


ELEMENTARY SCHEDULING

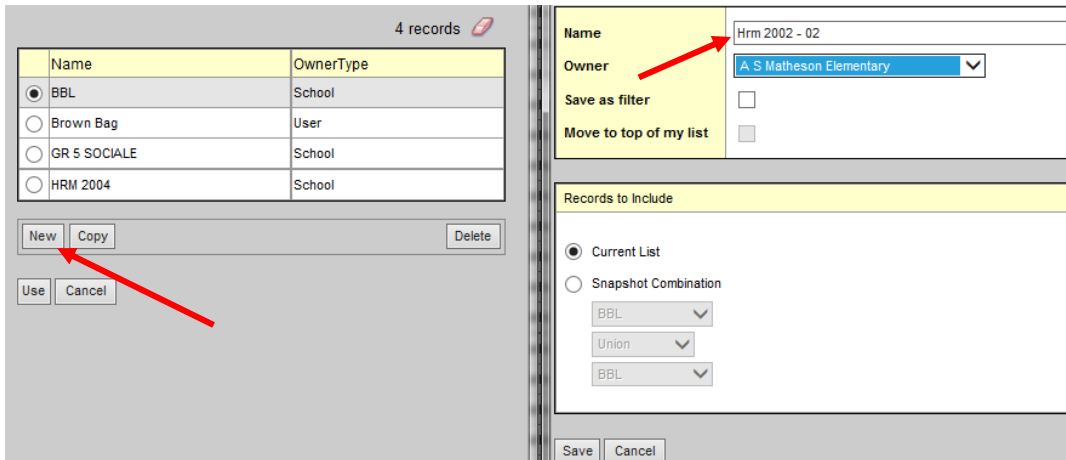
CREATE SNAPSHOT OF ALL HOMEROOMS

School View > Student Top Tab


To create Snapshots of all Homerooms to use in mass assigning of course sections, be sure to create a snapshot for each **GRADE** in a split class. (i.e.: a grade 2/3 split would require a snapshot for "Hrm 2002 – 02" and a "Hrm 2002 – 03" snapshot for the same Homeroom).

To select students in a homeroom for creation of Snapshots:

1. Use the **Filter**  and choose **Homeroom = ?** and then filter by each homeroom. If it is not a split class proceed to step 3, if it is a split class proceed to step 2.
2. If there is a split homeroom, click the **Grade** column header to sort by grade and select all students in the same grade in the homeroom. Go to **Options > Show Selected**.
3. Go to **Options > Snapshot** and click on **New** and then give the snapshot a name.



Name	OwnerType
<input checked="" type="radio"/> BBL	School
<input type="radio"/> Brown Bag	User
<input type="radio"/> GR 5 SOCIALE	School
<input type="radio"/> HRM 2004	School

4 records 

Name Hrm 2002 - 02
Owner A S Matheson Elementary
Save as filter
Move to top of my list

Records to Include

Current List
 Snapshot Combination


BBL
Union
BBL

New **Copy** **Delete**
Use **Cancel**



Save **Cancel**

4. Click **Save** and repeat this step for every Homeroom (twice for split classes).

CREATING ADDITIONAL COURSE SECTIONS (one at a time)

If additional sections of a course are required, they can be added one at a time by going to: **School View > Schedule Top Tab > Master Side Tab** (turns into Sections sub-side tab) and choose **Primary teacher** as the  **Field Set**.

To create additional sections:

1. On the **Options** menu, select **Add**.
2. By the **Number** field, use the  icon to choose a **Course Code**.
3. Type in the **Section number** you need (should match the homeroom number).
4. Use the  icon to populate the **Primary Staff > Name, Primary Room > Number** (if used), and **Schedule Term > Code**.
5. Populate the **Enrollment maximum** field with a value appropriate to how many students can be scheduled into the section.
6. Check the **Is section closed at max enrollment?** checkbox if the system is to restrict the section from additional students when it has reached the maximum.



7. Click **Save**.

MASS CREATING ADDITIONAL COURSE SECTIONS

MyEdBC has a function for creating sections for you once you have identified how many sections of each course you will need. If a large amount of courses require additional sections to be created, go to:

Schedule top tab > Course Attributes side tab





To define the number of sections:

1. On the **Options** menu select **Modify List**
2. Click the  icon in the Sections column to activate the fields.
3. Enter the number of sections you require for each course.
4. Click the  icon to save your entries.

To Initialize the sections:

1. **Schedule** top tab > **Master** side tab
2. **Options** > **Initialize Sections**. This creates all the sections indicated as required in **Schedule Attributes** above.

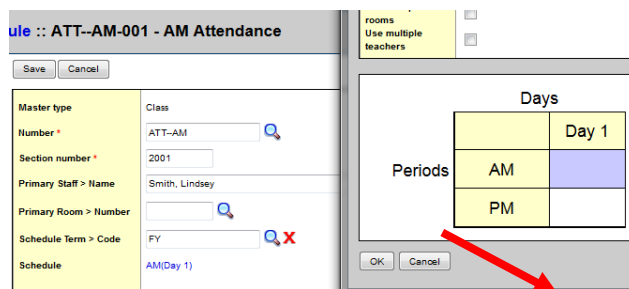
To update information on sections:

1. **Schedule** top tab > **Master** side tab > **Primary Teacher** Field Set
2. **Options** > **Modify List**
3. Click the  icon in the **Primary Staff > Name** column to activate the fields.
4. Use the  icon to choose the teacher name, or begin typing the name in the field.
5. Click the  icon to save your entries.
6. Repeat the process for the **Max** field – assigning an appropriate class maximum for each section and for the **SecNo** field, you will change the section number to match the homeroom number of the class and teacher.
7. In the **Options** menu, select **Mass Update**.
8. In the **Field** drop-down, select **Schedule Term**.
9. In the **Value** field, use the  icon to select the **Full Year** schedule term.
10. Click **Update**. This will set the FY schedule term for all courses and sections

Assign schedule expression to attendance courses:

If you have to create additional ATT--AM and ATT—PM courses for attendance, be sure that you assign a schedule expression of a day and period to them or you will not be able to take attendance.

1. Go to the **Schedule** top tab and select **Master** side tab (turns into **Sections** sub-side tab).
2. Click on the blue hyperlink of the new ATT—AM or ATT—PM course. This will take you to the sections details.
3. Click the blue **Edit Schedule** hyperlink. A matrix will display.
4. If the section is an AM section, click the box beside AM. The box will change colour. Click



The screenshot shows the 'ATT--AM-001 - AM Attendance' section details. The 'Class' field is 'ATT-AM', 'Section number' is '2001', 'Primary Staff > Name' is 'Smith, Lindsey', 'Schedule Term > Code' is 'FY', and 'Schedule' is 'AM(Day 1)'. To the right, there is a 'Days' matrix with 'Periods' (AM, PM) on the y-axis and 'Days' (Day 1) on the x-axis. The 'AM' cell is highlighted in blue. A red arrow points to the 'AM' cell.

OK. The **Schedule** field on the course section will now display the AM period and the day behind it in brackets.

- Repeat this process for the PM section, selecting the PM box in the matrix as appropriate.

MASS ASSIGN STUDENTS BY HOMEROOM SNAPSHOTS

School View > Schedule Top Tab

Once you have created snapshots for all of your homerooms, you must now assign all of the appropriate course sections to the students in the homeroom. The course sections should have already been created and the teacher and enrollment maximums should have already been assigned to each section.

Assigning course sections to students:

- Schedule** top tab > **Master** side tab > **Roster** leaf. There is no need to select a course and the course name that appears for the roster does not matter; this is just a means to access the function you need.
- In the **Options** menu, select **Add** and in the pop-up window, set the **Schedule Mode** to **Push**.
- In the Students block select Snapshots. The snapshots pick list popup window will open for the user to choose from. Select the snapshot to use and click **OK**. Be sure the grade of the snapshot matches the grade of the courses you are assigning to the students.
- The multi-add students window will now display the number of Selected students identified from the snapshot. In the **Add to the following sections:** field, click the **Select** button. A list of course sections appears.

Time	OwnerType	
<input type="checkbox"/>	2001	School
<input type="checkbox"/>	2002	School
<input checked="" type="checkbox"/>	2003-01	School
<input type="checkbox"/>	2003-K	School
<input type="checkbox"/>	2004 -01	School
<input type="checkbox"/>	2005-01	School
<input type="checkbox"/>	2006-02	School
<input type="checkbox"/>	2007-02	School
<input type="checkbox"/>	2008-02	School
<input type="checkbox"/>	2009-03	School

- Click on the **SecNo** column header to sort the courses by section number (*all courses of a homeroom will be together*). Select the course sections to add to the students from the snapshot. Multiple courses can be selected, be sure to also choose the appropriate ATT-AM and ATT-PM sections and for split classes be sure to choose the appropriate grade level of the courses.

Course	SecNo ▲	Description
<input type="checkbox"/>	XTC--01-2002	2002 TERM COMMENT 1
<input checked="" type="checkbox"/>	ATT--AM-2003	2003 AM Attendance
<input checked="" type="checkbox"/>	ATT--PM-2003	2003 PM Attendance
<input checked="" type="checkbox"/>	MAE--01-2003	2003 ARTS EDUCATION 1
<input checked="" type="checkbox"/>	MCE--01-2003	2003 CAREER EDUCATION 1
<input checked="" type="checkbox"/>	MMA--01-2003	2003 MATHEMATICS 1
<input checked="" type="checkbox"/>	MPHE-01-2003	2003 PHYSICAL AND HEALTH EDUCATION 1
<input checked="" type="checkbox"/>	MSC--01-2003	2003 SCIENCE 1
<input checked="" type="checkbox"/>	MSS--01-2003	2003 SOCIAL STUDIES 1
<input checked="" type="checkbox"/>	XDPA-01-2003	2003 DAILY PHYSICAL ACTIVITY 1

- When the selection is complete, click **OK**. The sections will appear in a string in the **Add to the following sections:** field.
- Click **OK** in the multi-add window to "**push**" the selected students into the course sections you selected.

SCHEDULING THE INDIVIDUAL STUDENT

School View > Student Top Tab

Scheduling individual students after the mass course push out and as they register with your school.

- From the **Student** top tab > click the student's name that is a blue hyperlink and scroll down and enter the student's homeroom in the homeroom field. Click Save.
- Click on the **Snapshot side tab > Options > Add** and add the snapshot of the homeroom they are in (and delete existing one if student is changing classes).
- Now click on the **Schedule side tab > Workspace** sub-side tab.
- From within the **workspace in List View** under Student Schedule section click **Select**.
- The Schedule Master Pick List window will open. Be sure to uncheck the Valid Sections Only check box.
- Click on the Teacher column header to sort all courses by homeroom teacher order and go down to the teacher that you want. Select the appropriate course sections including the ATT-AM and ATT-PM courses (be sure to choose the proper grades for a split class) and click **OK**.

The screenshot shows the 'Schedule Master Pick List' window. At the top, there are filters for Course, Period, Track ID, Term, and Department, all set to 'All'. On the right, there are checkboxes for 'Requested only', 'Valid sections only' (circled in red), 'Allow conflicts', and 'Allow all over max'. Below these is a table of course sections. The table has columns: Course, Description, Teacher, Term, Schedule, Unrotated Schedule, Total, Max, Closed at max?, SecType, and Term. The first two rows are highlighted in yellow: ATT-AM-002 AM Attendance and ATT-PM-002 PM Attendance. Below the table, there is a 'Course Requests' section with a table for adding requests. A red arrow points to the 'Select...' button in this section.

- Once back in the Workspace window be sure to click **Post** on the bottom right hand side to save and the student will now be scheduled into courses and added to the snapshot.

MASS ASSIGN STUDENTS TO A SINGLE SECTION

- Schedule** top tab > **Master** side tab > **Roster** leaf. There is no need to select a course and the course name that appears for the roster does not matter; this is just a means to access the function you need.

- In the **Options** menu, select **Add** and in the pop-up window, set the **Schedule Mode** to **Push**.
- In the Students block select **Selection**. The student pick list popup window will open for the user to choose from. Select the students you want and click **OK**.
- The multi-add students window will now display with the number of students you selected. In the **Add to the following sections:** field, click the **Select** button. A list of course sections appears.
- Select the course sections to add to the students. You can choose one or multiple sections. When the selection is complete, click **OK**. The sections will appear in a string in the **Add to the following sections:** field.
- Click **OK** in the multi-add window to "**push**" the selected students into the course sections you selected.

PREPARE GRADE INPUT FOR ALL CLASSES

In order to complete Grade Input, the following steps must be completed first. Use the **Report Card** Field Set to make sure these have been added to courses.

- Courses have **transcript definitions** attached.
- Courses have **rubric definitions attached** (only for transcript definitions that have the

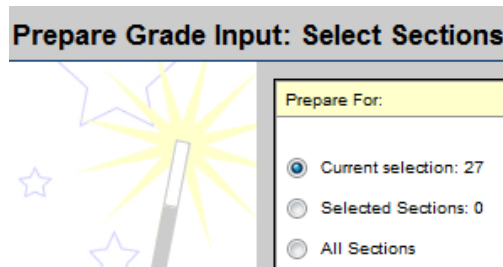
School Courses											
Master 2:MFAR-06 0 of 84 selected School Year: 2014-2015											
CrsNo	Description	GrdLvl	TransDef > Name	RubricDef > Name	GPA	HideFromGradeInput	RCrdtHide	DisableTextCmt	DisableRefCmt	DisableNonRubric	TermGradesMap
MFAR-06	FINE ARTS 6	06	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	N	N	N	N	111
MFR-05	FRENCH 5	05	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	N	N	N	N	111
MFR-06	FRENCH 6	06	Elementary - Intern. with Final	! Intermediate Grade Scale	N	N	Y	N	N	N	111
MHCE-K	HEALTH AND CAREER EDUCATION K	KF	Elementary - Kindergarten/Primary	! Kindergarten	N	N	N	N	N	N	111
MHCE-01	HEALTH AND CAREER EDUCATION 01	01	Elementary - Kindergarten/Primary	! Primary/Intermediate	N	N	Y	N	N	N	111
MHCE-02	HEALTH AND CAREER EDUCATION 02	02	Elementary - Kindergarten/Primary	! Primary/Intermediate	N	N	Y	N	N	N	111

word "**Elementary**" in them except for Comment Only course – no rubric).

- Courses have a **Comment Bank** attached.
- Course sections** have all been created.
- Students are scheduled** into course sections. (**NOTE:** Course sections that do not have students will not appear in the list of course sections for which you can prepare grade input)
- Course attributes, such as the Term grades term map, Hide on report card, school comment bank, etc. should be reviewed if you find a course is not appearing as expected.
- Mass update and modify list functions can be used to apply changes to these fields.

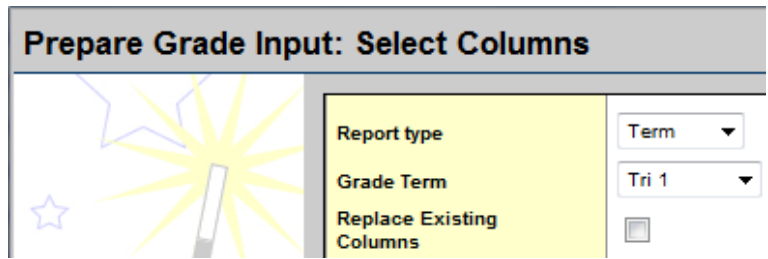
Preparing grade input is the process of creating the columns that users will see for entering grades, work habits and comments for the report card. If grade input is not prepared, users will not have fields to enter data into.

- In the **School**
- Click on the see classes
- In the **Options Input**. This



view, click on the **Grades** top tab. **Grade Input** side tab. You will only that have students in them. menu, select **Prepare Grade** launches a wizard.

4. Use the selection tools to choose which sections you want to prepare grade input for. If your school's master schedule is mostly settled for the year, there is no harm in preparing grade input for all sections. Click **Next**.
5. Choose the **Report type** of **Term**.
6. Choose the **Grade Term** you are preparing.
7. **Replace Existing Columns** should never be done once grade data has been entered and posted for a student. ***Read the warning!*** Checking this box will delete all data entered for the term selected. There are very few circumstances where this would be done. Contact the software support team to ensure it is the appropriate action for



you **Prepare Grade Input: Set Posting Parameters** **Step 3** what wish to



- accomplish.
8. Click **Next**.
 9. Enter the **Post Window** dates. This reflects the period of time for which you want users to be able to enter data. Once the **End Date** has passed, all changes would need to be made at the office.
 10. **Allow Posting For** should be left to All Students. Click **Next**.

11. In Step 4 of the wizard, confirm the information is correct.
12. Click **Finish**.

GRADE POST CONTROLS

Grade Post Controls are created once you have prepared the grade input for your school. Grade post controls are the `windows` of time set for your staff to be able to enter marks. Once the end date has passed, all mark changes have to be made through the office unless you reset the date range to allow the teachers to go back in. To adjust the teacher grade posting time frame:

1. In the **School** view, select the **Grades** top tab.
2. Click on the **Grade Post Controls** side tab.
3. Click on the blue hyperlink for the **GradeTerm>ID** to be adjusted.
4. Adjust the **Start date** or **End date** as necessary.
5. Click **Save**.