





BACK-TO-SCHOOL CHECKLIST

Description	Path
<p><input type="checkbox"/> Pg 4</p> <p>DEFINE SCHOOL DETAILS</p> <p>General sub top tab - Check the school information: name, phone number, principal.</p>	<p>School view > School top tab > Setup side tab > Details > General sub top tab</p>
<p><input type="checkbox"/> Pg 4</p> <p>Address sub top tab – Check the school's address and postal code.</p>	<p>School view > School top tab > Setup side tab > Details > Address sub top</p>
<p><input type="checkbox"/> Pg 5-6</p> <p>SET SCHOOL PREFERENCES</p> <p>Daily Attendance – set up how attendance is to be taken and which buttons will be seen in school view. Basic & Advanced sub top tabs.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Daily Attendance</p>
<p><input type="checkbox"/> Pg 7</p> <p>Class Attendance – set up how often a teacher can post their attendance and which buttons will be seen in staff view. Basic & Advanced sub top tabs.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Class Attendance</p>
<p><input type="checkbox"/> Pg 8</p> <p>Conduct – these fields appear in the Conduct area to track students who have been assigned detentions.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Conduct</p>
<p><input type="checkbox"/> Pg 8</p> <p>Staff Attendance – is only used for TOC assignments. DO NOT CHANGE</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Staff Attendance</p>
<p><input type="checkbox"/> Pg 8-9</p> <p>Grade – these fields are for setup of the teacher's gradebook and the report card message.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Grade</p>
<p><input type="checkbox"/> Pg 9-10</p> <p>Schedule – most of the items in this section pertain to the Build view and should not be adjusted. Basic & Advanced sub top tabs.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Schedule</p>
<p><input type="checkbox"/> Pg 10</p> <p>Secondary School Management – sets the ability for cross enrolled & primary schools to both be able to create a daily attendance records for a student.</p>	<p>School view > School top tab > Setup side tab > Preferences Leaf > Category = Secondary School Management</p>

	Description	Path
<input type="checkbox"/>  Pg 10-11	<p>COMMIT THE MASTER SCHEDULE</p> <p>In the Build View, open the appropriate Scenario to be used as the master schedule for the current school year.</p> <p>***To be done by September 1***</p>	<p>Build view > Scenario top tab > Check mark beside appropriate scenario > Details side tab > 1.) Terms side tab > start & End dates defined Term in this instance refers to the dates that courses will start (Sept) and end (June) within the school year – not Grade terms or reporting periods) ></p> <p>2.) Details side tab > Options > Commit Schedule (Elementary schools have only 1 Term here = FY.)</p> <p>Select to Replace not Update</p>
<input type="checkbox"/> Pg 11	<p>SET ACTIVE SCHEDULE</p> <p>If a schedule was committed from the Build view, this will be in place. The current year will appear with a triangle beside the Name. If not, please contact Software Support.</p>	<p>School view > School top tab > Schedules side tab</p>
<input type="checkbox"/> Pg 11 	<p>ASSIGN STUDENT TYPE PROGRAMS</p> <p>French Immersion and ELL Programs – need to be assigned so that other external programs can be up and available for classroom teachers.</p> <p>***To be done by September 1***</p>	<p>School view > Student top tab > select the students > Options > Show Selected > Options > Assign Student Programs</p>
<input type="checkbox"/> Pg 12 <input type="checkbox"/> Pg 12-13  <input type="checkbox"/> Pg 13-16  <input type="checkbox"/> Pg 12-16	<p>SCHOOL SET-UP</p> <p>Staff – Please contact Software Support if there are new staff members coming to your school who are not displaying in your Staff list. DO NOT create new staff records.</p> <p>Grade Terms – These are your Report Card Terms (Tri1, Tri 2....., Q1, Q2.....etc).</p> <p>***To be done by September 1***</p> <p>Schedule Terms (Grade term cover maps) – Schedule terms define course section durations for each portion of the school year in which a single course section can be scheduled.</p> <p>***To be done by September 1***</p> <p>Days – review and make sure the days came across properly from Build view when you committed the schedule.</p>	<p>School view > Staff top tab</p> <p>School view > Grades top tab > Grade Terms side tab</p> <p>School view > Schedule top tab > Structure side tab > Terms sub side tab</p> <p>School view > Schedule top tab > Structure side tab > Days sub side tab</p>

	Description	Path
<input type="checkbox"/> Pg 12-16	Periods – review and make sure the periods came across properly from Build view when you committed the schedule.	School view > Schedule top tab > Structure side tab > Periods sub side tab
<input type="checkbox"/> Pg 12-16	Bell Schedules – each date in the school Calendar is assigned a Bell Schedule indicating the periods offered on that date and their length. <i>These should have copied over so just be sure to check that they are right.</i>	School view > Schedule top tab > Structure side tab > Bell Schedules sub side tab (Create at least a regular day and an Early Dismissal Bell Schedule) If Bell Schedules were not brought over in scheduling, you can copy from last year by going to Options > Copy From...
<input type="checkbox"/> Pg 16-17	SCHOOL CALENDAR School calendars are pushed out to schools from the District level. If there is no Calendar available, notify Software Support.	School view > School top tab > Calendars side tab > Dates leaf - Early dismissal Bell Schedules must be assigned to appropriate dates in the Calendar
<input type="checkbox"/> Pg 17	Update columns for Schedule Day Number and Schedule Bell	Filter = Days in Session then Mass Update or Modify List to update relevant fields and columns
<input type="checkbox"/> Pg 18	Assigning Calendars to Students – the "Standard" school calendar must be assigned to ALL students in order to take attendance	School view > Student top tab > Primary Active Students Filter > Options > Mass Update + Calendar = Standard
<input type="checkbox"/> Pg 18-19	SCHOOL COURSE CATALOGUE While courses will be rolled in from the Build view, the school course catalogue will need to be reviewed and adjusted as necessary (Transcript Definitions, comment banks, grade scales...)	School view > Schedule top tab > Courses side tab
<input type="checkbox"/> Pg 19	ASSIGN HOMEROOMS Teachers – make sure to mark if the teacher is the Primary Teacher.	School view > Staff top tab
<input type="checkbox"/> Pg 19	Students – Check that the homerooms rolled correctly into the student and that the teachers' names are now correct (<i>make sure you assign the Teachers homerooms first</i>).	School view > Student top tab
<input type="checkbox"/> Pg 20-24 OR <input type="checkbox"/>	ELEMENTARY SCHEDULING Refer to the Elementary Scheduling Manual for step by step instructions on creating Snapshots of homerooms, creating sections of courses, mass assigning and individually assigning students to sections of courses and to snapshots. Doing this step during 1 st – 2 nd week of September.	You can also register for <i>MyEdBC: Elem Course Set-up</i> on Employee Connect if you would like additional help.

	Description	Path
<input type="checkbox"/> Pg 25	<p>STUDENT SCHEDULES</p> <p>Randomly check a handful of students to ensure they have schedules and the courses are displayed correctly in both the List and Matrix view.</p>	School view > Student top tab > Schedules side tab
<input type="checkbox"/> Pg 25	<p>STUDENT INFORMATION</p> <p>Check the following:</p> <ul style="list-style-type: none"> • Check students' status • Students' YOGs match grade levels • Review student grade sub-levels • Secondary schools be sure to update or add Programs of Study (Diploma Type) • Secondary schools update Diploma Granted dates for students who took summer courses 	School view > Student top tab
<input type="checkbox"/>	<p>EOYR CLEAN UP ACTIVITIES</p> <p>***DO NOT DO THIS TILL EVERYTHING ELSE ON THE CHECKLIST HAS BEEN COMPLETED***</p> <p>Now that students have been rolled and placed in homerooms, schools need to go in and wipe the Next School, the Pre-transition Withdrawal Code and Next Homeroom columns. Retain Grade, Withdraw and To be Graduated columns should all be set to "N".</p>	School view > Student top tab > Filter = Primary Active Students > FieldSet = Pre-Transition > Options > Mass Update

Completed By _____

Principal's Signature _____

Date _____

Scan and email completed checklist to software.support@sd23.bc.ca by September 8th, 2020.