



MyEducationBC

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# Class Size Compliance Report

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Sept 2020 v1.2

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## Version History

| Version | Date        | Description               |
|---------|-------------|---------------------------|
| 1.0     | August 2017 | Initial document created. |
| 1.1     | July 2020   | Release 6.1               |
| 1.2     | Sept 2020   | New Remedy Program        |

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## 1.0 Class Size Compliance Report

The report provides a breakdown of each class taught by a teacher and shows the number of sections being taught in a term and period/day, with the student's designation and ELL programs.

It can be used to assist with the determining the composition of each group of students a teacher has in their class. The report relies on students being scheduled into sections of courses.

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

## 2.0 Running the Class Size Compliance Report

There are three locations from which this report can be run:

- **School** view > **Schedule** top tab > **Master** side tab > **Reports** > **Ministry Reporting** > **Class Size Compliance**
- **School** view > **Student** top tab > **Reports** > **Ministry Reporting** > **Class Size Compliance**
- **District** view > **Student** top tab > **Reports** > **Ministry Reporting** > **Class Size Compliance**

**Class Size Compliance**

Select school(s) Cedar Hills Elem

Class Criteria

Schedule Term Start Date 09/08/2016

Schedule Term End Date 08/08/2017

Exclude flagged courses

Report Title Class Size Compliance Rep

Student Status Active students

Course Description type Ministry course description

Format Adobe Acrobat (PDF)

Run Cancel

| Field                    | Description  |
|--------------------------|--|
| Select school(s)         | School view - Current School Name in which the report is being run.<br>District view – Select multiple schools.  |
| Schedule Term Start Date | Will match schedule terms with an end date on or after the start date parameter: Effectively matching any schedule terms that overlap the specified date range.                                    |
| Schedule Term End Date   | Will match schedule terms with a start date on or before the end date parameter: Effectively matching any schedule terms that overlap the specified date range.                                    |
| Exclude flagged courses  | Excludes all courses that are set to Exclude from class size export in the school course catalogue.  |
| Report Title             | Defaults to <i>Class Size Compliance Report</i> . This can be modified to display a different title when the report is generated.  |
| Student Status           | Active students – All students with a status of Active.<br>PreReg students – Only include students with a status of PreReg.  |
| Course Description type  | Ministry course description – Report will generate courses using the Ministry course description.<br>School course description - Report will generate courses using the School course description. |
| Format                   | Determines the format of the report. Available formats are, Adobe Acrobat (PDF), Web Page (HTML), Microsoft Excel (XLS) and Comma-separated values (CSV).  |

Sample report:


| BC - Kamloops/Thompson<br>Class Size Compliance Report |   |                           |            |      |        |     |                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |        |             |
|--|---|---------------------------|------------|------|--------|-----|---------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----|--------|-------------|
| Page 1 of 5  |   |                           |            |      |        |     |                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |        |             |
| School Code: 7373084                                   |   |                           |            |      |        |     |                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |        |             |
| School Name: Barriere Secondary                        |   |                           |            |      |        |     |                     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |     |        |             |
| Subject Area   | Division or Course Name   | Teacher                   | # Sections | Term | Period | Day | Primary Designation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | ELL | Remedy | Class Total |
|  |   |                           |            |      |        |     | A                   | B | C | D | E | F | G | H | K | P | Q | R |   |   |   |   |     |        |             |
| Physical Education                                     | ACTIVE LIVING 11 (001), ACTIVE LIVING 12 (001), PHYSICAL AND HEALTH EDUCATION 10 (001), PHYSICAL AND HEALTH EDUCATION 9 (002), VIDEO CONFERENCE - PHILOSOPHY 12 (001), WORKPLACE MATHEMATICS 11 (002) | Weigand, Saidah S1004207  | 6          | S2   | 4      | 1   | 0                   | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 29  |        |             |
| Physical Education                                     | ACTIVE LIVING 11 (002), ACTIVE LIVING 12 (002), EXPLORATIONS IN SOCIAL STUDIES 11 (001), PHYSICAL AND HEALTH EDUCATION 10 (005)   | Gervalla, Joonhyun 703192 | 4          | S1   | 3      | 1   | 0                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 1 | 21  |        |             |
| Physical Education                                     | ACTIVE LIVING 11 (003), ADST - MEDIA DESIGN 10 (001), MEDIA DESIGN 11 (001), MEDIA DESIGN 12 (001), PHYSICAL AND HEALTH EDUCATION 10 (002), PHYSICAL AND HEALTH EDUCATION 9 (003)                     | Spearn, Balraj S1063927   | 6          | S1   | 4      | 1   | 0                   | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 37  |        |             |
| Physical Education                                     | ACTIVE LIVING 11 (004), ACTIVE LIVING 12 (003), PHYSICAL AND HEALTH EDUCATION 8 (005), PHYSICAL AND HEALTH EDUCATION 9 (005)  | Spearn, Balraj S1063927   | 4          | S2   | 3      | 1   | 0                   | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 1 | 24  |        |             |

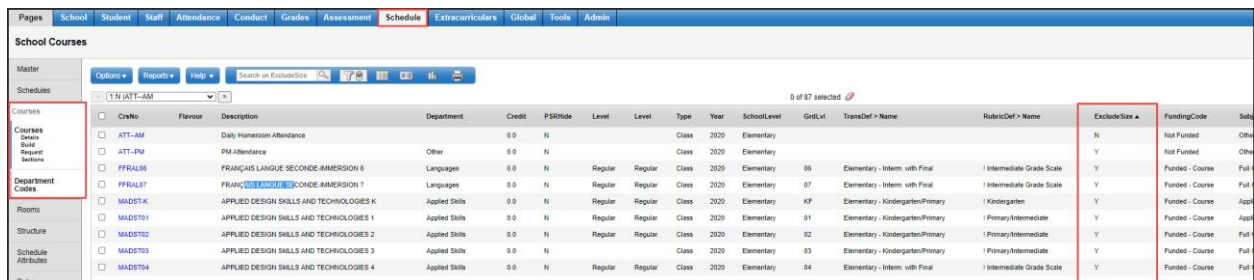
### 3.0 Setting Course Attributes

Courses can be set to be excluded from the report, at the school level.

**NOTE:** If a course has been set to Exclude from class size export, at the school level it will not print when run from the District view. There is no way to set this value in the District view.

**To set a course to exclude from the report using Modify List:**

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. In the **Options** menu, select **Modify List**.
4. Click the  icon in the **ExcludeSize** column.
5. Check the boxes for the courses to be excluded.
6. Click the  icon to save the changes.



The screenshot shows the 'School Courses' interface. On the left, there are navigation tabs for 'Courses', 'Options', and 'Help'. The main area displays a table of courses with columns for 'Courses', 'Description', 'Department', 'Credit', 'Prerequisites', 'Level', 'Level Type', 'Year', 'School Level', 'Grade List', 'Teacher/Def Name', 'Subject/Def Name', 'Exclude', 'Funding/Rate', 'Substitutions', 'Name', and 'Fee Type'. The 'Exclude' column has a red box around it, and several checkboxes in the 'Courses' column are checked. The 'Options' menu is open, showing 'Show Selected' and 'Mass Update' options.

**To set courses to exclude from class size using Mass Update:**

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. Select the courses that will be excluded.
4. In the **Options** menu, select **Show Selected**.
5. In the **Options** menu, select **Mass Update**.
6. Set the **Field** drop down to **Exclude from class size export** (this will exclude them from the Compliance report).
7. Set the **Value** checkbox to be checked.
8. Click **Update**.
9. Verify that all selected courses were updated to Exclude from class size export = Y.

The screenshot shows a configuration window for the 'Mass Update' action. It has two sections: 'Field' and 'Value'. The 'Field' dropdown menu is set to 'Exclude from class size export' and is highlighted with a red box. The 'Value' section has a checked checkbox. At the bottom, there are three buttons: 'Update', 'Cancel', and 'Advanced'.