

**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 tabCreate 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 by September 6th, 2022.