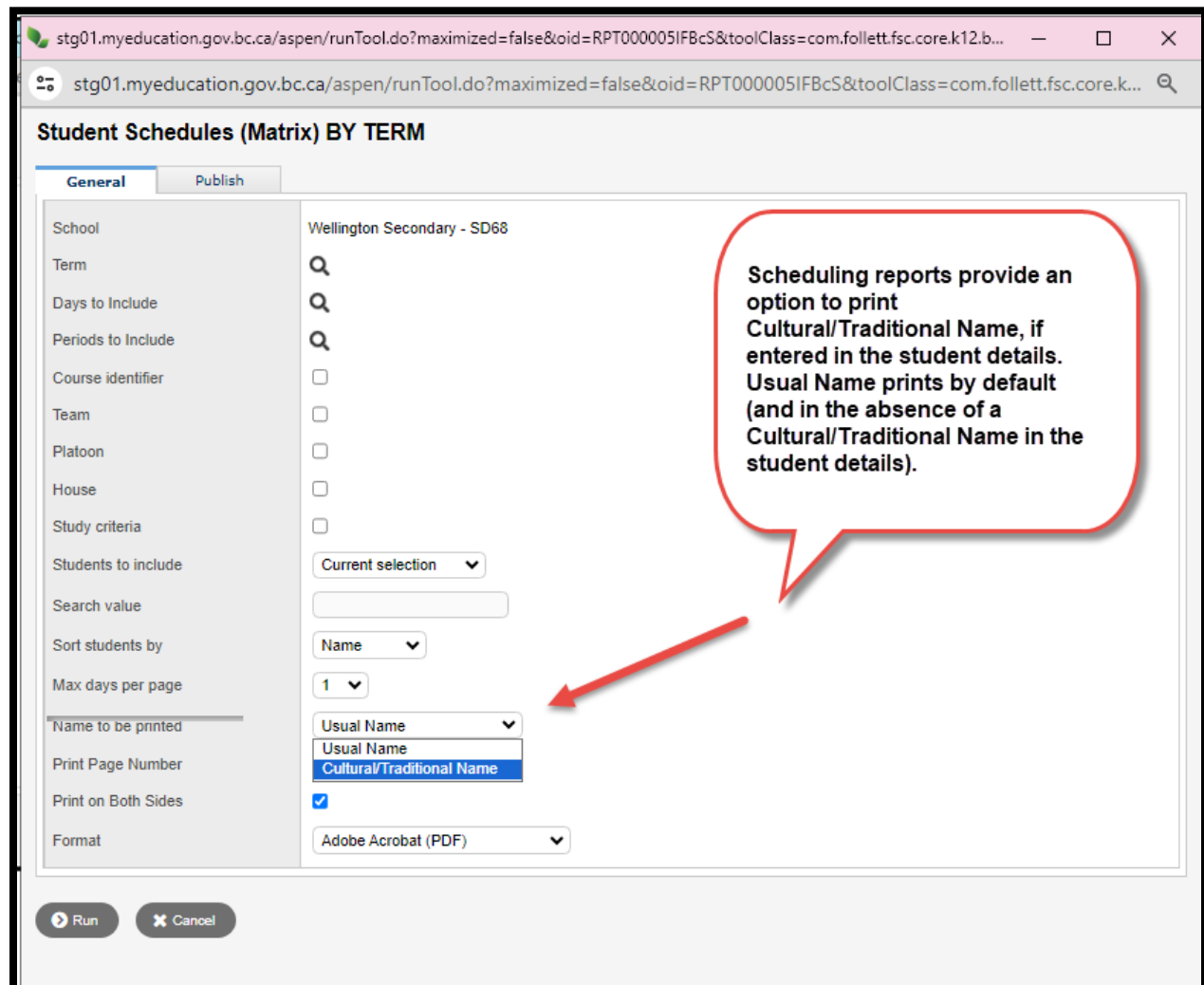
- Student Schedules (Matrix) BY TERM
- Student Schedules (Sheet) BY TERM
- Student Schedules (Sheet) BY TERM - OLD

The background shows a table with student schedule data. The table has columns for 'Course', 'Term', 'Teacher', and 'Term'.

Course	Term	Teacher	Term
MAE--	02	FY	Disterhoeft, Mycia
MEN--	02	FY	Disterhoeft, Mycia
MMA--02-2005	02	FY	Disterhoeft, Mycia
MPHE-02-2005	02	FY	Disterhoeft, Mycia

3.2.1 Print or Publish

Student Schedules can be Printed or Published to the Portal.



Student Schedules (Matrix) BY TERM

General | Publish

School: Wellington Secondary - SD68

Term: [Search]

Days to Include: [Search]

Periods to Include: [Search]

Course identifier: []

Team: []

Platoon: []

House: []

Study criteria: []

Students to include: Current selection [v]

Search value: []

Sort students by: Name [v]

Max days per page: 1 [v]

Name to be printed: Usual Name [v]
Usual Name
Cultural/Traditional Name

Print Page Number: []

Print on Both Sides: ☒

Format: Adobe Acrobat (PDF) [v]

[Run] [Cancel]

Scheduling reports provide an option to print Cultural/Traditional Name, if entered in the student details. Usual Name prints by default (and in the absence of a Cultural/Traditional Name in the student details).

In the parameter form, the following options display:

Field	Default	Description / Comment
School	Current School of the user.	The user is not able to change this value.
Term	Blank	Users can select a single, multiple or all terms. The number of terms presented is based on the school's structure.

Field	Default	Description / Comment
Days to include	Blank	Users can select a single, multiple or all days. The number of days presented is based on the school's structure.
Periods to include	Blank	Users can select a single, multiple or all periods. The number of periods presented is based on the school's structure.
Course Identifier	Blank	User can select this option to be displayed on the report based on the availability of data
Team	Blank	User can select this option to be displayed on the report based on the availability of data
Platoon	Blank	User can select this option to be displayed on the report based on the availability of data
House	Blank	User can select this option to be displayed on the report based on the availability of data
Study Criteria	Blank	User can select this option to be displayed on the report based on the availability of data
Print Text box	Blank	User can select this option to display a box on the report before the student schedule
Students to include	All	Options are <i>All</i> , <i>YOG</i> , <i>Homeroom</i> , <i>Guidance counselor</i> or <i>Snapshot</i>
Search value	Non-enabled	This field is not enabled with the above option of <i>All</i> . For all other <i>Students to include</i> values, it is a free form text box.
Sort students by	Name	Options are <i>Name</i> , <i>YOG</i> , and <i>Homeroom</i>
Effective Date	Current date	Effective date can be used if, there are schedule changes in a <i>Pending</i> state (i.e. future or past add/drops) This field displays if the School Schedule Preferences allow for future or past add/drops
Max days per page	Value from UDF	Days to display can be selected by the user. A default value can be set for the school in <i>School>Setup>details</i> or <i>District>Schools>Details</i> – see School Setup Guide for more information
Print Page Number	Checked	This option is checked by default, this will print the page number on each page
Format	Adobe Acrobat(PDF)	Options are <i>Adobe Acrobat(PDF)</i> , <i>Web Page (HTML)</i> , <i>Microsoft Excel (XLS)</i> and <i>Comma separated values (CSV)</i>

3.3 Printing Multiple Student Schedules

Printing and publishing multiple student schedules can be done using Student Schedule (Matrix) or (Sheet) BY TERM. **All** - generates student schedules for all students in the school.

This can be done in the School View and the Build View.

Schedule TT > Master ST > Reports > Scheduling Reports > Student Schedules

Or

Student TT > Reports > Scheduling Reports > Student Schedules

The screenshot shows the 'Master Schedule' interface in the MyEducationBC system. The 'Schedule' tab is selected in the top navigation bar. On the left sidebar, the 'Master' section is highlighted. The 'Reports' dropdown menu is open, showing a list of reports. The 'Scheduling Reports' option is highlighted, and its sub-menu is displayed, showing 'Student Schedules (Matrix) BY TERM' as the selected option. The main area displays a list of schedule entries with columns for course ID, course name, and schedule type.

Course ID	Course Name	Schedule Type
1:ATT--A	Elementary - Homeroom Master Schedule	Students
	Elementary - Instruction Minutes Summary	Studies
	Elementary - Lunch Master Schedule	Teachers
	Elementary - Teacher Schedule Matrix	Course Schedule Summary
	Student Schedule Change History	Requests Not Scheduled
	Student Unscheduled Periods	Master Schedule
	Students Not Fully Satisfied	Quick Chart
	Students Without Requests	Quick Report
	BC Class Lists	My Job Queue...
	Ministry Reporting	
	Rooms	
	Scheduling Reports	
	BC Master Schedule	
	Student Schedules (Matrix) BY TERM	
	Student Schedules (Sheet) BY TERM	
	Student Schedules (Sheet) BY TERM - OLD	

4.0 Workspace

It is in the Workspace that a student's schedule is managed; courses are added, dropped and the schedule posted. To adjust a student's schedule, go to Student TT > Schedule ST > Workspace ST. Users have the option of a List view or a Matrix view.

MyEducation BC offers the ability to enter course requests in the current year and use the *Reschedule* functionality to determine the best placement of course sections. Reschedule considers the load rules when determining the best placement. Changes made with the Reschedule function are not permanent until posted.

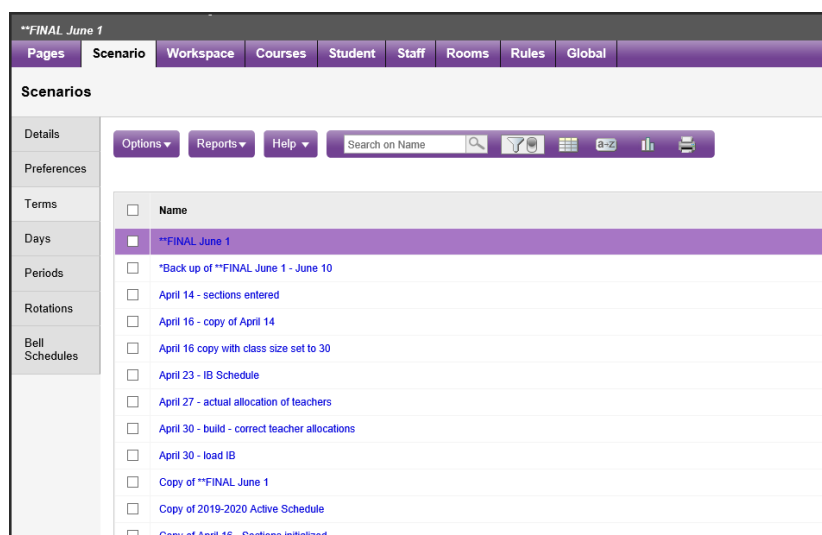
Course sections can also be directly selected and manually scheduled, using the Matrix view. Where the latter method is used, an Update option is provided to pull the courses from the student schedule matrix into the Course Requests.

Where schools have selected Allow future add/drop as a School > Set up > Preference under the Category > Schedule, users will be able to set future dates for a student's schedule change to take effect. Although enrollment totals will display a current enrollment number, the application will include these future changes when applying maximum enrollments.

4.1 Using the Workspace in the Build View Prior to Committing a Schedule

Prior to or following End of Year Rollover (EOYR) and prior to committing a scenario, from the Build View, student schedules can be managed. This will include students who need a schedule change, or new students to the school.

Users with the additional security role of *Schedule Builder Limited* can access the Workspace in the Build View. The user will change view to the Build View and must select the correct scenario from the Scenario top tab and click on the scenario to lock it in. Then go to the Student top tab > Options > Refresh. This will bring in any changes to the student enrollment including newly admitted students. Once this is done, access the Workspace from, Student (select the student) > Schedule > Workspace. Managing the students schedule in the Build View then follows the same processes and functionality outlined below.



4.2 Matrix View

The matrix view divides the screen into two sections, the schedule matrix on the right and course requests on the left. From the List View, click the hyperlinked Matrix View found at the top right of the screen.

Course Requests

Course Allow over max

Primary

- ☒ MAF--11 ART FOUNDATIONS 11
- ☒ MBI--11 BIOLOGY 11
- ☒ MEN--11 ENGLISH 11
- ☒ MPREC11 PRE-CALCULUS 11
- ☒ MSS--11 SOCIAL STUDIES 11
- ☒ MWR--12 WRITING 12
- ☒ XSPBK1ASF SUPERVISED STUDY, FLEX SUPPORT
- ☒ XSPBK1AST SUPERVISED STUDY

Alternate

- ☒ MPE--11 PHYSICAL EDUCATION 11

☐ Show courses excluded from scheduling

Number Add

Select... Drop All Update

Schedules from other schools

Course Term Schedule

MFMP-10---GH FOUNDATIONS OF MATH AND PRE-CALCULUS 10 FY Online(Monday)

Pending Student Schedule Changes

Course Type Effective Date

No matching records

Delete Make Effective Now

Printer Friendly Version

View and make changes as of 12/12/2016 Help

[<< List view](#)

Student Schedule (25% scheduled - Class credits: 24.0)

Term code S1 Work mode Manual Allow conflicts Allow all over max

	A	B
1	XSPBK1AST-01 SUPERVISED STUDY Jpolsk, X 104	XSPBK1AST-01 SUPERVISED STUDY Jpolsk, X 104
2	MSS--11-02 SOCIAL STUDIES 11 Folger, W 509	MSS--11-02 SOCIAL STUDIES 11 Folger, W 509
3	MEN--11-01 ENGLISH 11 Dietrich, J 507	MEN--11-01 ENGLISH 11 Dietrich, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Course Add Ignore warnings

Select... Drop All Lock All Reschedule... Post Revert

4.3 Matrix View: Course Requests – Left Side

Primary requests are displayed at the top of the left side of the screen.

- Requests can be entered in the Number field by typing the course codes separated by a comma and then clicking the Add button.

A screenshot of the 'Number' input field containing the text 'MADT-09, MAE--09, MPHE-09'. To the right of the field is an 'Add' button with a plus icon. Below the input field are three buttons: 'Select...' with a hand icon, 'Drop All' with a minus icon, and 'Update' with a refresh icon.

- The Select button opens a pick list of courses to choose from. Multiple selections can be made using this method.

A screenshot of the 'Course Requests' window. On the left, there are two sections: 'Primary' and 'Alternate'. The 'Primary' section lists several courses with red 'X' marks next to them: MAF--11 ART FOUNDATIONS 11, MBI--11 BIOLOGY 11, MEN--11 ENGLISH 11, MPREC11 PRE-CALCULUS 11, MSS--11 SOCIAL STUDIES 11, and MWR--12 WRITING 12. The 'Alternate' section lists MPE--11 PHYSICAL EDUCATION 11. Below these lists is a checkbox for 'Show courses excluded from scheduling'. At the bottom left, there is a 'Number' input field and three buttons: 'Select...', 'Drop All', and 'Update'. A red arrow points from the 'Select...' button to a 'Pick course' popup window. The popup window shows a list of courses with checkboxes and columns for 'CrsNo', 'Description', and 'Department'. The list includes courses like MAT--11, MCJ--11, MID--11, MMFM-11, XSIEP1ALSW, XSIEP1AMET, YMIS-1AIT, and YMIS-1BIT. The 'Select...' button in the main window is highlighted with a red arrow pointing to the 'Pick course' popup window.

- Drop All** will remove all course requests.
- Update** button adds course request for sections directly into the schedule matrix.
- Primary** requests displayed at the top left of the screen provide a variety of active functions for the student schedule builder.

Hovering over a request with the mouse, highlights where in the matrix sections of the course are offered. Course requests can then be dragged and dropped into those areas. It is best to click on the course description rather than the course code so as to avoid opening the course details popup. See *Work Mode* below for settings related to drag-and-drop functionality.

Course Requests

Course: Allow over max: ☐

Primary

- ☒ MAF--11 ART FOUNDATIONS 11
- ☒ MBI--11 BIOLOGY 11
- ☒ MCJ--11 WOODWORK 11, CARPENTRY & JOINERY
- ☒ MEN--11 ENGLISH 11
- ☒ MPREC11 PRE-CALCULUS 11
- ☒ MSS--11 SOCIAL STUDIES 11
- ☒ MWR--12 WRITING 12
- ☒ YMIS-1AIT INTRO TO TRADES, 11

Alternate

- ☒ MPE--11 PHYSICAL EDUCATION 11

Printer Friendly Version

View and make changes as of: 12/12/2016

Student Schedule (21% scheduled - Class credits: 24.0)

Term code: S1 Work mode: Manual Allow conflicts: ☐ Allow all over max: ☐

	A		B
1			
2	MSS--11-02 SOCIAL STUDIES 11 Fqfgrf, W 509	<input checked="" type="checkbox"/>	MSS--11-02 SOCIAL STUDIES 11 Fqfgrf, W 509
3	MEN--11-01 ENGLISH 11 Dwkrqgh, J 507	<input checked="" type="checkbox"/>	MEN--11-01 ENGLISH 11 Dwkrqgh, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101	<input checked="" type="checkbox"/>	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101
5			

A red **X** provides for the deletion of an individual request.

Clicking on the blue hyperlinked course code opens course request attributes. For the course to be considered in the *Inclusion count*, the request must be marked as an inclusion request in the window.

Course descriptions displayed in bold red indicate course requests that have not been scheduled.

The Allow over max check box provides the user the ability to override the course maximum enrollment setting for scheduling the request.

- **Alternate.** Alternates are determined by dragging primary requests into this area. Should a request populate this area, it can be dragged into the primary request field or deleted altogether using the red X.
- **Secondary** requests are those courses students are taking from another school. These fields are only displayed when a student is enrolled in a course from a secondary school.

4.4 Matrix View: Schedule Matrix - Right Side

View and make changes as of 28/11/2017

Student Schedule (33% scheduled - Class credits: 16.0) << List view

Term code: Q2 Work mode: Manual Allow conflicts: ☐ Allow all over max: ☐ Allow over inclusion count: ☐

	1	2
1	MPLAN10CS-01 CS - PLANNING 10 Bassendowski, K 117	MPLAN10CS-01 CS - PLANNING 10 Bassendowski, K 117
2	MAWM-11CS-01 CS - APPRENTICESHIP AND WORKPLACE MATH 11 Sorourfar, K 118	
3		
4	MVAMT12CS-04 CS - VISUAL ARTS: MEDIA ARTS 12 Bassendowski, K 117	MVAMT12CS-04 CS - VISUAL ARTS: MEDIA ARTS 12 Bassendowski, K 117
5		MGT-----01 GRADUATION TRANSITIONS Schiebel, Z Main
6		

Course: Add ☐ Ignore warnings

Select... Drop All Lock All Reschedule... Post Revert

- **Percent scheduled - Class credits** shows the percentage of the schedule that has sections scheduled. This can be misleading where there are periods outside of the “regular” day as is the case in the example above. The system includes all periods in the timetable and calculates the percent accordingly. Set the Term code to FY for the Class credits to display all the classes scheduled at the primary school. If courses appear missing based on the credit count, this is due to those being calculated from courses taken at secondary schools. The List view is more suited to the display of all courses from all schools.
- **Term Code** can be changed to view the schedule by term, semester, or full year (FY). Setting to FY will include all the terms as well as full year providing a more comprehensive view.
- **Work Mode** by default is set to manual. This allows for the drag-and-drop of course requests into open periods of the student schedule. Change to **Auto-Shuffle** to drag a course from the left and drop on a space that is already scheduled, bumping out the first class and returning it to the **Request** list where it will display in red.
- Checkbox for **Allow Conflicts**, if selected, will allow more than one course to be placed in the same period on the matrix. This can be used temporarily in trying to work out the schedule. In DL or Alternate schools, this would provide the “Flex Ed” ability of entering multiple classes in a single period.
- **Allow All Over Max** checkbox will allow classes to be scheduled that have reached maximum enrollment.
- **Allow over inclusion count** this will only appear if an Inclusion count has been defined. This is done from the Schedule top tab > Preferences side tab > Category=Scenario-

basic > Control inclusion students. Checking this box will allow you to ignore the value defined in this preference.

- Each period on the matrix displays the scheduled class and two symbols, a **red X** to drop the class and a **Padlock** to lock the class so that it can't be moved when **Reschedule** is used.
- **Course** (think section) text entry box under the lower left side of the matrix allows direct entry of course section numbers separated by commas. This field is case sensitive and must include the correct code with section number. Once entered, click **Add**.

- **Ignore Warning** checkbox allows a class to be scheduled despite a conflict.
- **Drop All** button drops all classes from the schedule.
- **Lock All** locks all classes currently on the schedule.
- The **Reschedule** button will generate a schedule based on the **Course Request** list and class availability. See **Appendix A** for further information on using **Reschedule** and addressing validation errors.

Changes within the matrix can be made dynamically. Clicking in an empty space automatically opens the **Schedule Master Pick List** with the **Period** filter defaulting to the period clicked.

Course Requests

Course: Primary ☐ Allow over max ☐

- ☒ MAF-11 ART FOUNDATIONS 11
- ☒ MBI-11 BIOLOGY 11
- ☒ MEN-11 ENGLISH 11
- ☒ MPRECH PRE-CALCULUS 11

Student Schedule (21% scheduled - Class credits: 24.0)

Term code: S1 Work mode: Manual Allow conflicts ☐ Allow all over max ☐

A		B	
1			
	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> MSS-11-02 SOCIAL STUDIES 11 Ftgfg, W 509	<input checked="" type="checkbox"/> <input type="checkbox"/>
	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> MEN-11-01 ENGLISH 11 Dwtvcp, J 507	<input checked="" type="checkbox"/> <input type="checkbox"/>
	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> MAF-11-02 ART FOUNDATIONS 11 Movw, U 101	<input checked="" type="checkbox"/> <input type="checkbox"/>

Schedule Master Pick List

Course: Term: 11-01 Grade Level: 11

Course	Description	Teacher	Term	Schedule	Undated Schedule	Total	Max	Closed at
11	MCH-11-01 CHEMISTRY 11	Pfhou, Sain	S2	1(A-B)	11(1)2(2)	19	28	Y
11	MCH-11-03 CHEMISTRY 11	Elmrcroft, Rfw	S1	1(A-B)	11(1)2(2)	26	28	Y
11	MEN-11-02 ENGLISH 11	Dwtvcp, Jpgp	S2	1(A-B)	1(A-B)	28	30	Y
11	MEN-11-03 ENGLISH 11	Elmrcroft, Rfw	S2	1(A-B)	1(A-B)	21	30	Y

Course sections can be dragged from one period to another open period.

Printer Friendly Version

View and make changes as of 12/12/2016

Student Schedule (21% scheduled - Class credits: 24.0) << List view

Term code S1 Work mode Manual Allow conflicts Allow all over max

	A	B
1	MEN--11-01 ENGLISH 11 Dwkrqch, J 507	
2	MSS--11-02 SOCIAL STUDIES 11 Fqtf, W 509	MSS--11-02 SOCIAL STUDIES 11 Fqtf, W 509
3		MEN--11-01 ENGLISH 11 Dwkrqch, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101
5		
6		

Where changes have been made, an asterisk (*) will display beside the course code indicating that the current schedule has not yet been posted and committed.

	A
1	MCH--11-03* CHEMISTRY 11 Ebmcbrdf, R 407
2	MSS--11-02 SOCIAL STUDIES 11 Fqtf, W 509
3	MEN--11-01 ENGLISH 11 Dwkrqch, J 507
4	MAF--11-02 ART FOUNDATIONS 11 Mouw, U 101

- **Post** and **Revert** buttons are located on the lower right corner of the screen. After sections have been dropped and changed, the **Revert** button can be used to restore the schedule to the last posted version. When satisfied with the schedule, click **Post** to commit the schedule.
- The transcript message only appears after you hit 'Post' to finalize the course changes.
- Where a transcript already exists for a student, moving to a new section of the course will trigger the **Update transcripts to new section** popup shown below. This allows the user an option to merge the transcript record for the new course section with the one already created; thereby avoiding a second record for the same course.

Update transcripts to new section

Current transcript record	New transcript record	Update
MEN--12-03 ENGLISH 12	MEN--12-02 ENGLISH 12	<input type="checkbox"/>

☒ OK
 ☐ Cancel

After the new transcript is created, schools can use the Update Gradebook function to move selected information in the grade and date transcript columns of the new transcript record into the Gradebook and Grade Input screens of the new course section.

- Grades > Transcript > select Transcript(s) > Options > Show selected > Options > Update Gradebooks

4.5 Viewing Designation/ELL and Classes Totals

4.5.1 Designation/ELL/Remedy

The number of students with a Primary Designation or ELL (including ESL) or Remedy will display on the popup window accessed from the Student > Schedule > Workspace > **Select...** button, in both the School and Build views. The choice of columns and order displayed, can be controlled through a School level preference; see the *School Setup reference guide*.

Course: [] OK

Period: All

Track ID: All

Term: All

Department: All

Grade Level: All

Team: All

House: All

Platoon: All

Order by: Course

Requested only: ☐

Valid sections only: ☒

Allow conflicts: ☐

Allow all over max: ☐

Allow over inclusion count: ☐

1:1 MADFS09IB-01

Search on A

Course	Teacher	Description	Name	ID	Term	Unrotated Schedule
MADFS09IB-01	Holowchuk, Poyi	HE - DESIGN: FOODS AND NUTRITION 9			FY	1(2)
MDR--09IB-01	Billin, Darbie	DR - PERFORMING ARTS: DRAMA 9	Drama 9/10	Drama 9/10	FY	1(1)
MMU--09IBDR-02	Colatosthartley, Daphney	MU - PERFORMING ARTS: DRUMMING 9	Drumming 8-12 2-2	Drumming 8-12(2-2)	FY	2(2)
MPE--10BSC-01	Myer, Irishyman	PE - PHYSICAL AND HEALTH EDUCATION 10 STR. & COND.	PE Strength and Conditioning 9/10	PE S&C 9/10	FY	1(4)
MSC--09IB-04	Plug, Thomaselliott	SC - SCIENCE 9			FY	2(4)

1:1AAS-11-01

>

Select All

0 of 664 selected

	ID	Term	Unrotated Schedule	Schedule	Total	ClassTotal	Max	Class Max	A	B	C	D	E	F	G	H	K	P	Q	R	ELL	Remedy	Closed at max?	SecType	Team	Platoon	Inclusion?
JAL ARTS (SL) 11	CLS /ARH-11-01 /AR	FY	Day 1(2)	27	29	29	30											1	1			Y				Y	
JAL ARTS (SL) 11	CLS /ARH-11-01 /AR	FY	Day 2(2)	5	28	29	30											1			1	Y				Y	
JAL ARTS (SL) 11	CLS /ARH-11-01 /AR	FY	Day 2(2)	2	28	29	30											1				Y				Y	
JAL ARTS (SL) 11	CLS /ARH-11-01 /AR	FY	Day 2(2)	0	28	29	30											1				Y				Y	
	CLS /BIS-11-01 /BI	FY	Day 2(2)	14	21	25	25												1			Y				Y	
	CLS /BIS-11-02 /BI	FY	Day 2(2)	14	21	25	25											2				Y				Y	
	CLS /BIH-2A-01 /BI	FY	Day 2(3)	10	15	25	25						1									Y				Y	
	CLS /BIS-12-02 /BI	FY	Day 2(3)	13	19	25	25											1				Y				Y	
	CLS /BIS-11-01 /BI	FY	Day 2(2)	7	21	25	25															Y				Y	

These totals are automatically updated when a student's schedule is **Posted**.

If a student's Primary Designation or ELL program participation or Remedy is added, deleted, or changed there is a manual procedure, to update the class composition for course sections.

This procedure, is available in the following locations:

School view:

Student > Select a student > Membership > Programs > Options > *Update Designation/ELL Tallies*.

District view:

Student > Select a student > Membership > Programs > Options > *Update Designation/ELL Tallies*.

Tools > Jobs > Options > Add...>

1. Select a Tool = Procedure
2. Procedure = *Update Designation/ELL Tallies*
3. Input parameters > Select *All Active Schools* or an individual school

Build view

Workspace top tab > Master side tab > Options > Update Designation/ELL Tallies > Choose a Scenario.

When the manual procedure is run, it runs for all students, given the parameter selection.

4.5.2 Classes Totals

The Classes **Name**, **ID**, **ClassTotal** and **ClassMax** will display on the popup window accessed from the Student > Schedule > Workspace > **Select...** button, in both the School and Build views. These totals are automatically updated when a student's schedule is **Posted**.

Course

OK

Period

3

Track ID

All

Term

All

Department

All

Grade Level

All

Team

All

House

All

Platoon

All

Order by

Course

Requested only

Valid sections only

Allow conflicts

Allow all over max

Allow over inclusion count

<

1:Yearbook |MVA-09IBYB-01

>

0 of 389 selected

Search on Name

<input type="checkbox"/>	Course	Teacher	Description	Name	ID	Term	Unrotated Schedule	Schedule	Total	ClassTotal	Max	Class Max
<input type="checkbox"/>	MVA-09IBYB-01	Minns, Barika	FA - YEARBOOK 9	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	4	24	30	30
<input type="checkbox"/>	MVAM-10IB-01	Minns, Barika	FA - YEARBOOK 10	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	6	24	30	30
<input type="checkbox"/>	MVAMT11YB-01	Minns, Barika	FA - YEARBOOK 11	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	5	24	30	30
<input type="checkbox"/>	MVAMT12YB-01	Minns, Barika	FA - YEARBOOK 12	Yearbook	Yearbook 9-12	FY	1(3)	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	9	24	30	30

These values will only be displayed if a Classes grouping has been created. Classes created are in the following path:

School view > Schedule TT > Master ST > Classes > Details

Hugh Boyd Secondary 2017-2018

Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Global

Tools

Admin

Classes :: Yearbook 9-12

Master

Options

Reports

Help

Save

Cancel

Matrix View

Default Template

Classes

Details

Roster

Class Size Summary

Schedules

Courses

Rooms

Structure

Schedule Attributes

School view

Select school

Peetosutan, Tayan

Log Off

Identifier *

Yearbook 9-12

Class maximum enrollment *

30

Name

Yearbook

Class closed at max

☒

Class enrollment total

24

Sections

Course	Description	Teacher	Classroom	Schedule term	Schedule	Enrollment maximum	Enrollment total
<input type="checkbox"/> MVA-09IBYB-01	FA - YEARBOOK 9	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	4
<input type="checkbox"/> MVAM-10IB-01	FA - YEARBOOK 10	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	6
<input type="checkbox"/> MVAMT11YB-01	FA - YEARBOOK 11	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	5
<input type="checkbox"/> MVAMT12YB-01	FA - YEARBOOK 12	Minns, Barika	125	FY	[Q1] 1(3) [Q4] 1(2) [Q3] 1(1) [Q2] 1(4)	30	9

Add

Delete

The table below matches the column names with the field, on these two screens

Workspace column name	Classes screen
Name	Name
ID	Identifier
ClassTotal	Class enrollment total
Class Max	Class maximum enrollment

4.6 List View

The List View provides an alternative means of managing student schedules. To access the List View from the Matrix View, click on the hyperlinked, List View found at the top right of the screen.

The window is divided into an upper block displaying the **Student Schedule** and a lower block of **Course Requests**. Schedule terms, periods and days [Per(Day)] are shown in the fields provided. This view offers a “cleaner” display of the list of classes and course requests. Counsellors may prefer this view as it is easy to see if the student has the correct number of classes scheduled. This view does not offer the drag-and-drop feature available in the matrix view.


Student Schedule (32% scheduled - Class credits: 28.0)											
Course	Description	Term	Schedule	Unscheduled Schedule	Teacher	Classroom	SectType	Term	House	Platoon	Inclusion?
ASPR1A2P-01	SUPERISED STUDY FLEX SUPPORT	S1	1A-B	1A-B	Josiah, Xprow	104					N
YVRA2CPH-02	PHOTOGRAPHY 12	S2	1A-B	1A-B	Chung, Yvur	405					N
MEW-12-02	ENGLISH 12	S2	2A-B	2A-B	Oh, Meta	412					N
SPREC12-02	PROJUGILLUS 12	S2	2A-B	2A-B	Septh, Arviva	108					N
MMCB12V-01	MUSIC INSTRUMENTAL 12 CONCERT BAND YL	FY	3A	3A	Orgash-Adams, Luth	801					N
MMCB12V-01	MUSIC INSTRUMENTAL 12 JAZZ BAND YL	FY	3B	3B	Orgash-Adams, Luth	801					N
MRW-12-01	PHYSICS 12	S2	4A-B	4A-B	Pegun, Viskaya	423					N
MTFRT12-01	DRAWA THEATRE PROD. 12 TECH THEATRE YL	FY	5A-B	5A-B	Oh, Quvina	411					N

Pending Student Schedule Changes						
Type	Effective Date	Course	Description	Term	Schedule	Teacher
No matching records						

Course Requests											
Number	Description	SectType	SectID	TPP View	Periods per cycle	Staff Name	TermCode	TermContent	Alternate?	ADP	Inclusion?
MEW-12	ENGLISH 12			12	2,000				N	0	N
MC2P11	COMPUTER PROGRAMMING COODING	ASL		12	2,000				N	0	N
MMCB12V	MUSIC INSTRUMENTAL 12 CONCERT BAND YL			11	1,000				N	0	N
MMCB12V	MUSIC INSTRUMENTAL 12 JAZZ BAND YL			11	1,000				N	0	N
MRW-11	PHYSICS 11	ASL		12	2,000				N	0	N
MRW-12	PHYSICS 12			12	2,000				N	0	N
SPREC12	PROJUGILLUS 12			12	2,000				N	0	N
MTFRT12	DRAWA THEATRE PROD. 12 TECH THEATRE YL			11	2,000				N	0	N
ASPR1A2P	SUPERISED STUDY FLEX SUPPORT			12	2,000				N	0	N
YVRA2CPH	PHOTOGRAPHY 12			12	2,000				N	0	N
MRW-12	FRENCH 12			12	2,000				Y	0	N
MTFRA-12	DRAWA THEATRE PERFORMA 12 ACTING			12	2,000				Y	0	N
YD2T-2018	YEARBOOK 12			12	2,000				Y	0	N

4.7 List View: Upper Block - Student Schedule

Clicking in the header of any fields in the Student Schedule block will sort the field. The List view displays all classes scheduled, including those from other schools. This is very helpful for the counsellor to determine if classes are missing. In the example below, the Schedule field has been sorted which makes it easy to see that each of the regular day periods 1(A-B) through 4 (A-B) have a class assigned for each semester.

Student Schedule (64% scheduled - Class credits: 44.0)							
				0 of 13 selected 			
<input type="checkbox"/>	Course	Description	Term	Schedule ▲	Unrotated Schedule	Teacher	Classrm
<input type="checkbox"/>	MPE-10B-01	PHYSICAL EDUCATION 10, BOYS	S1	1(A-B)	1(A-B)	Mdlitspn, Hbpcw	Gym 1
<input type="checkbox"/>	MAWM-10-02	MATH 10, APPRENTICESHIP AND WORKPLACE	S2	1(A-B)	1(A-B)	Spujver, Ajmww	508
<input type="checkbox"/>	MSS-10-02	SOCIAL STUDIES 10	S1	2(A-B)	2(A-B)	Xwksuw, Pis	506
<input type="checkbox"/>	MEN-10-03	ENGLISH 10	S2	2(A-B)	2(A-B)	Dwkrqch, Jnpjoi	507
<input type="checkbox"/>	MFDN-10-02	FOODS AND NUTRITION 10	S1	3(A-B)	3(A-B)	Ddooyvnbx, Qpvbaw	502
<input type="checkbox"/>	MPLAN10-07	PLANNING 10	S2	3(A-B)	3(A-B)	Jpdsk, Xprcw	104
<input type="checkbox"/>	MSC-10-05	SCIENCE 10	S1	4(A-B)	4(A-B)	Filthoeu, Saixtj	406
<input type="checkbox"/>	MTEW-10-02	WOODWORK 10	S2	4(A-B)	4(A-B)	Wullin, Egte	305

Classes in the List View can be selected and dropped. They can also be added using the **Course** field or the **Select** option. To the far right of the screen is the **Lock** field provided for use with the **Reschedule** function.

Lock
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

4.8 List View: Lower Block - Course Requests

Course requests are managed in the **List View** using the Number/Add, Select or Drop options. Course requests can pull from classes directly entered into the Student Schedule using the **Update** button. The drag-and-drop feature is not an option in this view. Courses offered from other schools also display in this view along with the school's name. Note that Planning 10 at the bottom of the requests in the example below, is taken from a secondary school. Courses can only be managed by the schools to which the request is made.

Course Requests															
<input type="checkbox"/>	Number	Description	SecType	SectNo	TPVView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max <input type="checkbox"/>
<input type="checkbox"/>	MAWM-10	MATH 10, APPRENTICESHIP AND WORKPLACE Add...			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MEN-10	ENGLISH 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MFDN-10	FOODS AND NUTRITION 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MPE-10B	PHYSICAL EDUCATION 10, BOYS			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MPLAN10	PLANNING 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MSC-10	SCIENCE 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MSS-10	SOCIAL STUDIES 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MTEW-10	WOODWORK 10			1/2	2.0000				N	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MTEC-10	AUTO MECHANICS 10			1/2	2.0000				Y	0	N			<input type="checkbox"/>
<input type="checkbox"/>	MTEM-10	METALWORK 10			1/2	2.0000				Y	0	N			<input type="checkbox"/>

Number

Courses not scheduled display the description in bold red with an **Add...** hyperlink. Clicking this link opens the **Schedule Master Pick List** filtered to the sections of the course selected. Sections can be selected to fill openings in the student schedule.

Course	MAWM-10 <input type="button" value="OK"/>	Team	All <input type="button" value="v"/>	Requested only	<input type="checkbox"/>
Period	All <input type="button" value="v"/>	House	All <input type="button" value="v"/>	Valid sections only	<input checked="" type="checkbox"/>
Track ID	All <input type="button" value="v"/>	Platoon	All <input type="button" value="v"/>	Allow conflicts	<input type="checkbox"/>
Term	All <input type="button" value="v"/>	Order by	Course <input type="button" value="v"/>	Allow all over max	<input type="checkbox"/>
Department	All <input type="button" value="v"/>				
Grade Level	All <input type="button" value="v"/>				

0 of 2 selected

<input type="checkbox"/>	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion?
<input type="checkbox"/>	MAWM-10-01	MATH 10, APPRENTICESHIP AND WORKPLACE	Owbody, Uwnixu	S1	1(A-B)	1(A-B)	18	28	Y					N
<input type="checkbox"/>	MAWM-10-02	MATH 10, APPRENTICESHIP AND WORKPLACE	Spujver, Ajmw	S2	1(A-B)	1(A-B)	23	28	Y					N

4.9 Future Add/Drop Classes

Where the school preference to Allow future add/drop is set to yes, an option will be presented at the top of the screen to **View and make changes as of**, with a date field provided. An additional block, **Pending Student Schedule Changes** will be found in the List View between the Student Schedule and the Course Requests. In the Matrix View, this is presented in the bottom right block.

Set the date for the change to take effect and add or drop the appropriate class(es) as usual.

View and make changes as of 16/12/2016										
Student Schedule (29% scheduled - Class credits: 32.0)										
1 of 8 selected										
<input type="checkbox"/>	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House
<input type="checkbox"/>	MCH--11-03*	CHEMISTRY 11	S1	1(A-B)	1(1) 2(2)	Ebmcrbdf, Rtfkw	407			
<input type="checkbox"/>	MPREC11-01	PRE-CALCULUS	S2	1(A-B)	1(A-B)	Gwseem, Ouis	P7			

Posting changes will generate a popup indicating the effective date.

All changes will take effect on 16/12/2016

The Pending Student Schedule Changes block displays all pending changes.

Pending Student Schedule Changes					
<input type="checkbox"/>	Type	Effective Date	Course	Description	Term
<input type="checkbox"/>	Add	16/12/2016	MCH--11-03	CHEMISTRY 11	S1
<input type="button" value="Delete"/> <input type="button" value="Make Effective Now"/>					


Changes to the date displayed in the **View and make changes as of field** will display the student schedule as of that date. A date set beyond the effective dates for changes will show the schedule after the changes, a current date will display the schedule at this point in time.

Note: Enrollment totals on sections reflect the current date, not future changes. However, modifying class rosters will take into account pending changes. For example, if a future addition will meet the maximum enrollment, trying to add another student in the interim will not be allowed generating a popup message that the class is full.

Course:
 Period:
 Track ID:
 Term:
 Department:
 Grade Level:

Team:
 House:
 Platoon:
 Order by:

Requested only: ☐
 Valid sections only: ☒
 Allow conflicts: ☐
 Allow all over max: ☐



Section "MCH--11-03" has reached its max and is closed as of 12/16/2016.

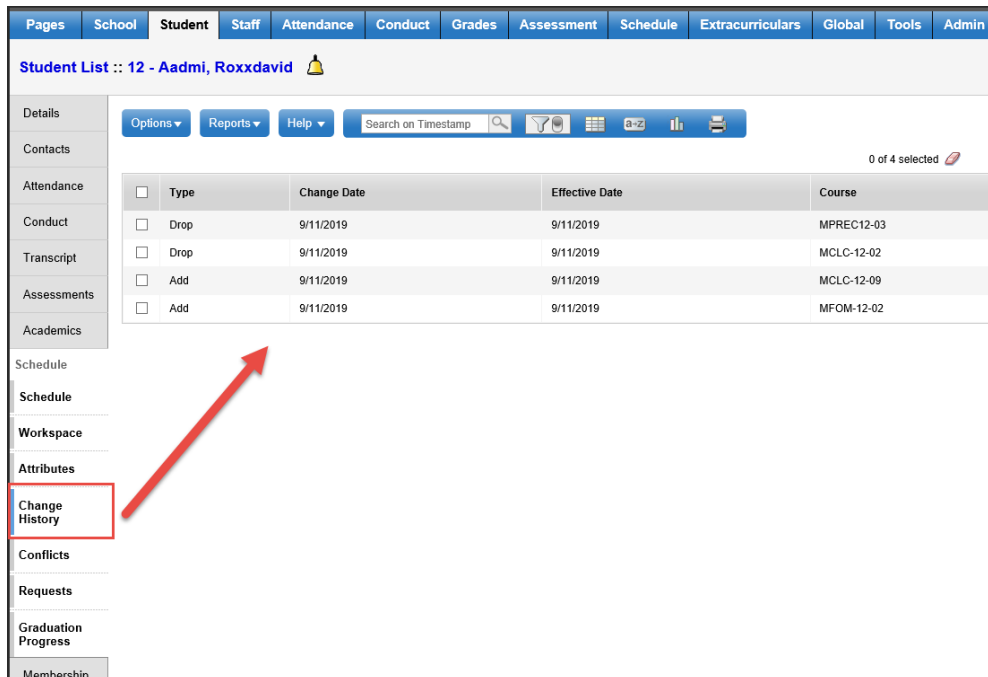
1 of 1 selected

	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	SecType	Team	House	Platoon	Inclusion
<input checked="" type="checkbox"/>	MCH--11-03	CHEMISTRY 11	Ebmcrbdf, Rttfkw	S1	1(A-B)	1(1) 2(2)	26	28	Y					N

5.0 Additional Scheduling Tools

5.1 Change History

Change History is found from **Student > Schedule > Change History**. A record of posted schedule changes is displayed showing what was changed, when, where and by whom. Note that these records can be deleted.



Student List :: 12 - Aadmi, Roxxdavid

Details | Options | Reports | Help | Search on Timestamp

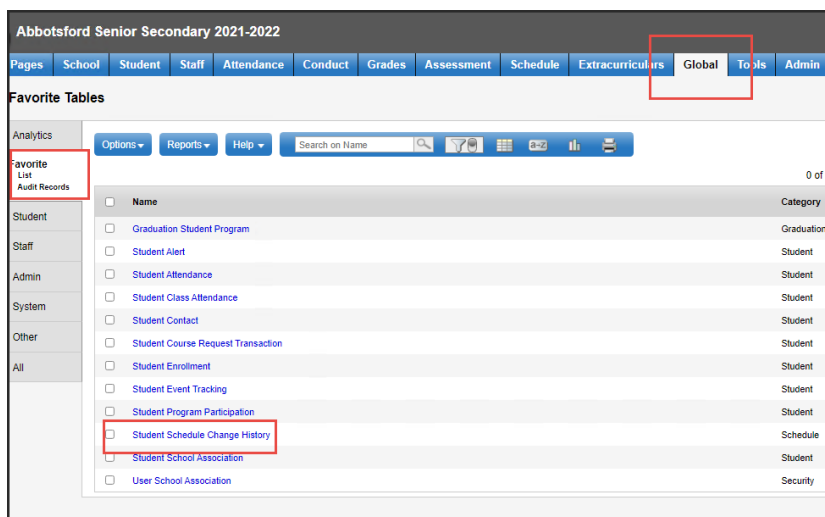
Type	Change Date	Effective Date	Course
Drop	9/11/2019	9/11/2019	MPREC12-03
Drop	9/11/2019	9/11/2019	MCLC-12-02
Add	9/11/2019	9/11/2019	MCLC-12-09
Add	9/11/2019	9/11/2019	MFOM-12-02

0 of 4 selected

Change History

5.2 Student Schedule Change History in Global Top Tab

Student Schedule History is accessible from Favorites Side Tab>Student Schedule Chang History



Abbotsford Senior Secondary 2021-2022

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

Favorite Tables

Analytics | Options | Reports | Help | Search on Name

Name	Category
Graduation Student Program	Graduation
Student Alert	Student
Student Attendance	Student
Student Class Attendance	Student
Student Contact	Student
Student Course Request Transaction	Student
Student Enrollment	Student
Student Event Tracking	Student
Student Program Participation	Student
Student Schedule Change History	Schedule
Student School Association	Student
User School Association	Security

0 of 12

5.3 BC Student Course Change History Report

School View>Student TT>Reports> Student Course Change History

The report displays all the Add/Drop records for a student within the selected date range

Surrey		BC Student Course Change History			Semiahmoo Sec	
Page 1		March 11, 2020 - April 20, 2020				
Student Name: Abate, Shenna Pupil: 1368754						
Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	IBIS-11-S-1	IB BIOLOGY SL 11	Andersondargatz, Matoska	25/03/2020	25/03/2020	Nadeem, Hassam
Drop	MFR--10-S-03	FRENCH 10	Khantaheri, Jonace	25/03/2020	25/03/2020	Nadeem, Hassam
Student Name: Abdrakhmanov, Floidmilano Pupil: 687351						
Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	ICHH-11-S-04	IB CHEMISTRY HL 11	Cirulis, Binaiya	17/04/2020	17/04/2020	Nadeem, Hassam
Add	ICHH-11-S-1	IB CHEMISTRY HL 11	Leavethooseman, Paityn	17/04/2020	17/04/2020	Nadeem, Hassam
Drop	MCE--09-Y-01	CAREER EDUCATION 9	Lebedev, Tillmann	17/04/2020	17/04/2020	Nadeem, Hassam

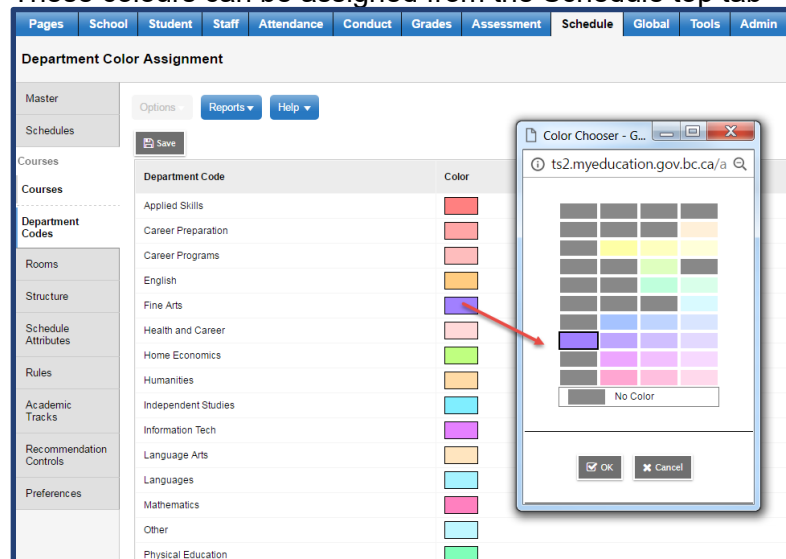
In the pop-up parameter screen enter the **date range** of the records to include, the **students to include** in the report and the desired **format** of the report.

Note: The BC Course Change History - for Auditors report, prints the BC Course Change History report with a page break between students for audit purposes.

5.4 Colour Coded Departments

Departments can be colour coded so that those viewing a student's schedule in the matrix view can more easily distinguish classes of a given department.

These colours can be assigned from the Schedule top tab > Courses > Department Codes.



Classes will be displayed in the student's schedule > matrix view, in the department selected colours.

5.5 Conflicts

The **Conflicts** sub-side tab provides a view only matrix which shows sections offered, with those scheduled highlighted in blue. The **Comment** field will indicate if a course request was not fulfilled. Clicking on a scheduled period will display the Schedule Master Pick List for that section with enrollment totals and max. This does not take into account Classes groupings.

Student Schedule (29% scheduled - Class credits: 32.0)

Course	Periods	1	2	3
MAT-11 AUTOMOTIVE TECHNOLOGY 11				
MATH 11, APPRENTICESHIP AND WORKPLACE			S:02 [S2]	O:01 [S1]
MCH-11 CHEMISTRY 11	O:03 [S1] C:01 [S2]			O:02 [S2]
MCOM-11F COMMUNICATIONS 11 - FOCUS			S:01 [S1]	
MESO-11F EARTH SCIENCE 11 - FOCUS	S:01 [S1]			
MSS-11 SOCIAL STUDIES 11	O:03 [S2]	C:02 [S1] O:05 [S2]	O:04 [S1]	C:01 [S1]
MWEX-2AF WORK EXPERIENCE 12A - FOCUS			S:01 [S1]	
MWEX-2BF WORK EXPERIENCE 12B - FOCUS				S:01 [S1]

Schedule Master Pick List - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/addStudentSchedule.do?parentForm=studentScheduleConflictMatrixForm&

Course: MSS-11 OK

Period: 4

Track ID: All

Term: All

Department: All

Grade Level: All

Team: All

House: All

Platoon: All

Order by: Course

Requested only: ☐

Valid sections only: ☐

Allow conflicts: ☐

Allow all over max: ☐

0 of 1 selected

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Closed at max?	Se
MSS-11-01	SOCIAL STUDIES 11	Fqfjgt, Wwucdpx	S1	4(A-B)	4(A-B)	30	30	Y	

Appendix A: Reschedule

The Reschedule functionality assesses the master schedule structure and enrollments to find a “best fit” for the student. In doing so, if any aspect of the schedule structure is not complete or if the expression and matrix are out of synch, the result will be validation errors. Building a school schedule in MyEducation BC using the builder will minimize the likelihood of these errors.

Student List :: 10 - Abdalla, Elizabeth

View and make changes as of 13/12/2016

Student Schedule (29% scheduled - Class credits: 32.0)

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classroom	SecType	Team	House	Platoon	Inclusion
MFR-10-01	FRENCH 10	S1	P1(D-1-D2)		Oqifrf, Xaojcd	R405			GR10		Y
MFMP-10-05	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	S2	P1(D1-D2)		ViQqfk, lauo	R303			GR10		Y
XAT-11D69LNK-24	ASSIGNED TIME 11	FY	P17(D1-D2)		Xykeswgs, Satt	AUD			GR11		Y
MPE-10-01	PHYSICAL EDUCATION 10	S1	P2(D1-D2)		Eixfmigi, Uecuq	Gym3			GR10		Y
MPLAN10-02	PLANNING 10	S2	P2(D1-D2)						GR10		Y
MELR-12-01	ELECTRONICS 12: ROBOTICS	S1	P3(D1-D2)						GR12		Y
MSS-10-04	SOCIAL STUDIES 10	S2	P3(D1-D2)						GR10		Y
MSC-10-03	SCIENCE 10	S1	P4(D1-D2)						GR10		Y

Validation Errors

Errors happens while retrieving MasterTeacher data.

Field Master > course is not a valid Course (record MPHE-09D69GOL-01,).

Field Master > course is not a valid Course (record MPHE-08D69GOL-01,).

Validation Warnings

Field Master > teacher cannot be blank (record: MPHE-09D69GOL-01,).

Field Master > teacher cannot be blank (record: XSIEP0A-DL-06,).

Field Master > teacher cannot be blank (record: XSIEP2A-DL-08,).

Field Master > teacher cannot be blank (record: MPE-11D69GOL-01,).

Field Master > teacher cannot be blank (record: XSIEP0A-DL-03,).

Field Master > teacher cannot be blank (record: XSIEP2A-DL-07,).

Field Master > teacher cannot be blank (record: MPE-10D69GOL-01,).

Field Master > teacher cannot be blank (record: XSIEP0A-DL-04,).

Field Master > teacher cannot be blank (record: XSIEP2A-DL-05,).

Field Master > teacher cannot be blank (record: XSIEP0A-DL-05,).

Similar validation for master data has happened for more than 10 times. The

Pending Student Schedule Changes

Type	Effective Date	Course	Description	Term	Schedule	Teacher
No matching records						

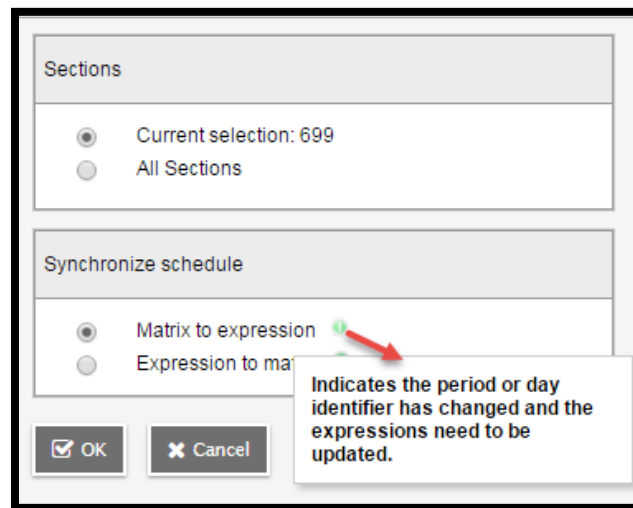
Course Requests

Number	Description	SecType	SectNo	TPYView	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo
MELR-12	ELECTRONICS 12: ROBOTICS			1/2	2.0000				N	0	N	
MEN-10	ENGLISH 10			1/2	2.0000				N	0	N	
MFMP-10	FOUNDATIONS OF MATH AND PRE-CALCULUS 10			1/2	2.0000				N	0	N	
MFR-10	FRENCH 10			1/2	2.0000				N	0	N	
MPE-10	PHYSICAL EDUCATION 10			1/2	2.0000				N	0	N	
MPLAN10	PLANNING 10			1/2	2.0000				N	0	N	
MSC-10	SCIENCE 10			1/2	2.0000				N	0	N	
MSS-10	SOCIAL STUDIES 10			1/2	2.0000				N	0	N	

Should there be validation errors, click on Messages to view the validation errors. Helpful filters:

From Schedule > Master two filters are provided to assist schedulers in identifying areas that may interfere with the use of using the Reschedule functionality as well as those affecting structural integrity of the schedule.

- Schedule Validation - This filter provides a list of sections missing a schedule term or schedule expression.
- Schedule expression out of synch with matrix - This filter provides a list of courses for which the schedule expression and matrix are out of synch. From the Schedule > Master use Options > Synchronize Schedule. The popup parameter window allows the user to choose the Current selection from the list or All sections. Depending on whether the matrix is correct, and the schedule expression is wrong, or whether the expression is correct and the matrix is not, will determine which option to select for Synchronize schedule. Hovering the mouse over the green exclamation mark to the right of the option



Some common validation errors include:

- Teacher cannot be blank: assign a teacher to the section
- Teacher is not a valid teacher: teacher must have *include in scheduling* (Staff > Schedule > Attributes)
- Schedule expression out of synch with matrix: use filter of same name from Schedule > Master to find course sections for correction
- Schedule bitmap is empty or invalid: use Schedule Validation filter from Schedule > Master to identify sections in need of attention

Note: Student schedules can be manually entered and Posted without using the Reschedule procedure.

Appendix B: Scheduling Reports

5.6 BC Student Course Change History Report

School View>Student TT>Reports> Student Course Change History

Surrey

BC Student Course Change History

Semiahmoo Sec

Page 1

March 11 , 2020 - April 20 , 2020

Student Name: Abate, Shenna Pupil: 1368754

Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	IBIS-11--S-1	IB BIOLOGY SL 11	Andersondargatz, Matoska	25/03/2020	25/03/2020	Nadeem, Hassam
Drop	MFR--10--S-03	FRENCH 10	Khantaheri, Jonace	25/03/2020	25/03/2020	Nadeem, Hassam

Student Name: Abdrakhmanov, Floidmilano Pupil: 687351

Type	Course Section	Course Description	Primary Teacher	Change Date	Effective Date	User (Person who made the changes)
Add	ICHH-11--S-04	IB CHEMISTRY HL 11	Cirulis, Binaiya	17/04/2020	17/04/2020	Nadeem, Hassam
Add	ICHH-11--S-1	IB CHEMISTRY HL 11	Leavetthooseman, Paityn	17/04/2020	17/04/2020	Nadeem, Hassam
Drop	MCE--09--Y-01	CAREER EDUCATION 9	Lebedev, Tillmann	17/04/2020	17/04/2020	Nadeem, Hassam

5.7 BC Scheduled Student Report

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

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

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

Report can be run from Build View or School View

SCHOOL VIEW

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

- Log on to the **School view**.
- **Student Top Tab**
- On the **Reports** menu,

Click Scheduling Reports> **BC Scheduled Student Report**:

BUILD VIEW

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

- Log on to the **Build view**.
- Select Scenario
- Click the **Student** Top Tab.
- On the **Reports** menu,

Click Scheduling Reports> **BC Scheduled Student Report**:

https://dev02.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=RP...
 dev02.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=RPT00000Ah...

BC Scheduled Student

School: Wellington Secondary - SD68

Students to include: Current selection ▼

Search value:

Term:

Day:

Period:

Select Number of Course Sections or Credits: Course Sections ▼

Only show students with...: Greater Than ▼

Number:

Sort results by: YOG ▼

Students included in scheduling: ☒

Format: Adobe Acrobat (PDF) ▼

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

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

Greater Victoria

Mount Douglas Secondary

BC Scheduled Student

Page 1 of 1

March 12, 2021

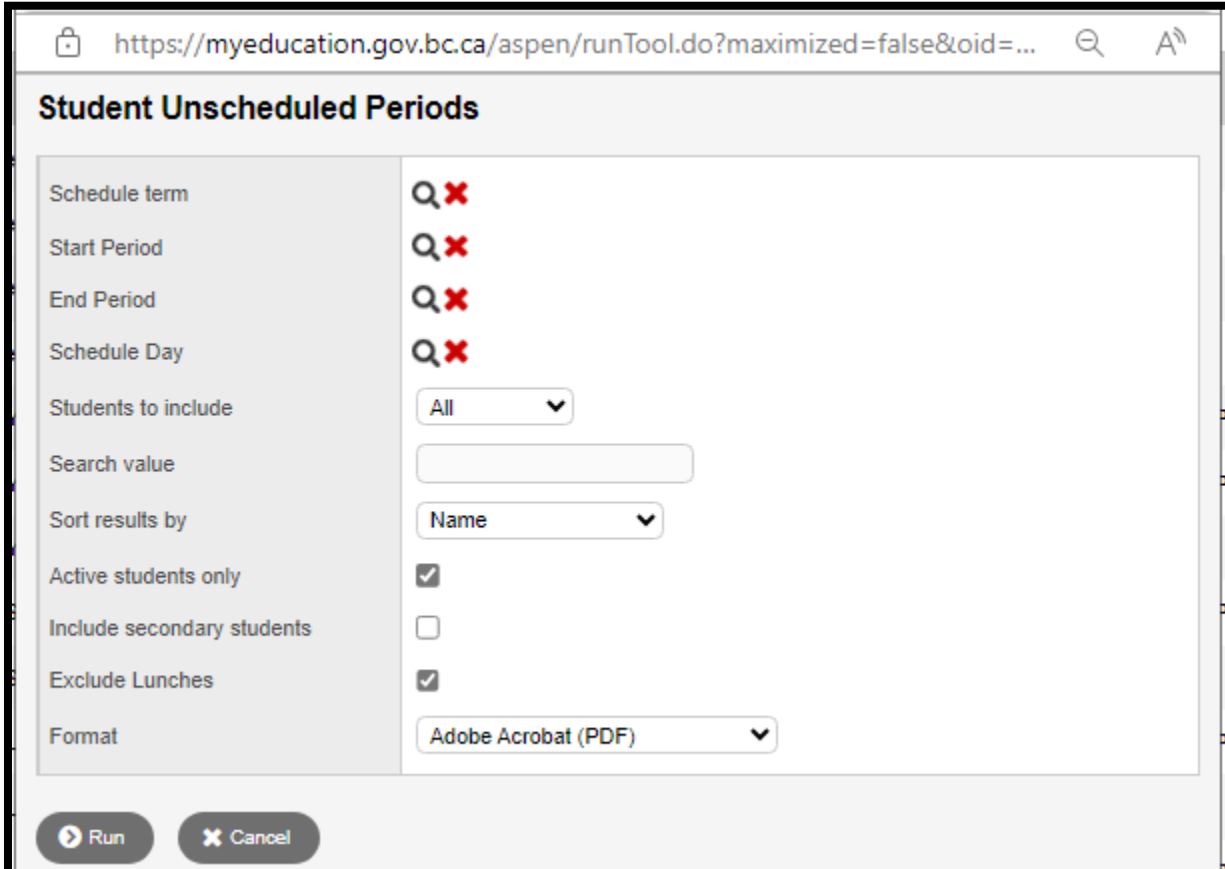
Pupil: 2399835	Student Name: Ab, Ma	YOG: 2022		
Course	Description	Credit	Term	Schedule
MCLE-10----G	CAREER LIFE EDUCATION 10	4	Q4	A(1-2)
MEPSS11----H	EXPLORATIONS IN SOCIAL STUDIES 11	4	Q4	C(1-2)
MDCOM11----E	DIGITAL COMMUNICATIONS 11	4	Q3	B(1-2)
MNMD-11----F	NEW MEDIA 11	4	Q3	D(1-2)
Total: 4		Total: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

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

Field	Description
School	The school's name will be displayed in a read-only field.
Student to Include	<p>This field is auto populated with current selection by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - All - Current Selection - Snapshot - Grade
Search Value	This field is disabled by default. When grade or snapshot is select from the dropdown "Students to include" this field gets enabled for the user to enter value.
Term	This is a mandatory field and it blank by default. The user can select one or multiple terms using this option
Select number of course sections or credits	<p>This field is auto populated with course section by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - Course Section - Credits
Only show students with	<p>This field is auto populated with Greater Than by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - Greater Than - Greater Than or Equal To - Less Than - Less Than or Equal To - Equal
Number	This is a mandatory field, and it is blank by default. The user needs to enter a number from to filter the report
Sort Results by	<p>This field is used to sort the report. This will be auto populated with YOG by default and contains following values in the dropdown</p> <ul style="list-style-type: none"> - YOG

	- Name
Students Include in scheduling	This is a checkbox field which is checked by default. This option will filter the data and display the results based on students which are include in scheduling only
Format	<p>This dropdown is auto populated with adobe acrobat value by default, but it also contains following options</p> <ul style="list-style-type: none"> - Adobe Acrobat (PDF) - Webpage (HTML) - Microsoft Excel (XLS) - Coma Separated (CSV)

5.8 BC Unscheduled Periods report



<https://myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=...>

Student Unscheduled Periods

Schedule term	<input type="text"/> Q X
Start Period	<input type="text"/> Q X
End Period	<input type="text"/> Q X
Schedule Day	<input type="text"/> Q X
Students to include	All ▼
Search value	<input type="text"/>
Sort results by	Name ▼
Active students only	<input checked="" type="checkbox"/>
Include secondary students	<input type="checkbox"/>
Exclude Lunches	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

The Student Unscheduled Periods report collects student data based on the student's Primary School.

This report does not include build year information.