# MyEdBC – MIDDLE SCHOOL SCHEDULING CHECKLIST

| TASK | DESCRIPTION | DONE |
|---|---|---|
| Create the District Course Catalogue | -District pulls in Enterprise Courses, delete closed courses and bring in new courses with flavours (4L, 4S, 2T….) | ✓ |
| Define the Build Year Context in the School View | *Creating/Defining the Build Year* | |
| Create Course Catalogue for the Build Year in the School View | -Copying the School Course Catalogue<br>-Pulling new courses from the District catalogue to the School Catalogue<br>-Let the district know if you need a flavour created for credits<br>-Remove closed courses if not already done by the district<br>-Creating Copies of Courses (Flavours) at the School | |
| Create Course Selection Booklets & Sheets | -Include course codes to facilitate entry by Staff | |
| Define Next School for Students | *-Pre-transitioning students to the Build Year – contact Software Support if you are missing your feeder school students* | |
| Assign "Standard" Academic Track to all students | *- Use Pre-Transition field set to mass update Academic Track field.* | |
| Rollover Secondary School Assignments for Staff | *Keep secondary school associations (Primary staff ok for Build)* | |
| Define New Secondary School Assignments for Staff | *-Defining new secondary school assignments – please contact Software Support to complete* | |
| Create a Scenario (or Copy a Scenario) | -Scenario Preferences (be sure to copy bell schedules & rules and set inclusion count to 3) | |
| Create Terms | -Define schedule terms (date range for courses – FY, S1, S2, Q1… must be entered for Update Designation/ELL tallies to work) | |
| Create Days | -Define the number of days per schedule cycle | |
| Create Periods | -Define the number of periods in your schedule (can be pulled from previous year) | |
| Bell Schedules | *For schools that use more than 1 bell schedule* (can be pulled from previous year) | |
| Course Requests – Individual Entry, Mass Entry (Multi-Add) | -Add course requests for students in Build View (Be sure to mark designated students requests as Inclusion requests), Multi-Add, Batch Entry | |
| Course Requests – Team Teaching | -If you are team teaching in your school, only put in requests that you want the system to schedule as the rest of the courses will be mass assigned by Snapshot | |
| Course Requests – Alternate Requests | -Add alternate requests for students in Build View | |
| Reports for Course Requests | -Course Verification, Course Tally, Course Request List | |
| Course Attributes | -Define required fields:  #sections, class size, cover terms, base terms, PPC, schedule pattern set; include in scheduling?<br>-Define optional fields (if using builder or load) | |
| Student Attributes | -Define optional fields (Include in Scheduling must be checked) | |
| Staff Attributes | -Define max in a row, preps, classroom, max room (If using builder or load) | |
| Room Attributes | -Define department, type, max #, include in scheduling?, schedule use type | |
| Build Rules | -Create rules that will determine placement of sections (term, schedule, room, teacher)<br>-Course Blocking – Simultaneous, Wheel, Days, Term, Consecutive | |

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|---|---|---|
| Load Rules | -Create rules that will determine how students are placed into sections<br>-Course Sequencing | |
| Initialize the Workspace | -Creates the sections for each course | |
| **TASK** | **DESCRIPTION** | **DONE** |
| Assign Teachers to Sections | -Assign teachers to sections by section detail or by "Assignments" | |
| Pre-schedule Terms, Schedule, and Rooms | -Equivalent to manually scheduling a section | |
| Add Inclusion Sections | -Individual Course sections must be marked as inclusion sections (Mass updateable) | |
| Validate for Build | -Checks that all required scheduling attributes are set up | |
| Resolve Fatal Validation Errors | -Fix errors (go to "Feedback" tab for details) so build can continue | |
| Build the Master Schedule | -Correct build errors as they arise (builder will not continue until<br> errors are corrected) | |
| Lock Individual Student Schedules | -Locking a schedule prevents the student from being re-scheduled in subsequent runs | |
| Load Students | -Loads students into the master schedule | |
| Analysis | -Data on errors, % requests satisfied, % students satisfied | |
| Conflict Summary | -Displays course sections with conflicts, students with conflicts | |
| Reports | -Requests Not Scheduled, BC Master Schedule | |
| Copy a Scenario | -Copy a scenario when tweaks/changes are being made to the timetable (i.e. moving sections) | |
| Recalculate Enrollment Totals | -Recalculate enrollment totals so that they equal the number of students enrolled in a section | |
| Synchronize Schedule | -To be done when the schedule expression tied to a course does not match the detail of the schedule expression | |
| **EOYR – End of Year Checklist** | | |
| Commit Master Schedule | -Making your Build scenario schedule the Active Schedule in the school view (to be done after the End of Year Rollover - EYOR). | |

| NOTES: |
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