

**BACK-TO-SCHOOL CHECKLIST**

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|  | **Description** | **Path** |
| **Pg 4**  **Pg 4** | **DEFINE SCHOOL DETAILS**  **General** sub top tab - Check the school information: name, phone number, principal.  **Address** sub top tab – Check the school's address and postal code. | **School** view **> School** top tab **> Setup** side tab **> Details > General** sub top tab  **School** view **> School** top tab **> Setup** side tab **> Details > Address** sub top |
| **Pg 5-6**  **Pg 6-7**  **Pg 7**  **Pg 7**  **Pg 8**  **Pg 9-10**  **Pg 10** | **SET SCHOOL PREFERENCES**  **Daily Attendance –** set up how attendance is to be taken and which buttons will be seen in school view. Basic & Advanced sub top tabs.  **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.  **Conduct –** these fields appear in the Conduct area to track students who have been assigned detentions.  **Staff Attendance –** is only used for TOC assignments. ***DO NOT CHANGE***  **Grade –** these fields are for setup of the teacher's gradebook and the report card message.  **Schedule –** most of the items it this section pertain to the Build view and should not be adjusted.Basic & Advanced sub top tabs.  **Secondary School Management –** sets the ability for cross enrolled & primary schools to both be able to create a daily attendance records for a student. | **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Daily Attendance**  **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Class Attendance**  **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Conduct**  **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Staff Attendance**  **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Grade**  **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Schedule**  **School** view **> School** top tab **> Setup** side tab **> Preferences** Leaf **> Category = Secondary School Management** |
|  | **Description** | **Path** |
| **Pg 10** | **COMMIT THE MASTER SCHEDULE**  **In the Build View, open the appropriate Scenario to be used as the master schedule for the current school year.**  ***\*\*\*To be done by Aug 30th \*\*\**** | **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) **> 2.) Details side tab > Options > Commit Schedule**  **(Elementary schools have only 1 Term here = FY.) Select to Replace not Update** |
| **Pg 11** | **SET ACTIVE SCHEDULE**  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. | **School** view **> School** top tab **> Schedules** side tab |
| **Pg 11** | **ASSIGN STUDENT TYPE PROGRAMS**  **French Immersion and ELL Programs** – need to be assigned so that other external programs can be up and available for classroom teachers.  ***\*\*\*To be done by Aug 30th\*\*\**** | **School** view **> Student** top tab **> select the students > Options > Show Selected > Options > Assign Student Programs** |
| **Pg 11**  **Pg 12**  **Pg 12-16**  **Pg 12-16** | **SCHOOL SET-UP**  **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.***  **Grade Terms –** These are your Report Card Terms (Tri1, Tri 2…., Q1, Q2…..etc).  ***\*\*\*To be done by Aug 30th\*\*\****  **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.  ***\*\*\*To be done by Aug 30th\*\*\****  **Days –** review and make sure the days came across properly from **Build** view when you committed the schedule. | **School** view **> Staff** top tab  **School** view **> Grades** top tab **> Grade Terms** side tab  **School** view **> Schedule** top tab **> Structure** side tab **> Terms** sub side tab  **School** view **> Schedule** top tab **> Structure** side tab **> Day's** sub side tab |
|  | **Description** | **Path** |
| **Pg 12-16**  **Pg 12-16** | **Periods –** review and make sure the periods came across properly from Build view.  **Bell Schedules –** each date in the school Calendar is assigned a Bell Schedule indicating the periods offered on that date and their length. ***These should have copied over so be sure to check that they are right***. | **School** view **> Schedule** top tab **> Structure** side tab **> Periods** sub side tab  **School** view **> Schedule** top tab **> Structure** side tab **> Bell Schedules** sub side tab Create a regular day and an Early Dismissal Bell Schedule. You can copy from last year by going to **Options > Copy From…** |
| **Pg 16-17**  **Pg 17**  **Pg 17** | **SCHOOL CALENDAR**  Calendars are pushed out from the District level. If there is no Calendar, notify Software Support.  Update columns for **Schedule Day Number** and **Schedule Bell**  **Assigning Calendars to Students –** the "Standard" school calendar must be assigned to ALL students in order to take attendance | **School** view **> School** top tab **> Calendars** side tab **> Dates** leaf - Early dismissal Bell Schedules must be assigned to appropriate dates in the Calendar  **Filter =** Days in Session then Mass Update or Modify List to update relevant fields and columns  **School** view **> Student** top tab **> Primary Active Students Filter > Options > Mass Update + Calendar = Standard** |
| **Pg 18** | **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 |
| **Pg 18-19**  **Pg 19** | **ASSIGN HOMEROOMS**  **Teachers –** make sure to mark if the teacher is the Primary Teacher.  **Students –** Check that the homerooms rolled correctly into the student and that the teachers' names are now correct ***(make sure you assign the Teachers homerooms first)***. | **School** view **> Staff** top tab  **School** view **> Student** top tab |
| **Pg 19-23** | **ELEMENTARY SCHEDULING**  Refer to the Elementary Scheduling Manual for more detailed 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.  ***\*\*\*To be done by September 15\*\*\**** | You can also register for ***MyEdBC: Elem Course Set-up*** on Employee Connect if you would like additional help. |
|  | **Description** | **Path** |
| **Pg 24** | **STUDENT SCHEDULES**  Randomly check a handful of students to ensure they have schedules and the courses are displayed correctly in both the List and Matrix view. | **School** view **> Student** top tab **> Schedules** side tab |
| **Pg 24** | **STUDENT & STAFF INFORMATION**  Check the following:   * 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 * Update family courier information * Check Diploma types * Secondary student attendance management type set * Update staff details with new homeroom and room information | **School** view **> Student** top tab  **Or**  **School** view **> Staff** top tab |
|  | **EOYR CLEAN UP ACTIVITIES**  ***\*\*\*DO NOT DO THIS TILL EVERYTHING ELSE ON THE CHECKLIST HAS BEEN COMPLETED\*\*\****  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". | **School** view **> Student** top tab **> Filter = Primary Active Students > FieldSet = Pre-Transition > Options > Mass Update** |

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Completed By Principal's Signature Date

Scan and email completed checklist to [software.support@sd23.bc.ca](mailto:software.support@sd23.bc.ca) by September 6th, 2022.